

CiLCA Policies

This document lists the policies that are available for the Certificate in Local Council Administration (CiLCA), the level three professional qualification.

<u>Policy</u>	<u>Published</u>	<u>Review Date</u>
Cancellation Policy	March 2021	March 2023
CiLCA Development Plan	April 2019	July 2021
Complaints and Appeals Policy	February 2021	February 2023
Conflicts of Interest Policy	January 2020	January 2023
Equality, Access and Reasonable Adjustments Policies	January 2021	January 2023
Health & Safety Statement	January 2021	January 2023
Internal Verification Sampling strategy	January 2021	January 2022
Malpractice and Maladministration: Policy and Procedure	August 2020	January 2023
Multiple Referrals Policy	March 2021	March 2022
Risk Assessment	January 2021	January 2023
CiLCA Trainers: Assessment Guidance & Multiple Referrals Policy	January 2021	January 2022

These policies are available on request for CiLCA recognised Trainers or students. To request a copy of any of the policies listed please email the Qualifications Administrator, cilca@slcc.co.uk

Students will also have access to the relevant policies for their studies through the EMMA eportfolio system.