



QA Level 2 Award for
**Personal Licence
Holders (RQF)**

Qualification Specification

Contents

Qualsafe Awards	3	Quality assurance	9
Qualification overview	3	Centre internal quality assurance.....	9
Objective.....	3	Qualsafe Awards external quality assurance	9
Purpose.....	3	Further information	9
Intended audience.....	3	Contact us.....	9
Structure.....	4	Useful addresses and websites.....	9
Other units.....	4	Appendix 1 – Qualification unit	10
Recognition of Prior Learning.....	4		
Entry requirements.....	4		
Progression.....	4		
Requalification requirements.....	4		
Qualification approval requirements ..	5		
Trainers.....	5		
Assessors.....	6		
Internal Quality Assurers.....	6		
Venue and equipment.....	6		
Course/Centre administration	7		
Registering Learners.....	7		
Certification.....	7		
Delivery and support	7		
Learner to Trainer ratio.....	7		
Delivery plan.....	7		
Learning materials.....	8		
Ongoing support.....	8		
Assessment	8		
Methods.....	8		
Access to assessment.....	8		

Key Qualification Information

Qualification number:	603/5343/0
Operational start date:	6 March 2020
Total Qualification Time (TQT):	10
Guided learning hours (GLH):	8
Number of units:	1
Credit value:	1
Assessment methods:	<ul style="list-style-type: none"> Theory assessment/multiple choice question paper: 1 x 40 question paper (minimum score 28)



Qualsafe Awards

Not only is Qualsafe Awards (QA) one of the largest Awarding Organisations (AO) in the UK, we are also the biggest AO for First Aid qualifications, making us an extremely trusted and recognisable name that employers look for when selecting a training provider.

We are recognised and regulated by the Office of Qualifications and Examinations Regulation (Ofqual), Qualifications Wales and the Northern Ireland Council for the Curriculum, Examinations and Assessment (CCEA). This means we can offer Centres an extensive range of qualification suites including First Aid; Prehospital Care; Health and Safety; Mental Health First Aid; Licensing; Food Safety; Fire Safety; Education and Training; Manual Handling; and Health and Social Care.

With a specialist team of subject matter experts on hand to support our Centres, including A&E Consultants, doctors, paramedics, nurses, physiotherapists and specialists in other sectors such as mental health, you can be confident that you are truly working with the industry experts.

Qualification overview

This qualification forms part of the QA Licensing suite of qualifications. The qualification and learning outcomes are based on the recommendations of the Home Office.

This QA qualification is

- For people who work in, or want to work in, the licensed retail sector
- Is a prerequisite for anyone who wants to apply for a personal licence under the Licensing Act 2003 (England and Wales)

This qualification will help develop Learner's understanding of the legislation requirements for licensed premises, the importance of promoting the licensing objectives and to confirm the ability to achieve a licence to practise.

This qualification specification provides information for Centres about the delivery of the QA Level 2 Award for Personal Licence Holders (RQF) and includes the unit information, assessment methods and quality assurance arrangements.

Objective

The objective of the qualification is to develop Learner's understanding of the licensing objectives and the legal and social role and responsibilities of a personal licence holder.

Learners will develop an understanding of the main legislation requirements of the Licensing Act 2003.

Purpose

The purpose of this qualification is to confirm occupational competence and to confirm the ability to meet 'license to practise' requirements.

Intended audience

This qualification is for Learners working in, or preparing to work in the licensed retail sector.



Structure

This qualification contains 1 mandatory unit with a Total Qualification Time (TQT) of 10 hours. Full details of this unit are in *Appendix 1*.

Learners must complete all assessments in units successfully within the registration period to achieve the qualification. The maximum period to achieve this qualification, including any referrals is 4 weeks.

TQT is the total number of hours required for a Learner to achieve this qualification. It has 2 elements:

- Guided Learning Hours (GLH) is the time a Learner is being taught and assessed under the immediate guidance of a Trainer/Assessor, which for this qualification is 8 GLH (minimum), and
- The number of hours a Learner will reasonably be likely to spend in preparation and study, including assessment, as directed by, but not under the immediate guidance or supervision of a Trainer, e.g. pre-course reading, which for this qualification is 2 hours

Other units

No other units can be combined to count towards the QA Level 2 Award for Personal Licence Holders (RQF) qualification.

Recognition of Prior Learning

Due to the nature of this qualification, Recognition of Prior Learning (RPL) cannot be claimed for this qualification.

Entry requirements

Learners must be at least 18 years old on the first day of the training.

There are no other formal entry requirements but to benefit from the learning we advise that Learners have a minimum of Level 1 in literacy.

Progression

Some possible routes of progression are:

- Level 3 Award for Designated Premises Supervisors (RQF)
- Level 3 Certificate in Licensed Hospitality Operations (RQF)
- QA Level 2 Award in Food Safety for Catering (RQF)

Requalification requirements

We recommend Learners refresh their training every 3 years.

Qualification approval requirements

Qualsafe Awards requires the Centre:

- To have appropriate policies, systems and procedures in place
- To appoint suitable individuals from their personnel team to train, assess and quality assure their QA qualifications
- To have suitable and adequate venues, equipment and learning resources

In order to secure and maintain approval from QA, Centres need a minimum staffing requirement for each qualification suite they deliver, which for this qualification is:

One Trainer/Assessor	Responsible for the delivery and assessment of qualifications
One Internal Quality Assurer	Responsible for quality assuring the delivery, assessment and awarding of this qualification

Qualsafe Awards requires the Centre staff to read and understand QA's key policies and procedures, and to abide by their contents.

Trainers

All Trainers should have the skills, knowledge and experience to be able to teach and demonstrate the subject. Each Trainer must be approved by Qualsafe Awards and provide evidence of:

1. A relevant vocational qualification (see *Vocational qualifications* table)
2. A formal teaching/training qualification (see *Teaching qualifications* table)

Vocational qualifications	
Level 2 Award for Personal Licence Holders	Level 3 Award for Designated Premises Supervisors
Level 2 National Certificate for Personal Licence Holders	Verifiable experience as a local authority licensing officer

Teaching qualifications	
B.Ed, M.Ed	City and Guilds Teacher's Certificate or equivalent
PGCE, PCET, Cert Ed	Ofqual Regulated Level 3 Award and Level 4 Certificate in Education and Training
NVQ Level 3 in Learning and Development	PTTLS, CTTLS, DTTLs
NVQ Level 4 in Learning and Development	Further Education Teacher's Certificate

(If relevant qualifications or experience do not appear on this list, please provide us with details as these alternatives could be acceptable.)

Trainers are expected to keep up to date with the subject area and provide evidence of continuing professional development (CPD).



Assessors

There is no requirement for a separate Assessor when delivering this qualification. Once Trainers have been approved to deliver the qualification, they can assess Learners.

Internal Quality Assurers

Internal Quality Assurers (IQAs) must be vocationally competent and have a relevant vocational qualification (see *Vocational qualifications* table) **and**:

- Hold (or be working towards) a quality assurance qualification **or**
- Have attended QA approved IQA training relevant to this qualification **or**
- Hold an assessing qualification and follow the principles outlined in the current *National Occupational Standards for Learning and Development: Standard 11 – Internally monitor and maintain the quality of assessment* (Centres must be able to prove this)

It is best practice for IQAs to hold a formal (regulated) IQA qualification and to hold, or be working towards, a formal (regulated) teaching qualification

IQAs are expected to keep up to date with the subject area and provide evidence of CPD.

Full details of the Centre’s requirements for internal quality assurance are in the *QA Centre Quality Assurance Guidance*.

Note: IQAs cannot quality assure a course for which they were the Trainer and/or Assessor.

Venue and equipment

Quality training involves using premises conducive to learning and it is a Centre’s responsibility to make sure all venues used for training and assessment purposes are suitable and adequate – whether these are hired or in-house training rooms. They must also comply with all current legislation.

In addition, it is important to use a wide range of equipment and learning resources to support delivery.

As a minimum, Centres must make sure their venues, equipment and other resources include:

Area:	Requirements:
Training venue	The training venue must meet acceptable health and safety standards and be conducive to learning, with sufficient: Size, floor surfaces, seating, writing surfaces, toilet facilities, ventilation, lighting, heating, access, exits, cleanliness, absence of distracting noise. The theory assessment space should allow Learners to sit at least 1 metre apart to prevent collusion.
Audio visual (AV) equipment and training aids	Sufficient AV equipment and training aids to facilitate learning using varying teaching methods.
Learning materials	Provide Learners with clear and accurate reference books/handouts covering the topics included in the qualification.

Note: Learners should sit at least 1 metre apart to prevent collusion during the theory/multiple choice question paper assessment.



Course/Centre administration

Registering Learners

Register Learners with Qualsafe Awards in accordance with the guidance in the *QA Centre Handbook*.

Certification

After a Learner has completed an assessment, unit or qualification, whether they have passed or not, Centres must enter the details and assessment results on the Customer Portal at: www.qualsafeawards.org

Centres will be given login details and guidance on using the Customer Portal when they are approved to deliver a QA qualification.

The Learner receives a certificate on achieving this qualification.

The certificate date is the date the Learner achieves the unit.

QA have developed a verification tool that means the validity of every certificate can be verified online. This verification tool can be found on the QA website.

Delivery and support

Learner to Trainer ratio

To maintain the quality of training and assessment, make sure the class ratio is no more than 16 Learners to 1 Trainer. The assessment space should allow Learners to sit at least 1 metre apart to prevent collusion during the theory/multiple choice question paper assessment. Never allow more Learners on the course than you can cater for during the assessment.

Note: While this ratio of 16 Learners to 1 Trainer is strongly recommended for the QA Level 2 Award for Personal Licence Holders (RQF) qualification, Centres may apply to QA to extend this ratio to 24 Learners to 1 Trainer if there are no practical assessments/skills tests. You must demonstrate that:

- Learners will not be disadvantaged
- The Trainer is experienced in this subject area with a low Trainer risk rating
- The venue has sufficient assessment space to allow Learners to sit at least 1 metre apart (to prevent collusion during the multiple choice question paper assessment)

All requests **must be approved** by Qualsafe Awards **before** any increase in Trainer/Learner ratio.

Delivery plan

Qualsafe Awards provides Centres with a complimentary course programme and detailed lesson plans, which are carefully designed to meet the objective of this qualification and the needs of Learners, making sure Learners are adequately prepared for the assessments.

Centres not using QA lesson plans, which are created and provided free, must submit their own delivery plan and have it approved by us **before** delivering this qualification. Note: Charges may apply. The delivery plan should:

- Include a course timetable and detailed lesson plans, clearly showing the required subjects and criteria/ learning outcomes are covered and the minimum 8 guided learning hours are met
- Be carefully designed to meet the objective of this qualification and the needs of Learners, making sure Learners are adequately prepared for the assessments
- Be emailed to: info@qualsafeawards.org



Learning materials

Centres must provide each Learner with suitable reference material that covers the lesson plans and learning outcomes for this qualification.

Ongoing support

Quasafe Awards Centres should provide appropriate levels of support to Learners throughout the qualification. The purpose of the support is to:

- Assess knowledge and competence in relation to learning outcomes and the detailed assessment criteria of the unit within the qualification, see *Appendix 1*
- Give Learners feedback on their progress and how they might be able to improve

Assessment

Methods

Quasafe Awards has devised assessment tools to make sure Learners are assessed against the required knowledge, skills and understanding, as detailed in the learning outcomes and assessment criteria shown in the *Appendix 1*. Centres should download all assessment papers from the Customer Portal in advance of the course. For each unit there is a theory assessment/multiple choice question paper – there is 1 paper per unit for each Learner and Learners should answer all the questions under ‘examination’ conditions, see QA *Multiple Choice Question Paper Guidelines*:

- Maximum time allowed is 60 minutes
- Minimum mark is 28 out of 40 to be considered for an overall ‘Pass’

Access to assessment

Quasafe Awards is committed to equality when designing the assessments for this qualification. Centres can make sure they do not unfairly exclude the assessment needs of a particular Learner by following the QA *Access to Assessment Policy* to determine whether it is appropriate to make a:

- Reasonable adjustment or
- Special consideration

When a reasonable adjustment is made or requested, e.g. written or theory assessment delivered verbally, Centres must complete a Reasonable Adjustment Form and send it to QA with any relevant supporting evidence. Centres should retain a copy of this form for their own records.

Learners may be eligible for special consideration if they have been affected by adverse circumstances beyond their control. A Special Consideration Request Form should be completed and sent to QA for consideration along with supporting evidence prior to implementation. Centres should retain a copy of this form for their own records.

Note: If you have any suggestions for improvements, please let us know.

Learners should be informed about the Centre’s and QA’s appeals procedures and how they can access these.



Quality assurance

Centre internal quality assurance

The Centre is required to sample a reasonable amount of assessments as part of the quality assurance of the qualification. This standardisation of assessment across Learners and Trainers is to make sure there is fairness and consistency in assessment practices. The arrangements for this should be included in the Centre's approved internal quality assurance policy.

Centres must retain all Learner documents and records for a period of 3 years and make sure these are available for review by Qualsafe Awards or our representatives, e.g. External Quality Assurers (EQAs), on request.

Qualsafe Awards external quality assurance

Qualsafe Awards operates a system of ongoing monitoring, support and feedback for approved Centres across the United Kingdom.

QA employs a risk based model to decide the frequency of external quality assurance activity.

Further details of the Qualsafe Awards' external quality assurance programme are available in the *QA Centre Quality Assurance Guidance*.

Further information

Contact us

If you have any queries or comments we would be happy to help you, contact us:

Email: info@qualsafeawards.org

Tel: 0845 644 3305

Useful addresses and websites

- Qualsafe Awards, City View, 3 Wapping Road, Bradford, BD3 0ED
www.qualsafeawards.org/home
- Office of Qualifications and Examinations Regulation (Ofqual):
www.gov.uk/government/organisations/ofqual
- Qualifications Wales:
www.qualificationswales.org
- Government alcohol licensing:
<https://www.gov.uk/guidance/alcohol-licensing>



Appendix 1 – Qualification Unit

The QA Level 2 Award for Personal Licence Holders (RQF) has 1 unit that Learners are required to complete in order to achieve the qualification.

Title:	Legal and Social Responsibilities of a Personal Licence Holder	
GLH:	8	
Level:	2	
Credit value:	1	
Learning outcomes The Learner will:	Assessment criteria The Learner can:	Indicative content
1. Know the nature, purpose and period of validity of a personal licence	1.1 State the nature and purpose of a personal licence	A personal licence, e.g: <ul style="list-style-type: none"> Allows the holder to make or authorise the sale of alcohol in accordance with an appropriate premises licence Has 2 parts: a plastic card including a photograph of the holder and a paper section
	1.2 State the period of validity of a personal licence	Valid indefinitely – no requirement to renew a personal licence, unless it is surrendered, revoked by the licensing authority or forfeited.
2. Understand the application process and legal duties when applying for a personal licence	2.1 State how a personal licence application is made, including eligibility criteria	Application process: <ul style="list-style-type: none"> Normally made to the licensing authority where the applicant lives Eligibility criteria, e.g: <ul style="list-style-type: none"> Be aged at least 18 years old Hold an accredited Level 2 Award for Personal Licence Holders (APLH) qualification Not have had a personal licence forfeited within the last 5 years Application documents, e.g: <ul style="list-style-type: none"> Completed and signed personal licence application Disclosure and Barring Service (DBS) certificate Disclosure of convictions and declaration form
	2.2 Outline the licensing authority's process for the grant or rejection of new personal licences	Licensing authority process for granting or rejecting a new licence includes: <ul style="list-style-type: none"> Eligibility criteria being met Checking offence criteria are met Informing chief officer of police when offence criteria are not met Holding hearings following objections Applicants have a Right of Appeal against the decision made by the licensing authority within 21 days.
	2.3 Identify who may object to the grant of a personal licence	The chief officer of police may raise an objection to a personal licence application within 14 days if: <ul style="list-style-type: none"> Convictions for relevant or foreign offences are identified The prevention of crime and disorder would be undermined The Secretary of State may object to a personal licence application within 14 days. The Home Office immigration department may object on the grounds of preventing illegal working if there is evidence of unspent immigration offences or immigration penalties, spent convictions, unspent convictions.



Learning outcomes <i>The Learner will:</i>	Assessment criteria <i>The Learner can:</i>	Indicative content
	2.4 Define the terms 'relevant offences' and 'foreign offences'	Relevant offences are offences listed in the Licensing Act 2003, categories include: <ul style="list-style-type: none"> • Any licensing offence since 1964 • Drink-driving or driving whilst under the influence of drink or drugs • Violence, firearms, fraud, terrorism and sexual offences Foreign offences similar to a relevant offence but committed outside England and Wales.
	2.5 State the legal duty of an applicant to declare if they are convicted of any relevant or foreign offences during the application process	Personal licence applicant must declare convictions for relevant or foreign offences during the application process.
	2.6 State the penalty for failing to declare conviction of relevant or foreign offences during the application process	Failing to declare conviction during application process: maximum level 4 on the standard scale (£2,500).
3. Understand the legal duties of a personal licence holder	3.1 State the legal duties of a personal licence holder if charged with a relevant or foreign offence	Legal duties of a personal licence holder if charged with a relevant or foreign offence, include: <ul style="list-style-type: none"> • Inform the court no later than the first court appearance that they hold a personal licence • Produce the personal licence to the court
	3.2 State the legal duties of a personal licence holder if convicted with a relevant or foreign offence after the licence is granted	Legal duties of a personal licence holder if convicted with a relevant or foreign offence after the licence is granted, e.g: <ul style="list-style-type: none"> • Must inform the licensing authority of the conviction • Must produce their personal licence within 14 days for endorsement when requested by the licensing authority
	3.3 State the legal duties of a personal licence holder if a personal licence is surrendered or revoked	Legal duties of a personal licence holder if a personal licence is: <ul style="list-style-type: none"> • Surrendered: they must surrender both parts of the licence to the licensing authority • Forfeited: they cannot apply for a personal licence for 5 years • Revoked, surrendered or forfeited: they can no longer authorise alcohol sales
	3.4 State the legal duties of a personal licence holder if a change of name and/or address occurs	On a change of name or address, a personal licence holder: <ul style="list-style-type: none"> • Has a legal duty to inform the licensing authority within a time frame that is reasonably practicable • Must return their personal licence with the change notification • Can be fined up to a maximum Level 2 penalty (£500) for failure to act
	3.5 State the legal duties of a personal licence holder to produce their licence, when requested, including who may legally request this	Personal licence must be produced on demand from an authorised person, e.g. police officer or an officer of the licensing authority. Failure to produce licence when requested is subject to a maximum level 2 penalty (£500).



Learning outcomes <i>The Learner will:</i>	Assessment criteria <i>The Learner can:</i>	Indicative content
	3.6 State the consequences for breaching the legal duties of a personal licence holder	Consequences: <ul style="list-style-type: none"> Failing to inform changes and produce personal licence when requested can result in a fine not exceeding the maximum level 2 on the standard scale Failing to declare convictions during the application stage can result in a penalty fine not exceeding the maximum level 4 on the standard scale
	3.7 State the consequences for a personal licence holder convicted of a drink driving offence	Consequences: <ul style="list-style-type: none"> Suspension of personal licence for up to 6 months Forfeit of personal licence
4. Understand the roles, responsibilities and functions of licensing authorities	4.1 State what licensing authorities are	Licensing authorities are: <ul style="list-style-type: none"> Based on local authority council areas Responsible for the operation and administration of licensing in a particular area
	4.2 Outline the roles and responsibilities of licensing authorities	Roles and responsibilities of licensing authorities, e.g. publish a licensing policy, establish a licensing committee for hearings and objection notices.
	4.3 Outline what a licensing policy is	Licensing policy is: <ul style="list-style-type: none"> A statement showing how the licensing authority will promote the licensing objectives Published every 5 years Takes into consideration any guidance issued
	4.4 Outline the purpose of a licensing hearing, including appeals	The purpose of licensing hearings is to allow the licensing committee to make a decision following, e.g. relevant representations for new premises, club premises certificate and variation applications, review of a premises licence, a closure order. They must be made within 21 days. An appeal can be made to the local Magistrates' Court.
5. Understand the licensing objectives and the importance of partnerships in promoting these objectives	5.1 State the licensing objectives	Licensing objectives, e.g. the prevention of crime and disorder, public safety, prevention of public nuisance
	5.2 State the importance of the licensing objectives	Licensing objectives are important e.g. form a basis for all licensing decisions, must be promoted by everybody in the licensing process.
	5.3 State what an operating schedule is	An operating schedule is a written description of how the licensed premises must be operated and how it will promote the licensing objectives.
	5.4 State what an operating schedule should include in order to promote the licensing objectives	The operating schedule will include: <ul style="list-style-type: none"> A description of the premises Licensable activities and hours these will be conducted Opening times of the premises



Learning outcomes <i>The Learner will:</i>	Assessment criteria <i>The Learner can:</i>	Indicative content
	5.5 Identify the importance of partnerships in supporting the licensing objectives	The importance of partnership working-helps support and promote the licensing objectives. Partners include: <ul style="list-style-type: none"> • Police • Local authorities • Local residents • Local businesses
	5.6 Identify the role of Community Safety Partnerships (CSP)	The role of CSP is to support the licensing objectives and to establish strategies for the reduction of crime.
6. Understand the nature and strength of alcohol and the effect on the body	6.1 State the legal definition of alcohol under licensing law	Definition of alcohol under the Licensing Act 2003: where the alcohol by volume (abv) which is of a strength above 0.5% of the total volume at the time of sale or supply in question.
	6.2 State how the strength of an alcoholic drink is measured	An alcoholic drink is measured as a percentage (%) of abv.
	6.3 Define the terms 'alcohol-free' and 'low alcohol'	Definition of alcohol free: must contain no more than 0.05% abv. Definition of low alcohol: must contain no more than 1.2% abv.
	6.4 State the UK Government's sensible drinking advice	UK Chief Medical Officer's low risk drinking guidelines include: <ul style="list-style-type: none"> • No more than 14 units per week for both men and women • Spreading the 14 units evenly across the week • Limiting the total amount of alcohol in 1 session
	6.5 State the behavioural and psychological effects of alcohol consumption	Behavioural and psychological nature of alcohol consumption may result in a range of effects and changes including: <ul style="list-style-type: none"> • Addiction • Reduced concentration • Loss of self-control
	6.6 Identify the effects alcohol has on the body	Effects on the body, e.g: <ul style="list-style-type: none"> • Liver damage • Medical complications such as cancer Effects are dependent on, e.g: <ul style="list-style-type: none"> • Quantity and strength consumed • Rate of consumption



Learning outcomes <i>The Learner will:</i>	Assessment criteria <i>The Learner can:</i>	Indicative content
7. Understand the law in relation to premises licences	7.1 Explain what a premises licence is	Premises licence allows the sale of alcohol on and/or from the premises or to provide 'licensable activities' from a particular venue. Granted by the licensing authority for the area where premises are situated and it is unique to the premises.
	7.2 State the procedures for a premises licence application	Application procedure, e.g. complete an application to the licensing authority where the premises is located, include the fee, the operating schedule, a plan of the premises and the Designated Premises Supervisor's (DPS) details and consent form, advertise the application correctly.
	7.3 State the grounds for a hearing and an appeal in respect of a premises licence application	Grounds for hearing and appeal: <ul style="list-style-type: none"> • Representations received by responsible authorities • Representations received by interested parties An appeal to the magistrates may be made against the decision of the licensing committee within 21 days by the parties involved.
	7.4 Explain the purposes of a premises licence review	The purpose of a premises licence review is to consider: <ul style="list-style-type: none"> • Whether the licensed premises are being managed and operated in accordance with their licence, and • Any appropriate action to take The review can be requested by a responsible authority or any other person. Grounds for review include: <ul style="list-style-type: none"> • To follow up after problems or incidents • After a closure order • To check if any premises licence conditions need amending/altering
	7.5 State the mandatory conditions attached to premises licensed to sell alcohol for consumption on and/or off the premises	Mandatory conditions include: <ul style="list-style-type: none"> • There must be a DPS appointed who holds a personal licence • Each and every sale must be authorised by a personal licence holder • No below cost sales of alcohol • No irresponsible alcohol promotions
	7.6 Identify the licensable activities defined by licensing legislation	Four licensable activities: <ul style="list-style-type: none"> • Sale of alcohol by retail • Supply of alcohol by or on behalf of a club member or to the order of a member of the club • Provision of regulated entertainment • Provision of late night refreshment
	7.7 State the law in relation to variations to premises licences	Changes to an existing premises licence will require a full or minor variation application. Full variation, can have an adverse effect on the licensing objectives. Minor variation, does not impact on the licensing objectives.



Learning outcomes <i>The Learner will:</i>	Assessment criteria <i>The Learner can:</i>	Indicative content
	7.8 State the law in relation to what constitutes unauthorised licensed activities	Unauthorised licensable activities, e.g. using unlicensed door supervisors, selling alcohol outside permitted hours, operating outside the terms and conditions of a premises licence.
	7.9 Identify what a due diligence defence is and when it may be used	Definition of due diligence. When due diligence may be used, e.g. a mistake, relying on someone else.
	7.10 State penalties for breaching licensing conditions	Breaching licensing conditions – an unlimited fine and/or 6 months in prison.
8. Understand the role and responsibilities of the Designated Premises Supervisor (DPS)	8.1 Outline the role of the DPS	The person named on the premises licence, appointed by the premises licence holder. The DPS is a personal licence holder and in day to day control of the premises.
	8.2 State the legal responsibility of the DPS	Legal responsibilities of the DPS include: <ul style="list-style-type: none"> • Carrying out risk assessments for all licensable activities • Ensuring public safety • Being the main point of contact for police and local authorities
9. Understand the law in relation to Temporary Event Notices (TEN)	9.1 State what is meant by the term 'permitted temporary activities'	Definition of 'permitted temporary activities' – a one-off event involving one or more licensable activities operated within certain limitations.
	9.2 State what a TEN is	TEN – Temporary Event Notice, must be submitted by the premises user to the licensing authority electronically or in writing. Allows licensable activities to take place in premises not subject to a premises licence or a club premises certificate, or an activity which is not covered by an existing premises licence. Two types of TEN: <ul style="list-style-type: none"> • Standard – received by the licensing authority at least 10 working days before the event • Late – received by the licensing authority no earlier than 9 working days and no later than 5 working days prior to the event
	9.3 State the law in relation to the frequency of permitted temporary activities	Frequency of permitted temporary activities includes: <ul style="list-style-type: none"> • Maximum number of TENs per premises is 15 per year • A personal licence holder can apply for up to 50 TENs per year and 10 late TENs • Total number of days per calendar year in which a TEN may apply per premises is 21
	9.4 State the circumstances under which the police or Environmental Health Officers can object to a TEN	Circumstances under which the police or Environmental Health Officers can object to a TEN, e.g. at least 48 hours after the TEN was applied for, if they consider that any of the licensing objectives would be undermined if the event proceeded.



Learning outcomes <i>The Learner will:</i>	Assessment criteria <i>The Learner can:</i>	Indicative content
10. Understand the rights and legal duties of the responsible persons in relation to operation of licensed premises	10.1 State the duty to refuse the sale of alcohol to a drunken person	It is an offence to sell or attempt to sell alcohol to a person who is drunk. Those responsible for the sale or serving of alcohol has a legal duty to refuse the sale of alcohol to a drunk person.
	10.2 Identify examples of irresponsible drinks promotions	Examples of irresponsible drinks promotions include: <ul style="list-style-type: none"> • Drinking games offers • Incentives for specific groups such as students or women • Unlimited alcoholic drink offers
	10.3 Identify strategies licensed premises may adopt to prevent violence and reduce conflict	Strategies to prevent violence include: <ul style="list-style-type: none"> • Depersonalising refusals • Staff training • Good customer relationships Strategies to reduce conflict include: <ul style="list-style-type: none"> • Conflict management training • Positive communications • Risk assessment
	10.4 Identify the consequences of allowing illegal drug use and dealing on licensed premises	Consequences of allowing illegal drug use and dealing on licensed premises: <ul style="list-style-type: none"> • It is a criminal offence to allow drug activity on licensed premises • Increase in drug activity and loss of customers • Increase in crime and violence
	10.5 Identify who is legally responsible for preventing disorderly conduct on licensed premises	Persons legally responsible for preventing disorderly conduct on licensed premises, e.g. the DPS, the personal licence holder, the premises licence holder
	10.6 State the consequences for allowing drunk and disorderly conduct on licensed premises	Consequences for allowing drunk and disorderly conduct on licensed premises: <ul style="list-style-type: none"> • A fixed penalty notice by a police officer to the member of staff selling alcohol to a drunken person • A maximum penalty fine not exceeding Level 3 on the standard scale if convicted
11. Know the law in relation to the protection of children on licensed premises	11.1 State the law in relation to the sale of alcohol to children	Sale of alcohol to children, e.g. it is an offence to: <ul style="list-style-type: none"> • Sell or allow the sale of alcohol to those under the age of 18 • Allow the consumption of alcohol on licensed premises by an under 18 year old Exceptions to the above.
	11.2 State the law in relation to the purchase or attempted purchase of alcohol by or for children	Purchase of alcohol by or for children, e.g. it is an offence: <ul style="list-style-type: none"> • To purchase or attempt to purchase alcohol on behalf of an under 18 year old • For anyone under 18 to purchase or attempt to purchase alcohol



Learning outcomes The Learner will:	Assessment criteria The Learner can:	Indicative content
	11.3 State the law in relation to the unsupervised sale of alcohol by a child	Unsupervised sale of alcohol by a child, e.g. it is an offence for a responsible person to allow an unsupervised person of less than 18 years old to sell or supply alcohol. Exceptions to the above.
	11.4 Identify the types and features of acceptable proof of age documents	Types of acceptable proof of age documents, e.g. Proof of Age Standard Scheme (PASS) card, passport. Features of acceptable proof of age documents, e.g. valid and in date, date of birth shows the person to be aged 18 or over, no evidence of forgery.
	11.5 Outline the importance of other legislation related to the protection of children	The importance of other legislation, e.g. it protects children from injury and illness reduces vulnerability to assault, abuse, etc. Other legislation related to the protection of children, sale of age restricted products, e.g: <ul style="list-style-type: none"> • Under 16 years, e.g. sale of party poppers, liqueur confectionery • Under 18 years, e.g. knives/blades, fireworks
	11.6 State the law in relation to the presence of children in licensed premises	The presence of children in licensed premises, e.g. no unaccompanied child under 16 is allowed on any premises used mostly or solely for the sale of alcohol.
	11.7 State the law in relation to the consumption of alcohol by under 18s	The consumption of alcohol by under 18s, e.g: <ul style="list-style-type: none"> • It is unlawful for a child knowingly to consume alcohol in licensed premises • It is unlawful for a responsible person knowingly to allow the consumption of alcohol by children on licensed premises Exceptions to the above.
	11.8 State penalties for breaching the law in relation to the protection of under 18s on licensed premises	Penalties following a failed test purchase: <ul style="list-style-type: none"> • Fixed penalty notice (£90) to person who sells alcohol to a child • An unlimited fine if prosecuted
12. Understand the powers of the police and other authorities in relation to licensed premises	12.1 State the law in relation to the closure of identified licensed premises	<ul style="list-style-type: none"> • Who can issue a closure notice • Grounds for issuing a closure notice • Duration of a closure notice • What a closure notice must contain, e.g. the premises it applies to, exceptions for specified people
	12.2 State the law in relation to the closure of licensed premises covering a particular geographical area	<ul style="list-style-type: none"> • The closure of licensed premises in a particular geographical area where there is actual or likely disorder or serious nuisance • Who can apply for a closure order
	12.3 Identify which authorities have a right of entry to licensed premises and when they can exercise these rights	<p>Authorities that have a right of entry to licensed premises to investigate licensable activities and check the premises are operating legally include:</p> <ul style="list-style-type: none"> • Police • Fire safety officer • Health and safety inspector <p>It is an offence to obstruct or prevent a police officer or authorised person from entering licensed premises.</p>



Learning outcomes <i>The Learner will:</i>	Assessment criteria <i>The Learner can:</i>	Indicative content
13. Understand prohibitions and exemptions in relation to licensable activities	13.1 Identify the circumstances under which sales of alcohol are not considered to be a retail sale under licensing law	When sales of alcohol are not considered to be retail sale under licensing law, e.g. to a trader for the purposes of their trade, to a club which holds a club premises certificate.
	13.2 Identify which forms of entertainment are regulated and which are exempt	Regulated entertainment, most forms of entertainment provided for the public with the intention of making a profit, e.g. performance of a play, indoor sporting, boxing or wrestling, playing recorded music. Exemptions, e.g. pub games, private parties, incidental music, Morris dancing.
	13.3 Identify which types of premises are prohibited from selling alcohol	Premises prohibited from selling alcohol include: <ul style="list-style-type: none"> • Most motorway service stations • Petrol stations that primarily sell fuel
	13.4 State the law in relation to the sale of alcohol on moving vehicles	The sale of alcohol on moving vehicles – vehicles must be parked and not moving (road). Exemptions include: <ul style="list-style-type: none"> • Railway trains • Aircraft • Hovercraft The maximum penalty for selling alcohol on moving vehicles is an unlimited fine and/or 3 months in prison.

Note: Full and detailed qualification content is available to approved Centres in the form of lesson plans and a training presentation which are provided free of charge.



www.qualsafeawards.org

Tel: 0845 644 3305

Email: info@qualsafeawards.org