Step by Step Guide to completing your Continuous Professional Development. (CPD)

(Includes a number of Frequently Asked Questions at the end. If you still have a query / problem with any aspect of your CPD then don't hesitate to contact me at Lesley.swinbank@slcc.co.uk)

1   Your CPD

All members of the Society are encouraged to undertake their own CPD. Everyone has their own online CPD Record and are encouraged to acquire a **minimum of 12 CPD points.**

If you have joined the Professional Development Scheme (PDS) then you are required to comply with the compulsory requirement of CPD and need: -

- **Student SLCC   12 CPD pts**
- **Principal SLCC   18 CPD pts**
- **Fellow SLCC   24 CPD pts.**

Principal and Fellow members must ensure they have their CPD points recorded when renewing their overall SLCC membership each year.
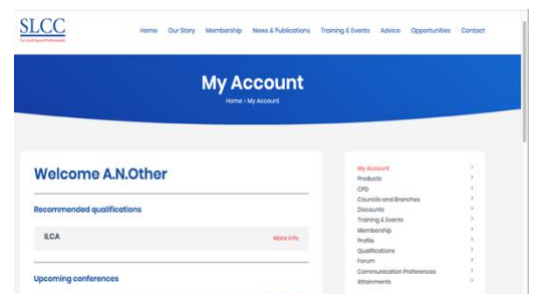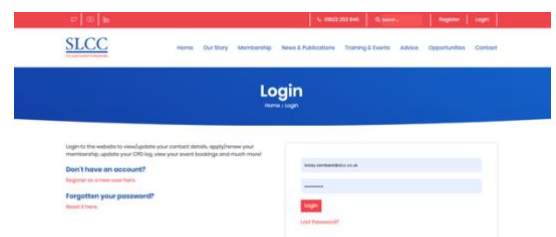
Further information and how to join the PDS available at

https://www.slcc.co.uk/site/wp-content/uploads/2020/05/Join-PDS-Application-Step-by-Step-Guide.pdf
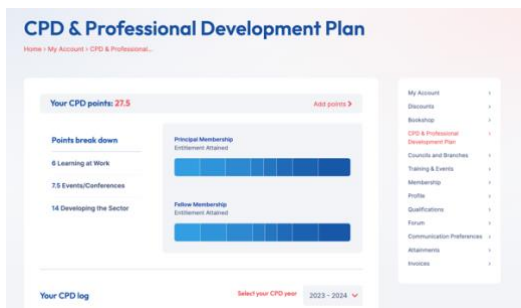
2   Recording your CPD

You can access and complete your CPD by

a.   **Go to the SLCC website and 'login' using your SLCC username and password**

b.   **Highlight and access Professional Development under Your account**

c.   **You will then see your CPD record and the number of points you have acquired.**

d.   **You can add additional points under the various categories. These correspond to the tabs on the website i.e.: -**

   ❖ **Qualifications – Including Ilca, FILCA, CiLCA, Community Governance**
   ❖ **In House Assessment**
   ❖ **Developing the sector**
   ❖ **Reading**
   ❖ **Events / Conferences**
   ❖ **E Learning-**
   ❖ **Learning at Work**

You can also view / amend / print previous year's CPD records

e.   **You can find out how many CPD points correlate to each activity later in this guide. If you have any queries on this contact Lesley Swinbank (Professional Development Officer),**
   Lesley.swinbank@slcc.co.uk

f.   **You should upload information / evidence to back up your entry.**

3   Acquiring your CPD points

CPD points can be achieved in a number of ways including: -
   a.   Qualifications – Including Ilca, CiLCA, Community Governance
   b.   In House Assessment
   c.   Developing the sector
   d.   Reading
   e.   Events / Conferences
   f.   E Learning-
   g.   Learning at Work

3.1   Qualifications: Your Learning Pathway

a. **ILCA (Introduction to Local Council Administration)**

ILCA is completed on-line.

It includes 5 modules each concludes with an assessment.

- Core roles
- Finance
- Law and Procedures
- Management
- Community

Successful completion of the 5 units and passing the associated assessments results in 8 CPD pts.

b. **FILCA (Financial Introduction to Local Council Administration)**

FILCA is completed on-line.

It includes 5 modules; each concludes with an assessment.

- Roles and Responsibilities
- Budget and Precept
- Systems and Procedures
- Internal controls and vat
- External audit and year end

Successful completion of the 5 units and passing the associated assessments results in 8 CPD pts.

c. **CiLCA (Certificate in Local Council Administration)**

CiLCA is the foundation qualification for local council officers and others working with local councils. It's awarded at Level 3 of the National Qualifications Framework (NQF).

The number of CPD pts are as shown.

- ❖ Core Roles   3
- ❖ Law & Procedure   5
- ❖ Finance   5
- ❖ Management   2
- ❖ Community   5

d. **Moving from ILCA to CiLCA**

Whilst not a formal qualification, these webinars are designed particularly for those who have completed ILCA and are looking to develop their knowledge ready to move onto CiLCA.

Successful completion of these webinars results in 12 CPD points.

e. Community Governance

Community Governance is the higher education qualification with modules designed for people working with community, town and parish councils and leads to the advanced professional qualification for clerks.

CG students take 60 credits a year and this gives them 60 CPD points. Each module is worth 15 CPD pts.

f. Public Leadership and Management

This is a postgraduate qualification leading to master's degree in Public Leadership and Management.

More information here

Each module of the MA has a number of credits. The number of CPD points is equivalent to the number of credits. The MA student will know how many credits they have studied in the year. It is usually 60 credits / CPD points per year . If a module extends over two CPD years, then the CPD pts/credits should be distributed between the two years as appropriate – obviously points shouldn't be credited twice.

g. Other qualifications

If you have gained another qualification and you are unsure about the number of CPD points please contact the Professional Development Officer who can advise on the number of points to allocate to this.

3.2 In House Training Courses and Webinars

The Society prides itself on being the leading training provider within town, community and the parish sector across England and Wales. Each year the SLCC arranges a number of relevant training courses and events which are held throughout the country and also more recently the Society now organises online webinars. These cover a wide range of topics of interest to clerks, deputies and also councillors use training facilitators who are or have worked in the sector. Courses are an opportunity to keep up to date on the latest legislative changes and provide the toolkit to enable you to work knowledgeably in your council.

Each course / webinar carries 1 CPD pt. per 2 hours training.

Further information and booking can be found on the website. If you have suggestions for future training events, then please let me know develop@slcc.co.uk

3.3 Reading

Clerks can allocate a **maximum of 6 points in a 12-month period for relevant reading.**

This includes reading sector publications such as LCR and The Clerk and online research. All are important for keeping up to date while relevant books can inspire innovative thinking and provide specialist knowledge. The SLCC has also compiled a list of relevant books which carry CPD points. Contact the Professional Development Officer for the list.

Examples are: -

- **Reading the whole book** — **4 pts**
- **Reading all six editions of The Clerk or 4 editions of LCR** — **3 pts**
- **Researching Government policy on community rights** — **4 pts**
- **Reading a set of publications in preparing for a neighbourhood plan** — **6 pts**
- **Reading the Community Governance dissertations on the SLCC website** — **2 pts**

When completing your record of CPD points you should identify the publications that you have read, and websites visited.

We are always looking for additions to the book list. If you can suggest a book you feel would benefit other clerks, then please e mail me.

Book / Publication	Date(s)		Author/ date published	Pts
All editions of The Clerk	2016		SLCC Jan, March, May, July, September Nov, 2016	3
The Role of Political Parties in Parish and Town Councils	Read May 2017	Link here	Dominic Stapleton/ April 2011	2
Participation in Community Engagement	Read April 2017	Link here	Brian W Head : June 2008	2
TOTAL				7

3.4 Events / Conferences

CPD points are allocated for hours spent attending any conference or training event relevant to the work of the clerk. **Every two hours of content at a conference or training event carries one CPD point** up to a maximum of 7.5 pts.

For example:

- **SLCC National Conference** — **5 pts**
- **Practitioners Conference** — **5pts**
- **Leadership in Action Conference** — **5 pts**
- **CALC One-day Training Event (5hrs)** — **2.5 pts**
- **SLCC Road shows** — **2.5 pts**
- **NALC One day conference** — **2.5 pts**
- **CTP Training Day** — **2.5 pts**
- **County Council Planning Training (2hrs)** — **1 pt.**
- **Insurance Advisory Training** — **1 pt.**
- **Evening Briefing (1.5 hrs)** — **1 pt.**
- **SLCC Branch meeting / Training** — **1 pt.**

The certificates of attendance should carry the CPD points which have been awarded for the event. If you don't have such then upload any confirmation of your booking / attendance etc.

3.5 Learning

Other e learning courses

Points can be allocated to relevant e-learning other than ILCA. If the e-learning assessment is accredited, then it should carry a specified number of credits.

If it is not accredited, then it carries points similar to attendance at training events or reading. For example, one point can be allocated to two hours of e-learning up to a **maximum of 6 points in a 12-month period.**

3.6 Developing the Sector

CPD points can be allocated **up to a maximum of six,** for any three-month period of regular work during the year in any of these formally recognised roles;

- **Mentor**
- **Trainer**
- **Advisor**
- **Community Governance tutor, assessor, advisor, speaker, writer**

As a minimum, 2 pts can be allocated for each activity: -

- **Writing an article for The Clerk, LCR etc**
- **Making a presentation at a conference**
- **Contributing to a training day**

CPD points can also be allocated up to a maximum of four for a 12-month period of regular contributions to the sector through the membership of a national or local organisation e.g.: -

- **Membership of the SLCC county branch committee**
- **Membership of a County Association committee**
- **Membership of the SLCC National Executive Council**
- **Membership of NALC National Council or a NALC Committee**
- **Membership of the County Training Partnership**

In addition, you can gain 2 CPD points for producing help / information for your own local branch by: -
- **Producing new Branch Resource Pack**
- **Giving a presentation at a Branch Meeting**
- **Designing a CPD certificate for attending branch meetings**

3.7 Learning at Work

Clerks are always learning at work but CPD points can be allocated only for learning from contributions to a: -
- **New project**
- **New event**
- **New service**
- **New or other activity that is significantly different from a clerk's normal work.**

This could also include successful application for one of the Local Council Awards i.e.
a. **Foundation** - **2 pts**
b. **Quality** - **3 pts**
c. **Quality Gold** - **4 pts**

You can also use your CPD record (accessible by logging into your account from the SLCC website and then the CPD tab) as the evidence for the Award.

You can allocate **up to six points** for learning at work from a new activity and must justify the allocation of points by explaining why it is a new activity and summarising what has been learnt.

Examples include: -

- **Creating a new electronic newsletter for the community**
- **Complete funding for a new activity**
- **Oversee refurbishment of the community hall**
- **Organise and establish a new community event**
- **Complete the neighbourhood plan**
- **Successful application for a Green Flag Award for a Park / Cemetery**

4 Evidence for your CPD Record

4.1 Supporting documentation / evidence

When you log your CPD pts in the various categories there is the opportunity also to upload the evidence / information to back up the points claimed. This is necessary in order that your CPD record can be verified and checked.

Such evidence / information includes: -

a. Qualifications
Including Ilca, CiLCA, Community Governance
Scan and upload a copy of your qualification

b. In House Assessment
Scan and upload a copy of your attendance certificate

c. Developing the sector
Upload an extract of branch minutes/ report or screen shot of appropriate material which will back up your entry

d. Reading
Establish your own reading list the publications / books & dates published

e. Events / Conferences
Scan / screen shot and upload copy of your attendance certificate. If not available upload copy of e mail confirming registration or similar.

f. E Learning
Scan / screenshot and upload relevant information.

g. Learning at Work
Scan / screen shot details of your new project / activity.

5 End of Year Routine

At the end of each year make sure you have: -
a. **Added all you have done in the appropriate categories**
b. **Ensure you have uploaded all of the necessary evidence**
c. **Reached the required no. of CPD points needed: 18 for Principal, 24 for Fellow**
(You should then receive an automatic e mail saying you have reached your required points.)

You will not be able to renew your Membership as Student, Principal or Fellow without the necessary CPD pts.
d. **Download your CPD record (*right-click on the screen and press download or use screenshot*)**

e. **Save in your own CPD file on your own computer with your other evidence / information**

You may be chosen as part of the 10% sample to forward further information. (See following information re checking and verifying your CPD record.)

6 Validating your CPD Record

A system of verifying CPD records is now in place. This ensures that they are valued and respected externally. It is important, therefore, that you upload all backup documentation and evidence to support each entry you make. Spot checks will be made by the Professional Development Officer an

Frequently Asked Questions

(These are a sample of commonly asked questions – if you still have a query please contact me at Lesley.swinbank@slcc.co.uk)

Q: I was wondering whether I could allocate CPD points for preparing the documentation to enter the Council into the Local Council Awards Scheme? Whilst the Council will receive the accolade, it is the clerk that does all of the work behind the scenes to ensure that the documentation is at the right standard to be entered for the award.

A: You certainly can allocate points for a successful application for one of the LCAS levels.
Foundation   - 2 pts
Quality   - 3 pts
Quality Gold   - 4 pts

You can use your CPD record as evidence of your CPD for the Award.

Q: I've spotted in the Clerk Magazine that you have introduced the status of Student (StSLCC) and I have a few questions.
Am I able to include courses that have been organised through my region (YLCA), or that have been publicised via my region? Can I include courses if they are 90 minutes? Can I include the new Clerks series, even though it's only 1 hour? Could I claim half a cpd point? This is brilliant and I'd really like to work towards qualifying.

A: You can add CPD points for all relevant courses. It is generally 1 CPD pt. for every 2 hours of learning – and yes – absolutely fine to claim .5 pt.

Most SLCC courses / webinars will indicate the no of CPD pts which you can claim on the booking page itself, but if in any doubt - do contact me Lesley.swinbank@slcc.co.uk

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Q: Is my CPD record checked?

A: Yes - all CPD records are validated when you join the PDS and are then 'spot' checked on a regular basis.

There are a number of common examples of incorrect points being claimed including:-

Claiming over 6 pts in one year for 'Reading' There is a limit of 6 CPD pts each year for 'Reading'

This can include for example:-

- 3 pts for reading The Clerk over the year
- 3 pts for reading other relevant information i.e. CG dissertations from the website / book from the booklist / other relevant information e.g. Neighbourhood Plan info, Covid Regs etc.
  - You can also claim 2 'Free' CPD pts by recommending a suitable book for the book list

- Claiming more points than allowed for a conference / event.

  The CPD pts for attending a conference in person are different from attending remotely. Your confirmation / attendance details should indicate how many pts can be claimed.

- Claiming pts for carrying out activities which are part of a normal day's work.

  You cannot claim pts on your normal day's activities including writing the minutes or completing the AGAR.

Q: What happens if I have recorded my CPD points incorrectly?

A: If the mistake is very minor and you would already have acquired the necessary number of CPD points to either join the scheme or renew, then no further action will be taken.

If the CPD points recorded are incorrect and would result in you not meeting the criteria for joining/renewing then the Professional Development Officer will send you an email containing details for you to amend your CPD record which will enable you to continue in the scheme.

Q: Is my CPD record checked?

A: Yes - all CPD records are validated when you join the PDS and are then 'spot' checked on a regular basis.

Q: What are 'Free' CPD points?

A: You can gain 'free 'CPD points in several ways: -

Forwarding details of new services / facilities you have initiated, and which can be added to the list of examples for colleagues
- Forwarding your Community Governance Dissertation which can be added to the website
- Suggesting a suitable book(s) for the 'relevant' booklist we have.

Q: How are my CPD pts showing for attending National Conference when I haven't entered them myself?

A: We are looking to make it easier for everyone to log their CPD points by adding them in automatically for the following activities / events / qualifications.

Qualifications	ILCA / FILCA	8 pts	Automatically added when the records are updated to 'pass' – generally once each month.
	CiLCA	20 pts	
	ILCA to CiLCA	8. pts	
	Community Governance	15 pts per module	The full 120 CPD pts are automatically added once the level is finished, and marks confirmed by the university. Or CG Students can claim their 60 pts for the year manually.
Events	All conferences / events/ webinars		
	National Practitioners MIA	2.5 pts per day 2.5 pts per day 2.5 pts per day	Automatically added including those attending remotely
	Webinars etc.	Depending on length –	generally 1 pt. for every 2 hrs

If you think there has been a mistake or have any queries, contact me and I can look into it.

Q: I am curious as to whether I can gain CPD points outside of SLCC. Although I work for a town council, my role is not that of a Clerk. For example, I am currently undertaking my NEBOSH training and have completed IOSH – would they contribute towards my CPD points?

I am currently a Principal of the SLCC and I would like that to continue.

Yes of course you can use all relevant training to your role within a local council and NEBOSH training is fine. It is generally 1 CPD pt. for every 2 hrs of training - many certificates now include the CPD pts / credits.

If you have any queries with your CPD or any aspect of Professional Development, please contact the Professional Development Officer (Lesley.swinbank@slcc.co.uk) / Tel 01740 622429