

Registration form for the Certificate in Local Council Administration (CiLCA)



PERSONAL INFORMATION AND CONTACT DETAILS: (Please fill in all sections)

Candidate Name and Job Title (if appropriate)

Name of Parish or Town Council
Size of Parish (electorate)

Full postal address including post code

Telephone number
Email address

Name of CTP:

PREFERRED LEARNING METHOD (please tick all boxes that apply)

- | | |
|---|--------------------------|
| Attend face to face training course(s) from CTP | <input type="checkbox"/> |
| The SLCCs 'Working with your Council' course pack | <input type="checkbox"/> |
| Compile portfolio without training | <input type="checkbox"/> |
| Other (please specify)..... | <input type="checkbox"/> |

PAYMENT METHOD

The registration fee is £150. Please enclose a cheque for the full amount payable to:

“ SLCC-CiLCA Management” and send to: 8 The Crescent, Taunton, Somerset, TA1 4EA

Please indicate who will pay the registration fee and who will pay for your training:
(self/ council(s)/ other)

DECLARATION OF UNDERSTANDING: I UNDERSTAND THAT:

- I will need to use the PORTFOLIO GUIDE and ASSESSMENT CRITERIA to compile my portfolio of evidence.
- The registration fee of £150 is non-refundable without exception and covers all administration costs (marking, certification etc)
- The fee only covers the cost of registration; it does not cover the cost of training.
- I must complete my portfolio within 24 months of the date below, and send direct to the SLCC Main Office in Taunton. If I fail to complete within the timescale I will have to re-register.
- My portfolio will be marked against standards upheld by the Chief Verifier of the Certificate of Local Council Administration and his decision is final.
- There is an additional cost in the event of a re-sit being required, these costs are: 1 module = £40, 2 modules = £50, 3 or 4 modules £70. 5,6 or 7 modules = £90, over 7 = £115.
- The assessment outcome at the initial marking stage is provisional only, subject to confirmation by the NTS
- The University of Gloucestershire may request to have access to my portfolio for monitoring purposes
- If successfully passed, you will be written to informing you of this, enclosing your certificate. After the appropriate storage time you will be contacted and asked if you would like your portfolio returned, AT THIS POINT an additional charge of £5 payable to the SLCC would be requested to cover the costs of postage.

**Registration form for the Certificate
in Local Council Administration (CiLCA)**



I enclose a cheque payable to the SLCC to the sum of £150 to cover the cost of registration:

Signed:.....
Date:.....

**PLEASE RETURN THIS FORM AND YOUR CHEQUE TO THE SLCC
OFFICE FOR PROCESSING**

Candidate given copy of "Portfolio Guide and Assessment Criteria" document and submission arrangements explained? (Y or N)

Name of marker assigned to candidate overleaf:
(SLCC Taunton Office Only)

Last due date for portfolio submission of candidate overleaf:
(SLCC Taunton Office Only)

Date:

**NB: PHOTOCOPY THIS DOUBLE SIDED SHEET AND KEEP FOR YOUR RECORDS
ORIGINAL MUST BE SENT TO THE SLCC**

Registration form for the Certificate in Local Council Administration (CiLCA)

