

# Qualification Specification

## Scottish Certificate for Personal Licence Holders at SCQF Level 6

Accreditation Code: R650 04

## Scottish Certificate for Personal Licence Holders (Refresher) at SCQF Level 6

Accreditation Code: R651 04

Version 3

**Scottish Certificate for Personal Licence Holders and  
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at SCQF Level 6 Specification**



<b>Version and date</b>	<b>Change, alteration or addition</b>	<b>Section</b>
Version 2, January 2021	Minimum age for learners corrected from 18 to 16.	6. Age restriction
Version 3, May 2021	Preference for at least two learners	8. Training Delivery and Assessment Strategy 10. Design and Delivery

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## **1. About the Scottish Certificate for Personal Licence Holders and Scottish Certificate for Personal Licence Holders (Refresher) at SCQF Level 6 qualifications**

BIIAB has obtained accreditation to deliver these qualifications on the Scottish Credit and Qualifications Framework (SCQF). The qualifications each have a unique accreditation code which are shown below.

The accreditation code will be displayed on the final certificate for the qualification.

<b>Qualification title</b>	<b>Accreditation Number</b>
Scottish Certificate for Personal Licence Holders at SCQF Level 6	R650 04
Scottish Certificate for Personal Licence Holders (Refresher) at SCQF Level 6	R651 04

## **2. Objective and Purpose of these Qualifications**

The Scottish Certificate for Personal Licence Holders is aimed at learners who want to work as a licensee in the Scottish licensed trade.

The Scottish Certificate for Personal Licence Holders (Refresher) is aimed at learners who already hold a licence and need to undergo refresher training and assessment in order to be able to renew their licence.

The standards for the Scottish Certificate for Personal Licence Holders at SCQF Level 6 and Scottish Certificate for Personal Licence Holders (Refresher) at SCQF Level 6 have been developed by People 1st International in consultation with industry employers, their representatives and other stakeholders, and the Scottish Government in collaboration with a number of awarding bodies including BIIAB.

To be eligible for a personal licence under the Licensing (Scotland) Act 2005, an applicant must hold the Scottish Certificate for Personal Licence Holders. The qualification certificate in itself does not constitute a personal licence; once the certificate has been attained, the applicant must include this in their application for a licence to their local Licensing Board.

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All training to meet the requirements of the Licensing (Scotland) Act 2005 must include three key areas:

1. Introduction to licensing
2. Responsible operation of licensed premises
3. The effect of alcohol consumption on customers and your business

Section 87 of the Licensing (Scotland) Act 2005 requires that Personal Licence Holders must complete additional mandatory training five years after their Personal Licence was issued. The Scottish Certificate for Personal Licence Holders (Refresher) qualification details the requirements of this mandatory training and its accompanying qualification. Achieving the qualification and presenting the certificate to a Licensing Board in Scotland within the prescribed period, is the only method by which the Personal Licence Holder can meet their statutory obligations and continue to be a Personal Licence Holder.

## 3. About this Specification

This specification has been developed to provide guidance for learners, assessors and external quality assurers undertaking, delivering, or quality assuring this qualification.

The purpose of the specification is to provide the majority of the key information that may be needed to prepare for, and help support, the successful delivery of the qualification, in one place.

If this specification is updated, centres will be notified via the BIIAB monthly newsletter which goes to approved centres.

## 4. BIIAB Customer Service

BIIAB is committed to giving the highest possible levels of customer service. The BIIAB's Service Level Agreement is available via [www.biiab.org](http://www.biiab.org).

Our Customer Service team can be contacted between the hours of 0900 and 1700 Monday to Friday by using the contact details below, or outside those hours, by leaving a message on our voicemail service.

Customer Service Contact Details: 01276 684449

Email: [customersupport@bii.org](mailto:customersupport@bii.org)

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Our Customer Service team will be happy to assist with any administration-related enquiries you may have. For example:

- registration and certification enquiries
- re-certification issues
- Centres available in the local area
- appeals
- whistleblowing.

### 5. Scottish Certificate for Personal Licence Holders at SCQF Level 6

To achieve the Scottish Certificate for Personal Licence Holders at SCQF Level 6, learners are required to undergo at least 6 hours of training and pass the assessment.

The qualification comprises one mandatory unit as follows:

BIIAB unit reference	Unit code	Unit title	Level	Credit	Assessment method
LPLH	UN76 04	Licensing for Personal Licence Holders	SCQF Level 6	1	Multiple-choice test

### Scottish Certificate for Personal Licence Holders (Refresher) at SCQF Level 6

To achieve the Scottish Certificate for Personal Licence Holders (Refresher) at SCQF Level 6, learners are required to undergo at least 3 hours of training and pass the assessment.

The qualification comprises one mandatory unit as follows:

BIIAB unit reference	Unit code	Unit title	Level	Credit	Assessment method
LPLHR	UN77 04	Licensing for Personal Licence Holders (Refresher)	SCQF Level 6	1	Multiple-choice test

### 6. Age Restriction

This qualification is suitable for learners aged 16 and over, however applicants for the licence must be aged 18 or over.

## 7. Entry Requirements and Progression

There are no entry requirements for this qualification. However, learners must be assessed to ensure they have a reasonable chance of achievement and will be able to generate the required evidence.

The qualification is designed to equip learners with knowledge and skills to enter employment in the licensed trade sector. It also will allow for a number of progression routes to employment and into other areas of learning, for example into supervisory or management roles within the licensed trade sector.

## 8. Training Delivery and Assessment Strategy

### Introduction

The following training delivery and assessment requirements have been set out by People 1st International and apply to the qualifications within this specification.

The strategy has been developed in partnership with industry and awarding bodies to assist the standardisation of delivery and assessment of personal licence holder qualifications delivered in Scotland.

This strategy outlines the minimum standards for training delivery and assessment of personal licence holder qualifications in Scotland. Awarding bodies may specify additional requirements for their centres, as they consider necessary.

### 1. The Qualifications

Summary of qualification requirements:

<b>Qualification title</b>	<b>Duration of exam</b>	<b>Total exam marks</b>	<b>Pass mark</b>	<b>Minimum course delivery time*</b>
Scottish Certificate for Personal Licence Holders (SCPLH)	1 hour	40	28	6 hours
Scottish Certificate for Personal Licence Holders (Refresher) (SCPLHR)	1 hour	40	28	3 hours

\* The Minimum Course Delivery time must not include the time needed for the assessment.

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**Requirements for Tutors and External Quality Assurers**

The requirements relating to the requirements for tutors and external quality assurers (EQAs) are set out below.

<b>Tutors and External Quality Assurers must:</b>	<b>Tutor</b>	<b>EQA</b>
Have relevant occupational knowledge or experience which supports the delivery of the qualifications (listed in Section 2) to the licensed trade.	√	X
Have successfully achieved and been issued with the appropriate certificate for the Scottish Certificate for Personal Licence Holders (SCPLH) qualification.	√	√
Hold a recognised qualification in teaching or training <b>or</b> have a role within the licensed trade where training is an integral part of the job.	√	X
Maintain occupational knowledge through planned Continuous Professional Development (CPD)	√	√
Adhere to awarding body assessment requirements and practice standardised assessment principles	√	X
Adhere to awarding body requirements for external verification	X	√



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**2. Continuous Professional Development**

To maintain high standards of quality and standardisation in training and assessment, and achieve best practice, People 1st International require all tutors and external quality assurers to maintain a record of their continuous professional development (CPD).

This is necessary to maintain an up to date understanding of the occupational area being assessed, and can be achieved in a variety of ways. It should be a planned process and reviewed on an annual basis.

Tutors and external quality assurers should select CPD methods that are appropriate to meeting their development needs. The following provides **examples** of a variety of methods that can be used for CPD purposes.

<p><b>Updating occupational knowledge</b></p>	<ul style="list-style-type: none"> <li>• Subscribing to and reading:               <ul style="list-style-type: none"> <li>- relevant licensing trade print journals and articles</li> <li>- web-based journals and articles</li> </ul> </li> <li>• Internal and external work placements</li> <li>• Work experience and shadowing within licensed premises</li> <li>• Completing external visits to other organisations</li> <li>• Attending training sessions to update skills</li> <li>• Attending trade fairs</li> <li>• Trade body membership</li> <li>• Attending local licensing forum meetings</li> </ul>
<p><b>Keeping up to date with developments in the licensed trade and new legislation</b></p>	<ul style="list-style-type: none"> <li>• Relevant sector websites, journals and articles e.g. from SLTN, SGF, AFS</li> <li>• Membership of professional bodies</li> <li>• Papers and documents on legislative change e.g. from the Scottish Government, Licensing Boards</li> <li>• Networking events</li> <li>• Seminars, conferences, workshops</li> <li>• Membership of committees / working parties</li> <li>• SCPLH refresher training</li> <li>• Staff development days</li> </ul>
<p><b>Standardisation and best practice in training delivery</b></p>	<ul style="list-style-type: none"> <li>• Regular standardisation meeting with colleagues</li> <li>• Taking part in CPD forums</li> <li>• Sharing best practice through internal meetings, newsletters, email circulars</li> <li>• Comparison of training and delivery in other sectors</li> <li>• Attending awarding body meetings / seminars / workshops</li> </ul>

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### **3. Training Delivery**

To ensure consistency and quality of delivery across all awarding bodies and centres, the following instructions should be adhered to:

- a) Candidates must be provided with a copy of a relevant course handbook at least 2 days (best practice is seven days) before the course commences to allow prior study of the material.
- b) Candidates must complete a training course, either tutor led or online, delivered in an appropriate environment by an approved awarding body centre for the minimum delivery time stipulated in this specification.
- c) Awarding bodies must provide centres with course delivery materials that they have produced for the qualifications, or provide centres with standards for developing acceptable course delivery materials. Course delivery materials, including online resources, are subject to review by external quality assurers.
- d) Centres should be advised that courses delivered should be participative and interactive.
- e) A variety of best practice approaches such as drawing out learner experiences, sharing of positive working practices, discussion and interactive exercises are also encouraged. Delivery of training is subject to review by external quality assurers.
- f) Delivery should never be aimed at the contents of the examination alone and coaching directed toward any examination paper is totally prohibited.
- g) Courses delivered should not exceed a class size of 18 learners. Whilst there is no requirement for class sizes to be more than one learner, the sharing of experiences is a valuable part of the learning experience and BIIAB Qualifications Limited therefore does not recommend that delivery is offered on a one-to-one basis. Where Centres do deliver on a one-to-one basis, BIIAB Qualifications Limited may undertake additional audit activity in order to ascertain that conflict of interest requirements are met.
- h) The exam may be administered to groups larger than 18 learners where appropriate facilities are available, e.g. in test or assessment centres.
- i) Reproduction and publication or display of the examination questions used by awarding bodies for the qualifications in this specification is strictly forbidden in any form, either on paper or electronically. Neither may they be used for practice, revision, or confirmation of progress.
- j) The centre is responsible for quality assuring training delivery; the awarding body is responsible for verifying that the centre adheres to agreed quality assurance requirements.

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- k) SQA Accreditation will not normally accredit qualifications delivered and assessed in languages other than English and Gaelic (although they will also consider, in appropriate cases, the use of British Sign Language (BSL).
- l) In addition, centres must comply with such course delivery procedures specified by their awarding body.

**4. Assessment**

To ensure consistency and quality of the assessment process across all awarding bodies and centres, the following instructions should be noted:

- a) Qualifications specified in this specification are assessed by multiple-choice examination. The duration of the examination for each qualification along with details of the total available marks, and the required pass mark, are also outlined in this specification.
- b) Assessment for the qualifications specified in this specification must be invigilated and can be made using either paper-based format or online system.
- c) Awarding bodies must have a minimum of four versions of each paper per qualification offered and should rotate papers sent to centres on a regular basis.
- d) Awarding bodies must provide guidance to centres regarding assessment assistance for those with additional support needs.
- e) In addition, centres must comply with such assessment procedures specified by their awarding body.

**5. Examination Procedures**

- a) Centres should identify an individual who will be responsible for the administration of the examination procedure.
- b) Centres should follow and comply with the administration and marking procedures specified by their awarding body.
- c) Centres should retain such candidate information that ensures that no candidate may re-sit an examination paper version previously failed.
- d) Examination papers must be kept in a secure place prior to the exam and, where practicable, tutors should have no prior knowledge of the exam version being used.
- e) In addition, centres must comply with such examination procedures specified by their awarding body.

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**6. Candidate Identity**

It is the responsibility of the centre to confirm the identity of all candidates sitting the examination.

- a) The examination invigilator must be satisfied that the same person who is sitting the exam is the same person that was entered for the qualification.
- b) Candidates without an approved form of identification will not be permitted to sit the examination.
- c) Centres must ensure that candidate identity is checked against one of the following forms of photographic identification:
  - A photo card driving licence, or
  - A valid passport, or
  - A valid identity card from within the EU, or
  - A military identity card, or
  - A Government identity card, or
  - A Security Industry Authority card, or
  - A Personal Licence, issued by a Scottish Licensing Board, or
  - Other forms of identification (such as PASS card, or Young Scot card) may be considered.
- d) Centres must record that candidate identity has been checked against one of the permitted forms of photographic identification.
- e) Candidates must be informed within their joining instructions that they must bring a permitted form of identification.
- f) In addition, centres must comply with such additional candidate identity requirements specified by their awarding body.

**Appeals**

If learners are dissatisfied with an assessment outcome, they have the right to appeal.

For full details of the BIIAB's appeals procedure please refer to [www.biiab.org](http://www.biiab.org).

## **9. Initial Assessment and Induction**

Prior to the start of any programme it is recommended that centres should make an initial assessment of each learner. This is to ensure that the learners are entered for an appropriate type and level of qualification.

The initial assessment should identify the specific training needs that the learner has, and the support and guidance that they may require when working towards their qualification.

The centre must also identify any units the learner has already completed, or credits they have accumulated, relevant to the qualification.

BIIAB suggests that centres provide an induction programme to ensure the learner fully understands the requirements of the qualification they will work towards, their responsibilities as a learner, and the responsibilities of the centre.

## **10. Design and Delivery**

To ensure consistency and quality of delivery across all BIIAB Recognised approved Centres, the following instructions should be noted:

- Use of a relevant handbook is a mandatory requirement for the delivery and assessment of both the qualifications.
- Learners must complete a training course, either tutor led or online, delivered in an appropriate environment by a BIIAB approved centre for the stipulated minimum delivery time.
- Learners studying either qualification should have access to a copy of the handbook ideally seven working days, and in all cases a minimum of two working days, before the course commences to allow prior study of the material. Please note that topics not covered in any delivered component remain subject to assessment.
- BIIAB will provide centres with course delivery materials produced for both qualifications. For those centres that want to develop their own course delivery materials, BIIAB will provide the standards for developing acceptable course delivery materials. Course delivery materials, including online resources, are subject to review by BIIAB External Quality Assurers.
- BIIAB Recognised approved Centres should ensure that courses delivered are participative and interactive.
- Courses delivered should not exceed a class size of 18 learners. Whilst there is no requirement for class sizes to be more than one learner, the sharing of experiences is a valuable part of the learning experience and BIIAB therefore does not recommend that delivery is offered on a one-to-one basis. Where Centres do deliver on a one-to-one basis,

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BIIAB may undertake additional audit activity in order to ascertain that our conflict of interest requirements are met.

- The exam may be administered to groups larger than 18 where appropriate facilities are available, e.g. in test or assessment centres
- Reproduction and publication or display of live examination questions used by BIIAB for both qualifications is strictly forbidden in any form, either on paper or electronically. Neither may they be used for practice, revision, or confirmation of progress. Specimen questions are available.
- A variety of best practice approaches such as drawing out learner experiences, sharing of positive working practices, discussion and interactive exercises are encouraged. Delivery of training is subject to review by BIIAB External Quality Assurers.
- Delivery should never be aimed at the contents of the examination alone and coaching directed toward any examination paper is totally prohibited.
- Qualifications are not to be delivered and assessed in languages other than English and Gaelic as SQA Accreditation will not accredit these (although SQA Accreditation would also consider, in appropriate cases, the use of British Sign Language (BSL)).
- The BIIAB approved centre is responsible for quality assuring training delivery; BIIAB is responsible for verifying that the centre adheres to agreed quality assurance requirements.
- The SCPLH training delivery schedule should take a minimum of 6 hours. Assessment should take no more than one hour. Learner preparation and reading time is in addition to this. For the purposes of the Scottish Credit and Qualifications Framework (SCQF) this represents a total of 10 notional learning hours. This equates to 1 (one) credit on the Scottish Credit and Qualifications Framework (SCQF).
- The SCPLHR delivered component should take a minimum of 3 hours to deliver. Assessment should take no more than 1 hour. Learner preparation and reading time is in addition to this. For the purposes of the Scottish Credit and Qualifications Framework (SCQF), this equates to 8 notional learning hours representing 1 (one) credit on the Scottish Credit and Qualifications Framework (SCQF).
- Centres are required to keep accurate records of delivery hours, which should be signed by both the learner and the nominated tutor. Records must be made available to BIIAB personnel for the purpose of compliance.

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## **11. Resources**

In accordance with the Training Delivery and Assessment Strategy for Scottish Personal Licence Holder Qualifications, BIIAB has designed the following support material specifically for the Scottish Certificate for Personal Licence Holders and the Scottish Certificate for Personal Licence Holders (Refresher):

- BIIAB handbook for learners
- PowerPoint Presentation for tutors

Centres are of course free to develop their own handbook and PowerPoint presentation but BIIAB have a duty, as an SQA regulated awarding organisation, to ensure that such materials meet the required standard. Should you wish to use your own materials, copies of these needs to be submitted to [Qualifications@bii.org](mailto:Qualifications@bii.org) together with a completed SCPLH/SCPLHR Materials Checklist on which you will need to record how your materials map to the National Standards. A copy of the Materials Checklist is available on CentreZone.

BIIAB has also produced Specimen Questions which learners can download in order to practise undertaking the multiple-choice assessment.

All of these resources are available for download via <https://www.biiab.org/>

## **12. Format of Units**

All units within this qualification will be presented in a standard format that is consistent. The format will give tutors and learners guidance as to the requirements of the unit for successful completion. Each unit within this specification will be in the format below:

### **Unit Title**

This will provide a brief overview of the unit's content.

### **Unit Number**

The Unit Number is the unique code that the unit is given by SQA Accreditation. This unit will be referenced on the final qualification certificate. BIIAB also assign their own unique unit numbers which will in most instances be the same number when the unit is used in multiple BIIAB qualifications.

### **SCQF Level**

This identifies the level of demand for the unit, but may be a different level to that of the overall qualification.

### **Credit**

When a whole unit is completed the learner will achieve credits specified by the number of hours learning time it will take an average learner to complete the unit including the assessment.

### **Knowledge and Performance Criteria**

The knowledge and performance criteria outline the requirements that a learner is expected to meet in order to demonstrate that the unit has been achieved.



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## **13. Initial Registration**

### **Registration and certification**

Learners should be registered and certificated via BIIAB's On-line Registration and Certification Service (ORCS) [www.orcs.biiab.org](http://www.orcs.biiab.org). Please refer to BIIAB's Centre Guidance for using ORCS.

### **Equal Opportunities and Diversity Policy**

BIIAB has in place an equal opportunities policy, a copy can be found at <http://centrezon.bii.org/thehub/apprenticeships/qadocuments>.

BIIAB is committed to ensure that:

- Approved centres operate an equal opportunities policy
- Approved centres communicate the policy to staff and learners
- Approved centres have an effective complaints and appeals procedure of which both staff and learners are made aware
- Approved centres are aware of their responsibilities in providing equality of opportunity, particularly with regard to provision for learners with particular assessment requirements.

### **Reasonable Adjustment Policy**

Learners who require reasonable adjustments for their assessments must inform their assessor at the beginning of their course of their requirements. BIIAB has a reasonable adjustments policy in place, a copy of which is provided to all BIIAB approved centres and can be found at <http://centrezon.bii.org/thehub/apprenticeships/qadocuments>.

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## **14. Mandatory Units**

The following units are mandatory for these qualifications.

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<b>Unit Title</b>	<b>Licensing for Personal Licence Holders</b>	
<b>BIIAB Reference</b>	<b>LPLH</b>	
<b>SCQF Level</b>	<b>6</b>	
<b>Credit</b>	<b>1</b>	
<b>Unit Code</b>	<b>UN76 04</b>	
<b>Learning Outcome</b>	<b>Assessment Criteria</b>	<b>Mapping to SCPLH Standards</b>
1. Understand the core provision of the Licensing Act 2005	1.1 State the 5 licensing objectives and their purpose	2.1
	1.2 State the meaning of the term alcohol	2.2
	1.3 State what constitutes the retail sale of alcohol	2.3
	1.4 State what constitutes the supply of alcohol in a club and when it must be treated as a sale	2.3
	1.5 State the difference between the retail sale of alcohol and the wholesale supply of alcohol to a retailer	2.3
2. Understand the role of the Licensing Board	2.1 State the make-up and general function of the Licensing Board	2.5
	2.2 State the law in relation to applicants attempting to influence Board members	2.5
	2.3 State the duty of the Board to produce a statement of licensing policy	2.5
3. Understand the role and general functions of the Licensing Standards Officer (LSO)	3.1 State the role and general functions of the Licensing Standards Officer (LSO)	2.6
4. Understand the key roles and powers of other statutory bodies involved in alcohol licensing	4.1 State the key roles and powers of other statutory bodies involved in alcohol licensing	2.7
5. Understand the law in relation to a premises licence	5.1 State what a premises licence is, when one is required and who may apply	2.8
	5.2 State additional documentation to be included in a premises licence application and the purpose of these	2.8
	5.3 State who can apply for a review of a premises licence and the grounds for review	2.25
	5.4 State the duties and responsibilities of a premises manager	2.11
	5.5 Identify offences related to the premises licence	2.18

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<b>Learning Outcome</b>	<b>Assessment Criteria</b>	<b>Mapping to SCPLH Standards</b>
6. Understand the role of the police in supervising alcohol licensed premises in order to promote the prevention of crime and disorder	6.1 State the range of interactions and interventions available to the police	2.24
	6.2 State the powers of closure and who can exercise them	2.27
	6.3 State the circumstances under which closure orders can be made and the implications for the premises	2.27
	6.4 State the breaches and offences which can occur in relation to a closure order	2.28
7. Understand the duties of a premises licence holder	7.1 State the duties and responsibilities of a premises licence holder	2.11
8. Understand the mandatory conditions applied to premises licences and how to comply with them	8.1 State the law in relation to mandatory conditions for a premises licence	2.13
	8.2 State the law in relation to the minimum price at which a unit of alcohol can be sold	2.14
	8.3 State how to calculate the number of units in an alcoholic drink	2.14
	8.4 State the law in relation to irresponsible promotions of alcohol	2.14
	8.5 State the special provisions for certain clubs	2.15
9. Understand the law in relation to premises licence variation and transfer	9.1 State the law regarding applications for variations, including further application after refusal	2.8
10. Understand the law in relation to personal licences	10.1 State what a personal licence is and what it authorises	2.10
11. Understand the legal requirement for training	11.1 State the legal requirement for training and qualifications to be undertaken by the licence holder and staff	2.29
	11.2 State how the training must be recorded of staff who sell alcohol	2.30
	11.3 State the types of breaches and offences related to training requirements	2.31
	11.4 State the sanctions for breaches in relation to the review and loss of licence	2.31
12. Understand the legal duties in relation to personal licences	12.1 State the duties of a personal licence holder	2.17
	12.2 Identify offences related to the personal licence	2.18
	12.2 State what is meant by the defence of due diligence	2.19, 2.20, 2.23
	12.3 State the law in relation to the review of a personal licence on the grounds of conduct inconsistent with the licensing objectives	2.26

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<b>Learning Outcome</b>	<b>Assessment Criteria</b>	<b>Mapping to SCPLH Standards</b>
13. Understand the law in relation to occasional licences	13.1 State what an occasional licence is, who can apply, and the procedure for application	2.10
14. Understand the law in relation to the protection of children and young people	14.1 State the law in relation to selling or allowing the sale of alcohol to a child or young person	2.19
	14.2 State the law in relation to the purchase of alcohol by or for a child or young person	2.22
	14.3 State the law in relation to the consumption of alcohol by a child or young person	2.22
	14.4 State the law in relation to sending or delivering alcohol to a child or young person	2.22
	14.5 State the law in relation to the supervision of young persons making sales of alcohol	2.22
15. Understand the law and best practice policies in relation to proof of age and test purchasing	15.1 State the law in relation to test purchasing	2.21
	15.2 State what proof of age is acceptable and where relevant information can be found	2.20
	15.3 State best practice for age verification policies	2.20
16. Understand the law in relation to drunkenness and disorderly conduct on licensed premises	16.1 State the law in relation to the sale of alcohol to a drunk person	2.23
	16.2 State the law in relation to drunk persons entering or in premises on which alcohol is sold and obtaining of alcohol by or for a drunk person	2.23
	16.3 State the law in relation to disorderly conduct and refusal to leave premises	2.23
17. Understand the law in relation to licensed hours and extensions	17.1 State the law in relation to licensed hours	2.12
	17.2 State the law in relation to general extensions of licensed hours and extended hours applications	2.12
18. Understand the principles of risk assessment in relation to licensed premises	18.1 State the basic principles of risk assessment	2.9
19. Understand other associated law, relevant to the personal licence holder	19.1 State how associated law relevant to a personal licence holder is applicable to the operation of licensed premises	2.32
	19.2 State the breaches and offences related to associated law and how they may place a personal or premises licence at risk	2.33

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<b>Learning Outcome</b>	<b>Assessment Criteria</b>	<b>Mapping to SCPLH Standards</b>
20. Understand units of alcohol and the strengths of common alcoholic drinks and the physical and psychological effects of alcohol	20.1 State the alcoholic strength (alcohol by volume) of the main categories of beverage alcohol products	3.1
	20.2 State what constitutes a unit of alcohol and how to calculate the number of units in an alcoholic drink	3.1
	20.3 State the effect alcohol has on the human body and how it affects people differently	3.2
21. Understand common patterns of drug consumption in licensed premises	21.1 Identify best practice policies for drug prevention and the common signs of drug use and drug dealing	3.4
22. Understand the consequences of excessive drinking and the guidance available	22.1 State the consequences of excessive drinking	3.3
	22.2 Identify the low risk drinking guidelines	3.1
23. Understand how to limit the potential for crime and disorder on licensed premises and how to manage conflict	23.1 State the importance of high standards throughout licensed premises, the importance of good customer service and how the environment can affect people's drinking and behaviour	3.5
	23.2 Identify the signs of potential conflict and how to manage conflict situations	3.6
	23.3 Identify best practice policies for preventing conflict	3.6
24. Understand security procedures and policies in relation to counter terrorism	24.1 Identify security and best practice policies in relation to crime and counter terrorism	3.7

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The Scottish Certificate for Personal Licence Holders (Refresher) unit is based on the Scottish Certificate for Personal Licence Holders unit. Please see the right hand column for assessment criteria that must be taught and assessed in the Refresher unit.

<b>Unit Title</b>	<b>Licensing for Personal Licence Holders (Refresher)</b>		
<b>BIIAB Reference</b>	<b>LPLHR</b>		
<b>SCQF Level</b>	<b>6</b>		
<b>Credit</b>	<b>1</b>		
<b>Unit Reference Number</b>	<b>UN77 04</b>		
<b>Learning Outcome</b>	<b>Assessment Criteria</b>	<b>Mapping to SCPLH Standards</b>	<b>Required in Refresher?</b>
1. Understand the core provision of the Licensing Act 2005	1.1 State the 5 licensing objectives and their purpose	2.1	<b>Yes</b>
	1.2 State the meaning of the term alcohol	2.2	<b>No</b>
	1.3 State what constitutes the retail sale of alcohol	2.3	<b>Yes</b>
	1.4 State what constitutes the supply of alcohol in a club and when it must be treated as a sale	2.3	<b>Yes</b>
	1.5 State the difference between the retail sale of alcohol and the wholesale supply of alcohol to a retailer	2.3	<b>Yes</b>
2. Understand the role of the Licensing Board	2.1 State the make-up and general function of the Licensing Board	2.5	<b>No</b>
	2.2 State the law in relation to applicants attempting to influence Board members	2.5	<b>No</b>
	2.3 State the duty of the Board to produce a statement of licensing policy	2.5	<b>No</b>
3. Understand the role and general functions of the Licensing Standards Officer (LSO)	3.1 State the role and general functions of the Licensing Standards Officer (LSO)	2.6	<b>Yes</b>
4. Understand the key roles and powers of other statutory bodies involved in alcohol licensing	4.1 State the key roles and powers of other statutory bodies involved in alcohol licensing	2.7	<b>No</b>

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<b>Learning Outcome</b>	<b>Assessment Criteria</b>	<b>Mapping to SCPLH Standards</b>	<b>Required in Refresher?</b>
5. Understand the law in relation to a premises licence	5.1 State what a premises licence is, when one is required and who may apply	2.8	<b>Yes</b>
	5.2 State additional documentation to be included in a premises licence application and the purpose of these	2.8	<b>Yes</b>
	5.3 State who can apply for a review of a premises licence and the grounds for review	2.25	<b>Yes</b>
	5.4 State the duties and responsibilities of a premises manager	2.11	<b>Yes</b>
	5.5 Identify offences related to the premises licence	2.18	<b>Yes</b>
6. Understand the role of the police in supervising alcohol licensed premises in order to promote the prevention of crime and disorder	6.1 State the range of interactions and interventions available to the police	2.24	<b>Yes</b>
	6.2 State the powers of closure and who can exercise them	2.27	<b>Yes</b>
	6.3 State the circumstances under which closure orders can be made and the implications for the premises	2.27	<b>Yes</b>
	6.4 State the breaches and offences which can occur in relation to a closure order	2.28	<b>Yes</b>
7. Understand the duties of a premises licence holder	7.1 State the duties and responsibilities of a premises licence holder	2.11	<b>Yes</b>
8. Understand the mandatory conditions applied to premises licences and how to comply with them	8.1 State the law in relation to mandatory conditions for a premises licence	2.13	<b>Yes</b>
	8.2 State the law in relation to the minimum price at which a unit of alcohol can be sold	2.14	<b>Yes</b>
	8.3 State how to calculate the number of units in an alcoholic drink	2.14	<b>No</b>
	8.4 State the law in relation to irresponsible promotions of alcohol	2.14	<b>Yes</b>
	8.5 State the special provisions for certain clubs	2.15	<b>No</b>
9. Understand the law in relation to premises licence variation and transfer	9.1 State the law regarding applications for variations, including further application after refusal	2.8	<b>Yes</b>
10. Understand the law in relation to personal licences	10.1 State what a personal licence is and what it authorises	2.10	<b>No</b>



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<b>Learning Outcome</b>	<b>Assessment Criteria</b>	<b>Mapping to SCPLH Standards</b>	<b>Required in Refresher?</b>
11. Understand the legal requirement for training	11.1 State the legal requirement for training and qualifications to be undertaken by the licence holder and staff	2.29	<b>Yes</b>
	11.2 State how the training must be recorded of staff who sell alcohol	2.30	<b>Yes</b>
	11.3 State the types of breaches and offences related to training requirements	2.31	<b>Yes</b>
	11.4 State the sanctions for breaches in relation to the review and loss of licence	2.31	<b>No</b>
12. Understand the legal duties in relation to personal licences	12.1 State the duties of a personal licence holder	2.17	<b>Yes</b>
	12.2 Identify offences related to the personal licence	2.18	<b>Yes</b>
	12.2 State what is meant by the defence of due diligence	2.19, 2.20, 2.23	<b>Yes</b>
	12.3 State the law in relation to the review of a personal licence on the grounds of conduct inconsistent with the licensing objectives	2.26	<b>Yes</b>
13. Understand the law in relation to occasional licences	13.1 State what an occasional licence is, who can apply, and the procedure for application	2.10	<b>No</b>
14. Understand the law in relation to the protection of children and young people	14.1 State the law in relation to selling or allowing the sale of alcohol to a child or young person	2.19	<b>Yes</b>
	14.2 State the law in relation to the purchase of alcohol by or for a child or young person	2.22	<b>Yes</b>
	14.3 State the law in relation to the consumption of alcohol by a child or young person	2.22	<b>Yes</b>
	14.4 State the law in relation to sending or delivering alcohol to a child or young person	2.22	<b>Yes</b>
	14.5 State the law in relation to the supervision of young persons making sales of alcohol	2.22	<b>Yes</b>

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<b>Learning Outcome</b>	<b>Assessment Criteria</b>	<b>Mapping to SCPLH Standards</b>	<b>Required in Refresher?</b>
15. Understand the law and best practice policies in relation to proof of age and test purchasing	15.1 State the law in relation to test purchasing	2.21	<b>Yes</b>
	15.2 State what proof of age is acceptable and where relevant information can be found	2.20	<b>Yes</b>
	15.3 State best practice for age verification policies	2.20	<b>Yes</b>
16. Understand the law in relation to drunkenness and disorderly conduct on licensed premises	16.1 State the law in relation to the sale of alcohol to a drunk person	2.23	<b>Yes</b>
	16.2 State the law in relation to drunk persons entering or in premises on which alcohol is sold and obtaining of alcohol by or for a drunk person	2.23	<b>Yes</b>
	16.3 State the law in relation to disorderly conduct and refusal to leave premises	2.23	<b>Yes</b>
17. Understand the law in relation to licensed hours and extensions	17.1 State the law in relation to licensed hours	2.12	<b>Yes</b>
	17.2 State the law in relation to general extensions of licensed hours and extended hours applications	2.12	<b>Yes</b>
18. Understand the principles of risk assessment in relation to licensed premises	18.1 State the basic principles of risk assessment	2.9	<b>Yes</b>
19. Understand other associated law, relevant to the personal licence holder	19.1 State how associated law relevant to a personal licence holder is applicable to the operation of licensed premises	2.32	<b>No</b>
	19.2 State the breaches and offences related to associated law and how they may place a personal or premises licence at risk	2.33	<b>No</b>
20. Understand units of alcohol and the strengths of common alcoholic drinks and the physical and psychological effects of alcohol	20.1 State the alcoholic strength (alcohol by volume) of the main categories of beverage alcohol products	3.1	<b>Yes</b>
	20.2 State what constitutes a unit of alcohol and how to calculate the number of units in an alcoholic drink	3.1	<b>Yes</b>
	20.3 State the effect alcohol has on the human body and how it affects people differently	3.2	<b>Yes</b>
21. Understand common patterns of drug consumption in licensed premises	21.1 Identify best practice policies for drug prevention and the common signs of drug use and drug dealing	3.4	<b>No</b>

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<b>Learning Outcome</b>	<b>Assessment Criteria</b>	<b>Mapping to SCPLH Standards</b>	<b>Required in Refresher?</b>
22. Understand the consequences of excessive drinking and the guidance available	22.1 State the consequences of excessive drinking	3.3	<b>No</b>
	22.2 Identify the low risk drinking guidelines	3.1	<b>Yes</b>
23. Understand how to limit the potential for crime and disorder on licensed premises and how to manage conflict	23.1 State the importance of high standards throughout licensed premises, the importance of good customer service and how the environment can affect people's drinking and behaviour	3.5	<b>Yes</b>
	23.2 Identify the signs of potential conflict and how to manage conflict situations	3.6	<b>Yes</b>
	23.3 Identify best practice policies for preventing conflict	3.6	<b>Yes</b>
24. Understand security procedures and policies in relation to counter terrorism	24.1 Identify security and best practice policies in relation to crime and counter terrorism	3.7	<b>No</b>

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## 15. Multiple-Choice Assessment

Assessment for both qualifications comprises a multiple-choice test. Each test is externally set and marked. Each test comprises 40 multiple-choice questions to be answered in one hour. To pass the test, the learner must answer correctly 28 questions.

Examination papers for the Scottish Certificate for Personal Licence Holders (SCPLH) and the Scottish Certificate for Personal Licence Holders (Refresher) (SCPLHR) must adhere to the following assessment balance:

Reference in SCPLH Standard	Topic	Number of Questions for SCPLH	Number of Questions in SCPLHR
1.1	Introduction	0	0
2.1 – 2.4	Overview of the licensing function	2	2
2.5 – 2.7	Key roles	2	1
2.8 – 2.18	Licensing and operational responsibilities	15	17
2.19 – 2.22	Protecting children and young persons from harm	6	6
2.23 – 2.28	Control of order	6	6
2.29 – 2.31	Training	1	1
2.32 – 2.33	Associated law	1	0
3.1 – 3.4	Alcohol intoxication and illegal drugs	5	5
3.5 – 3.7	Social responsibility	2	2
	<b>Total</b>	<b>40</b>	<b>40</b>

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**Notices**

This book does not purport to contain an authoritative or definitive statement of the law or practice on any subject and the publishers supply the information on the strict understanding that no legal or other liability attaches to them in respect of it. References to sources of further guidance or information have been made where appropriate.

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