

# **The Scottish Certificate for Personal Licence Holders (Refresher) at SCQF Level 6**

## **Candidate Specification**

Pearson Specialist qualification

First teaching August 2014

**Edexcel, BTEC and LCCI qualifications**

Edexcel, BTEC and LCCI qualifications are awarded by Pearson, the UK's largest awarding body offering academic and vocational qualifications that are globally recognised and benchmarked. For further information, please visit our qualification websites at [www.edexcel.com](http://www.edexcel.com), [www.btec.co.uk](http://www.btec.co.uk) or [www.lcci.org.uk](http://www.lcci.org.uk). Alternatively, you can get in touch with us using the details on our contact us page at [www.edexcel.com/contactus](http://www.edexcel.com/contactus)

**About Pearson**

Pearson is the world's leading learning company, with 40,000 employees in more than 70 countries working to help people of all ages to make measurable progress in their lives through learning. We put the learner at the centre of everything we do, because wherever learning flourishes, so do people. Find out more about how we can help you and your learners at: [www.pearson.com/uk](http://www.pearson.com/uk)

*References to third party material made in this specification are made in good faith. Pearson does not endorse, approve or accept responsibility for the content of materials, which may be subject to change, or any opinions expressed therein. (Material may include textbooks, journals, magazines and other publications and websites.)*

*All information in this specification is correct at time of publication.*

ISBN 978 1 446 91338 3

All the material in this publication is copyright  
© Pearson Education Limited 2014

# Contents

<b>Purpose of this specification</b>	<b>1</b>
<b>1 Introducing Pearson Specialist Vocational qualifications</b>	<b>3</b>
What are Pearson Specialist Vocational qualifications?	3
<b>2 Qualification summary and key information</b>	<b>4</b>
SQA award code number and qualification title	5
Objective of the qualification	5
Progression opportunities	5
Industry support and recognition	6
<b>3 Qualification structure</b>	<b>7</b>
The Scottish Certificate for Personal Licence Holders (Refresher) at SCQF Level 6	7
<b>4 Unit Specification</b>	<b>9</b>
<b>5 Assessment</b>	<b>14</b>
Externally devised 40 question multiple-choice assessment	14
Assessment procedures	15
Appeals Procedures	15
<b>6 Programme delivery</b>	<b>16</b>
<b>7 Access and recruitment</b>	<b>17</b>
<b>8 Access to qualifications for candidates with disabilities or specific needs</b>	<b>18</b>
<b>9 Further information and useful publications</b>	<b>19</b>
<b>Annexe A: National Standards - Personal Licence Holders (Refresher)</b>	<b>20</b>



# Purpose of this specification

The purpose of a specification is to set out:

- the qualification's objective
- any other qualification that a candidate must have completed before taking the qualification
- any prior knowledge, skills or understanding that the candidate is required to have before taking the qualification
- units that a candidate must have completed before the qualification will be awarded and any optional routes
- any other requirements that a candidate must have satisfied before they will be assessed or before the qualification will be awarded
- the knowledge, skills and understanding that will be assessed as part of the qualification (giving a clear indication of their coverage and depth)
- the method of any assessment and any associated requirements relating to it
- the criteria against which the candidate's level of attainment will be measured (such as assessment criteria)
- any specimen materials
- any specified levels of attainment.



# 1 Introducing Pearson Specialist Vocational qualifications

For more than 25 years, Pearson vocational qualifications have earned their reputation as well-established, enduringly effective qualifications. They have a proven track record of improving motivation and achievement. Pearson vocational qualifications also provide progression routes to the next stage of education or to employment.

## **What are Pearson Specialist Vocational qualifications?**

---

Pearson Specialist Vocational qualifications are work-related qualifications and are available in a range of sectors. Depending on the specific qualification, they may give candidates the knowledge, understanding and/or skills they need to prepare for employment. They also provide career development opportunities for those already in work. These qualifications may be full-time or part-time courses in schools or colleges. Training centres and employers may also offer these qualifications.

Some Pearson Specialist Vocational qualifications are knowledge components in Apprenticeship Frameworks, i.e. Technical Certificates.

## 2 Qualification summary and key information

Qualification title	<b>The Scottish Certificate for Personal Licence Holders (Refresher) at SCQF Level 6 (SCQF)</b>
SCQF award code	R407 04
Qualification framework	Scottish Credit and Qualifications Framework (SCQF)
Accreditation start date	23/07/2014
Approved age ranges	<b>18 years and over</b>
SCQF Credit value	1
Assessment	Externally-devised and externally marked 40 question paper-based Multiple Choice assessment (External assessment)
Notional learning hours	10.
Grading information	The qualification and unit are at pass grade.
Entry requirements	<p>Candidates should have been awarded the Scottish Certificate for Personal Licence Holders at SCQF Level 6 in the previous five years. Candidates should also have a level of English that enables them to communicate effectively within the context of a licensed retail environment. In this context, the level of English required is equivalent to the Communication Core Skill at intermediate 2 or SCQF level 5.</p> <p>Centres must also follow the <i>Pearson Access and Recruitment</i> policy (see <i>Section 7 Access and recruitment</i>)</p>

## **SQA award code number and qualification title**

---

The qualification title, unit titles and SQA award code will appear on each candidate's final certificate. You should tell your candidates this when your centre recruits them and registers them with us. There is more information about certification in the *Edexcel Information Manual*, available on our website: [www.edexcel.com](http://www.edexcel.com)

## **Objective of the qualification**

---

The Scottish Certificate for Personal Licence Holders (Refresher) at SCQF Level 6 is for candidates who are involved in the sale of alcohol in both on-sales and off-sales environment.

The Scottish standards that it follows have been developed to make sure that they comply with current alcohol legislation in Scotland.

It gives candidates the opportunity to:

- refresh knowledge of licensing to help deal with today's rapidly changing world and improve their career prospects
- refresh knowledge on responsible operation of licensed premises
- refresh knowledge on the effect of irresponsible operation on society and health
- achieve a nationally recognised, relevant refresher qualification at Level 6 that employers will look for when they are appointing new staff for the licensed trade. refresh knowledge and understanding that support their preparation for jobs within the sector which they may do in future
- refresh the knowledge, understanding and skills they need to enter employment
- achieve a nationally recognised SCQF Level 6 qualification
- access programmes of study that can enable progression to higher-level qualifications.

## **Progression opportunities**

---

Candidates who have achieved The Scottish Certificate for Personal Licence Holders (Refresher) at SCQF Level 6 could move on to further study towards Level 3 S/NVQ in Hospitality Supervision, a Higher National Certificate or Diploma or an appropriate degree course.

## **Industry support and recognition**

---

People1st, the SSC for Hospitality and Travel and Tourism, supports this qualification.

The unit and assessment strategy are approved by the Scottish government and People1st respectively, with involvement by SQA Accreditation at all stages of development – The unit specification and training specification and assessment strategy have been developed by a forum of stakeholders, including Pearson, based on the national standards drawn up by the National Licensing Forum.

### 3 Qualification structure

#### The Scottish Certificate for Personal Licence Holders (Refresher) at SCQF Level 6

The candidate will need to meet the requirements outlined in the table below before Pearson can award the qualification.

Candidates must achieve the one mandatory unit

Minimum number of credits that must be achieved	1
Number of mandatory credits that must be achieved	1

Unit	Unit code	Mandatory units	SCQF Level	Unit credit	Notional learning hours
1	H49K 04	Licensing for Personal Licence Holders	6	1	10



## 4 Unit Specification

### Scottish Certificate for Personal Licence Holders (Refresher) (SCPLHR) Unit Specification

#### What are the Licensing Qualifications?

These are Scotland's standards, based on the training framework drawn up by the National Licensing Forum and amended in 2013. The qualifications are for those involved in the sale of alcohol in both on-sales and off-sales. They have been developed to make sure that to comply with Licensing (Scotland) Act 2005 and the Alcohol etc. (Scotland) Act 2010, all training covers three key areas.

These standards are necessary because of changes in the law which makes them part of the licensed trade's responsibility – i.e. a regulatory requirement – to help keep Scotland safer and healthier.

The key areas are:

- Introduction to licensing
- Responsible operation of licensed premises
- Effect of irresponsible operation on society and health

Employers will look for the relevant qualifications when they are appointing new staff for the licensed trade. They also expect their existing staff to have these qualifications.

Understanding and applying skills in these key areas are important because they help you work effectively in your present job and also prepare you for jobs within the sector which you may do in future. Developing your knowledge of the licensing legislation helps you deal with today's rapidly changing world and improve your career prospects. That's also why employers value them.

## What is this Licensing Unit about?

This Unit is about showing you understand how the licensing process works in Scotland, how people employed within the licensed trade can work responsibly and the consequences of this if they do not.

Your tutor will explain anything in the Unit that you do not understand.

## What should I know or be able to do before I start?

You must:

- have been awarded with a Scottish Certificate for Personal Licence Holders Award, or equivalent.
- Please note, only qualifications based upon the current National Standard for Personal Licence Holders, or its' predecessor, would be considered to be equivalent.

## What do I need to do?

- You will need to show that you can effectively apply the law in carrying out the role as a Personal Licence Holder in Scotland, as specified within the Licensing (Scotland) Act 2005 and the Alcohol etc. (Scotland) Act 2010.
- You will need a qualification based upon the National Standards – Personal Licence Holders (Refresher) to support an application for demonstrating to a Licensing Board that you have completed your mandatory refresher training. The National Standard can be found in Appendix A.

## How do I get this Unit?

- You will complete a 40 question multiple choice examination. You must get at least 28 questions correct (70%) to achieve this Unit.

## What might this involve?

- Pre- course study.
- Attendance at a half day (minimum 3 hour) training course **or** Completion of an online training programme approved by an awarding body.

## What can I do next?

- You could move on to further study towards Level 3 S/NVQ in Hospitality Supervision, a Higher National Certificate or Diploma or an appropriate degree course.
- Your tutor can advise you about this.

## Guidance for tutors

This Unit is supported by a comprehensive handbook for candidates, which should be issued with guidance on prior study before they attend a course.

The assessment requirements from the *National Standards for Personal Licence Holders (Refresher)* are appended in Annexe A. (Topic references relate to those within the National Standard in Annexe A).

- **Introduction to Licensing - (Not assessed)**
- **The responsible Operation of Licensed premises**

## Overview of the Licencing Function

### Topic

- 1 Understanding the 5 licensing Objectives (Topic 2.1)
- 2 The meaning of "alcohol" (Topic 2.2)
- 3 Broad understanding of the Licensing (Scotland) Act 2005, Alcohol etc (Scotland) 2010 (Topic 2.3)

### Key Roles

- General understanding of boards, applications and policy (Topic 2.4)
- General understanding of the functions Licensing Standards Officers (Topic 2.5)
- Basic understanding of statutory bodies (Topic 2.6)
- Understanding of the Local Licensing Forums (Topic 2.7)

### Licencing and Operating Conditions

- Understanding of the types of Licences (Topic 2.8)
- Understanding of various roles within Licensing (Topic 2.9)
- Licensing Hours (Topic 2.10)
- Relationship between Risk assessments and the Operating Plan (Topic 2.11)
- Detailed understanding of mandatory and discretionary conditions (Topic 2.12)
- Understanding of operating conditions of members clubs (Topic 2.13)
- Understanding of Relevant Offences (Topic 2.14)
- Detailed knowledge of Personal Licence application processes (Topic 2.15)
- Understanding of the Premises Licence application process (Topic 2.16)
- Understanding of variation and transfer of Premises Licences (Topic 2.17)
- Understanding the duties of a Personal Licence Holder (Topic 2.18)
- The rights of objectors (Topic 2.19)
- Understanding the relationship between operating plans and licenses (Topic 2.20)

## Protecting children from harm

- 1 Understanding the law relating to sale and service to those under 18 (Topic 2.21)
- 2 Understanding "Proof of Age" (Topic 2.22)
- 3 Understanding the application of test purchasing (Topic 2.23)

## Control of Order

- Understanding the law related to drunkenness and disorderly conduct (Topic 2.24)
- Understanding the law related to irresponsible promotions (Topic 2.25)
- Understanding of exclusion orders, closure orders and endorsements and suspension of personal licences (Topic 2.26)
- Understanding powers of entry and rights of inspection (Topic 2.27)
- Understanding the social responsibility levy (Topic 2.28)

## Training

- Understanding the legal requirements for training (Topic 2.29)
- Understanding the importance of record keeping (Topic 2.30)

## Associated Law

- Understanding relevant associated law (Topic 2.31) **(not assessed)**

## 3 The effect of irresponsible operation on society and health

- Alcohol
- Understanding minimum pricing of alcohol (follow guidance within Topic 3.1)
- Understanding alcohol units and the strengths of alcohol (Topic 3.2)
- Understanding the effects of alcohol (Topic 3.3)
- Understanding low drinking limits (Topic 3.4)
- Understanding alcohol myths, blood alcohol level, consequences of excessive drinking and patterns of alcohol consumption in Scotland (Topics 3.5 – 3.8)

## Illegal Drugs

- Understanding illegal drugs (Topic 3.9) **(not assessed)**

## Social Responsibility

- Best practice in service, managing conflict, security and low risk guidelines (Topic 3.10 – 3.13)

## Community links

- Understanding the importance of community links (Topic 3.14) **(not assessed)**

## Assessment Criteria

Assessment Criteria for the award is specified within the *National Standards for Personal Licence Holders (Refresher) (SCPLHR)*, which can be found in Annexe A. The Training Delivery and Assessment Strategy for Scottish Alcohol Licensing Qualifications outline the minimum acceptable standards for delivery and assessment of licensing qualifications in Scotland. A copy of this can be found at [www.scplh.info](http://www.scplh.info)

## ADMINISTRATIVE INFORMATION

### Credit Value

**1 SCQF credit point at SCQF level 6**

Unit Code:

Publication

Date:

Source:

Version:

## 5 Assessment

The table below gives a summary of the assessment methods used in the Scottish Certificate for Personal Licence Holders (Refresher) qualification.

**Table 1.1:** Summary of qualification requirement

Unit	Assessment method
Licensing for Personal Licence holders	Externally devised and externally marked paper-based 40 question multiple-choice test paper
Duration of exam	1 hour
Pass mark	28

### Externally devised 40 question multiple-choice assessment

Assessment weighting for the topics covered in this specification are as below:

(Ref)	Topic	Assessment Weighting (%)	Number of Questions
(1.1)	Introduction	0%	0
(2.1 - 2.3)	Overview of the licensing function	2.5%	1
(2.4 - 2.7)	Key Roles	2.5%	1
(2.8 - 2.20)	Licensing and Operating Conditions	42.5%	17
(2.21 - 2.23)	Protecting children from harm	15%	6
(2.24 - 2.28)	Control of Order	10%	4
(2.29 - 2.30)	Training	2.5%	1
(2.31)	Associated Law	0%	0
(3.2 - 3.8)	Effect of irresponsible operation on society and health	15%	6
(3.9)	Illegal Drugs	0%	0
(3.10 - 3.13)	Social Responsibility	10%	4
(3.14)	Community Links	0%	0

## Assessment procedures

---

To ensure consistency and quality of the assessment process across all awarding organisations and Centres, the following instructions should be noted:

- a) As specified in table 1.1, the Scottish Certificate for Personal Licence Holders (Refresher) qualification is assessed by multiple-choice examination. The duration of the examination along with details of the total achievable marks, and the required pass mark, are also outlined in this table.
- b) Assessment of the Scottish Certificate for Personal Licence Holders qualification will be made using a paper-based format.

## Appeals Procedures

---

### **Internal: at your Centre**

You should have an appeals procedure for candidates as part of your centre approval. The appeals procedure should be communicated to candidates at the start of the training. You should keep a written record of all appeals and keep these records for three years. Your records should describe the grounds for the appeal, who dealt with it and how, and what actions were taken to address it.

### **External: to Pearson**

If a candidate wishes to appeal a result and the centre supports the claim, please contact your account specialist. We will investigate your claim and respond in writing. If an investigation into the result is necessary, we reserve the right to make a charge for the service. The "Enquiries and Appeals about Pearson Vocational Qualifications" policy can be located at <http://www.edexcel.com/Policies>.

## 6 Programme delivery

The training delivery schedule for the SCPLH(R) should take a minimum of 3 hours. Assessment should take no more than one hour. Candidate preparation and reading time is in addition to this.

To ensure consistency and quality of delivery across all Awarding organisations and Centres, the following instructions should be noted:

- Use of **a relevant handbook is a mandatory** requirement for the delivery and assessment of the Scottish Certificate for Personal Licence Holders (Refresher) qualification and there is an expectation that the candidate will retain a copy upon payment of their course fee
- Candidates studying the Scottish Certificate for Personal Licence Holders (Refresher) qualification should have access to the handbook a minimum of two days (best practice **seven days**) before the course commences to allow prior study of the material. **Please note that topics not covered in any delivered component remain subject to assessment**
- Reproduction and publication or display of the examination questions used by Pearson for the Scottish Certificate for Personal Licence Holders (Refresher) qualification is strictly forbidden in any form, either on paper or electronically. Neither may they be used for practice, revision, or confirmation of progress
- Delivery should never be aimed at the contents of the examination alone and coaching directed toward any examination paper is totally prohibited.

## 7 Access and recruitment

Pearson's policy regarding access to our qualifications is that:

- they should be available to everyone who is capable of reaching the required standards
- they should be free from any barriers that restrict access and progression
- there should be equal opportunities for all those wishing to access the qualifications.
- Centres are required to recruit candidates to Pearson Specialist Vocational qualifications with integrity.
- Applicants will need relevant information and advice about the qualification to make sure it meets their needs.
- Centres should review the applicant's prior qualifications and/or experience, considering whether this profile shows that they have the potential to achieve the qualification.
- For candidates with disabilities and specific needs, this review will need to take account of the support available to the candidate during teaching and assessment of the qualification. The review must take account of the information and guidance in *Section 11 Access to qualifications for candidates with disabilities or specific needs*.

Candidates should have been awarded the Scottish Certificate for Personal Licence Holders at SCQF Level 6 in the previous five years. Candidates should also have a level of English that enables them to communicate effectively within the context of a licensed retail environment. In this context, the level of English required is equivalent to the Communication Core Skill at intermediate 2 or SCQF level 5.

Pearson's policy on access arrangements and special considerations for BTEC qualifications aims to enhance access to the qualifications for candidates with disabilities and other difficulties without compromising the assessment of skills, knowledge, understanding or competence being measured.

Further details are given in the policy document: "*Pearson Supplementary Guidance for reasonable adjustment and special consideration in vocational internally assessed units*", which can be found at [www.edexcel.com/policies](http://www.edexcel.com/policies).

## 8 Access to qualifications for candidates with disabilities or specific needs

Equality and fairness are central to our work. Pearson's Equality Policy requires all candidates to have equal opportunity to access our qualifications and assessments. It also requires our qualifications to be awarded in a way that is fair to every candidate.

We are committed to making sure that:

- candidates with a protected characteristic (as defined by the Equality Act 2010) are not, when they are undertaking one of our qualifications, disadvantaged in comparison to candidates who do not share that characteristic
- all candidates achieve the recognition they deserve from undertaking a qualification and that this achievement can be compared fairly to the achievement of their peers.
- Candidates taking a qualification may be assessed in British sign language or Irish sign language where it is permitted for the purpose of reasonable adjustments.

Details on how to make adjustments for candidates with protected characteristics are given in the policy document: "*Pearson Supplementary Guidance for reasonable adjustment and special consideration in vocational internally assessed units*".

The documents are on our website at [www.edexcel.com/policies](http://www.edexcel.com/policies).

## 9 Further information and useful publications

To get in touch with us visit our 'Contact us' pages:

Pearson Edexcel: **[www.edexcel.com/contactus](http://www.edexcel.com/contactus)**

Pearson Work Based Learning: **[www.pearsonwbl.com/contactus](http://www.pearsonwbl.com/contactus)**

Books, software and online resources for UK schools and colleges:

**[www.pearsonschools.co.uk/contactus](http://www.pearsonschools.co.uk/contactus)**

Other sources of information and publications available include:

*Pearson Equality Policy* (updated annually)

*Edexcel Information Manual* (updated annually)

*Pearson Supplementary Guidance for reasonable adjustment and special consideration in vocational internally assessed units* (updated annually)

*Recognition of Prior Learning Policy* (updated annually)

*UK Vocational Quality Assurance Handbook* (updated annually)

Publications on the quality assurance of Pearson Specialist Vocational qualifications are available on our website at

**[www.edexcel.com/quals/BTEC/quality/Pages/documents.aspx](http://www.edexcel.com/quals/BTEC/quality/Pages/documents.aspx)**

Our publications catalogue lists all the material available to support our qualifications. To access the catalogue and order publications, please go to

**[www.edexcel.com/resources/Pages/home.aspx](http://www.edexcel.com/resources/Pages/home.aspx)**

### Additional resources

If you need further learning and teaching materials to support planning and delivery for your candidates, there is a wide range of resources available.

Any publisher can seek endorsement for their resources, and, if they are successful, we will list their resources on our website at **[www.edexcel.com/resources](http://www.edexcel.com/resources)**.

# Annexe A: National Standards - Personal Licence Holders (Refresher)

## Introduction

This National Standard has been written by People 1st, the Sector Skills Council, the Scottish Government and industry.

Section 87 of the Licensing (Scotland) Act 2005 requires that Personal Licence Holders must complete additional mandatory training 5 years after their Personal Licence was issued. This Standard details the requirements of this mandatory training and its accompanying qualification. The assessment content of the qualification titled Scottish Certificate for Personal Licence Holders (Refresher) is also derived from this Standard. Achieving the qualification and presenting the certificate to a Licensing Board in Scotland within the prescribed period, is the only method by which the Personal Licence Holder can meet their statutory obligations and continue to be a Personal Licence Holder.

The training specification indicates which elements of the training must be a **DELIVERED COMPONENT**<sup>1</sup> and which elements candidates should cover by self-directed learning via the SCPLH Handbook.

## Timescale

The delivered component should take a minimum of 3 hours to deliver. Assessment should take no more than 1 hour. Candidate preparation and reading time is in addition to this. For the purposes of the Scottish Credit and Qualifications Framework (SCQF), this equates to 10 notional learning hours.

## Assessment

The SCPLH (Refresher) qualification must be assessed by way of a 40 question multiple-choice paper<sup>2</sup>. All areas are subject to assessment. Please note that a maximum of 90% of examination questions will relate solely to the delivered component with the remaining examination questions assessing subjects covered within the handbook.

## Delivery and Assessment Strategy

The delivery and assessment of this standard is governed by the Delivery and Assessment Strategy specified by People 1st. The Strategy is available without charge from People 1st ([www.People1st.co.uk](http://www.People1st.co.uk)).

Further information on mandatory licensing training within Scotland can be found at [www.scplh.info](http://www.scplh.info)

<sup>1</sup> By delivered component we mean a tutor lead training programme that follows this standard or an online training programme that follows this standard. This standard may NOT be delivered entirely by self-directed learning.

<sup>2</sup> Electronic forms of assessment offered by Awarding Bodies are acceptable

Topic	Reference	Delivered Component	Covered in Handbook
<b>1</b>	<b>Introduction</b>		
1.1	Training must outline the reason for, and importance of, the Licensing (Scotland) Act 2005 including the relationship between licensing and health	✓	✓
<b>2</b>	<b>Responsible operation of licensed premises</b>		
	<b>Overview of the licensing function</b>		
2.1	<p>Understanding of the 5 Licensing Objectives</p> <p><b>Licensing (Scotland) Act 2005</b> S.4 The Licensing objectives</p> <p>The 5 objectives: preventing crime and disorder securing public safety preventing public nuisance protecting and improving public health protecting children from harm</p> <p><b>Each of the licensing objectives has equal weighting</b></p>	✓	✓

3 At the time of writing this includes: Regulations, Scottish Statutory Instruments, the Criminal Justice and Licensing (Scotland) Act 2010, the Alcohol etc. (Scotland) Act 2010

4 Reduce alcohol consumption; supporting families and communities; positive public attitudes, positive choices; improved treatment and support. At the time of writing this is Changing Scotland's Relationship with Alcohol: A Framework for Action, published 2009.

Topic	Reference	Delivered Component	Covered in Handbook
2.2 The meaning of "alcohol"	<p><b>Licensing (Scotland) Act 2005</b> S.2 meaning of alcohol i.e. spirits, wine, beer, cider, or any other fermented, distilled or spirituous liquor, but does not include alcohol with a strength of 0.5% or less at the time of its sale.</p>	X	✓
2.3 <b>Broad</b> understanding of the Licensing (Scotland) Act 2005, the Alcohol etc. (Scotland) Act 2010, subsequent relevant legislation and how they apply to the post <sup>5</sup>	<p>Give understanding of broad content of alcohol legislation i.e.</p> <p><b>Licensing (Scotland) Act 2005</b> Part 1 – Core provisions Part 2 – Licensing Bodies and Officers Part 3 – Premises Licences Part 4 – Occasional Licences Part 5 – Licensed Hours Part 6 – Personal Licences Part 7 – Control of Order Part 8 – Offences Part 9 - Miscellaneous and General</p> <p>Schedule 2 – Local Licensing Forums</p> <p>Schedules 3 and 4 – Premises licences: mandatory conditions and occasional licences: mandatory conditions</p>	✓	✓

<sup>5</sup> This section should take no more than 10 minutes to deliver as all areas are covered in further detail later within the specification.

Topic	Reference	Delivered Component	Covered in Handbook
2.3 continued	<p><b>Alcohol etc. (Scotland) Act 2010 Sections 2 to 6 and Sections 9 and 10 i.e.</b></p> <p>S.2 Minimum price of packages containing more than one alcoholic product</p> <p>S.3 Off-sales: variation of pricing of alcoholic drinks</p> <p>S.4 Off-sales: restriction on supply of alcoholic drinks free of charge or at reduced price</p> <p>S.5 Off-sales: location of drinks promotions</p> <p>S.6 Requirement for age verification policy</p> <p>S.9 Presumption against prohibition on off-sales to under 21s</p> <p>S.10 Premises licences: variation of conditions</p> <p><b>The Sale of Alcohol to Children and Young Persons (Scotland) Regulation 2007</b></p> <p><b>The Licensing (Training of Staff) (Scotland) Regulations 2007</b></p> <p><b>Criminal Justice and Licensing (Scotland) Act 2010 Section 195</b></p>	√	√
<b>Key Roles</b>			
2.4 General understanding of the role of the Licensing Boards in granting applications; regulating standards in licensing premises; duties to set out licensing policy	<p><b>Licensing (Scotland) Act 2005</b></p> <p>Paragraphs 38-56 Policy memorandum</p> <p>Part 2 Licensing bodies and officers</p> <p><b>Alcohol etc. (Scotland) Act 2010</b></p> <p>S.9 Presumption against prohibition of off-sales to under 21s</p> <p>S.10 Premises Licences: variation of conditions</p> <p>S.11 Consultation etc. of health boards</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p>

Topic	Reference	Delivered Component	Covered in Handbook
2.5 General understanding of the function of Licensing Standards Officers; their monitoring and advisory role; and how this relates to licensing boards and the local authority	<p><b>Licensing (Scotland) Act 2005</b>                      S.13 Licensing Standards Officers                      S.14 General Functions of Licensing Standards Officers                      S.15 Powers of Entry and Inspection (and seizure) (as amended - section 197 Criminal Justice and Licensing (Scotland) Act 2010)                      S.16 Training of Licensing Standards Officers</p>	<p>✓                      ✓                      ✓                      ✓                      X</p>	<p>✓                      ✓                      ✓                      ✓                      ✓</p>
2.6 Basic understanding of the key roles and powers of other statutory bodies involved in the licensing process	<p><b>Licensing (Scotland) Act 2005</b>                      S.50 Certificates as to planning, building standards and food hygiene (as amended - section 186 Criminal Justice and Licensing (Scotland) Act 2010)                      S.138 Police powers of entry                      S.186 (Criminal Justice and Licensing (Scotland) Act 2010) - Premises licence applications: food hygiene certificates</p>	<p>X                      ✓                      X</p>	<p>✓                      ✓                      ✓</p>
2.7 Understanding of the make-up and role of Local Licensing Forums	<p><b>Licensing (Scotland) Act 2005</b>                      S.10 Local Licensing Forums                      S.11 General functions of Local Licensing Forums                      Schedule 2 – Local Licensing Forums</p>	<p>X                      X</p>	<p>✓                      ✓</p>
<b>Licensing and Operating Conditions</b>			
2.8 Understanding the different types of licence: premises, personal and occasional	<p>Licensing (Scotland) Act 2005                      S.17 Premises licence                      S.56 Occasional licence subs 1) 2) (amended by section 13 of the Alcohol etc. (Scotland) Act 2010)                      S.71 Personal licence</p>	<p>X                      X                      X</p>	<p>✓                      ✓                      ✓</p>

Topic	Reference	Delivered Component	Covered in Handbook
<p>2.9 Understanding of the difference between a Premises Licence Holder, a Premises Manager and a Personal Licence Holder</p>	<p><b>Licensing (Scotland) Act 2005</b>                      S.19 Premises Manager                      S.20 Application for premises licence sub 1) (amended by section 179 of the Criminal Justice and Licensing (Scotland) Act 2010)                      S.24 Applicant's duty to notify Licensing Board of convictions                      S.41 Duty to notify court of premises licence                      S.43 Licence holder's duty to notify Licensing Board of convictions                      S.52 Duty to keep, display and produce premises licence                      S.54 Dismissal, resignation, death etc. of premises manager                      S.72 Application for personal licence                      S.74 Determination of a personal licence application (amended by section 192 (2) of the Criminal Justice and Licensing (Scotland) Act 2010)                      S.75 Applicant's duty to notify Licensing Board of convictions                      S.80 Duty to notify court of personal licence                      S.82 Licence holder's duty to notify Licensing Board of convictions                      S.87 Licence holder's duty to undertake training<sup>6</sup>                      S.93 Licence holder's duty to produce a licence</p>	<p>✓                      X                      ✓                      ✓                      ✓                      ✓                      ✓                      X                      X                      ✓                      ✓                      ✓                      ✓                      ✓</p>	<p>✓                      ✓                      ✓</p>

<sup>6</sup> Including information on statutory training requirements for Personal Licence Holders, i.e. pre application - full SCPLH training, 5 years after Personal Licence issued, SCPLH (Refresher) training, 10 years after Personal Licence issued, full SCPLH training

Topic	Reference	Delivered Component	Covered in Handbook
2.10 Licensed hours	<p><b>Licensing (Scotland) Act 2005</b></p> <p>S.62 Licensed hours</p> <p>S.63 Prohibition of sale, consumption and taking away of alcohol outwith licensed hours (amended by section 188 (2) of the Criminal Justice and Licensing (Scotland) Act 2010)</p> <p>S.64 24 hour licences to be granted only in exceptional circumstances</p> <p>S.65 Licensed hours: off-sales</p> <p>S.66 Effect of start and end of British summer time</p> <p>S.67 Power of Licensing Board to grant general extensions of licensed hours</p> <p>S.68 Extended hours applications</p> <p>S.69 Notification of extended hours application (amended by section 190 of the Criminal Justice and Licensing (Scotland) Act 2010)</p> <p>S.70 Determination of extended hours application (amended by section 191 of the Criminal Justice and Licensing (Scotland) Act 2010)</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>✓</p>
2.11 Understanding the relationship of risk assessment and best practice policies to the operating plan	To include understanding of basic procedure of making a risk assessment and best practice policies as relevant for different types of premises <sup>7</sup>	X	✓

<sup>7</sup> Best practice policies could include: house rules; closing time procedure; dispersal policy; age related sales; promotions; refusals of service-practice and record keeping; communication within a premises; plan for managing conflict, disorder or drunkenness; noise control and management of smokers

Topic	Reference	Delivered Component	Covered in Handbook
2.12 Detailed understanding of mandatory and discretionary national and local conditions	<p><b>Licensing (Scotland) Act 2005</b></p> <p>S. 27 Conditions of premises licence</p> <p>Schedule 3 – Premises licences: mandatory conditions (including late night mandatory and discretionary conditions)</p> <p>Schedule 4 – Occasional Licences: mandatory conditions</p> <p><b>The Licensing Conditions (Late Opening Premises) (Scotland) Regulations 2007</b></p> <p><b>Alcohol Etc (Scotland) Act 2010</b></p> <p>S.2 Minimum price of packages containing more than one alcoholic product</p> <p>S.3 Off-sales: variation of pricing of alcohol drinks</p> <p>S.4 Off-sales: restriction on supply of alcoholic drinks free of charge or at a reduced price</p> <p>S.5 Off-sales: location of drinks promotions</p> <p>S.6 Requirement for age verification policy</p> <p>S.10 Premises licences: variation of conditions</p>	<p>✓</p>	<p>✓</p>
2.13 Understanding of operating conditions of members' clubs	<p><b>Licensing (Scotland) Act 2005</b></p> <p>S.125 – Special provision for certain clubs</p>	<p>X</p>	<p>✓</p>



Topic	Reference	Delivered Component	Covered in Handbook
2.14 continued	<p>S.119 Delivery of alcohol from vehicles etc.</p> <p>S.120 Prohibition of late night deliveries of alcohol (amended by section 195 (2) of the Criminal Justice and Licensing (Scotland) Act 2010)</p> <p>S.121 Keeping of smuggled goods (amended by section 195 (2) of the Criminal Justice and Licensing (Scotland) Act 2010)</p> <p>S.122 Interpretation of Part 8</p> <p>S.141 (a) Defence of due diligence for certain offences (as amended by section 195 (3) of the Criminal Justice and Licensing (Scotland) Act 2010)</p> <p>S.141 (b) Vicarious liability of premises licence holders and interested parties (amended by section 195 (3) of the Criminal Justice and Licensing (Scotland) Act 2010)</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
2.15 Detailed knowledge of application and renewal for a personal licence including police powers	<p><b>Licensing (Scotland) Act 2005</b></p> <p>S.71 Personal licence</p> <p>S.72. Application for personal licence</p> <p>S.73 Notification of application to chief constable</p> <p>S.74 Determination of personal licence application (amended by section 192 (2) of the Criminal Justice and Licensing (Scotland) Act 2010)</p> <p>S.75 Applicant's duty to notify Licensing Board of convictions</p> <p>S.76 Issue of licence (amended by section 192 (3) of the Criminal Justice and Licensing (Scotland) Act 2010)</p> <p>S.77 Period of effect of personal licence</p> <p>S.78 Renewal of personal licence</p> <p>S.79 Notification of determination</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

Topic	Reference	Delivered Component	Covered in Handbook
2.16 Application process for a premises licence including police powers	<p><b>Licensing (Scotland) Act 2005</b></p> <p>S.20 Application for premises licence (amended by section 179 of the Criminal Justice and Licensing (Scotland) Act 2010)</p> <p>S.21 Notification of application (amended by section 180 Criminal Justice and Licensing (Scotland) Act 2010)</p> <p>S.22 Objections and representations (amended by section 183 (2) of the Criminal Justice and Licensing (Scotland) Act 2010)</p> <p>S.23 Determination of premises licence application (amended by section 181 of the Criminal Justice and Licensing (Scotland) Act 2010)</p> <p>S.24 Applicant's duty to notify Licensing Board of convictions (amended by section 183 (3) of the Criminal Justice and Licensing (Scotland) Act 2010)</p> <p>S.25 Further application after refusal of premises licence application</p> <p>S.26 Issue of licence and summary (amended by section 187 of the Criminal Justice and Licensing (Scotland) Act 2010)</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
2.17 Variation and transfer of premises licence	<p><b>Licensing (Scotland) Act 2005</b></p> <p>S.29 Application to vary premises licence</p> <p>S.30 Determination of application for variation</p> <p>S.31 Variation to substitute new premises manager</p> <p>S.32 Further application after refusal of application for variation</p> <p>S.33 Transfer on application of licence holder</p> <p>S.34 Transfer on application of person other than licence holder</p> <p>S.35 Variation on transfer</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

Topic	Reference	Delivered Component	Covered in Handbook
2.18	<p><b>Licensing (Scotland) Act 2005</b></p> <p>S.80 Duty to notify court of personal licence</p> <p>S.82 Licence holder's duty to notify Licensing Board of convictions</p> <p>S.87 Licence holder's duty to undertake training</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>
2.19	<p><b>Licensing (Scotland) Act 2005</b></p> <p>S.22 Objections and representations (amended by section 183 (2) of the Criminal Justice and Licensing (Scotland) Act 2010)</p> <p>S.36 Application for review of premises licence</p>	<p>X</p> <p>X</p>	<p>✓</p> <p>✓</p>
2.20	<p><b>Licensing (Scotland) Act 2005</b></p> <p>S.20 Application for premises licence (amended by section 179 of the Criminal Justice and Licensing (Scotland) Act 2010)</p> <p>S.29 Application to vary premises licence</p> <p>S.30 Determination of application for variation</p> <p>S.31 Variation to substitute new premises manager</p> <p>S.32 Further application after refusal of application for variation</p>	<p>X</p> <p>X</p> <p>X</p> <p>✓</p> <p>X</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

Topic	Reference	Delivered Component	Covered in Handbook
<p><b>Protecting children from harm</b></p> <p>2.21 Understanding of the law relating to sale, purchase, consumption of alcohol, supervised sales by under 18s</p>	<p><b>Licensing (Scotland) Act 2005</b></p> <p>S.102 Sale of alcohol to a child or young person (as amended by The Sale of Alcohol to Children and Young Persons (Scotland) Regulations 2007)</p> <p>S.103 Allowing the sale of alcohol to a child or young person (amended by section 195 (2) of the Criminal Justice and Licensing (Scotland) Act 2010)</p> <p>S.104 Sale of liqueur confectionary to a child</p> <p>S.105 Purchase of alcohol by or for a child or young person</p> <p>S.106 Consumption of alcohol to a child or young person (amended by section 195 (2) of the Criminal Justice and Licensing (Scotland) Act 2010)</p> <p>S.107 Unsupervised sale of alcohol by a child or young person (amended by section 195 (2) of the Criminal Justice and Licensing (Scotland) Act 2010)</p> <p>S.108 Delivery of alcohol to a child or young person (as amended by The Sale of Alcohol to Children and Young Persons (Scotland) Regulations 2007)</p> <p>S.109 Sending a child or young person to obtain alcohol</p> <p>S.110 Duty to display notice</p> <p><b>Alcohol etc. (Scotland) Act 2010</b></p> <p>S.6 Requirement for age verification policy</p>	<p>✓</p>	<p>✓</p>

Topic	Reference	Delivered Component	Covered in Handbook
2.22	<p>Understanding of the application of "proof of age"</p> <p><b>The Sale of Alcohol to Children and Young Persons (Scotland) Regulations 2007</b></p> <p><b>Alcohol etc. (Scotland) Act 2010</b> S.6 Requirement for age verification policy</p> <p><b>Smoking, Health and Social Care (Scotland) Act 2005</b></p>	<p>✓</p> <p>✓</p> <p>X</p>	<p>✓</p> <p>✓</p> <p>✓</p>
2.23	<p>Test purchasing</p> <p>Understanding clear duties and responsibilities with regard to determining someone's age</p> <p>Clear understanding of purpose of test purchasing</p>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
<b>Control of Order</b>			
2.24	<p>The law in relation to drunkenness and disorderly conduct</p> <p><b>Licensing (Scotland) Act 2005</b></p> <p>S.111 Drunk persons entering or in premises on which alcohol is sold</p> <p>S.112 Obtaining of alcohol by or for a drunk person</p> <p>S.113 Sale of alcohol to a drunk person</p> <p>S.114 Premises manager, staff etc. not to be drunk</p> <p>S.115 Disorderly conduct</p> <p>S.116 Refusal to leave premises</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

Topic	Reference	Delivered Component	Covered in Handbook
<p>2.25 The law with regard to irresponsible promotions</p>	<p><b>Licensing (Scotland) Act 2005</b>                      S.27 Conditions of premises licence (amended by section 7 of the Alcohol etc. (Scotland) Act 2010)                      Schedule 3 – Premises licences mandatory conditions                      Schedule 4 – Occasional licences: mandatory conditions</p> <p><b>Alcohol Etc (Scotland) Act 2010</b>                      S.2 Minimum price of packages containing more than one alcoholic product                      S.3 Off-sales: variation of pricing of alcohol drinks                      S.4 Off-sales: restriction on supply of alcoholic drinks free of charge or at a reduced price                      S.5 Off-sales: location of drinks promotions                      S.10 Premises licences: variation of conditions</p>	<p>✓                      ✓                      ✓                      ✓                      ✓                      ✓                      ✓                      ✓</p>	<p>✓                      ✓                      ✓                      ✓                      ✓                      ✓                      ✓                      ✓</p>
Topic	Reference		
<p>2.26 Exclusion orders; review of premises licence and sanctions available to the Licensing Board; premises licences, closure orders; review of personal licences and sanctions available to the Licensing Board</p>	<p><b>Licensing (Scotland) Act 2005</b>                      S.36 -40 – Review of premises licence                      S.83 Procedure where Licensing Board receives notification of convictions                      S.84 Conduct inconsistent with licensing objectives (amended by Schedule 6 (16) of the Criminal Justice and Licensing (Scotland) Act 2010)                      S.85 Expiry of endorsements                      S.86 Suspension of licence after multiple endorsements                      S.94 Exclusion orders                      S.95 Breach of exclusion order                      S.96 Exclusion orders: supplementary provision</p>	<p>X                      X                      X                      X                      X                      X                      X                      X</p>	<p>✓                      ✓                      ✓                      ✓                      ✓                      ✓                      ✓                      ✓</p>

Topic	Reference	Delivered Component	Covered in Handbook
2.26 continued	S.97 Closure orders (amended by section 193 of the Criminal Justice and Licensing (Scotland) Act 2010) S.98 Termination of closure orders S.99 Extension of emergency closure orders S.100 Regulations as to closure orders S.101 Interpretation of sections 97-100	✓ X X X X	✓ ✓ ✓ ✓ ✓
2.27 Powers of entry and rights to inspection	Licensing (Scotland) Act 2005 S.15 Powers of entry and inspection (and seizure) (amended by section 197 of the Criminal Justice and Licensing (Scotland) Act 2010) S.138 – Police powers of entry	✓ ✓	✓ ✓
2.28 Licence holders: Social responsibility levy	<b>S.14 Alcohol etc. (Scotland) Act 2010</b> A statutory instrument which makes provision for the imposition on licence-holders, charges for furtherance of the licensing objectives, and which the authority considers necessary to mitigate any adverse impact attributable to the operation of the businesses licence holders in the authority's area.	✓	✓
<b>Training</b>			
2.29 The legal requirement of the licence holder and staff to undertake training and to hold relevant qualifications	<b>Licensing (Scotland) Act 2005</b> S.87 Licence holder's duty to undertake training Schedule 3 Premises licence: mandatory conditions <b>The Licensing (Training of Staff) (Scotland) Regulations 2007</b>	X X ✓	✓ ✓ ✓

	<b>Topic</b>	<b>Reference</b>	<b>Delivered Component</b>	<b>Covered in Handbook</b>
2.30	Guidance on appropriate record keeping procedures	Schedule 3 - Section 6 - Form of training record specified in The Licensing (Mandatory Conditions No. 2) (Scotland) Regulations 2007)	✓	✓
	<b>Associated Law</b>			
2.31	Relevant associated law <sup>8</sup> Relevant associated law (continued)	<p><b>Weights and Measures Act 1985</b> For example: information on standard measures, free pouring, beer/cider/lager head size, glass lines and pre-packed alcohol service</p> <p><b>The Consumer Protection from Unfair Trading Regulations 2008</b> For example: information on misleading actions, omissions and aggressive practices</p> <p><b>Private Security Industry Act 2001</b> For example: Sections 3 - 6 of that Act</p> <p><b>Smoking, Health and Social Care (Scotland) Act (2005)</b> For example: how the business manages it's smoking policy (if applicable)</p> <p><b>Gambling Act 2005</b> For example: the 3 Gambling Objectives</p> <p><b>Equalities Act 2010</b> For example: Protected Characteristics with regard to employment and services</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

8. In addition Personal Licence Holders require to have a basic understanding of the relevant sections and best practice in conforming with the requirements of Food Hygiene legislation, Health and Safety legislation, Noise Regulations, and advertising requirements and the duty of the premises licence holder to carry out a risk assessment

Topic	Reference	Delivered Component	Covered in Handbook
2.31 continued	<p><b>Phonographic Performance Limited (PPL) and Performing Right Society (PRS)</b> For example: information on live and pre-recorded music and the licenses required</p> <p><b>Misuse of Drugs Act (1971)</b> Common patterns of drug consumption in licensed premises and associated offences</p>	X  X	  ✓  ✓
<b>3</b>	<b>Effect of irresponsible operation on society and health</b>		
	<b>Alcohol<sup>9</sup></b>		
3.1	Minimum price of alcohol per unit	✓ ✓	✓ ✓
3.2	Units of alcohol and strengths of alcoholic drinks	X ✓	✓ ✓
3.3	Physical and psychological effects of alcohol	✓ ✓	✓ ✓
3.4	Low drinking limits	✓	✓

<sup>9</sup> Information should come from a reputable, up to date source, such as Alcohol Statistics Scotland, published biennially by NHS National Services Scotland or the Scottish Government's InfoScotland website (Healthier Scotland – alcohol)

<sup>10</sup> This section is optional until such time as legislation is implemented and is not currently assessed

<sup>11</sup> Including the consequent graduated physical effects observed and the danger of acute alcohol poisoning

<sup>12</sup> Including loss of inhibition and impairment of reasoning and decision making

<sup>13</sup> Current edition of Alcohol Statistics Scotland, published biennially by NHS National Services Scotland

Topic		Reference	Delivered Component	Covered in Handbook
3.5	Dispelling myths about alcohol	Key facts about alcohol <sup>14</sup> Common myths about alcohol <sup>15</sup>	X X	✓ ✓
3.6	Difference between blood alcohol level and drunkenness	The difference between blood alcohol level and drunkenness <sup>16</sup> Drink-driving limits in Scotland <sup>17</sup> Drink driving limits in England, Wales and Northern Ireland	✓ ✓ X	✓ ✓ ✓
3.7	Consequences to the individual, to the business and to society of excessive drinking	The key consequences of excessive drinking for the individual including: - short term dangers <sup>18</sup> - health and social problems <sup>19</sup> The key consequences of excessive drinking for the business <sup>20</sup> The key consequences of excessive drinking for society <sup>21</sup>	✓ ✓ ✓	✓ ✓ ✓
3.8	Common patterns of alcohol consumption and misuse in Scotland	The patterns of problem drinking and binge drinking Basic understanding of the level and trend in underage drinking and drunkenness <sup>22</sup> Basic understanding of the level and trends in various types of alcohol related illness and death	✓ ✓ ✓	✓ ✓ ✓

<sup>14</sup> Including the effects of gender, tolerance, food, age, general size, general health, time

<sup>15</sup> Including coffee and/or other substances/practices as “sobering agents”, alcohol as a “warmer agent”, “health”, properties of other drinks

<sup>16</sup> BAC as an objective measure used in drink driving offences, compared to drunkenness, a subjective measure of behaviour, as used in licensing legislation

<sup>17</sup> No PLH or staff member should attempt to calculate alcohol units or sobriety as a method for determining if it is “safe” to drive - best and safest advice remains “don’t drink alcohol and drive”.

<sup>18</sup> Including the increased risk of accidents, becoming a victim of crime or being involved in crime, increase in other socially related risks/problems e.g. sexual diseases or pregnancy from unplanned sex  
<sup>19</sup> Both short and long term: including hangover, increased blood pressure, birth defects, heart disease, liver disease and various cancers; employment problems, relationship problems and financial problems

<sup>20</sup> Including increased difficulty in dealing with drunken customers, ultimately affecting reputation and business viability (such as increased cost of replacing fixtures and fittings, staff turnover, liability and loss of licence)

<sup>21</sup> Including the current trend for high rates of alcohol related crime and disorder; the trend of increasing alcohol related problems including impact on persons other than the drinker especially children, underage drinking, drunkenness, alcohol related disease; economic impact including the impact on productivity in the workplace [Information Services Division, NHS National Services Scotland] and associated costs to society

<sup>22</sup> Current edition of Alcohol Statistics Scotland; published biennially by NHS National Services Scotland; current edition of Scottish Schools Adolescent Lifestyle and Substance Use Survey (SALSUS), published biennially by NHS Scotland

Topic	Reference	Delivered Component	Covered in Handbook
<b>Illegal Drugs</b>			
3.9	<p>Common patterns of drug consumption in licensed premises</p> <p>Sigs to look for - drug dealing Drugs prevention policy The importance of seeking advice from the police with regards to drug dealing in licensed premises</p>	<p>X X X</p>	<p>✓ ✓ ✓</p>
<b>Social Responsibility</b>			
3.10	<p>Best practice in setting and maintaining good standards of service and environment</p> <p>The importance of high and consistent standards throughout a premises<sup>23</sup> The potential for the environment to affect drinking and behaviour The importance of good service practice<sup>24</sup> Responsibilities to staff and customers</p>	<p>X X X X</p>	<p>✓ ✓ ✓ ✓</p>
3.11	<p>Common causes of conflict, how to prevent conflict and how to manage conflict situations</p> <p>Typical scenarios leading to conflict and how these might be prevented or managed Signs of potential conflict</p>	<p>✓ ✓</p>	<p>✓ ✓</p>
3.12	<p>Security procedures and policies in relation to crime and counter terrorism</p> <p>Threat procedures<sup>25</sup> Training of staff to look out for left packages/luggage etc.</p>	<p>X X</p>	<p>✓ ✓</p>
3.13	<p>Promoting recommended low risk guidelines</p> <p>Ways in which low risk drinking behaviour can be promoted Awareness of the increasing importance of social responsibility and the need for low risk drinking<sup>26</sup></p>	<p>✓ ✓</p>	<p>✓ ✓</p>

<sup>23</sup> Should include need for cleanliness, tidiness, good state of repair

<sup>24</sup> Should include being polite to customers, knowledge of products, customer awareness and managing busy situations

<sup>25</sup> Should include how to record threat information, management reporting, emergency service contact procedure and evacuation procedures

<sup>26</sup> For further information go to [www.drinksmarker.org](http://www.drinksmarker.org) or [www.drinkaware.co.uk](http://www.drinkaware.co.uk)

Topic		Reference	Delivered Component	Covered in Handbook
<b>Community Links</b>				
3.14	Understanding the roles and links to local community initiatives, such as Alcohol and Drugs Partnerships (ADPs), Community Safety Partnerships Pub Watch, Retail Watch, City Centre Safe	General awareness of the existence of such schemes The benefits of such schemes	X X	√ √

**Examination papers for the Scottish Certificate for Personal Licence Holders (Refresher) must adhere to the following assessment balance:**

<b>(Ref)</b>	<b>Topic</b>	<b>Assessment Weighting (%)</b>	<b>Number of Questions</b>
(1.1)	Introduction	0%	0
(2.1 - 2.3)	Overview of the licensing function	2.5%	1
(2.4 - 2.7)	Key Roles	2.5%	1
(2.8 - 2.20)	Licensing and Operating Conditions	42.5%	17
(2.21 - 2.23)	Protecting children from harm	15%	6
(2.24 - 2.28)	Control of Order	10%	4
(2.29 - 2.30)	Training	2.5%	1
(2.31)	Associated Law	0%	0
(3.2 - 3.8)	Effect of irresponsible operation on society and health	15%	6
(3.9)	Illegal Drugs	0%	0
(3.10 - 3.13)	Social Responsibility	10%	4
(3.14)	Community Links	0%	0

**For more information on Edexcel and BTEC qualifications please  
visit our websites: [www.edexcel.com](http://www.edexcel.com) and [www.btec.co.uk](http://www.btec.co.uk)**

**BTEC is a registered trademark of Pearson Education Limited**

**Pearson Education Limited. Registered in England and Wales No. 872828  
Registered Office: Edinburgh Gate, Harlow, Essex CM20 2JE.  
VAT Reg No GB 278 537121**