

## EXPLORE THE WORLD OF IRRV COUNCIL TAX PRO

For further details, contact our team at [onlinetraining@irrv.org.uk](mailto:onlinetraining@irrv.org.uk) or dial 020 7691 8985

IRRV Council Tax Pro is an advanced, web-based interactive learning tool designed as a comprehensive national online program for Council Tax professionals. This program elevates learners from basic awareness to an in-depth understanding, serving as an indispensable, up-to-date reference and refresher tool for seasoned practitioners.

## KEY COMPONENTS OF IRRV COUNCIL TAX PRO

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|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Personal Profile:</b> | Allow yourself to navigate a personalised learning path by identifying your preferred learning style.                                                                                                                       |
| <b>Learning Centre:</b>  | Immerse yourself in a diverse range of learning activities designed to cater to various learning styles.                                                                                                                    |
| <b>Resource Centre:</b>  | Access a program library where essential content from the Learning Centre is available, along with links to crucial legislation, documents, and websites.                                                                   |
| <b>Target Audience:</b>  | This course caters to all staff members seeking an awareness of the legislation and processes involved in Council tax Administration. It also serves as a valuable reference and refresher tool for seasoned practitioners. |

## LEARNING OUTCOMES

### Council Tax in context

- How council tax came about
- Setting the council tax
- Fund administration

### Valuation and appeals

- Rating lists
- Valuation tribunals

### Liability

- Calculating the amount
- Liability of occupiers
- Liability of owners

## Reliefs

- Exemptions
- Discounts
- Disabled reductions
- Council tax benefit

## Billing and collection

- Process
- Demand notice
- Paying the bill

## Recovery and enforcement

- Recovery
- Recovery through the courts
- Enforcement
- Appeals and judicial review

## WHERE DO I GO FROM HERE?

### Advancing your career

#### Recommended qualifications and publications for ongoing development

<b>Training Needs Analysis:</b>	The program includes a comprehensive self-assessment tool with 100 multiple-choice questions identifying training requirements in key subject areas using relevant, work-based scenarios.
<b>Managing Learners:</b>	Our new platform allows you to monitor learner progress and accumulate responses, including registration details, log-in times, activities completed, duration, and quiz scores.
<b>Flexible Learning:</b>	Learners chart their unique course through the course material, progressing at their own pace with activities accommodating diverse learning styles. The Resource Centre serves as a constant reference tool for legal and practical matters.
<b>Duration:</b>	Learning Centre: 30-40 hours Resource Centre: Continuous reference support