

SLCC

For Local Council Professionals

SLCC QUALIFICATIONS



www.slcc.co.uk/qualifications

CONTENTS

| | |
|---|---------|
| STRONGER THROUGH STUDY | PAGE 3 |
| INTRODUCTION TO LOCAL COUNCIL ADMINISTRATION (ILCA) | PAGE 4 |
| FINANCIAL INTRODUCTION TO LOCAL COUNCIL ADMINISTRATION (FILCA) | PAGE 6 |
| ILCA TO CILCA | PAGE 8 |
| CERTIFICATE IN LOCAL COUNCIL ADMINISTRATION (CILCA) | PAGE 10 |
| GENERAL POWER OF COMPETENCE (ENGLAND ONLY) | PAGE 12 |
| COMMUNITY GOVERNANCE | PAGE 14 |



STRONGER THROUGH STUDY

SLCC offer a range of qualifications tailored to meet the needs of local council officers and others working with local councils in England and Wales. Study for a qualification and:

- Expand your skillset
- Broaden your career opportunities & progression
- Feel empowered



The qualifications are designed to support you wherever you are in your career journey, starting at the essential knowledge course (Level 2) and progressing through to an Honours Degree (Level 6).

CHOOSE SLCC

Experienced in delivering quality training to the local council sector since 1972.....

- Over **900** ILCA passes
- Over **3,200** CiLCA certificates awarded
- **141** students graduated with a Honours Degree (Level 6)
- Experienced, qualified and professional trainers and tutors on hand every step of the way

FIND OUT MORE

For more information on any of the courses and qualifications listed in this prospectus please visit www.slcc.co.uk/qualifications.

We also offer free, virtual, drop-in sessions providing more information on the qualifications. Visit www.slcc.co.uk/events and use the keyword 'drop in' to find the next available webinar.

INTRODUCTION TO LOCAL COUNCIL ADMINISTRATION (ILCA)

ESSENTIAL KNOWLEDGE

ILCA

Introduction to Local Council Administration

The Essential Knowledge

The Introduction to Local Council Administration (ILCA) is a Level 2, online sector specific learning tool designed to support all new council officers in England and Wales in their roles in the first few months of employment, as well as those aspiring to go on and complete their Level 3 CiLCA qualification. The aim of the course is

to provide an introduction to the work of a local council, the clerk and its councillors.

£120 + VAT for members and non-members.

Are you a clerk in Wales? You could be eligible for a bursary towards 50% of the cost. Visit www.slcc.co.uk/bursary to find out more.

WHAT WILL I LEARN?

The aim of the course is to provide an introduction to the work of a local council, its councillors and the clerk. The online programme can be studied in your own time whilst you find your feet in your new role. The course is in five sections based on the Occupational Standards established by the National Training Strategy in England:

1. **The Core Roles** establishes your place in local government and the duties and responsibilities of the council as a corporate body, individual councillors, the chairman and the clerk. It examines the role of the clerk more closely including the clerk as a researcher, administrator and manager.
2. **Law and Procedures** establishes the council's legal framework including duties, powers and other statutory requirements. It introduces agendas, minutes, meeting procedures, and the value of standing orders, delegation and committee structures.
3. **Finance** introduces the role of the Responsible Financial Officer (RFO) and proper financial practices, accounts, financial procedures and accounting regulations. You will consider budgeting, the precept, audits, insurance, income generation and the management of risk.
4. **Management** establishes the role of the council and its officers in planning, managing, funding and reviewing projects, services, assets and facilities. It provides guidance on managing staff, contracts and the performance of the council as a whole.

5. **Community** identifies community needs and plans. We introduce community representation, engagement, empowerment and support. With emphasis on stress partnership working, public relations and raising the council's profile in the community

HOW WILL I LEARN?

- The course has five modules. Each module contains several sections and pages of activities, questions and explanations. Click here to preview the online learning tool.
- 8 CPD points can be recorded for passing ILCA.

HOW LONG WILL IT TAKE?

It can be studied intensively over a few days or perhaps by doing one module a week or fortnight; it's up to you. As soon as payment has been received and processed, you will have access to the online course for twelve months. You are strongly advised to start studying as soon as you can and keep the momentum going by joining a networking event or webinar.

"I cannot speak highly enough of ILCA. I started it as Deputy Town Clerk and then my boss the Town Clerk resigned suddenly and I was thrown in at the deep end. Clerking can be a lonely job and it is really so good to be part of a wider network. Studying ILCA has given me the confidence to manage the work of the council - and I have just been promoted to Town Clerk!" Claire Benbow, Clerk to Grange-over-Sands Town Council

"I am really enjoying the course and have learnt so much. I have an interview next week for a clerk role and the learning has given me real confidence boost. I feel that I will be able to talk about the role with a level of understanding and an eagerness to build on what I have learnt and, hopefully, one day progress to CiLCA." Julie Brennan



| | |
|-----------------|---|
| Pre-requisites | None |
| Learning | Self-Paced, Online |
| Duration | 12 months |
| Cost | £120 + VAT |
| Registration | Any time. Visit www.slcc.co.uk/ilca to register. |
| SLCC CPD Points | 8 |

FINANCIAL INTRODUCTION TO LOCAL COUNCIL ADMINISTRATION (FILCA)

ESSENTIAL FINANCE

FILCA

Financial Introduction to Local Council Administration

The Essential Finance

Coming soon...

The Financial Introduction to Local Council Administration (FILCA) is a Level 2, online sector specific learning tool to support all new Responsible Financial Officers (RFO's) in England and Wales (or officers who have a financial element to their job role). The aim of the course is to provide an introduction to council finance.

WHAT WILL I LEARN?

The aim of the course is to provide an introduction to council finance. The online programme can be studied in your own time whilst you find your feet in your new role.

1. Roles & Responsibilities

- Occupational standards
- The role
- The legal framework
- Values
- Calendar
- Resources
- Assessment

2. Budget and Precept

- The budget
- The precept
- Constructing the budget
- Making budget decisions
- Monitoring the budget
- Resources
- Assessment

3. Systems & Procedures

- Proper practices
- The council's financial regulations
- The cash book
- Spending
- Income
- Banking
- Investments
- Payroll

4. Internal Control and VAT

- The council's duty
- Implementing the duty
- Separation of responsibilities
- The management of risk
- Insurance

- The internal audit
- Reviewing the systems
- VAT
- Reclaiming VAT
- Resources
- Assessment

5. External Audit and the Year End

- External audit
- Exempt councils
- Public rights
- The AGAR
- The Statement of Accounts
- Annual accounts
- Resources
- Assessment

HOW WILL I LEARN?

The course has five modules. Each module contains several sections and pages of activities, questions and explanations.

HOW LONG WILL IT TAKE?

As soon as payment has been received and processed, you will have access to the online course for twelve months. You are strongly advised to start studying as soon as you can and keep the momentum going by joining a networking event or webinar.



| | |
|-----------------|---|
| Learning | Self-Paced, Online |
| Duration | 12 months |
| Cost | £120 + VAT |
| Registration | Any time. Visit www.slcc.co.uk/filca to register. |
| SLCC CPD Points | 8 |

ILCA TO CILCA

ENHANCED KNOWLEDGE



This course is specifically designed for students in England and Wales who have completed the Introduction to Local Council Administration (ILCA) and are aspiring to complete the Certificate in Local Council Administration (CiLCA).

Launched on 1st April 2021, this online course, equivalent to Level 2, develops your knowledge,

confidence and skills, bridging the gap between the two courses and building your portfolio ready for you to begin CiLCA.

£120 + VAT for members and non-members.

Are you a clerk in Wales? You could be eligible for a bursary towards 50% of the cost. Visit www.slcc.co.uk/bursary to find out more.

WHAT WILL I LEARN?

Further your understanding of the legal framework, how a council operates, how responsibilities are allocated and how to manage council activities and finances. The course doesn't cover every detail but it does give you the advantage and prepare you for studying CiLCA.

The online programme can be studied in your own time and is in five sections based on the Occupational Standards established by the National Training Strategy in England:

1. **The Core Roles** establishes your place in local government and the duties and responsibilities of the council as a corporate body, individual councillors, the chairman and the clerk. It examines the role of the clerk more closely including the clerk as a researcher, administrator and manager. It stresses good communication skills and the use of information and communications technology.
2. **Law and Procedure** establishes the council's legal framework including duties, powers and other statutory requirements. It introduces agendas, minutes, meeting procedures, and the value of standing orders, delegation and committee structures. We note the General Data Protection Regulation (GDPR), election processes, the standards framework and the need to keep up to date with legislation.

3. Finance introduces the role of the Responsible Financial Officer (RFO) and proper financial practices, accounts, financial procedures and accounting regulations. We consider budgeting, the precept, audits, insurance, income generation and the management of risk.
4. Management establishes the role of the council and its officers in planning, managing, funding and reviewing projects, services, assets and facilities. It provides guidance on managing staff, contracts and the performance of the council as a whole, stressing the need for on-going training and development.
5. Community is the heart of the matter. You identify community needs and plans; you engage with the planning system and get to know the community well. We introduce community representation, engagement, empowerment and support. We stress partnership working, public relations and raising the council's profile in the community.

HOW WILL I LEARN?

- Delivered in a series of webinars, the course has five modules and each module contains several tasks, questions and explanations.
- The webinars are delivered in six repeated blocks throughout the year.
- Networking to share ideas, questions and experiences with others and to deepen your understanding of a module. You might attend a networking event organised by your local branch of the SLCC or join a webinar led by an experienced practitioner. There will also be a forum for written discussion on each module website.
- If you would like to further your learning experience, you will have the opportunity to complete an additional 'research and writing' task.
- 12 CPD points can be recorded for passing ILCA to CiLCA.



| | |
|------------------------|--|
| Pre-requisites | ILCA |
| Learning | Webinars and online submissions |
| Duration | 4 months |
| Cost | £120 + VAT |
| Registration | Any time. Visit www.slcc.co.uk/ilcatocilca to register online. |
| SLCC CPD Points | 12 |

CERTIFICATE IN LOCAL COUNCIL ADMINISTRATION (CILCA)

BROAD KNOWLEDGE



CiLCA is a foundation qualification which tests whether you have a broad knowledge of all the aspects of a clerk's work - roles and responsibilities, the law, procedures, finance planning and community involvement.

The CiLCA qualification fee is **£410 (non-vatable)**, see page 11 for additional costs.

Are you a clerk in Wales? You could be eligible for a bursary towards 50% of the cost. Visit www.slcc.co.uk/bursary to find out more.

BENEFITS OF CILCA

Study CiLCA and learn the tools to:

- Make confident, informative decisions for your council and your community
- Advise the council on its duties and powers
- Adapt to changing circumstances
- Ensure your council is compliant with proper financial practices
- Set a vision for the future for your council and your community
- Respond to questions and problems with a dynamic, 'can-do' attitude
- Advise and support the council as it identifies and implements plans for the future
- Choose to submit your portfolio in English or Welsh language (please note that guidance and the portfolio are provided in English language only)

CiLCA forms part of the criteria for the council to exercise the General Power of Competence (GPC). Find out more on page 12.

WHO CAN TAKE CILCA?

CiLCA is suitable for all officers working with local councils.

You will need a good working knowledge and understanding of a clerk's role and work involved. We recommend that you are in post for a minimum of 12 months before applying for the CiLCA qualification.

Good working knowledge and understanding of the clerk's role can be gained by attending courses, in-house training and practical experience.

Councillors and officers of advisory bodies have also taken CiLCA in the past. CiLCA is flexible enough to suit candidates from the diversity of local councils. When a council's chief officer (clerk) obtains CiLCA, the council may be eligible, in England, to apply for the Local Council Award Scheme (Quality and Quality Gold) and also able to use the general power of competence.



HOW MUCH IS CILCA?

The CiLCA qualification fee is **£410 (non-vatable)**.

In addition to the qualification fee you will need to attend training courses in order to build your CiLCA portfolio:

- Virtual courses: delivered over 6 webinar sessions, for 2 hours once a month throughout the year - **£250 + VAT for SLCC members, £300 + VAT for non-members**

OR

- Face-to-Face courses: delivered over 4 days, each day of the course covers all the questions within the five sections of the portfolio - **£340 + VAT for SLCC members, £390 + VAT for non-members**

"The feedback from the assessor was invaluable and they NEVER criticised - only offered assistance and guidance where and when needed. I will certainly recommend anyone to use EMMA for their CiLCA portfolio." Jane Tyrrell, Hartley Parish Council

| | |
|-----------------|---|
| Pre-requisites | 12 months in post, ILCA or County Association Essential Clerk training (optional) and attendance at CiLCA training |
| Learning | Webinar/face-to-face/on the job learning |
| Duration | Your portfolio must be complete within 12 months of registration |
| Cost | £410 (non-vatable) plus training cost to build your portfolio |
| Registration | Apply anytime (recommendation is after first CiLCA training session) CiLCA candidates will be registered on the EMMA system in bi-monthly intakes |
| SLCC CPD Points | 20 |

GENERAL POWER OF COMPETENCE

(ENGLAND ONLY)

WHAT IS THE GENERAL POWER OF COMPETENCE (GPC)?

GPC gives local authorities, including eligible local councils,

“the power to do anything that individuals generally may do”

as long as they don't break other laws. It is a 'power of first resort'; this means that when searching for a power to act, the first question you ask is whether you can use GPC. To find the answer, you ask whether an individual is normally permitted to act in the same way. For example:

- An individual can't put someone in prison – and neither can a local council (although, like an individual, the council can press for a prosecution).

On the other hand, an individual

- could run a community shop or post office (provided they abide by relevant rules) – so a local council can do likewise;

Sometimes a council can do things that an individual can't do – such as creating byelaws, raising a precept or issuing fixed penalty notices but it must do so using the specific original legislation. GPC does not mean that the council can delegate decisions to individual councillors – this is a procedural matter that remains enshrined in law.

BENEFITS OF GPC

- Boost confidence - gives local councils confidence in their legal capacity to act for their communities.
- Responsibility for services - provides the basis for taking on responsibility for services previously provided by one of the principal authorities.
- Provide cost-effective services - encourages councils to use this power to work with others in providing cost-effective services and facilities in innovative ways to meet the needs of local people.
- Use anywhere - the council can undertake activities using GPC anywhere – not just in the parish (as long as they don't break other laws)

CRITERIA FOR ELIGIBILITY

The freedom of GPC is available to local councils that meet two criteria for eligibility (LA 2011 s8) set out in a statutory instrument known as the parish councils (General Power of Competence) (Prescribed Conditions) Order 2012 that came into force in April 2012.

The two criteria cover elected councillors and the qualified clerk. The clerk must hold at least one of the sector-specific qualifications and should have completed the relevant training designed as part of the National Training Strategy for local councils. The recognised sector-specific qualifications are the Certificate in Local Council Administration (CiLCA) and Community Governance.

To view the full criteria please visit www.slcc.co.uk/gpc

STUDY FOR GPC

Learning Outcome 7 (LO7) only applies to those who passed CiLCA pre-2012. LO7 within CiLCA 2021 includes and references GPC and forms part of the criteria for the council to exercise GPC. Some students may wish to study section LO7 in isolation if they meet the criteria.

To apply for CiLCA visit www.slcc.co.uk/cilca, alternatively to only study for LO7, visit www.slcc.co.uk/gpc to view the criteria and download the application form.



To undertake LO7 in isolation:

| | |
|-----------------|---|
| Pre-requisites | Holds CiLCA prior to 2012, AQA or the tailored qualification from University of Gloucestershire |
| Learning | Paper based submission |
| Duration | 12 months |
| Cost | £30 (non-vatable) |
| Registration | Any time. Visit www.slcc.co.uk/gpc to register online. |
| SLCC CPD Points | 1 |

COMMUNITY GOVERNANCE

ADVANCED QUALIFICATION

An advanced qualification awarded by a university ranked Gold under the Teaching Excellence Framework (TEF)

COMMUNITY GOVERNANCE

Develop your career, support your council and strengthen your community



Community Governance offers a range of advanced qualifications which are all distance learning with residential study days. The qualification looks at the way in which people and organisations work together and independently, making decisions for the benefit of a local community. Study for a qualification awarded by De Montfort University (DMU):

- Certificate of Higher Education (Level 4)
- Foundation Degree (Level 5)
- Honours Degree (Level 6)

Choose your qualification - students are able to achieve the Level 4 qualification without pressure to proceed to Levels 5 and 6.

HOW DO I STUDY?

Community Governance is a distance learning programme - you study at home or at work.

- We provide course materials and lots of pointers to help you study.
- Networking is vital; you learn from other students and from experienced tutors. You will be required to attend three, 24-hour residential study days during your study year.
- Local tutorials and webinars can be arranged on request.
- You also join our online space where you find resources and discussion forums.
- We provide tutors and help you to find fellow students who enrich your experience of learning.
- You complete your coursework - usually one or two projects per module. Each module involves an average of 150 hours of study over the year (or approximately 3 hours a week). This includes private study time, attendance at teaching events and time spent learning from what you do in the workplace.

WHAT WILL I LEARN?

More information on the modules you will study at each Level can be found in the Community Governance Prospectus available at www.slcc.co.uk/community-governance

Community Governance students are required to complete a dissertation as part of their degree. View previous dissertations on the website.

"I am so happy I signed up for the course it has helped build my confidence as a clerk. I was always aware of the various procedures to follow but it helped me have a greater understanding as to why. A great course for any clerk backed up with amazing support from the tutors." Emma Sylvester, St Andrews Parish Council

"I would like to thank the tutors on the Community Governance course for their patience, constructive criticism, support, encouragement and much more. You have been brilliant in allowing me to grow, reflect on my role as parish clerk, gain in confidence and succeed. This has been an entirely positive experience of higher education." Belina Boyer PSLCC, Clipstone Parish Council and Bleasby Parish Council

WHAT WILL IT COST?

The tuition fee for each qualification is **£6,300** (£3,150 per year) normally paid in instalments over two years with an initial deposit of £315 (10% of the annual fee) which will be deducted from the invoice.

Student finance - Level 5 and Level 6 students can apply for student finance (if they have studied Level 4.)



| | |
|------------------------|---|
| Pre-requisites | Level 4 - GCSE, grade C or above in English & Maths, Level 5 - Level 4 in CG, Level 6 - Level 5 in CG |
| Learning | Distance and 6 residential study days (3 per year) |
| Duration | 2 years |
| Cost | £6300 (£315 due on application) |
| Registration | June - December. Visit www.slcc.co.uk/community-governance to register online. |
| SLCC CPD Points | 120 per level or 60 per year of study |



8 The Crescent, Taunton TA1 4EA | Tel: 01823 253646 | www.slcc.co.uk