



PLAY AREA INSPECTIONS

This one-day course is aimed at those who are responsible for completing the routine (daily / weekly) inspections of play areas.

Find out more on page 2



LEARN SOMETHING NEW THIS MONTH

Spring is a great time to refresh knowledge, pick up new skills, and share what you know. Here's what's coming up—plus a few highlighted courses we think you'll love.



FINANCE FOR COUNCILLORS

This session is for councillors only and is designed to give them a greater understanding of their duties with regard to the council's finances.

Find out more on page 4

SOCIAL MEDIA FOR COUNCILS

Getting started with the basics of social media and how to get it right.

Find out more on page 6





PLAY AREA

Inspections

Routine Play Area Inspections – 14 April 2026

This one day course is aimed at those who are responsible for completing the routine (daily / weekly) inspections of play areas.

Syllabus

- The benefits of play
- Injuries occurring on playgrounds
- Legal responsibilities
- Inspection techniques for basic equipment types
- Inspection procedures

Please note:

Attendees will be expected to be able to climb and thoroughly inspect play equipment on-site. Due to the practical aspects of this course and possible inclement weather, please wear appropriate clothing.

This course will take place on **14th April from 9.30am - 4.30pm.**

The training will finish earlier for those who are not taking the exam.

Cost: £235.00 + VAT including lunch, refreshments and course materials

Optional: £140.00 (no VAT) for the Register of Play Inspectors International (RPII) Examination

Upcoming Courses

OALC

RPII Routine Play Area Inspections	14 April	9:30 – 16:30	Benson	£235.00	Book Here
Basics of Data Protection & File Retention	22 April	10:00 – 11:30	online	£45.00	Book Here
Avoid the Audit Trap: Website Compliance	5 May	10:00 – 11:30	online	£45.00	Book Here
Cemetery Training: Memorial Safety	15 May	10:00 – 16:00	Benson	£165.00	Book Here
Listed Buildings and Conservation Areas	3 June	10:00 – 11:30	online	£55.00	Book Here
Code of Conduct	16 June	18:30 – 20:00	online	£35.00	Book Here
Talking Tables & AGM	25 June	10:00 – 15:30	Benson	£40.00	Book Here
Roles and Responsibilities	13 July	10:00 – 16:00	Benson	£125.00	Book Here
RPII Operational Play Area Inspections	14 & 15 September	9:30 – 16:00	Benson	£360.00	Book Here
New Clerk's Training	29 September or 2 February	10:00 – 16:00	Benson	£125.00	Book Here
Councillor Fundamentals	1 October or 3 February	18:30 – 21:00	online	£70.00	Book Here
Core Skills for Effective Clerks	19 November	10:00 – 16:00	Benson	£125.00	Book Here
Roles and Responsibilities	3 December	10:00 – 16:00	Benson	£125.00	Book Here
Beyond the Basics: Risk, Funding & Annual Meetings	25 February	10:00 – 16:00	Benson	£125.00	Book Here

Please remember to let us know of any dietary requirements when booking for in-person courses.

Finance for Councillors

This session is for councillors only and is designed to give them a greater understanding of their duties with regard to the council's finances. **£35 per place.**

Topics include:

- Roles and responsibilities
- setting a budget and precept
- Financial control
- The Annual Governance & Accountability Return
- Internal and external audit
- How VAT applies to local councils

By the end of the session you will:

- Understand the council's duties regarding financial management
- Be aware of relevant legislation and sources of guidance
- Be aware of how the council's accounts are prepared and audited
- Recognise the importance of internal controls
- Understand how VAT law applies to your council

Session leader: Steve Parkinson, The Parkinson Partnership LLP

Steve is a former Town Clerk & an accountant with 30 years' experience in public sector finance, who specialises in advice & training for the local council sector.



Upcoming Courses

Parkinson Partnership LLP

VAT Partial Exemption	14 April	10:00 – 11:30	online	£35.00	Book Here
Introduction to VAT	16 April	10:00 – 11:30	online	£Free	Book Here
Procurement	23 April	10:00 – 11:30	online	£35.00	Book Here
Finance for Councillors	28 April	10:00 – 11:30	online	£35.00	Book Here
Internal Controls	6 May	10:00 – 11:30	online	£35.00	Book Here
New Clerks' Finance	7 May	10:00 – 11:30	online	£35.00	Book Here
Introduction to VAT	19 May	10:00 – 11:30	online	£35.00	Book Here
Finance for Councillors	21 May	18:30 – 20:00	online	£35.00	Book Here
Procurement	2 June	10:00 – 11:30	online	£35.00	Book Here
The Role of Internal Audit	3 June	10:00 – 11:30	online	£35.00	Book Here
Finance for Councillors	4 June	10:00 – 11:30	online	£35.00	Book Here
Internal Controls	17 June	10:00 – 11:30	online	£35.00	Book Here
VAT Partial Exemption	2 July	10:00 – 11:30	online	£35.00	Book Here
Procurement	16 July	10:00 – 11:30	online	£35.00	Book Here

All sessions are interactive, so a device with a reasonable size screen, such as PC, laptop or tablet, is required to participate fully.

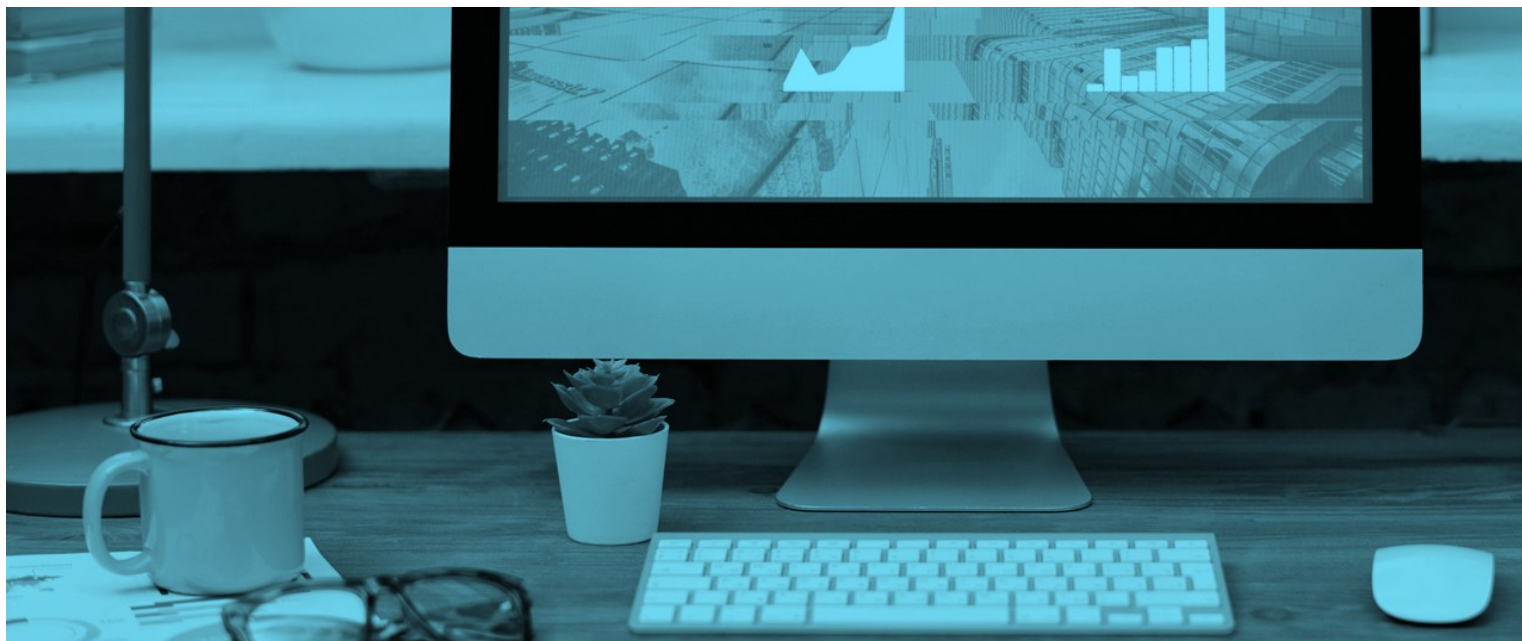
Social Media for Councils

Getting Started - £35

Social media is a great tool for councils to use to improve their communication. In this session you will learn the basics and how to get started right. We will focus on creating a social media strategy and the basics of Facebook. Our goal is to share with you time-saving tools and techniques. Hopefully, this will help you and your council to be more confident using social media.

Advanced Strategies - £35

Councils often use different social media platforms to connect with the community. This session explores a wide range of social media platforms. There will be a focus on how to get the most from key social media platforms. Exploring the ways of ensuring that social media supports your council to achieve its goals and aims. We will also introduce you to social media advertising.



Upcoming Courses

Breakthrough Communications

Data Protection 1	13 April	10:30 – 12:30 or 18:30 – 20:30	online	£35.00	Book Here
Social Media for Councillors	14 April or 29 June	18:30 – 20:30	online	£35.00	Book Here
Social Media: Getting Started	16 April or 11 June	10:00 – 12:00	online	£35.00	Book Here
Data Protection 2	20 April or 7 May	13:30 – 15:30 18:30 – 20:30	online	£35.00	Book Here
NEW! Boosting Your Council's Identity	21 April or 10 June	13:30 – 15:30 9:30 – 11:30	online	£35.00	Book Here
Social Media: Advanced	22 April or 25 June	10:00 - 12:00	online	£35.00	Book Here
Engaging Effectively with Young People	23 April or 2 June	9:30 – 11:30 10:00 – 12:00	online	£35.00	Book Here
Data Protection 3	27 April or 22 June	10:30 – 12:30	online	£35.00	Book Here
Dealing with Local and Regional Media	27 April	13:00 – 15:00	online	£35.00	Book Here
Data Protection for Councillors	28 April or 23 June	18:30 – 20:30	online	£35.00	Book Here
Communicating with your Community 2	5 May	10:00 - 12:00	online	£35.00	Book Here
Canva: Getting Started	6 May	10:00 – 13:00	online	£35.00	Book Here
Emotional Intelligence and Resilience	7 May	10:00 – 12:00	online	£35.00	Book Here
Recruiting Councillors	8 May	10:00 – 12:00	online	£35.00	Book Here

More online courses on communications, community engagement, social media and data protection are available on the [Breakthrough Communications website](#).

Nimble e-learning

Introduction to Local Councils - £16

Suitable for new Councillors and Council Officers, this e-learning module includes a range of activities to help you develop your knowledge of Parish and Town Councils. By the end of the course you will:

- Understand the role of the local councillor
- Identify the council's purpose
- Appreciate how decisions are made
- Identify the principles of public life
- Recognise the council's legal context, and
- Understand how the council

Mental Health Awareness - £16

This online course in Mental Health Awareness has been developed by healthcare training experts, Espirita. It seeks to highlight the issues related to mental health disorders and ensure that learners are equipped with practical knowledge on how to recognise, manage and support those suffering from poor mental health – which could include themselves.

Health and Safety Essentials - £16

This course provides an understanding of potential health and safety issues at work, the legislation surrounding it, and how to improve safety in your workplace.



Available Courses

Nimble e-learning

Civility and Respect Courses

Standards in Public Life
Respectful and positive social media for councils and councillors
Leadership in challenging situations for councils and councillors
An introduction to emotional intelligence and personal resilience
Mental health awareness
Introduction to behavioural agility
Introduction to changing behaviours
Introduction to resilience
Equality, diversity and inclusion essentials
Modern slavery essentials
Personal safety essentials
Stress management essentials

IT and online skills courses

Cyber security awareness training – basic
Cyber security awareness – password management
Cyber security awareness – phishing
Cyber security awareness – video conferencing

Parish and town council courses

Introduction to local councils
Introduction to planning for local councils
Understanding precepts

Essential Skills Courses

Anti-bribery essentials
Anti-money laundering essentials
Bullying and harassment essentials
COSHH essentials
Customer service essentials
Data protection essentials
DSE workstation assessment essentials
Environmental awareness essentials
Fire safety essentials
First Aid essentials
Freedom of Information essentials
Health and Safety essentials
Home working essentials
Human factors essentials
Infection control essentials
Information security awareness essentials
Manual handling essentials
Menopause essentials
Mental health essentials
Modern slavery essentials
Neurodiversity at work essentials
Sexual harassment awareness essentials
Team leadership essentials
Time management essentials
Unconscious bias essentials
Working at height essentials
Working with volunteers essentials

All Nimble e-learning short courses cost £16 and take around 60 – 90 minutes to complete. They can be [booked online](#) but require immediate payment – unfortunately, these courses cannot be paid by invoice. You will need to create an account before booking a course.

Digital Skills

Cloudy IT

Extended: Excel Essentials – Time to Excel	14 April, 11:30 AM - 1:00 PM	This course lays down the foundations required to ensure you can progress with ease to more advanced sessions on Excel. Take your first steps on your journey to Excelling.	£65	Register Here
Jump-in: Microsoft 365 AI CoPilot for to Support Minutes Writing	23 April, 12:00 PM - 1:00 PM	This session introduces Microsoft Copilot and demonstrates how AI can support accuracy, efficiency, and compliance in meeting documentation. The session is led by an experienced practitioner with a live demo and interactive practice.	£45	Register Here
Jump In's: Unlocking Microsoft 365: A Friendly Guide to Getting Started	28 April, 11:30 AM - 1:00 PM	This session is your easy entry point into the world of Microsoft 365. It provides a tour of the features of M365, providing an insight into the core applications and their essential functionalities, empowering you to step into this new digital landscape.	£65	Register Here
Extended: Outlook for Email Efficiency & Time Management	29 April, 11:30 AM - 1:00 PM	This session equips you with tips and tricks to streamline email handling and time management in Microsoft Outlook. Improve your productivity and communication while keeping council operations on track. An interactive session for all to share their frustrations and quick wins.	£65	Register Here
Council Mastery Series: Cyber Security Training for Officers	29 April, 12:00 PM - 1:00 PM	This focused session provides clear, practical guidance on how to work securely, avoid common mistakes, and reduce risk across your council's digital environment. You'll learn how modern threats target local government, how to identify vulnerabilities, and how to apply simple, effective habits that make a measurable difference	£45	Register Here
Jump Ins: Word Accessibility	30 April, 12:00 PM - 1:00 PM	During the session, you'll learn how to make your documents accessible to everyone, including colleagues and stakeholders with different needs.	£45	Register Here
Extended: Word Intermediate – Mastering Reports without the Headaches	5 May, 11:30 AM – 1:00 PM	Providing time-saving techniques to ensure Word works with you rather than against you. This session will improve your confidence by making you proficient with Word. This session works with the reference toolbar.	£65	Register Here
Jump In's: Planner for Collaborative Task Management	6 May, 12:00 PM – 1:00 PM	This webinar focuses on using Microsoft Planner to organise council projects and tasks efficiently, fostering collaboration across departments.	£45	Register Here



CILCA Training

The graphic features the OALC logo (Oxfordshire Association of Local Councils) with a pig icon and the CILCA logo (Certificate in Local Council Administration). The main title is 'CILCA TRAINING WHAT IS INCLUDED?'. It lists four benefits: 4 training sessions and an introductory video; reviewing work before submission; online catch-up sessions; and informal support from other candidates. It also states the cost is £350 for OALC member councils and directs users to the website for more details.

OALC
Oxfordshire Association of Local Councils

CILCA
Certificate in Local Council Administration

CILCA TRAINING WHAT IS INCLUDED?

- 4 training sessions and an introductory video
- Reviewing some of your work before it is submitted
- Online catch-up sessions to check progress and ask questions
- Informal support from other Oxfordshire candidates

Only £350 for OALC member councils
See our website for more details

The training assists and supports your own learning, giving direction on what the modules are looking for and how to approach answering them (but it doesn't give you the answers!)

Candidates are welcome to join the course at an appropriate time and can complete the units in any order.

Please only book the first session that you would like to attend – it does not need to be session 1.

Cost: £350.00 + VAT for all four sessions including refreshments and course materials.

[Book Here](#)

If you have not yet worked in the local council sector for **at least 12 months**, please contact us to discuss before booking.