



**Qualification Guidance Document**

# **BIIAB Level 2 Award for Licensing Practitioners (Alcohol)**

**England – 501/1909/6**

## 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.

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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.

## Specification Code

The specification code is A3330-02.

Issue	Date	Details of change
2.0	November 2017	Updated Specification throughout to remove reference to 'QCF' Updated RoC with TQT figures

3.0	June 2023	Updated to new branding
3.1	June 2025	Updated Review Date to 30/06/2028
3.2	May 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

About Us .....	1
Sources of Additional Information .....	1
Copyright .....	1
Specification Code.....	1
Qualification Summary.....	4
Introduction.....	5
Pre-requisites.....	5
Qualification Structure and Rules of Combination .....	5
Aim .....	6
Target Group.....	6
Assessment .....	6
Resources.....	7
Practice Assessment Material .....	8
Teaching Strategies and Learning Activities .....	8
Progression Opportunities .....	8
Tutor / Assessor Requirements.....	8
Language .....	9
Unit Details.....	10
Alcohol Licensing for Practitioners .....	10
Recognition of Prior Learning (RPL), Exemptions, Credit Transfers and Equivalencies .....	16
Certification .....	17
Exemptions.....	17
Glossary of Terms .....	18

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

<b>BIIAB Level 2 Award for Licensing Practitioners (Alcohol)</b>	
<b>Qualification Purpose</b>	To obtain and demonstrate the knowledge related to the review and approval of licences under the Licensing Act (2003) at level 2.
<b>Age Range</b>	Pre 16 <input type="checkbox"/> 16-18 <input checked="" type="checkbox"/> 18+ <input type="checkbox"/> 19+ <input checked="" type="checkbox"/>
<b>Regulation</b>	The above qualification(s) is/are regulated by Ofqual
<b>Assessment</b>	Multiple Choice Examination
<b>Type of Funding Available</b>	See FaLA (Find a Learning Aim)
<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>	01/01/2011
<b>Review Date</b>	30/06/2028
<b>Operational End Date</b>	
<b>Certification End Date</b>	
<b>Guided Learning (GL)</b>	10 hours
<b>Total Qualification Time (TQT)</b>	10 hours
<b>Credit Value</b>	1
<b>BIIAB Qualifications Limited Sector</b>	Hospitality and Catering
<b>Regulator Sector</b>	07.4 Hospitality and Catering
<b>Support from Trade Associations</b>	

## Introduction

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)
BIIAB Level 2 Award for Licensing Practitioners (Alcohol)	501/1909/6

## 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.

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 Level 2 Award for Licensing Practitioners (Alcohol)

To achieve the BIIAB Level 2 Award for Licensing Practitioners (Alcohol) qualification learners **must** gain a total of **1** credit from the mandatory unit listed below.

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

Unit Title	Unit Number	Level	Credit Value	GL
<b>Mandatory Group Minimum Credit Target – 1</b>				
Alcohol Licensing for Practitioners	J/602/2207 ALPA	2	1	10

## Aim

This qualification has been designed to allow learners to obtain and then demonstrate the knowledge related to the review and approval of licences under the Licensing Act (2003) at level 2.

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

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

## Target Group

This qualification is appropriate for use in the following age ranges:

- > 16-18
- > 19+

## Assessment

This qualification is assessed by external examination and requires internal and external moderation. Specific requirements and restrictions may apply to individual units within qualifications. Please check unit and qualification details for specific information.

Centres must take all reasonable steps to avoid any part of the assessment of a learner (including any internal quality assurance and invigilation) being undertaken by any person who has a personal interest in the result of the assessment.

### Overview of assessment strategy

The Assessment Strategy has been designed in conjunction with an expert panel, and a steering group. All Centres must adhere to the designed assessment strategy for this qualification.

This qualification contains one knowledge unit, and this unit is externally set and marked by BIIAB Qualifications Limited. In order to assess formally the learners' knowledge, a **multiple-choice knowledge test** has been developed. For this qualification, the examination comprises of **40 Multiple Choice questions**. This can be taken online or on paper. The pass threshold for this award is 70% therefore to achieve a pass grade learners must answer 28 questions correctly. You will be allocated **45 minutes** for the test.

If taken online, the tests are scheduled in our BIIAB Customer Management System and each learner in a cohort will sit a unique test. The online tests are marked automatically.

## Assessment materials allowed

### Multiple Choice Questions Exam (Online)

Learners must not refer to any books or materials whilst taking this examination. Learners may use the online calculator if required.

### Multiple Choice Questions Exam (Paper)

Learners must not refer to any books or materials whilst taking this examination. Learners may use a calculator if required.

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.

BIIAB Qualifications Limited 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

Please refer to the [Instructions for the Conduct of Examinations and Other External Assessment](#) for further information.

## Resources

BIIAB Qualifications Limited provides the following additional resources for this qualification

- > Purpose Statement
- > Learner Unit Achievement Checklist

## 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 the knowledge related to the review and approval of licences under the Licensing Act (2003) at level 2. The recommended progression route is to the BIIAB Level 3 Diploma in Management. It also will allow for a number of progression routes to into other areas of learning and employment.

Achievement of the qualification offers opportunities for progression, including:

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

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

<b>Alcohol Licensing for Practitioners</b>	
<b>Unit Reference</b>	J/602/2207
<b>Level</b>	2
<b>Credit Value</b>	1
<b>Guided Learning (GL)</b>	10
<b>Unit Summary</b>	<p>This unit provides learners with an understanding of the Licensing Act 2003 and its licensing objectives. It covers the roles and responsibilities of licensing authorities and key personnel, including the designated premises supervisor.</p> <p>Learners will develop knowledge of licensable activities, application processes for licences and certificates, and the procedures for hearings, reviews, and enforcement. The unit also addresses temporary events, personal licences, rights of entry, closure powers, and exemptions under the Act.</p>
<b>Learning Outcomes (1 to 15)</b>	<b>Assessment Criteria (1.1 to 15.2)</b>
<b>The learner will</b>	<b>The learner can</b>
1. Be able to state the licensing objectives that underpin the Licensing Act 2003 and demonstrate an understanding of their function and importance	1.1 State each of the licensing objectives 1.2 State the importance of the licensing objectives to the operation of the licensing authorities
2. Understand the role, functions, duties and responsibilities of licensing authorities within the framework of the licensing objectives under the Licensing Act 2003	2.1 State how licensing authorities must carry out their functions under the Licensing Act 2003 2.2 State the nature and purpose of a licensing authority's statement of Licensing Policy

	2.3	State the importance of the Secretary of State's Guidance in relation to licensing authorities and Statements of Licensing Policy
	2.4	State which bodies must and may be consulted when formulating a Statement of Licensing Policy
3. Be able to state the definition of alcohol under the Licensing Act 2003 and understand the nature and scope of licensable activities, the relevant law on unauthorised licensable activities and the penalties for breach.	3.1	State what are defined as licensable activities under the Licensing Act 2003
	3.2	State the definition of alcohol in relation to Licensing Law
	3.3	Identify what constitutes regulated entertainment
	3.4	State the definition of sale of alcohol by retail
	3.5	State the definition of supply of alcohol in club premises
	3.6	Identify what constitutes late night refreshment
	3.7	State the law relating to unauthorised licensable activities and penalties for breach
	3.8	State the defence of due diligence for offences relating to unauthorised sales of alcohol
4. Understand the procedures involved in the application for a premises licence and variations to such licences and the process surrounding the determination of such applications	4.1	State what is meant by a premises licence and when such licence is required
	4.2	State the conditions and procedures for an application for a premises licence
	4.3	State who can make relevant representations regarding an application for a premises licence

	4.4	State the definitions of relevant, frivolous and vexatious in relation to representations
	4.5	State the powers of the Licensing authority to determine premises licence applications
	4.6	State what are mandatory conditions in relation to a premises licence
	4.7	State the period of validity of a premises licence
	4.8	Identify the circumstances and procedures for applying for a variation to a premises licence
5. Understand the roles and responsibilities of the designated premises supervisor	5.1	State the role of the designated premises supervisor
	5.2	State the process for appointing a designated premises supervisor
	5.3	State the process for changing a designated premises supervisor
6. Understand the purpose and content of the operating schedule relating to a premises licence	6.1	State what an operating schedule is and what it must include
	6.2	State the importance of the licensing objectives in relation to operating schedules
7. Understand the procedures involved in the application for and determination of the transfer of a premises licence and in the application for provisional statements and interim authority notices	7.1	State the conditions and processes for applying for a transfer of a premises licence
	7.2	State the conditions and processes for applying for an interim authority notice
	7.3	State what a provisional statement is and the conditions and processes for applying

<p>8. Understand the procedures involved in the application for a club premises certificate and the process surrounding the determination of such an application</p>	<p>8.1 8.2 8.3 8.4 8.5</p>	<p>State the conditions which a club must meet in order to qualify for a club premises certificate</p> <p>Identify the benefits to which qualifying clubs are entitled under a club premises certificate</p> <p>State what local authorities must establish when determining whether a club is a qualifying club</p> <p>State the procedure for applying for a club premises certificate</p> <p>State the additional conditions that will apply where supply of alcohol is a licensable activity under a club premises certificate</p>
<p>9. Understand the basic procedures and statutory requirements governing licensing hearings and the basic principles of natural justice and human rights legislation</p>	<p>9.1 9.2 9.3 9.4</p>	<p>Identify the circumstances under which licensing hearings must be held</p> <p>State the process at licensing hearings</p> <p>State the basic principles of natural justice and human rights legislation</p> <p>State the appeal procedure following a hearing</p>
<p>10. Understand the procedures surrounding the review of premises licences and club premises certificates</p>	<p>10.1 10.2 10.3 10.4</p>	<p>State the purpose of the review process</p> <p>Identify who can apply for a review of a premises licence or a club premises certificate and the circumstances under which such an application can be made</p> <p>State the application and determination procedures for the review of a premises licence of a club premises certificate</p> <p>Identify what steps may be taken by the licensing authority following a review to ensure that the licensing objectives are promoted</p>

	10.5	State who may lodge an appeal against a decision taken by the licensing authority in a review hearing
11. Understand what is meant by a temporary event and the relevant processes and conditions associated with temporary events	11.1	Identify the purpose of a temporary event notice
	11.2	State who can issue a temporary event notice and how many times this is permitted in a calendar year
	11.3	State the limitations on an event to be held under a temporary event notice
	11.4	State the processes that must be followed when issuing notification of a temporary event, who can object and on what grounds
12. Understand the procedures involved in the application for and grant or renewal of a personal licence and the circumstances that may result in forfeiture or suspension of a personal licence	12.1	State what the grant of a personal licence entitles a person to do
	12.2	State the period of validity of a personal licence
	12.3	State the criteria for the grant of a new licence, the circumstances that disqualify a person from holding a licence and who can object and on what grounds
	12.4	State the application and determination procedures for personal licence applications
	12.5	State the definition of relevant offences and foreign offences
	12.6	Identify offences under the Licensing Act 2003 which are specifically applicable to personal licence holders
	12.7	State the possible consequences of a personal licence holder committing a relevant offence or an offence under the Licensing Act 2003

	12.8	State the application and determination procedures for the renewal of a personal licence
13. Understand the powers of the police and environmental health officers with regard to the closure of licensed premises and the powers of local authorities after such orders have been made	13.1	State the circumstances under which the police can suspend or close licensed premises and the duration of such orders
	13.2	State the powers of the Magistrates' Court in relation to the closure of licensed premises
	13.3	State the duties of the licensing authority following the issue of a closure order
	13.4	State the circumstances under which environmental health officers can close licensed premises and the duration of such orders
14. Understand the rights of entry to licensed premises and powers of enforcement	14.1	State which authorities have the right to enter licensed premises, the circumstances under which they can enter and their powers once they have entered
15. Be able to state which premises and activities are exempt or prohibited from holding a premises license or from selling alcohol	15.1	State premises which are exempt from requiring a premises licence
	15.2	State premises which are prohibited from selling alcohol

## 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 [bijab.co.uk/for-centres/](http://bijab.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.