

# EUCLIDIAN COUNCIL TAX BASICS

Euclidian Council Tax Basics is a web-based interactive learning tool designed as a standard national on-line induction programme for new entrants into Council Tax.

**Euclidian Council Tax Basics** 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 fundamentals of Council Tax. It can also be used as a reference tool for the experienced practitioner.

## Learning Outcomes

### Introduction to your role

- ◆ *What is Council Tax?*
- ◆ *Data Protection and Freedom of Information*
- ◆ *What other resources exist for Council Tax Officers?*
- ◆ *Where does the IRRV fit in?*

### Council Tax in context

- ◆ *Why do we need Council Tax?*
- ◆ *Who sets the Council Tax?*

### Valuation

- ◆ *What is a valuation list?*
- ◆ *What is the billing authority's role in regard to the list?*
- ◆ *What is a valuation tribunal and what is it for?*

### Liability and reliefs

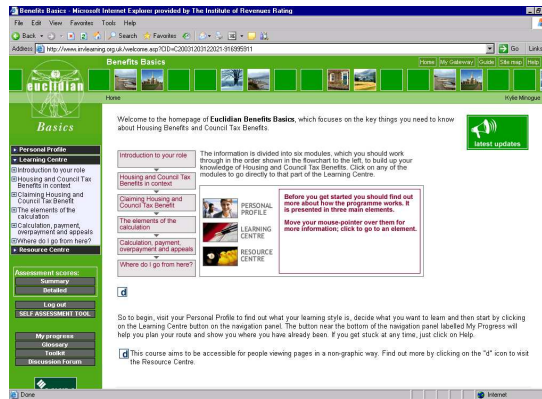
- ◆ *How is the amount to be paid calculated?*
- ◆ *Who is liable to pay?*
- ◆ *What types of occupation are there?*
- ◆ *What different types of relief are there and how are they applied?*

### Billing and collection

- ◆ *What are the steps in the process of billing and collection?*
- ◆ *What is a demand notice and how is it served?*
- ◆ *What options are there for paying the bill?*
- ◆ *What if the council taxpayers circumstances change?*

### Recovery and enforcement

- ◆ *What happens if a council taxpayer fails to pay?*



- ◆ *What options are open to a billing authority should a council taxpayer fail to respond to a reminder notice or a final notice?*
- ◆ *What does a billing authority do to apply the options available to enforce payment?*
- ◆ *Can appeals be made at any time in the process?*

## Where do I go from here?

- ◆ *How do I further my career?*
- ◆ *What qualifications and publications might help me now?*

## 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: 10-15 hours  
Resource Centre: continuous

www.irrvlearning.org.uk