






Course  
notes  
Day 20

**Revenue  
Control  
Inspector**

**2010**

Session Objectives:	
<b>Materials needed:</b> <ul style="list-style-type: none"> <li>• RCI Law Books</li> <li>• Smith and Keenan's English Law</li> <li>• RRA 1889 and Bylaws</li> <li>• Case Studies folder byelaws/answers</li> <li>• Police and criminal Evidence Act 1984</li> </ul>	
	Group work
	Flip chart work
	Insert slide from presentation and place slide number underneath
	Insert this symbol when there is a link to the valuing time behaviours
	Information for the trainer (cell coloured in grey)

<b>SESSION</b>	<b>SUMMARY</b>	
<b>Time</b>	<b>Session Summary</b>	<b>Type of Learning Check</b>
	<p>Prepare room, collect materials and equipment needed.</p> <p>Prepare delegates for assessment</p> <p>Pre-assessment break</p> <p>OPT Assessment in classroom (paper based)</p> <p>Computer based Assessment held in CBT room.</p> <p>Feedback to delegates</p> <p>Arrange resits for next day if required, end of session</p>	<b>CBT Assessment</b>

<b>Time</b>	<b>Trainer Notes</b> (Explanations, <b>Questions</b> , <b>Answers</b> , <b>Tasks/ Aids</b> )	<b>Training Aids</b> (including no.)
09:00	<ul style="list-style-type: none"> <li>• Ensure materials and equipment needed are in place</li> <li>• Location</li> </ul>	
	<b>Prepare for assessment</b> <ul style="list-style-type: none"> <li>• Delegates will carry out a interview for fare evasion</li> <li>• There is no time limit on the interview</li> <li>• Once completed, delegate will be taken by Invigilator to training room to complete statement for job</li> <li>• Standard paragraphs must be used</li> <li>• Deal with any last minute questions/problems the delegates may have. Consolidate where necessary</li> </ul>	
	<b>Break</b>	
	<b>Assessment</b> <ul style="list-style-type: none"> <li>• The pass mark is 80%.</li> <li>• If the delegate achieves a standard of 65% - 79% they are entitled to a re-sit.</li> </ul>	
	<b>Lunch</b>	
	<b>Feedback</b> Use this time to feedback to delegates individually. Make arrangements for any delegates that were unsuccessful, next day or Monday. Delegates who do not meet the standard required for a re-sit have to meet with the Team Leader with the possibility of an exit interview being conducted.	
	<b>Break</b>	
	<b>Graduation ceremony</b>	
16:00	<b>End of Course</b>	