

The Warwickshire, Solihull, Birmingham Training Partnership for Parish and Town Councils
25 Stoneleigh Deer Park Business Centre, Abbey Park, Stareton,
Kenilworth, Warwickshire CV8 2LY Tel: 02476 217390
Fax: 02476 419959 Email walc@walc.org.uk Website www.walc.org.uk

REGISTRATION FORM FOR THE TRAINING SCHEME FOR THE CERTIFICATE IN LOCAL COUNCIL ADMINISTRATION (CiLCA)

PERSONAL INFORMATION AND CONTACT DETAILS:

Candidate Name

Name of Parish or Town Council

No need to complete remainder of this box if your Council is a member of WALC:

Full postal address including post code

Telephone number

Email address

TRAINING SCHEME INCLUDES:

One Training session with other CiLCA candidates, led by course tutor

This will cover the syllabus of the Portfolio. The Partnership will endeavour to give as much notice as possible of the date of this session. Candidates will be issued with notes from the session.

Two face to face mentoring sessions with course tutor each of one hour in length

Mentoring sessions will be arranged at the convenience of candidates

Guidance and detailed Advisory notes to help with completion of Portfolio

These notes have been compiled from the Chief Verifier's comments and experience of past candidates and will be supplied on receipt of this form and cheque.

From past experience it is evident that candidates that participated in the full training scheme had a significantly higher pass rate.

FEE PAYABLE - £60.00 per candidate

There is a national bursary training scheme available **for clerks to councils with a Budgeted Income (BI) up to £25K**, please complete separate form, also available on www.walc.org.uk (If you are not granted the bursary please contact the Partnership).

For clerks from councils with a BI over £25K, WALC has agreed to subsidise the full cost of the training. This is to offset the increase in the registration fee introduced from 1 April 2008, and payable to SLCC.

To register on the Training Scheme, please return this form to Warwickshire Training Partnership, at the above address.

I am a Clerk to a Council with a BI less than £25K and I enclose a cheque payable to the Warwickshire Training Partnership to the sum of £60 to cover the cost of training for the CiLCA:

Signed:.....Date:

FOR TRAINING PARTNERSHIP USE ONLY

Date for completion of portfolio

Date of Attendance at Training Session

Date of Attendance at first Monitoring Session

Date of Attendance at second Monitoring Session

1 April 2008

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