

## PROFESSIONAL DEVELOPMENT PLAN

Name

Date

Objective	Purpose	Development activity	Dates or timescale	Costs if known	Notes
To complete CiLCA	To ensure that the council <ul style="list-style-type: none"> <li>• has a qualified clerk</li> <li>• can use the GPC</li> <li>• can achieve the Quality Award of the LCAS</li> </ul>	County Association CiLCA course	To complete by August 2021	Paid	Units 1-3 passed
To apply for Level 4 by December 2021	To build on CiLCA with an advanced qualification  To provide the council with a deeper knowledge and understanding	SLCC's Level 4 Community Governance	2022 to 2023	£6300 to be paid over 2 years	This is a distance learning university level course costing two-thirds of a traditional university course.
To strengthen understanding of cemetery management for local councils	To ensure that the council complies accurately with legislation relevant to cemetery management	SLCC webinar on Cemetery Legal Compliance	15 <sup>th</sup> /16 <sup>th</sup> June 2021	£145 +VAT	

126 words

Approved by (date)