

Qualification Handbook

BIIAB Level 2 Award for Licensing Practitioners (Gambling)

501/2348/8

Version 2

Version and date	Change, alteration or addition	Section
November 2017, Version 2	Updated handbook throughout to remove reference to “QCF”	Front page, header, Section 1, 5, 8, 13
	Updated RoC with TQT figures	Section 6

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1. About the BIIAB Level 2 Award for Licensing Practitioners (Gambling)

BIIAB is regulated to deliver this qualification by Ofqual and CCEA Regulation in England and Northern Ireland respectively. The qualification has a unique Qualification Number (QN) which is shown below. Each unit within the qualification will also have a regulatory Unit Reference Number (URN).

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

Qualification Title	Qualification Number (QN)
BIIAB Level 2 Award for Licensing Practitioners (Gambling)	501/2348/8

2. Objective and Purpose of this Qualification

This qualification has been designed to allow learners to obtain and then demonstrate the knowledge related to the review and approval of licences under the Gambling Act (2005) at level 2.

The primary purpose of the qualification is to progress to the next level of vocational learning by preparing for further learning or training by developing knowledge and/or skills in a subject area. However, employers can also rely on the knowledge provided as meeting nationally recognised standards at this level as such the sub-purpose is to develop knowledge and/or skills in a subject area.

Due to constant Regulatory, policy and funding changes users are advised to check this qualification has been placed in the relevant Apprenticeship Framework and / or is funded for use with individual learners before making registrations. If you are unsure about the qualifications status please contact BIIAB head office.

3. About this Handbook

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

The purpose of the support pack 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 pack 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.

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

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. What are Rules of Combination (ROC)?

Under the Regulatory Framework qualifications can be made up of a combination of mandatory and/or optional units. The units and credits required to complete a qualification are set out by the rules of combination (RoC). The RoC allows for flexibility and transferability.

The ROC will specify:

- The total credit value of the qualification
- The amount of credit that must be achieved within specific groupings of units (e.g. Mandatory, Optional Unit, and Optional groups)
- The minimum credit which must be achieved at the level or above the level of the qualification
- The Total Qualification Time (TQT)
- The title, Unit Regulation Number and BIIAB Unit number for each unit, alongside its level, credit, and Guided Learning Hours (GLH)
- Any barred units (units that cannot be taken together as part of the qualification).

When choosing the appropriate route for a learner or group of learners, it is the responsibility of the centre to ensure the rules of combination are adhered to.

6. BIIAB Level 2 Award for Licensing Practitioners (Gambling) Rules of Combination (ROC) and Structure

To achieve the BIIAB Level 2 Award for Licensing Practitioners (Gambling) learners **must** gain a **total of 1** credit. This **must** consist of:

- **Minimum total** credit: **1**
- A **minimum of 1** credit **must** be achieved through the completion of units at **Level 2** and above.
- **GLH: 10**
- **TQT: 10**

The qualification has been developed based upon industry feedback as to the fundamental knowledge required to work in the sector at the level.

Listed below are the qualification units.

Mandatory Unit Group A

Unit No.	URN	Unit Title	Credit	Level	GLH	Assessment Method
GLP	H/602/2232	Gambling Legislation for Practitioners	1	2	10	Multiple-choice exam

7. Age Restriction

The qualification in this handbook is appropriate for use in the following age ranges:

- 16-18
- 19+.

8. 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 the knowledge related to the review and approval of licences under the Gambling Act (2005) at level 2. The recommended progression route is to the BIIAB Level 3 Diploma in Management. It also will allow for a number of progression routes to into other areas of learning and employment.

Achievement of the qualification offers opportunities for progression, including:

- 601/3744/7 C00/0645/9 BIIAB Level 3 Diploma in Management
- 601/6776/2 BIIAB Level 4 Diploma in Management and Leadership

9. Assessment

Overview of assessment strategy

The Assessment Strategy has been designed by BIIAB, in conjunction with an expert panel, and a steering group. All BIIAB approved training centres and their assessment must adhere to the designed assessment strategy for this qualification. The qualification contains one knowledge unit, and this unit is externally set and marked by BIIAB. The examination comprises of 40 Multiple Choice questions. Assessments provided by BIIAB will ensure that effective learning has taken place and that learners have the opportunity to:

- meet the assessment criteria
- achieve the learning outcomes.

Assessment process

Assessments will be accessible and will produce results that are valid, reliable, transparent and fair. BIIAB will ensure that the result of each assessment taken by a learner in relation to a qualification reflects the level of attainment demonstrated by that learner in the assessment, and will be based upon the achievement of all of the specified learning outcomes.

Details of the ordering process, assessment documentation, invigilation requirements to centres and the documentation to be completed can be found in the Examination and Invigilation Regulations for the Administration of BIIAB Qualifications document, available in the password protected area of CentreZone.

BIIAB will make every effort to ensure that it allows for assessment to:

- Be up to date and current
- Reflect the context from which the learner has been taught
- Be flexible to learner needs

Appeals

If learners are dissatisfied with an assessment outcome, they have the right to appeal. The **main** reasons for an appeal are likely to be:

- Learners do **not** understand why they are **not** yet regarded as having sufficient knowledge
- Learners believe they are competent and that they have been misjudged

BIIAB expects most appeals from learners to be resolved within the centre. BIIAB will only consider a learner's appeal after the centre's internal appeals procedure has been fully exhausted.

For full details of the BIIABs appeals procedure please refer to www.biiab.org

10. 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.

11. Resources

BIIAB provides the following additional resources for this qualification:

- Learner materials
- Tutor support material
- Externally set assessments

All of these resources are available to download for BIIAB approved training providers.

www.biiab.org has secure sections within the website where BIIAB approved centres can access materials, and all other documentation relevant to the qualification. Centres can access this information by logging into www.biiab.org and searching for the qualification underneath the Qualifications tab.

Access to the Units

Units form the qualification and the standard that **must** be achieved in order to be awarded each unit. This is covered within the learning outcomes, assessment criteria and the indicative content that form part of the delivery. The majority of these units are written by the Sector Skills Council, although some are written by other organisations. BIIAB includes the mandatory units within this pack, and makes all units available at www.biiab.org.

12. Design and Delivery

Centres **must** refer to the units that form the qualification and the standard that **must** be achieved in order to be awarded each unit. This is covered within the learning outcomes and assessment criteria that form part of the delivery.

Each unit within this qualification has been allocated a number of Guided Learning Hours (GLH). This can include activities such as training/class room based sessions, tutorials, supervised study or supervised 'on-the-job' learning and face-to-face or other pre-arranged 1:1 teaching sessions (e.g. simultaneous electronic communication such as webcam contact or internet messaging). It could also include time undertaking assessments.

When planning how to deliver the qualification it is important to refer to these definitions.

BIIAB will not prescribe how the qualification is delivered, but centres **must** ensure the delivery chosen meets their learners' needs.

13. Format of Units

All units within this qualification will be presented in a standard format that is consistent with the format for all units of assessment. 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 be the unit title submitted to the Regulator.

Unit Number / Unit Reference Number (URN)

The Unit Reference Number is the unique code that the unit is given by the Regulator. This unit will be referenced on the final qualification certificate. The same unique code for the unit applies in whichever qualification the unit is included within. BIIAB also assign unique unit numbers which normally is consistent when the unit is used in multiple BIIAB qualifications.

Level

This identifies the level of demand for the unit, but may be a different level to that of the overall qualification. The level of the units will be set according to National Occupational Standards and the level descriptors.

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.

Guided Learning Hours (GLH)

The required number of hours that learning should take place under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training.

Learning Outcomes and Assessment Criteria

Learning Outcomes are what the learner is expected to know, understand or be able to do upon successful completion of the unit.

Assessment Criteria are descriptions of the requirements that a learner is expected to meet in order to demonstrate that a learning outcome has been achieved. There are usually multiple assessment criteria for each Learning Outcome.

14. 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. 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 centrezon.bii.org.

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 adjustment policy in place, a copy of which is provided to all BIIAB approved centres and can be found at centrezon.bii.org.

15. Qualification Review and Feedback

BIIAB is committed to the ongoing review of this qualification to ensure it remains fit for purpose.

This review approach involves the collation of evidence in the form of any information, comments and complaints received from users of this qualification in relation to its development, delivery and award.

BIIAB will give due regard to any credible evidence received which suggests that a change in approach to the development, delivery and award of this qualification is required in order to ensure that no adverse effects will result. This qualification will be periodically reviewed and revised to ensure the content remains relevant, assessment approach remains appropriate and that it remains valid and fit for purpose.

16. Mandatory Units

The following units are mandatory for this qualification.

Unit Title	Gambling Legislation for Practitioners	
BIIAB Reference	GLP	
Level	2	
Credit Value	1	
GLH	10	
Unit Reference No.	H/602/2232	
Learning Outcome - The learner will:	Assessment Criterion - The learner can:	
1 Understand the philosophy behind the Gambling Act 2005, the licensing objectives and the licences created by the Act	1.1	Identify the types of licence created by the Act
	1.2	State the philosophy behind the Act
	1.3	State the licensing objectives
	1.4	State the definition of gaming, betting and lotteries as defined by the Act
2 Understand the role of the Gambling Commission and the purpose of the Gambling Commission's Guidance to licensing	2.1	State the role of the Gambling Commission
	2.2	Identify the purpose of the Gambling Commission's Guidance
	2.3	State the principles the Commission applies in exercising its functions
3 Understand the duties of licensing authorities under the Gambling Act 2005 and the principles they should follow	3.1	State the duties of licensing authorities under the Gambling Act 2005
	3.2	Identify decisions which can be delegated to licensing committees or local authority officers
	3.3	State the requirement to issue a Statement of Principles
	3.4	State what is meant by the 'no casino' resolution
4 Understand the range of operating licences created by the Gambling Act 2005, including applications, determinations, conditions, duration, regulatory powers, and financial penalties	4.1	State what an operating licence is and when such a licence is required
	4.2	State the application process for an operating licence and who can apply
	4.3	State what must be considered by the Gambling Commission when determining an application for an operating licence
	4.4	State the conditions that may be applied to an operating licence
	4.5	State how an operating licence can be varied or amended or details changed
	4.6	State the duration of an operating licence
	4.7	State the Gambling Commission's regulatory powers including reviews and penalties

Unit Title	Gambling Legislation for Practitioners	
BIIAB Reference	GLP	
Level	2	
Credit Value	1	
GLH	10	
Unit Reference No.	H/602/2232	
Learning Outcome - The learner will:	Assessment Criterion - The learner can:	
5 Understand the types of personal licence, the application process, the requirement to produce a personal licence, the duration of a personal licence and penalties for breach of conditions	5.1	State what a personal licence is and describe the application process
	5.2	State who can request that a personal licence is produced and the responsibility of a personal licence holder to comply with such a request
	5.3	State the law with regard to conviction and disqualification
	5.4	State the penalties for breaches of personal licence conditions
6 Understand what a premises licence is; including the application process, determinations, conditions, validity, variations, changes of address, transfers, hearings and reviews	6.1	State what a premises licence authorises under the Gambling Act 2005, what unauthorised licensable activities are and penalties for unauthorised activities
	6.2	State who is eligible to apply for a premises licence and the process for application
	6.3	State the principle of 'aim to permit' in relation to the use of premises for gambling
	6.4	Identify the conditions that can be attached to a premises licence and the circumstances under which conditions cannot be attached
	6.5	State what is meant by a variation to a premises licence
	6.6	State the duty of the premises licence holder to notify the licensing authority of relevant changes
	6.7	State the procedure for an application for transfer of a premises licence
	6.8	State the duration and validity of a premises licence
	6.9	Identify the circumstances under which a premises licence can be reviewed and actions that may result from a review
7 Understand the purpose of provisional statements, who is eligible to apply, the process and effect on a subsequent premises licence application	7.1	State the purpose of a provisional statement and who is eligible to apply
	7.2	State the application process and effect on a subsequent premises licence application
8 Understand the law with regard to premises licences and provisional	8.1	State the grounds and procedure for an appeal in relation to a premises licence under the Act

Unit Title	Gambling Legislation for Practitioners	
BIIAB Reference	GLP	
Level	2	
Credit Value	1	
GLH	10	
Unit Reference No.	H/602/2232	
Learning Outcome - The learner will:	Assessment Criterion - The learner can:	
statements who can appeal, the process and the Magistrates' powers on appeal and the nature of temporary use notice	8.2	State the power of Magistrates on appeal
	8.3	State the nature of a temporary use notice
9 Understand the law with regard to gaming machines	9.1	State the definition of a gaming machine
	9.2	State when a gaming machine can be made available for use
	9.3	State the requirement for licences to maintain and supply gaming machines
	9.4	State the different categories of gaming machines
	9.5	State the law with regard to children, young persons and gaming machines
	9.6	Identify which premises are permitted to have gaming machines, the licences and permits required and exemptions
	9.7	Identify the premises used for gaming machines including family entertainment centres and adult gaming centres
10 Understand the provision of gaming and gaming machines in relation to clubs, pubs and fairs	10.1	State the definition of different types of club and know what types of gaming are exempt in clubs
	10.2	State the definition of a club gaming permit and a club machine permit
	10.3	State the exemption allowing gaming on alcohol licensed premises and at fairs
	10.4	State the law regarding gaming machines in alcohol licensed premises
11 Understand the nature of prize gaming and where prize gaming is permitted	11.1	State the definition of prize gaming
	11.2	Identify where prize gaming is permitted and conditions attached to the prize gaming
12 Understand the nature of private and non-commercial gaming and betting and exempt lotteries	12.1	The definitions of private gaming and private betting
	12.2	The definition of non-commercial gaming and non-commercial betting
	12.3	The conditions applied to non-commercial gaming and the law with regard to the use of the profits

Unit Title	Gambling Legislation for Practitioners	
BIIAB Reference	GLP	
Level	2	
Credit Value	1	
GLH	10	
Unit Reference No.	H/602/2232	
Learning Outcome - The learner will:	Assessment Criterion - The learner can:	
	12.4	Identify what are classed as exempt lotteries, the requirement for lottery operating licences and external lottery managers
13 Understand the law with regard to advertising gambling under the Gambling Act 2005	13.1	State the definition of advertising under the Act
	13.2	Identify the regulations that control the advertising of gambling
	13.3	Identify the codes of practice which apply to gambling adverts
14 Understand the offences in relation to the protection of children and young persons under the Gambling Act 2005	14.1	State the definitions of 'child' and 'young person' under the Act
	14.2	State the offences listed under the Act with regard to children and young persons
	14.3	State the circumstances under which young persons do not commit an offence when gambling
	14.4	State the penalties for breach of the law in relation to children and young persons
15 Understand the main offences under the Gambling Act 2005, the different types of inspector and their powers of entry	15.1	Identify the main offences for providing facilities for gambling and the use of premises for gambling
	15.2	Identify the different types of inspector
	15.3	Identify relevant offences in relation to lotteries
	15.4	State the rights of entry for inspectors
	15.5	State the powers of an inspector

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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