

**Local Council People & Development**



**Professional Support • Expert Advice • Flexible Service • Pragmatic Approach**

**People & Development Solutions Designed for the Local Council Sector**

# **Training & Events Directory**



**NATIONAL IMPROVEMENT  
STRATEGY FOR PARISH  
& TOWN COUNCILS**

## **Welcome!**

Local Council People & Development (LCPD) is the people and development arm of the Hampshire Association of Local Councils. In addition to our HR Services, through our training and events programme we provide a variety of information, networking and development opportunities to suit a wide range of councillor and officer needs.

With over 40 planned sessions, courses and events throughout the year there is something relevant and enjoyable for everyone, so why not browse through this document to find out more. If you find what you are looking for, why not check our Training & Events Calendar on our website for when the training or event is happening next.

## **Key reasons to use our training services**

We have a long-standing reputation for work in the sector, and our programme of training and events is tried and tested based on practical experience.

- We are non-profit making and our sole aim is to encourage better performance and capacity building in local councils.
- We follow the National Improvement Strategy for Parish and Town Councils in England.
- Our trainers come from a background of dealing with local councils, and bring to you a wealth of practical experience, in-depth knowledge and ability to facilitate training.
- We provide high quality services that are cost-effective and value for money.
- We run multiple scheduled sessions, courses, and event dates throughout the year in various venues and online for both councillors and officers.
- Our services are flexible and can be tailored to your needs.
- Our training and events focus on being practical and relevant to your work to enable you to apply your learning straight away. You will have plenty of time to explore your own needs and issues as well as share experiences and insights with other participants.
- We constantly review and improve our programme to ensure it is up to date with your changing needs and preparing you for the issues facing your profession.

All our training and events are subsidised as a benefit of membership. We are pleased to welcome delegates from outside of Hampshire, and from Hampshire councils that are not members of the Association to all our training and events.

## **Disclaimer**

The Hampshire ALC carefully selects external speakers at its conferences, meetings and learning events in the belief that they will present accurate, reliable and appropriate information and views. Unless specifically stated, the ALC does not necessarily endorse, approve, guarantee, or certify the accuracy, reliability, appropriateness or other aspects of the information and views of speakers. Any opinions provided by the speaker do not necessarily represent the views of the ALC or its members. Reference to any specific commercial product, process or service by trade name, trademark or otherwise does not imply or constitute an endorsement, recommendation, or other support from the ALC or its members.

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# Information & Networking Events

**These sessions are designed for information sharing and networking for councillors and officers from local councils and indeed anyone with an interest in Hampshire ALC or the sector.**

# Annual Conference

## Suitable Audience

Councillors and officers from local councils. Anyone with an interest in Hampshire ALC or the sector.

The conference may be held at a venue or online. If online, attendees will need a device with a reasonable screen size such as a PC, laptop or tablet to be able to participate fully.

## Event Overview

This is usually a daylong event held in March. Attendees will have the opportunity to network with us and each other, be provided with updates from Hampshire ALC and attend workshops of interest. Each year a conference programme is designed to cover the topics that are most relevant to the sector at that time. Details will be advertised prior to the event.

## Event Benefits

By the end of the 'Annual Conference' you will have:

- Added knowledge
- New contacts
- Topical updates on relevant issues

**Event Leaders:** The Hampshire ALC Team & Guest Speakers

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

**You might also be interested in**

- **Information & Network Event: Councillor Update**
- **Information & Network Event: Officer Update**

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# Councillor Update

## Suitable Audience

Councillors or aspiring councillors.

These sessions will be held at a venue and we welcome up to two councillors from each council.

## Event Overview

These sessions are relatively informal and are designed for information sharing and networking. Topical subjects are introduced, usually by external expert speakers. Attendees also have time to bring up their own issues and problems and give a forum for discussion, problem-solving and support. A programme is produced for each Councillor Update designed to cover the topics that are most relevant to councillors in the sector at that time. Details will be advertised prior to the event.

## Event Benefits

By the end of the 'Councillor Update' you will have:

- Added knowledge
- New contacts
- Topical updates on relevant issues

**Event Leaders:** Members of the Hampshire ALC Team & Guest Speakers

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

**You might also be interested in**

- **Information & Network Event: Annual Conference**

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# Officer Update

## Suitable Audience

Officers.

These sessions will be held at a venue.

## Event Overview

These sessions are relatively informal and are designed for information sharing and networking. Topical subjects are introduced, usually by external expert speakers. Attendees also have time to bring up their own issues and problems and give a forum for discussion, problem-solving and support. A programme is produced for each Officer Update designed to cover the topics that are most relevant to officers in the sector at that time. Details will be advertised prior to the event.

## Event Benefits

By the end of the Officer Update you will have:

- Added knowledge
- New contacts
- Topical updates on relevant issues

**Event Leaders:** Members of the Hampshire ALC Team & Guest Speakers

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

**You might also be interested in**

- **Information & Network Event: Annual Conference**

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# Development for All

**These training sessions and courses are designed for both councillors and officers from local councils.**



# Managing People in Local Councils

## Suitable Audience

Officers and councillors responsible for managing people, or those who wish to develop their knowledge in this area.

This training may be held at a venue or online. If online, attendees will need a device with a reasonable screen size such as a PC, laptop or tablet to be able to participate fully.

## Session Overview

This 3 hour session is designed to give attendees an overview of employment within the local council sector and how employees should be managed.

## Session Benefits

By the end of 'Managing People in Local Councils' you will:

- Know the different ways of employing people
- Have an overview of employment within the local council sector and how employees should be managed
- Have a greater understanding of key employment issues:
  - Employment status
  - Terms & Conditions
  - Employment policies
  - Appraisals
- Thought about the use of Volunteers
- Know some of the upcoming changes to employment law

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

## You might also be interested in

- **Development for All: An Introduction to Appraisals**

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# An Introduction to Appraisals

## Suitable Audience

Officers and councillors responsible for managing people and performance, or those who wish to develop their knowledge in this area.

This training will be held at a venue.

## Session Overview

This 3 hour session will enable attendees to use best practice when preparing for and conducting appraisal meetings with employees and understand where these meetings sit within the wider context of performance management systems. Councils can achieve the best results from their employees by managing performance within an agreed framework of planned goals, objectives and standards. Councils which have a simple performance management system also have employees who understand the standards required of them, who are able to prioritise their work and know how it fits into the overall aims of the council. Good performance management includes the identification of training needs ensuring that people have the knowledge and skills needed to make the council successful. Topics include how to manage performance through objectives and standard setting and understand how appraisal meetings fit within a performance management system. Learning is contextualised through the opportunity to practice the skills learned through role play in a safe environment.

## Session Benefits

By the end of 'An Introduction to Appraisals' you will:

- Understand where the appraisal interview fits in the context of performance management and the local council framework
- Understand the background knowledge behind the appraisal interview
- Be able to plan an employee's performance
- Understand the performance appraisal process
- Have tools to help you conduct an appraisal interview and manage under performance

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

You might also be interested in

- **Development for All: Managing People in Local Councils**

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## Internal Controls (Finance)

### Suitable Audience

This session gives councillors and officers an understanding of the need for internal controls and how they work, with practical examples and case studies.

This training is delivered online, therefore attendees will need a device with a reasonable screen size such as a PC, laptop or tablet to be able to participate fully.

### Session Overview

This is a 90 minute interactive session. Topics include roles and responsibilities, financial risks, purpose of internal controls, case studies, examples of controls, review of internal controls.

### Session Benefits

By the end of 'Internal Controls' you will:

- Understand the council's and RFO's duties regarding internal control
- Be aware of the purpose of internal controls
- Be able to identify examples of internal controls
- Know when to review internal controls

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

### You might also be interested in

- **Development for All: An Introduction to VAT for Local Councils**
- **Councillor Development: Local Council Finance for Councillors**
- **Officer Development: Budgeting for Officers**
- **Officer Development: Year-end Accounts & Audit**

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# An Introduction to VAT for Local Councils

## Suitable Audience

This session, for officers involved with the council's finances staff and councillors who wish to develop their knowledge, explains how VAT affects local councils. Essential for any council contemplating major building projects.

This training is delivered online, therefore attendees will need a device with a reasonable screen size such as a PC, laptop or tablet to be able to participate fully.

## Session Overview

This is a 90 minute interactive session. Topics include how VAT law applies to local councils, where to find the law and guidance, business and non-business activities, understanding whether sales are taxable or exempt from VAT, when a council must register for VAT, when VAT can be reclaimed, partial exemption and reclaiming VAT when using grants and donations

## Session Benefits

By the end of 'Introduction to VAT for local councils' you will:

- Know where to find the relevant legislation and guidance
- Understand the key concepts of VAT
- Know when a council can or can't reclaim VAT
- Recognise when a council must register for VAT
- Be aware of activities that require special attention

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

## You might also be interested in

- **Development for All: Internal Controls**
- **Councillor Development: Local Council Finance for Councillors**
- **Officer Development: Budgeting for Officers**
- **Officer Development: Year-end Accounts & Audit**

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# An Introduction to Planning for Local Councils

## Suitable Audience

Councillors on the planning committee and anyone who will be engaging with planning matters for the first time, or anyone who wishes to update their knowledge of how the planning system operates. Also suitable for officers who need to advise on the role of their council in considering common planning issues.

This training may be held at a venue or online. If online, attendees will need a device with a reasonable screen size such as a PC, laptop or tablet to be able to participate fully.

## Session Overview

This 2.5 hour session will take attendees through the structure of the planning system and the role played by different layers of national and local government. It looks at the ways in which planning applications are made, the decision-making process and what issues can be taken into account when a decision is made. It covers the role of local plans and neighbourhood plans, what happens when there are disputes about development, and how parish/town councils can make the most effective contribution to good planning in their area.

## Session Benefits

By the end of 'An Introduction to Planning for Local Councils' you will:

- Have a better understanding of the basic structure of the planning system which should improve your confidence in considering planning issues.
- Be able to make more informed responses on planning matters through knowledge of what is relevant and what is not in decision making.
- Have a greater understanding of the issues facing other participants in the planning system which should enable you to respond more effectively on behalf of your residents.

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

## You might also be interested in

- **Development for All: Local Plans and Planning Policy for Local Councils**

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# Local Plans and Planning Policy for Local Councils

## Suitable Audience

The course would be of benefit to all councillors who wish to deepen their knowledge of how planning policy is made, and in particular where a parish/town council is in an area for which a new local plan is being prepared. Also suitable for officers who need to advise on the role of their council in participating and consulting on planning policy issues.

This training may be held at a venue or online. If online, attendees will need a device with a reasonable screen size such as a PC, laptop or tablet to be able to participate fully.

## Session Overview

The 2.5 hour Planning Framework session is designed to give attendees a deeper understanding of the structure and purpose of the planning system and its context within the national agenda, looking briefly at the way it has evolved over time and how it is shaped to meet changing priorities. It looks at how local plans are prepared, the topics which they must cover and the legal steps which they must go through, as well as issues around consultation, meeting local priorities and using the plan once it is adopted. A section on likely future changes in the planning system is also included. Topics include housing delivery, site allocations, localism, and how the tests the local plan must pass to be adopted.

## Session Benefits

By the end of 'Local Plans and Planning Policy for Local Councils' you will:

- Understand more fully how the relationships between the different tiers of national and local government interact in the planning system.
- Have a clearer understanding of the mechanics of making a Local Plan.
- Be better equipped to respond to consultations and engagement on planning policy issues both with, and on behalf of, the communities you represent.

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

## You might also be interested in

- **Development for All: Basic Planning for Local Councils**

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# An Introduction to Children's Play Area Inspection & Maintenance

## Suitable Audience

Councillors and officers who are responsible for managing children's play areas, MUGA, wheeled sports & outdoor fitness Facility and carrying out inspections or those who wish to develop their knowledge of a council's duties in this area. An Introduction to Inspection & Maintenance with a Balanced Approach to Health & Safety

This training will be held at a venue.

## Session Overview

This 3 hour informal interactive session covers the basic background to inspections and what to look out for. Topics include photographs of problems identified, some faulty components removed from equipment for demonstration, routine (visual) and operational level inspection differences with an introduction to RPII Training & Registration levels, important elements of the relevant Standards including the recent amendments, risk assessment, some current problems of great concern with these facilities.

## Session Benefits

By the end of 'An Introduction to Children's Play Area Inspection & Maintenance' you will:

- Be aware of what managers of public unsupervised equipment installations should provide/arrange (including considerations under the Equality Act 2010), including awareness of ancillary items such as gates. This would include public parks, pay and play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks etc.
- Know the legal aspects, the hierarchy of inspections, recording, Risk Assessment and subsequent prioritisation of maintenance & repair considerations.
- Know the legal standards all play equipment used or employed in publicly accessible areas should meet.

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

## You might also be interested in

- **Development for All: An Introduction to Risk Assessments**
- **Officer Development: An Introduction to Health & Safety**

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# Councillor Development

**These training sessions and courses are specifically designed for councillors from local councils.**



# The Knowledge & Core Skills for Councillors

## (2 session course or full day)

### Suitable Audience

New councillors or those that would like a refresher in the key aspects of being a parish or town councillor.

This training may be held at a venue or online. If online, attendees will need a device with a reasonable screen size such as a PC, laptop or tablet to be able to participate fully.

### Course Overview

The 2 hour '**Knowledge**' session is designed to be an introduction to being a councillor. It will give you the knowledge and signposts to further information to enable you to be more effective in your role. Topics include the context and role of parish or town councils and that of its councillors, the legal and regulatory framework, meetings and procedures, council services and assets, community engagement/action and tools for you to use, including a jargon buster and sources of further information.

The 2.5 hour '**Core Skills**' session is designed to build upon the information learned in 'The Knowledge' session, by developing the skills needed to be an effective parish or town councillor. This session is designed to provide a thought-provoking look at parish and town councils and the roles and responsibilities of being a councillor. The session is fun and interactive. It aims to give councillors improved confidence in engaging in local democracy and highlight areas in which they might wish to learn more. Topics covered include meeting structure and protocol, allocating resources, local council powers and duties, jargon, planning and code of conduct.

### Course Benefits

By the end of 'The Knowledge', you will:

- Have a good understanding of your role as a councillor and the context in which you operate
- Know the rules of what you must, or must not do, as a council, councillor, employer and financial manager
- Understand the legislative and regulatory framework for councils, which will help you stick to the rules
- understand more about the structure of meetings and the protocols observed by councils
- Know more about the role of the councillor as a representative and the two-way communication process between councils and residents
- Have a toolkit to help you with being an effective councillor

By the end of 'Core Skills' session, you will:

- Understand more about the structure of meetings and the protocols observed by councils
- Understand the role of councillor as 'guardian of the public purse'
- Know the importance of, and the difference between, local council powers and duties
- Understand the implications of the council's role as an employer
- Be confident in identifying when the council is best placed to make a decision, and when further research or support from another organisation is needed
- Know more about the role of the councillor as a representative and the two-way communication process between councils and residents

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

**You might also be interested in**

- **Councillor Development: Chairing Skills**

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# Chairing Skills

## Suitable Audience

Chairmen, committee chairmen or those who might aspire to these roles. This training is held at a venue.

## Session Overview

In this 3 hour session Chairing Skills introduces the knowledge, skills and attributes (the tools) needed to become an effective chairman. Topics include the role and responsibilities of the chairman, the framework in which the chairman operates and relationships with stakeholders. The session will also help you to be a more successful chairman by improving awareness of yourself and others and understanding the role of a leader. This skills development session will assist you as a chairman with running effective meetings, upholding professional conduct, dealing with difficult situations, engaging with stakeholders, maintaining good relationships with the clerk and other employees and effective communications.

## Session Benefits

By the end of 'Chairing Skills' you will:

- Understand the role of chairman including responsibilities and limitations
- Know that preparation before a meeting is key for an effective meeting
- Understand chairing styles and the link with professional conduct
- Have tools to manage the public and the media
- Understand how through effective leadership, a chairman can build effective partnership and engage with the community

You will have considered:

- The skills required to chair a challenging meeting – stimulating debate, maintaining focus and managing conflict
- How to assess your members skills
- Tools for effective influencing, facilitation and control of meetings
- Questioning and listening skills

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

You might also be interested in

- **Councillor Development: The Knowledge & Core Skills for Councillors**  
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# Local Council Finance for Councillors

## Suitable Audience

This session is for councillors only.

This training is delivered online, therefore attendees will need a device with a reasonable screen size such as a PC, laptop or tablet to be able to participate fully.

## Session Overview

This is a 90 minute interactive session, designed to give councillors a greater understanding of their duties with regards to the council's finances. Topics include roles and responsibilities, setting a budget and precept, financial control, the Annual Governance & Accountability Return, internal and external audit, how VAT applies to local councils.

## Session Benefits

By the end of 'Local Council Finance for Councillors' you will:

- Understand the council's and the RFO's duties regarding financial management
- Be aware of relevant legislation and sources of guidance
- Know how VAT law applies to your council
- Understand how the council's accounts are prepared and audited
- Recognise the importance of internal controls

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

## You might also be interested in

- **Development for All: Internal Controls**
- **Development for All: An Introduction to VAT for Local Councils**

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# Officer Development

**These training sessions and courses are specifically designed for officers from local councils.**

## What You Need to Know Officer Training (2 session course)

### Suitable Audience

Officers. We recommend that senior officers attend this course as soon as possible after appointment; however, it is useful to anyone who has been in post for less than a year.

This training may be held at a venue or online. If online, attendees will need a device with a reasonable screen size such as a PC, laptop or tablet to be able to participate fully.

### Course Overview

This informal two part (2 hours each) small-group course gives new and inexperienced officers an introduction to some of the key aspects of the role and highlights many support mechanisms and signposts for further information. Just bring yourself and any questions you may already have! Topics include introduction to legislation, things to do before, during and after meetings, sharing initial experiences, problem-solving and troubleshooting, signposts and support and recommended publications.

### Course Benefits

This session is informal, and we welcome delegates to bring their own questions to be answered, in addition to this some of the key topics that will be covered are:

- Setting the context of local councils, both nationally and locally
- The ALC, and where it fits in for councils and officers
- Powers and duties of a local council (defining duties and powers and looking at some of the specific powers in more detail, for example, The Local Government Act 1972, s.137 and the General Power of Competence)
- Meetings and decision-making (thinking about the cycle of meetings, managing their administration with councillors and considering the agenda, meeting and minutes)

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

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# Budgeting for Officers

## Suitable Audience

This session is aimed at officers, who are involved in preparing and monitoring budgets.

This training is delivered online, therefore attendees will need a device with a reasonable screen size such as a PC, laptop or tablet to be able to participate fully.

## Session Overview

This is a 90 minute interactive session. Topics include setting a budget and precept, contingencies and reserves, how the council tax base affects the budget, inflation and budget monitoring.

## Session Benefits

By the end of 'Budgeting for Officers' you will:

- Understand how and when to prepare a budget
- Know how to approve and issue a precept
- Be aware of the factors that affect a budget
- Understand how to manage a budget

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

## You might also be interested in

- **Development for All: Internal Controls**
- **Development for All: An Introduction to VAT for Local Councils**
- **Officer Development: Year-end Accounts & Audit**

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# Year-end Accounts & Audit

## Suitable Audience

For officers who want to understand how to prepare their council's Annual Governance & Accountability Return and comply with the requirements of the audit process.

This training is delivered online, therefore attendees will need a device with a reasonable screen size such as a PC, laptop or tablet to be able to participate fully.

## Session Overview

This is a 90 minute interactive session, which introduces the Annual Return and the stages of the audit process, enabling you to complete all the relevant steps correctly. Topics include closing the accounts, debtors and creditors, assets and borrowing, internal audit, reviewing internal control, the Annual Return, electors' rights and publication requirements.

## Session Benefits

By the end of 'Year-end Accounts & Audit' you will:

- Be able to identify the steps needed as part of the audit process
- Understand how to close the council's accounts
- Understand how to complete the Annual Return
- Be able to correctly allow the exercise of electors' rights
- Recognise the need to review internal controls

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

## You might also be interested in

- **Development for All: Internal Controls**
- **Development for All: An Introduction to VAT for Local Councils**
- **Officer Development: Budgeting for Officers**

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# An Introduction to Health & Safety

## (2 session course or full day)

### Suitable Audience

Officers responsible for Health & Safety. The session will be aimed at those who wish to refresh or learn new knowledge and discuss relevant aspects within their responsibilities.

This training may be held at a venue or online. If online, attendees will need a device with a reasonable screen size such as a PC, laptop or tablet to be able to participate fully.

### Course Overview

This informal course is delivered in two parts (3 hours each) when online or a day course when face to face. It aims to discuss and understand basic key elements of Health and Safety. Attendees are asked to think about their current responsibilities regarding H&S to tailor the session to their own immediate needs, i.e. concerns in a specific area. This session will not just be discussion and listening, we will have scenarios to 'play out' and help everyone discuss what they think of the outcomes. The session will cover the following topics legislation, responsibility, working environments, employees, contractors, and volunteers, H&S surrounding events, policies and current working practices (standard rulebook) COSHH & RIDDOR.

### Course Benefits

By the end of An Introduction to Health & Safety you will:

- Opportunity to discuss and share all aspects of health and safety in the workplace
- Confidence in dealing with health and safety situations
- Networking

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

### You might also be interested in

- **Development for All: An Introduction to Risk Assessments**
- **Development for All: An Introduction to Children's Play Area Inspection & Maintenance**

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# Hampshire ALC Introduction to the CiLCA Qualification

## Suitable Audience

Officers considering taking the **Certificate in Local Council Administration (CiLCA)** qualification, who have not completed the **Introduction to Local Council Administration (ILCA)** qualification.

If you would like to enrol on the **Hampshire ALC Training & Mentoring Programme** to support you in completing your CiLCA Portfolio, you must attend this session first, unless you have completed the ILCA.

The CiLCA qualification is administered by the **Society of Local Council Clerks (SLCC)** as part of the **framework of qualifications** it offers for local council officers. SLCC recommends that officers have gained some experience of working in the sector, for example 6 months, prior to registering to complete this qualification. However, we welcome officers to this introductory session who have been in post less than this but think that they may have previous relevant experience. Please let us know this at the time of booking and we will discuss further with you during the session to help you decide if the CiLCA is right for you at this time.

Hampshire ALC recommends that you **do not register**, including payment of the £410 (non-vatable) registration fee, with the SLCC to take the qualification until you have attended this session and have all that you need to make an informed decision.

This training may be held face to face or online. If online, attendees will need a device with a reasonable screen size such as a PC, laptop or tablet to be able to participate fully.

## Session Overview

This is offered as a 2.5 hour stand-alone session for attendees to gather information to make a decision on whether they would like to take the CiLCA qualification and whether they would like to enrol on the Hampshire ALC Training & Mentoring programme to support them in completing their CiLCA Portfolio.

## Session Benefits

By the end of 'Hampshire ALC Introduction to CiLCA' you will have been:

- Introduced to the CiLCA qualification and the Portfolio Guide, including the administrative process
- Given an understanding of the principles of CiLCA and assessment, including what 'occupational standards', 'units' and 'learning outcomes' are
- Provided with details of the Hampshire ALC Training & Mentoring programme
- Provided with information, hints and tips for learning and compiling the portfolio

Before the session participants will be expected to have:

- Looked at the information about CiLCA on the **SLCC website**.
- Download the **CiLCA Portfolio Guide**, read it and bring a copy to the session

All current prices for these courses can be found on the Hampshire ALC website.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

**You might also be interested in**

- **Officer Development: Hampshire ALC CiLCA Training & Mentoring Programme**

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## Hampshire ALC CiLCA Training & Mentoring Programme (4 session course)

### Suitable Audience

This course is for anyone who wants to be supported whilst completing the **Certificate in Local Council administration (CiLCA)** qualification.

If you would like to enrol on to this course, you must have attended the **Hampshire ALC Introduction to the CiLCA Qualification** first, unless you have completed the **Introduction to Local Council Administration (ILCA)** qualification.

The CiLCA qualification is administered by the **Society of Local Council Clerks (SLCC)** as part of the **framework of qualifications** it offers for local council officers.

Hampshire ALC recommends that you do not register, including payment of the £410 (non-vatable) registration fee, with the SLCC to take the qualification until you have attended the **Hampshire ALC Introduction to the CiLCA Qualification** first and have all that you need to make an informed decision.

This training is delivered online, therefore attendees will need a device with a reasonable screen size such as a PC, laptop or tablet to be able to participate fully.

### Course Overview

The CiLCA qualification is a Level 3 foundation qualification that provides officers with a broad knowledge of all the aspects of their work including roles and responsibilities, the law, procedures, finance planning and community involvement. This qualification will take approximately 12 months to complete.

This course has 4 sessions, each lasting 3.5 hours. The sessions are held throughout the 12 months that you are registered to take the CiLCA and supports you with the completion of your portfolio and the requirement to upload evidence and work to an online portfolio system. Please look at the **SLCC website** to find out more.

All current prices for these courses can be found on the Hampshire ALC website.

In addition to the price of the Hampshire ALC CiLCA Training & Mentoring Programme, you must register directly with the SLCC for the administration and awarding of your qualification through the **SLCC website**, advising them that you have a training programme in place with Hampshire ALC. The cost of this registration is £410 (non-vatable) and payable to SLCC directly after your first training session.

Submission of a booking will amount to your acceptance of the **LCPD Training & Events Terms & Conditions**.

### You might also be interested in

- **Officer Development: Hampshire ALC Introduction to the CiLCA Qualification**

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Hampshire Association of Local Councils Limited

Floor 2, Eastleigh House, Upper Market Street, Eastleigh. SO50 9YN

Tel: 02380 688061 E-mail: [admin@hampshirealc.org.uk](mailto:admin@hampshirealc.org.uk) Website: [www.hampshirealc.org.uk](http://www.hampshirealc.org.uk)

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