



**Qualification Guidance Document**

# **BIIAB Level 2 Award in Drugs Awareness for Licensed Hospitality Staff**

**England – 501/1268/5**  
**Wales – C00/0849/2**

## 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

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior permission of the publishers.

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 A3323-02.

Issue	Date	Details of change
2.0	January 2018	Updated handbook 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.....	8
Practice Assessment Material .....	8
Teaching Strategies and Learning Activities .....	8
Progression Opportunities .....	8
Tutor / Assessor Requirements.....	8
Language .....	9
Unit Details.....	10
Drugs Awareness in Licensed Premises .....	10
Recognition of Prior Learning (RPL), Exemptions, Credit Transfers and Equivalencies .....	14
Certification .....	15
Exemptions.....	15
Glossary of Terms .....	16

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 in Drugs Awareness for Licensed Hospitality Staff - 501/1268/5 (England) and C00/0849/2 (Wales)</b>	
<b>Qualification Purpose</b>	To progress to the next level of vocational learning by developing knowledge and skills in Drugs Awareness for Licensed Hospitality Staff 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: <ul style="list-style-type: none"> <li>&gt; Ofqual</li> <li>&gt; Qualifications Wales</li> <li>&gt; CCEA Regulation</li> </ul>
<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>	01/09/2010
<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

**Support from Trade Associations**

## 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 in Drugs Awareness for Licensed Hospitality Staff	501/1268/5 (England) C00/0849/2 (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.

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 in Drugs Awareness for Licensed Hospitality Staff

To achieve the BIIAB Level 2 Award in Drugs Awareness for Licensed Hospitality Staff learners **must** gain a **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 A Minimum Credit Target – 1</b>				
Drugs Awareness in Licensed Premises	M/601/7499 DALP	2	1	10

## Aim

This qualification has been designed to allow learners to obtain and then demonstrate the knowledge related to safe practices and drugs prevention in licensed premises 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 prepare for further learning or training, and 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 qualifications state, please contact BIIAB 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 **30 Multiple Choice questions**. This can be taken online or on paper. The pass threshold for this award is 80% therefore to achieve a pass grade learners must answer 24 questions correctly. You will be allocated **30 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
- > 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 safe practices and drugs prevention in licensed premises 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

Drugs Awareness in Licensed Premises	
<b>Unit Reference</b>	M/601/7499
<b>Level</b>	2
<b>Credit Value</b>	1
<b>Guided Learning (GL)</b>	10
<b>Unit Summary</b>	<p>This unit develops learners' understanding of drug misuse within licensed premises, including current trends and sources of information. It covers relevant legislation, drug classification, and common offences, enabling learners to recognise signs of drug-related activity. Learners will also understand the importance of a drugs strategy, including its key components, implementation, and monitoring, as part of a partnership approach. Practical measures to prevent and reduce drug-related activity are also addressed, supporting safe and compliant licensed environments.</p>
<b>Learning Outcomes (1 to 6)</b>	<b>Assessment Criteria (1.1 to 6.5)</b>
<b>The learner will</b>	<b>The learner can</b>
1. Be able to identify the most common trends in drugs misuse and where to obtain further information	1.1 State general and UK drug trends
	1.2 Identify who to approach for local information on current drugs trends
	1.3 State the key elements of the Government's anti-drugs strategy
2. Be able to identify drug-related legislation and offences relevant to licensed premises and state how and why drugs are classified	2.1 Identify relevant legislation and offences under the provisions of The Misuse of Drugs Act 1971, The Licensing Act 2003, The Drugs Act 2005 and the Anti-social Behaviour Act 2003
	2.2 Identify the offences under the Misuse of Drugs Act that specifically applies to

		<p>premises licence holders, designated premises supervisors and managers of licences premises</p> <p>2.3 State how and why drugs are classified</p> <p>2.4 State the law and processes concerning a review of the premises licence and suspension or forfeiture of a personal licence in relation to controlled drug misuse on licensed premises</p> <p>2.5 State the law in relation to powers to close premises in respect of class A drug activity</p> <p>2.6 State the law regarding police rights of entry to licensed premises</p>
<p>3. Be able to identify the most common drugs offences associated with licensed premises and recognise signs of their occurrence</p>		<p>3.1 Identify drug problems particular to licensed premises which cater for various customer groups in various types of location</p> <p>3.2 Identify paraphernalia that might indicate that cannabis is being misused in licensed premises</p> <p>3.3 Identify paraphernalia that might indicate that amphetamines or cocaine is being misused in licensed premises</p> <p>3.4 Identify customer behaviour that might indicate that drugs are being misused in licensed premises</p> <p>3.5 Identify behaviour that might indicate that drug dealing is taking place</p> <p>3.6 State health risks associated with drug misuse and with mixing drugs with alcohol</p> <p>3.7 Identify symptoms and customer behaviour that might indicate that drinks spiking is occurring</p>

<p>4. Understand the need for a drug strategy for licensed premises as part of a partnership approach and be able to identify what should be included in a drugs strategy and how it should be implemented and monitored</p>	<p>4.1 4.2 4.3 4.4 4.5</p>	<p>State the need for and the importance of partnerships with the Licensing Authority, the police and other relevant authorities</p> <p>Identify how to initiate, implement and monitor a drugs strategy as part of the risk assessment and operating schedule for the premises</p> <p>State how the design and decoration of premises can discourage drugs misuse</p> <p>Identify the importance of staff training and staff monitoring within a drugs strategy</p> <p>State the benefits of using surveillance and closed-circuit television (CCTV) and how to record CCTV correctly to provide admissible evidence</p>
<p>5. Understand the practical steps that can be taken to prevent drug related activity on licensed premises</p>	<p>5.1 5.2 5.3 5.4</p>	<p>State the right and duty to refuse entry and the role of door supervisors</p> <p>State good practice guidelines for conducting pre-entry searches of customers</p> <p>State how to comply with requirements when finding or confiscating suspect substances and for the safe handover of found or confiscated drugs</p> <p>State the importance of making customers aware of the premises' zero tolerance drugs policy and of providing other appropriate drugs awareness materials for customers</p>
<p>6. Understand how to deal with public safety issues where drugs enter or are used on licensed premises</p>	<p>6.1</p>	<p>State how to comply with the requirements of public safety in terms of the prevention of over-crowding, overheating, spiking of drinks and the provision of first aid</p>

	<p>6.2 Identify good practice for recording drug related incidents in an incident record</p> <p>6.3 State the importance of safe handling and how to prevent injury from handling sharps during searches and when suspect substances are found</p> <p>6.4 Identify good practice guidelines for dealing with customers suspected of dealing drugs</p> <p>6.5 Identify good practice guidelines for dealing with drug or alcohol related illness and emergencies</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.