Certificate in Local Council Administration

CiLCA

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| Costs: | WALC members £275.00 +VATRegistration £450 (payable to SLCC) | Non-Members £375.00 + VATRegistration £450 (payable to SLCC) |
| TrainingSessions | **Cohort 2**Mon 4 Sept 23Tues 14 Nov 23Wed 17 Jan 24Wed 15 Mar 24 | **Cohort 3**Tues 13 Nov 23Tues 25 Jan 24Thurs 19 Mar 24Mon 11 June 24 | All sessions will be held virtually. The Trainer, *Jules Owen*, will contact students via e-mail, with the joining codes.  |
| Where: | Mostly this will be completed at your place of work. Formal training sessions will be via ZOOM | It may be possible to arrange a face-to-face group mentoring session if enough students request this. |
| Spaces: | **SIX**  | It **may** be possible to increase this number to TEN. |
| Other Information | This course requires the student and the Council to sign a Learning Agreement. No attendance can be allowed prior to WALC receiving the signed forms.Most of the training will be carried out by Jules Owen, FSLCC, who is a Recognised CiLCA Trainer. Jules is also currently working towards her BA(Hons) in Community Governance, so knows the difficulties of trying to fit studying around other areas of our lives. |
| Books and Policies etc | Each Council should have a copy of Local Council Administration (k/a Charles Arnold Baker). If this is not relatively up to date the Council should purchase the latest edition. On signing up for this course each student will be sent out a personal copy of the Good Councillor Guide. Any other publications needed can be bought through SLCC, or on-line. |
| How to Register | Fill in the attached application form and e-mail it back to WALCEnquiries@communityfirst.org.uk Once we have received your form we will invoice your council and send out the Learning Agreement for signature. We will also send a Training Needs Analysis form to the student together with their own copy of the Good Councillor Guide. |



**BOOKING FORM**

**Certificate in Local Council Administration (CiLCA 2015)**

**Training Course – May 2023 to February 2024**

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| Name |  |
| Council |  |
| Email address |  |
| Telephone number |  |
| **WALC MEMBERS** | **NON-MEMBERS** |
| I would like to sign up for:[ ]  The four-session course @ £275 + VAT | I would like to sign up for:[ ]  The four-session course @ £375 + VAT |
|  |  |
| I enclose a cheque: |[ ]
| Please invoice: |[ ]
| Address for invoice if applicable: |  |

 **THE TRAINER RECOMMENDS WAITING UNTIL THE FIRST SESSION BEFORE REGISTERING FOR CiLCA**

The CiLCA Portfolio Guide may be downloaded at <https://www.slcc.co.uk/qualification/cilca/>

Please complete and return to Deborah Bourne, Unit C2 Beacon Business Centre, Hopton Industrial Estate, Devizes SN10 2EY or walcenquiries@communityfirst.org.uk by **Friday 25th August 2023**.

Please make any cheques payable to Wiltshire Association of Local Councils.

Please note that if no cheque is received, councils will be invoiced. There are no “provisional” bookings. Completion and return of this form (or any substitute thereof) will constitute a booking and all bookings will be charged.

Payment is for the whole course. By signing up to the four-session course you are committing to attendance. There are no part-refunds for non-attendance at a session.

Wiltshire Association of Local Councils reserves the right to cancel if there is insufficient take-up.

If, for some, unavoidable reason dates have to be changed, every effort will be taken to consult with all delegates on an alternative date.