

Course Profile Housing Assistance

Duration	2 days
Prerequisites	<p>Delegates wishing to attend this course should have successfully completed the following training (or have equivalent experience):</p> <ul style="list-style-type: none">▪ Introduction to UNI-form v7 with Spatial <p>Note:- For the course aimed at Experienced RG Users, delegates should also be familiar with Renovation Grants functionality in UNI-form v7.</p>
Target Audience	Core Team and End Users
Objective	<p>By the end of this course you will be able to:</p> <ul style="list-style-type: none">• Correctly progress Housing Assistance cases (including Disabled Facilities Grants) from enquiry to completion. Information will be recorded through the key stages of appraising the case, proposing works, delivering works and reviewing financial information associated with each case.
Contents	<ul style="list-style-type: none">- Introduction to tab set navigation- Entering new applications- Adding benefit details, test of resources and potential equity release- Assistance types and work involved- Previous case information- Validating an application- Recording and consulting other parties involved- Maintaining a priority list- Recording an appeal- Formal applications- Schedule of works- Funding- Contractor pricing and agency fees- Consent and conditions- Progressing work / Inspections Visits and Actions (IVA)- Payees and payments- Managing the checklist- Completions- Monitoring the work- Reclamations and reviewing finance- Using the Binocular Search- Legal Action and Notices
