



IRRV Student Seminar

Thursday 4th September 2008

A Former Students Perspective

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My History

- I undertook IRRV Technician Exams by attending West Lothian College from September 2004 to June 2005.
- The subjects I took were:
 - Council Tax Law
 - Non-Domestic Rates Law
 - Revenues Administration
 - LAAF





My History

- I undertook Council Tax & Housing Benefit Law by distance learning last year and sat the exam in June 2008.





The Aim of my Talk Today....

- To try to help you get the most out of your course by:
 - Giving some general tips on studying for exam based IRRV qualifications based on my experience as a student.
 - Highlighting potential pit falls.



Basics...

College Students should:

- Attend.
- Take notes.
- Participate.

Distance Learning Students should:

- Appreciate the greater need for self discipline.
- Remember you have a “tutor”.
- Complete the Assessments.



Law Subjects

- I found that it was important to understand the difference between law and office practices.
- Law subjects are what they say and you need to concentrate on legislation and case law and be able to refer to this when answering exam questions.



Use the Resources

- There are many available :
 - Tutors
 - Distance learning contacts
 - Study Material
 - Revision days
 - IRRV website
 - IRRV "Insight" magazine
 - Other students (past and present)
 - Your line managers, supervisors etc.



Practical Knowledge

- Depending on your level of experience and post some subjects may be completely new to you.
- Getting practical experience in the workplace is a good way of reinforcing the theoretical knowledge gained.



Past Papers

- These are available on the IRRV website and I found it helpful to read over these a few times during my studies:
 - At the start to get an idea of what's expected of you.
 - During the course to check your progress.
 - Towards the end, try one to confirm your knowledge.



Studying...

- Study regularly as you go – ideally a bit every week.
- There is a vast amount to take in – too much to “cram” at the end.
- Take notes – try compressing each subject to a couple of pages for future revision.
- Also good to make tables or lists etc. with main legislation & case law.



Revision days...

- Attend if you can.
- They work as a good confidence booster and focus you in time for the exams.
- Plus you get a chance to decide what topics get covered – use it!



The Exam...

- Don't guess the exam questions – believe me it doesn't work!
- Read each question carefully before you start.
- Look at the marks and divide your time accordingly
- Start with your best one but don't go over your time limit – come back to it later if you can.
- Answer the required number of questions.
- Leave space for last minute “brain waves”.



Feedback

- You may be asked for feedback from time to time – take the opportunity and be as honest as you can – it's the only way of improving things for future students.
- However if you have a problem – don't wait to be asked!



Any Questions...





The End

Thank you for listening
& good luck to you all.



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