



Payment for Referral Form

If your work has been referred a second time (payment for referral), for any learning outcomes of your CiLCA qualification, you **cannot make another attempt** on the referred learning outcome **until you have submitted all five units**.

Submissions for the remaining units are still marked. Remember, you must submit all five units for the first time by the one-year deadline.

Once all five units have been submitted, you then pay a fee to unlock the referred unit(s) learning outcome(s).

Your portfolio will be marked against standards upheld by the Internal Quality Assurance Verifier of Certificate of Local Council Administration and their decision is final.

Your Learning Outcome(s) will be unlocked on receipt of this form and once payment has been received and processed. Between 5 – 10 working days (excluding bank holidays) from receipt of payment for your application to be processed.

The payment for referral fee is £12.50 per learning outcome and is non-refundable without exception and covers all administration costs (marking, certification, etc).

Student Details

Name: _____

Candidate Number: _____

Email Address: _____

Referred Learning Outcome(s)

In the box below write the learning outcome(s) numbers that you are resubmitting
If this box is left blank, no learning outcome(s) will be unlocked.

Total number of payment for referral learning outcome(s): _____

Total Paid: _____



Payment

Reference for your payment for referral(s) is **your candidate number & referred learning outcomes**.

I can confirm that I have

Please tick

Posted a cheque payable to: The Society of Local Council Clerks for the amount stated above.

Please post cheques to SLCC, Collar Factory, Suite 2.01, 112 St. Augustine Street, Taunton, Somerset, TA1 1QN

paid via BACS (Unity Trust Bank, account number 20314459, sort code 60-83-01) for the amount stated above

Declaration

I understand that referral fee is non-refundable and can confirm that I have that I have **submitted all five units** of my CiLCA eportfolio. I have used the [CiLCA Portfolio guide](#) and **assessment criteria** to **re-work the Learning Outcomes (LOs) of the portfolio**.

Signed: _____

Date: _____

Email completed forms to Qualifications@slcc.co.uk

- Please make cheques payable to SLCC, Collar Factory, Suite 2.01, 112 St. Augustine Street, Taunton, Somerset, TA1 1QN with your qualification id, candidate number & referred learning outcome on the back.
- Please allow between 5 – 10 working days (excluding bank holidays) from receipt of payment for your application to be processed.
- **Unlocking of your learning outcome(s) will be delayed if:**
 - i) **your candidate number & referred learning outcomes is not used as your reference or payment is made to the incorrect account, this will delay the process of your payment and unlocking your learning outcome(s)**
 - ii) **No referred learning outcome(s) have been listed under the referred learning outcome(s) section of this form**
- Once confirmation that payment has been received into our account, your learning outcome(s) will be unlocked. The Qualifications Administrator will notify you when your learning outcome(s) have been unlocked.