

AGENDA ITEMS 14.1

Section 2 of the CiLCA Portfolio Guide

Extract from Section 2 (Preparing for CiLCA) Portfolio Guide.

How do you get started?

You apply and pay for CiLCA via the SLCC website. The CiLCA Administrator confirms your application. You are then registered with Ascentis and EMMA at the next bi-monthly registration date.

How long does CiLCA take?

You have one year to submit your portfolio from the date of registration. You should not apply for CiLCA until after your introductory training session. Depending on the state of your council's documents and the provision of training, your portfolio could take from six months to a year to complete. As an example, if you do one learning outcome a week, it will take seven months. You are required to submit all units of your portfolio within one year of registration and to pass all units within fifteen months. You can seek a three-month extension if you have a sound reason (such as illness). You apply by e-mail to the CiLCA Administrator. If you still cannot complete, you must re-register and pay an additional fee. It is essential to have a final deadline.

Your council should support your studies. It can pay for training and CiLCA fees and offer study time where possible. The council as an employer can be a party to the learning agreement. The council is advised to monitor your workload and limit new projects during this time. CiLCA is awarded to you and not to your council although the council benefits significantly.

You cannot claim credit for qualifications, or parts of qualifications, relevant to elements of the portfolio as the aim is to apply existing knowledge to a specific council.

Ascentis requires CiLCA to take about 200 hours so that the qualification can carry 20 credits. It comprises five units listed in the table below. Each unit carries a number of credits depending on the work involved.

Credits and hours include training, research, writing and time at work. As an example (see the table), up to 70% of the 200 hours may be part of your paid work with 20% spent on research and writing and 10% on training and group support. Over a year, 200 hours is about four hours a week but up to three hours can be part of your normal work.