



**14/05/08**

### **CiLCA – Section 7 The Power of Well Being**

At the recent launch of 2008 CiLCA portfolio guide concerns were raised with regards to the delayed Communities and Local Government (CLG) guidelines on the use of the Power of Well Being.

Valid questions were asked on how training was to be offered on completing section 7 of the new guide before the guidelines are released thus enabling CTPs to advise candidates on the completion of the section.

Until guidelines are released by CLG the following policy will be adopted:

1. If somebody wishes to submit the Portfolio Guide 2008 before the CLG guidelines have been issued, then they can do so without completing section 7.
2. Guidance to candidates for completion of the section can then be issued to candidates once it has been released by the CLG.
3. It should then be mandatory for them to complete section 7 once the guidance is issued.
4. The certificate is not awarded until they have completed section 7 - it is held in abeyance. A letter to that effect would be sent to the candidate.
5. Upon passing section 7 the certificate is awarded.
6. There would be no additional charge for the completion of section 7 in these instances.

It is hoped these measures will not have to be in effect for very long and we are anticipating guidance to be issued in July. Should there be any further directives which might affect this policy we will inform you immediately.



## **Training on the Power of Well Being**

A working group is to develop a short 2-3 hour training module which will enable both councillors and clerks to exercise and advise on the power. We aim to produce this in tandem with the CLG guidelines in order that there is synergy between the content in the module and the guidelines issued.

- For councillors this would be attendance based and would meet the requirements for the councils eligibility (still to be finalised).
- For clerks it would serve to prepare them for the CiLCA section 7 module which will qualify the clerk to advise their council on the power.

The aim is to offer County Training Partnerships a structured training module which could be delivered to councillors and clerks. It would include guidance notes and learning objectives to offer attendees a clear picture of what the power means to them as councillors and clerks and to their councils and communities as a whole.

## **Certificate in Local Council Administration (CiLCA) increase and integration of the new portfolio guide**

The fee structure has changed due to the loss of subsidised government funding. This will be in effect for all registrations dated 1 April onwards. I have attached a revised registration form and a new re-sit form which will be available on both the NALC and SLCC websites.

So that the transition over to the new portfolio guide is as smooth as possible it will be necessary to run the two editions in parallel for a short period. This is how it will work taking into consideration the revised fee structure in place from 1<sup>st</sup> April:

1. Those candidates who have registered prior to 1 April 2008 will be under the existing fee structure of £70 registration and £55 to re-sit regardless of which edition of the portfolio is submitted.
2. Anyone registering from 1 April onwards will be under the new fee structure of £150 registration and £115 re-sit.
3. Additional re-sit fees will remain at the same rate as paid for previous re-sits.
4. Those candidates registering prior to 16 April will have a choice in either completing the existing portfolio or completing the new 2008 portfolio guide. Regardless of which portfolio is completed the candidate will have two years to complete (as per the existing policy).



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5. Anyone registering from the 16 April will complete the revised 2008 Portfolio guide with two years to complete the qualification (as per the existing policy).
6. Should candidates wish to have their portfolio returned to them the £5 charge will still be in effect.

It is worth noting that it will be the date of registration detailed on the form that will be used to determine which fee structure and/or edition of portfolio guide to be completed.

**This briefing was issued by Neil Evans, Learning and Skills Manager, who can be contacted at: NALC via email at [neil.evans@nalc.gov.uk](mailto:neil.evans@nalc.gov.uk) or on direct line 020 7290 0319.**