



**Essex Association of
Local Councils**

**CiLCA Core Courses
recommended for
qualification**

This information is reviewed annually and updated in line with current SLCC requirements, Ascentis guidance and CiLCA qualification changes.

Clerks wishing to undertake the Certificate in Local Council Administration (CiLCA) are recommended to have been in post for 9–12 months before enrolling and to have completed the EALC Core Clerk Training Programme. The core courses provide the knowledge and practical understanding needed to prepare for the CiLCA qualification.

Before commencing the CiLCA course, candidates are required to attend the EALC online CiLCA Introduction Session, which provides an overview of the qualification, portfolio requirements and assessment process.

The cost of the online CiLCA Introduction Session is £50.00. The EALC CiLCA Training Programme is £810.00 + VAT, and the SLCC registration and assessment fee is £450.00, payable directly to the SLCC. Bursaries are available towards both the EALC training fee and the SLCC registration fee, subject to eligibility criteria.

Clerks in England who completed CiLCA before 2012 and did not register for the standalone Learning Outcome 7 (LO7) module by 1 August 2025 will now need to complete the full CiLCA 2026 qualification to meet the clerk qualification requirement for the General Power of Competence.

The following courses make up the seven recommended core courses that form the EALC Core Clerk Training Programme

Minutes & Agendas (£84)

Council Finance (£84)

Council Essentials (£84)

Planning (Nimble online short course £17)

Code of Conduct (£84)

Standing Orders (£84)

Financial regulations (£125)