

Certificate in Local Council Administration

Learning Agreement



The National Training Strategy
for Town & Parish Councils

The Learning Agreement, our commitment and expectations

The aim of this learning agreement is to ensure the best possible experience for students. It is important that CiLCA is delivered via a successful partnership. So each student, trainer and council must agree to the conditions laid down in the Learning Agreement, the primary purpose of which is to help secure commitment from everyone involved.

The student's commitment – our expectations

A student should only embark on this course if they are confident that the time is available to commit to it fully. You will be provided with support to manage your time, but ultimately time management is your responsibility.

The trainer's commitment – your expectations

Through this Learning Agreement your trainer commits to deliver appropriate and effective training to the student and to respond to communications in a reasonable time scale. The trainer will provide the support of a mentor to provide guidance if required.

The council's commitment

Your council is expected to provide support by giving additional and remunerated time for you to complete the portfolio of evidence and to cover expenses. This matter is one for negotiation between the council and the student and we advise that any agreement is recorded in the minutes. The trainer is happy to discuss this with your chairman if necessary.

I have committed to your training and development, between now and the next session, I expect that you and your council to do so in writing by signing up to this agreement. We are all in this together!

***Sam Shippen FCIS, Fellow ILCM, CMC.
SLCC Accredited Trainer***

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Name of Student:

Name of Trainer: Mrs Sam Shippen

Name of Council(s):

The trainer will:

- Provide access to the guidelines for completing CiLCA (either via hard copy or electronically), and other relevant materials essential for undertaking CiLCA
- Ensure students understand what is required for CiLCA to enable accreditation to be achieved in a mutually agreed timescale
- Provide a programme of learning, guidance and support to enable the students to undertake CiLCA
- Act as a mentor to guide the student from registration to submission of the portfolio. This will include the mentor looking over two draft Learning Outcomes
- Ensure students are aware of their responsibilities in recording their progress and achievement
- Help students manage time and remain motivated throughout the study process

The student will:

- Be responsible for registering to undertake CiLCA
- Will adhere to the programme and timetable of learning and support provided with the trainer
- Will maintain a regular record of achievement and progress
- Will engage in a dialogue with employer(s) to update on progress
- Will attend and participate in any scheduled training sessions
- Accept that private study/research is an essential element of the preparation of the portfolio
- Undertake to treat the mentor and trainers with respect at all times

The Council will:

- Support the above employee throughout their studies
- Note updates on achievements and progress
- Give additional and remunerated time to the student to complete the portfolio of evidence
- Cover the costs of training and travelling costs to the daytime seminars.
- Monitor the above employee's workload and ensure new projects are limited during the study process
- Recognise the importance of the CiLCA qualification and its benefit to the Council