

## Certificate in Local Council Administration (CiLCA)

The Certificate in Local Council Administration (CiLCA) is a nationally recognised Level 3<sup>1</sup>, customised qualification designed specifically for the Local Council Sector to support clerks and local council officers in England and Wales. Written by experts in local council administration, CiLCA is aligned with the sector Occupational Standards (OS)<sup>2</sup> and is a current, relevant, and quality-assured qualification. Gaining CiLCA is not just about completing a qualification; it's a career stepping-stone designed to benefit you, your council and your community.

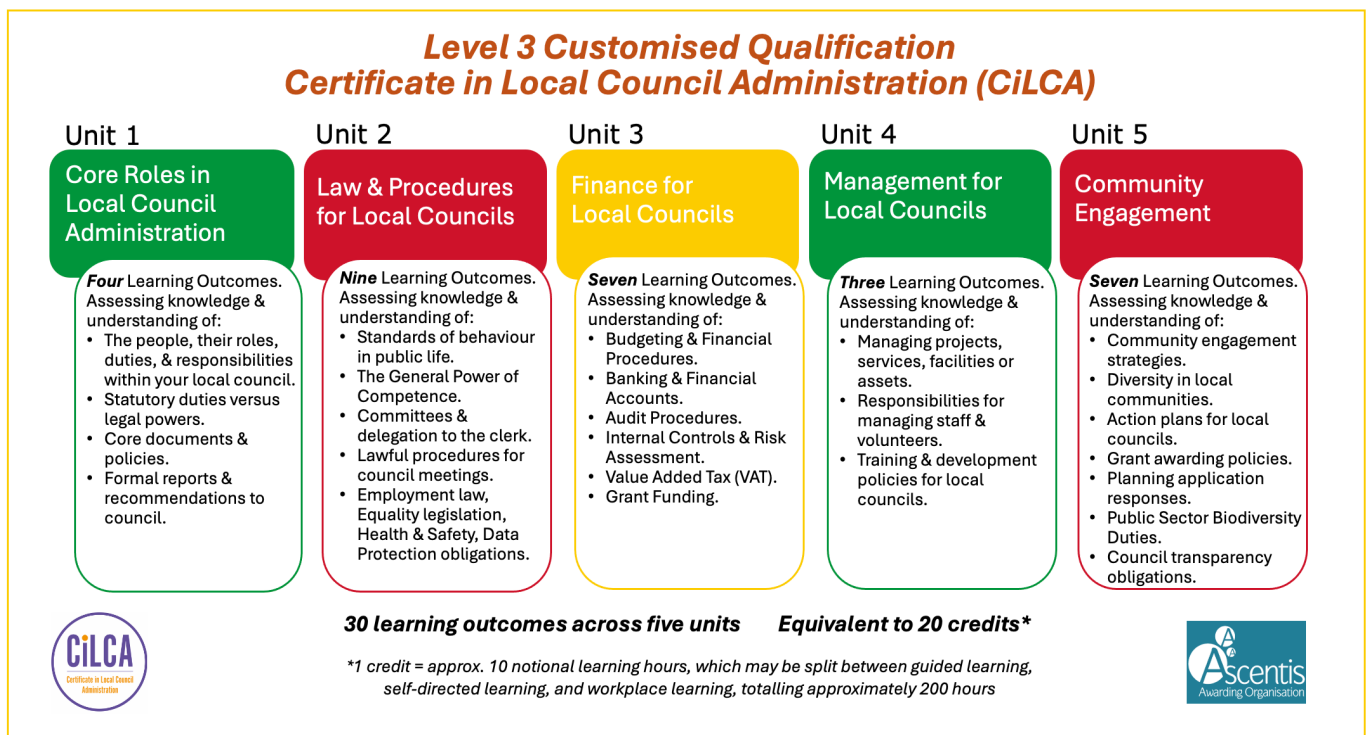
Lincolnshire Association of Local Councils (LALC) are proud to hold Recognised Trainer status to deliver the CiLCA Training Programme, as required by the Society of Local Council Clerks (SLCC)<sup>3</sup>. By joining our interactive workshops, you will deepen and enhance the knowledge, understanding, and skills needed to effectively and efficiently manage councils in meeting their financial, procedural, and legal requirements.



Our tutors are each expert in their field, providing constructive and timely feedback to help you stay focused and motivated as you build your CiLCA Portfolio of Evidence. You will also have access to "How To" videos and webinars covering study skills, research and referencing, effective note-taking and writing, and presenting and formatting your work.

### Your learning pathway to CiLCA Success

Over a series of workshops and mentoring sessions, our tutors will guide you through five units of study, each covering a different aspect of local council administration.



<sup>1</sup> Level 3 study (National Qualifications Framework (NQF)) is similar to AS/A levels, NVQs Level 3 or BTEC Nationals in England.

<sup>2</sup> Occupational Standards (OS) define the knowledge, understanding and skills needed to perform a specific job competently. Developed with employers and other key stakeholders, they act as sector and industry benchmarks for vocational qualifications, training programs, and job descriptions.

<sup>3</sup> Society of Local Council Clerks (SLCC) - the professional body for local council clerks and senior council employees.  
<https://www.slcc.co.uk>

## Are you ready to start CiLCA?

There are many routes to becoming a local council officer. Some people bring relevant sector experience or transferable skills from other employment; others have underpinning knowledge from their qualifications, and some have held multiple roles within the same council. Before starting any study programme, it's important to understand what to expect and what is needed to succeed, especially as CiLCA requires a significant amount of independent study and writing and typically takes at least 200 hours to complete. This is why LALC asks applicants to have been in post as a paid council officer for at least 12 months before joining the CiLCA Training Programme.

## Getting support from your Council

It's important that your council understands the level of commitment and time you will need to complete CiLCA, as well as the benefits it offers to the council, to you, and to the community by unlocking the General Power of Competence. Both you and your council must complete the *LALC Learning and Confidentiality Agreement*. Your council should have budgeted for the cost of LALC training (£450.00) and the separate SLCC registration fee (£495.00). Some councils provide paid study leave or pay training and travel costs, while most offer a related pay increase on successful completion of CiLCA. Download the *CiLCA Introduction for Councillors* leaflet to share with your councillors. It explains the benefits of having a CiLCA-qualified officer and how the council can support you.

## Joining the CiLCA Training Programme

### Step 1

#### Getting ready for CiLCA

- Complete the online 'Training Needs Analysis' & 'Preparing to Study' forms
- Talk to your council about the benefits of having a CiLCA-qualified officer & the support you will need to complete your studies
- Share the *Learning Agreement* with your council

Your CiLCA journey begins when you call us or complete our online enquiry form. Alternatively, you can download and complete our online ***CiLCA Training Needs Analysis*** and ***CiLCA Preparing to Study*** forms. These easy-to-complete forms ask you to rate your current knowledge across the five CiLCA units of study.

Your responses will be reviewed by our tutors to identify any gaps in your knowledge and any areas where you may need additional support to successfully complete CiLCA. If your responses indicate that you are ready to start CiLCA, we will invite you to attend our CiLCA Introduction Day as the next step on your journey to becoming a CiLCA-qualified council officer.

If we feel you are not yet ready to start CiLCA, we will contact you to recommend other foundation training courses to help you build your knowledge and understanding before undertaking the CiLCA qualification.

### Step 2

#### CiLCA Introduction Day

- A face-to-face event to meet your tutors & discuss:
  - The CiLCA qualification structure & Portfolio
  - Units & learning outcomes
  - The CiLCA training programme
  - Guides for learning & study
  - Resources & checklists

**The CiLCA Introduction Day (£20.00)** is delivered face-to-face from our offices in Dunholme, Lincolnshire. The day gives you the opportunity to meet your tutors, discuss the qualification requirements, review your training needs, understand learning outcomes, and explore techniques and resources to help you manage your learning and study. It is also a chance to discuss the workshop schedule and raise any concerns or questions you may have before completing the LALC Learning Agreement and committing to the LALC Training Programme.

If, after attending the Introduction Day, you do not feel ready to start CiLCA, our tutors will be happy to discuss other training options to support your professional development.

*Note: Attendance at the Introduction Day is compulsory if you plan to join our CiLCA training programme.*

**The 2026 CiLCA Training Programme (£450.00**, including 20 hours of mentoring). To help accommodate the busy schedules of council officers, LALC offers the following options for joining the training programme:

- Three full-day face-to-face sessions covering 10 learning outcomes at each session.
- Six virtual sessions covering 5 learning outcomes per session.

Workshops typically last two hours, though some may be shorter or longer depending on the content and learning activities. Each structured workshop includes targeted learning materials and resources aligned with the 30 learning outcomes, along with focused sessions, group exercises, Q&As, guidance, and practical tips.

*Contact us for details of workshop dates and times.*

You will be expected to attend all workshop sessions and to complete associated pre- and post-session activities. Managing your time is one of the biggest challenges of CiLCA. However, between sessions, you will have access to your tutors for feedback and support, as well as our study and learning guides, to help you balance your normal workload alongside your studies. *Additional mentoring and one-to-one support are available beyond the scheduled workshops. Please contact us for full details and fees.*

As you complete each LALC workshop and begin to build your Portfolio of Evidence, you will develop:

- A sound knowledge and understanding of the legislation governing council documents, standards of behaviour, duties, powers, council procedures and compliance.
- Skills in financial planning and management, audit procedures, budgeting and internal controls.
- Insight into community engagement, diversity and partnership working, planning applications and grant funding.
- Effective writing and word processing skills, enhanced use IT and digital technologies, and the ability to search, reference, review and critique documents and publications.
- Practical experience and confidence in applying your knowledge to your own council documents and procedures.

### Building your CiLCA Portfolio of Evidence

To submit your Portfolio of Evidence, you must register with SLCC (an additional fee of £495.00 applies) to access Brightspace, the online platform where you submit each of the five completed units. Our LALC tutors will explain and guide you through this process during the workshops.

You have 12 months from the date you register with SLCC to submit your Portfolio. We recommend submitting one unit at a time to implement any feedback by the SLCC Independent Assessor, which is typically provided 2–6 weeks after submission and grading.

Most importantly, our LALC tutors will continue to support you if your work is referred by the SLCC Independent Assessors and help you understand what you need to do to improve your work to meet the expected standard.

## Step 3

### CiLCA Training Programme

- Options for Study include:
  - 3 x full-day face-to-face sessions OR
  - 6 x virtual sessions
- Interactive workshops requiring pre- and post-preparation/work
- Supporting learning resources
- Tutor support & guidance

## Step 4

### Building a portfolio of evidence

- Stay connected with your tutors as you draft, review & refine your work against each learning outcome
- Register with SLCC to access Brightspace to submit your work
- Use SLCC Assessor feedback to inform each submission
- Share news of your CiLCA success with your council, tutors & friends!

Don't worry if this seems like a lot of information to take in – our **CiLCA Introduction Day** will take you step-by-step through what you need to know to ensure you are ready to commit to the CiLCA Training Programme.

### What's Next?

If you have any questions about CiLCA that haven't been covered here, please get in touch, and we'll be happy to help.

### Get in Touch



[cilca@lalc.co.uk](mailto:cilca@lalc.co.uk)



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<https://www.lalc.co.uk/contactus>

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