

## **Clerks' Bursary Scheme in Wales**

### **Hints & Tips**

- **What training should I have if I have been in post for less than 6 – 12 months?** If you are a clerk or deputy clerk who has been in post for than 6 -12 months, it is advisable to complete the Introduction to Local Council Administration – Essential Knowledge Course (ILCA). Further information about this course can be found on the [ILCA page](#) of the SLCC website or by contact the qualifications administrator by emailing: [qualifications@slcc.co.uk](mailto:qualifications@slcc.co.uk)
- **Can I apply for both the CiLCA Bursary and the Training Bursary?**  
No, only **one** bursary per financial year per clerk/deputy clerk. If you apply for the CiLCA Bursary and want to attend CiLCA training you do not need to complete a Training Bursary as the CiLCA bursary includes training & mentoring. The funding available relates to CiLCA training/registration activity undertaken in the 2024-25 financial year only. Any activity undertaken after 28 February 2025 will not be eligible for funding support
- **Can I apply for a CiLCA Bursary without booking onto CiLCA training?**  
Yes, however we strongly recommend completing the Training Needs Analysis first to see if you are in the right place to start CiLCA and look at the dates of forthcoming CiLCA training to ensure you can attend. CiLCA Training Needs Analysis can be found on the [CiLCA page](#) and CiLCA training on the SLCC website. When you have completed the Training Needs Analysis and decided upon which CiLCA training you would like to attend, the next step is to complete the CiLCA Bursary application form and send to [qualifications@slcc.co.uk](mailto:qualifications@slcc.co.uk)

**Training must be completed by 28 February 2026.**

- **Is CiLCA training mandatory?**  
No, CiLCA training is not mandatory however, Ascentis, the awarding body for CiLCA, recommends that you attend training to assist you in completing your qualification.

The training provides both the knowledge and guidance that you need for completing the learning outcomes on your eportfolio.

The SLCC, also recommends attending at least the first CiLCA training session before registering for the CiLCA qualification.

- **When does my CiLCA Qualification start?**

If you have applied for the qualification registration on your bursary application, you will have 30 days from the date that you receive your voucher code to register for the CiLCA qualification on the website.

If you do not register within the 30 days you will not be reissued with a new code. Once you have registered using your code on the website you will then be set up on the EMMA (CiLCA ePortfolio) System.

Registrations to the EMMA system will be done via bi-monthly intakes. Further details about the intakes can be found on the [CiLCA page](#)

- **What happens when I submit a bursary form?**

The Training bursary is to be sent to our Training & Development Officer  
[events@slcc.co.uk](mailto:events@slcc.co.uk)

CiLCA Bursary Scheme applications are to be sent to the Qualifications Administrator at [qualifications@slcc.co.uk](mailto:qualifications@slcc.co.uk)

Confirmation that your bursary has been approved will be issued by the SLCC within 7 working days of receiving your application. You will then be sent a discount code for you to use when registering for your training or CiLCA qualification on the SLCC website.

If you have applied, or are thinking of applying for the CiLCA Bursary it is advisable to download and read through the [CiLCA Portfolio guide](#) / [Canllaw Portffolio](#).

The portfolio guide contains the information you will need regarding the evidence needed to complete the CiLCA qualification.