



**Qualification Guidance Document**

# **BIIAB Level 3 Award for Designated Premises Supervisors**

**England – 603/3735/7**

## 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 A3324-03.

Issue	Date	Details of change
2.0	July 2023	Updated document to new branding
2.1	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

<b>BIIAB Level 3 Award for Designated Premises Supervisor</b>									
<b>Qualification Purpose</b>	To demonstrate the knowledge related to the roles and responsibilities of a Designated Premises Supervisor working within the Licensed Retail sector.								
<b>Age Range</b>	<table border="1"> <tr> <td>Pre 16</td> <td></td> <td>16-18</td> <td></td> <td>18+</td> <td>✓</td> <td>19+</td> <td></td> </tr> </table>	Pre 16		16-18		18+	✓	19+	
Pre 16		16-18		18+	✓	19+			
<b>Regulation</b>	The above qualification is 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>	01/11/2018								
<b>Review Date</b>	31/08/2025								
<b>Operational End Date</b>									
<b>Certification End Date</b>									
<b>Guided Learning (GL)</b>	8 hours								
<b>Total Qualification Time (TQT)</b>	12 hours								
<b>Credit Value</b>									
<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 3 Award for Designated Premises Supervisors	603/3735/7

## Pre-requisites

The learner must be a current personal license holder or have achieved the Level 2 Award for Personal Licence Holders. 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 3 Award for Designated Premises Supervisors

To achieve the BIIAB Level 3 Award for Designated Premises Supervisors 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
<b>Mandatory Group Minimum Credit Target – 1</b>				
Roles and Responsibilities of a Designated Premises Supervisor	J/617/2852 RRDPS	3	1	8

## **Aim**

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 head office.

## **Target Group**

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

## **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.

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 provides the following additional resources for this qualification:

- > Purpose Statement
- > Learner Unit Achievement Checklist
- > Externally set and marked assessment

## 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 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.

## 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>Roles and Responsibilities of the Designated Premises Supervisor</b>	
<b>Unit Reference</b>	J/617/2852
<b>Level</b>	3
<b>Credit Value</b>	1
<b>Guided Learning (GL)</b>	8
<b>Unit Summary</b>	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. 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.
<b>Learning Outcomes (1 to 7)</b>	<b>Assessment Criteria (1.1 to 7.7)</b>
<b>The learner will</b>	<b>The learner can</b>
1. Understand the function and significance of the designated premises supervisor (DPS)	1.1 Explain the function of the DPS under licensing legislation 1.2 Summarise the responsibilities of the DPS 1.3 Distinguish the limits regarding the DPS and the number of premises they can supervise 1.4 Explain the procedure to appoint/change a DPS 1.5 Explain who may object to the appointment of a DPS
2. Understand how to carry out operational risk assessments in respect of the licensing objectives	2.1 Summarise the steps to risk assessment in relation to the licensing objectives

	2.2	Assess the risks that licensable activities pose to the promotion of each of the licensing objectives
	2.3	Explain the meaning of a cumulative impact policy
3. Understand the measures that promote the licensing objectives	3.1	Summarise the measures that promote the prevention of crime and disorder licensing objective
	3.2	Summarise the measures that promote the public safety licensing objective
	3.3	Summarise the measures that promote the prevention of public nuisance licensing objective
	3.4	Summarise the measures that promote the protection of children from harm licensing objective
	3.5	Summarise the measures for dealing with special risk factors
	3.6	Explain other measures that promote general management control
4. Understand the responsibility to comply with conditions attached to the premises licence	4.1	Explain the relationship between premises licence conditions and the licensing objectives
	4.2	Distinguish the types of condition that may be attached to a premises licence
	4.3	Explain steps required to comply with conditions that may be attached to a premises licence
5. Understand the measures that can be applied when dealing with problems	5.1	Summarise measures that can be used for dealing with intoxicated customers
	5.2	Summarise measures that can be used for dealing with underage purchases of age-restricted products

	<p>5.3</p> <p>5.4</p> <p>5.5</p> <p>5.6</p> <p>5.7</p>	<p>Summarise measures that can be used for dealing with attempted theft of age-restricted products</p> <p>Summarise measures that can be used when dealing with confrontations</p> <p>Describe measures that can be used for responding to violent situations</p> <p>Describe basic counter-terrorism measures</p> <p>Describe how to protect vulnerable customers</p>
<p>6. Understand the main implications of equality legislation</p>	<p>6.1</p> <p>6.2</p>	<p>Explain the concept of 'protected characteristics'</p> <p>Identify measures that promote equal treatment of customers in licensed premises</p>
<p>7. Understand the requirements of other legislation and the application of good practice to the operation of licensed premises</p>	<p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p> <p>7.6</p> <p>7.7</p>	<p>Explain the responsibilities in relation to health and safety on the premises</p> <p>Explain the requirements to comply with food safety legislation</p> <p>Describe the application of weights and measures regulations on licensed premises</p> <p>Explain key aspects in relation to consumer protection legislation</p> <p>Explain key requirements in relation to the sale of age restricted products</p> <p>Distinguish aspects of regulated and non-regulated entertainment</p> <p>Explain the key requirements of data protection legislation</p>

## 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.