

Why should you take CiLCA?

CiLCA helps you to become more aware of the law and procedures for local councils and helps you work with the planning system. It checks that you can manage the council's activities, its finances and community engagement. In England, a CiLCA-qualified clerk helps the council gain The General Power of Competence and a Quality or Quality Gold Award. CiLCA helps your council achieve standards of good practice and builds the reputation of local councils in a fast-changing world.

What is CiLCA?

CiLCA is like an A-level; it's a Level 3 qualification tailored for the officers of local councils.

Who can take CiLCA?

Any officer can take CiLCA to learn more about how local councils work. They should have at least six months' experience and basic training in 'the knowledge'

How does CiLCA work?

To prepare for CiLCA, you are required to attend training in building the portfolio delivered by CiLCA trainers (look out for the CiLCA recognised trainer logo). Training in 'the knowledge' is also essential. Training courses are paid for in addition to the CiLCA registration fee. The portfolio consists of 30 activities; some tasks involve writing an explanation while others ask for notes accompanying council documents. The aim is to demonstrate that you know, understand and can do what is expected at Level 3. There are five units covering the five themes:

- Core Roles in Local Council Administration
- Law & Procedure for Local Councils
- Finance for Local Councils
- Management for Local Councils
- Community Engagement

How long does CiLCA take?

It might take between six months and a year to complete CiLCA. On average, you might complete one task each week.

How can the council help?

As an employer, the council should support you; it is advised to

- Pay all costs. The investment is rewarded from the outset.
- Manage your workload. Too many demands can hinder your achievement.
- Provide and protect study time if your hours allow it. It's worth preventing delay.
- Show an interest in your progress. This is encouraging and demonstrates support.
- Listen to your advice. The aim is to improve the council's performance.

How much does it cost?

Charges for training depend on your training provider and are in addition to the CiLCA registration fee of £410 (Non-Vatable).

How do you find out more?

For more information and to register for visit www.slcc.co.uk/cilca. Contact your local training provider for details of the next CiLCA course.

What next after CiLCA?

CiLCA provides a foundation of knowledge but to understand the work of a local council in more depth, you can build on CiLCA and study for the Level 4 qualification in Community Governance.

CiLCA Intake

From 1 October 2020 all prospective CiLCA candidates will be registered through the SLCC on the EMMA system in bi-monthly intakes.

All prospective students can still register on the website at any time, however, from 1 October 2020, they will not be set up on the EMMA system until the next intake date.

Payment for the CiLCA must be received by the intake date for the candidate to be set up on EMMA. If payment is not received by the intake date then the candidate will not be set up on EMMA until the following intake.

CiLCA Intake dates:

1 October
1 December
1 February
1 April

1 June
1 August
1 October
1 December

Candidates on each intake will still have year to complete their CiLCA qualification.

For more information and to register for CiLCA visit www.slcc.co.uk/cilca


RECOGNISED TRAINER

SLCC and your local County Association provide training on CiLCA, lookout for the CiLCA recognised trainer logo



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