

Professionalism
in the Local
Council Sector

SLCC
For Local Council Professionals



Professional Development Scheme (PDS)

Step by Step Guide

The process is now completely undertaken on-line. Please follow the instructions as below

1. Decide at which level you wish to join / upgrade / renew: Student / Principal or Fellow.
2. Confirm you meet the necessary criteria
3. Ensure you have copies of the necessary certificates and additional information which you will need to upload
4. Complete the online application details

If you need any further information don't hesitate to contact me.

A handwritten signature in black ink that reads 'Lesley K. Swinbank'.

Lesley Swinbank
Professional Development Officer,
develop@slcc.co.uk

1 Introduction

The SLCC in line with most professions and industries has its own professional structure which people with the appropriate background, experience or qualifications can join. In our case this is the Professional Development Scheme (PDS).

This has 3 levels - Student (StSLCC) - Principal (PSLCC) - Fellow (FSLCC).

Each level requires Continuous Professional Development (CPD) points (12,18,24 respectfully) and in the case of Principal and Fellow CiLCA or the equivalent Community Governance qualification.

2 Benefits of Joining the PDS

- Members are entitled to use the designated letters 'StSLCC' / 'PSLCC' / 'FSLCC' after their name and their name will be published on the SLCC website during their membership to confirm their status.
- Members will receive a £10 training voucher to use against any SLCC CPD course or training event within the first year of their membership, and also a training voucher each year at membership confirmation.
- Members can use the designated 'Student / Principal / Fellow member' logo on their CV and job applications.
- Members will receive a Student/ Principal / Fellow Member pin badge to wear at events and training.
- Members will receive three Professional Development news bulletins offering the latest training news, advice on gaining CPD points and support with their professional development.

3 How and why to join the PDS

- a. The primary benefit of the PDS is professional credibility and recognition.
- b. The PDS has an assessment process that applicants must meet before they are able to join. This includes logged CPD points and/or minimum qualifications.
- c. Continuous Professional Development (CPD) is mandatory for all Student, Principals and Fellows, and you will need to accumulate 12, 18 or 24 CPD points respectively each year. The number of points will differ depending on the type of activity you complete, and you can spread your development across many areas. You can download the Step-by-Step Guide from the SLCC website / membership/professional development.
- d. Applications are made through the online system at <https://www.slcc.co.uk/membership/renewing-or-upgrading-membership/>

If you have any problems / questions, contact me at develop@slcc.co.uk.

Student (StSLCC)

Criteria for becoming a Student (StSLCC)

Becoming a 'Student' of the SLCC is an easy process.

- You need to have logged 12 CPD pts on the on-line system
You can do this by: -
 - ⇒ Logging into the SLCC website
 - ⇒ Accessing My Account
 - ⇒ Then CPD and Professional Development
 - ⇒ Adding your CPD pts under the various categories
- There is an Annual Fee of £15 - following the initial payment, this will be aligned with your normal SLCC subscription.
- There is a time limit of 3 years of being a Student of the SLCC – we then hope you will have passed the CiLCA qualification and can move onto becoming a Principal of the Society.

How to apply (online) become a Student of the Society

- This is an on-line process.
- Make sure you have the 12 CPD pts already logged

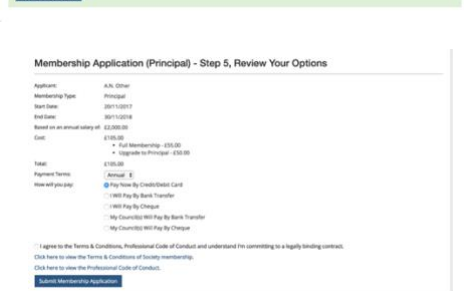
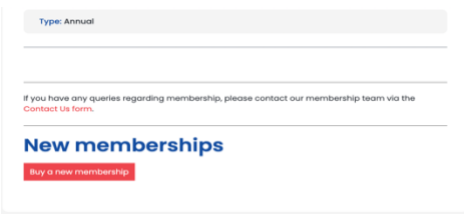
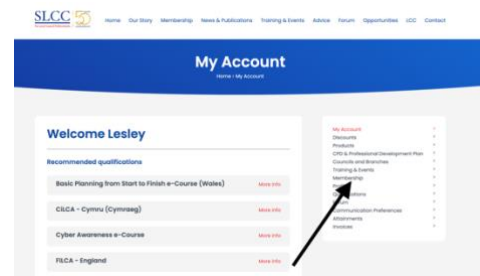
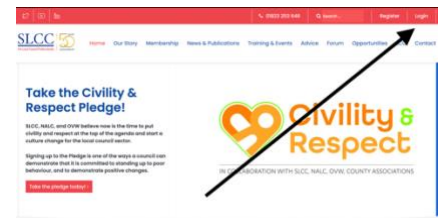
Then follow the following steps: -

- Go to the SLCC website
- 'Login' (top right)
- Scroll to New Memberships
- Apply / Upgrade to become a student
- The screen will then show if you meet the necessary criteria and will lead you through the payment process.

Validating your application for Student Level

The Professional Development Officer will check and validate submissions. If there is a query with your application, you will be contacted by e mail.

If you have any problems / queries contact me at develop@slcc.co.uk



Principal (PSLCC)

Criteria for becoming a Principal (PSLCC)

Becoming a 'Principal of the SLCC is a twofold process

1. **Passed the Certificate in Local Council Administration (CiLCA) or its equivalent using the CertHE at Level 4 of:**
 - ⇒ Local Policy
or
 - ⇒ Community Engagement & Governance
or
 - ⇒ Community Governance
or
 - ⇒ the Certificate in Local Council Administration Parts 1 & 2 before 1993

The member is required to have achieved 18 CPD points over the past year

- **Annual Fee £55** - following the initial payment, this will be aligned with your normal SLCC subscription

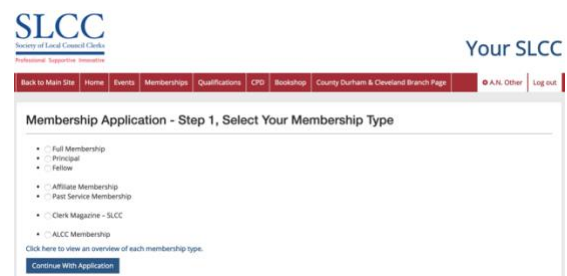
3.1 How to apply (online) become a Principal of the Society

This is now an on-line process.

Make sure you meet the necessary criteria as below and have the necessary evidence / documentation certificates etc which can be uploaded.

Then follow the following steps:-

- **Go to the SLCC website**
- **Logging into ' [My SLCC](#) (top right)**
- **Scroll to Memberships**
- **Apply to become a Principal**



- The screen will then show if you meet the necessary criteria.
- If you have achieved Cilca then the system should already recognise this.
- If you have one of the alternate qualifications then you may need to upload a copy of that certificate.

Membership Application (Principal) - Step 4, Do You Qualify For This Membership?

To qualify for this membership level you must match the following Criteria:

- Route 1
 - Passed the CertHE at Level 4 of Local Policy
 - 18 CPD Points
- OR
- Passed Level 4 of Community Engagement & Governance
- 18 CPD Points
- OR
- Passed Level 4 of Community Governance
- 18 CPD Points
- OR
- Passed the Certificate in Local Council Administration Parts 1 & 2 before 1993
- 18 CPD Points
- OR
- Passed the Certificate in Local Council Administration (CILCA)
- 18 CPD Points

You successfully meet the criteria for the selected level of membership.

[Continue Application](#)

- You will then see confirmation and also details of how to pay.

Membership Application (Principal) - Step 5, Review Your Options

Applicant: A.N. Other
 Membership Type: Principal
 Start Date: 20/11/2017
 End Date: 30/11/2018
 Based on an annual salary of: £2,000.00
 Cost: £105.00
 • Full Membership - £55.00
 • Upgrade to Principal - £50.00
 Total: £105.00
 Payment Terms: Annual 2
 How will you pay?
 Pay Now By Credit/Debit Card
 I Will Pay By Bank Transfer
 I Will Pay By Cheque
 My Council(S) Will Pay By Bank Transfer
 My Council(S) Will Pay By Cheque
 I agree to the Terms & Conditions, Professional Code of Conduct and understand I'm committing to a legally binding contract.
[Click here to view the Terms & Conditions of Society membership.](#)
[Click here to view the Professional Code of Conduct.](#)
[Submit Membership Application](#)

3.2 Documentation needed for Principal Level

The online system can access all Cilca and Community Governance qualifications and there should be no need to upload evidence. However, if a problem arises, please e mail [Lesley Swinbank](mailto:Lesley.Swinbank) (Professional Development Officer) / develop@slcc.co.uk

3.3 Validating your application for Principal Level

The Professional Development Officer will check and validate submissions. If there is a query with your application you will be contacted by e mail.

Fellow (FSLCC)

3.4 Criteria for Fellow Level

ROUTE 1		ROUTE 2
<p>Passed the Foundation Degree in Community Engagement & Governance OR the Foundation Degree in Community Governance Or Diploma or Certificate of Higher Education in Local Policy Plus 5 years' relevant sector experience AND Made a significant contribution to the sector.</p>	OR	<p>Passed the Certificate in Local Council Administration (CILCA) Plus A qualification at level 5 or above Plus 8 years' relevant sector experience AND Made a significant contribution to the sector.</p>
<p><i>If you have any query regarding your qualifications and / or if you meet the criteria please contact the Professional Development Officer.</i></p>		
<p>The member also requires achievement of 24 CPD points over the past year. Annual Fee £85</p>		

3.5 How to apply to become a Fellow of the Society

This is now an on-line process.

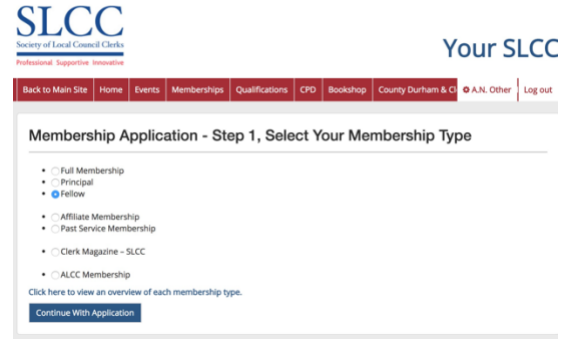
Make sure you meet the necessary criteria as below and have the necessary evidence / documentation certificates etc which can be uploaded.

Then follow the following steps:-

- Go to the SLCC website
- Logging into ' My SLCC (top right)
- Scroll to Memberships



- Apply to become a Fellow



- Make sure you meet the criteria. You may need to upload additional information under the 'professional development' tab and also add to your CPD to ensure you have the necessary 24pts.



- You can upload copies of :-
 - ✓ your certificates
 - ✓ relevant experience
 - ✓ details of your significant contribution.

Attainments

Your Professional Development Log

Click the Add another entry button to log new Attainments.

You may delete existing entries using the Delete button against each entry.

Attainment	Date (dd/mm/yyyy)	Description	Evidence/Comment	
	01 Aug 2008			Delete
8 Years relevant experience and made a significant contribution to the section	21 Nov 2017	Various as Town Clerk and Professional Dev Officer	(Evidence comments added) (1 evidence file uploaded)	Delete
8 Years relevant experience and made a significant contribution to the section	21 Nov 2017	Relevant experience	(Evidence comments added) (1 evidence file uploaded)	Delete
Fellow Relevant qualification at level 5 or above	21 Nov 2017	MBA	(Evidence comments added) (1 evidence file uploaded)	Delete

Add another entry

- You will then see confirmation and also details of how to pay.



3.6 Validating your application for Fellow Level

The Professional Development Officer will check and validate all submissions. If there is a query with your application you will be contacted by e mail. You may be asked to provide more information / evidence or further details of your qualifications before your application can be approved.

3.7 Qualifications for Fellow Level

3.7.1 Qualifications at Level Five

Applicants for Fellow level require an additional alternative qualification at level 5 or above. This is a first degree level or above. Examples of qualification levels are illustrated in the table and additional guidance on the equivalence of qualifications is available on the Qualifications and Curriculum Authority website at www.qca.org.uk.

The onus is upon the applicant to demonstrate how qualifications submitted compare to the table as shown.

National Qualifications Framework (NQF)		Framework for Higher Education Qualifications (FHEQ)	Local Policy/CiLCA Comparison
Previous levels	Current levels	Levels	
NVQ	NVQ		
Level 5	Level 8 Specialist awards	D (doctoral) Doctorates	
	Level 7	M (masters) Masters degrees, postgraduate certificates and diplomas	
LEVEL 4 BTeC Higher awards	Level 6	H (honours) Bachelor degrees, graduate certificates and diplomas	Local Policy BA Degree & Local Policy BA Honours Degree BA Honours degree in Community Engagement & Governance BSc Honours degree in Applied social Sciences (University of Gloucestershire specific curriculum) BA Honours degree in Community Governance
	Level 5 Level 5 BTEC Higher National Diploma	I (intermediate) Diplomas of higher education and further education, foundation degrees and higher national diplomas	Local Policy DipHE Foundation Degree Community Engagement & Governance Foundation Degree Community Governance
	Level 4	C (certificate) Certificates of higher education	CertHE Parts 1 & 2 Local Council Administration CertHE Local Policy CertHE Community Engagement & Governance CertHE Community Governance
Level 3 A levels, BTeC National Awards			CiLCA
Level 2 GCSEs Grades A*-C			

The old NVQ Level 4 is normally equivalent to the Local Policy Certificate of HE but if an applicant has evidence that their old NVQ Level 4 was pitched at the level of the new NVQ

Level 5 or 6 then you should make this clear in your application.

3.8 Relevant Experience

Work as a clerk, deputy or assistant clerk; work in a management role within the parish, town and community council sector or in a post which predominantly deals with the parish town and community council sector is required for Fellow. You will need to demonstrate that the employment is relevant.

You will also need to provide details of your current employment including position held and also position held and dates of qualifying employment for each of the periods of employment that you are relying upon for meeting membership entry requirements.

Sample checks will be carried out on work experience details. You should include contact details for someone who would be able to verify the information supplied for each period of employment.

3.9 Relevant Experience : Documentation

Create and upload list / details of your sector experience including positions held, dates, and authority / council(s).

3.10 Significant Contribution

Applicants for Fellow will be required to demonstrate a “significant contribution” to the sector.

3.10.1 Examples of Significant Contributions

Examples of such contribution may be as follows: -

- Written work – a quality published technical article in a recognised sector publication e.g. The Clerk, Local Council Review.
 - Presentations – these could be at national or regional conferences or to branches.
 - Branch activities – playing an active part over a period of time.
 - Responsibility for major project in the parish or community (e.g. organising the building of a community centre).
 - Local Policy dissertation – sharing your dissertation with colleagues.
- Further information and example are available on the website.

3.10.2 Documentation / Evidence

You are required to provide details of the contribution which you have made to the sector in sufficient detail, including any relevant dates to allow the Professional Development Officer to make an appraisal.

(If the example relates solely to your council, you will be expected to demonstrate how the contribution has been shared with a wider audience, for example at your branch.)

You then need to either:-

- a. Provide details and include a direct link to an appropriate website / screenshot etc
- Or**
- b. Provide an appropriate referee who will be able to confirm that the contribution was made as described. There is an online form for the referee to complete.

Further information and examples are available on the website under professional development and from Lesley Swinbank (Professional Development Officer) develop@slcc.co.uk

4 Continuous Professional Development (CPD)

Step by Step Guide available at

<https://www.slcc.co.uk/site/wp-content/uploads/2022/05/CPD-May-2022-Step-by-step-.pdf>

The Society places great emphasis and importance on training and all Clerks are encouraged to undertake their own personal continuous professional development. This is a personal conscious commitment to maintain professional knowledge, skills and standards.

CPD activities are undertaken to help maintain and improve standards of performance in work. When council employees engage in CPD, they strengthen their knowledge and skills for the significant benefit of their councils and their communities.

CPD points can be collected through numerous activities including qualifications, learning at work, attending conferences, training events and webinars, reading The Clerk magazine, developing the sector etc.

More information on CPD and gaining points can be found at www.slcc.co.uk/professional-development-scheme.

It is good practice for all clerks to acquire a minimum of 12 CPD points each year which demonstrates their personal commitment to ensuring they keep up to date with everything which develops over each year.

In addition, Principal members require 18 CPD points and Fellows require 24 CPD points.

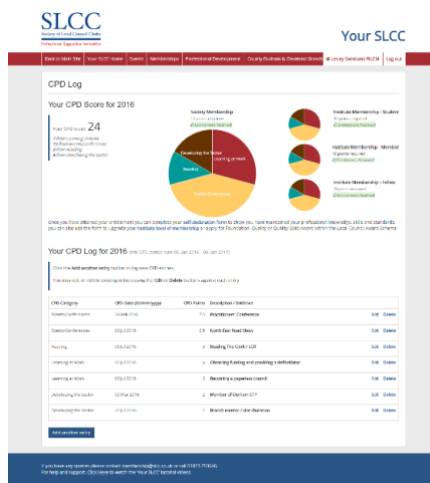
5 Recording your CPD

Your CPD is now recorded on-line and all members of SLCC now have their own on-line CPD record

You can access and complete your CPD by

- Go to the SLCC website
- Logging into 'My SLCC' (top right)
- Scroll to Professional Development
- CPD for the current year
- Adding your CPD pts in the various categories
- Uploading evidence / information to back up your entry

For further information and any queries with your CPD plan contact / e mail Lesley Swinbank (Professional Development Officer) Tel 01740 622429 develop@slcc.co.uk



6 Data Protection

We will need to make checks to ensure that information supplied is correct, for example checks against Society membership records. In applying for membership, you are agreeing to such checks being undertaken. Other than for such purposes, the Professional Development Scheme will not share your personal information with any other person.

Frequently Asked Questions

Here is a sample of FAQs. If you still have a query with the PDS then please contact me at Lesley.swinbank@slcc.co.uk



Q: I am halfway through my PSLCC membership, can I upgrade to become a Fellow member?

A: Yes, if you are a Principal, you can upgrade your membership to Fellow at any time (subject to meeting the additional criteria.) The same applies for upgrading from Student to Principal.

Your additional membership subscription will be based on the full months remaining until your membership renewal date.

This ensures that your membership renewal date stays the same.

Q: How do I find my voucher re training when I join the PDS /renew my Principal or Fellow membership?

A: Your voucher is included in your confirmation e mail from 'membership' at SLCC.

Q: Does my history degree now qualify as a qualification to become a Fellow?

A: Yes, the criteria in becoming a Fellow has now changed.. You no longer need to have a 'relevant' qualification at level 5 – instead all such degrees are now accepted.

Q: I currently have Principle SLCC status. I passed my CiLCA qualification earlier in the year so had enough points then to upgrade my membership. However, I see from my CPD log on the website that my new CPD training year renews in a month.

Do I now need another 18 pts before this happens?

Yes your 20 CPD pts from that will have enabled you to upgrade. However, there is no cause for concern – your CPD year and overall membership year will be synchronised to your membership year. You should continue to log your CPD pts, and if any problems when you next come to renew – do get in touch with me.

Q: My Council is very small and I only work for a few hours each week. I have ILCA but my council is unwilling to pay for CiLCA or attending conferences.

A: CPD is not all about qualifications - Neither is it all about attending conferences, events or CPD courses – although all of these are very important.

CPD also includes relevant reading such as The Clerk and Community Governance dissertations on the SLCC website, new work activities that you have introduced – as part of 'Learning at Work' and being actively involved in helping colleagues through your local branch or at national level.

Q: My Council is unwilling to pay for me to attend conferences so I've not attended any events over the past year and now don't have the CPD pts in order to renew my Principal Membership.

Can I have an exemption?

There are very few circumstances where you can have an exemption – these include serious illness or bereavement. Therefore you will still need the necessary 18 CPD pts in order to renew your membership.

However, it's not too difficult to acquire them. You may find your council is happy to pay for you to attend a conference / training remotely. All still carry CPD pts as indicated on your booking confirmation.

In addition you can log:-

- ⇒ 3 pts for Reading the Clerk
- ⇒ 3 pts for reading other relevant information / documents – this includes [Community Governance dissertations](#)
- ⇒ Up to 6 pts for introducing / establishing a new service / facility for your council
- ⇒ There are also pts for attending (
 - Branch meetings
 - Relevant training including being held by your CALC, Principal Authority etc
 - All SLCC webinars / training events)