



IRRV Professional Qualifications

Get qualified via Distance Learning



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Institute of Revenues Rating and Valuation

The Institute is the professional body for practitioners working in the fields of Local Taxation and Benefits Administration together with public and private sector valuation. It promotes its members interests in offering sought-after qualifications and professional development opportunities.

The IRRV's distance learning courses are for anyone wishing to study towards our professional qualifications. Whatever stage you have reached on your career path, there will be an IRRV qualification to meet your needs and to help you to progress your career.

Distance Learning is a great way to fit the qualification around your current employment. It allows students to study any IRRV courses in a flexible manner and maintain a work-life balance.

The course

The distance learning format has been enhanced with new virtual resources, where a learner experiences the benefits of both face-to-face tuition and online learning tuition.

The virtual resources include pre-recorded webinars for each subject and audio podcasts with updates, accessible via the distance learning portal. In addition, live webinars are run every other month for each subject, giving the opportunity for asking questions and discussing matters at hand.

The pre-examination courses, which have been offered to students separately, are now available as part of your distance learning course in the format of live webinars, twice a year.

Our webinars use interactive software, which allows participation and engagement with both your tutor and your fellow classmates. Virtual webinars are a great way to study whilst in the comfort of your own home.

Why study?

Gaining qualifications is a great way to stand out, increase your confidence and prove to employers that you have reached the highest standard. Employers are increasingly looking to recruit IRRV qualified practitioners, so getting the qualification will increase your career advancement.

Support?

You are never alone:

- The Distance Learning staff and subject tutors are available to help and advise you in any way that we can. We are there for you, every step of the way.
- Do not forget that fellow students are also an invaluable support, and with our student's Facebook page, it is easy to communicate with them.
- Also, once you are registered, there is advice on how to effectively study and make the most of your Distance Learning experience.

How long am I expected to study?

It is advised that you study 120 hours of guided learning for the course (30 hours per subject). In addition to this, a sufficient amount of hours should be spent doing further reading, revision and exam practice. Once enrolled, you will have access to the study material and online tools for a 3-year period. All examination subjects must be taken within a 3-year time span; the exam period runs from when the first subject at any level is passed.

For more information visit: www.irrvdistancelearning.org.uk

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IRRV Level 3 Certificate (Technician)

The IRRV Certificate is for Local Taxation and Welfare Benefits staff up to middle management level. The course is designed for both Local Taxation and Welfare Benefits practitioners in the public and private sectors who wish to gain a professional qualification and further their careers. The Level 3 Certificate qualification leads to Technician level membership of the Institute and the designatory letters "Tech IRRV".

Entry requirements

To be eligible to study for the IRRV (Level 3) Certificate examinations, candidates must be over 18 years of age and ideally have gained some work experience. All students must ensure they are an IRRV member or apply for 'Student' membership when they enrol on the course. They cannot sit an examination unless they have been a member of the Institute for a minimum of 3 months.

'Before taking the qualification, I think it would be fair to say, that I thought I knew my job really well. Now having studied, I actually do! There was plenty of support available from the tutors and from the website itself. Whilst there was a lot of detail, this was also a good thing. I feel I have learnt a lot more via the distance learning route, and remember a lot more than others who have taken the qualification through, for example, the NVQ route.'

Tim Morris, Tech IRRV

Syllabus

Students take four subjects, consisting of one assignment and three subjects that are assessed by a 3-hour examination. They select ONE stream.

Local Taxation and Welfare Benefits Stream

Mandatory

Assignment

Choose one from:

- Revenues and Local Taxation Administration
- Welfare Benefits Administration

Choose two from:

- Introduction Council Tax
- Introduction to Non-Domestic Rate
- Introduction to Welfare Benefits

Non-Domestic Rates Stream

Four mandatory subjects:

- Assignment
- Introduction to Non-Domestic Rate
- Introduction to Valuation
- Non-Domestic Rates Administration

Valuation Tribunal Stream

Four mandatory subjects:

- Introduction Council Tax
- Introduction to Non-Domestic Rate
- Introduction to Valuation
- Valuation Tribunal Administration and Administrative Justice

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IRRV Diploma

This course is designed for those staff who wish to progress to senior positions. The Diploma is at Level 5 (of the current 8-level framework) in England and Wales.

The Professional Diploma leads to Diploma Level Membership of the Institute and the designatory letters "IRRV (Dip)". Once achieved, a Diploma member can proceed to the highest level Qualification, IRRV Honours.

Entry requirements

Candidates for the Revenues or Benefits streams of the Diploma must hold a qualification at least equivalent to A-Level, or any qualification at Level 3 of the national framework (England and Wales) and have had substantial workplace experience.

'Having undertaken the Level 3 Technical Certificate, I was keen to progress and continue my development with the Diploma. The course is challenging but extremely rewarding – the ability to study in your own time without restrictions is helpful and there is plenty of support from the tutors when you need it. It has not only helped me develop my career but mainly it has helped in applying relevant practical and technical knowledge in my day to day role.'

George Draper, IRRV (Dip)

Syllabus

Students take five subjects, consisting of one assignment and four subjects that are assessed by 3-hour examination. They **MUST** study all Common Core subjects and choose two additional subjects.

Common Core

- Diploma Assignment
- Management
- Management Case Studies

Additional Subjects

Choose ONE of the following subjects:

- Revenues and Local Taxation Administration and Public Sector Finance
- Valuation for Rating*
- Welfare Benefits Administration and Public Sector Finance

Choose ONE of the following subjects:

- Council Tax Law and Practice
- Law of Property
- Non-Domestic Rating Law and Practice
- Welfare Benefits Law and Practice

* Valuation for Rating is only available to candidates who have previously passed Introduction to Valuation or Valuation Theory and Practice at IRRV Level 3 Certificate.

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Examinations

Institute examinations are held in June and December every year. Entries must be submitted by 31 March for the June session, and 30 September for the December session. A fee will be payable if an entry is received after those dates.

Candidates may enter one, some, or all of the required papers at the desired level at each session. Until a complete level pass is obtained, each component subject pass is valid for three years.

Studying for individual subjects

As an alternative to studying for the Level 3 Certificate (Technician) or Diploma qualification, a member of the Institute is able to study individual subjects and then sit an examination. If successful, they will receive a 'Letter of Credit' from the Institute.

This may appeal to those members who are not looking to take the full qualification as well as those who have achieved the professional qualification but would like to study additional subjects.

Fees (2023)

IRRV Level 3 Certificate	£1500 + VAT
IRRV Diploma	£1500 + VAT
Individual Subjects.	£450 + VAT

Special Offer:

An employer can enrol 2 of their staff on the course and get **25% OFF** the 3rd candidate. See website for fees!

For more information and to book online please visit:
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E: distancelearning@irrv.org.uk

T: 020 7691 8984

W: www.irrvdistancelearning.org.uk



For more information visit: www.irrvdistancelearning.org.uk

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