

From: Amy Bestwick amy.bestwick@lalc.co.uk
Subject: LALC's Online Councillor Training - now LIVE for bookings!!
Date: 13 May 2020 at 10:34
To:
Cc: Katrina Evans katrina.evans@lalc.co.uk

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Good Afternoon All,

The team at LALC are so proud (and incredibly relieved!) to let you all know that our first online training course is now live and available for booking via the members area of the LALC website. The course is intended as introductory training around the work of Local Councils, much like the Councillor Training Session LALC deliver in 3 hours. This training is in no way intended to replace any face to face training but has been developed to support councillors who cannot (or will not) physically attend the training we arrange.

Bookings

To book a place on the Online Councillor Training you will need to log in to the LALC Website and select the tab on the left-hand column titled 'Online Training'. Please complete the booking form with **the delegates details** and submit. Once LALC receive the training booking, an invoice will be issued to the council.

Upon receipt of payment for the training, the delegate will be provided with their unique username and password to access the training and online quiz along with a wealth of resources required to support the training. The resources provided will be required to be read as prompted throughout the course as much of the information required for the quiz will be provided in the resources and not detailed in the training (this is to encourage learners to use the guidance and supporting documents provided by NALC/LALC etc).

Undertaking the training

The Councillor Training has been broken down into the following 6 sections:

- The role of a Councillor
- The Council
- Being an Employer
- The Community & Local Councils in the Planning Process
- Meeting Procedures
- Council Finances and Risk

Within each of the sections there is a wealth of information plus further reading which is essential. Once all the reading has been completed, delegates will get access to the 60-question multiple choice quiz at the end. There is no pass rate required, it is not an exam.

Following completion of the multiple-choice quiz, delegates will receive a certificate of participation from LALC. This will be sent out via email and not automatically generated by the training platform.

Course fees

The online training is priced the same as a training session (£22.50 per delegate) and is not included in the Annual Training Scheme (unlike the face to face Councillors sessions and days).

Payment is required prior to delegates being issued with log-in details for the training.

training.

The booking form is available at <https://www.lalc.co.uk/online-training/> (log in required)

Kind Regards,

Amy

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