BIIAB

BIIAB Scottish Certificate for Personal Licence Holders at SCQF Level 6

Scotland – R650 04

About Us

At BIIAB Qualifications Limited we continually invest in high quality qualifications, assessments and services for our chosen sectors. As a UK leading sector specialist, we continue to support employers and skills providers to enable individuals to achieve the skills and knowledge needed to raise professional standards across our sectors.

BIIAB Qualifications Limited have 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.

The system is accessed via a web browser by connecting to our secure website using a username and password: Skills and Education Group Awards Secure Login

Sources of Additional Information

The BIIAB Qualifications Limited website provides access to a wide variety of information.

Copyright

Specification Code

The specification code is C3333-06.

Issue	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
3.3	October 2025	Operational and Certification end dates updated
3.4	February 2026	Removed reference to a PowerPoint presentation in the resources section
3.5	February 2026	Updated to new company branding

This guide should be read in conjunction with the Indicative Content document which is available on our secure website using the link above.

Contents

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 at SCQF Level 6 – R650 04							
Qualification Purpose	To confirm occupational competence and/or 'licence to practice'.						
Age Range	Pre 16		16-18	✓	18+	✓	19+ ✓
Regulation	The above qualification is regulated by Qualifications Scotland Acreditation						
Assessment	Multiple Choice Examination						
Type of Funding Available	See FaLA (Find a Learning Aim)						
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	26/11/2020						
Review Date	30/11/2028						
Operational End Date	30/11/2028						
Certification End Date	31/12/2028						
Guided Learning (GL)	6 hours						
Total Qualification Time (TQT)							
Credit Value	1						
BIIAB Qualifications Limited Sector	Catering and Hospitality						
Regulator Sector	7.4 – Hospitality and catering						
Support from Trade Associations							
Administering Office	See BIIAB Qualifications Limited web site						

Introduction

BIIAB Qualifications Limited is regulated to deliver this qualification by Qualifications Scotland Accreditation. The qualification has a unique Group Award Code which is shown below. Each unit within the qualification will also have a regulatory Unit Reference Number (URN).

The Group Award Code will be displayed on the final certificate for the qualification.

Qualification Title	Group Award Code
BIIAB Scottish Certificate for Personal Licence Holders at SCQF Level 6	R650 04

Pre-requisites

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.

BIIAB Qualifications Limited expects approved centres to recruit with integrity on the basis of a trainee's ability to contribute to and successfully complete all the requirements of a unit(s) or the full qualification.

Qualification Structure and Rules of Combination

Rules of Combination: BIIAB Scottish Certificate for Personal Licence Holders at SCQF Level 6

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

The qualification comprises one mandatory unit as follows:

Unit Title	Unit Number	Level	Credit Value	Assessment Method
Licensing for Personal Licence Holders	UM76 04 LPLH	6	1	Multiple-choice questions

Aim

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

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 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.

Target Group

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

Assessment

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.

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 (SCPLH)	1 hour	40	28	6 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 assurers (EQAs) are set out below.

Tutors and External Quality Assurers must:	Tutor	EQA
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 or 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	✓

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.

Updating occupational knowledge	> Subscribing to and reading: > relevant licensing trade print journals and articles > web-based journals and articles > Internal and external work placements > Work experience and shadowing within licensed premises > Completing external visits to other organisations > Attending training sessions to update skills > Attending trade fairs > Trade body membership > Attending local licensing forum meetings
Keeping up to date with developments in the licensed trade and new legislation	> Relevant sector websites, journals and articles e.g. from SLTN, SGF, AFS > Membership of professional bodies > Papers and documents on legislative change e.g. from the Scottish Government, Licensing Boards > Networking events > Seminars, conferences, workshops > Membership of committees / working parties > SCPLH refresher training > Staff development days
Standardisation and best practice in training delivery	> Regular standardisation meeting with colleagues > Taking part in CPD forums > Sharing best practice through internal meetings, newsletters, email circulars > Comparison of training and delivery in other sectors > Attending awarding body meetings / seminars / workshops

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.

k) Qualifications Scotland Accreditation will not normally accredit qualifications delivered and assessed in languages other than English and Gaelic (although they will also consider, in appropriate cases, the use of British Sign Language (BSL).

l) In addition, centres must comply with such course delivery procedures specified by their awarding body.

4. Assessment

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

a) Qualifications specified in this specification are assessed by multiple-choice examination. The duration of the examination for each qualification along with details of the total available marks, and the required pass mark, are also outlined in this specification.

b) Assessment for the qualifications specified in this specification must be invigilated and can be made using either paper-based format or online system.

c) Awarding bodies must have a minimum of four versions of each paper per qualification offered and should rotate papers sent to centres on a regular basis.

d) Awarding bodies must provide guidance to centres regarding assessment assistance for those with additional support needs.

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

5. Examination Procedures

a) Centres should identify an individual who will be responsible for the administration of the examination procedure.

b) Centres should follow and comply with the administration and marking procedures specified by their awarding body.

c) Centres should retain such candidate information that ensures that no candidate may re-sit an examination paper version previously failed.

d) Examination papers must be kept in a secure place prior to the exam and, where practicable, tutors should have no prior knowledge of the exam version being used.

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

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

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/

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

All of these resources are available on request.

Practice Assessment Material

BIIAB Qualifications Limited confirm that there is no practice assessment material for this qualification.

Teaching Strategies and Learning Activities

Centres should adopt a delivery approach which supports the development of all individuals. The aims and aspirations of all the learners, including those with identified special needs or learning difficulties/disabilities, should be considered and appropriate support mechanisms put in place.

Progression Opportunities

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.

Centres should be aware that Reasonable Adjustments, which may be permitted for assessment, may in some instances limit a learner's progression into the sector. Centres must, therefore, inform learners of any limits their learning difficulty may impose on future progression.

Tutor / Assessor Requirements

BIIAB Qualifications Limited require those involved in the teaching and assessment process to be suitably experienced and / or qualified. Assessors should also be trained and qualified to assess or be working towards appropriate qualifications.

Those responsible for Internal Quality Assurance (IQA) must be knowledgeable of the subject/occupational area to a suitable level to carry out accurate quality assurance practices and processes.

Language

This specification and associated assessment materials are in English only.

Unit Details

Licensing for Personal Licence Holders	
Unit Reference	UN76 04
Level	6
Credit Value	1
Unit Summary	The purpose of this unit is to provide the learner with the knowledge on all aspects of Licensing for those that wish to work as a licensee in the Scottish licensed trade.

Learning Outcomes (1 to 24)	Assessment Criteria (1.1 to 24.1)	
The learner will	**The learner can**	
1. Understand the core provision of the Licensing Act 2005	1.1	State the 5 licensing objectives and their purpose
	1.2	State the meaning of the term alcohol
	1.3	State what constitutes the retail sale of alcohol
	1.4	State what constitutes the supply of alcohol in a club and when it must be treated as a sale
	1.5	State the difference between the retail sale of alcohol and the wholesale supply of alcohol to a retailer
2. Understand the role of the Licensing Board	2.1	State the make-up and general function of the Licensing Board
	2.2	State the law in relation to applicants attempting to influence Board members
	2.3	State the duty of the Board to produce a statement of licensing policy
3. Understand the role and general functions of the	3.1	State the role and general functions of the Licensing Standards Officer (LSO)

Licensing Standards Officer (LSO)		
4. Understand the key roles and powers of other statutory bodies involved in alcohol licensing	4.1	State the key roles and powers of other statutory bodies involved in alcohol licensing
5. Understand the law in relation to a premises licence	5.1	State what a premises licence is, when one is required and who may apply
	5.2	State additional documentation to be included in a premises licence application and the purpose of these
	5.3	State who can apply for a review of a premises licence and the grounds for review
	5.4	State the duties and responsibilities of a premises manager
	5.5	Identify offences related to the premises licence
6. Understand the role of the police in supervising alcohol licensed premises in order to promote the prevention of crime and disorder	6.1	State the range of interactions and interventions available to the police
	6.2	State the powers of closure and who can exercise them
	6.3	State the circumstances under which closure orders can be made and the implications for the premises
	6.4	State the breaches and offences which can occur in relation to a closure order
7. Understand the duties of a premises licence holder	7.1	State the duties and responsibilities of a premises licence holder
8. Understand the mandatory conditions applied to premises licences and how to comply with them	8.1	State the law in relation to mandatory conditions for a premises licence
	8.2	State the law in relation to the minimum price at which a unit of alcohol can be sold

	8.3	State how to calculate the number of units in an alcoholic drink	
	8.4	State the law in relation to irresponsible promotions of alcohol	
	8.5	State the special provisions for certain clubs	
9. Understand the law in relation to premises licence variation and transfer	9.1	State the law regarding applications for variations, including further application after refusal	
10. Understand the law in relation to personal licences	10.1	State what a personal licence is and what it authorises	
11. Understand the legal requirement for training	11.1	State the legal requirement for training and qualifications to be undertaken by the licence holder and staff	
	11.2	State how the training must be recorded of staff who sell alcohol	
	11.3	State the types of breaches and offences related to training requirements	
	11.4	State the sanctions for breaches in relation to the review and loss of licence	
12. Understand the legal duties in relation to personal licences	12.1	State the duties of a personal licence holder	
	12.2	Identify offences related to the personal licence	
	12.3	State what is meant by the defence of due diligence	
	12.4	State the law in relation to the review of a personal licence on the grounds of conduct inconsistent with the licensing objectives	

13. Understand the law in relation to occasional licences	13.1	State what an occasional licence is, who can apply, and the procedure for application
14. Understand the law in relation to the protection of children and young people	14.1	State the law in relation to selling or allowing the sale of alcohol to a child or young person
	14.2	State the law in relation to the purchase of alcohol by or for a child or young person
	14.3	State the law in relation to the consumption of alcohol by a child or young person
	14.4	State the law in relation to sending or delivering alcohol to a child or young person
	14.5	State the law in relation to the supervision of young persons making sales of alcohol
15. Understand the law and best practice policies in relation to proof of age and test purchasing	15.1	State the law in relation to test purchasing
	15.2	State what proof of age is acceptable and where relevant information can be found
	15.3	State best practice for age verification policies
16. Understand the law in relation to drunkenness and disorderly conduct on licensed premises	16.1	State the law in relation to the sale of alcohol to a drunk person
	16.2	State the law in relation to drunk persons entering or in premises on which alcohol is sold and obtaining of alcohol by or for a drunk person
	16.3	State the law in relation to disorderly conduct and refusal to leave premises
17. Understand the law in relation to licensed hours and extensions	17.1	State the law in relation to licensed hours

	17.2	State the law in relation to general extensions of licensed hours and extended hours applications
18. Understand the principles of risk assessment in relation to licensed premises	18.1	State the basic principles of risk assessment
19. Understand other associated law, relevant to the personal licence holder	19.1	State how associated law relevant to a personal licence holder is applicable to the operation of licensed premises
	19.2	State the breaches and offences related to associated law and how they may place a personal or premises licence at risk
20. Understand units of alcohol and the strengths of common alcoholic drinks and the physical and psychological effects of alcohol	20.1	State the alcoholic strength (alcohol by volume) of the main categories of beverage alcohol products
	20.2	State what constitutes a unit of alcohol and how to calculate the number of units in an alcoholic drink
	20.3	State the effect alcohol has on the human body and how it affects people differently
21. Understand common patterns of drug consumption in licensed premises	21.1	Identify best practice policies for drug prevention and the common signs of drug use and drug dealing
22. Understand the consequences of excessive drinking and the guidance available	22.1	State the consequences of excessive drinking
	22.2	Identify the low-risk drinking guidelines
23. Understand how to limit the potential for crime and disorder on licensed premises and how to manage conflict	23.1	State the importance of high standards throughout licensed premises, the importance of good customer service and how the environment can affect people's drinking and behaviour
	23.2	Identify the signs of potential conflict and how to manage conflict situations

	23.3	Identify best practice policies for preventing conflict
24. Understand security procedures and policies in relation to counter terrorism	24.1	Identify security and best practice policies in relation to crime and counter terrorism

Recognition of Prior Learning (RPL), Exemptions, Credit Transfers and Equivalencies

BIIAB Qualifications Limited policy enables learners to avoid duplication of learning and assessment in a number of ways:

> **Recognition of Prior Learning (RPL)** – a method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and do not need to develop through a course of learning.

> **Exemption** - Exemption applies to any certificated achievement which is deemed to be of equivalent value to a unit within BIIAB Qualifications Limited qualification, but which does not necessarily share the exact learning outcomes and assessment criteria. It is the assessor's responsibility, in conjunction with the Internal Moderator, to map this previous achievement against the assessment requirements of the BIIAB Qualifications Limited qualification to be achieved in order to determine its equivalence.

> Any queries about the relevance of any certificated evidence should be referred in the first instance to your centre's internal moderator and then to BIIAB Qualifications Limited.

> It is important to note that there may be restrictions upon a learner's ability to claim exemption or credit transfer which will be dependent upon the currency of the unit/qualification and a learner's existing levels of skill or knowledge.

> Where past certification only provides evidence that could be considered for exemption of part of a unit, learners must be able to offer additional evidence of previous or recent learning to supplement their evidence of achievement.

> **Credit Transfer** – BIIAB Qualifications Limited may attach credit to a qualification, a unit or a component. Credit transfer is the process of using certificated credits achieved in one qualification and transferring that achievement as a valid contribution to the award of another qualification. Units/Components transferred must share the same learning outcomes and assessment criteria along with the same unit number. Assessors must ensure that they review and verify the evidence through sight of:

> Original certificates OR

> Copies of certificates that have been signed and dated by the internal moderator confirming the photocopy is a real copy and make these available for scrutiny by the External Moderator.

> **Equivalencies** – opportunities to count credits from the unit(s) from other qualifications or from unit(s) submitted by other recognised organisations towards the place of mandatory or optional unit(s) specified in the rule of combination. The unit must have the same credit value or greater than the unit(s) in question and be at the same level or higher.

BIIAB Qualifications Limited encourages its centres to recognise the previous achievements of learners through Recognition of Prior Learning (RPL), Exemption, Credit Transfer and Equivalencies. Prior achievements may have resulted from past or present employment, previous study or voluntary activities. Centres should provide advice and guidance to the learner on what is appropriate evidence and present that evidence to the external moderator in the usual way.

Further guidance can be found in 'Delivering and Assessing Qualifications' which can be downloaded from biiab.co.uk/for-centres/

Certification

Learners will be certificated for all units and qualifications that are achieved and claimed.

BIIAB Qualifications Limited policies and procedures are available on the website.

Exemptions

This qualification contains no exemptions. For further details see Recognition of Prior Learning (RPL), Exemptions, Credit Transfers and Equivalencies.

Glossary of Terms

GL (Guided Learning)
GL is where the learner participates in education or training under the immediate guidance or supervision of a tutor (or other appropriate provider of education or training). It may be helpful to think – 'Would I need to plan for a member of staff to be present to give guidance or supervision?'

GL is calculated at qualification level and not unit/component level.

Examples of Guided Learning include:
> Face-to-face meeting with a tutor
> Telephone conversation with a tutor
> Instant messaging with a tutor
> Taking part in a live webinar
> Classroom-based instruction
> Supervised work
> Taking part in a supervised or invigilated formative assessment
> The learner is being observed as part of a formative assessment.

TQT (Total Qualification Time)
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.' The size of a qualification is determined by the TQT.

TQT is made up of the Guided Learning (GL) plus all other time taken in preparation, study or any other form of participation in education or training but not under the direct supervision of a lecturer, supervisor or tutor.

TQT is calculated at qualification level and not unit/component level.

Examples of unsupervised activities that could contribute to TQT include:
> Researching a topic and writing a report
> Watching an instructional online video at home/e-learning
> Watching a recorded webinar
> Compiling a portfolio in preparation for assessment
> Completing an unsupervised practical activity or work
> Rehearsing a presentation away from the classroom
> Practising skills unsupervised
> Requesting guidance via email – will not guarantee an immediate response.