

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

The SLCCs 'Working with your Council' course pack

Compile portfolio without training

Other (please specify).....

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.
- The assessment outcome at the initial marking stage (by a local marker) is provisional only, subject to confirmation by the NTS
- The University of Gloucestershire may request to have access to my portfolio for monitoring purposes
- In the event of failure the resit fee is **£115**
- There is a charge of **£5** payable to the SLCC if you wish for your portfolio to be returned to you

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

Signed:.....

Date:.....

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



**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**