



Qualification Guidance



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

R651 04



## Qualification Guidance

### About Us

BIIAB Qualification 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 Qualifications 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](http://www.biiab.co.uk) provides access to a wide variety of information.

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This document may be copied by approved centres for the purpose of assessing learners. It may also be copied by learners for their own use.

Version	Date	Details of Change
2.0	January 2021	Minimum age for learners corrected from 18 to 16
3.0	May 2021	Preference for at least two learners
3.1	July 2023	Addition of reference to Assessment Strategy in Section 8
3.2	January 2024	Reformatted Qualification Guide into new branding



## Qualification Guidance

### Contents

About Us.....	1
Contents.....	2
Qualification Summary .....	3
About the BIIAB Scottish Certificate for Personal Licence Holders (Refresher) at SCQF Level 6.....	4
Objective and Purpose of this Qualification .....	4
About this Guidance.....	5
BIIAB Qualifications Limited Customer Service .....	5
What are Rules of Combination (ROC)? .....	6
BIIAB Scottish Certificate for Personal Licence Holders (Refresher) at SCQF Level 6 Rules of Combination (ROC) and Structure .....	6
Age Restriction .....	7
Entry Requirements .....	7
Training Delivery and Assessment Strategy .....	7
Initial Assessment and Induction .....	13
Resources .....	13
Design and Delivery.....	14
Format of Units .....	16
Initial Registration .....	17
Qualification Review and Feedback.....	18
Mandatory Unit .....	19

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 Scottish Certificate for Personal Licence Holders (Refresher) at SCQF Level 6 – R651 04	
<b>Qualification Purpose</b>	To confirm occupational competence and/or 'licence to practice'.
<b>Age Range</b>	<b>Pre 16</b>   <b>16-18</b> ✓   <b>18+</b> ✓   <b>19+</b> ✓
<b>Regulation</b>	The above qualification is regulated by SQA
<b>Assessment</b>	<ul style="list-style-type: none"> <li>Multiple Choice Examination</li> </ul>
<b>Type of Funding Available</b>	See FaLa (Find a Learning Aim)
<b>Qualification/Unit Fee</b>	See BIIAB Qualifications Limited web site for current fees and charges
<b>Grading</b>	Pass/Fail To achieve a Pass grade, learners <b>must</b> achieve all the Learning Outcomes and Assessment Criteria in all the units completed
<b>Operational Start Date</b>	26/11/2020
<b>Review Date</b>	30/11/2025
<b>Operational End Date</b>	30/11/2025
<b>Certification End Date</b>	31/12/2025
<b>Guided Learning (GL)</b>	3 hours
<b>Total Qualification Time (TQT)</b>	
<b>Credit Value</b>	1
<b>BIIAB Qualifications Limited Sector</b>	Scottish Qualifications
<b>Ofqual SSA Sector</b>	
<b>Support from Trade Associations</b>	
<b>Administering Office</b>	See BIIAB Qualifications Limited web site

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

BIIAB Qualifications Limited is regulated to deliver this qualification by Ofqual in England. 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 Scottish Certificate for Personal Licence Holders (Refresher) at SCQF Level 6	R651 04

### Objective and Purpose of this Qualification

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 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.

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



## Qualification Guidance

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.

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 qualification's status please contact BIIAB head office.

## About this Guidance

This guidance 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.

## 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](http://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](mailto: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.

## BIIAB Scottish Certificate for Personal Licence Holders (Refresher) at SCQF Level 6 Rules of Combination (ROC) and Structure

To achieve the BIIAB 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:

### Mandatory Unit

Unit No.	URN	Unit Title	Level	Credit	Assessment Method
LPLHR	UN77 04	Licensing for Personal Licence Holders (Refresher)	6	1	Multiple-choice questions



## Qualification Guidance

### Age Restriction

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

### Entry Requirements

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.

### 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.

Providers must ensure that the Requirements outlined in the Training Delivery and Assessment Strategy for Scottish Personal Licence Holder Qualifications (October 2019) are met. Providers are particularly reminded that any courses delivered online must be participative and interactive.

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.



## Qualification Guidance

### 1. The Qualification

Summary of qualification requirements:

Qualification Title	Duration of exam	Total exam marks	Pass mark	Minimum course delivery time*
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.

#### Requirements for Tutors and External Quality Assurers

The requirements relating to the requirements for tutors and external quality assessors (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	✓

## Qualification Guidance

### 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.

<b>Updating occupational knowledge</b>	<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>
<b>Keeping up to date with developments in the licensed trade and new legislation</b>	<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>
<b>Standardisation and best practice in training delivery</b>	<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>

## Qualification Guidance

### 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.

## Qualification Guidance

- 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.

## Qualification Guidance

- e) In addition, centres must comply with such examination procedures specified by their awarding body.

## 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. The main reasons for an appeal are likely to be:

- Learners do not understand why they are not yet regarded as competent, because of unsatisfactory feedback from the assessor.
- Learners believe they are competent and that the assessor has misjudged them, or has failed to utilise some vital evidence.



## Qualification Guidance

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://biiab.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

In accordance with the Training Delivery and Assessment Strategy for Scottish Personal Licence Holder Qualifications, BIIAB Qualifications Limited provides the following additional resources for this qualification:

- BIIAB handbook for learners
- PowerPoint Presentation for tutors

All of these resources are available on request.

## 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. BIIAB Qualifications Limited includes the mandatory units within this guidance document.

## **Design and Delivery**

To ensure consistency and quality of delivery across all BIIAB Qualifications Limited 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 Qualifications Limited 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 Qualifications Limited will provide centres with course delivery materials produced for both qualifications. For those centres that want to develop their own course delivery materials, BIIAB Qualifications Limited will provide the standards for developing acceptable course delivery materials. Course delivery materials, including online resources, are subject to review by BIIAB Qualifications Limited External Quality Assurers.
- BIIAB Qualifications Limited 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 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 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 Qualifications Limited for both qualifications is strictly forbidden in any form, either on paper or electronically. Neither may they be used

## Qualification Guidance

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 Qualifications Limited 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 Qualifications Limited approved centre is responsible for quality assuring training delivery; BIIAB Qualifications Limited 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 Qualifications Limited personnel for the purpose of compliance.



## Qualification Guidance

### 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 guidance document will be in the format below:

#### Unit Title and Summary

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

#### 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

## Qualification Guidance

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.

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.

## 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.BIIABQualificationsLimited.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

## Qualification Guidance

- 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.BIIABQualifications Limited.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.

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 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.

## Mandatory Unit

The following unit is mandatory for this qualification.

### Licensing for Personal Licence Holders (Refresher)

<b>Unit Reference</b>	UN77 04	
<b>BIIAB Reference</b>	LPLHR	
<b>Level</b>	6	
<b>Credit Value</b>	1	
<b>Unit Summary</b>	The purpose of this unit is to provide the learner with a refresh on all aspects of Licensing for those that wish to hold a personal licence.	
<b>Learning Outcomes (1 to 17)</b> The learner will:	<b>Assessment Criteria (1.1 to 17.3)</b> The learner can:	
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 what constitutes the retail sale of alcohol	2.3
	1.3 State what constitutes the supply of alcohol in a club and when it must be treated as a sale	2.3
	1.4 State the difference between the retail sale of alcohol and the wholesale supply of alcohol to a retailer	2.3
2. Understand the role and general functions of the Licensing Standards Officer (LSO)	2.1 State the role and general functions of the Licensing Standards Officer (LSO)	2.6
3. Understand the law in relation to a premises licence	3.1 State what a premises licence is, when one is required and who may apply	2.8

	<p>3.2 State additional documentation to be included in a premises licence application and the purpose of these</p> <p>3.3 State who can apply for a review of a premises licence and the grounds for review</p> <p>3.4 State the duties and responsibilities of a premises manager</p> <p>3.5 Identify offences related to the premises licence</p>	<p>2.8</p> <p>2.25</p> <p>2.11</p> <p>2.18</p>
<p>4. Understand the role of the police in supervising alcohol licensed premises in order to promote the prevention of crime and disorder</p>	<p>4.1 State the range of interactions and interventions available to the police</p> <p>4.2 State the powers of closure and who can exercise them</p> <p>4.3 State the circumstances under which closure orders can be made and the implications for the premises</p> <p>4.4 State the breaches and offences which can occur in relation to a closure order</p>	<p>2.24</p> <p>2.27</p> <p>2.27</p> <p>2.28</p>
<p>5. Understand the duties of a premises licence holder</p>	<p>5.1 State the duties and responsibilities of a premises licence holder</p>	<p>2.11</p>
<p>6. Understand the mandatory conditions applied to premises licences and how to comply with them</p>	<p>6.1 State the law in relation to mandatory conditions for a premises licence</p> <p>6.2 State the law in relation to the minimum price at which a unit of alcohol can be sold</p> <p>6.3 State the law in relation to irresponsible promotions of alcohol</p>	<p>2.13</p> <p>2.14</p> <p>2.14</p>

## Qualification Guidance

7. Understand the law in relation to premises licence variation and transfer	7.1 State the law regarding applications for variations, including further application after refusal	2.8
8. Understand the legal requirement for training	8.1 State the legal requirement for training and qualifications to be undertaken by the licence holder and staff	2.29
	8.2 State how the training must be recorded of staff who sell alcohol	2.30
	8.3 State the types of breaches and offences related to training requirements	2.31
9. Understand the legal duties in relation to personal licences	9.1 State the duties of a personal licence holder	2.17
	9.2 Identify offences related to the personal licence	2.18
	9.3 State what is meant by the defence of due diligence	2.19, 2.20 2.23
	9.4 State the law in relation to the review of a personal licence on the grounds of conduct inconsistent with the licensing objectives	2.26
10. Understand the law in relation to the protection of children and young people	10.1 State the law in relation to selling or allowing the sale of alcohol to a child or young person	2.19
	10.2 State the law in relation to the purchase of alcohol by or for a child or young person	2.22
	10.3 State the law in relation to the consumption of alcohol by a child or young person	2.22

	10.4 State the law in relation to sending or delivering alcohol to a child or young person	2.22
	10.5 State the law in relation to the supervision of young persons making sales of alcohol	2.22
11. Understand the law and best practice policies in relation to proof of age and test purchasing	11.1 State the law in relation to test purchasing	2.21
	11.2 State what proof of age is acceptable and where relevant information can be found	2.20
	11.3 State best practice for age verification policies	2.20
12. Understand the law in relation to drunkenness and disorderly conduct on licensed premises	12.1 State the law in relation to the sale of alcohol to a drunk person	2.23
	12.2 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
	12.3 State the law in relation to disorderly conduct and refusal to leave premises	2.23
13. Understand the law in relation to licensed hours and extensions	13.1 State the law in relation to licensed hours	2.12
	13.2 State the law in relation to general extensions of licensed hours and extended hours applications	2.12
14. Understand the principles of risk assessment in relation to licensed premises	14.1 State the basic principles of risk assessment	2.9

## Qualification Guidance

<p>15. Understand units of alcohol and the strengths of common alcoholic drinks and the physical and psychological effects of alcohol</p>	<p>15.1 State the alcoholic strength (alcohol by volume) of the main categories of beverage alcohol products</p> <p>15.2 State what constitutes a unit of alcohol and how to calculate the number of units in an alcoholic drink</p> <p>15.3 State the effect alcohol has on the human body and how it affects people differently</p>	<p>3.1</p> <p>3.1</p> <p>3.2</p>
<p>16. Understand the consequences of excessive drinking and the guidance available</p>	<p>16.1 Identify the low risk drinking guidelines</p>	<p>3.1</p>
<p>17. Understand how to limit the potential for crime and disorder on licensed premises and how to manage conflict</p>	<p>17.1 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</p> <p>17.2 Identify the signs of potential conflict and how to manage conflict situations</p> <p>17.3 Identify best practice policies for preventing conflict</p>	<p>3.5</p> <p>3.6</p> <p>3.6</p>