**Step by Step Guide
Completing your Continuous Professional Development (CPD)**

1   Your CPD

All members of SLCC are encouraged to undertake their own CPD. Everyone has their own online CPD Record and are encouraged to acquire a **minimum of 12 CPD points.**

If you have joined the Professional Development Scheme (PDS) then you are required to comply with the compulsory requirement of CPD and need: -

- **Principal SLCC   18 CPD points**
- **Fellow SLCC   24 CPD points**

Principal and Fellow members must ensure they have their CPD points recorded when renewing their overall SLCC membership each year.

2   Recording your CPD

You can access and complete your CPD by

a.   Go to the SLCC website and 'login' using your SLCC username and password

b.   Highlight and access 'CPD' under Your account

c.   You will then see your CPD record and the number of points you have acquired.
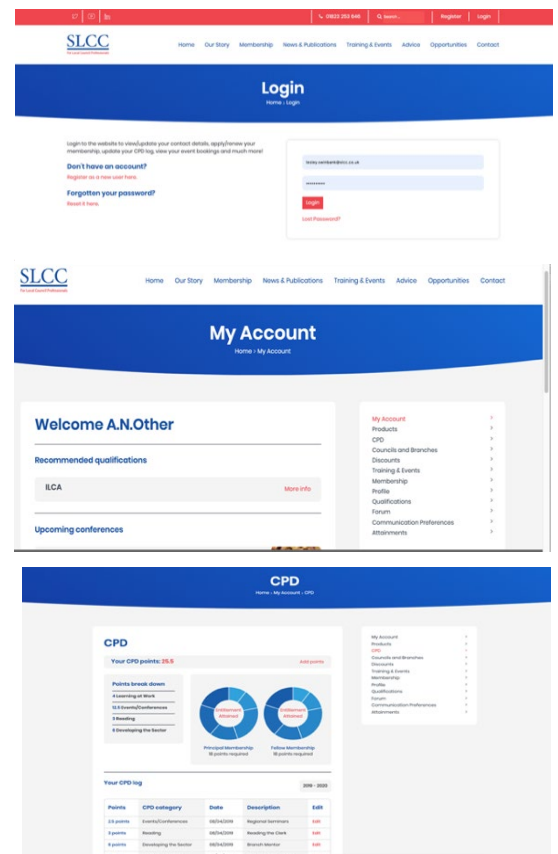
This screen also allows you to see and amend earlier years

d. You can add additional points under the various categories. These correspond to the tabs on the website i.e.: -

- Qualifications – including ILCA, FILCA, CiLCA, Community Governance
- In House Assessment
- Developing the sector
- Reading
- Events / Conferences
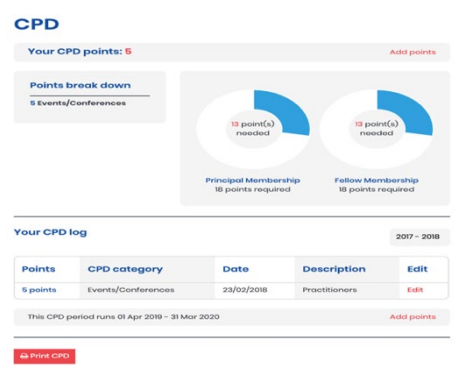- E-Learning
- Learning at Work
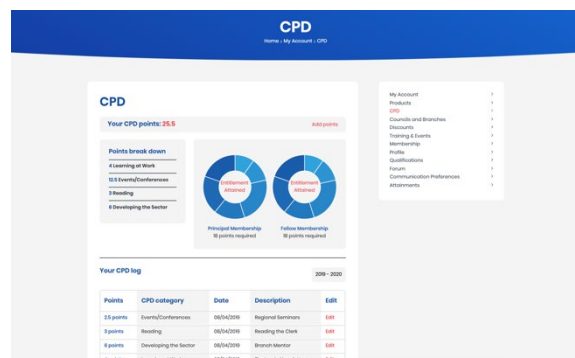
e. You can find out how many CPD points correlate to each activity later in this guide. If you have any queries on this contact Lesley Swinbank (Professional Development Officer), develop@slcc.co.uk

f. You should up

g. load information / evidence to back up your entry.

h. You can also view / amend previous year's CPD records and print all out.

3   Acquiring your CPD points
CPD points can be achieved in a number of ways including:

a. Qualifications – Including ILCA, CiLCA, Community Governance
b. In House Assessment
c. Developing the sector
d. Reading
e. Events / Conferences

f. E-Learning
g. Learning at Work

3.1   Qualifications: Your Learning Pathway

a. **ILCA (Introduction to Local Council Administration)**
ILCA is completed online
It includes 5 modules each concludes with an assessment:
❖ Core roles
❖ Finance
❖ Law and Procedures
❖ Management
❖ Community

Successful completion of the 5 units and passing the associated assessments results in 8 CPD points.

b. **FILCA (Financial Introduction to Local Council Administration)**
FILCA is completed online
It includes 5 modules and each concludes with an assessment:
❖ Roles and Responsibilities
❖ Budget and Precept
❖ Systems and Procedures
❖ Internal controls and vat
❖ External audit and year end

Successful completion of the 5 units and passing the associated assessments results in 8 CPD points.

c. **CiLCA (Certificate in Local Council Administration)**
CiLCA is the foundation qualification for local council officers and others working with local councils. It's awarded at Level 3 of the National Qualifications Framework (NQF).

The number of CPD points are as shown:

❖ Core Roles   3
❖ Law & Procedure   5
❖ Finance   5
❖ Management   2
❖ Community   5

d. **Moving from ILCA to CiLCA**
Whilst not a formal qualification, these webinars are designed particularly for those who have completed ILCA and are looking to develop their knowledge ready to move onto CiLCA.

Successful completion of these webinars results in 12 CPD points.

e. **Community Governance**

Community Governance is the higher education qualification with modules designed for people working with community, town and parish councils and leads to the advanced professional qualification for clerks. Each module is worth 15 CPD points.

f. **Other qualifications**

If you have gained another qualification which you feel is relevant then please contact the Professional Development Officer who can advise on the number of points to allocate to this.

3.2   In House Training Courses and Webinars

SLCC prides itself on being the leading training provider within town, community and the parish sector across England and Wales. Each year, SLCC arranges a number of relevant training courses and events which are held throughout the country and also more recently, SLCC organises online webinars. These cover a wide range of topics of interest to clerks, deputies and also councillors use training facilitators who are or have worked in the sector.

Courses are an opportunity to keep up to date on the latest legislative changes and provide the toolkit to enable you to work knowledgeably in your council.

Each course / webinar carries 1 CPD point per 2 hours training.

Further information and booking can be found on the website. If you have suggestions for future training events, please let me know at develop@slcc.co.uk

3.3   Reading

Clerks can allocate a **maximum of 6 points in a 12-month period for relevant reading.**

This includes reading sector publications such as LCR and The Clerk and online research. All are important for keeping up to date while relevant books can inspire innovative thinking and provide specialist knowledge. The SLCC has also compiled a list of relevant books which carry CPD points. Contact the Professional Development Officer for the list.

Examples are:

• Reading the whole book	4 pts
• Reading all six editions of The Clerk or 4 editions of LCR	3 pts
• Researching Government policy on community rights	4 pts
• Reading a set of publications in preparing for a neighbourhood plan	6 pts
• Reading the Community Governance dissertations on the SLCC website	2 pts

When completing your record of CPD points you should identify the publications that you have read and websites visited.

We are always looking for additions to the book list. If you can suggest a book you feel would benefit other clerks, then please email me.

Book / Publication	Date(s)		Author/ date published	Pts
All editions of The Clerk	2016		SLCC Jan, March, May, July, September Nov, 2016	3
The Role of Political Parties in Parish and Town Councils	Read May 2017	Link here	Dominic Stapleton/ April 2011	2
Participation in Community Engagement	Read April 2017	Link here	Brian W Head : June 2008	2
TOTAL				7

3.4 Events / Conferences

CPD points are allocated for hours spent attending any conference or training event relevant to the work of the clerk. **Every two hours of content at a conference or training event carries one CPD point** up to a maximum of 7.5 points.

For example:

- SLCC National Conference   5 pts
- Practitioners' Conference   5pts
- Leadership in Action Conference   5 pts
- CALC One-day Training Event (5hrs)   2.5 pts
- SLCC VTS   2.5 pts
- NALC One day conference   2.5 pts
- CTP Training Day   2.5 pts
- County Council Planning Training (2hrs)   1 pt
- Insurance Advisory Training   1 pt
- Evening Briefing (1.5 hrs)   1 pt
- SLCC Branch meeting / Training   1 pt

The certificates of attendance should carry the CPD points which have been awarded for the event. If you don't have such then upload any confirmation of your booking / attendance etc.

3.5 Learning

Other e learning courses

Points can be allocated to relevant e-learning other than ILCA. If the e-learning assessment is accredited, then it should carry a specified number of credits.

If it is not accredited, then it carries points similar to attendance at training events or reading. For example, one point can be allocated to two hours of e-learning up to a **maximum of 6 points in a 12-month period.**

3.6 Developing the Sector

CPD points can be allocated **up to a maximum of six,** for any three-month period of regular work during the year in any of these formally recognised roles:

- Mentor
- Trainer
- Advisor
- Community Governance tutor, assessor, advisor, speaker, writer

As a minimum, 2 points can be allocated for each activity:

- Writing an article for The Clerk, LCR etc
- Making a presentation at a conference
- Contributing to a training day

CPD points can also be allocated up to a maximum of four for a 12-month period of regular contributions to the sector through the membership of a national or local organisation eg: -

- Membership of the SLCC county branch committee
- Membership of a County Association committee
- Membership of the SLCC National Executive Council
- Membership of NALC National Council or a NALC Committee
- Membership of the County Training Partnership

In addition, you can gain 2 CPD points for producing help / information for your own local branch by:
- Producing new Branch Resource Pack
- Giving a presentation at a Branch Meeting
- Designing a CPD certificate for attending branch meetings

3.7 Learning at Work

Clerks are always learning at work but CPD points can be allocated only for learning from contributions to a:
- New project
- New event
- New service
- New or other activity that is significantly different from a clerk's normal work

You can allocate **up to six points** for learning at work from a new activity and must justify the allocation of points by explaining why it is a new activity and summarising what has been learnt.

Examples include:

- Creating a new electronic newsletter for the community
- Complete funding for a new activity
- Oversee refurbishment of the community hall
- Organise and establish a new community event
- Complete the neighbourhood plan
- Successful application for a Green Flag Award for a Park / Cemetery

4 Evidence for your CPD Record

4.1 Supporting documentation / evidence

When you log your CPD pts in the various categories there is the opportunity also to upload the evidence / information to back up the points claimed. This is necessary in order that your CPD record can be verified and checked.

Such evidence / information includes: -

a. Qualifications
Including Ilca, Cilca, Community Governance
Scan and upload a copy of your qualification

b. In House Assessment
Scan and upload a copy of your attendance certificate

c. Developing the sector
Upload an extract of branch minutes/ report or screen shot of appropriate material which will back up your entry

d. Reading
Establish your own reading list the publications / books & dates published

e. Events / Conferences
Scan / screen shot and upload copy of your attendance certificate. If not available upload copy of e mail confirming registration or similar.

f. E Learning
Scan / screenshot and upload relevant information.

g. Learning at Work
Scan / screen shot details of your new project / activity.

It is suggested that you also ensure you retain your own copy of the evidence / information in your own folder / file on your own computer – which will make it easier if and when your CPD is checked / verified.

5   End of Year Routine

At the end of each year make sure you have:

a.   Added all you have done in the appropriate categories
b.   Ensure you have uploaded all of the necessary evidence
c.   Reached the required no. of CPD points needed: 18 for Principal, 24 for Fellow *(You should then receive an automatic email saying you have reached your required points.)*

You will not be able to renew your Membership as Principal or Fellow without the necessary CPD points.

d.   Download your CPD record (right-click on the screen and press download or use screenshot)

e.   Save in your own CPD file on your own computer with your other evidence / information

You may be chosen as part of the 10% sample to forward further information.
(See following information re checking and verifying your CPD record.)

6   Validating your CPD Record

A system of verifying CPD records is now in place. This ensures that they are valued and respected externally. It is important, therefore, that you upload all backup documentation and evidence to support each entry you make.

Spot checks will be made by the Professional Development Officer and if full information has not been added then you may be contacted and asked to forward the relevant documentation.

If you have any queries with your CPD or any aspect of Professional Development please contact the Professional Development Officer, develop@slcc.co.uk