

The Learning Agreement

This agreement outlines the responsibilities, expectations, and confidentiality obligations for participation in the Certificate in Local Council Administration (CiLCA) training programme. It is issued by the Trainer and must be signed by the Candidate and their employing council to confirm shared commitment to the learning journey.

Each student, trainer and council¹ must agree to the conditions laid down in the Learning Agreement, the primary purpose of which is to help secure commitment from everyone involved.

Candidate name:	
Trainer name:	
Training organisation:	Devon Association of Local Councils
Name of Council(s):	
Council representative and role	

Purpose

This agreement ensures that all parties understand their roles in supporting the Candidate's successful completion of CiLCA, and that all materials—particularly the CiLCA Portfolio Guide—are handled in accordance with SLCC's confidentiality and intellectual property requirements.

Scope

This agreement applies to all CiLCA training delivered by the Trainer to the named Candidate, including group sessions, one-to-one support, and access to learning materials. It does not constitute an employment contract or guarantee of qualification.

Trainers

Through this Learning Agreement your trainer commits to deliver appropriate and effective training to the candidate and to respond to communications in a reasonable timescale. The trainer will aim to provide further guidance if required. Trainers will seek to ensure that a candidate is ready before undertaking CiLCA

The trainer agrees to:

- Deliver a structured programme of CiLCA training and support, including:
 - Scheduled training webinars
 - Bitesize video resources
 - Regular mentoring sessions
 - One to one support where needed

¹ If you are completing CiLCA without the support of your council, please contact us at enquiries@devonalc.org.uk to discuss.

- Provide access to relevant CiLCA learning materials and guidance, including the Portfolio Guide.
- Support the candidate in understanding CiLCA requirements and preparing their portfolio.
- Review selected drafts to advise on progress, without confirming readiness for assessment.
- Encourage time management, reflective practice, and self-directed learning.
- Monitor engagement and progress; reserve the right to withdraw support if the candidate disengages or fails to make meaningful progress over a sustained period, following reasonable attempts to re-engage.
- Reserve the right to keep your council informed of your progress where necessary.
- Confirm that all fees are non-refundable in the event of withdrawal or non-completion.

Candidates

A student should only embark on this course if they have been in post for at least 12 months and/or have undertaken knowledge training previously such as our Clerks Essentials courses, or the SLCC's ILCA qualification. Students must be confident that the time is available to commit to it fully. Time management is ultimately the student's responsibility.

The candidate agrees to:

- Register for CiLCA via SLCC.
- Attend all agreed training and support sessions.
- Engage in approximately 200 hours of study over 12 months, including training, writing, and work-based learning.
- Submit all portfolio work via Brightspace and consent to SLCC's data handling policies in accordance with GDPR.
- Ensure all submissions are their own work, with clear annotations indicating authorship and context.
- Respond to trainer communications in a timely manner.
- Notify the trainer promptly of any difficulties affecting attendance or progress.
- Seek clarification on feedback from the CiLCA Assessor where needed.
- Treat the trainer and other candidates with respect at all times.

Councils

The council is expected to provide support by giving additional and remunerated time for you to complete the portfolio of evidence and to cover expenses. This is a matter for negotiation between the council and the student; we recommend that any agreement is recorded in the minutes. Please note that if a qualification is required by the council and time is not given to complete the work, this result in a breach of minimum wage legislation.

The council agrees to:

- Support the Candidate throughout their CiLCA studies.
- Provide paid study time and cover training and travel costs where agreed.
- Recognise the time commitment required (approx. 4 hours/week) and monitor workload accordingly.
- Acknowledge the value of CiLCA and its benefits to the Council, and celebrate the Candidate's progress and achievements

Confidentiality and Use of the CiLCA Portfolio Guide

Ownership and Intellectual Property

- The CiLCA Portfolio Guide (the “Guide”) is the intellectual property of the SLCC.
- All rights remain with SLCC; no ownership is transferred.
- All parties agree to comply with UK intellectual property laws.

Permitted Use

- The Guide may only be shared with individuals:
 - Formally enrolled in CiLCA training from a CiLCA Recognised Trainer.
 - Actively attending sessions
- It must not be published, uploaded, or shared on any public or private digital platform.

Confidentiality Obligations

All parties agree to:

- Maintain the confidentiality of the Guide.
- Take reasonable steps to prevent unauthorised access or distribution.
- Ensure recipients understand the Guide’s confidential nature and agree not to share it further.

Prohibited Use

The Guide must not be:

- a. Shared with any third party not enrolled in training run by a CiLCA Recognised Trainer.
- b. Used for commercial purposes outside authorised CiLCA training
- c. Modified, adapted, or used to create derivative works without SLCC’s written consent

Breach and Remedies

Breaches may result in:

- Legal action for copyright or confidentiality violations
- Financial liability for damages to SLCC
- Immediate ceasing of your CiLCA qualification and loss of any monies paid.

SLCC reserves the right to audit compliance

Students will be provided with the learning agreement before beginning the CILCA Support Programme. The signed agreement must be returned prior to starting the course.

This agreement is signed by:

Student

Trainer

Council

Date:

Date:

Date:

Once signed, a copy of this agreement should be kept on file by all parties involved.