



Qualification Guidance Document



BIIAB Level 2 Award for Personal Licence Holders

Level 2 Award – 603/2468/5
Wales - C00/1212/8



Qualification Guidance Document

About Us

BIIAB Qualifications Limited is part of Skills and Education Group, a charitable organisation that champions education and skills-oriented organisations, providers and learners, making real change locally, nationally and internationally.

BIIAB Qualification Limited has an on-line registration system to help customers register learners on its qualifications, units and exams. In addition it provides features to view exam results, invoices, mark sheets and other information about learners already registered.

Sources of Additional Information

The BIIAB Qualifications Limited website www.biiab.co.uk provides access to a wide variety of information.

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Version	Date	Details of Change
1.0	February 2022	• Launch of new format qualification guide with Qualification Summary table added and new review date set. • Updated web addresses and links throughout. • New Indicative Content document which is available for approved centres via CMS
1.1	May 2022	Amendment to remove duplicated assessment criteria
1.2	July 2022	Amendment to unit reference number and removed duplicated AC
2.0	June 2023	Updated to new branding

Contents

About Us.....	1
Contents.....	2
Qualification Summary	3
About the BIIAB Level 2 Award for Personal Licence Holders.....	4
Objective and Purpose of this Qualification	4
About this Guidance.....	4
BIIAB Qualifications Limited Customer Service	5
What are Rules of Combination (RoC)?	5
BIIAB Level 2 Award for Personal Licence Holders Rules of Combination (RoC) and Structure	6
Age Restrictions	6
Entry Requirements and Progression	7
Assessment.....	7
Initial Assessment and Induction	11
Resources	11
Design and Delivery.....	12
Format of Units.....	12
Initial Registration	14
Qualification Review and Feedback.....	14
Mandatory Units.....	15

This is a live document and as such will be updated when required. It is the responsibility of the approved centre to ensure the most up-to-date version of the Qualification Specification is in use. Any amendments will be published on our website and centres are encouraged to check this site regularly.

Qualification Summary

BIIAB Level 2 Award for Personal Licence Holders								
Qualification Purpose	To obtain and demonstrate the knowledge related to alcohol legislation at Level 2.							
Age Range	Pre 16		16-18	✓	18+		19+	✓
Regulation	The above qualification is regulated by: Ofqual							
Assessment	- External assessment - External moderation							
Type of Funding Available	See FaLa (Find a Learning Aim)							
Qualification/Unit Fee	See BIIAB Qualifications Limited website for current fees and charges							
Grading	Pass/Fail To achieve a Pass grade, learners must achieve all the Learning Outcomes and Assessment Criteria in all the units completed							
Operational Start Date	01/12/2017							
Review Date	31/12/2025							
Certification End Date								
Guided Learning (GL)	8 hours							
Total Qualification Time (TQT)	10 hours							
Credit Value	1							
BIIAB Qualification Limited Sector	Hospitality and Catering							
Ofqual SSA Sector	07.4 Hospitality and Catering							
Support from Trade Associations	British Institute of Innkeeping Institute of Licensing Home Office							
Administering Office	See BIIAB Qualifications Limited website							

About the BIIAB Level 2 Award for Personal Licence Holders

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	Qualification Number (QN)	Wales
BIIAB Level 2 Award for Personal Licence Holders	603/2468/5	C00/1212/8

Objective and Purpose of this Qualification

This qualification has been designed to allow learners to obtain and then demonstrate the knowledge related to alcohol legislation at Level 2. The achievement of this qualification is a mandatory component for all people wishing to obtain a personal licence to sell alcohol within England and Wales.

The primary purpose of the qualification is to confirm occupational competence and/or 'licence to practise'. However, employers and licensing authorities can also rely on the knowledge provided as meeting nationally recognised standards within alcohol legislation at this level as such the sub-purpose is to confirm the ability to meet a 'licence to practise' or other legal requirements made by the relevant sector, professional or industry body.

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.

About this Guidance

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

The purpose of the guidance 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 guidance is updated, centres will be notified by BIIAB Qualifications Limited.



Qualification Guidance Document

BIIAB Qualifications Limited Customer Service

BIIAB Qualifications Limited is committed to giving the highest possible levels of customer service. Our service Level Agreement is available via www.biiab.co.uk

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 Support Contact Details: 0115 854 1620

Email: CustomerSupport@biiab.co.uk

Our Customer Support 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

What are Rules of Combination (RoC)?

Under the Regulatory Qualifications Framework (RQF), 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 groups 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 Qualifications Limited 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.

Qualification Guidance Document

BIIAB Level 2 Award for Personal Licence Holders Rules of Combination (RoC) and Structure

To achieve the BIIAB Level 2 Award for Personal Licence Holders 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: **8**
- TQT: **10**

The qualification has been developed based upon industry feedback as 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	Level	Credit	GLH	Assessment Method
LSRPLHv2	A/616/5204	Legal and Social Responsibilities of a Personal Licence Holder	2	1	8	Multiple-choice exam

Age Restrictions

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

- 16-18
- 19+

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.

This qualification is designed to equip learners with the knowledge related to alcohol legislation and responsible retailing at Level 2. The recommended progression route is to the BIIAB Level 3 Award in Hospitality Business Management. It also will allow for a number of progression routes to into other areas of learning and employment.

Achievement of this qualification offers opportunities for progression, including:

- 600/4570/X BIIAB Level 3 Award In Hospitality Business Management

Assessment

Overview of assessment strategy

The Assessment Strategy has been designed by BIIAB Qualifications Limited, in conjunction with an expert panel, and a steering group. All BIIAB Qualifications Limited 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 Qualifications Limited. The examination comprises of 30 Multiple Choice questions. Assessments provided by BIIAB Qualifications Limited will ensure that effective learning has taken place and that learners have the opportunity to:

- Meet the assessment criteria
- Achieve the learning outcomes

Unit Title	Assessment Method	Duration of Exam	Total Exam Marks	Pass Mark
Legal and Social Responsibilities of a Personal Licence Holder	Multiple Choice Exam	60 Minute	40	28

Assessment Process

Assessments will be accessible and will produce results that are valid, reliable, transparent and fair. BIIAB Qualifications Limited 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.

Qualification Guidance Document

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.

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

Assessment is the process used to judge the competence, of a learner, against set standards. The assessor is the person who is responsible for determining learners' competence. The assessor may be a work place supervisor or an external person who is trained and qualified, or working towards a qualification relevant to the assessor role.

Assessors base their judgement on performance and decide how it compares to the national standard. The assessor will also ask questions based on the knowledge required to do the work, to ascertain the knowledge and understanding of the learner.

When the required units have been completed and the assessor is satisfied that the learner has met the national standard, a recommendation for a certificate will be made.

An Internal Quality Assurer (IQA) is responsible for the quality assurance of the qualifications within the training organisation and will provide advice, guidance and support to the assessors. IQAs also ensure that the assessors apply the standards consistently and fairly. The IQA will review the portfolio of evidence during the assessment process.

An External Quality Assurer (EQA), who is appointed by BIIAB, will quality assure the assessment and internal quality assurance decisions involved in the development of the portfolio. The EQA will quality assure the qualification process, which ensures that certification of the qualification is reliable, consistent and to the national standard, by checking the consistency of assessments made by the training provider, and across training providers.

Requirements of Assessors, External and Internal Quality Assurers

Learners may be assessed, moderated or quality assured at work either by one or several appointed individuals.

Assessors - The primary responsibility of an assessor is to assess learners' knowledge, behaviours and skills in a range of relevant activities and to ensure the evidence submitted by the learner meets the requirements of the

Qualification Guidance Document

assessment criteria. It is important that an assessor can recognise knowledge, competence and behaviours as specified by the national standard. Assessors therefore need to have a thorough understanding of assessment and quality assurance practices, as well as have in-depth technical understanding related to the qualifications for which they are assessing learners. To assess learners, assessors **must**:

- hold an appropriate qualification, as specified by the appropriate regulatory authority, confirming their competence to assess learners undertaking competence-based units and qualifications. Assessors holding older qualifications **must** be able to demonstrate that they are assessing to the current standards;

OR

- be working toward an appropriate qualification, as specified by the appropriate regulatory authority. Any assessors working towards an appropriate qualification **must** ensure their decisions are countersigned by a suitably-qualified assessor/quality assurer and should be supported by a qualified assessor throughout their training period.
- be 'occupationally competent'. Assessors **must** provide current evidence of competence, knowledge and understanding in the areas to be assessed. This will normally be achieved through demonstrating competence in the roles which are to be assessed, or demonstrated by relevant experience and continuing professional development (CPD) which may include the achievement of qualifications relevant to the areas being assessed.
- have a full and current understanding of the units of competence and requirements of the qualifications being assessed, including the quality of assessment and the assessment process. It is the responsibility of approved centres to select and appoint assessors.

Internal Quality Assurer (IQA) - A primary responsibility of IQAs is to assure the quality and consistency of assessments by the assessors for whom they are responsible. IQAs therefore need to have a thorough understanding of quality assurance and assessment practices, as well as sufficient technical understanding related to the qualifications that they are internally quality assuring. It will be the responsibility of the approved centre to select and appoint IQAs.

IQAs **must**:

- hold an appropriate qualification, as specified by the appropriate regulatory authority, confirming their competence to internally quality assure competence-based assessments and learners. IQAs holding older qualifications **must** be able to demonstrate that they are internally quality assuring to the current standards.

OR

Qualification Guidance Document

- be working toward an appropriate qualification, as specified by the appropriate regulatory authority. If an IQA is working towards an appropriate qualification, his/her decisions **must** be countersigned by a suitably qualified IQA and should be supported by a qualified IQA throughout the training period.
- be 'occupationally competent'. IQAs **must** demonstrate sufficient and current understanding of the qualifications to be internally quality assured, and know how they are applied in the workplace.
- demonstrate competent practice in internal quality assurance of assessment, and demonstrate understanding of the principles and practices of internal quality assurance of assessment, including the quality of assessment and the assessment process.

External Quality Assurer (EQA) - The primary responsibility of EQAs is to assure the quality of internal quality assurance and assessments across the centres for which they are responsible. EQAs **must** have a thorough understanding of quality assurance and assessment practices, as well as in-depth technical knowledge related to the qualifications that they are externally quality assuring.

EQAs **must**:

- hold an appropriate qualification as specified by the appropriate regulatory authority, confirming their competence to quality assure competence-based assessments. EQAs holding older qualifications **must** be able to demonstrate that they are quality assuring to the current standards;

OR

- be working toward an appropriate qualification, as specified by the appropriate regulatory authority. If EQAs are working towards an appropriate qualification, their decisions **must** be countersigned by a suitably qualified EQA and should be supported by a qualified EQA throughout their training period.
- be 'occupationally competent'. EQAs **must** demonstrate sufficient and current understanding of the qualifications to be quality assured, and know how they are applied in business.
- demonstrate competent practice in external quality assurance of assessment, and demonstrate understanding of the principles and practices of external quality assurance of assessment, including the quality of assessment and the assessment process. It is the responsibility of the awarding organisation to select and appoint EQAs.

Qualification Guidance Document

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

For full details of the BIIAB Qualifications Limited's appeals procedure please refer to <https://biab.co.uk/policies-and-procedures/>

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 Qualifications Limited 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.

Resources

BIIAB Qualifications Limited provides the following additional resources for this qualification

- Learner handbook and workbook
- Learning outcomes and assessment criteria
- Specimen questions
- Externally set assessments

All of these resources are available on request.

Qualification Guidance Document

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.co.uk

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 learning, study or assessment for an average learner.

The qualification will be assigned Total Qualification Time (TQT), which, as well as GLH, will include the estimated number of hours spend in preparation, study or any other supervised learning, study or assessment for an average learner.

When planning how to deliver the qualification it is important to refer to this definition.

Centres must refer to the Assessment Principles and Additional Requirements detailed in this handbook when planning the delivery and assessment of these qualifications.

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:

Qualification Guidance Document

Unit Title

This will be shown as it appears on the Register of Regulated Qualifications (<http://register.ofqual.gov.uk>).

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 Qualifications Limited also assign unique unit numbers which 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.

Total Qualification Time (TQT)

Total Qualification Time (TQT) is defined by Ofqual as the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required in order for a Learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification. TQT is comprised of the following two elements:

- The number of hours which an awarding organisation has assigned to a qualification for Guided Learning, and
- An estimate of the number of hours a Learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but, unlike Guided Learning, not under the Immediate Guidance or Supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

Qualification Guidance Document

TQT is always assigned to the qualification however a similar calculation may on occasions also be assigned to a unit.

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.

Initial Registration

Registration and Certification

Learners should be registered and certificated via BIIAB Qualifications Limited's Customer Management System.

Equal Opportunities and Diversity Policy

BIIAB Qualifications Limited has in place an equal opportunities policy, a copy can be found at <https://www.biiab.co.uk/policies-and-procedures/>

BIIAB Qualifications Limited 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 Qualifications Limited has a reasonable adjustment policy in place, a copy of which is provided to all approved centres and can be found at <https://www.biiab.co.uk/policies-and-procedures/>

Qualification Review and Feedback

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

Qualification Guidance Document

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 Qualifications Limited will give due 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.

Mandatory Units

The following units are mandatory for this qualification.

Unit Title	Legal and Social Responsibilities of a Personal Licence Holder
Unit Reference	A/616/5204
BIIAB Reference	LSRPLHv2

Qualification Guidance Document

Level	2
Credit Value	1
GLH	8
Learning Outcome The learner will:	Assessment Criteria The learner can:
1. Know the nature, purpose and period of validity of a personal licence	1.1. State the nature and purpose of a personal licence 1.2. State the period of validity of a personal licence
2. Understand the application process and legal duties when applying for a personal licence	2.1. State how a personal licence application is made, including eligibility criteria 2.2. Outline the licensing authority's process for the grant or rejection of new personal licences 2.3. Identify who may object to the grant of a personal licence 2.4. Define the terms 'relevant offences' and 'foreign offences' 2.5. State the legal duty of an applicant to declare if they are convicted of any relevant or foreign offences during the application process 2.6. State the penalty for failing to declare conviction of relevant or foreign offences during the application process
3. Understand the legal duties of a personal licence	3.1. State the legal duties of a personal licence holder if charged with a relevant or foreign offence 3.2. State the legal duties of a personal licence holder if convicted of a relevant or foreign offence after the licence is granted 3.3. State the legal duties of a personal licence holder is a

	personal licence is being surrendered or revoked 3.4. State the legal duties of a personal licence holder if a change of name and/or address occurs 3.5. State the legal duties of a personal licence holder to produce their licence, when requested, including who may legally request this 3.6. State the consequences for breaching the legal duties of a personal licence holder 3.7. State the consequences for a personal licence holder convicted of a drink driving offence
4. Understand the roles, responsibilities, and functions of licensing authorities	4.1. State what licensing authorities are 4.2. Outline the roles and responsibilities of licensing authorities 4.3. Outline what a licensing policy is 4.4. Outline the purpose of a licensing hearing, including appeals
5. Understand the licensing objectives and the importance of partnerships in promoting these objectives	5.1. State the licensing objectives 5.2. State the importance of the licensing objectives 5.3. State what an operating schedule is 5.4. State what an operating schedule should include in order to promote the licensing objectives

Qualification Guidance Document

	5.5. Identify the importance of partnerships in supporting the licensing objectives 5.6. Identify the role of Community Safety Partnerships
6. Understand the nature and strength of alcohol and the effect on the body	6.1. State the legal definition of alcohol under licensing law 6.2. State how the strength of an alcoholic drink is measured 6.3. Define the terms 'alcohol-free' and 'low alcohol' 6.4. State the UK governments sensible drinking advice 6.5. State the behavioural and psychological effect of alcohol consumption 6.6. Identify the effects alcohol has on the body
7. Understand the law in relation to premises licences	7.1. Explain what a premises licence is 7.2. State the procedures for a premises licence application 7.3. State the grounds for a hearing and an appeal in respect of a premises licence application 7.4. Explain the purposes of a premises licence review 7.5. State the mandatory conditions attached to premises licenced to sell alcohol for consumption on and/or off the premises 7.6. Identify the licensable activities defined by licensing legislation 7.7. State the law in relation to variations to premises licences

Qualification Guidance Document

	7.8. State the law in relation to what constitutes unauthorised licensable activities 7.9. Identify what a due diligence defence is and when it may be used 7.10. State penalties for breaching licensing conditions
8. Know the role and legal responsibilities of the Designated Premises Supervisor (DPS)	8.1. Outline the job role of the DPS 8.2. State the legal responsibility of the DPS
9. Understand the law in relation to Temporary Event Notices (TEN)	9.1. State what is meant by the term 'permitted temporary activities' 9.2. State what TEN is 9.3. State the law in relation to the frequency of permitted temporary activities 9.4. State the circumstances under which the police or environmental health officers can object to a TEN
10. Understand the rights and legal duties of the responsible persons in relation to operation of licensed premises	10.1. State the duty to refuse the sale of alcohol to a drunken person 10.2. Identify examples of irresponsible drinks promotions 10.3. Identify strategies licensed premises may adopt to prevent violence and reduce conflict 10.4. Identify the consequences of allowing illegal drug use and dealing on licensed premises 10.5. Identify who is legally responsible for preventing disorderly conduct on licensed premises

Qualification Guidance Document

	10.6. State the consequences for allowing drunk and disorderly conduct on licensed premises
11. Know the law in relation to the protection of children on licensed premises	11.1. State the law in relation to the sale of alcohol to children 11.2. State the law in relation to the purchase or attempted purchase of alcohol by or for children 11.3. State the law in relation to the unsupervised sale of alcohol by a child 11.4. State the types and features of acceptable proof of age documents 11.5. Outline the importance of other legislation related to the protection of children 11.6. State the law in relation to the presence of children in licensed premises 11.7. State the law in relation to the consumption of alcohol by under 18s 11.8. State penalties for breaching the law in relation to the protection of under 18s on licenced premises
12. Understand the powers of the police and other authorities in relation to licensed premises	12.1. State the law in relation to the closure of identified licensed premises 12.2. State the law in relation to the closure of licensed premises covering a particular geographical area 12.3. Identify which authorities have a right of entry to licensed premises and when they can exercise these rights

Qualification Guidance Document

13. Understand prohibitions and exemptions in relation to licensable activities	13.1. Identify the circumstances under which sales of alcohol are not considered to be a retail sale under licensing law 13.2. Identify which forms of entertainment are regulated and which are exempt 13.3. Identify which types of premises are prohibited from selling alcohol 13.4. State the law in relation to the sale of alcohol on moving vehicles
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