



CiLCA: Training Needs Analysis

The aim of this process is to identify areas of strength and areas for development. The Improvement and Development Board (IDB) has already developed occupational standards for the profession of local council officer. These describe what a person needs to do, know and understand in their job to carry out their role in a consistent and competent way. The CiLCA units build on these occupational standards by requiring the submission of documents, annotations and explanations to form an electronic portfolio.

There are many different routes into the role of local council officer; some people will have relevant experience in the sector or in similar roles; others will have qualifications that provide appropriate knowledge, and some will have had a number of jobs within the same council. For this reason, the first part of this form looks at your current knowledge and experience with respect to the occupational standards.

Name: _____

Role: _____

Contact Number: _____

What is your greatest concern in starting CiLCA at this stage?

As preparation please, highlight your current levels knowledge/experience in the table below using the following scale. Fill out the comment box to explain your grading if necessary or explain that none of the scale grades are appropriate for you

Scale Grade

- 1 I have **only just joined the local council sector** and would benefit from a basic introduction
- 2 I have a **basic understanding** and therefore need to deepen my technical or legal knowledge
- 3 I have **some knowledge and experience** of this subject from other roles but would value discussing how to apply that knowledge
- 4 I have a **good level of knowledge and experience** in this area of work but need help in building the CiLCA portfolio

It is advisable to keep a copy of your completed training needs analysis to use as future reference to see how your knowledge and understanding of your role has improved.

The Core Roles

Grade Scale

S1 I understand the roles, responsibilities and duties of the council and of the individuals involved in the work of the council

1	2	3	4
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S2 I can carry out research so that the council is well-informed for making decisions

1	2	3	4
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S3 I can manage the implementing of decisions for which the council is responsible

1	2	3	4
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S4 I can organise and maintain effective administrative systems, processes, policies and records.

1	2	3	4
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S5 I can employ written and oral communication skills including ICT

1	2	3	4
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Comments

	1	2	3	4
Grade Total:				

Law and procedures

S6 I can advise the council on its duties and powers with legal references

1	2	3	4
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S7 I can ensure that all statutory requirements are observed including employment law, Health and Safety, Freedom of Information. Data Protection and Equality

1	2	3	4
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S8 I can establish and explain appropriate and lawful procedures for managing the meetings of the council and its committees

1	2	3	4
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S9 I can advise the council on statutory requirements and other procedures for maintaining public confidence in the council including ethical standards and the Code of Conduct

1	2	3	4
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Comments

	1	2	3	4
Grade Total:				

Finance

S10 I can advise the council on financial planning and reporting including the preparation and review of budgets, the management of risks to public money and funding applications

Grade Scale

1	2	3	4
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S11 I can ensure compliance with proper financial practices including accounts, financial regulations, audit processes, VAT and procurement.

1	2	3	4
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Comments

	1	2	3	4
Grade Total:				

Management

S12 I can support the council in the planning, management, funding, and review of projects, services, assets and facilities

Grade Scale

1	2	3	4
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S13 I can manage the employment, performance and development of council staff

1	2	3	4
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S14 I can manage effective relationships with contractors and service users

1	2	3	4
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S15 I can advise the council on its performances as a corporate body ensuring councillors have opportunities for training and development

1	2	3	4
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Comments

	1	2	3	4
Grade Total:				

Community

S16 I can advise and support the council as it identifies and implements plans for the future of the community it represents

Grade Scale

1	2	3	4
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S17 I can manage and administer the council's participation in the planning system according to current planning law, policies and procedures

1	2	3	4
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S18 I can demonstrate an awareness of all aspects of the community served by the council, recognising and respecting different interests and enabling cohesion

1	2	3	4
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S19 I can help provide all members of the community with opportunities for influencing decisions that affect their lives

1	2	3	4
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S20 I can facilitate the council's engagement with the community, managing public relations and ensuring that the council is transparent in all its actions

1	2	3	4
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S21 I can manage effective partnership working

1	2	3	4
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S22 I can advise and support the council as it facilitates community activity.

1	2	3	4
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Comments

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Grade Total:

1	2	3	4

Summary of training needs

In the table below note down how many of the above standards you have given each grade combined. e.g. you may have marked six with a Grade 1.

Grade Scale	Total
1	
2	
3	
4	

Please find recommendations for training table based on your identified training needs.

Rating	Recommendations for training
Grade 1 & 2's	We recommended undertaking the ILCA course and/or attending your local county association's initial induction training.
Grade 3	Recommended to undertake the ILCA course and then attend a CiLCA training course through your local county association or the SLCC prior to registering for CiLCA
Grade 4	It is recommended to undertake CiLCA training course through your local county association or the SLCC prior to registering for CiLCA Alternatively, if you feel you would not benefit from attending training, it is advisable to contact your county association to discuss this with a CiLCA trainer prior to registering.