



Purpose Statement

BIIAB Level 3 Award for Designated Premises Supervisors – 603/3735/7

Overview

A Designated Premises Supervisor is the person who has day-to-day responsibility for a licensed premises and is responsible for authoring the alcohol sales. This qualification has been designed to allow learners to obtain and then demonstrate the knowledge related to the roles and responsibilities of a Designated Premises Supervisor working within the Licensed Retail sector. The qualification covers good practices and legal requirements relevant to the role at Level 3.

The primary purpose of the qualification is supporting a role in the workplace. 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 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.

Who is this qualification for?

This qualification is appropriate for learners aged 18+ years old.

Skills and Education Group Awards expects approved centres to recruit with integrity on the basis of a learner's ability to contribute to and successfully complete all the requirements of a unit(s) or the full qualification.

What does the qualification cover?

Learners must achieve 1 credit. This credit must come from the mandatory unit.

The qualification covers:

- > **Roles and Responsibilities of a Designated Premises Supervisor –** This unit provides learners with the knowledge required to support the supervision of licensed premises. It covers the role of the Designated Premises Supervisor (DPS), compliance with licence conditions, and relevant legislation.



Purpose Statement

Learners will understand how to assess risks, promote the licensing objectives, respond to problems, and apply good practice, including equality requirements, to ensure safe and lawful operations.

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 **50 Multiple Choice questions**. This can be taken online or on paper. The pass threshold for this award is 76% therefore to achieve a pass grade learners must answer 38 questions correctly. You will be allocated **50 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.



Purpose Statement

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.

What could this qualification lead to?

The qualification is designed to equip learners with the knowledge related to good practices and legal requirements of a designated premises supervisor at Level 3. The recommended progression route is to the BIIAB Level 3 Award in Hospitality Business Management. It also will allow for a number of progression routes to into other areas of learning and employment.

Achievement of the qualification offers opportunities for progression, including:

- > 600/4570/X BIIAB Level 3 Award in Hospitality Business Management
- > 603/0570/8 BIIAB Level 4 Award in the Roles and Responsibilities of Business Development Managers in the Licensed Retail Sector
- > 603/0599/X BIIAB Level 4 Certificate in Multiple Licensed Premises Management

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.

Further Information

Further information on the qualification can be found on the Skills and Education Group Awards website.