

CILCA Qualification – associated costs

It was agreed by the Council when the Clerk was recruited that gaining the CiLCA qualification would be necessary.

Benefits of studying / having a Clerk with the CiLCA qualification:

- Make confident, informative decisions for your council and your community
- Advise the council on its duties and powers
- Adapt to changing circumstances
- Ensure your council is compliant with proper financial practices
- Set a vision for the future for your council and your community
- Respond to questions and problems with a dynamic, 'can-do' attitude
- Advise and support the council as it identifies and implements plans for the future
- CiLCA forms part of the criteria for the council to exercise the General Power of Competence. Find out more about the [General Power of Competence](#).

Your council should support your studies. It can pay for training and CiLCA fees and offer study time where possible. The council as an employer can be a party to the learning agreement. The council is advised to monitor your workload and limit new projects during this time. CiLCA is awarded to you and not to your council although the council benefits significantly.

Am I ready to register?

I have completed the Training Needs Analysis and have the necessary foundation skills and knowledge to be able to complete the qualification, in addition I have gained experience of working in the sector.

Ascentis, the awarding body, recommends that Clerks attend training to assist in completing the qualification.

SLCC do not have any courses scheduled at this time. Their full four-day course is £340 + VAT for members (in addition to the registration fee).

SPCA do not currently have any courses running for CiLCA and suggested using a neighbouring County Association or self-study

WALC – our neighbouring association had 2 x portfolio sessions available on 29th June 2020 & 23rd September 2020 at a cost of £30+VAT each, a 3rd portfolio session will need to be booked when it becomes available. Additional mentoring is available directly with the tutor at £50 per hour.

As the cost was minimal and I am in a position to begin studying these courses have been arranged

Register for your CiLCA qualification online after you have attended your first training session. You have 12 months from registration to complete the course so registering after your first training session makes the best use of your time. The cost to register is £350 (non-vatable). From 1st October 2020 the price to register increases to £410 (non-vatable) – aim to register in July to keep costs down.

Resources

You should have access to the latest editions of the following general resources:

- Arnold-Baker on Local Council Administration originally written by Charles Arnold-Baker and more recently updated by Paul Clayden; published by LexisNexis (OVW, CALCs and SLCC sell copies at a discounted price) **Have obtained an 8th Edition free of charge, 11th edition £103.99 via SLCC (includes member discount)**
- Local Councils Explained by Meera Tharmarajah of NALC is available for purchase from your CALC or OVW. It contains model standing orders. **New copies £50+ and out of stock, managed to obtain a nearly new copy for £30 + postage**
- The Clerk's Manual is published by the SLCC (see www.slcc.co.uk) **Inherited the 2013 edition from MJ. 2019 edition is £47.50 (includes member discount)**
- The Parish Councillors Guide is also written by Paul Clayden; published by Shaw & Sons (normally available from your training provider) **£30.00 WHSmith – can check for discount price with SPCA**