

Training session	Order	Unit	LO	Title
1	Mandatory Session			What is required for CILCA Referrals policy EMMA - video Form 03- personal statement Training needs analysis How to use CAB Annotations Templates
	1	1	1	A CILCA qualified officer understands the roles, responsibilities and duties of the council and of the individuals involved in the work of the council.
	2	1	2	A CILCA qualified officer can carry out research and make recommendations.
	3	1	3	A CILCA qualified officer can identify a council's core documents and policies.
	4	1	4	A CILCA qualified officer demonstrates professional writing skills and uses information and communications technology.
2	5	2	6	A CILCA qualified officer understands the difference between statutory duties and specific powers including s137.
	6	2	7	A CILCA qualified officer understands the general powers available to their council (other than s137).
	7	2	5	A CILCA qualified officer understands the requirements of data protection legislation for the council.
	8	2	9	A CILCA qualified officer understands the implications of Health and Safety legislation for a local council.
	9	3	16	A CILCA qualified officer understands risk assessment and the value of insurance for risk management.
3	10	2	8	A CILCA qualified officer understands the implications of employment law and equality legislation for a local council
	11	4	22	A CILCA qualified officer can advise a council on responsibilities for managing staff and volunteers.
	12	4	21	A CILCA qualified officer understands the range of activities involved in managing projects, services, facilities or assets.
	13	4	23	A CILCA qualified officer can write or review a training and development policy.
4	14	2	11	A CILCA qualified officer knows how to advise a council on standing orders.
	15	2	10	A CILCA qualified officer can prepare for and support council meetings.
	16	2	12	A CILCA qualified officer can advise a council on the different kinds of committee and delegation to the clerk.
	17	2	13	A CILCA qualified officer understands a council's duty to uphold high standards of behaviour in public life.
5	18	3	18	A CILCA qualified officer can advise a council on financial procedures.
	19	3	14	A CILCA qualified officer can advise a council on the preparation and monitoring of budgets.
	20	3	15	A CILCA qualified officer understands how to prepare and explain a cash book and bank reconciliation.
	21	3	19	A CILCA qualified officer knows the implications of VAT legislation for a council.
	22	3	20	A CILCA qualified officer understands the processes involved in the annual audit.
6	23	5	25	A CILCA qualified officer understands diversity in local communities and fosters good community relationships.
	24	5	26	A CILCA qualified officer understands the impact of positive community engagement.
	25	5	27	A CILCA qualified officer advises the council on raising the council's profile and promoting the democratic process.
	26	5	28	A CILCA qualified officer ensures the transparency of a council's decisions and actions
7	27	5	29	A CILCA qualified officer can write or review a grant awarding policy.
	28	3	17	A CILCA qualified officer can apply for grant funding.
	29	5	24	A CILCA qualified officer understands how to write an appropriate response to a planning application.
	30	5	30	A CILCA qualified officer can create an action plan for the council.