



SUSSEX & SURREY ASSOCIATIONS OF LOCAL COUNCILS LIMITED AFFILIATED TO THE NATIONAL ASSOCIATION OF LOCAL COUNCILS

East Sussex ALC Ltd. President - Lord Amphill

West Sussex ALC Ltd. President - Cllr Michael Chater OBE

Surrey ALC Ltd. President - Dame Sarah Goad DCVO, JP, H.M Lord-Lieutenant



CEO - Trevor Leggo

Assistant CEO - Anne Bott

SSALC CiLCA Programme Regulations

Trainers and Mentors –

In some counties there are separate trainers and mentors for CiLCA support, in Sussex and Surrey's case your trainers and mentors are the same, they are –

Isabelle Mouland MILCM

Member Support Officer at SSALC, has CiLCA, CertHE Community Governance & studying Level 5 in SLCC Community Governance course.

Pauline Whitehead BA (Hons) FILCM

Parish Clerk & RFO to Cranleigh Parish Council, has CiLCA, BA (Hons) Community Engagement and Governance & the mentor for the SLCC Community Governance course.

Regulations –

1. This programme is to help students studying the Certificate in Local Council Administration (CiLCA) only. Other advice/training unrelated to CiLCA is not included.
2. Students will not register with SLCC until they have attended SSALC's first CiLCA Programme session.
3. Students are expected to attend the two 4hr sessions offered. A student cannot attend one and not the other.
4. SSALC will not hold one to one sessions with students unable to attend organised group sessions, unless advised.
5. The dates, times and venue information for the two 4hr sessions will be advertised not less than four weeks before the event for students/trainers to make attendance arrangements.
6. In the unlikely event that a session must be cancelled, students/trainers will be notified at the earliest convenience and an alternative session will be arranged within six weeks.
7. SSALC reserve the right to cancel a session at any time, or offer an alternative date without accepting any liability for any costs that you may have incurred.
8. One to one email support is available to students and mentors will respond to emails within a maximum of five days of receipt, unless advised.
9. One mentor will review and comment on a student's draft unit once. Students are not obliged to agree with/use mentors comments.
10. SSALC have the right to cease support to any student that, in their opinion, has had the maximum support the mentors can give. Support will not be ceased without notice.
11. SSALC is not responsible for a student's results.
12. If a student's portfolio fails, support with mentors will continue for up to three months from the date of notification of failure.
13. The fee paid to SSALC is non-refundable. If a student falls behind, misses the submission deadline or leaves their post they will not receive a refund.
14. If a student has a complaint about the Programme they will put their complaint in writing to trevor.leggo@ssalc.co.uk who will respond within 21 working days.

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