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

**Mentoring Structure**

The four mentoring sessions will be held at the GAPTC Office, Falcon Close, Quedgeley,

Gloucester, GL2 4LY with training being delivered by Jules Owen FSLCC (FdCG).

Each session will commence at 9.30am sharp and finish at 2.30pm. There will be a mid morning break at circa 11.00am and a break for lunch at circa 12.30pm. Tea and coffee will be provided but you will need to bring your lunch.

The sessions will be spent going through each Learning Outcome in a aspecified unit from the **CiLCA** **Portfolio Guide dated July 2022.** This will enable students to complete the Learning Outcomes before the next tutorial. At the end of each session there will be an opportunity for one-to-one discussions to answer questions and discuss any queries. The sessions also provide a great opportunity for networking with colleagues and exploring publications available to use at the sessions.

Upon completion of a Unit, learners are encouraged to submit their work via **EMMA** for assessment and feedback. All students are encouraged to register with the SLCC after their first mentoring session and have one year maximum in which to complete all submissions to gain the Certificate. Please note, you do not need to be a member of the SLCC to register for EMMA.

Prior to each session, registered learners will receive a Student Brief detailing preparation and documents required for the mentoring session.

Please ensure you have printed a copy of the recent Portfolio Guide July 2022, (3rd edition) which can be downloaded from the SLCC website following this link: [CiLCA Portfolio Guide July 2022 (3rd edition)](https://www.slcc.co.uk/site/wp-content/uploads/2022/07/CiLCA-Portfolio-Guide-Digital-2022-Definitive-Version-July-2022.pdf)

**IMPORTANT - Students are advised not to register with SLCC until Session 1 has been completed with GAPTC.**

We look forward to seeing you for your first session on Wednesday 31 January 2024.

**CONTACTS**

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Jules Owen: julestheclerk@gmail.com

