



Serving Parish & Town
Councils in Kent

KALC: LEARNING & DEVELOPMENT PROGRAMME

FOUNDATION L & D MODULES Sept-Dec 2011



***Learning and Development* Foundation Modules for new Councillors and Officers of Local Councils in Kent covering *core themes* & supported by workshops from September 2011**

These pilot modules are the first foundation courses in our new *Learning and Development Programme*. The guiding idea behind our new approach is to provide compact training modules with supporting material and a consolidation workshop across Kent on as flexible and reactive basis as possible.

Over the next few pages you will find an outline of the courses and their locations. Please note that these are only pilots and we are trying to provide as much access as possible. If the demand is present it is our intention to provide an event in your area at a time that suits you! Eventually we hope to have a full brochure of events from foundation to specialised modules on our WWW. Members will be updated via e-mail and the *Parish News*; our newsletter.

The aim of these modules is to provide new Councillors and Officers with a firm grounding in the foundation knowledge required to discharge their role in they Local Council. It is clear that this knowledge is the bedrock for both members and officers to work as an effective team.



The new approach with the modules is to explore the topics thematically and establish knowledge but more importantly the skills required. These skills and knowledge will be eventually enhanced by our entire range of courses which will include foundation, generic and specialised modules. Any Officer or Member progressing through our range of course will eventually obtain a very impressive portfolio. It is the KALC's *Learning and Development Programme's* long term goal that its courses will result in accreditation and professional recognition as appropriate. Successful completion of the Course will result in the award of a Certificate. It is clear that Local Councils face unprecedented change and challenge over the next five years: but this will also be a period of great opportunity providing we invest in training and develop a more sophisticated approach in developing and sharing our skills and knowledge base.



image by Karin Kirk



The Clerk in Action: Power and Responsibilities [O101]

The Clerk in Action: Workshop [O111]

The first foundation module [O101] to be piloted in 2011 is aimed at Clerks and Officers of Local Councils and will appeal to any Clerk or Officer of a Parish or Town Council seeking a foundation course which will include a number of core themes. These will include Learning Skills and key topics from Roles and Responsibilities; Law and Procedure and the concept of Development as it applies to Officers. The typical delegate at this course will be either a newly appointed Clerk or Officer or one who has not been trained to date or is seeking a refresher course at a time of great change in our tier of Local Government. There is no assumed knowledge and all Officers of whatever experience will be very welcome to attend! The course will conclude with a supporting workshop [O111] where delegates can consolidate the theory module [O101] with a series of scenarios and a related assignment that the delegates can complete in



in their own time. The course is designed to develop confidence and successful attendance will allow officers to move on to higher level modules in due course.

The Dynamic Councillor: Challenges and Opportunities [C101]

The Dynamic Councillor: Workshop [C111]

The second foundation module [C101] to be piloted in 2011 is aimed at Councillors and non Councillor members of committees of Local Councils. The courses will appeal to any member of a Parish or Town Council seeking a foundation course which will include a number of core themes. These will include Learning Skills and key topics from Roles and Responsibilities; Law and Procedure and the concept of Development as it applies to members. The typical delegate at these courses will be either a new Councillor or one seeking a refresher course. There is no assumed knowledge and even experienced Councillors will be welcome to attend if only to share their fund of knowledge and pick up new information on our ever changing tier ! The course will conclude with a supporting workshop [C111] where delegates can consolidate the theory module [O101] with a series of scenarios and a related assignment that the delegates can complete in their own time. The course is designed to develop confidence and successful attendance will allow delegates to move on to higher level modules in due course.

