



Training Plan – Clerk – FILCA Financial Introduction to Local Council Administration

Training Name - Training Plan – Clerk - FILCA

Training Type	<input type="checkbox"/> Training
Sign-off Responsible	<ul style="list-style-type: none"> • HR Committee • PC Chairman (trainer responsible for the Training)
Training Goals	<ol style="list-style-type: none"> 1. Personal Development 2. Parish Council Development 3. Gain 8 CPD Points
Connection To Tracking Goals	<ul style="list-style-type: none"> • Part Of Clerks Report • Updates To HR Chairman • Online Final Assessment
Participants	<p>Clerk</p> <p>The role of Clerk is to ensure that the Council as a whole conducts its business properly and to provide independent, objective and professional advice and support.</p>
	<p>What training should they attend before this one?</p> <ul style="list-style-type: none"> • Have Basic Knowledge Of Parish Council Functions
	<p>What training should they attend after this?</p> <ul style="list-style-type: none"> • ILCA
Date & Time	
CPD points	8
Logistics requirements	<p>What is needed?</p> <ul style="list-style-type: none"> • Computer • Internet Connection • Time Funded By Parish Council • Relevant Documentation If required • Ergonomic Workplace If Required



Training Idea

Essential Finance

The Financial Introduction to Local Council Administration (FILCA) is a Level 2, online sector specific learning tool to support all new Responsible Financial Officers (RFO's) in England and Wales (or officers who have a financial element to their job role). The aim of the course is to provide an introduction to council finance.

Course overview

The aim of the course is to provide an introduction to the work of an RFO. The course is in five modules based on the annual round of financial activities.

What will I learn?

1. Roles & Responsibilities

- Occupational standards
- The role
- The legal framework
- Values
- Calendar
- Resources
- Assessment

2. Budget and Precept

- The budget
- The precept
- Constructing the budget
- Making budget decisions
- Monitoring the budget
- Resources
- Assessment

3. Systems & Procedures

- Proper practices
- The council's financial regulations
- The cash book
- Spending
- Income
- Banking
- Investments
- Payroll
- Resources
- Assessment

4. Internal Control and VAT

- The council's duty
- Implementing the duty
- Separation of responsibilities
- The management of risk
- Insurance
- The internal audit
- Reviewing the systems
- VAT
- Reclaiming VAT
- Resources
- Assessment

5. External Audit and the Year End


- External audit
- Exempt councils (not applicable to FILCA Wales)
- Public rights
- The AGAR (FILCA England) / The Annual Return (FILCA Wales)
- The Statement of Accounts
- Annual accounts
- Resources
- Assessment

Assessments

After completing the e-learning content for each module, your knowledge and understanding of each module will be assessed through a module assessment.

You must score 80% or above in assessment to pass the module.

Training Structure

 Section/ Module	Process Goal(s)	Trainer(s)
: Module 1: Roles & Responsibilities	Meet required standard of 80%	Online
: Module 2: Budget & Precept	Meet required standard of 80%	Online
: Module 3: Systems & Procedures	Meet required standard of 80%	Online
: Module 4: Internal Control & Vat	Meet required standard of 80%	Online
: Module 5: External Audit & End Of Year	Meet required standard of 80%	Online
: Total Time of the Training 10 hours		

Module 1 (120 minutes)



Training Plan – Clerk – FILCA **Financial Introduction to Local Council Administration**

⌚	Time (min)	Description
	120	Roles & Responsibilities <ul style="list-style-type: none"> • Occupational standards • The role • The legal framework • Values • Calendar • Resources • Assessment
Total Time for Module 2 Hours		

Module 2 (⌚ 120)

⌚	Time (min)	Description
	120	Module 2: Budget & Precept <ul style="list-style-type: none"> • The budget • The precept • Constructing the budget • Making budget decisions • Monitoring the budget • Resources • Assessment
Total Time for Module 2 Hours		

Module 3 (⌚ 120)

⌚	Time (min)	Description
	120	Module 3: Systems & Procedures <ul style="list-style-type: none"> • Proper practices • The council's financial regulations • The cash book • Spending • Income • Banking • Investments • Payroll • Resources • Assessment
Total Time for Module 2 Hours		



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Module 4 (🕒 120)

🕒	Time (min)	Description
	120	Module 4: Internal Control & Vat <ul style="list-style-type: none"> • The council's duty • Implementing the duty • Separation of responsibilities • The management of risk • Insurance • The internal audit • Reviewing the systems • VAT • Reclaiming VAT • Resources • Assessment
Total Time for Module 2 Hours		

Module 5 (🕒 120)

🕒	Time (min)	Description
	120	Module 5: External Audit & End Of Year <ul style="list-style-type: none"> • External audit • Exempt councils • Public rights • The AGAR (FILCA England) • The Statement of Accounts • Annual accounts • Resources • Assessment
Total Time for Module 2 Hours		

Trainee Training Evaluation

<i>Achievement of goals</i>	
<i>Timing</i>	
<i>Proposed improvements in content</i>	
<i>Proposed improvements in delivery</i>	
<i>Other comments</i>	

Training Name - Training Plan – Clerk - ILCA

Training Type	<input type="checkbox"/> Training		
Sign-off Responsible	<ul style="list-style-type: none"> • HR Committee • PC Chairman (Trainer responsible for the Training)		
Training Goals	1. Personal Development 2. Parish Council Development 3. Gain 8 CPD Points		
Connection To Tracking Goals	<ul style="list-style-type: none"> • Part Of Clerks Report • Updates To HR Chairman • Online Final Assessment 		
Participants	Clerk The role of Clerk is to ensure that the Council as a whole conducts its business properly and to provide independent, objective and professional advice and support.		
	What training should they attend before this one?	• Have	Satisfactory Completed FILCA
	What training should they attend after this?	• ILCA To CILCA	
Date & Time			
CPD points	8		
Logistics requirements	What is needed?		
	<ul style="list-style-type: none"> • Computer • Internet Connection • Time Funded By Parish Council • Relevant Documentation If required • Ergonomic Workplace If Required 		



Training Plan – Clerk – ILCA Introduction to Local Council Administration

Training Idea

Essential Knowledge

The Introduction to Local Council Administration (ILCA) is aligned to a Level 2 qualification. This online sector specific learning tool designed to support all new council officers in England and Wales in their roles in the first few months of employment, as well as those aspiring to go on and complete their Level 3 CiLCA qualification. The aim of the course is to provide an introduction to the work of a local council, the clerk and its councilors.

The aim of the course is to provide an introduction to the work of an RFO. The course is in five modules based on the annual round of financial activities.

Course overview

The aim of the course is to provide an introduction to the work of a local council, its councillors and the clerk. The online programme can be studied in your own time whilst you find your feet in your new role. The course is in five sections based on the Occupational Standards established by the National Training Strategy in England.

Requirement for the course is an interest in the work of local councils.

What will I learn?

1. The Core

2. Law & Procedures

3. Finance

4. Management

5. Community

Assessments

After completing the e-learning content for each module, your knowledge and understanding of each module will be assessed through a module assessment.

You must score 80% or above in assessment to pass the module.

Training Structure

🕒	Section/ Module	Process Goal(s)	Trainer(s)
:	Module 1: The Core Roles	Meet required standard of 80%	Online
:	Module 2: Law & Procedures	Meet required standard of 80%	Online
:	Module 3: Finance	Meet required standard of 80%	Online
:	Module 4: Management	Meet required standard of 80%	Online
:	Module 5: Community	Meet required standard of 80%	Online
:	Total Time of the Training 10 hours		

Module 1 (🕒 120 minutes)

🕒	Time (min)	Description
	120	Module 1: The Core Roles
		Establishes your place in local government and the duties and responsibilities of the council as a corporate body, individual councillors, the chairman and the clerk. It examines the role of the clerk more closely including the clerk as a researcher, administrator and manager.
	Total Time for Module 2 Hours	

Module 2 (🕒 120)

🕒	Time (min)	Description
	120	Module 2: Law & Procedures
		Establishes the council's legal framework including duties, powers and other statutory requirements. It introduces agendas, minutes, meeting procedures, and the value of standing orders, delegation and committee structures.
	Total Time for Module 2 Hours	

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Module 3 (🕒 120)

🕒	Time (min)	Description
	120	<p>Module 3: Finance</p> <p>Introduces the role of the Responsible Financial Officer (RFO) and proper financial practices, accounts, financial procedures and accounting regulations.</p> <p>You will consider budgeting, the precept, audits, insurance, income generation and the management of risk.</p>
Total Time for Module 2 Hours		

Module 4 (🕒 120)

🕒	Time (min)	Description
	120	<p>Module 4: Management</p> <p>Establishes the role of the council and its officers in planning, managing, funding and reviewing projects, services, assets and facilities.</p> <p>It provides guidance on managing staff, contracts and the performance of the council as a whole.</p>
Total Time for Module 2 Hours		

Module 5 (🕒 120)

🕒	Time (min)	Description
	120	<p>Module 5: Community</p> <p>Identifies community needs and plans. We introduce community representation, engagement, empowerment and support.</p> <p>With emphasis on stress partnership working, public relations and raising the council's profile in the community.</p>
Total Time for Module 2 Hours		

Trainee Training Evaluation

<i>Achievement of goals</i>	
<i>Timing</i>	
<i>Proposed improvements in content</i>	
<i>Proposed improvements in delivery</i>	
<i>Other comments</i>	

Training Plan – Clerk – ILCA To SILCA

Training Name - Training Plan – Clerk – ILCA To SILCA

Training Type	<input type="checkbox"/> Training		
Sign-off Responsible	<ul style="list-style-type: none"> • HR Committee • PC Chairman (Trainer responsible for the Training)		
Training Goals	1. Personal Development 2. Parish Council Development 3. Gain 12 CPD Points		
Connection To Tracking Goals	<ul style="list-style-type: none"> • Part Of Clerks Report • Updates To HR Chairman • Online Final Assessment 		
Participants	Clerk The role of Clerk is to ensure that the Council as a whole conducts its business properly and to provide independent, objective and professional advice and support.		
	What training should they attend before this one?	• Have ILCA	Satisfactory Completed
	What training should they attend after this?	• CILCA	
Date & Time			
CPD points	12		
Logistics requirements	What is needed?		
	<ul style="list-style-type: none"> • Computer • Internet Connection • Time Funded By Parish Council • Relevant Documentation If required • Ergonomic Workplace If Required 		

Training Plan – Clerk – ILCA To SILCA

Training Idea

Essential Knowledge

This course is specifically designed for students in England and Wales who have completed the Introduction to Local Council Administration (ILCA) and are aspiring to complete the Certificate in Local Council Administration (CiLCA).

Launched on 1 April 2021, this online course, equivalent to Level 2, will develop your knowledge, confidence and skills, bridging the gap between the two courses and building your portfolio ready for you to begin CiLCA. Even if you don't go on to complete CiLCA, this course will still provide a strong foundation of knowledge which can be applied to your role.

Course overview

This course develops your understanding of the legal framework, how a council operates, how responsibilities are allocated and how to manage council activities and finances.

The webinars and online submissions that form the basis of this interactive course aim to bridge the gap between ILCA and CiLCA.

The course doesn't cover every detail; however it will enable you to develop your knowledge, confidence and skills, and help prepare you for undertaking the CiLCA qualification (should you wish to do so).

Even if you decide not to progress on to CiLCA, this course will still provide a strong foundation of knowledge which can be applied to your role.

Commitment

3 hours per week

This includes:

- Webinars (90 minutes)
- Follow up work (90 minutes)

In total there will be 9 webinars to attend throughout the course.

Training Plan – Clerk – ILCA To SILCA

What will I learn?

1. The Core Rules

2. Law

3. Finance

4. Management

5. Community


Assessments

After completing the e-learning content for each module, your knowledge and understanding of each module will be assessed through a module assessment.

Training Structure

	Section/ Module	Process Goal(s)	Trainer(s)
:	Module 1: The Core Roles	Meet required standard	Online Webinars & Follow Up Work
:	Module 2: Law & Procedures	Meet required standard	Online Webinars & Follow Up Work
:	Module 3: Finance	Meet required standard	Online Webinars & Follow Up Work
:	Module 4: Management	Meet required standard	Online Webinars & Follow Up Work
:	Module 5: Community	Meet required standard	Online Webinars & Follow Up Work
:	<i>Total Commitment Time of the Training 3 hours per Week</i>		

Module 1 (180 minutes)

	Time (min)	Description
	180	<p>Module 1: The Core Roles Consists of two webinars that cover:</p> <ul style="list-style-type: none"> • Councillors • The Council • Chair • The Clerk & RFO • Delegation of duties • Communicating with the public
Total Time for Module Self-Paced		

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Module 2 (🕒 180)

🕒	Time (min)	Description
	180	<p>Module 2: Law</p> <ul style="list-style-type: none"> • Powers and duties including General Power of Competence and Power of Well-Being • Employment • Insurance • Understanding new legislation • Equality • Standards framework and Code of Conduct • Council meetings
Total Time for Module Self-Paced		

Module 3 (🕒 180)

🕒	Time (min)	Description
	180	<p>Module 3: Finance</p> <ul style="list-style-type: none"> • Revenue and Capital expenditure • Budgets and reserves • Raising income • Precept and Council Tax • Internal and External audit • VAT • Grants and LGA 1972. s.137 • Financial records
Total Time for Module Self-Paced		

Module 4 (🕒 180)

🕒	Time (min)	Description
	180	Module 4: Management <ul style="list-style-type: none">• Planning for the future• Managing council assets, facilities and services• Managing people• Training and development• Time management
Total Time for Module Self-Paced		

Module 5 (🕒 180)

🕒	Time (min)	Description
	180	Module 5: Community <ul style="list-style-type: none">• Community Engagement• Community Action• Community-led plans• The planning system
Total Time for Module Self-Paced		

Training Plan – Clerk – ILCA To SILCA

Trainee Training Evaluation

<i>Achievement of goals</i>	
<i>Timing</i>	
<i>Proposed improvements in content</i>	
<i>Proposed improvements in delivery</i>	
<i>Other comments</i>	