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GLOUCESTERSHIRE

ASSOCIATION OF PARISH

& TOWN COUNCILS (GAPTC)

Certificate in

Local Council

Administration (CiLCA)

The Learning Agreement, your

commitment and expectations

**CiLCA – an overview:**

This qualification is available to clerks and councillors in England, resulting in accreditation at level 3 (A/AS level) in the National Qualifications Framework where it is worth 20 credits. CiLCA is also an important feature in a council’s application for the Local Council Award Scheme and the eligibility to use the General Power of Competence, all of which require the clerk to have CiLCA.

CiLCA is also the basic qualification for membership of the Institute of Local Council Management, recently updated, whose aim is to support and develop professionalism in local council management. Further information on the Institute can be found on the website of the Society of Local Council Clerks (SLCC) at [**www.slcc.co.uk**](http://www.slcc.co.uk)**.**

Note that holders of the Certificate of Higher Education in Local Policy (or its predecessor and successor qualifications) do not need to take CiLCA, as the qualification has already been demonstrated and assessed through this advanced training course. Please note this excludes Section 7 in the General Power of Competence.

If you work for more than one council, the cost of training and fees can be shared by the councils concerned. Do note, however, that the Certificate is a personal qualification awarded to the clerk rather than to the council or councils for which the clerk works.

The evidence required for the portfolio to demonstrate your skills, your knowledge and your understanding is through meeting the detailed criteria in the guide by -

• providing evidence from your work documents

• annotating and commenting on examples used

• short written explanations

**Gloucestershire Association of Parish and Town Councils:**

**(known as GAPTC in this document)**

GAPTC has decided to focus its training in support of CiLCA and does this by providing a structured course for candidates, detailed in this document.

**Course delivery**

The course will comprise four 5-hour sessions. The first session focuses on giving an overview of the Portfolio Guide, going through the exercises and tasks for Unit One and for the tutor to answer any questions.

There will be three further sessions, mentoring on set sections, problem solving and checking progress. GAPTC expects all candidates to be ready to submit their completed portfolio of evidence by the date the candidate has registered with SLCC (which gives one year).

**Please note – candidates should only enrol onto this course if they are confident that they have the time to commit to it for 12 month period.**

**See below for details of expectations and the learning agreement.**

**The Portfolio Guide**

The exercises and tasks that a candidate must undertake are contained in the Portfolio Guide. This is available from the SLCC and GAPTC website.

**2024 mentoring costs**

The course is accessible to all clerks and councillors. The costs are:

Councils with a gross income up to £25,000 is £235

Councils with gross income exceeding £25,000 is £395

**This includes four 5-hour sessions with GAPTC.**

**Please note this excludes the cost of registering for the qualification with SLCC (see below).**

**How do I register for GAPTC support?**

Your first step is to register. This is done by booking online through the GAPTC training calendar on the website. You then complete the application form at the end of this agreement and return it to GAPTC with your payment. It will be signed and a copy returned to you.

**The Learning Agreement, your commitment and expectations**

It is important that CiLCA is delivered via a successful partnership and each candidate must agree to the conditions laid down in the Learning Agreement (Appendix 2), the primary purpose of which is to help secure commitment from everyone involved.

**The candidate’s commitment – our expectations**

A candidate should only embark on this course if he/she is confident that the time is available to fully commit to it. Any candidate that fails to complete all the Learning Outcomes within twelve months from the date of registration with SLCC will need to register and pay again for another course (if further mentoring required). If there are extenuating circumstances, these may be considered.

**GAPTC’s commitment – your expectations**

Via the Learning Agreement, GAPTC commits to deliver appropriate and effective training to the candidate.

**The parish/town council’s commitment**

The clerk’s council is expected to provide support by giving additional and remunerated time to the clerk to complete the portfolio of evidence and to provide any travelling costs. However, an important consideration is the current legal compliance of the council in procedures and practices and the work required to achieve this. This matter is one for negotiation between the council and the clerk and we advise that any agreement is recorded in the minutes. GAPTC is happy to discuss this with chairmen if needed.

**What happens to the portfolio once it is completed?**

**The candidate must register for this course with SLCC and the cost is £450**

Once portfolio sections are completed, the candidate will be required to upload it to the SLCC online portfolio tool, called **EMMA**. It will then be allocated to a verifier for marking.

The verifiers are subject specialists who make professional judgements evaluating your evidence against agreed objective standards. These criteria include the characteristics of each item that are essential and acceptable if the document is to demonstrate competence.

**CiLCA**

**Appendix 1**

**APPLICATION FORM FOR TRAINING SUPPORT 2024**

Name: ………………………………………………………………………………………….

Address: ……………………………………………………………………………………………………………

……………………………………………………………………………………………………

Telephone: ……………………… Email: ……………………………………………………………

Clerk or Councillor: ………………………………………………………………..

Your parish/town council: …………………………………………………….

I have enclosed two copies of the Learning Agreement which have been signed by the chairman and myself :  (A copy of the Agreement, signed by GAPTC will be returned to you for your records)

I have enclosed a cheque/organised a BACS transfer for £235  (Councils with gross income up to £25,000)

I have enclosed a cheque/organised a BACS transfer for £395  (Councils with gross income greater than £25,000)

(Please make cheques payable to GAPTC; BACS payments to Sort Code 08 90 41; Account No 50068005)

How long have you been a clerk? ………………………………………………………….

Is your council interested in the Local Council Award Scheme? YES/NO

(information on the LCAS can be found on the GAPTC website in the documents section)

Please return this form, your payment and the completed Learning Agreement to Gloucestershire Association of Parish and Town Councils, Cranham House, Falcon Close, Quedgeley, Gloucester GL2 4LY

Tel: 01452 883388; E-mail: [training@gaptc.org.uk](mailto:training@gaptc.org.uk); [www.gaptc.org.uk](http://www.gaptc.org.uk)



**CiLCA**

**Appendix 2**

**LEARNING AGREEMENT - CERTIFICATE IN LOCAL COUNCIL ADMINISTRATION**

This Learning Agreement between the Gloucestershire Association of Parish and Town Councils (GAPTC) and the candidate aims to provide a clear statement of the responsibilities of each party concerned with regards to the candidate’s achievement of the Certificate in Local Council Administration (CiLCA).

**Gloucestershire Association of Parish and Town Councils Agreement:** GAPTC will:

* Provide access to the guidelines for completion of CiLCA (either via hard copy or electronically), and other relevant materials essential to undertake CiLCA
* Ensure candidates are briefed in details of the requirements of CiLCA to enable accreditation to be achieved in the set timescale
* Provide a programme of learning, guidance and support to enable the candidate to undertake CiLCA
* Provide a tutor to guide the student through the 4 sessions provided plus online/email support
* Ensure students are aware of their responsibilities in recording their progress and achievement.

**Candidate Agreement:** I agree that I

* Am responsible for registering to undertake CiLCA with SLCC and GAPTC
* Have access to copies of relevant documentation that guides me through the preparation of my portfolio
* Will adhere to the programme and timetable of learning and support provided by GAPTC and will complete my portfolio within 12 months of registration with SLCC. (Note that an extension to time will not normally be provided unless extenuating circumstances apply)
* Will maintain a regular record of achievement and progress and through reflection, link this record to my Personal Development Record
* Will engage in a dialogue with my employer to update on progress, giving a report to council
* Will attend and participate in any scheduled training sessions
* Accept that private study/research is an essential element of the preparation of my portfolio
* Understand that failure to adhere to the programme may result in GAPTC withdrawing support
* Undertake to treat the mentor with respect at all times.

**Reserve Matters**

1. In the event that a student withdraws from the programme of learning and support then all fees paid will be non-refundable and GAPTC support will cease at that point.

2. GAPTC reserves the right to withdraw support for a candidate where the agreed progress is not being made.

This agreement is signed by:

|  |  |  |
| --- | --- | --- |
| **Party** | **Name** | **Signed** |
| **GAPTC CEO** |  |  |
| **Candidate** |  |  |
| **Chairman of Council** |  |  |