



Certificate in Local Council Administration

An Introduction for Councillors

CiLCA is a practical, entry level qualification for the sector, available to all clerks across England and Wales. It is awarded by the national awarding body Ascentis, at Level 3 of the National Qualifications Framework (NQF) which is similar to AS/A levels, NVQs Level 3 or BTEC Nationals. CiLCA has been tailored to meet the occupational standards for clerks of a local council, approved in 2012 following consultation across the sector. It is reviewed every five years to ensure it remains relevant, meets current standards and criteria, and reflects the latest legislative landscape.

How will the council benefit?

Undertaking CiLCA raises awareness of law and good practice in local councils. Students' review policies and procedures to ensure that the council is acting with propriety. CiLCA sets good foundations which allow your council to adapt to and manage changing circumstances, and to realise its ambitions and vision for the future. In addition, a CiLCA-qualified clerk helps your council to gain the General Power of Competence.

Who can take CiLCA

CiLCA is available to any council officer, including Councillors and officers of advisory. It is flexible to suit a range of candidates, however, it does require candidates to have documents from a local council that can be annotated.

How does CiLCA work?

Students must be in post as a local council officer for a minimum of 12 months. Students have a full 12 months from the intake date to submit an evidence based electronic portfolio through Brightspace. Intake dates are bi-monthly (February, April, June, August, October and December).

CiLCA is comprised of thirty learning outcomes over 5 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

The five units cover the breadth of work undertaken by those working with local councils and students must submit documents, reports, and explanations to demonstrate their knowledge and understanding to an acceptable standard.

Training is mandatory for undertaking CiLCA, and must be secured prior to registration. By attending a CiLCA training course, students will have access to a recognised CiLCA trainer to support their learning and completion of their portfolio.

*SLCC, NALC and
OVW recommend
that all clerks are
CiLCA qualified*

How can the council help

As an employer, the council can help support a student taking CiLCA. Do not pressure the employee to start studying until they have been in post for at least twelve months.

There are significant differences in size and activities between councils, and even the most experienced clerk will need time to familiarise themselves with a new one. It is not fair to expect a new clerk to study for a qualification when they are building their relationship with the council. Studying should be a positive experience for all involved.

You should:

- Motivate your student; being motivated is a key to success.
- Read the CiLCA Portfolio guide to inform you about what the qualification involves.
- Budget sufficient funds for training, for submitting the portfolio, and perhaps some mentoring if necessary. The investment in training that the council is making will bring great rewards.
- Help your student to manage their workload; too many demands can hinder achievement. Provide and protect study time where possible.
- Encourage your student by showing interest in their progress. CiLCA training may uncover practices that need reviewing or updating to make them compliant. Respect your officer's advice – by supporting them you will improve the council's performance and reputation.



How much does it cost?

Charges for training and additional mentoring will depend on your training provider and are in addition to the CiLCA qualification fee of £495 (non- vatable).

After CiLCA

CiLCA provides essential foundation knowledge for council officers. To build on CiLCA and understand the work of the local council in more depth the next step as a professional is to embark on our Community Governance qualification.

This is available at three levels:

- Level 4 – Certificate of Higher Education
- Level 5 – Foundation Degree
- Level 6 – BA Honours Degree

