

CiLCA – The Facts

CiLCA is awarded by the national awarding body, Ascentis, at Level 3 of the National Qualifications Framework (NQF) which is similar to AS/A levels, NVQs Level 3 or BTEC Nationals.

The first intake of CiLCA 2026 will be February 2026.

Subsequent intakes are: June 2026 (Introductory session scheduled 23/06)

October 2026 (Introductory session scheduled 22/09)

Choosing Your Provider – Choose the best and do not settle for non-registered Trainers

- ✚ Ensure that the provider of the training you use, is a registered trainer.
- ✚ To check you can ask the EALC, to verify the trainer is registered.
- ✚ All Clerks should attend training delivered only by a registered trainer - who has done the 'Train the Trainer CiLCA course' applicable to the current version of the course and is delivering under the banner of the County Association of Local Councils or the Society of Local Council Clerks. Otherwise, the IDB cannot guarantee the quality of the training.
- ✚ In Essex, the Training provider is the Essex Association of Local Councils. The Association has two recognised CiLCA trained trainers to deliver our CiLCA courses.

No independent organisations can deliver training under the banner of the County Association or the Society of Local Councils Clerks.

How does the EALC Assist Clerks or Others taking the qualification?

- ✚ Councils with a turnover less than £80k are eligible for a Clerk's Bursary. The bursary provides a refund on passing the course of 75% of the cost of training.
- ✚ The EALC provides £150.00 towards the cost of registration for all Clerks regardless of the size of the Council.
- ✚ The registered trainers support the Clerk throughout the course, reading and giving constructive feedback. They also advise the Clerk on a one to one basis, as well as at the group sessions.
- ✚ The EALC supports Clerks with the EMMA system and the submitting completed work on line to achieve a pass.
- ✚ Only recognized registered trainers receive all the up to date information regarding the qualification, how to teach it and how to attain the right level.
- ✚ The EALC's recognized registered trainers are Michelle Harper for 2025-2026.

How much will it cost?

Course Cost 1st April 2025 – 31st March 2026 – £810

SLCC Registration £ 450.00 – from 1st January 2023 (Set by the SLCC)

	Councils Turnover less than £80 k	Councils turnover over £80 k
CiLCA Course Cost	£ 810 (payable to EALC)	£ 810 (payable to EALC)
Registration Cost	£ 450.00 (payable to SLCC)	£ 450.00 (payable to SLCC)
Total cost to Council	£1260	£1260
Clerks Bursary Claim against cost of qualification. Council will receive full bursary refund. (funded by ECC)	£ 500.00 (from EALC)	
Payment from Clerks Bursary on passing qualification towards registration fee. This can be claimed by all Councils (funded by ECC)	£150.00 (from EALC)	£ 150.00 (from EALC)
Total cost to Council	£610	£1,110
Additional costs:	Time for the Clerk to study to be agreed with Council	Time for the Clerk to study to be agreed with Council

To Note

CiLCA is the National Qualification for Clerks, and is owned and managed by the Improvement & Development Board (England) and the National Training Advisory Group Wales (IDB).

The SLCC (The Society of Local Council Clerks) administers the CiLCA on behalf of the IDB.

The County Associations of Local Councils (in Essex the EALC) or the SLCC provide the training to undertake the course. These are the authorised providers.

In Essex the EALC has a recognised trainer and only this Trainer is eligible to deliver training for the qualification. We are concerned and understand that training is being delivered by non-registered trainers, this is a concern to the EALC as the standard of training is important and must always be kept high.

Current entry requirements are as follows:

For further information contact Michelle Pavey, Training and Outreach Coordinator
training@ealc.gov.uk or 01371 879 722.

Entry Requirements	Minimum of 12 months in post or attended training for clerks run by a county association
Learning Pathway	CiLCA consists of two main parts with separate costs: Training – Ascentis, the awarding body, recommends that you attend training to assist you in completing your qualification. Your County Association EALC provide core courses to help you build your portfolio by understanding the evidence required for the CiLCA qualification. Qualification – enrol via SLCC once you have met your tutor.
Duration	12 months
Cost	Training: Introduction to CiLCA webinar (TBC) Qualification - SLCC fee: £450 (non-vatable) (Fees usually increase annually)
CPD Points	20