

**CERTIFICATE IN LOCAL COUNCIL ADMINISTRATION  
FOR USE BY CANDIDATES WITH FIRST REGISTRATION DATE AFTER 1 APRIL 2008  
AND WHO WISH TO RESIT SECTION(S) OF THEIR 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

Name of County Training Partnership

**PAYMENT METHOD**

If registered before 1<sup>st</sup> April 2008, the RESIT registration fee is £55 and will remain so for all subsequent re-sits required. If registered on or after 1<sup>st</sup> April 2008, the fee structure is as follows based on the amount of sections/modules to be re-submitted:

- 1 module = £40
- 2 modules = £50
- 3 or 4 modules = £70
- 5, 6 or 7 modules = £90
- Over 7 modules = £115

Please enclose a cheque for the appropriate amount payable to:

***“ SLCC-CiLCA Management” and send to: 1 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 of 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 £115**

**I enclose a cheque payable to the SLCC to the sum of £115 to cover the cost of the resit registration:**

Signed:.....

Date:.....

**FOR SLCC\CTP USE ONLY**

**ALL SECTIONS MUST BE COMPLETED.**

**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**