

Euclidian Council Tax Pro is a web-based interactive learning tool designed as a standard national on-line advanced programme for Council Tax 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 Council Tax 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 Council Tax administration.

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?

- ◆ *Career development*
- ◆ *Keeping up to date*

Training Needs Analysis

The programme also contains a comprehensive Training Needs Analysis tool (which we call a self assessment within the programme). 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 various access levels including:

- ◆ 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

The programme also contains a 100 question TNA which tests users on relevant, work-based scenarios

