

Euclidian Benefits Pro is a web-based interactive learning tool designed as a standard national on-line advanced programme for Housing Benefit and Council Tax Benefit staff.

The programme takes a learner from a basic awareness level up to a standard of in-depth knowledge. It also acts as an invaluable up-to-date reference and refresher tool for the experienced practitioner.

**Euclidian Benefits Pro** has three key areas:

### 1. Personal Profile

Allows the learner to plot a personal route through the programme by identifying the learning style which best suits them.

### 2. Learning Centre

Provides a comprehensive range of learning activities designed to accommodate a range of learning styles.

### 3. Resource Centre

Acts as the programme library where learners can view important content from the Learning Centre and link to essential legislation, documents and websites.

### Target audience

This course is designed to appeal to all staff who need to be aware of the legislation and processes involved in Housing Benefit and Council Tax Benefit administration.

### Learning Outcomes

#### Eligibility

- ◆ Making a claim
- ◆ Occupying a dwelling
- ◆ Who is liable?
- ◆ Who is not liable?
- ◆ Persons from abroad
- ◆ Students
- ◆ Fraud Awareness

#### Rents and Council Tax

- ◆ Rents and service charge
- ◆ Local Housing Allowance (LHA)
- ◆ Role of the Rent Service
- ◆ Other rent issues
- ◆ Eligible Council Tax

#### Applicable amounts

- ◆ Who lives with the claimant?
- ◆ Non-dependants
- ◆ Allowances and premiums

#### Income and capital

- ◆ Earned income
- ◆ Self employed earnings
- ◆ Other income
- ◆ Student income
- ◆ Capital

#### Calculation and payment

- ◆ Making a decision
- ◆ Second Adult Rebate (2AR)
- ◆ Duration of the claim
- ◆ Paying HB and CTB
- ◆ Decision notices (excluding overpayments)

#### In-claim decisions

[www.irrvlearning.org.uk](http://www.irrvlearning.org.uk)

020 7691 8984

[euclidian@irrv.org.uk](mailto:euclidian@irrv.org.uk)



- ◆ Change of circumstances
- ◆ Extended payments and In-work claims
- ◆ Suspensions and terminations
- ◆ Identifying incorrectness
- ◆ Appeals
- ◆ Discretionary Housing Payments

### Overpayment

- ◆ Calculating overpayments
- ◆ Recovering overpayments

### Where do I go from here?

- ◆ Career development
- ◆ Keeping up to date

### Training Needs Analysis

The programme also contains a comprehensive Training Needs Analysis tool. The self assessment tool contains 100 multiple choice questions which identify training requirements in key subject areas using relevant, work based scenarios.

### Managing learners

If you invest in online training you need to know that your funds have been spent wisely. Imago Manager (the tutor area of the programme) allows you to track the progress of your learners and to accumulate their responses. For example, you can find out;

- ◆ who has registered;
- ◆ when they have logged on;
- ◆ what they have done;
- ◆ how long it has taken them;
- ◆ their responses to activities;
- ◆ their scores in quizzes and TNAs.

### Access levels

The programme has three access levels:

- ◆ Learner Level access
- ◆ Tutor Level access
- ◆ Super Tutor Level access

### Flexible learning

Learners take their own route through the topics covered in the course. They will learn at their own pace through a variety of activities designed to accommodate a range of learning styles. The programme Resource Centre acts as a continual reference tool to confirm matters of law or practice.

### Duration

Learning Centre: 30-40 hours  
Resource Centre: continuous

[www.irrvlearning.org.uk](http://www.irrvlearning.org.uk)

Circular Summaries written by subject matter experts are included in the programme