

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



FOR CANDIDATES WHO WISH TO RESIT SECTION(S) OF THE PORTFOLIO OF EVIDENCE ONLY PERSONAL INFORMATION AND CONTACT DETAILS:

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

RESIT FEE POLICY AND PAYMENT METHOD

The RESIT registration fee is £55 if your original portfolio was registered prior to April 1st 2008.

If you registered on or after this date the RESIT fee is £115. Please enclose a cheque for the appropriate full amount payable to:

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

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

DECLARATION OF UNDERSTANDING: I UNDERSTAND THAT:

- I will need to use the PORTFOLIO GUIDE and ASSESSMENT CRITERIA to RE-WORK THE FOLLOWING SECTIONS OF THE PORTFOLIO: (please write the numbers of the sections you have failed in this gap)
- The RESIT registration fee is non-refundable without exception and covers all administration costs (marking, certification etc)
- The fee only covers the cost of resit registration; it does not cover the cost of training.
- I must complete and resubmit to the lead marker the relevant sections of my portfolio within 6 MONTHS of the date below. 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 subsequent failure the resit fee continues to be the same as previous resit fees paid
- 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 _____ to cover the cost of the resit registration:

Signed:.....

Date:.....

NB: Should you wish to check the amount you are required to pay please contact CiLCA administration on 01823 253646. Please note the date used to inform you which fee is to be paid will be taken from the date indicated on your original registration form submitted.

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CHECKLIST:

Candidate given options for further training/guidance by CTP? (Y or N)

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

Last due date for receipt of resit sections by lead marker
(6 months from date overleaf)

Name of CTP:

Signed: (name of administrator)

Date:

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