



Qualification Guidance Document

BIIAB Level 1 Award in Responsible Alcohol Retailing

England – 500/7744/2

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.

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Specification Code

The specification code is A3335-01.

Issue	Date	Details of change
2.1	March 2023	Reformatted into new branding
2.2	June 2025	Updated Review date to 30/06/2028

2.3	June 2026	Updated to new company branding
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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
Overview of assessment strategy.....	6
Resources.....	8
Practice Assessment Material	8
Teaching Strategies and Learning Activities	8
Progression Opportunities	8
Tutor / Assessor Requirements	9
Language	9
Mandatory Unit Details	10
Principles of Responsible Alcohol Retailing	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

BIIAB Level 1 Award in Responsible Alcohol Retailing								
Qualification Purpose	Obtain and demonstrate the knowledge related to safe practises and awareness surrounding alcohol at Level 1							
Age Range	Pre 16		16-18	✓	18+		19+	✓
Regulation	The above qualification is regulated by Ofqual							
Assessment	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	01/10/2010							
Review Date	30/06/2028							
Operational End Date								
Certification End Date								
Guided Learning (GL)	10 hours							
Total Qualification Time (TQT)	10 hours							
Credit Value								
BIIAB Qualifications Limited Sector	Hospitality and Catering							
Regulator Sector	07.4 Hospitality and Catering							
Support from Trade Associations								

Introduction

BIIAB Qualifications Limited is regulated to deliver this qualification by Ofqual in England. 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 Title	Qualification Number (QN)
BIIAB Level 1 Award in Responsible Alcohol Retailing	500/7744/2

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 1 Award in Responsible Alcohol Retailing

To achieve the BIIAB Level 1 Award in Alcohol Awareness, learners **must** gain **1** credit from the mandatory unit listed below.

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

Unit Title	Unit Number	Level	Credit Value	GL
Mandatory Group Minimum Credit Target – 1				
Principles of Responsible Alcohol Retailing	R/600/5183 PRAR	1	1	10

Aim

This qualification has been designed to allow learners to obtain and then demonstrate the knowledge surrounding working in the hospitality sector, at Level 1.

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 for alcohol awareness 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.

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 by People 1st, in conjunction with an expert panel, educational experts and a steering group. All BIIAB approved

training centres and their assessment 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 **25 Multiple Choice questions**. This can be taken online or on paper. The pass threshold for this award is 68%. The first three questions are compulsory questions. To pass you must answer correctly all 3 compulsory questions correctly and for the remaining 22 questions (Question 4 - Question 25), you will need to score 14 out of 22. 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)

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 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
- > Multiple-choice exam

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 safe practises and awareness surrounding alcohol at Level 1. The recommended progression route is to the BIIAB Level 2 Award for Personal Licence Holders. 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:

- > 603/2468/5 C00/1212/8 BIIAB Level 2 Award for Personal Licence Holders
- > 600/3355/1 BIIAB Level 2 Award in Licensed Hospitality Operations

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.

Mandatory Unit Details

Principles of Responsible Alcohol Retailing		
Unit Reference	R/600/5183	
Level	1	
Credit Value	1	
Guided Learning (GL)	10	
Unit Summary	This unit gives learners the knowledge and skills to retail alcohol responsibly.	
Learning Outcomes (1 to 6)	Assessment Criteria (1.1 to 6.6)	
The learner will	The learner can	
1. Understand the nature of alcohol, the common measurements of alcohol content and the effect that alcohol has on the human body	1.1	State the legal definition of alcohol and reasons why the sale of alcohol is licensed
	1.2	Give a definition of the nature of alcohol and how it affects the human body
	1.3	State how the human body eliminates alcohol
	1.4	State the alcohol by volume (abv) of specific drinks and the law with regard to labelling
	1.5	State what a unit of alcohol is and the recommended safe weekly limits of alcohol consumption for men and women
2. Understand the main issues in current alcohol licensing legislation as they relate to alcohol retailers and servers	2.1	State the licensing objectives for England and Wales
	2.2	State the responsibility of personal licence holders to authorise the sale of alcohol
	2.3	State the licensable activities and the role and responsibilities of the designated premises supervisor

	2.4	State what an operating schedule is, basic information on what it should include and why it is important
	2.5	State the law with regard to sales of alcohol outside the hours stated in the premises licence
	2.6	State the law in relation to the measures that alcohol can be served in
	2.7	State the law in relation to rights of entry into licensed premises
3. Understand aspects of licensing legislation in relation to the protection of children, and consequences for breaching the law	3.1	State the law regarding the admission of unaccompanied children to licensed premises
	3.2	State the law and consequences of breach in relation to the sale of alcohol to children
	3.3	State the law and consequences of breach in relation to the consumption of alcohol, the purchase or attempted purchase of alcohol by children
	3.4	State the law and good practice guidelines relating to the sale and use of other age-related products
	3.5	State the law regarding test purchasing
	3.6	State the recommended forms of proof of age and how they help to uphold the licensing laws
4. Understand the importance of contributing as a socially responsible team member with regard to the promotion and service of alcohol, the strategies which help the responsible drink retailer and the	4.1	State how to hold effective and responsible promotions in licensed premises
	4.2	State the policies which promote responsible consumption of alcohol in relation to drink-driving

consequences of breach of the law	4.3	State tactics and practices that can be used to reduce the risk of anti-social behaviour and crime in and around licensed premises
	4.4	State the law in relation to smoking in licensed premises
	4.5	State the law in relation to irresponsible promotions
5. Understand how to recognise and handle drunk customers, the importance of doing so under current alcohol licensing legislation and social responsibilities relating to the sale of alcohol	5.1	State the signs of drunkenness, the importance of recognising drunkenness and the problems drunk customer can cause
	5.2	State the duty to refuse service to a person who is drunk
	5.3	State conditions under which fixed penalties can be issued for selling to drunks
	5.4	State the current fine for selling alcohol to a drunk person
	5.5	State the responsibility of an authorised person to seek assistance in order to eject drunk or disorderly persons from licensed premises
6. Understand the potential causes of conflict and crime, appropriate strategies that can be adopted to prevent or eliminate these and the importance of personal safety	6.1	State the forms of crime associated with licensed premises
	6.2	State indicators of potential conflict situations in licensed premises
	6.3	State indicators of drug-related activity, and how to implement strategies for dealing with drugs on licensed premises
	6.4	State how customer service can assist in the prevention and avoidance of conflict situations

	6.5	State the security policies and procedures most common in and around licensed premises
	6.6	State crime prevention strategies and procedures for reporting suspicious activities or sightings in relation to terrorism

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 biiab.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.