

Course Title	Assessing Private Tenants	Duration	One day	HB/CTB
Outcomes	By the end of this training, your delegate will : <ul style="list-style-type: none"> ✓ identify eligible service charges ✓ know how and when to refer relevant claims to the Rent Officer Service ✓ understand the rules on contrived tenancies ✓ Have an understanding of LHA ✓ be able to assess private tenant claims 			
Prerequisites	None			
<i>NB : This course forms part of a BTEC qualification and includes delegate assessment during the course. You will be required to complete some pre-course work prior to attending this event.</i>				
Session	Aim	Content		
Introduction	To explain the aims of the course and understand particular objectives of individuals	<ul style="list-style-type: none"> ◆ Introductions ◆ Understand the objectives and the process of the course ◆ Agree what outcomes are required 		
The Rent Officer	To know how to refer claims to the Rent Officer	<ul style="list-style-type: none"> ◆ The Rent Officer Service ◆ New Scheme Cases ◆ When to Refer ◆ LHA 		
Service Charges	To be able to identify eligible service charges	<ul style="list-style-type: none"> ◆ Eligible Service Charges ◆ Ineligible Service Charges ◆ The Rent Officer's Role 		
Contrived Tenancies	To understand the rules on contrived tenancies	<ul style="list-style-type: none"> ◆ What are Reg 7 cases? ◆ Disallowing a non-commercial tenancy ◆ Contrived tenancies ◆ Referring to investigations 		
Assessing	To be able to assess a private tenant claim	<ul style="list-style-type: none"> ◆ Converting monthly to weekly figures ◆ Calculating maximum entitlement ◆ Practice 		
Book this course now :				
Cost	Price Code B			
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