



Qualification Guidance Document

BIIAB Level 2 Award for Personal Licence Holders

England – 603/2468/5

Wales – C00/1212/8

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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Specification Code

The specification code is A3332-02.

Issue	Date	Details of change
1.0	February 2022	Launch of new format qualification guide with Qualification Summary table added and new review date set.

		Updated web addresses and links throughout. New Indicative Content document which is available for approved centres via CMS
1.1	May 2022	Amendment to remove duplicated assessment criteria
1.2	July 2022	Amendment to unit reference number and removed duplicated AC
2.0	June 2023	Updated to new branding
2.1	July 2025	Text added – The use of bi-lingual dictionaries will not be allowed
2.2	November 2025	Review date extended
2.3	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.

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

Qualification Summary

BIIAB Level 2 Award for Personal Licence Holders	
Qualification Purpose	To obtain and demonstrate the knowledge related to alcohol legislation at Level 2.
Age Range	Pre 16 <input type="checkbox"/> 16-18 <input checked="" type="checkbox"/> 18+ <input type="checkbox"/> 19+ <input checked="" type="checkbox"/>
Regulation	The above qualification is regulated by: <ul style="list-style-type: none"> > Ofqual > Qualifications Wales
Assessment	<ul style="list-style-type: none"> > External assessment > External moderation > Multiple Choice Exam
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	01/12/2017
Review Date	31/12/2028
Operational End Date	
Certification End Date	
Guided Learning (GL)	8 hours
Total Qualification Time (TQT)	10 hours
Credit Value	1
BIIAB Qualifications Limited Sector	Hospitality and Catering
Regulator Sector	07.4 Hospitality and Catering
Support from Trade Associations	British Institute of Innkeeping Institute of Licensing Home Office

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 Personal Licence Holders	603/2468/5 (England) C00/1212/8 (Wales)

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.

It is recommended that learners should have achieved a minimum of literacy at level one in order to fully understand the terminology in this qualification and to be able to sit the external exam which is in English only. The use of bi-lingual dictionaries will not be allowed.

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 Personal Licence Holders

To achieve the BIIAB Level 2 Award for Personal Licence Holders learners **must** gain a total of **1** credit. This credit must come 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
Mandatory Group Minimum Credit Target – 1				
Legal and Social Responsibilities of a Personal Licence Holder	A/616/5204 LSRPLHv2	2	1	8

Aim

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

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

Due to constant Regulatory, policy and funding changes users are advised to check this qualification has been placed in the relevant Apprenticeship Framework and / or is funded for use with individual learners before making registrations. If you are unsure about the 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 **60 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)

Only the use of dictionaries is permitted. 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)

Only the use of dictionaries is permitted. 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 the 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

- > Learner handbook and workbook
- > Purpose Statement
- > Learner Unit Achievement Checklist
- > Specimen questions
- > Externally set assessments

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

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

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

Legal and Social Responsibilities of a Personal Licence Holder	
Unit Reference	A/616/5204
Level	2
Credit Value	1
Guided Learning (GL)	8
Unit Summary	This unit provides learners with the knowledge required to understand the legal framework relating to personal licences and the operation of licensed premises. It covers the purpose, application process, and legal duties of a personal licence, as well as the roles and responsibilities of licensing authorities and the Designated Premises Supervisor (DPS). Learners will understand the licensing objectives, the importance of partnership working, and the laws relating to premises licences, Temporary Event Notices (TENs), and responsible persons.
Learning Outcomes (1 to 13)	Assessment Criteria (1.1 to 13.4)
The learner will	The learner can
1. Know the nature, purpose and period of validity of a personal licence	1.1 State the nature and purpose of a personal licence
	1.2 State the period of validity of a personal licence
2. Understand the application process and legal duties when applying for a personal licence	2.1 State how a personal licence application is made, including eligibility criteria
	2.2 Outline the licensing authority's process for the grant or rejection of new personal licences
	2.3 Identify who may object to the grant of a personal licence

	2.4	Define the terms 'relevant offences' and 'foreign offences'
	2.5	State the legal duty of an applicant to declare if they are convicted of any relevant or foreign offences during the application process
	2.6	State the penalty for failing to declare conviction of relevant or foreign offences during the application process
3. Understand the legal duties of a personal licence	3.1	State the legal duties of a personal licence holder if charged with a relevant or foreign offence
	3.2	State the legal duties of a personal licence holder if convicted of a relevant or foreign offence after the licence is granted
	3.3	State the legal duties of a personal licence holder if a personal licence is being surrendered or revoked
	3.4	State the legal duties of a personal licence holder if a change of name and/or address occurs
	3.5	State the legal duties of a personal licence holder to produce their licence, when requested, including who may legally request this
	3.6	State the consequences for breaching the legal duties of a personal licence holder
	3.7	State the consequences for a personal licence holder convicted of a drink driving offence
4. Understand the roles, responsibilities, and functions of licensing authorities	4.1	State what licensing authorities are
	4.2	Outline the roles and responsibilities of licensing authorities
	4.3	Outline what a licensing policy is

	4.4	Outline the purpose of a licensing hearing, including appeals
5. Understand the licensing objectives and the importance of partnerships in promoting these objectives	5.1	State the licensing objectives
	5.2	State the importance of the licensing objectives
	5.3	State what an operating schedule is
	5.4	State what an operating schedule should include in order to promote the licensing objectives
	5.5	Identify the importance of partnerships in supporting the licensing objectives
	5.6	Identify the role of Community Safety Partnerships
6. Understand the nature and strength of alcohol and the effect on the body	6.1	State the legal definition of alcohol under licensing law
	6.2	State how the strength of an alcoholic drink is measured
	6.3	Define the terms 'alcohol-free' and 'low alcohol'
	6.4	State the UK governments sensible drinking advice
	6.5	State the behavioural and psychological effect of alcohol consumption
	6.6	Identify the effects alcohol has on the body
7. Understand the law in relation to premises licences	7.1	Explain what a premises licence is
	7.2	State the procedures for a premises licence application
	7.3	State the grounds for a hearing and an appeal in respect of a premises licence application

	7.4	Explain the purposes of a premises licence review
	7.5	State the mandatory conditions attached to premises licenced to sell alcohol for consumption on and/or off the premises
	7.6	Identify the licensable activities defined by licensing legislation
	7.7	State the law in relation to variations to premises licences
	7.8	State the law in relation to what constitutes unauthorised licensable activities
	7.9	Identify what a due diligence defence is and when it may be used
	7.10	State penalties for breaching licensing conditions
8. Know the role and legal responsibilities of the Designated Premises Supervisor (DPS)	8.1	Outline the job role of the DPS
	8.2	State the legal responsibility of the DPS
9. Understand the law in relation to Temporary Event Notices (TEN)	9.1	State what is meant by the term 'permitted temporary activities'
	9.2	State what TEN is
	9.3	State the law in relation to the frequency of permitted temporary activities
	9.4	State the circumstances under which the police or environmental health officers can object to a TEN
10. Understand the rights and legal duties of the responsible persons in relation to operation of licensed premises	10.1	State the duty to refuse the sale of alcohol to a drunken person
	10.2	Identify examples of irresponsible drinks promotions

	10.3	Identify strategies licensed premises may adopt to prevent violence and reduce conflict
	10.4	Identify the consequences of allowing illegal drug use and dealing on licensed premises
	10.5	Identify who is legally responsible for preventing disorderly conduct on licensed premises
	10.6	State the consequences for allowing drunk and disorderly conduct on licensed premises
11. Know the law in relation to the protection of children on licensed premises	11.1	State the law in relation to the sale of alcohol to children
	11.2	State the law in relation to the purchase or attempted purchase of alcohol by or for children
	11.3	State the law in relation to the unsupervised sale of alcohol by a child
	11.4	State the types and features of acceptable proof of age documents
	11.5	Outline the importance of other legislation related to the protection of children
	11.6	State the law in relation to the presence of children in licensed premises
	11.7	State the law in relation to the consumption of alcohol by under 18s
	11.8	State penalties for breaching the law in relation to the protection of under 18s on licenced premises
12. Understand the powers of the police and other authorities in relation to licensed premises	12.1	State the law in relation to the closure of identified licensed premises

	12.2	State the law in relation to the closure of licensed premises covering a particular geographical area
13. Understand prohibitions and exemptions in relation to licensable activities	12.3	Identify which authorities have a right of entry to licensed premises and when they can exercise these rights
	13.1	Identify the circumstances under which sales of alcohol are not considered to be a retail sale under licensing law
	13.2	Identify which forms of entertainment are regulated and which are exempt
	13.3	Identify which types of premises are prohibited from selling alcohol
	13.4	State the law in relation to the sale of alcohol on moving vehicles

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/

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.