

INSTITUTE OF REVENUES RATING AND VALUATION

TRANSITION SCHEME: FULL PROFESSIONAL QUALIFICATION TO DIPLOMA 2009/2010

Work-Based Assignments Guidelines and Regulations

1. General Information

(i) The requirement of the Transition Scheme is that two Work-Based Assignments of 5,000 words each must be submitted. Each assignment is to be completed within a separate three-month period, although it is permissible to complete both assignments within the same period (in this case candidates may **not** claim pressure of time as a mitigating factor in the event of failure in one or both assignments).

(ii) The three-month periods for completion of assignments are (i) 1 November-31 January, (ii) 1 March-31 May and (iii) 1 July-30 September. An assignment proposal and outline of no more than 200 words must be submitted to the Institute for approval during the calendar month preceding the chosen period. For example, the outline for the assignment to be completed during the period 1 November-31 January should be submitted between 1 September and 15 October (dates will be adjusted slightly each year where necessary to take account of weekends and public holidays).

(iii) The assignment periods from September 2009 are:

ASSIGNMENT PERIOD NUMBER	ASSIGNMENT PROPOSAL TO BE SUBMITTED	ASSIGNMENT PERIOD BEGINS	FINAL DATE FOR SUBMISSION OF COMPLETED ASSIGNMENT
TRANS 1	1 September-31 October 2009	2 November 2009	29 January 2010
TRANS 2	1 January-15 February 2010	1 March 2010	29 May 2010
TRANS 3	1 May-15 June 2010	1 July 2010	30 September 2010

Some dates in have been adjusted slightly to take account of weekends and public holidays. Minor changes to other dates may be made later.

*.Date for submission of completed assignment. refers to the date on which the assignment is posted. Proof of posting (Special Delivery, Recorded Delivery or Proof of Posting certificate) must be obtained from the Post Office.

2. Assignments: Required Approach and Structure

(i) In each assignment the candidate is required to show a range of knowledge at Full Professional Qualification standard, to apply knowledge in a practical and professional manner and demonstrate an ability to develop solutions to problems in a working environment concerned with the professional areas covered by the Institute's examinations and assessments.

The assignment must take the form of a report presented in a professional manner.

(ii) The **Assessment Criteria** will relate to the above requirements ie:

- Range and depth of knowledge
- Ability to apply knowledge appropriately to the solution of problems
- Quality of presentation of report

A fail result in one assignment may be compensated by a higher score in the other, unless the failing assignment is assessed as unacceptably poor. Candidates will be advised of the standard reached after the first assignment.

(iii) The assignment should not be simply a factual description of processes, regulations, legislation or procedures, or a discursive essay on a selected topic, but should be a report based on particular problems that were dealt with in the workplace. It should essentially cover:

- Key issues of study that were brought to bear on the problem
- Options or possible courses of action that were available
- Reasons for rejection and selection of available options
- Critical appraisal and evaluation of the outcome
- Financial appraisal where appropriate

(iv) The assignment must be the candidate's original work, and should be relevant and clearly structured. It should draw on both theoretical knowledge and occupational experience, and include exemplary material.

3. Assignment Title and Proposal

(i) No assignment titles are set by the Institute. All candidates are required to research and propose their own subject matter.

(ii) Candidates are normally expected to discuss the choice of suitable assignment with their employer. It may be that arrangements will need to be made at the workplace to ensure that the candidate gains the necessary experience to deal with matters relating to suitable assignments.

(iii) Once a candidate has considered and discussed the subject-matter, an **Assignment Proposal** must be drawn up. This consists of a proposed title and a 200-word summary stating the aim and nature of the assignment and the key issues involved.

4. Submission of Assignment Proposal

(i) The Assignment Proposal must be word-processed on white A4 paper, using one side of the paper only. A standard font such as Times New Roman 12-point should be used, with single line-spacing. Margins of 3-4 centimetres should be allowed on either side of the text.

(ii) It should contain, in the following order:

- The candidate's IRRV Membership Number
- The words IRRV Transitional Assignment Proposal No. (1 or 2)
- The date by which the Assignment is to be submitted
- The proposed Assignment title
- The proposal statement, outlining the aim and nature of the Assignment, and the key issues involved.

(iii) No further information should be given. Candidates must not include their name.

(iv) The completed Initial Registration and Assignment 1 or 2 Proposal form (TP1 or TP2) should be attached to the proposal statement for the Assignment. Forms TP1 and TP2 are attached to this document, or are available from the Institute's website.

(v) The Institute will aim to respond to a candidate's assignment proposal within two weeks of submission. If the proposal is deemed to be satisfactory, the candidate may begin preparing the assignment immediately. If it is deemed unsatisfactory, some general indications will be given by the assessor as to why the proposal was not acceptable, and the candidate will be required to modify and re-submit the proposal. No additional time will be allowed for completion of an assignment if the proposal is submitted close to the final date, or if it is initially rejected. It is in candidate's interest, therefore, to submit each proposal as early as possible.

(vi) Acceptance of an assignment proposal indicates that the subject matter appears to be broadly appropriate. It does not imply that the assignment itself, once completed, will automatically be considered to be of an acceptable standard.

(vii) The two assignments must cover contrasting areas of activity and knowledge. When considering the subject of the second assignment, candidates must bear in mind that sufficient differentiation of subject-matter must be shown. A second proposal showing inadequate differentiation may be rejected. The assessors may penalise a candidate whose second assignment is, in the event, found to include excessive common material between it and the first assignment, even if the second assignment proposal was accepted.

5. Preparation of Assignments: Permissible Assistance

(i) Assignments must be structured as in Section 2 above.

(ii) General assistance only may be sought from others. This means that the planning and outline subject matter of an assignment may be discussed with employers, colleagues and/or tutors, but that detailed assistance with assignment content, and evaluation of draft assignments, may not be given. For example, it would be permissible for a candidate to receive guidance on the appropriateness of headings that s/he had drawn up as the points to be included in an assignment, and on possible sources of further information; it would not be permissible for help to be given with sentence by sentence drafting of the assignment. As a general guide it is anticipated that help from others on content should be given over no more than one hour's discussion in total, whether this is done within a group or class, or one-to-one. Assistance with language and style should be limited to brief general points only, and should not include proof-reading the candidate's final draft.

(iii) Use of reference sources must be acknowledged, as stated under Assignment Presentation below.

(iv) Assignments will be closely scrutinised by assessors for evidence of possible plagiarism. Where plagiarism is suspected, an investigation will take place. Such investigation may delay the issue of results, and could lead to disciplinary action.

(v) It is therefore in candidates' own interest to respect the principle that, subject to the guidelines regarding fairly-given assistance and use of reference sources in (ii) and (iii) above, the assignment is written in their own words following original research and reflection.

6. Assignment Presentation

(i) Assignments must be 5,000 words in length (not including titles, and footnotes/endnotes). Assignments will be assessed on quality of content and presentation. Appendices, if used, are not included in the word count. It is not expected, however, that assignments will feature a large amount of appended material (if any), as the focus of the assessment is on the student's own work. See also (iv) below.

(ii) All reference sources used, including books, journals, official documents and internet sites, must be acknowledged. They should be listed with full details at the end of the assignment. All direct quotations should be enclosed in quotation marks, and should not be of excessive length. They should be numbered and the source given in footnotes or endnotes. As a guide, not more than 5% of the overall text should be direct quotation.

(iii) Assignments must be word-processed on white A4 paper, using one side of the paper only. A standard font such as Times New Roman 12-point should be used, with single line spacing. Margins of 3-4 centimetres should be allowed on either side of the text.

(iv) No decorative titling or illustration should be used - no credit will be given for this. Charts and graphics should be used, to a reasonable extent, if essential to the subject-matter of the assignment, and will not count towards the overall word total.

(v) The pages of the assignment, together with the two title pages (see below) should be stapled together in the top left-hand corner only. Spiral or cone binding should not be used, and no cover apart from the two title pages should be used. Pages should be numbered (not including the title sheets).

(vi) TWO official title pages must be used, with the appropriate information entered. Copies of the title pages are attached to this document or are available from the Institute. Note that both the candidate's signature and that of a tutor or manager must appear after the two declarations. No personal identification, apart from the Candidate Assignment Reference Number, should appear on the pages (only this title page will be seen by the Assessors) or anywhere else on the assignment.

7. Submission of Assignment

(i) ONE copy only of the assignment should be sent to the below address in a full size A4 envelope (the assignment should not be folded). Do not enclose a covering letter, but check that the title sheets are properly completed. You may wish to send the assignment by Registered or Recorded Delivery. If sent by ordinary post you should enclose a postcard with your address and a first-class stamp on one side and the words. *Receipt of IRRV Transition Assignment No. 1 or 2, Candidate No.* (insert Candidate Assignment Reference Number) *is acknowledged.* This will be posted back to you on receipt. You should also obtain a Proof of Posting slip from the Post Office. You must retain a copy of your assignment in your own possession.

ASSIGNMENT TO BE SENT TO :

FAO: Vaishali Patel, 41 Doughty Street, London, WC1N 2LF

(ii) Late submission of assignments is not permitted except in cases of certifiable illness or major personal difficulties, at or immediately before the submission date, for which evidence can be supplied. Other reasons, such as an increase in workload at the candidate's place of employment, are not acceptable (candidates are advised to discuss their workload over the assignment period with their employers before submitting their proposal). Where an extension to the submission date is permitted, the extension period will not exceed two weeks. No assignment will be accepted more than two weeks after the submission date, except by special permission of the Examinations and Assessment Board, or its Chairman. If the assignment is not submitted at all, and no proof of illness or major personal difficulties has been produced, the assignment fee will be forfeited. If an assignment has not been submitted for any reason, the proposal will be required to be rewritten for later re-submission. It must not closely resemble the original submission.

8. Assignment Results; Resits

(i) Results of assignments will be sent to candidates within three months following the final submission date. Results of assignments submitted at the end of May will be sent out with results from the following June examinations session.

(ii) Candidates will be given an interim notification of their performance in the first assignment. This will be that it has, or has not, reached an acceptable standard.

(iii) A “not acceptable” notification in the first assignment does not necessarily mean that the subject will be failed overall, as a good performance in the second assignment may bring up the overall module result to Pass standard. Candidates will be given some brief comments to help them address, in the second assignment, the weaknesses that were found in the first.

(iv) An acceptable notification following the first assignment does not constitute a credit; it is merely an indication of progress towards the full module result.

(vi) Where a Fail in the subject is awarded after the second assignment, a candidate may be given leave to re-submit the weaker assignment, if the Institute considers that the candidate may be capable of gaining an overall pass with a further attempt. Brief feedback will be provided to the candidate, following which the candidate will be required to provide a re-worked version of the original assignment proposal. If this is approved, the revised assignment must then be submitted within two months. Any revised assignment may only be submitted within two years of the first submission for this subject.

CANDIDATE ASSIGNMENT REFERENCE NUMBER	
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Office use only	Office use only
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INSTITUTE OF REVENUES RATING AND VALUATION

EXAMINATIONS AND ASSESSMENTS

TRANSITIONAL ASSIGNMENT

TICK *ONE*

This is Transitional Assignment 1	
This is a re-submission of Assignment 1	
This is Transitional Assignment 2	
This is a re-submission of Assignment 2	

TITLE OF ASSIGNMENT	
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NUMBER OF WORDS*	
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*not including titles, footnotes/endnotes or appendices

Declaration 1 To be signed by the candidate.

I declare that I have completed this assignment unaided, subject only to any permissible assistance that I have received as described in the *Transitional Assignment Guidelines and Regulations* issued by the Institute. I have read and understood that document in full.

Signature of candidate _____ Date_____

Name in capitals _____

Declaration 2 To be signed by the candidate's tutor or manager.

I declare that, to the best of my knowledge and belief, the above person has completed this assignment unaided, subject only to any permissible assistance that s/he has received as described in the *Transitional Assignment Guidelines and Regulations* issued by the Institute.

Signature of tutor or manager _____ Date_____

Name in capitals _____

Work-Based Assignments –Transition Scheme ASSIGNMENT 1 PROPOSAL (TP1)



Please complete clearly in block capitals

ASSIGNMENT SESSION <i>enter MONTH AND YEAR of submission of assignment</i>	
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Your title (Ms/Miss/Mrs/Mr/other]	First name	Surname	Membership number
Correspondence Address		Employer Name and Address	
Telephone:		Telephone:	
E-mail (home):		Email (work):	

Tick to indicate if you wish to be registered as an England & Wales or Scotland candidate

England and Wales

Scotland

Signature of candidate:

Date:

YOUR 200-WORD ASSIGNMENT PROPOSAL MUST BE ATTACHED TO THIS FORM (STAPLED TOP LEFT-HAND CORNER ONLY). THE ASSIGNMENT PROPOSAL SHEET MUST BE HEADED WITH THE FOLLOWING:

**YOUR IRRV MEMBERSHIP NUMBER
THE WORDS “IRR V TRANSITION SCHEME – ASSIGNMENT PROPOSAL 1”
THE DATE BY WHICH THE ASSIGNMENT IS TO BE SUBMITTED
THE PROPOSED TITLE OF YOUR ASSIGNMENT**

THE PROPOSAL STATEMENT, OUTLINING THE AIM AND NATURE OF THE ASSIGNMENT AND THE KEY ISSUES INVOLVED, SHOULD THEN FOLLOW. NO FURTHER INFORMATION SHOULD BE GIVEN. YOU MUST NOT STATE YOUR NAME.

Return the completed form to: Education Section, IRRV, 41 Doughty Street, London WC1N 2LF

Final submission dates for assignments are published separately.

Work-Based Assignments – Transition Scheme ASSIGNMENT 2 PROPOSAL (TP2)



Please complete clearly in block capitals

ASSIGNMENT SESSION

enter MONTH AND YEAR of submission of assignment

Your title (Ms/Miss/Mrs/Mr/other]	First name	Surname	Membership number
Correspondence Address		Employer Name and Address	
Telephone:		Telephone:	
E-mail (home):		Email (work):	

Tick to indicate if you wish to be registered as an England & Wales or Scotland candidate

England and Wales

Scotland

Signature of candidate:

Date:

YOUR 200-WORD ASSIGNMENT PROPOSAL MUST BE ATTACHED TO THIS FORM (STAPLED TOP LEFT-HAND CORNER ONLY). THE ASSIGNMENT PROPOSAL SHEET MUST BE HEADED WITH THE FOLLOWING:

**YOUR IRRV MEMBERSHIP NUMBER
THE WORDS “TRANSITION SCHEME – ASSIGNMENT PROPOSAL 2”
THE DATE BY WHICH THE ASSIGNMENT IS TO BE SUBMITTED
THE PROPOSED TITLE OF YOUR ASSIGNMENT**

THE PROPOSAL STATEMENT, OUTLINING THE AIM AND NATURE OF THE ASSIGNMENT AND THE KEY ISSUES INVOLVED, SHOULD THEN FOLLOW. NO FURTHER INFORMATION SHOULD BE GIVEN. YOU MUST NOT STATE YOUR NAME.

Return the completed form to: Education Section, IRRV, 41 Doughty Street, London WC1N 2LF

Final submission dates for assignments are published separately.