

IRRV CERTIFICATE / TECHNICIAN SYLLABUS 2009

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ABOUT THE INSTITUTE

The Institute of Revenues Rating and Valuation is the professional body for people working in the fields of local revenues and benefits administration, and both public and private sector valuation. It promotes its members' interests in offering sought-after qualifications and professional development opportunities, as well as representing the professions at both central and local government level. The Institute keeps its members informed of current issues through its range of publications, conferences and courses, and conducts research projects on behalf of government and commercial clients.

The two main levels of membership are Technician, for those at an early stage of their career, and Corporate, which has full professional status. Both Technician and Corporate members are represented on the Institute's governing Council.

Accredited Level 3 Certificate, England, Wales and Northern Ireland; Certificate in Scotland

The Level 3 Certificate has been accredited as a Vocationally Related Qualification in England, Wales and Northern Ireland by the government's education regulator, the Qualifications and Curriculum Authority (QCA), since July 2007. This means that the Institute works to agreed standards in its conduct of examinations and assessments, and that, in addition to the long experience the Institute has as an awarding body, it can draw on the expertise and advice of the regulator.

Candidates in England, Wales and Northern Ireland who pass all parts of the Certificate after July 2008 will receive the Level 3 Certificate qualification (IRRV Level 3 Certificate in Local Taxation and Benefits).

The Certificate is non-accredited in Scotland (IRRV Certificate in Local Taxation and Benefits), but similarly provides access to IRRV Technician membership- see below.

Candidates throughout the UK who obtained a pass in one or more components of the former Technician qualification **before** July 2007, and who successfully complete all necessary components within the qualifying period of two years, will be awarded a Technician qualification (non-accredited).

Qualifications and Membership

The written examinations and assessments described in this publication lead to the Certificate / Technician qualifications – which provide access to IRRV Technician Membership. Additionally, the Institute offers National Vocational Qualifications (NVQs) and Scottish Vocational Qualifications (SVQs) in revenues and benefits, and a VOA Technician qualification in Valuation. These provide access to Technician membership.

Continuing Professional Development

Technician members can enrol on the Continuing Professional Development (CPD) scheme. This is an invaluable support to members in maintaining and broadening their skills and knowledge in their professional lives.

Regulation of Examinations and Assessments

The Institute's Law, Research and Education Committee, a standing committee of Council, determines the content and regulation of the examinations and assessments. It is advised by the Syllabus Review Group, a body composed of practitioners, academic representatives and

assessment specialists, which monitors the working of the syllabus and proposes periodic updates and modifications to the syllabus on the basis of observation and comments received.

The management of the examinations and assessments is overseen by the [QM] Board, whose principal functions are to appoint examiners, commission and edit examination papers, moderate and approve results, consider candidate requests for special treatment, supervise examiners' reviews and appeals, and award prizes.

At all times the three bodies keep before them the need to ensure that the examinations and assessments are fair and consistent, that they maintain the high standards required by both internal and external regulation, and that they continue to fulfil their function of serving the professions in assessing and recognising up-to-date workplace knowledge and skills.

ENTRY REQUIREMENTS

To enter for the Institute's **Certificate / Technician** examinations and assessments, candidates must be a member of the Institute and must have a good standard of education. Emphasis is placed on the need for candidates to be able to express themselves fluently and accurately in written English.

ACCREDITATION OF PRIOR LEARNING (APL)

Certificate / Technician – Subject Credits

Candidates holding qualifications which they consider to be similar in content and level to certain components of the Certificate/Technician examinations and assessments may apply for subject credits. If the application is successful then examinations/assessments in the subject(s) in question would not need to be taken. An accreditation fee is payable where applications are successful.

Accreditation is subject to certain restrictions and regulations:

- Credits will not be granted for core technical subjects
- Qualifications that form part of the entry requirements will not attract credit
- Credit will normally only be considered where the subject taken is at the same level as the subject for which credit is being sought or where the depth of study in a specialist subject is comparable, although the overall level of the qualification might be lower
- The content of the syllabus being submitted for credit must reflect current practice
- Students must supply a copy of the syllabus for which credit is being sought and must "map" in detail the content and learning outcomes against the IRRV syllabus.
- Applications from students who do not supply sufficient information will be rejected.
- Candidates must apply for credits BEFORE attempting examinations and assessments at the applicable level; applications cannot be considered retrospectively.

Further information and the official submission form for APL applications are obtainable from the Institute.

REGIONAL VARIATIONS

While the syllabus is applicable to the whole of the UK, it is recognised that law, procedures and terminology can vary between England, Northern Ireland, Scotland and Wales across the professional fields covered. Separate England & Wales and Scottish papers will be offered where appropriate.

All examination papers are edited by country subject specialists before approval, and variations incorporated where necessary.

CHANGES TO THE LAW; OTHER CHANGES

All changes to the law must have been in force for a minimum of **TWO MONTHS** before they can be the subject of questions in law papers. However, in administration papers (not law papers) candidates are expected to refer to any relevant green and white papers, guidance documents etc.

Updated information on the effects of changes to the law, regulations and procedures relevant to specific syllabus subjects will be made available on the Institute website (www.irrv.org.uk), which should be consulted regularly. Information on format of examinations and assessments, which may be modified from time to time, will also be published on the website.

PRACTICAL INFORMATION

Time and Place of Examinations

Examinations take place in June and December each year. All subjects are available at both sessions. Examinations take place at designated centres throughout the UK. Candidates may choose their most convenient centre. Details of centres and timetables are published in advance of each examinations session.

See individual subject entries for details.

Entry Procedure

Candidates must submit their examination / assignment entries, on the official entry form, by the published closing date for the session. Entry forms are available directly from the Institute. Payment of the current fees should be made with entry, except where agreed with the Institute.

The publicised closing dates are normally 1st March for the June session, and 30th September for the December session. Late entries may be accepted, at the Institute's discretion, and will incur an additional late entry fee.

Module Entry – Validity of Pass Credits

Candidates may enter for all subjects of a particular level at one session, or may enter for them singly or in any combination over a period of two years. In order to gain a full pass at a given level, passes must be obtained in the appropriate combination of subjects within the two-year period. A pass in an individual subject remains valid for a period of two years.

A two-year period comprises five consecutive examination sessions, eg December 2008-December 2010.

Candidates who have previously obtained the Certificate / Technician qualification may, at any subsequent examinations session, enter for additional subjects in order to gain further subject credits. A Letter of Credit will be issued for additional subjects passed.

Payment of Examination/Assessment Fees

Payment should normally accompany the examination/assessment entry. If Credit Card or BACS is not available an invoice can be issued. However this must be agreed with the Institute's Education Department in advance. The office to which the invoice should be

addressed should be clearly stated, with the name of the person responsible for authorising the payment.

Results

Individual subject papers are awarded a Pass result if a mark of 50% is obtained, based on content and, where appropriate, other criteria, eg correct formatting. All four subjects of the chosen pathway must be passed to achieve the full qualification. A subject distinction result is given for a score of 75% or above.

Results are issued on a designated date following each session, usually in late August (June session) and late January (December session). Results letters are sent by first-class post on the designated date, and results are also placed on the Institute's website on the morning of the same day. Candidates may only access their own results using a numbered code. Details are sent with confirmation of examination entries. Results may be withheld if entry fees or membership fees remain outstanding and will only be released on settlement of these fees.

Certificates

Certificates are awarded to candidates who successfully complete the Certificate / Technician and Full Professional Qualifications. Certificates are either sent directly to candidates, or are issued through the local IRRV Association, depending on each Association's procedures.

Certificate / Technician certificates will specify the subjects passed.

Prizes

At the discretion of the [QM] Board, prizes may be awarded for outstanding performance.. Prize-winners will be informed at the time of issue of results.

Administrative Check of Results; Examiner's Review of Scripts, Appeals

Following the issue of results, candidates may request an administrative check of the marks or grades awarded. There is no charge for this service.

Candidates who have failed a particular subject may request an Examiner's Review of their script, upon payment of the current fee. The examiner will provide a report on performance for the candidate, and will review the marks awarded. Following an examiner's review, the candidate may lodge an appeal against a fail result, on payment of a further fee. Under the Appeals procedure a member of the [QM] Board will scrutinise the script and a sample of others, in order to consider the fairness of the marking, and will report his/her findings to the [QM] Board, or its Chair. A decision will then be made to uphold or change the original result. This decision will be final.

Past Papers and Examiners' Reports

Past examination papers, and examiners' general reports on the performance of all candidates, will be made available on the Institute's website.

Further Information

For further information and all queries relating to courses, examinations, assessments and membership the Institute's Education Section should be contacted by e-mail, letter, fax or telephone.

IRRV LEVEL 3 CERTIFICATE IN LOCAL TAXATION AND BENEFITS (England and Wales)
IRRV CERTIFICATE IN LOCAL TAXATION AND BENEFITS (Scotland)
- STRUCTURE

Revenues Pathway

All mandatory units:

Revenues and Benefits Administration
Council Tax Law
Non-Domestic Rating Law
Housing and Council Tax Benefit Law

Benefits Pathway

All mandatory units:

Revenues and Benefits Administration
Council Tax Law
Prevention and Detection of Housing and Council Tax Benefit Fraud
Housing and Council Tax Benefit Law

Valuation Tribunals Pathway *England and Wales only*

All mandatory units

Administrative Justice
Valuation Tribunal Administration
Council Tax Law
Non-Domestic Rating Law

DETAILED SYLLABUS CONTENT

Revenues and Benefits Administration (CERTIFICATE)

Aim

To provide a knowledge and understanding of the

- administration of the revenues/benefits functions for a local authority and the role of the revenues/benefits administrator,
- relationship of revenues and benefits administration with the overall administration of a local authority
- various local taxes and revenues available to the local authority and the significance of collection
- style of delivery of housing and council tax benefit services.
- role of quality systems, performance management and the relationship with external bodies

Learning Outcomes

On completion of their studies, students should be able to:

- recall the overall range of functions of a local authority and their relationship with revenues and benefits
- identify the principal powers and duties of a local authority in respect of local taxation and benefits.
- discuss the principles of e-government and their application to revenues and benefits
- describe and explain customer care and customer contact policies in relation to revenues and benefits
- describe performance management and explain its impact upon revenues and benefits administration.
- describe and identify the organisational and management approaches required for the administration of revenues and benefits in a local authority
- administer the exercise of discretion and cases referred to appeals tribunals
- identify the statutory inspection and audit requirements for revenues and benefit services.

Content

Structure

The structure, functions and principles of financing and administration of local government. Sources of Income. Relationships between local authorities, regional authorities and central and devolved government. Governance of local authorities and the scrutiny function. Separation of responsibilities between Officers and Members; roles and responsibilities of Statutory Local Government Officers. The Judicial System and Judicial Review, Local Authority role as a partner in a public private partnership, outsourcing, shared services, and in other joint ventures with private and public sector bodies.

Operational arrangements

The work processes relating to revenues and benefits services; financial controls and the management of financial transactions relating to revenues and benefits. Setting and delivery of policy initiatives such as take-up campaigns, publicity, corporate debt, social inclusion, poverty, consultation, focus groups and customer panels. Subsidy, Statistics, Audit (external and internal) and the role of inspectorates in local government controls and the provision of statistical information and the completion of government returns. The various delivery

models, elements of good process design, processing standards, Performance Management; setting and monitoring performance targets; performance measures including standards indicators information technology applications including the development of e-commerce; communication and customer relationship management.

General Administration

The relationship with other council departments; liaison with government agencies and appeals services; publicity; the principles of form and document design including the use of plain language; liaison with the Welfare Rights Service and the Citizens Advice Bureaux; dealing with elected members and the general public; presentation of management and committee reports; staff recruitment and training; control and organisation of workload; organisation of the revenues/benefits office; distribution of duties; acquisition of specialist stationery, equipment, services and systems; all relevant Court proceedings and their administration; public enquiry facilities; customer service standards; including complaints procedures; Ombudsman; data protection; freedom of information; race relations; equal opportunities and the equality standard ; publicity and advertising material; relationships with the media; the awarding of reliefs and exemptions; the exercise of discretion.

Valuation Tribunal Administration (CERTIFICATE) *England and Wales only*

AIM

To provide a knowledge and understanding of the statutory duties and responsibilities of the Valuation Tribunal, its administration and relationships with other bodies.

Learning Outcomes

On completion of their studies, students should be able to:

- explain the relevant legislation relating to constitution and jurisdiction of Valuation Tribunals and its application
- discuss the general administrative functions relating to the Valuation Tribunal as a Parent Body
- identify the principal roles of the President, Chairman, Clerk and Tribunal.

Content

Legal Framework - the legal framework for the establishment, jurisdiction, administration and procedures of the Tribunal to the extent that it affects its administration and practice.

The Tribunal (The Parent Body) - constitution: membership, appointing authorities, terms of appointment, disqualifications, resignations, removal from office; election, powers and duties of President and Chairman.

Law of meetings - minutes; admission of press and public.

Jurisdiction - Non-Domestic Rates (NDR), Council Tax Valuation, Council Tax Liability and Drainage Rate Appeals.

Tribunal administration - programme of tribunals, selection of members and cases for hearing, pre-hearing reviews; relationship with government departments, Valuation Office Agency and local authorities; application of the management and administration procedures and practices to the Valuation Tribunal.

Types of tribunal Statutory tribunals: characteristics, roles, functions, organisation, membership, powers. Statutory Inquiries and special tribunals: purpose and use

Control by Parliament over administrative activity Judicial review: purpose, process and available orders; basis for challenge: principles of natural justice, excess or unreasonable exercise of powers, failure to act. Other judicial remedies

Council Tax Law (CERTIFICATE)

Aim

To provide an introduction to council tax law, and its application to the billing, collection, enforcement and the assessment of council tax in England, Wales and Scotland.

Learning Outcomes

On completion of their studies, students should be able to:

- recall and discuss the legislation governing the administration and collection of council tax *and domestic water services charges (Scotland only)*
- recall relevant case law and explain how this has impacted on the interpretation of the relevant legislation
- state the basis of the council tax valuation
- describe the appeals process in relation to valuation and non valuation matters
- identify the factors which affect the calculation of liabilities and reliefs
- describe and explain the rules which govern billing, collection, recovery and appeals procedures.

Content

ENGLAND AND WALES: (same paper)

Valuation - valuation list; listing officer; basis of valuation; compilation and maintenance; completion notices, contents alterations; effective dates; valuation tribunal; constitution; pre-hearing review; hearing; decision; changes to band; examples.

Liability - determination; liable person; sole or main residence; joint & several liability; owners; determination; prescription; resolution; caravans & boats; gathering of information; residents / owners & managing agents; public bodies; deaths; penalties; council tax appeals.

Reliefs - exemptions; determination; vacant; unoccupied (special conditions); unoccupied (relevant absentee) occupied; administration; discounts; determination; disregards; disabled reductions; determination; calculation of relief.

Billing and Recovery-; reductions for prompt payment / non-cash payments demand notice; instalments; enforcement; reminder / final notices; complaint; summons; liability orders; statement of case; request for information; attachment of earnings; attachment of allowances; deductions; distress; charging order; committal; costs & fees; outline of insolvency, liquidation and bankruptcy.

SCOTLAND:

Valuation – valuation list; the Assessor; valuation areas/boards; basis of valuation; compilation, maintenance and alterations to the list; effective dates, completion notices; proposals; appeals; Valuation Appeal Committee.

Liability - determination; liable person; sole or main residence; joint & several liability; owners; prescription; gathering of information; residents / owners & managing agents; public bodies; discounts and exemptions, civil penalties and appeals; exemptions; determination; vacant; unoccupied (special conditions); unoccupied (relevant absentee) occupied; administration; discounts; determination; disregards; disabled reductions; determination; calculation of relief.

Billing and Recovery - tax setting, reductions for prompt/non cash payment, demand notices, administration of discounts and exemptions, requests for information, instalments, reminders/final notices, summary warrant, ordinary action, Sheriff Officers, forms of

diligence, direct deductions from income support, inhibitions, outline of Debt Arrangement Scheme, bankruptcy, liquidation and insolvency.

Housing and Council Tax Benefit Law (CERTIFICATE)

Aim

To provide an introduction to the law relating to housing and council tax benefits and its practical application.

Learning Outcomes

On completion of their studies, students should be able to:

- recall and explain the principles of all aspects of the law relating to housing and council tax benefit;
- recall relevant case law and Commissioners' decisions and explain how these have impacted on the interpretation of the relevant legislation
- identify the law appropriate to the solving of benefits issues and problems
- describe and explain the rules which govern assessment and calculation, transitional and discretionary awards, and the award and payment of benefit
- recall the rules governing benefit subsidy
- describe and explain tenancy matters relevant to housing and council tax benefit.

Content

The structure of Benefits legislation - the principles of all aspects of the law of housing and council tax benefits; case law and associated social security matters.

Eligibility and disentitlements and the law governing claims and claimants - the duty of the local authority with regard to decision-making on claims and representations thereto; right of review; the role of The Tribunals Service, its constitution and the rights of the respective parties; judicial review

The Assessment Unit - Family; household; joint occupiers; sub-tenants non-dependants boarders and lodgers

Measurement of Need - applicable amounts, personal allowances; premiums

Measurement of Resources - income; capital

Housing and Council Tax costs - Local Housing Allowance; the background to eligible rent including determinations made by the Rent Officer: amenity and service charges; water charges; Benefit prior to occupation and after absence from home; eligible council tax

Principles of Calculation - Tapers; calculation formula; students; second adult rebate; minimum and maximum awards of benefit;

Discretionary and transitional awards of benefit - effective date of claims and changes of circumstances; provisions for backdating claims and extended payments.

Payment and Award of Benefit - payment to third parties; suspension of payment; overpayments; excess benefits; underlying entitlement; recovery of overpaid benefits.

Subsidy - basic rules outlining benefit subsidy

Prevention and Detection of Housing and Council Tax Benefit Fraud (CERTIFICATE)

Aim

To provide an introduction to the legal provisions and principles involved in the prevention and detection of housing and council tax benefit fraud.

Learning Outcomes

On completion of their studies, students should be able to:

- describe the law relating to the prevention and detection of fraud
- state the types of fraud being committed and the methods used by fraudsters
- apply the law relating to the prevention and detection of housing and council tax benefit fraud
- outline the principles, practice and procedure involved in preventing and detecting fraud
- describe the legal and practical requirements relating to the preparation of cases for prosecution.

Content

Relevant Legislation and Policy - the law relevant to the prevention and detection of fraud including an understanding of the various offences involved and the range of legislation under which prosecutions or sanctions can be taken

- Local Authority policies in relation to codes of practice for the detection and prevention of fraud
- Counter-fraud strategies and measures
- Subsidy issues; how fraud is funded and structured in local authorities
- The role of external audit and associated inspectorates

Organisation and Planning - organising and planning fraud initiatives including objective setting and an understanding of the sources of information available, intelligence gathering, evaluation of intelligence (5x5x5), recording of information, data protection issues, and data analysis; working with other agencies; an understanding of information technology requirements; preparation and planning of a surveillance operation, surveillance techniques, evidence gathering, health and safety, the impact of the Human Rights Act 1998; the law relating to photographic evidence and its use in the detection of fraud; preventing and deterring fraud; working within current legislation.

Investigative Interviewing - communication skills including active listening, questioning techniques, and non-verbal communication; preparing and planning an interview; structuring and controlling an interview; PACE (England and Wales) / PEACE; use of tape recording equipment, taped transcripts and summaries; dealing with third parties; techniques involved in eliciting information; recognising and dealing with aggressive behaviour.

England and Wales

Rules on Disclosure - an understanding of the provisions of the Criminal Procedure and Investigations Act as it relates to the law on disclosure including:

- the disclosure process,
- the roles created by the code,
- the completion of the disclosure schedules,
- maintaining continuity of evidence and preparation of exhibits,
- preparation of evidence statements.

The Courts - an understanding of the legal process and the courts through which prosecutions can be undertaken; court etiquette; the role of the police, and the officers of the court; the role of the local authority as a prosecuting authority; preparing and presenting evidence; the role of witnesses; the impact of case-law on local authority counter-fraud policies.

Scotland

Rules on how to submit cases for Prosecution and the Alternatives to Prosecution - how cases are prosecuted in Scotland; the roles involved in the process; the disclosure and precognition process; maintaining continuity of evidence and preparation of productions; preparation of evidence statements; the role of the local authority as a prosecuting authority.

The Courts - an understanding of the legal process and the courts through which prosecutions can be undertaken; court etiquette; the role of the police and the officers of the court.; the persons involved in the Scottish Legal process; preparing and presenting evidence;
the role of witnesses; the impact of case-law on local authority counter fraud policies.

Non Domestic Rating Law (CERTIFICATE)

Aim

To provide an introduction to non-domestic rating law and its application to the billing, collection enforcement and the assessment of Non-Domestic Rates in England, Wales and Scotland.

Learning Outcomes

On completion of their studies, students should be able to:

- recall and discuss the legislation and case law governing the administration and collection of Non-Domestic Rates
- state the bases of valuation
- describe the appeals process in relation to valuation matters
- identify the factors which affect the calculation of liability to Non-Domestic Rate
- state the criteria for considering and then awarding relief from the Non-Domestic Rate
- describe and explain the rules which govern billing, collection, recovery procedures.

Content

ENGLAND AND WALES

Valuation - Local and central rating lists; valuation officer; basis of valuation; compilation and maintenance of list; contents; alterations; effective dates; interest; appeals

Liability - Exemptions;

Occupation - Liability; 4 elements; joint & several; seasonal; advertising rights; appeals

Unoccupied rate - Liability; exemptions; completion notices; appeals

Reliefs

Transition - Conditions; period and amount of relief; appeals

Small Business - Conditions; period and amount of relief; financial implications; appeals

Charities & kindred organisations - Conditions; period and amount of relief; financial implications; appeals

Rural Areas - Conditions; period and amount of relief; financial implications; appeals

Part-Occupied - Conditions; period and amount of relief; financial implications; appeals

Hardship - Conditions; period and amount of relief; financial implications; appeals

Recovery

Billing/collection - Multiplier; demand notice; instalments

Enforcement - Further/reminder notices; complaint; summons; liability orders; statement of case; distress; security for unpaid rate; an introduction to insolvency; committal

SCOTLAND

Valuation - Valuation Roll; the Assessor; Valuation areas/boards; bases of valuation; compilation, maintenance and alterations to the roll; exemption from valuation; effective dates; appeals; Valuation Appeal Committee, Lands Tribunal.

Liability - Rateable occupation, joint and several, prescription, obtaining information from landlords, empty rate provisions, interest on overpaid rates, appeals against improper assessment.

Interest on overpaid rates

Reliefs / Remission of rates

Transitional arrangements, mandatory and discretionary reliefs, hardship, rural areas, small business bonus scheme, disabled persons.

Recovery

Rate poundage, demand notices, instalments, reminders/final notices, summary warrant, ordinary action, Sheriff Officers, forms of diligence, inhibitions, outline of Debt Arrangement Scheme, Bankruptcy, liquidation and insolvency

Administrative Justice (CERTIFICATE) *England and Wales only*

Aim

To provide an outline knowledge and understanding of the sources of law of the United Kingdom, particularly that affecting administrative bodies, the organisation and structure of the judicial system, the legal framework in which judicial and administrative bodies operate

Learning Outcomes

On completion of their studies, students should be able to:

- identify the major sources of law of the United Kingdom
- outline the structure, organisation and personnel of the judicial system
- describe the roles and functions of the various courts
- describe the legal status and responsibilities of administrative and semi-judicial bodies such as tribunals and executive departments
- explain the judicial and other controls exercised over administrative activities

CONTENT

Major sources of law

(Outline only)

Legislation: Acts of Parliament (primary legislation); method of passage through Parliament from First Reading to Royal Assent, repeal and amendment

Delegated (secondary) legislation; law making powers of the Executive; limits to such powers and basis for challenge in the courts

Common law: the principle of judicial precedent; major rules of statutory interpretation

Effect on U.K. law of:

European Law: status of Treaty, Regulation, Directive, Decision

European Convention on Human Rights

JUDICIAL SYSTEM AND COURTS

Judiciary: Lord Chancellor (or equivalent position), judges, magistrates: appointment, roles, responsibilities and functions

Other legal personnel: roles and functions of barristers, solicitors, court staff

U.K. civil and criminal court system: House of Lords or equivalent judicial body; Court of Appeal; High Court; County Court; Crown Court; Magistrates Court; Scottish Courts; nature of each court, its roles, functions, organisation, appeal hierarchy

ADMINISTRATIVE AND SEMI-JUDICIAL BODIES

TRIBUNALS AND INQUIRIES

Types of tribunal

Statutory tribunals: characteristics, roles, functions, organisation, membership, powers

Statutory Inquiries and special tribunals: purpose and use

EXECUTIVE DEPARTMENTS

Judicial, quasi-judicial and other powers required for principal types of activity, such as decision-making in the modern state (central and local government); exercise of such powers by Ministers, officials and administrative tribunals; limits of discretion

JUDICIAL AND OTHER CONTROLS

Control by Parliament over administrative activity

Judicial review: purpose, process and available orders; basis for challenge: principles of natural justice, excess or unreasonable exercise of powers, failure to act

Other judicial remedies

Legal liabilities of administrative authorities and officials to the public commissioners for administration