

SLCC

For Local Council Professionals

SLCC QUALIFICATIONS



www.slcc.co.uk/qualifications

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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 skill set
- Broaden your career opportunities & progression
- Feel empowered



Our qualifications are designed to support you wherever you are in your career journey, starting with introductory courses and progressing through to a BA Honours Degree at Level 6.

CHOOSE SLCC

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

- Over **1739** ILCA passes
- Over **335** FILCA passes
- Over **38** ILCA to CiLCA passes
- Over **3,900** CiLCA certificates awarded
- **104** Community Governance students graduated with a Certificate in Higher Education (Level 4)
- **51** Community Governance students graduated with a Foundation Degree (Level 5)
- **153** students graduated with a Honours Degree (Level 6)

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)

INTRODUCTORY COURSE

ILCA

Introduction to Local Council Administration

The Essential Knowledge

The Introduction to Local Council Administration (ILCA) is an 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?

1. Core Roles

The Council Team

The Council

The Chair

The Clerk

The Council as an Employer

Resources

Assessment

2. Law & Procedures

General Powers: The GPC (ILCA England) /

The GPoC (ILCA Wales)

General Powers: s137 and Other Powers

Rules for Being a Councillor

Conducting Meetings

Other Laws to be Observed

Welsh Language - ILCA Wales only

The Standards Framework

How Committees Work

Resources

Assessment

3. Finance

Public Money

The Role of the Responsible Financial Officer

Budgeting and Awarding Grants

Keeping Accounts

Audits and Controls

Year-End and The AGAR (ILCA England) /
The Annual Return (ILCA Wales)

Resources

Assessment

4. Management

Introducing Management

Projects, Facilities, Services and Assets

Managing Staff

Working with Contractors, Service Users
and People

Improvement and Development

Resources

Assessment

5. Community

Community Engagement

Community-Led Planning (ILCA England includes neighbourhood plans) / (ILCA Wales includes Place Plans)

Local Councils in the Planning System (ILCA England) / Community Councils in the Planning System (ILCA Wales)

Development Plans

Development Control

Handling Planning Applications

Partnership

Resources

Assessment

"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

HOW WILL I LEARN?

- The course has five modules. Each module contains several sections and pages of activities, questions and explanations. Your knowledge and understanding will be assessed after you have completed the e-learning content at the end of each module.

HOW LONG WILL IT TAKE?

You will have access to the course on the Online Learning Portal for 12 months. The Online Learning Portal is accessed through your SLCC account once payment has been received and processed.



Entry Requirements	None
Learning	Self-Paced, Online
Duration	12 months
Cost	£120 + VAT
Enrolment	Online via www.slcc.co.uk/qualification/ilca
SLCC CPD Points	8

FINANCIAL INTRODUCTION TO LOCAL COUNCIL ADMINISTRATION (FILCA)

INTRODUCTORY COURSE



The Financial Introduction to Local Council Administration (FILCA) is an 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. Your knowledge and understanding will be assessed after you have completed the e-learning content at the end of each module.

HOW LONG WILL IT TAKE?

You will have access to the course on the Online Learning Portal for 12 months. The Online Learning Portal is accessed through your SLCC account once payment has been received and processed.



Entry Requirements: None

Learning: Self-Paced, Online

Duration: 12 months

Cost: £120 + VAT

Enrolment: Online via www.slcc.co.uk/qualification/filca

SLCC CPD Points: 8

ILCA TO CILCA

INTRODUCTORY COURSE



This course is specifically designed for students who have completed the Introduction to Local Council Administration (ILCA). It will enable you to develop your knowledge, confidence and skills, and help prepare you for undertaking the CiLCA qualification (should you wish to do so).

The course doesn't cover every detail, however it aims to bridge the gap between ILCA and CiLCA, providing interactive webinars and online submissions which develop your understanding of the legal framework, how a council operates, how responsibilities are allocated, and how to manage council activities and finances.

WHAT WILL I LEARN?

1. Core Roles

Consists of two webinars that cover:

- Councillors
- The Council
- Chair
- The Clerk & RFO
- Delegation of duties
- Communicating with the public
- Online Submission

2. Law & Procedures

Consists of two webinars that cover:

- Powers and duties including General Power of Competence
- Employment
- Insurance
- Understanding new legislation
- Equality
- Standards framework and Code of Conduct
- Council meetings
- Online Submission

3. Finance

One webinar that covers:

- Revenue and Capital expenditure
- Budgets and reserves
- Raising income
- Precept and Council Tax
- Internal and External audit
- VAT
- Grants and LGA 1972. s.137
- Financial records
- Online Submission

4. Management

Consists of two webinars that cover:

- Planning for the future
- Managing council assets, facilities and services
- Managing people
- Training and development
- Time management
- Online Submission

5. Community

Consists of two webinars that cover:

- Community Engagement
- Community Action
- Community-led plans
- The planning system
- Online Submission



HOW WILL I LEARN?

- The course has five modules that consist of webinars and online submissions that form the basis of this interactive course.
- After attending the webinars, your knowledge and understanding of each module will be assessed through the follow-up work you submit online, which can strengthen your ability to deal with the types of questions that are posed in CiLCA.

HOW LONG WILL IT TAKE?

You will have access to the course on the Online Learning Portal for 12 months. The Online Learning Portal is accessed through your SLCC account, once payment has been received and processed.

Entry Requirements	ILCA or County Association Essential Clerk training
Learning	Webinars and online submissions
Duration	12 months (minimum time to complete is 4 months)
Cost	£120 + VAT
Enrolment	Online via www.slcc.co.uk/qualification/ilca-to-cilca
SLCC CPD Points	12

CERTIFICATE IN LOCAL COUNCIL ADMINISTRATION (CILCA) – AWARDED AT LEVEL 3

ENTRY LEVEL QUALIFICATION

The logo for CiLCA features a red circle with a white dot inside, followed by the text 'CiLCA' in a blue serif font.

CiLCA is a practical, entry level qualification for the sector, available to all local council sector staff and councillors. It is awarded by the national awarding body Ascentis, at Level 3 of the National Qualifications Framework (NQF), which is similar to an AS/A levels, NVQs Level 3 or BTEC Nationals.

CiLCA has been tailored to meet the occupational standards for the chief officers or clerks of a local council approved in 2012 following consultation across the sector.

WHAT WILL I LEARN?

CiLCA is comprised of thirty learning outcomes over five units:

- Unit One: Core Roles in Local Council Administration
- Unit Two: Law and Procedures for Local Councils
- Unit Three: Finance for Local Councils
- Unit Four: Management for Local Councils
- Unit Five: Community Engagement

The five units cover the breadth of work undertaken by those working with local councils, and students must submit documents, reports, and explanations to demonstrate their knowledge and understanding to an acceptable standard.

WHO CAN TAKE CILCA?

CiLCA is available to any council officer and the qualification is also open to councillors. You must be in post as a local council officer for a minimum of 12 months and have attended a CiLCA training course (at a separate cost) delivered by a CiLCA Recognised Trainer before enrolling.

HOW WILL I LEARN?

You submit an evidence-based electronic portfolio through the EMMA system.

HOW LONG WILL IT TAKE?

You have a full 12 months from the intake to complete your electronic CiLCA portfolio. Once payment has been received and processed, you will be given access to EMMA through your SLCC account on the intake date. If payment is not received by the intake date you will not be given access to EMMA until the next intake date.

HOW MUCH IS CiLCA?

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

Charges for training and additional mentoring will depend on your training provider and are in addition to the qualification fee listed.



"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

Entry Requirements	Minimum of 12 months in post, and completed ILCA / ILCA to CiLCA course or attended training for clerks run by a county association
Learning Pathway	CiLCA consists of two main parts with separate costs: Training - attend an Introduction to CiLCA webinar to find out if this qualification is right for you, then contact your County Association who will provide CiLCA training. Alternatively, click here to view SLCC's available training Qualification - enrol via SLCC (the link at the end of this page)
Duration	12 Months
Cost	Training: Introduction to CiLCA webinar (SLCC) - members £50 + VAT, non-members £75 + VAT Building your Portfolio course (SLCC) - members £250 + VAT, non-members £300 + VAT Qualification: £450 (non-vatable) (Fees usually increase annually)
SLCC CPD Points	20

GENERAL POWER OF COMPETENCE (IN ISOLATION)

WHAT IS THE GENERAL POWER OF COMPETENCE?

In England the General Power of Competence (GPC) was introduced by the Localism Act 2011 and took effect in February 2012. In simple terms, it gives councils the power to do anything an individual can do provided it is not prohibited by other legislation.

For Wales the General Power of Competence (GPoC) was introduced in the Local Government and Elections (Wales) Act 2021 (the Act 2021): Part 2 and took effect in May 2022. It allows eligible town and community councils (local councils) in Wales to resolve eligibility and then to adopt the General Power of competence.

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

England

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

- Elected Councillors
- A Qualified Clerk

Wales

The freedom of GPoC is available to local councils that meet three criteria for eligibility set out in The Act 2021:Part 2:s30 that came into force in May 2022.

- Elected Councillors
- A Qualified Clerk
- Unqualified Accounts

WHO CAN TAKE SECTION 7 (IN ISOLATION?)

Section 7 or Learning Outcome 7 (LO7) only applies to those who passed CiLCA in England prior to 2012, and in Wales prior to May 2022.

CiLCA includes and references the General Power of Competence and forms part of the criteria for the council to exercise General Power of Competence.

For those students who are eligible to take section LO7 in isolation it is recommended that you attend training (at a separate cost) on section 7 to assist you in completing the in isolation module.

HOW WILL I LEARN?

You submit an online evidence-based submission through the EMMA system.

HOW LONG WILL IT TAKE?

You have a full 12 months to complete your online submission.

The EMMA system is accessed through your SLCC account, once payment has been received and processed.

HOW MUCH IS SECTION 7?

The Section 7, General Power of Competence (in isolation) fee is £30 (non-vatable).

Charges for training will depend on your training provider and are in addition to the qualification fee listed.



	England	Wales
Entry Requirements	Holds CiLCA prior to 2012, AQA, or the tailored qualification from University of Gloucestershire Attended LO7 in Isolation training	Holds CiLCA prior to May 2022 or registered for CiLCA in Wales prior to February 2022 Holds the tailored qualification from the University of Gloucestershire (but not CiLCA) Holds a recognised sector-specific qualification Attended LO7 in Isolation training
Learning	Online submission	Online submission
Duration	12 months	
Cost	£30 (non-vatable). Plus additional charges for training will depend on your training provider.	
Enrolment	Anytime - https://www.slcc.co.uk/qualifications/gpc/	Anytime - https://www.slcc.co.uk/qualifications/the-general-power-of-competence-gpoc-wales/
SLCC CPD Points	1	1

COMMUNITY GOVERNANCE

Develop your career, support your council and strengthen your community



COMMUNITY GOVERNANCE

CERTIFICATE OF HIGHER EDUCATION LEVEL 4, PROFESSIONAL QUALIFICATION

The Level 4, Certificate of Higher Education in Community Governance is a professional qualification, available to all local council staff, councillors and county officers, and builds on the knowledge gained in the Certificate in Local Council Administration (CILCA).

Community Governance looks at the way in which people and organisations work together and independently, making decisions for the benefit of a local community.

The qualification is awarded by De Montfort University (DMU) ranked Gold under the Teaching Excellence Framework (TEF).

WHAT WILL I LEARN?

The two-year course will cover the following modules:

- Community Governance
- Local Council Finance
- Community-led Planning or The Planning System
- Organisational Governance
- Local Council Law and Procedures
- Building Communities
- Managing People or Managing Projects

Community Governance students are required to complete a dissertation as part of their degree. Visit www.slcc.co.uk/dissertations to view previous students research and findings in a specific area of parish and town council work.

"I started Level 4 with trepidation in 2021 when unfortunately COVID-19 put an end to the face-to-face study days which reverted, like everything else, to on-line sessions. Despite this, the tutors were great, and help was only an email or phone call away. Year 2 soon came around and we were able to meet in person helping friendships develop and making learning easier (for me at least). My confidence has increased and I have developed as a clerk during the last two years. Level 5 was never originally in my plan, but I find myself a Year 1 student, embarking on the next phase!" Emma James
PSLCC, Clerk & RFO to Okehampton Town Council

HOW DO I STUDY?

It will take two years to complete the Level 4, Certificate of Higher Education in Community Governance. The SLCC academic year runs from February - November each year. Community Governance is a distance learning programme - you study at home or at work and we will provide course materials and lots of pointers to help you study.

- Attend three, 24-hour study days during your study year to learn from other students and experienced tutors
- Join the online space to access resource and discussion forums
- Benefit from access to local tutorials and webinars
- 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
- 120 CPD points per Level or 60 CPD points per year of study

WHAT WILL IT COST?

The Certificate of Higher Education in Community Governance is £6,500 (£3,250 per year)*. The fee can be paid in instalments over two years with an initial deposit of £375 which is due at the time of application. Student finance is not available. In undertaking this course, you may incur further costs that are not included in the tuition fee. *Fees usually increase annually

- Course materials
- Teaching from highly experienced and qualified tutors
- An online learning environment - online meeting and tutorial platform
- Virtual induction and study skills sessions
- Study days depending on delivery: Face-to-face includes accommodation at up to two 24-hour residential study days / Virtual study days delivered across a week up to three times a year or a combination of face-to-face and virtual study days
- Tutorials by mutual agreement
- Administration and record keeping

- University registration as you will be an official student at DMU
- Student support services – full access to a university library and its resources online, as well as learning guides, support and a specific librarian contact.
- A fee to the university

Visit www.slcc.co.uk/community-governance-additional-costs/ to view additional costs. For further queries please email qualifications@slcc.co.uk

“If you think Level 4 will be too academic and not for you, think again. Everything this level covers relates to actual issues you will encounter in your job even if your council is not very large. At times the learning did feel a little daunting but the assignments were carefully structured and you are supported throughout by a personal tutor, so it never felt overwhelming. There were opportunities for in-depth study of practical topics such as laws & procedures, the planning system, finance and audit, which helped me develop fresh approaches to my day-to-day work. Larger themes were woven across the whole course which allowed time to develop a deeper and broader understanding of topics ranging from community engagement to governance. My learning journey and the friendships I made with fellow students were so worthwhile and I’m still learning at Level 6. I have loved the experience which has opened my eyes to new ideas and made me a more thoughtful, reflective and hopefully effective officer.” Daphne Dunning, Clerk to Pucklechurch Parish Council

Entry Requirements	Certificate in Local Council Administration (CiLCA), GCSE grade C or above in English and Maths
Learning	Distance. Attend three, residential and virtual, 24-hour study days during your study year – January/early February (in-person), late April/early May (virtual), September (tbc)
Duration	2 years
Cost	£6,500 (£3,250 per year) *Fees usually increase annually
Start Date	1 February 2024
SLCC CPD Points	120

COMMUNITY GOVERNANCE

Develop your career, support your council and strengthen your community



COMMUNITY GOVERNANCE LEADERS IN THE SECTOR FOUNDATION DEGREE - LEVEL 5 AND HONOURS DEGREE - LEVEL 6 QUALIFICATIONS

The Level 5, Foundation Degree in Community Governance, and Level 6, BA Honours Degree, are professional qualifications, developing the knowledge already gained from studying the Community Governance qualification.

Community Governance looks at the way in which people and organisations work together and independently, making decisions for the benefit of a local community.

The qualification is awarded by De Montfort University (DMU) ranked Gold under the Teaching Excellence Framework (TEF).

WHAT WILL I LEARN?

Level 5, Foundation Degree will cover:

- The Manager's Role
- Researching Sustainable Communities
- Communities in the Political System
- Professional Development
- Field Trip (additional cost)

Level 6, BA Honours Degree will cover:

- Power & Politics in Community Governance
- Delivering Public Services
- Management & Leadership
- Community Governance Research Project
- Dissertation

Community Governance students are required to complete a dissertation as part of their degree. Visit www.slcc.co.uk/dissertations to view previous students research and findings in a specific area of parish and town council work.

HOW DO I STUDY?

It will take two years to complete the Level 5, Foundation Degree in Community Governance, and two years to complete the Level 6, BA Honours Degree, Community Governance. The SLCC academic year runs from February – November each year.

Community Governance is a distance learning programme – you study at home or at work and we will provide course materials and lots of pointers to help you study.

- Attend three, 24-hour study days during your study year to learn from other students and experienced tutors
- Join the online space to access resource and discussion forums
- Benefit from access to local tutorials and webinars
- 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
- 120 CPD points per Level or 60 CPD points per year of study

'This is a programme which is well tailored to the needs of its students in being flexible; the mixture of block day delivery of modules allows for directed independent learning; the separation of days of delivery allows for reflection'

External Examiner Report 2023

WHAT WILL IT COST?

Each Level is £6,500 (£3,250 per year)*.

The fee can be paid in instalments over two years with an initial deposit of £375 due at the time of application. In undertaking this course, you may incur further costs that are not included in the tuition fee. *Fees usually increase annually

- Course materials
- Teaching from highly experienced and qualified tutors
- An online learning environment – online meeting and tutorial platform
- Virtual induction and study skills sessions
- Study days depending on delivery: Face-to-face includes accommodation at up to two 24-hour residential study days / Virtual study days delivered across a week up to three times a year or a combination of face-to-face and virtual study days
- Tutorials by mutual agreement
- Administration and record keeping
- University registration as you will be an official student at DMU
- Student support services – full access to a university library and its resources online, as well as learning guides, support and a specific librarian contact.
- A fee to the university.

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

Visit www.gov.uk/apply-for-student-finance/when for more information.

Visit www.slcc.co.uk/community-governance-additional-costs/ to view additional costs. For further queries please email qualifications@slcc.co.uk



"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

"I have just started Level 5, 6 years after completing Level 4. Why? Simply because the value I felt that both I and my council gained from the Cert HE was such that we would improve yet further if I complete the full course. Our wide scoping knowledge that we accumulate to effectively do our job, is underlined by exploring the relevant legislation. Alongside our problem solving and innovation challenged to develop those completely transferable skills to the real life setting of our communities, equipped to get the best out of ourselves, our teams and our communities. I'm glad I'm studying again and would recommend this course to every clerk." Julie Holden, Clerk to East Grinstead Town Council

Entry Requirements	Level 5 - Level 4, Certificate of Higher Education in Community Governance Level 6 - Level 5, Foundation Degree in Community Governance
Learning	Distance. Attend three, residential and virtual, 24-hour study days during your study year - January/early February (in-person), late April/early May (virtual), September (tbc)
Duration	2 years
Cost	£6,500 (£3,250 per year) *Fees usually increase annually
Start Date	1 February 2024
CPD Points	120

SLCC

For Local Council Professionals

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