

Local Council Administration

This one-year course is an opportunity to delve deeply into the mysteries of local council law, procedures and finance. You find out more about the powers and laws that govern local council work. You study the principles and practices of agendas, minutes and meetings and examine the proper practices of financial management.

For local council officers the course builds on CiLCA – the profession’s entry-level qualification. It can also help councillors learn more about the intricacies of local councils. You develop skills, knowledge and confidence for work with a local council and help your council to operate effectively.

Past students make it very clear that this level of study gives you much more confidence for the work that you do.

Sarah Reed:
Town Clerk of Watchet in Somerset

I would recommend this course as not only an excellent source of knowledge about local government, procedures and issues affecting the community, but it has boosted my confidence tenfold.

The course starts in September and finishes in early April or June – you can choose. You are given a course guide, three resource books written by the course team and three interesting assignments to do. You are invited to attend a day school in Cheltenham in early October and early February. There are occasional training sessions or tutorials (possibly one a month)

arranged to support your studies and you communicate with other students using an online toolbox called Moodle.

The course is a double module called CEG106 Local Council Administration and it’s worth 30 CPD points. You can expect about 30 hours of contact with staff and other students over the year and in addition, you might study for an average of about 5 hours a week.

We can offer this module to you for a reduced cost of £660 (the normal module price is £900). If you are interested in doing the module and need more information or wish to apply, please contact the Course Leader (below). Applications should be received by August 31st at the latest but earlier if possible.

If you are interested in taking the whole two-year course for clerks, please contact Elisabeth for a separate leaflet. The fee for students starting in 2011 is £1800 for the first year.

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 Society of
Local Council Clerks

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