

SLCC

For Local Council Professionals

COMMUNITY GOVERNANCE

Develop your career, support your
council and strengthen your community



DE MONTFORT
UNIVERSITY
LEICESTER

PROSPECTUS 2020



#SLCCCommGov



01823 253646



commgov@slcc.co.uk



www.slcc.co.uk/community-governance

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Part of the Stackhouse Poland Group

A CERTIFICATE OF HIGHER EDUCATION IN COMMUNITY GOVERNANCE (LEVEL 4)

Study type: Part time, distance learning programme with three, 24-hour residential study days per year.

Study dates: You are expected to attend three, 24 hour residential study days during your study year. You choose whether to attend the February and May study days at Royal Wootton Bassett near Swindon or in the North (Yorkshire). The September study day for all students will be at De Montfort University in Leicester.

WHAT YOU STUDY:

YEAR 1

SLCC1010 Local Council Law & Procedures (30 points)

Study the law, procedures, powers and duties for the management of town, community and parish councils in England and Wales. Find out how other councils operate.

SLCC1002 Community Engagement (15 points)

Learn a range of principles and techniques for encouraging participation, recognising diversity, gathering community views and working in partnership.

OR

SLCC1003 Community Profile (15 points)

You study a local community in depth. The features of a specific community of place are investigated and the characteristics of the locality (place) and community (people) are described.

SLCC1006 Managing People (15 points)

Consider formal aspects of managing people such as employment law, recruitment and human resource policies. Explore ways of developing staff or councillors and reflect on the impact of personalities and the management of conflict.

OR

SLCC1007 Managing Projects (15 points)

Learn about project management for people working in local communities. You consider a practical project management lifecycle and tools for managing and evaluating the process.

YEAR 2

SLCC1001 Community Governance (15 points)

Focus on community leadership, community engagement and democratic processes. Consider the structures, functions and values of community governance, and the practices of stakeholders and policies affecting local communities.

SLCC1011 Local Council Finance (15 points)

Learn about the financial management of councils in England and Wales according to statutory proper practices. Consider the management of risks to public money and the statutory requirements for transparency.

SLCC1004 Community-led Planning (15 points)

Explore different techniques for community-led planning with emphasis on statutory neighbourhood plans and non-statutory plans. We suggest a range of tools for consultation, participation and collecting evidence.

OR

SLCC1005 The Planning System (15 points)

Learn how the planning system in England and Wales impacts on local communities. Identify how the system works and examine power and influence in the system.

SLCC1008 Organisational Governance (15 points)

Your aim is to strengthen the governance of your chosen organisation. You focus on two topics such as governance models, organisational structure, performance management, decision making processes, policies and communications strategy.

OR

SLCC1009 Reflective Practice (15 points)

You evaluate what you learn from a CPD experience or from activities undertaken in your paid or voluntary work. You then show how your learning will be applied to your work or community activity in future.

Fees: £5880 paid in instalments over two years.

For more information please visit www.slcc.co.uk/community-governance

A FOUNDATION DEGREE IN COMMUNITY GOVERNANCE (LEVEL 5)

Study type: Part time, distance learning programme with three, 24-hour residential study days per year.

Study dates: You are expected to attend three, 24 hour residential study days during your study year. You attend the February and May study days at Royal Wootton Bassett near Swindon. The September study day for all students will be at De Montfort University in Leicester.

WHAT YOU STUDY:

YEAR 1

SLCC2001 Communities in the Political System (30 points)

Strengthen your understanding of the place of local communities in the political system. Examine the concept of a liberal democracy and the nature of community-based localism. Learn theories explaining power in the political system to help you analyse power and influence affecting local communities.

SLCC2003 Sustainable Communities (15 points)

Review complex, interrelated aspects of sustainability in a specific community. Take a strategic view of ways in which the competing demands of economic, social/ cultural and environmental factors affecting the community can be reconciled.

SLCC2005 Learning in a New Setting (SLCC2006 Learning from a Workplace Project is a last resort alternative) (15 points)

Investigate the principles and practices of community governance in a setting that is significantly different from your own. Analyse and compare community governance in the destination country with your understanding of the UK (a field visit, normally outside the UK, is organised over three to five days.)

YEAR 2

SLCC2002 Community Research (15 points)

Develop investigative skills using questionnaires, interviews and focus groups. Examine the benefits and pitfalls of different research methods to find out what people think.

SLCC2004 The Manager's Role (30 points)

Investigate and evaluate the strategic role of a manager working with one or more local communities. Draw up a management plan for a local community project.

SLCC2007 Community Governance Book Review (15 points)

Discover a deeper understanding of community governance through reading and learn the basis for informed debate about current issues.

'Not 'just another qualification', Community Governance (CG) develops your ability as a professional clerk to lead and advise your council, generating confidence to move forward to meet new challenges. The modules are structured to expand previous legislative and procedural knowledge at Level 4, and to develop critical thinking, analytical, and leadership skills at Level 5.

The tutors understand the life/work/study pressures on the CG student, are always supportive and answer queries in a timely and detailed manner. If you/your council are concerned about the cost, consider it an investment that will repay way beyond monetary value!"

Angie Hurren PSLCC, Broadclyst Parish Council

Fees: £5880 paid in instalments over two years.

For more information please visit www.slcc.co.uk/community-governance

AN HONOURS DEGREE (LEVEL 6)

Study type: Part time, distance learning programme with three, 24-hour residential study days per year.

Study dates: You are expected to attend three, 24 hour residential study days during your study year. You attend the February and May study days at Royal Wootton Bassett near Swindon. The September study day for all students will be at De Montfort University in Leicester.

WHAT YOU STUDY:

YEAR 1

SLCC3001 Power & Politics in Community Governance (30 points)

Examine the intricate political context that has an impact on local community governance and questions the effectiveness of the UK's representative democracy at all levels. Focus on the complex and varied relationships between different tiers of government. Explore the tensions between a centralist government and localism and between confrontational party politics, consensus and coalition.

SLCC3003 Management & leadership (30 points)

Obtain a practical experience of management and leadership. Students work in a team to organise and manage a thought-provoking training seminar relevant to the work of parish, community and town (or local) councils. Present your interim findings from your research project.

YEAR 2

SLCC3002 Delivering Public Services (30 points)

Examine the detailed and complex knowledge and planning required for the effective delivery of public services for a local community. It explores the meaning, purpose, funding and perception of public services. Consider how to explain public services to a public audience.

SLCC3004 Community Governance Research Project (30 points)

Examine a specific community governance topic that has an impact on the local community or the parish, town, community (local) council sector. Complete a major piece of research that shows originality within the local council sector.

'I am so happy I signed up for the CG course it has helped build my confidence as a clerk. I was always aware of the various procedures to follow but the CG course helped me have a greater understanding as to why. A great course for any clerk backed up with amazing support from the tutors.'

Emma Sylvester, St Andrews Parish Council

'The Community Governance courses are a must for any professional clerk. They have been invaluable in building my skills, experience and confidence, and have also been a great way to meet other clerks.'

Sheridan Jacklin-Edward PSLCC, Burnham Parish Council

'Having been a town clerk for 15 years, I naively thought that I knew about most council business and procedures but this course has been enlightening, interesting and rewarding. I have learnt so much in the past 18 months and have used this to improve business and policies at my Town Council. I have actively put into practice new skills, examples being the introduction of a new employee and councillor training policy along with a review of the Council's community engagement programme. Don't be under any illusion, it is hard work, if it were easy, the degree would be handed out like smarties. You have to put in the time and energy but the reward is a more knowledgeable, informed and professional clerk.'

Lisa Courtney, Saffron Walden Town Council

'The first four months of the course have flown by and already proven a valuable experience in terms of networking with others within our sector and enhancing my understanding through research and learning.'

Sarah Sandiford, Leighton-Linslade Town Council

'With many years' experience and working in the varied roles of deputy town clerk at one of the UK's largest local councils and clerk to two small rural parishes, even at Level 4 the Community Governance course has already made me reflect on how I am working and what could be done differently. There is always more to learn and the Community Governance study programme is an excellent platform for this.'

Sarah Foote PSLCC, Lowestoft Town Council

Fees: £5880 paid in instalments over two years.

For more information please visit www.slcc.co.uk/community-governance

Part 1: Student details

Please complete in BLACK INK and CAPITAL LETTERS

New Students

Surname:		Title(Ms/Mrs/Miss/Mr/other):
Forenames:	Male/Female:	Date of birth (DD/MM/YY):
Name to be used for certificate:	Previous Surname:	Nationality: Country of Birth:
Home address including post code:		
Telephone (daytime & evening, including area code):		Email:
Correspondence address including post code (if different from home address):		

Part 2: Education and Qualifications

CiLCA or equivalent AQA qualification (for local council clerks only): GCSEs (C grade or above) or equivalent: Maths & English are compulsory. A-levels or equivalent: Degree or equivalent: Postgraduate qualification:	Dates obtained:
Are you a member of the SLCC? Please state your membership number:	

Part 3: Equal Opportunities

The University and the Society are required to monitor equal opportunities policies by recording the ethnic origin and disability status of applicants so do please complete the sections below. We wish to improve access and support so if you have a disability that you wish us to consider, please let us know. All information is registered under the Data Protection Act (see below).

Disabilities (please tick as appropriate)	
Please add details of a physical or sensory disability which might affect your studies requiring special facilities or treatment:	
00 No known disability	05 Personal care support
01 Dyslexia	06 Mental health difficulties
02 Blind/ are partially sighted	07 An unseen disability, e.g. diabetes, epilepsy, asthma
03 Deaf/Have a hearing Impairment	09 A disability not listed above
04 Wheelchair user/have mobility difficulties	10 Autistic Spectrum Disorder

Please add details of a physical or sensory disability which might affect your studies requiring special facilities or treatment. If you would like to be contacted to discuss your individual situation, please enter the contact details.

Are you in receipt of Disabled Student Allowance (DSA)? No ☐ Yes ☐

Ethnic origin (please tick one code)	
11 White – British	33 Asian or Asian British - Bangladeshi
12 White – Irish	34 Chinese
13 White – Scottish	39 Other Asian background
14 Irish Traveller	41 Mixed – White and Black Caribbean
19 Other White background	42 Mixed – White and Black African
21 Black or Black British - Caribbean	43 Mixed – White and Asian
22 Black or Black British - African	49 Other Mixed background
29 Other Black background	80 Other Ethnic background
31 Asian or Asian British - Indian	98 Information Refused
32 Asian or Asian British - Pakistan	

Please note: You require a computer and internet access at home or at work to undertake your studies.

Part 4: Application

Context for Study

Where is the community that will be the focus of your study?	
Which organisation will be the focus of your study?	
What is your role with the organisation?	

Which Level and Award are you applying for? Please tick the first level of your award only at this stage.

Cert HE (Level 4)	120 credits	<input type="checkbox"/>	Do you wish to claim academic credit for a prior qualification or significant experience (30 credits maximum)?	<input type="checkbox"/>
Foundation Degree (Level 5)	120 credits	<input type="checkbox"/>		
BA (Hons) – (Level 6)	120 credits	<input type="checkbox"/>		

Finance: IMPORTANT:

Please provide details of anyone to be invoiced including a minute reference where payment by council(s) has been agreed. Without this the invoice will be issued direct to the student. Fees will be due in two instalments (30th March and 31st July). The council can pay by cheque, by BACS, or by standing order. There is an additional administration fee of £25 if more than one council is to be invoiced. If self-funding, you can ask to pay in nine instalments. For clarification please contact 01823 253646 or email finance@slcc.co.uk

Self-funding: ☐ 9 instalments ☐ 2 instalments

Other/Council(s) funding: ☐

Please provide full billing address details in part 6 of the form.

Minute reference where appropriate: (for each council)

To reserve your place, you should make a non-returnable deposit of £294 via BACS: Unity Trust Bank sort code 60-83-01 Acct No: 20314459 and ref CG2020 and your last name. Or post with a cheque made payable to SLCC.

If you have been recommended this course by a current student please enter their name here:

Part 5: Applicant Declaration

Please let us know how you found out about the course: (Attended a Regional Training Seminar/Website/Leaflet etc.....)

Declaration: I confirm that the information given on this form is complete and accurate. I agree to comply with the regulations relevant to the course. I give my consent to the processing of my data by the Society of Local Council Clerks and De Montfort University.

Signature of applicant:

Date:

Please return this completed form together with your deposit to the Society of Local Council Clerks, 8 The Crescent, TAUNTON TA1 4EA.

Telephone: 01823 253646 Email: commgov@slcc.co.uk.

DATA PROCESSING CONSENT: De Montfort is registered with the Office of the Information Commissioner according to the 2018 Data Protection Act to process personal data relating to students for the administration of their University education, assessment and the management of academic and financial processes. Your record may contain data relating to ethnicity, disability and health, which may be processed for administrative, academic and health and safety reasons. This information is managed by the Society of Local Council Clerks on behalf of the University. The Society of Local Council Clerks will contact you on occasion when you begin your course to update you on important course information. If you would like to opt-in to receive promotional information regarding SLCC membership, qualifications, branches, books, events etc. please email info@slcc.co.uk or visit www.slcc.co.uk/consent The full privacy policy can be read at www.slcc.co.uk/privacy

TRANSFER OF DATA TO EXTERNAL AGENCIES: Some information about you will be sent to the Higher Education Statistics Agency (HESA) for use by government departments and agencies to enable them to carry out statutory functions under Education Acts. It will be used in an anonymised form for statistical analysis by HESA before publication and release of data to other approved non-statutory users such as academic researchers. Note that your contact details will not be made available to HESA, your names will not be included in its statistical analysis and precautions are taken to minimize the risk of being identified from data. Neither statutory nor non-statutory users of the HESA data will be able to use the data to contact you. Under the Data Protection Act 2018 you have the right to a copy of the data held about you by HESA, for a small fee. If you have any concerns about, or objections to, the use of data for these purposes, please contact HESA at www.hesa.ac.uk, or by writing to 95 The Promenade, Cheltenham, GL50 1HZ.

Part 6: Council Billing Address(es)

Council Billing Address for invoice

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Council contact telephone number:

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Council Billing Address for invoice

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TRANSFER OF DATA TO EXTERNAL AGENCIES: Some information about you will be sent to the Higher Education Statistics Agency (HESA) for use by government departments and agencies to enable them to carry out statutory functions under Education Acts. It will be used in an anonymised form for statistical analysis by HESA before publication and release of data to other approved non-statutory users such as academic researchers. Note that your contact details will not be made available to HESA, your names will not be included in its statistical analysis and precautions are taken to minimize the risk of being identified from data. Neither statutory nor non-statutory users of the HESA data will be able to use the data to contact you. Under the Data Protection Act 2018 you have the right to a copy of the data held about you by HESA, for a small fee. If you have any concerns about, or objections to, the use of data for these purposes, please contact HESA at www.hesa.ac.uk, or by writing to 95 The Promenade, Cheltenham, GL50 1HZ.

Sharron G. Jones

17 Aug 8

From: Wendi Patience <wpatience@onevoicewales.wales>
Sent: 05 August 2019 16:45
To: Wendi Patience
Cc: Paul Egan
Subject: RECRUITMENT OF ADDITIONAL TRAINING ASSOCIATES / RECRIWTIO
CYMDEITHION HYFFORDDIANT YCHWANEGOL

To Clerks of Community and Town Councils

August 2019

Dear Clerk,

RECRUITMENT OF ADDITIONAL TRAINING ASSOCIATES

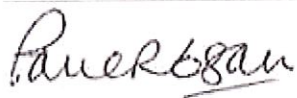
One Voice Wales now offers some 23 training modules as part of its Councillor training programme and we are now looking to recruit several additional training associates. We are looking for trainers to deliver modules in the Pembrokeshire and Carmarthenshire area; in the Gwynedd and Anglesey area; and in the Flintshire and Wrexham area. The trainer to cover the Gwynedd and Anglesey area will need to be bilingual.

Training Associates appointed to these roles will be required to enter into an Associate Agreement, will be expected to attend a Train the Trainer event in Mid Wales (expenses will be paid) and will be provided with a trainer's kit to enable them to deliver the modules. Associates do not receive a salary but are paid for each training module delivered. Currently the training associate rate is £10 per hour for travel time to and from venues, £35 per hour for a three-hour training course and a mileage rate of 45 pence per mile. There is no guarantee of any work and training delivered depends on the demand for courses offered in our training programme.

If you are interested in being considered for a Training Associate role, I would be grateful if you could send me your CV together with the name of two referees who can be approached for a reference. In addition, you are invited to supply a 200-word statement giving your reasons as to why you would like to become a Training Associate.

The closing date for expressions of interest is 23 August, 2019 and your cv and statement should be e-mailed to me at:- pegan@onevoicewales.wales

Yours faithfully,



Paul R. Egan
Deputy Chief Executive

At Glercod Cyngorau Cymuned a Thref

Awst 2019

