

Date: 03 August 2023

Title: Report Item 14 – CiLCA Qualification for Clerk

By: S Adeniji (Parish Clerk)

Purpose: Consider a request to fund CiLCA qualification for the Clerk.

Recommendations: a) To consider the request for funding for the Clerk's CiLCA qualification.
b) To decide whether to make such funding conditional on a training agreement between the Clerk and the Parish Council.

INTRODUCTION

What is CiLCA?

1. CiLCA is a foundation qualification for local council officers and others working with local councils. It's a Certificate in Local Council Administration awarded at Level 3 of the National Qualifications Framework (NQF) tailored for officers of local councils. This is the equivalent of an A-level.

What are the Benefits of CiLCA?

2. A CiLCA qualified clerk helps the council gain the general power of competence and Local Council Award Scheme (Quality and Quality Gold).

How long does CiLCA take?

3. It takes between six months and a year to complete CiLCA. Candidates have one year to submit their portfolio from the date of registration.

How much does it cost?

4. The cost of acquiring the CiLCA qualification is approximately £850 made up as follows:
 - Qualification Cost £450 + VAT
 - Training cost (introduction & Building your portfolio) £300 + VAT
 - Books and portfolio submission £100 + VAT

BUDGETARY IMPLICATIONS

5. The sum of £850.00.