

# APPRENTICESHIP IN LOCAL TAXATION & BENEFITS:

## Level 3

### What is an apprenticeship?

Apprenticeships are nationally recognised qualifications that offer an excellent way of mastering practical skills in the workplace. They give people the opportunity to train as they work and earn money, and are increasingly recognised as the gold standard for work-based training.

#### Who is it for?

Anyone who is not in full-time education and above 16 years of age can become an apprentice.

#### Who provides training?

Employers can use external training providers for all aspects of the apprenticeship or can choose to provide some of the training in-house, with verification undertaken by external providers where required.

If you are interested in a joint approach with a training provider please contact our UK Academy for Housing for further details.

#### How much does the apprenticeship cost?

For apprentices aged 16 -19, all training costs are met by the government. For apprentices aged 19+, the employer will be expected to pay a contribution towards the training costs, although in some cases this can be funded if special conditions are met. The employer is expected to meet the cost of the apprentices' wages.

#### How long will it take?

Typically the level 3 apprenticeship can be gained in around 12-18 months.

#### What is the format?

Apprenticeship frameworks are the gold standard in workplace training and they aim to produce well rounded, effective employees with up to date knowledge as well as technical competence. In order to do this apprenticeships include:

1. The main qualification that assesses competence in work situations
2. A knowledge qualification that demonstrates an appropriate level of understanding about the area of work

3. Key/Functional Skills - which ensure that appropriate standards in English, Maths and Information Technology are met

4. Employment Rights and Responsibilities (ERR) - awareness of the rights and responsibilities that are essential in the workplace

5. Development of Personal, Learning and Thinking Skills (PLTS) - that are essential in all workplaces such as effective participators, self managers, independent enquirers, creative thinkers, reflective learners and team workers.

Apprentices are expected to receive a minimum number of off-the-job and on-the-job guided learning hours.

#### What are the benefits?

For employees:

- gain a qualification that is valued by employers
- earn while training
- gain practical, job-specific skills
- work alongside experienced members of staff
- enhance prospects for career progression

For employers:

- improve productivity and profitability
- fill skills gaps now and in the future
- become more attractive as an employer
- government funded training
- improve levels of service

#### Next steps

For more information, contact the Institute of Revenues, Rating and Valuation. Visit [www.irrv.net](http://www.irrv.net) or email [lindsay.frankland@irrv.org.uk](mailto:lindsay.frankland@irrv.org.uk)

Alternatively, visit [www.apprenticeships.org](http://www.apprenticeships.org) or call the National apprenticeship service on 0800 015 0 600.

Or visit [www.assetskills.org](http://www.assetskills.org) or call 0845 678 2 888 or your local training provider.

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## Summary of Mandatory Outcomes

### Level 3 Apprenticeship

#### *Main qualification*

Level 3 Diploma in Local Taxation and Benefits

#### *Knowledge qualification*

The knowledge requirements are part of the main qualification

#### *Key/Functional Skills*

Level 2 Communications/English  
Level 2 Application of Number/Maths

(Apprentices who have GCSE A-C grades may be exempted)

#### *Employment Rights & Responsibilities*

Apprentices will be required to complete the Asset Skills Workbook

#### *Personal, Learning and Thinking Skills*

Apprentices will be required to complete the Asset Skills Workbook

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The apprentice will complete one of the pathways below:

### Level 3 Benefits Pathway

*Compulsory units:*

Work effectively in the administration of Local Taxation or Benefits

Evaluate benefit claims

Calculate and pay benefits

Update claims when notified of a relevant change

Apply controls to claims to minimise overpayments

Take appropriate action to calculate and recover overpayments

Understand the law relating to routine housing and council tax benefit cases

Understand the law relating to non-routine housing and council tax benefit cases

Understand the general principles of local taxation

*Optional units: (Choose one unit from Group A and one from Group B)*

*Group A*

Understand the administration of Local Taxation and Benefit services

Understand the law and principles of detecting fraud

*Group B*

Process appeals against authority decisions (Choose competence or knowledge based route)

### Level 3 Revenues Pathway

*Compulsory units:*

Work effectively in the administration of Local Taxation or Benefits

Establish individual liabilities

Monitor and update amounts due including updating reductions

Implement billing and collection procedures

Monitor payments and enforce liabilities

Understanding the law relating to local taxation, valuation and billing

Understanding the law relating to local taxation, enforcement and recovery

Understand the general principles of housing and council tax benefit

*Optional units: (Choose one unit from each of Groups A, B and C)*

*Group A*

Maintain records of properties for Local Taxation

Implement enforcement and recovery procedures

*Group B*

Understand the administration of Local Taxation and Benefit services

Understand the law and principles of detecting fraud

*Group C*

Process appeals against authority decisions (Choose competence or knowledge based route)

### Level 3 Generic Pathway

*Compulsory units:*

Work effectively in the administration of Local Taxation or Benefits

Understanding the law relating to local taxation, valuation and billing

Understanding the law relating to routine housing and council tax benefit cases

*Optional units: (Choose one unit from each of Groups A and B and six from Group C)*

*Group A*

Understand the administration of Local Taxation and Benefit Services

Understand the law and principles of detecting fraud

*Group B*

Process appeals against authority decisions (Choose competence or knowledge based route)

*Group C*

Establish individual liabilities

Monitor and update amounts due including updating reductions

Implement billing and collection procedures

Monitor payments and enforce liabilities

Implement enforcement and recovery procedures

Calculate and pay benefits

Update claims when notified of a relevant change

Apply controls to claims to minimise overpayments