

**Four Part Course -
online using Zoom**

9.30am – 1pm

Thursday 26th Sept 2024

Friday 6th Dec 2024

Friday 4th Feb 2025

Friday 11th April 2025

**Delivered by
Kim Bedford**

Local Council Trainer

**Cost: £300
per member delegate**

CiLCA Support

Online Workshop

Workshop Aim:

These online sessions are designed to assist participants to achieve the Certificate in Local Council Administration Qualification. The four Tutorial sessions will take place over a five to seven month period. Additional 'check in' sessions are agreed with the group as we progress and one to one emails

Workshop Content:

Session One – Thursday 26th Sept 2024

- Understanding the Portfolio Guide. How to use EMMA. Registration and discussing problems and fears. Completing Unit 1

Session Two – Friday 6th December 2024

- Work to date, issues? Preparing to complete Unit 2

Session Three – Friday 4th February 2025

- Work to date, issues? Preparing to complete Units 3 and 4

Session Four – Friday 11th April 2025

- Work to date, issues? Preparing to complete Unit 5. A general review of progress towards completing all the learning outcomes

Please make your booking on-line [CLICK HERE](#)

PLEASE PLACE YOUR BOOKING THROUGH YOUR CLERK

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