

# SLCC

For Local Council Professionals

## SLCC QUALIFICATIONS



[www.slcc.co.uk/qualifications](http://www.slcc.co.uk/qualifications)

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# STUDYING WITH SLCC

SLCC has been delivering quality training to the local council sector since 1972.

We offer a range of both regulated and non-regulated local council sector qualifications, starting with introductory courses and progressing through to a Masters of Arts in Public Leadership, all of which are tailored to support and meet the needs of local council officers in England and Wales for every phase of your career.



- Over **2717** students have completed their introductory courses
- **4129** CiLCA certificates awarded to local council officers
- **114** graduates of the Level 4 Certificate in Higher education in Community Governance
- **60** graduates of the Level 5 Foundation Degree in Community Governance
- **159** graduates of the Level 6 Bachelor of Arts Honours Degree in Community Governance

## BENEFITS OF 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 knowledge
- Confidence in your skill set
- Make informative decisions for your council and your community
- Consistency within the sector
- Progression by broadening your career
- Opportunities to learn new methods

## FIND OUT MORE

SLCC offer free, virtual, drop-in sessions providing more information on the qualifications. Visit [www.slcc.co.uk/events](http://www.slcc.co.uk/events) and use the keyword 'qualifications' to find the next available webinar.

For more information on any of the courses and qualifications listed in this prospectus please visit [www.slcc.co.uk/qualifications](http://www.slcc.co.uk/qualifications).

# 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 course designed to support all new council officers in England and Wales in their roles in the first few months of employment. The aim of the course is to provide an introduction to the work of a local council, the clerk and its councillors.



## WHAT WILL I LEARN?

- Core Roles
- Finance
- Management
- Community
- Law & Procedures

*"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 <a href="http://www.slcc.co.uk/ilca">www.slcc.co.uk/ilca</a>
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 course to support all new Responsible Financial Officers (RFO's) in England and Wales (or officers who have a financial element to their job role).

### WHAT WILL I LEARN?

The aim of the course is to provide an introduction to council finance.

- Roles & Responsibilities
- Budget & Precept
- Systems & Procedures
- Internal Control and VAT
- External Audit and the Year End

### HOW WILL I LEARN?

The online course can be studied in your own time whilst you find your feet in your new role. 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 <a href="http://www.slcc.co.uk/filca">www.slcc.co.uk/filca</a>
SLCC CPD Points	8

# PRINCIPLES OF INTERNAL AUDITING LOCAL COUNCILS (PIALC)

# PIALC

Principles of Internal Auditing Local Councils



The Principles of Internal Auditing Local Councils is an online sector specific course designed to establish a more regulated and standardised process for internal auditing within local councils. The course covers the essential principles and guidelines to ensure effective and efficient internal audit practices.

You will learn how to source an independent, competent internal auditor along with how to conduct thorough and objective audits yourself.

## WHAT WILL I LEARN?

- Introduction to Internal Audit
- The Practitioners' Guide
- The Annual Governance & Accountability Return
- General Governance
- Finance
- Personnel



## HOW WILL I LEARN?

The course is comprised of six modules. Each module consists of 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	Clerk/RFO, council officer or internal auditor, with a minimum of 2 years' recent experience of the local council sector
Learning	Self-Paced, Online
Duration	12 months
Cost	£120 + VAT
Enrolment	Online via <a href="http://www.slcc.co.uk/pialc">www.slcc.co.uk/pialc</a>
SLCC CPD Points	8



"I am a certified accountant and found doing the PIALC course very useful. I learnt so much about the processes and procedures of the finances for local councils. Completing and passing the course has filled the gaps in my knowledge and it certainly has given me the confidence to seek out roles as section 151 officer or internal auditor."

**Sue Mortimer FCCA**

**The Role of Internal Audit** SLCC  
For Local Council Professionals

Select each of the five hexagons in turn to reveal information. Click Next to move on.

**Internal Audit Review: Evidence** SLCC  
For Local Council Professionals

As with any review, the review of internal audit arrangements should be evidence based. Wherever possible, the evidence should be gathered throughout the year.

Select each of the blocks on the right to discover possible sources for obtaining evidence.

Select each numbered block on the right to learn more. Click Next to move on.

"I've no desire to be an internal auditor but I have found this e-learning course incredibly valuable. It has improved my knowledge of internal audit and deepened my understanding of the legal framework behind the whole process. I now feel much better prepared for compliance with internal and external audit requirements for year-ends in the future."

**Elaine Brown PSLCC, Blyth Town Council**

"Delighted to have completed the Principles of Internal Auditing Local Councils (PIALC).

Was great to refresh my internal audit knowledge."

**Shaun Fishenden PSLCC,  
Meopham Parish Council**

**Annual Internal Audit Report** SLCC  
For Local Council Professionals

The internal auditor has to complete the Annual Internal Audit Report, and confirm that each of the internal control objectives were achieved to an adequate standard.

On the next screen you will need to investigate and complete a task for thirteen of the objectives included.

Click Next when you're ready to start the activity.

# ILCA TO CiLCA

## INTRODUCTORY COURSE



The ILCA to CiLCA course is an introductory course designed to build on the content covered in the ILCA course. By further developing your knowledge and skills, the course gives you the confidence to take the next step as a professional or preparing you to undertake the CiLCA training course (not the qualification).

### WHAT WILL I LEARN?

- Processes & Protocols: establish clear guidelines for decision-making, conflict resolution, and accountability. Understand the need to regularly review and update these protocols to ensure they remain effective and relevant
- Community Communication: foster open channels of communication through meetings, newsletters, social media, and a user-friendly website. How to encourage feedback and active participation from community members
- Planning: understand how to develop a comprehensive strategic plan that outlines long-term goals and short-term objectives. Ensure that planning processes are inclusive, transparent, and adaptable to changing circumstances
- Finance Systems: implement robust financial management systems to track income, expenditures, and budgets. Understand why regular audits and transparent reporting are essential to maintain trust and accountability
- Council/Clerk Relationship: understand the relationship needed to be in place as the council sets policy direction, while the clerk manages day-to-day operations, ensuring policies are implemented effectively. Creating effective and successful governance within the council.
- Preparation: gain an understanding of what needs to be in place in their own council to successfully complete 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.

## HOW WILL I LEARN?

- The course is comprised of five modules; consisting of a total nine virtual training sessions and online submissions.
- The ILCA to CiLCA webinars are held on Mondays 6pm – 7.30pm and Thursdays 10am – 11.30am.

Please note unlike events and our other webinar training, our introductory courses or qualifications virtual training sessions are not recorded to protect confidentiality.



<b>Entry Requirements</b>	ILCA or County Association Essential Clerk training
<b>Learning</b>	Webinars and online submissions
<b>Duration</b>	12 months
<b>Cost</b>	£120 + VAT
<b>Enrolment</b>	Online via <a href="http://www.slcc.co.uk/ilca-to-cilca">www.slcc.co.uk/ilca-to-cilca</a>
<b>SLCC CPD Points</b>	12

# CERTIFICATE IN LOCAL COUNCIL ADMINISTRATION (CiLCA)

## ENTRY LEVEL QUALIFICATION



CiLCA is tailored to meet the local council sector occupational standards and assesses your skills, knowledge and understanding against these in all aspects of a clerk's work.

It is awarded by Ascentis at Level 3 of the National Qualifications Framework (NQF).

The last intake for the current CiLCA portfolio (2021) will be on 1 August 2025.

If you hold CiLCA in **England** pre 2012, 1 August 2025 will also be the last opportunity to apply to upgrade your CiLCA to enable you to use GPC.

If you want to apply for CiLCA after 1 August 2025, you will need to wait until the 2026 Portfolio which will accept registrations from February 2026.

## WHAT WILL I LEARN?

CiLCA is comprised of 30 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

These cover the breath of work undertaken by those in local councils.

## HOW WILL I LEARN?

Self-paced, distance learning

You will be required to submit an evidence based ePortfolio on the EMMA platform, which will include documents, reports, and explanations to demonstrate that your knowledge / understanding is of an acceptable standard.



## HOW LONG WILL IT TAKE?

You have a full 12 months from the intake date to complete your CiLCA ePortfolio on the EMMA platform (if payment has been received).

## HOW MUCH IS CILCA?

The CiLCA qualification fee is £450 (non-vatable).

Charges for training and additional mentoring are in addition to the qualification fee listed, and will vary depending on your County Association's training / mentoring fees.

*"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	12 months in the local council SECTOR (minimum), and we recommend you have either completed ILCA / ILCA to CiLCA course or attended training for clerks run by a County Association.
Learning Pathway	<p>CiLCA consists of two main with separate costs:</p> <p><b>Training:</b> Attend an Introduction to CiLCA session to see if your ready to commit to CiLCA, then attend a CiLCA Portfolio Training Course through either your County Association or SLCC. Alternatively, <a href="#">click here to view SLCC's available training</a></p> <p><b>Qualification</b> - enrolment via SLCC website</p>
Duration	12 Months
Cost	<p><b>Training:</b> SLCC Introduction to CiLCA webinar - members £50 + VAT, non-members £75 + VAT</p> <p>SLCC Building Your CiLCA Portfolio Course - members £250 + VAT, non-members £300 + VAT</p> <p><b>Qualification:</b> £450 (non-vatable) (Fees usually increase annually)</p>
Credits / 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
<b>Entry Requirements</b>	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
<b>Learning</b>	Online submission	Online submission
<b>Duration</b>	12 months	
<b>Cost</b>	£30 (non-vatable). Plus additional charges for training will depend on your training provider.	
<b>Enrolment</b>	Anytime - <a href="https://www.slcc.co.uk/qualifications/gpc/">https://www.slcc.co.uk/qualifications/gpc/</a>	Anytime - <a href="https://www.slcc.co.uk/qualifications/the-general-power-of-competence-gpoc-wales/">https://www.slcc.co.uk/qualifications/the-general-power-of-competence-gpoc-wales/</a>
<b>SLCC CPD Points</b>	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 Silver 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](http://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.

- Up to three 24-hour residential study days per study year.
- 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 credits per level (60 credits per year of study).

## WHAT WILL IT COST?

The Certificate of Higher Education in Community Governance is £6,800 (£3,400 per year)\*. The fee can be paid in instalments over two years with an initial, non-refundable deposit of £400 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 due to increase for the 2027 intake.

Course fees include:

- Course materials
- Teaching from highly experienced and qualified tutors
- An online learning environment – online meeting and tutorial platform
- Virtual induction and study skills sessions
- 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 university libraries, online resources, learning guides and a specific DMU librarian contact
- A fee to the university

As an integral part of your learning experience, the course offers three residential study days per year, which provide essential opportunities for in-depth study, practical application of knowledge, and valuable networking with peers and industry professionals. A contribution towards the costs of these study days is required in addition to the course tuition fees. This contribution amount is subject to annual review.

Visit [www.slcc.co.uk/community-governance-additional-costs/](http://www.slcc.co.uk/community-governance-additional-costs/) to view additional costs.

For further queries please email [qualifications@slcc.co.uk](mailto: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 and 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 PSLCC, Clerk to Pucklechurch Parish Council

Entry Requirements	Certificate in Local Council Administration (CiLCA), GCSE grade C or above in English and Maths
Learning	Blended distance learning, with attendance at up to three 24-hour residential study days per year (February, April / May and September).
Duration	2 years
Cost	£6,800 (£3,400 per year) *For additional costs visit <a href="http://www.slcc.co.uk/community-governance">www.slcc.co.uk/community-governance</a>
Start Date	1 February 2025
Credits / SLCC	120
CPD Points	

# COMMUNITY GOVERNANCE

Develop your career, support your council and strengthen your community



## COMMUNITY GOVERNANCE LEADERS IN THE SECTOR FOUNDATION DEGREE - LEVEL 5 AND BA 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 Silver 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 and 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](http://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.

- Up to three 24-hour residential study days per study year.
- 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 credits per level (60 credits 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 £6,800 (£3,400 per year)\*. The fee can be paid in instalments over two years with an initial, non-refundable deposit of £400 due at the time of application. In undertaking this course, you may incur further costs that are not included in the tuition fee. \*Fees due to increase for the 2027 intake.

Course fees include:

- Course materials
- Teaching from highly experienced and qualified tutors
- An online learning environment – online meeting and tutorial platform
- Virtual induction and study skills sessions
- 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 university libraries, online resources, learning guides and a specific DMU librarian contact
- A fee to the university.

As an integral part of your learning experience, the course offers three residential study days per year, which provide essential opportunities for in-depth study, practical application of knowledge, and valuable networking with peers and industry professionals. A contribution towards the costs of these

study days is required in addition to the course tuition fees. This contribution amount is subject to annual review.

**Student finance** – Level 5 and Level 6 students can apply for student finance (if they have studied previous level(s)).

Visit [www.gov.uk/apply-for-student-finance/when](http://www.gov.uk/apply-for-student-finance/when) for more information.

Visit [www.slcc.co.uk/community-governance-additional-costs/](http://www.slcc.co.uk/community-governance-additional-costs/) to view additional costs. For further queries please email [qualifications@slcc.co.uk](mailto: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 PSLCC, 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. Up to three 24-hour residential study days per study year - January/early February, late April/early May, September
Duration	2 years
Cost	£6,800 (£3,400 per year) *For additional costs visit <a href="http://www.slcc.co.uk/community-governance">www.slcc.co.uk/community-governance</a>
Start Date	1 February 2025
Credits / SLCC CPD Points	120

## MA IN PUBLIC LEADERSHIP



The Level 7, MA in Public Leadership qualification is a 2-year part-time, distance learning course specifically designed for graduate local council officers. It is designed to develop the knowledge and skills required to address the challenges of community leadership in our demanding political climate. The focus is on collaborating with partners on innovative projects, empowering local communities, improving public services and driving forward policy development.



The MA provides opportunities for investigating published ideas in depth and reflecting on practice in local council settings. It examines the complex organisational landscape of local leadership

and supports original research that develops our understanding of how local councils contribute to community life.

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

**Lawyers in Local Government:** *"In Lawyers in Local Government we believe in the power of localism, and the positive impact of local government at all levels – from huge unitary councils to the smallest parish council, every council can deliver real, lasting change. Understanding how best to lead local councils and public institutions well is a challenge in an ever changing world. Consequently, an MA in Public Leadership, offering insight as to what effective governance looks like, serves as a valuable tool if we are to equip those who serve for the public good."* Deborah Evans: Chief Executive, Lawyers in Local Government







## WHAT WILL I LEARN?

The two-year course will cover the following modules:

- Leading Change
- Empowering Communities
- Collaborative Innovation
- Designing Public Services
- Policy into Practice

## HOW DO I STUDY?

It will take two years to complete the Level 7, MA in Public Leadership qualification with a student intake every two years. The MA in Public Leadership is a part-time 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 one in-person event at the start of every module
- Join the online space to access resources and discussion forums
- Benefit from access to tutorials and webinars
- Complete your coursework – each module will take an average of three to four months, except the final one, a double module, which will take up to eight months. This includes private study time, attendance at teaching events and time spent learning from what you do in the workplace
- A total of 180 credits (divided between 5 modules with four modules equaling 30 credits each and one equaling 60 credits)

## WHAT WILL IT COST?

The MA in Public Leadership is £7,000 (£3,500 per year)\*. The fee can be paid in instalments over two years with an initial, non-refundable deposit of £400 which is due at the time of application. In undertaking this course, you may incur further costs that are not included in the tuition fee. \*Fees due to increase for the 2027 intake.

Course fees include:

- Course materials
  - Teaching from highly experienced and qualified tutors
  - An online learning environment – online meeting and tutorial platform
  - Virtual induction and study skills sessions
  - In-person study days\*, online lectures and tutorials.
  - 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 university libraries, online resources, learning guides and a specific DMU librarian contact.
  - A fee to the university

\*As an integral part of your learning experience, the course offers three residential study days per year, which provide essential opportunities for in-depth study, practical application of knowledge, and valuable networking with peers and industry professionals. A contribution towards the costs of these study days is required in addition to the course tuition fees. This contribution amount is subject to annual review.

**Student finance:** As with any Masters programme, student finance may be available, please check with Student Finance England for more information.

For more information visit [www.slcc.co.uk/community-governance](http://www.slcc.co.uk/community-governance) or email [qualifications@slcc.co.uk](mailto:qualifications@slcc.co.uk)

Entry Requirements	Having studied previous Levels or hold a relevant degree.
Learning	Blended distance learning, with attendance at up to three 24-hour residential study days per year (February, April / May and September).
Duration	2 years
Cost	£7,000 (£3,500 per year) *For additional costs visit <a href="http://www.slcc.co.uk/community-governance">www.slcc.co.uk/community-governance</a>
Start Date	See website for intake date
Credits / SLCC CPD Points	180

## WALES BURSARY SCHEMES

Are you a clerk or deputy clerk in Wales? Bursary schemes are available from the Welsh Government for various SLCC courses. To find out more please visit <https://www.slcc.co.uk/events/bursary-schemes/>



## SLCC EDUCATIONAL TRUST TRAINING AND EDUCATION GRANT SCHEME

The SLCC Educational Trust's Training and Education Grant Scheme is now open for applications.

The Trust has agreed to award up to £15,000 in grants this year, in addition to a single bursary for 90% of the annual course fee for a student of Community Governance in 2025 (applications for the latter will be considered at the November meeting of the Board).

Through these grants, the Trust aims to equip a wide range of applicants with the knowledge and skills required to better serve their councils and local communities for the public benefit; as well as enhancing the general public's understanding of local councils, their staff, and their role in local communities.

For more information visit [www.slcceducationaltrust.org.uk](http://www.slcceducationaltrust.org.uk)

# SLCC

For Local Council Professionals »

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