

Qualification Handbook

BIIAB Level 2 Award for Licensing Practitioners (Alcohol) (QCF)

501/1909/6
C00/0849/3

Version 1

Version and date	Change, alteration or addition	Section

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

BIIAB is regulated to deliver this qualification by Ofqual, Qualifications Wales and CCEA Regulation in England, Wales 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) (England and Wales)	Qualification Wales Approval/Designation Number
BIIAB Level 2 Award for Licensing Practitioners (Alcohol) (QCF)	501/1909/6	C00/0849/3

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 Licensing Act (2003) 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 (eg Mandatory, Optional Unit, and Optional groups)
- The minimum credit which must be achieved at the level or above the level of the qualification
- The title, Unit Regulation Number and BIIAB Unit Number for each unit, alongside its level, credit, and 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 (Alcohol) (QCF) Rules of Combination (ROC) and Structure

To achieve the BIIAB Level 2 Award for Licensing Practitioners (Alcohol) (QCF) 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.
- Minimum GLH: **10**
- Maximum GLH: **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
ALPA	J/602/2207	Alcohol Licensing 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 Licensing Act (2003) at level 2. The recommended progression route is to the BIIAB Level 3 Diploma in Management (QCF). 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 (QCF)
- 601/6776/2 BIIAB Level 4 Diploma in Management and Leadership (QCF)

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 BIIAB Reference Level Credit Value GLH Unit Reference No.																	
Learning Outcome - The learner will:	Assessment Criterion - The learner can:																
1 Be able to state the licensing objectives that underpin the Licensing Act 2003 and demonstrate an understanding of their function and importance	<table border="1"> <tr> <td data-bbox="663 506 727 584">1.1</td> <td data-bbox="727 506 1444 584">State each of the licensing objectives</td> </tr> <tr> <td data-bbox="663 584 727 696">1.2</td> <td data-bbox="727 584 1444 696">State the importance of the licensing objectives to the operation of the licensing authorities</td> </tr> </table>	1.1	State each of the licensing objectives	1.2	State the importance of the licensing objectives to the operation of the licensing authorities												
1.1	State each of the licensing objectives																
1.2	State the importance of the licensing objectives to the operation of the licensing authorities																
2 Understand the role, functions, duties and responsibilities of licensing authorities within the framework of the licensing objectives under the Licensing Act 2003	<table border="1"> <tr> <td data-bbox="663 696 727 775">2.1</td> <td data-bbox="727 696 1444 775">State how licensing authorities must carry out their functions under the Licensing Act 2003</td> </tr> <tr> <td data-bbox="663 775 727 853">2.2</td> <td data-bbox="727 775 1444 853">State the nature and purpose of a licensing authority's Statement of Licensing Policy</td> </tr> <tr> <td data-bbox="663 853 727 976">2.3</td> <td data-bbox="727 853 1444 976">State the importance of the Secretary of State's Guidance in relation to licensing authorities and Statements of Licensing Policy</td> </tr> <tr> <td data-bbox="663 976 727 1061">2.4</td> <td data-bbox="727 976 1444 1061">State which bodies must and may be consulted when formulating a Statement of Licensing Policy</td> </tr> </table>	2.1	State how licensing authorities must carry out their functions under the Licensing Act 2003	2.2	State the nature and purpose of a licensing authority's Statement of Licensing Policy	2.3	State the importance of the Secretary of State's Guidance in relation to licensing authorities and Statements of Licensing Policy	2.4	State which bodies must and may be consulted when formulating a Statement of Licensing Policy								
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2.4	State which bodies must and may be consulted when formulating a Statement of Licensing Policy																
3 Be able to state the definition of alcohol under the Licensing Act 2003 and understand the nature and scope of licensable activities, the relevant law on unauthorised licensable activities and the penalties for breach.	<table border="1"> <tr> <td data-bbox="663 1061 727 1140">3.1</td> <td data-bbox="727 1061 1444 1140">State what are defined as licensable activities under the Licensing Act 2003</td> </tr> <tr> <td data-bbox="663 1140 727 1218">3.2</td> <td data-bbox="727 1140 1444 1218">State the definition of alcohol in relation to Licensing Law</td> </tr> <tr> <td data-bbox="663 1218 727 1296">3.3</td> <td data-bbox="727 1218 1444 1296">Identify what constitutes regulated entertainment</td> </tr> <tr> <td data-bbox="663 1296 727 1375">3.4</td> <td data-bbox="727 1296 1444 1375">State the definition of sale of alcohol by retail</td> </tr> <tr> <td data-bbox="663 1375 727 1453">3.5</td> <td data-bbox="727 1375 1444 1453">State the definition of supply of alcohol in club premises</td> </tr> <tr> <td data-bbox="663 1453 727 1532">3.6</td> <td data-bbox="727 1453 1444 1532">Identify what constitutes late night refreshment</td> </tr> <tr> <td data-bbox="663 1532 727 1610">3.7</td> <td data-bbox="727 1532 1444 1610">State the law relating to unauthorised licensable activities and penalties for breach</td> </tr> <tr> <td data-bbox="663 1610 727 1697">3.8</td> <td data-bbox="727 1610 1444 1697">State the defence of due diligence for offences relating to unauthorised sales of alcohol</td> </tr> </table>	3.1	State what are defined as licensable activities under the Licensing Act 2003	3.2	State the definition of alcohol in relation to Licensing Law	3.3	Identify what constitutes regulated entertainment	3.4	State the definition of sale of alcohol by retail	3.5	State the definition of supply of alcohol in club premises	3.6	Identify what constitutes late night refreshment	3.7	State the law relating to unauthorised licensable activities and penalties for breach	3.8	State the defence of due diligence for offences relating to unauthorised sales of alcohol
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3.7	State the law relating to unauthorised licensable activities and penalties for breach																
3.8	State the defence of due diligence for offences relating to unauthorised sales of alcohol																
4 Understand the procedures involved in the application for a premises licence and variations to such licences and the process surrounding the determination of such applications	<table border="1"> <tr> <td data-bbox="663 1697 727 1776">4.1</td> <td data-bbox="727 1697 1444 1776">State what is meant by a premises licence and when such a licence is required</td> </tr> <tr> <td data-bbox="663 1776 727 1854">4.2</td> <td data-bbox="727 1776 1444 1854">State the conditions and procedures for an application for a premises licence</td> </tr> <tr> <td data-bbox="663 1854 727 1933">4.3</td> <td data-bbox="727 1854 1444 1933">State who can make relevant representations regarding an application for a premises licence</td> </tr> <tr> <td data-bbox="663 1933 727 2018">4.4</td> <td data-bbox="727 1933 1444 2018">State the definitions of of relevant, frivolous and vexatious in relation to representations</td> </tr> </table>	4.1	State what is meant by a premises licence and when such a licence is required	4.2	State the conditions and procedures for an application for a premises licence	4.3	State who can make relevant representations regarding an application for a premises licence	4.4	State the definitions of of relevant, frivolous and vexatious in relation to representations								
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Unit Title BIIAB Reference Level Credit Value GLH Unit Reference No.	
Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	4.5 State the powers of the licensing authority to determine premises licence applications 4.6 State what are mandatory conditions in relation to a premises licence 4.7 State the period of validity of a premises licence 4.8 Identify the circumstances and procedures for applying for a variation to a premises licence
5 Understand the roles and responsibilities of the designated premises supervisor	5.1 State the role of the designated premises supervisor 5.2 State the process for appointing a designated premises supervisor 5.3 State the process for changing a designated premises supervisor
6 Understand the purpose and content of the operating schedule relating to a premises licence	6.1 State what an operating schedule is and what it must include 6.2 State the importance of the licensing objectives in relation to operating schedules
7 Understand the procedures involved in the application for and determination of the transfer of a premises licence and in the application for provisional statements and interim authority notices	7.1 State the conditions and processes for applying for a transfer of a premises licence 7.2 State the conditions and processes for applying for an interim authority notice 7.3 State what a provisional statement is and the conditions and processes for applying
8 Understand the procedures involved in the application for a club premises certificate and the process surrounding the determination of such an application	8.1 State the conditions which a club must meet in order to qualify for a club premises certificate 8.2 Identify the benefits to which qualifying clubs are entitled under a club premises certificate 8.3 State what local authorities must establish when determining whether a club is a qualifying club 8.4 State the procedure for applying for a club premises certificate 8.5 State the additional conditions that will apply where supply of alcohol is a licensable activity under a club premises certificate
9 Understand the basic procedures	9.1 Identify the circumstances under which licensing

Unit Title BIIAB Reference Level Credit Value GLH Unit Reference No.	
Learning Outcome - The learner will:	Assessment Criterion - The learner can:
and statutory requirements governing licensing hearings and the basic principles of natural justice and human rights legislation	
	9.2 State the process at licensing hearings
	9.3 State the basic principles of natural justice and human rights legislation
	9.4 State the appeal procedure following a hearing
10 Understand the procedures surrounding the review of premises licences and club premises certificates	10.1 State the purpose of the review process
	10.2 Identify who can apply for a review of a premises licence or a club premises certificate and the circumstances under which such an application can be made
	10.3 State the application and determination procedures for the review of a premises licence of a club premises certificate
	10.4 Identify what steps may be taken by the licensing authority following a review to ensure that the licensing objectives are promoted
	10.5 State who may lodge an appeal against a decision taken by the licensing authority in a review hearing
11 Understand what is meant by a temporary event and the relevant processes and conditions associated with temporary events	11.1 Identify the purpose of a temporary event notice
	11.2 State who can issue a temporary event notice and how many times this is permitted in a calendar year
	11.3 State the limitations on an event to be held under a temporary event notice
	11.4 State the processes that must be followed when issuing notification of a temporary event, who can object and on what grounds
12 Understand the procedures involved in the application for and grant or renewal of a personal licence and the circumstances that may result in forfeiture or suspension of a personal licence	12.1 State what the grant of a personal licence entitles a person to do
	12.2 State the period of validity of a personal licence
	12.3 State the criteria for the grant of a new licence, the circumstances that disqualify a person from holding a licence and who can object and on what grounds
	12.4 State the application and determination procedures for personal licence applications

Unit Title BIIAB Reference Level Credit Value GLH Unit Reference No.									
Learning Outcome - The learner will:	Assessment Criterion - The learner can:								
	<table border="1"> <tr> <td data-bbox="668 512 726 584">12.5</td> <td data-bbox="726 512 1444 584">State the definition of relevant offences and foreign offences</td> </tr> <tr> <td data-bbox="668 584 726 667">12.6</td> <td data-bbox="726 584 1444 667">Identify offences under the Licensing Act 2003 which are specifically applicable to personal licence holders</td> </tr> <tr> <td data-bbox="668 667 726 786">12.7</td> <td data-bbox="726 667 1444 786">State the possible consequences of a personal licence holder committing a relevant offence or an offence under the Licensing Act 2003</td> </tr> <tr> <td data-bbox="668 786 726 869">12.8</td> <td data-bbox="726 786 1444 869">State the application and determination procedures for the renewal of a personal licence</td> </tr> </table>	12.5	State the definition of relevant offences and foreign offences	12.6	Identify offences under the Licensing Act 2003 which are specifically applicable to personal licence holders	12.7	State the possible consequences of a personal licence holder committing a relevant offence or an offence under the Licensing Act 2003	12.8	State the application and determination procedures for the renewal of a personal licence
12.5	State the definition of relevant offences and foreign offences								
12.6	Identify offences under the Licensing Act 2003 which are specifically applicable to personal licence holders								
12.7	State the possible consequences of a personal licence holder committing a relevant offence or an offence under the Licensing Act 2003								
12.8	State the application and determination procedures for the renewal of a personal licence								
13 Understand the powers of the police and environmental health officers with regard to the closure of licensed premises and the powers of local authorities after such orders have been made	<table border="1"> <tr> <td data-bbox="668 878 726 987">13.1</td> <td data-bbox="726 878 1444 987">State the circumstances under which the police can suspend or close licensed premises and the duration of such orders</td> </tr> <tr> <td data-bbox="668 987 726 1070">13.2</td> <td data-bbox="726 987 1444 1070">State the powers of the Magistrates' Court in relation to the closure of licensed premises</td> </tr> <tr> <td data-bbox="668 1070 726 1153">13.3</td> <td data-bbox="726 1070 1444 1153">State the duties of the licensing authority following the issue of a closure order</td> </tr> <tr> <td data-bbox="668 1153 726 1267">13.4</td> <td data-bbox="726 1153 1444 1267">State the circumstances under which environmental health officers can close licensed premises and the duration of such orders</td> </tr> </table>	13.1	State the circumstances under which the police can suspend or close licensed premises and the duration of such orders	13.2	State the powers of the Magistrates' Court in relation to the closure of licensed premises	13.3	State the duties of the licensing authority following the issue of a closure order	13.4	State the circumstances under which environmental health officers can close licensed premises and the duration of such orders
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13.3	State the duties of the licensing authority following the issue of a closure order								
13.4	State the circumstances under which environmental health officers can close licensed premises and the duration of such orders								
14 Understand the rights of entry to licensed premises and powers of enforcement	<table border="1"> <tr> <td data-bbox="668 1276 726 1388">14.1</td> <td data-bbox="726 1276 1444 1388">State which authorities have the right to enter licensed premises, the circumstances under which they can enter and their powers once they have entered</td> </tr> </table>	14.1	State which authorities have the right to enter licensed premises, the circumstances under which they can enter and their powers once they have entered						
14.1	State which authorities have the right to enter licensed premises, the circumstances under which they can enter and their powers once they have entered								
15 Be able to state which premises and activities are exempt or prohibited from holding a premises licence or from selling alcohol	<table border="1"> <tr> <td data-bbox="668 1397 726 1469">15.1</td> <td data-bbox="726 1397 1444 1469">State premises which are exempt from requiring a premises licence</td> </tr> <tr> <td data-bbox="668 1469 726 1572">15.2</td> <td data-bbox="726 1469 1444 1572">State premises which are prohibited from selling alcohol</td> </tr> </table>	15.1	State premises which are exempt from requiring a premises licence	15.2	State premises which are prohibited from selling alcohol				
15.1	State premises which are exempt from requiring a premises licence								
15.2	State premises which are prohibited from selling alcohol								

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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