



DORSET ASSOCIATION OF PARISH
& TOWN COUNCILS (DAPTC)

Certificate in Local Council Administration

The Learning Agreement, your
commitment and expectations

CiLCA – an overview:

This qualification is available to officers 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 Quality and Quality Gold in 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.

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 officer rather than to the council or councils for which the officer 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

Dorset Association of Parish and Town Councils: (known as DAPTC in this document)

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

Final date for booking the CiLCA mentoring course with DAPTC is 31 January 2023

Course delivery

The course will commence in March and will run through until November 2023, with four 4.5-hour sessions. The first session in March (in Dorchester - venue TBC) will focus on giving an overview of the Portfolio Guide, going through the exercises and tasks and for the tutor to answer any questions. Following the initial seminar, candidates will work to a timetable.

There will be three further sessions (June (online), September (in Dorchester - venue TBC) and November (online), mentoring on set sections, problem solving and checking progress. DAPTC 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 from March 2023 through to March 2024. 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 DAPTC website (in due course).

2023 mentoring costs

The course is accessible to all officers 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 4.5-hour seminars and up to four one-to-one online sessions with DAPTC.

Please note this excludes the (currently £450) cost of registering for the qualification with SLCC.

Our trainer will explain the optimum time to register with SLCC during the first module on 16 March 2023.

How do I register for DAPTC support?

Your first step is to [register](#). This will enable you to complete and submit your details. You will then receive a Learning Agreement which will require a signature from yourself and your chair of council. Upon receipt of the signed Learning Agreement, DAPTC will invoice your council with the relevant cost as shown above.

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, 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 CiLCA ready for verifying in 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.

DAPTC's commitment – your expectations

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

The parish/town council's commitment

The officer's council is expected to provide support by giving additional and remunerated time to the officer 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. DAPTC is happy to discuss this with chairmen if needed.

What happens to the portfolio once it is completed?

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.