

The Scottish Certificate for Personal Licence Holders at SCQF Level 6

Candidate Specification

Pearson Specialist Vocational qualification

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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	The Scottish Certificate for Personal Licence Holders at SCQF Level 6 (SCQF)
SCQF award code	R365 04
Qualification framework	Scottish Credit and Qualifications Framework (SCQF)
Accreditation start date	30/10/2013
Approved age ranges	18 years and over
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>There are no formal entry requirements for this qualification. However, candidates should 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 Pearson <i>Access and Recruitment policy</i> (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

Objective of the qualification

The Scottish Certificate for Personal Licence Holders 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:

- develop knowledge of licensing to help deal with today's rapidly changing world and improve their career prospects
- develop knowledge on responsible operation of licensed premises
- develop knowledge on the effect of irresponsible operation on society and health
- achieve a nationally recognised, relevant qualification at Level 6 that Employers will look for when they are appointing new staff for the licensed trade. They also expect their existing staff to have these qualifications.
- develop knowledge and understanding that support their preparation for jobs within the sector which they may do in future
- develop the knowledge, understanding and skills they need to enter employment
- achieve a nationally recognised SCQF Level 4 qualification
- access programmes of study that can enable progression to higher-level qualifications.

Relationship with previous qualifications

This qualification replaces the current Pearson EDI qualification Scottish Certificate for Personal Licence Holders (On-Sales and Off-Sales) at SCQF Level 6. The reason for the change is to update the qualification in line with the new Scottish standards for accredited alcohol licensing qualifications.

Progression opportunities

Candidates who have achieved The Scottish Certificate for Personal Licence Holders 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 EDI based on the national standards drawn up by the National Licensing Forum.

3 Qualification structure

The Scottish Certificate for Personal Licence Holders 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	H49M 04	Licensing for Personal Licence holders	6	1	10

4 Unit Specification

Scottish Certificate for Personal Licence Holders (SCPLH) Unit Specification

What are the Alcohol 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 environment. They have been developed to make sure that they comply with current alcohol legislation in Scotland.

- 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 is 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 should:

- be able to show that you have some knowledge and or experience of the licensed on-sales or off-sales trade in Scotland – for example, by working or through prior study.

What do I need to do?

- You will need to show that you understand the law relating to the role of 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 to support an application for a personal licence.

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 one day (minimum 6 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* are appended in Annexe A. Topic references relate to those within the National Standard in Annexe A).

1 Introduction to Licensing – (Not assessed)

2 The responsible Operation of Licensed premises

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)
- 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

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

Associated Law

- Understanding relevant associated law (Topic 2.31)

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)

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)

Assessment Criteria

Assessment Criteria for the award is specified within the *National Standards for the Scottish Certificate for Personal Licence Holders (SCPLH)*, which can be found in Annex 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

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 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	5%	2
(2.8 - 2.20)	Licensing and Operating Conditions	35%	14
(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	2.5%	1
(3.2 - 3.8)	Effect of irresponsible operation on society and health	15%	6
(3.9)	Illegal Drugs	2.5%	1
(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 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 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 should take a minimum of 6 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 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 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 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*.

There are no formal entry requirements for this qualification. However, candidates should 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.

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.

9 Further information and useful publications

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

- Pearson Edexcel: www.edexcel.com/contactus
- Pearson Work Based Learning: www.pearsonwbl.com/contactus
- Books, software and online resources for UK schools and colleges:
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

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

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.

Annexe A: National Standards – Personal Licence Holders

Introduction

To be eligible for a personal licence under the Licensing (Scotland) Act 2005 an applicant must hold the Scottish Certificate for Personal Licence Holders. The training certificate in itself does not constitute a personal licence. Once the certificate has been attained, the applicant must include this in their application for a licence to their local Licensing Board.

All training to meet the requirements of the Licensing (Scotland) Act 2005 should include three key areas:

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

The framework also provides an overview of the topics that should be covered by any generic training programme. As recommended by the framework, this specification is based on these topics but has been adapted and supplemented by topics specific to the Personal Licence Holder's role.

Timescale

The training delivery schedule should take a minimum of 6 hours. Assessment should take no more than one hour. Candidate preparation and reading time is in addition to this. For the purposes of the Scottish Credit and Qualifications Framework (SCQF), this represents a total of 10 notional learning hours.

Assessment

The SCPLH qualification must be assessed by way of a 40 question multiple-choice paper¹. Assessment weighting for the topics covered in this specification are included in the appendix at the end of this document.

Delivery and Assessment Strategy

The delivery and assessment of the SCPLH qualification 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).

Further information on mandatory licensing training within Scotland can be found at www.scplh.info

¹ Electronic forms of assessment offered by Awarding Bodies are acceptable

Topic	Reference
	<p>Note: References are intended as guidance for where relevant information can be found. Not all information in the reference will be fully relevant to every subject.</p> <p>All references are to the Licensing (Scotland) Act 2005 and as amended by subsequent legislation².</p>
1 Introduction	<p>1.1 Training must outline the reason for, and importance of, the Licensing (Scotland) Act 2005 including the relationship between licensing and health</p>
2 Responsible operation of licensed premises	
	<p>2.1 Understanding of the 5 Licensing Objectives</p> <p>Licensing (Scotland) Act 2005</p> <p>S.4 The Licensing objectives</p> <p>The 5 objectives:</p> <ul style="list-style-type: none"> • preventing crime and disorder • securing public safety • preventing public nuisance • protecting and improving public health • protecting children from harm <p>Each of the licensing objectives has equal weighting</p>

²

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
³ 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
2.2 The meaning of "alcohol"	<p>Licensing (Scotland) Act 2005</p> <p>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>
2.3 Broad understanding of the Licensing (Scotland) Act 2005, the Alcohol etc. (Scotland) Act 2010, subsequent relevant legislation and how they apply to the post ⁴	<p>Give understanding of broad content of alcohol legislation i.e.</p> <p>Licensing (Scotland) Act 2005</p> <ul style="list-style-type: none"> 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>Schedule 2 – Local Licensing Forums</p> <p>Schedules 3 and 4 – Premises licences: mandatory conditions and occasional licences: mandatory conditions</p>

⁴ 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
<p>Alcohol etc. (Scotland) Act 2010 Sections 2 to 6 and Sections 9 and 10 i.e.</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>The Sale of Alcohol to Children and Young Persons (Scotland) Regulation 2007</p> <p>The Licensing (Training of Staff) (Scotland) Regulations 2007</p> <p>Criminal Justice and Licensing (Scotland) Act 2010 Section 195</p>	
Key Roles	Reference
<p>General understanding of the role of the Licensing Boards in granting applications; regulating standards in licensing premises; duties to set out licensing policy</p>	<p>Licensing (Scotland) Act 2005</p> <p>Paragraphs 38-56 Policy memorandum</p> <p>Part 2 Licensing bodies and officers</p> <p>Alcohol etc. (Scotland) Act 2010</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>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>	<p>Licensing (Scotland) Act 2005</p> <p>S.13 Licensing Standards Officers</p> <p>S.14 General Functions of Licensing Standards Officers</p> <p>S.15 Powers of Entry and Inspection (and seizure) (as amended – section 197 Criminal Justice and Licensing (Scotland) Act 2010)</p> <p>S.16 Training of Licensing Standards Officers</p>

Topic	Reference
2.6 Basic understanding of the key roles and powers of other statutory bodies involved in the licensing process	<p>Licensing (Scotland) Act 2005</p> <p>S.50 Certificates as to planning, building standards and food hygiene (as amended – Section 186 Criminal Justice and Licensing (Scotland) Act 2010)</p> <p>S.138 Police powers of entry</p> <p>S.186 (Criminal Justice and Licensing (Scotland) Act 2010) – Premises licence applications: food hygiene certificates</p>
2.7 Understanding of the make-up and role of Local Licensing Forums	<p>Licensing (Scotland) Act 2005</p> <p>S.10 Local Licensing Forums</p> <p>S.11 General functions of Local Licensing Forums</p> <p>Schedule 2 – Local Licensing Forums</p>
Licensing and Operating Conditions	
2.8 Understanding the different types of licence: premises, personal and occasional	<p>Licensing (Scotland) Act 2005</p> <p>S.17 Premises licence</p> <p>S.56 Occasional licence subs 1) 2) (amended by section 13 of the Alcohol etc. (Scotland) Act 2010)</p> <p>S.71 Personal licence</p>
2.9 Understanding of the difference between a Premises Licence Holder, a Premises Manager and a Personal Licence Holder	<p>Licensing (Scotland) Act 2005</p> <p>S.19 Premises Manager</p> <p>S.20 Application for premises licence sub 1) (amended by section 179 of the Criminal Justice and Licensing (Scotland) Act 2010)</p> <p>S.24 Applicant's duty to notify Licensing Board of convictions</p> <p>S.41 Duty to notify court of premises licence</p> <p>S.43 Licence holder's duty to notify Licensing Board of convictions</p> <p>S.52 Duty to keep, display and produce premises licence</p> <p>S.54 Dismissal, resignation, death etc. of premises manager</p> <p>S.72 Application for personal licence</p>

Topic	Reference
2.9 Understanding of the difference between a Premises Licence Holder, a Premises Manager and a Personal Licence Holder (<i>continued</i>)	<p>S.74 Determination of a 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.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 training⁵</p> <p>S.93 Licence holder's duty to produce a licence</p>
2.10 Licensed hours	<p>Licensing (Scotland) Act 2005</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>
2.11 Understanding the relationship of risk assessment and best practice policies to the operating plan	<p>To include understanding of basic procedure of making a risk assessment and best practice policies as relevant for different types of premises⁶.</p>

⁵ 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

⁶ 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
2.12 Detailed understanding of mandatory and discretionary national and local conditions.	<p>Licensing (Scotland) Act 2005</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>The Licensing Conditions (Late Opening Premises) (Scotland) Regulations 2007</p> <p>Alcohol Etc (Scotland) Act 2010</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>
2.13 Understanding of operating conditions of members' clubs	<p>Licensing (Scotland) Act 2005</p> <p>S.125 – Special provision for certain clubs</p>
2.14 Relevant offences	<p>Licensing (Scotland) Act 2005</p> <p>S.102 Sale of alcohol to a child or young person</p> <p>S.103 Allowing the sale of alcohol to a child or young person</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 by a child or young person</p> <p>S.107 Unsupervised sale of alcohol to a child or young person</p> <p>S.108 Delivery of alcohol to a child or young person</p> <p>S.109 Sending a child or young person to obtain alcohol</p> <p>S.110 Duty to display notice</p>

Topic	Reference
2.14 Relevant offences (<i>continued</i>)	<p>S.111 Drunk persons entering or in premises on which alcohol is sold</p> <p>S.112 Obtaining 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>S.117 Offences relating to the sale of alcohol to trade (amended by section 188 (3) of the Criminal Justice and Licensing (Scotland) Act 2010)</p> <p>S.118 Prohibition of unauthorised sale of alcohol on moving vehicles (amended by section 195 (2) of the Criminal Justice and Licensing (Scotland) Act 2010)</p> <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>

Topic	Reference
2.15 Detailed knowledge of application and renewal for a personal licence including police powers	<p>Licensing (Scotland) Act 2005</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>
2.16 Application process for a premises licence including police powers	<p>Licensing (Scotland) Act 2005</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>

Topic	Reference
2.17 Variation and transfer of premises licence	<p>Licensing (Scotland) Act 2005</p> <ul style="list-style-type: none"> S.29 Application to vary premises licence S.30 Determination of application for variation S.31 Variation to substitute new premises manager S.32 Further application after refusal of application for variation S.33 Transfer on application of licence holder S.34 Transfer on application of person other than licence holder S.35 Variation on transfer
2.18 Understanding the duties of a personal licence holder	<p>Licensing (Scotland) Act 2005</p> <ul style="list-style-type: none"> 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
2.19 Rights of objectors	<p>Licensing (Scotland) Act 2005</p> <ul style="list-style-type: none"> S.22 Objections and representations (amended by section 183 (2) of the Criminal Justice and Licensing (Scotland) Act 2010) S.36 Application for review of premises licence
2.20 Understanding the relationship between the operating plan and the premises licence, including variations	<p>Licensing (Scotland) Act 2005</p> <ul style="list-style-type: none"> S.20 Application for premises licence (amended by section 179 of the Criminal Justice and Licensing (Scotland) Act 2010) S.29 Application to vary premises licence S.30 Determination of application for variation S.31 Variation to substitute new premises manager S.32 Further application after refusal of application for variation

Topic	Reference
Protecting children from harm	<p>Licensing (Scotland) Act 2005</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>Alcohol etc. (Scotland) Act 2010</p> <p>S.6 Requirement for age verification policy</p> <p>The Sale of Alcohol to Children and Young Persons (Scotland) Regulations 2007</p> <p>Alcohol etc. (Scotland) Act 2010</p> <p>S.6 Requirement for age verification policy</p> <p>Smoking, Health and Social Care (Scotland) Act 2005</p>
2.21 Understanding of the law relating to sale, purchase, consumption of alcohol, supervised sales by under 18s	
2.22 Understanding of the application of "proof of age"	
2.23 Test purchasing	Understanding clear duties and responsibilities with regard to determining someone's age Clear understanding of purpose of test purchasing

Topic	Control of Order	Reference
2.24	The law in relation to drunkenness and disorderly conduct	<p>Licensing (Scotland) Act 2005</p> <ul style="list-style-type: none"> S.111 Drunk persons entering or in premises on which alcohol is sold S.112 Obtaining of alcohol by or for a drunk person S.113 Sale of alcohol to a drunk person S.114 Premises manager, staff etc. not to be drunk S.115 Disorderly conduct S.116 Refusal to leave premises <p>Licensing (Scotland) Act 2005</p> <ul style="list-style-type: none"> S.27 Conditions of premises licence (amended by section 7 of the Alcohol etc. (Scotland) Act 2010) <ul style="list-style-type: none"> Schedule 3 – Premises licences mandatory conditions Schedule 4 – Occasional licences: mandatory conditions <p>Alcohol Etc (Scotland) Act 2010</p> <ul style="list-style-type: none"> 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
2.25	The law with regard to irresponsible promotions	

Topic	Reference
<p>Licensing (Scotland) Act 2005</p> <p>S.36 - 40 – Review of premises licence</p> <p>S.83 Procedure where Licensing Board receives notification of convictions</p> <p>S.84 Conduct inconsistent with licensing objectives (amended by Schedule 6 (16) of the Criminal Justice and Licensing (Scotland) Act 2010)</p> <p>S.85 Expiry of endorsements</p> <p>S.86 Suspension of licence after multiple endorsements</p> <p>S.94 Exclusion orders</p> <p>S.95 Breach of exclusion order</p> <p>S.96 Exclusion orders: supplementary provision</p> <p>S.97 Closure orders (amended by section 193 of the Criminal Justice and Licensing (Scotland) Act 2010)</p> <p>S.98 Termination of closure orders</p> <p>S.99 Extension of emergency closure orders</p> <p>S.100 Regulations as to closure orders</p> <p>S.101 Interpretation of sections 97-100</p>	
<p>Licensing (Scotland) Act 2005</p> <p>S.15 Powers of entry and inspection (and seizure) (amended by section 197 of the Criminal Justice and Licensing (Scotland) Act 2010)</p> <p>S.138 – Police powers of entry</p> <p>S.14 Alcohol etc. (Scotland) Act 2010</p> <p>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.</p>	
<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>2.27 Powers of entry and rights to inspection</p> <p>2.28 Licence holders: Social responsibility levy</p>	

Topic	Reference
Training	
2.29 The legal requirement of the licence holder and staff to undertake training and to hold relevant qualifications	<p>Licensing (Scotland) Act 2005 S.87 Licence holder's duty to undertake training Schedule 3 Premises licence: mandatory conditions</p> <p>The Licensing (Training of Staff) (Scotland) Regulations 2007</p>
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)

Topic	Associated Law	Reference
2.31 Relevant associated law ⁷	<p>Weights and Measures Act 1985 For example: information on standard measures, free pouring, beer/cider/lager head size, glass lines and pre-packed alcohol service</p> <p>The Consumer Protection from Unfair Trading Regulations 2008 For example: information on misleading actions, omissions and aggressive practices</p> <p>Private Security Industry Act 2001 For example: Sections 3 - 6 of that Act</p> <p>Smoking, Health and Social Care (Scotland) Act (2005) For example: how the business manages its smoking policy (if applicable)</p> <p>Gambling Act 2005 For example: the 3 Gambling Objectives</p> <p>Equalities Act 2010 For example: Protected Characteristics with regard to employment and services</p> <p>Phonographic Performance Limited (PPL) and Performing Right Society (PRS) For example: information on live and pre-recorded music and the licenses required</p> <p>Misuse of Drugs Act (1971) Common patterns of drug consumption in licensed premises and associated offences</p>	

⁷ 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

3	Effect of irresponsible operation on society and health	Topic	Reference
	Alcohol⁸		
3.1	Minimum price of alcohol per unit ⁹	Alcohol (Minimum Pricing) (Scotland) Act 2012 Knowledge of minimum price per unit Basic understanding of the arguments for introduction	
3.2	Units of alcohol and strengths of alcoholic drinks	Knowledge of British standard units Knowledge of how to calculate the units per drink from a range of common drinks	
3.3	Physical and psychological effects of alcohol	The effects on the brain ¹⁰ The general effects on behaviour ¹¹	
3.4	Low drinking limits	Definitions of low risk, hazardous and harmful drinking ¹²	
3.5	Dispelling myths about alcohol	Key facts about alcohol ¹³ Common myths about alcohol ¹⁴	
3.6	Difference between blood alcohol level and drunkenness	The difference between blood alcohol level and drunkenness ¹⁵ Drink-driving limits in Scotland ¹⁶ Drink-driving limits in England, Wales and Northern Ireland	

⁸ 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)

⁹ This section is optional until such time as legislation is implemented and is not currently assessed

¹⁰ Including the consequent graduated physical effects observed and the danger of acute alcohol poisoning

¹¹ Including loss of inhibition and impairment of reasoning and decision making

¹² Current edition of Alcohol Statistics Scotland, published biennially by NHS National Services Scotland

¹³ Including the effects of gender, tolerance, food, age, general size, general health, time

¹⁴ Including coffee and/or other substances/practices as "sobering agents", alcohol as a "warmer agent", "health", properties of other drinks

¹⁵ BAC as an objective measure used in drink driving offences, compared to drunkenness, a subjective measure of behaviour, as used in licensing legislation

¹⁶ 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".

Topic	Reference
3.7 Consequences to the individual, to the business and to society of excessive drinking	<p>The key consequences of excessive drinking for the individual including:</p> <ul style="list-style-type: none"> • short term dangers¹⁷ • health and social problems¹⁸ <p>The key consequences of excessive drinking for the business¹⁹</p> <p>The key consequences of excessive drinking for society²⁰</p>
3.8 Common patterns of alcohol consumption and misuse in Scotland ²¹	<p>The patterns of problem drinking and binge drinking</p> <p>Basic understanding of the level and trend in underage drinking and drunkenness</p> <p>Basic understanding of the level and trends in various types of alcohol related illness and death</p>
Illegal Drugs	
3.9 Common patterns of drug consumption in licensed premises	<p>Signs to look for – drug dealing</p> <p>Drugs prevention policy</p> <p>The importance of seeking advice from the police with regards to drug dealing in licensed premises</p>

¹⁷ 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

¹⁸ 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

¹⁹ 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)

²⁰ 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

²¹ 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	Social Responsibility	Reference
3.10 Best practice in setting and maintaining good standards of service and environment	<p>The importance of high and consistent standards throughout a premises²²</p> <p>The potential for the environment to affect drinking and behaviour</p> <p>The importance of good service practice²³</p> <p>Responsibilities to staff and customers</p>	
3.11 Common causes of conflict, how to prevent conflict and how to manage conflict situations	<p>Typical scenarios leading to conflict and how these might be prevented or managed</p> <p>Signs of potential conflict</p>	
3.12 Security procedures and policies in relation to crime and counter terrorism	<p>Threat procedures²⁴</p> <p>Training of staff to look out for left packages/luggage etc</p>	
3.13 Promoting recommended low risk guidelines	<p>Ways in which low risk drinking behaviour can be promoted</p> <p>Awareness of the increasing importance of social responsibility and the need for low risk drinking²⁵</p>	
	Community Links	
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	<p>General awareness of the existence of such schemes</p> <p>The benefits of such schemes</p>	

²² Should include need for cleanliness, tidiness, good state of repair

²³ Should include being polite to customers, knowledge of products, customer awareness and managing busy situations

²⁴ Should include how to record threat information, management reporting, emergency service contact procedure and evacuation procedures

²⁵ For further information go to www.drinksmarter.org or www.drinkaware.co.uk

Assessment Criteria for Awards

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

(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	5%	2
(2.8 - 2.20)	Licensing and Operating Conditions	35%	14
(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	2.5%	1
(3.2 - 3.8)	Effect of irresponsible operation on society and health	15%	6
(3.9)	Illegal Drugs	2.5%	1
(3.10 - 3.13)	Social Responsibility	10%	4
(3.14)	Community Links	0%	0

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