



Highfield

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Qualification Specification

Level 2 Award for Personal Licence Holders

Qualification Number: 500/9974/7

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HABC Level 2 Award for Personal Licence Holders (QCF)

Introduction

This Qualification Specification document is designed to outline all you need to know in order to offer this qualification in your Centre. If you have any further questions, please contact your account manager.

Qualification Details

The HABC Level 2 Award for Personal Licence Holders has been accredited by the regulators* of England, Wales and Northern Ireland and is part of the Qualifications and Credit Framework (QCF).

*The regulators are Ofqual in England, DCELLS in Wales and CCEA in Northern Ireland
It is supported by People1st, the Sector Skills Council for hospitality and catering.

Key facts

• QAN	500/9974/7
• Learning Aim Reference	50099747
• Guided learning hours (GLH)	8
• Credit Value	1
• Assessment Method	Multiple-choice examination

Qualification Overview

The Level 2 Award for Personal Licence Holders is a qualification aimed at anyone working in or preparing to work in any industry that involves the retail sale of alcohol. It is a prerequisite for anyone who wishes to hold a personal licence.

Persons gaining this qualification will understand the main requirements of the Licensing Act 2003 and the legal responsibilities of a personal licence holder. Anyone wishing to sell or authorise the sale of alcohol by retail on licensed premises must hold a personal licence.

The qualification is based on the National Occupational Standards developed by People 1st the Sector Skills Council for the Hospitality Industry, and Skillsmart Retail the Sector Skills Council for the Retail Industry

Entry Guidance

There are no prerequisites for this qualification.

It is advised that learners have a minimum of Level 1 in literacy or numeracy or equivalent.

This qualification is approved for delivery to the age ranges 18+.

A Personal Licence may not be applied for until the age of 18

Geographical Coverage

The qualification is suitable for learners in England, Wales or Northern Ireland.

Special Needs

HABC have measures in place for learners with special needs. Please see the Reasonable Adjustments Policy, Annex 17 of the HABC Core Manual.

Qualification Structure

This qualification is made up of one mandatory unit, the details of which are included at the end of this document.

Learners must successfully complete the assessment for the unit to achieve the qualification.

How the qualification is assessed

This qualification is assessed through a 40-question multiple-choice question examination. The duration of the examination is 1 hour.

Successful learners must achieve a score of at least 28 out of 40.

Following the assessment, a list of results will be provided to the Centre Contacts stating whether learners have passed or failed. Certificates for successful learners will be dispatched for distribution by the Centre Contacts.

Progression

Progression and further learning routes include:

- Level 2/3 Award for Designated Premises Supervisors
- Food and Drink competency based qualifications (NVQs/Apprenticeships)

Nominated Tutor Requirements

HABC require that Nominated Tutors have teaching experience and hold a qualification in the relevant subject area.

Nominated Tutors should have a minimum of Level 2 qualification for Personal Licence Holders from a recognised Awarding Organisation, together with relevant work experience.

Suitable Subject Area Qualifications may include:

- Level 2 Award for Personal Licence Holders
- Level 2 National Certificate for Personal Licence Holders
- Level 3 Award for Designated Premises Supervisors

Suitable Teaching Qualifications include:

- Level 3 or 4 PTLLS or above
- Diploma or Certificate in Education
- Bachelors or Masters Degree in Education
- City and Guilds Teachers Certificate or equivalent
- Level 3 or 4 NVQ in Training and/or Development
- Professional Trainers Certificate
- Proof of at least 30 hours of training in any subject

Nominated Tutors should also be able to demonstrate relevant experience and knowledge in a work context and provide evidence of engagement with the subject field and continuing professional development.

Key Skills

This qualification provides the opportunity for learners to develop competence in key skills and produce evidence towards attaining key skills. The qualification does not ensure key skills are met as this would depend upon learners producing a portfolio of evidence and the mode of study adopted.

Useful Websites

<http://www.people1st.co.uk/>

Recommended Training Materials

Baylis Nicola (2011) Licensing Course Book (new) Highfield.co.uk Ltd

Unit 1: Legal and Social Responsibilities of a Personal Licence Holder

Unit no: H/601/7631
 Level: 2
 Credit: 1
 GLH: 8

Learning Outcomes	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
<p>1. Understand the nature, purpose and period of validity of a personal licence</p>	<p>1.1 State what a personal licence is</p> <p>1.2 State what a personal licence entitles the holder to do</p> <p>1.3 State the period of validity of a personal licence</p>
<p>2. Understand the application process and legal duties when applying for a personal licence</p>	<p>2.1 State the procedures for applying for a personal licence including eligibility criteria for a new personal licence</p> <p>2.2 Outline the licensing authorities process for the grant or rejection of new personal licences and renewals</p> <p>2.3 Identify who may object to the grant or renewal of a personal licence</p> <p>2.4 Define the terms ‘relevant offences’ and ‘foreign offences’</p> <p>2.5 State the duty of an applicant to declare if they are convicted of any relevant or foreign criminal offences during the application process</p> <p>2.6 State the penalty for failing to declare conviction of relevant or foreign offences during the application process</p>
<p>3. Understand the legal duties of a personal licence holder</p>	<p>3.1 State the duties of a Personal Licence Holder if charged with a relevant or foreign offence</p> <p>3.2 State the duties of a Personal Licence Holder if convicted with a relevant or foreign offence after the licence is granted</p> <p>3.3 State the duties of a Personal Licence Holder if a personal licence is renewed, surrendered or revoked</p> <p>3.4 State the duties of a Personal Licence Holder if a change of name and/or address occurs</p> <p>3.5 State the duties of a Personal Licence Holder if asked to produce the licence by</p>

	<p>an authorised person</p> <p>3.6 State the penalties for breaching any of the legal duties of a Personal Licence</p> <p>3.7 State the consequences for a personal licence holder if convicted of a drink driving offence.</p>
<p>4. Understand the roles, responsibilities and functions of licensing authorities</p>	<p>4.1 State what licensing authorities are</p> <p>4.2 Outline the roles and responsibilities of licensing authorities</p> <p>4.3 Outline what a licensing policy is</p> <p>4.4 Outline the purpose of a licensing hearing including appeals</p>
<p>5. Understand the licensing objectives and the importance of partnerships in promoting these objectives</p>	<p>5.1 Identify the Licensing Objectives and their importance to the licensing system</p> <p>5.2 State what an operating schedule is</p> <p>5.3 State what an operating schedule should include in order to promote the licensing objectives</p> <p>5.4 Identify the importance of partnerships in supporting the licensing objectives</p> <p>5.5 Identify the role of Crime and Disorder Reduction Partnerships</p>
<p>6. Understand the nature and strength of alcohol and the effect on the body</p>	<p>6.1 State the legal definition of alcohol in the Licensing Act 2003</p> <p>6.2 State what 'supply of alcohol' means</p> <p>6.3 State how the strength of an alcoholic drink is measured</p> <p>6.4 Define the terms 'alcohol-free' and 'low alcohol'</p> <p>6.5 State the UK Government's sensible drinking advice</p> <p>6.6 State the intoxicating nature of alcohol</p> <p>6.7 Identify the effects of alcohol on the body</p>
<p>7. Understand the law in relation to premises licences</p>	<p>7.1 Explain what a premises licence is</p> <p>7.2 State the procedures for a premises licence application</p> <p>7.3 State the grounds for a hearing and an appeal in respect of a premises licence application</p> <p>7.4 Explain the purposes of a premises licence review</p> <p>7.5 State the mandatory conditions attached to</p>

	<p>all premises licences that authorises the sale of alcohol</p> <p>7.6 Identify the four licensable activities defined by the Licensing Act 2003</p> <p>7.7 State the law in relation to variations to premises licences</p> <p>7.8 State the law in relation to what constitutes unauthorised licensable activities</p> <p>7.9 Identify what a due diligence defence is and when it may be used</p> <p>7.10 State penalties for breaching conditions on a premises licence</p>
<p>8. Understand the role and responsibilities of the Designated Premises Supervisor (DPS)</p>	<p>8.1 Outline the job role of the DPS</p> <p>8.2 State the responsibility of the DPS to carry out a risk assessment in order to promote the licensing objectives</p>
<p>9. Understand the law in relation to Temporary Event Notices</p>	<p>9.1 State what is meant by the term 'permitted temporary activities'</p> <p>9.2 State what a Temporary Event Notice (TEN) is</p> <p>9.3 State the law in relation to the frequency of permitted temporary activities</p> <p>9.4 State the circumstances under which the police and environmental health officers can object to a TEN</p>
<p>10. Understand the rights and legal duties of the responsible persons in relation to operation of licensed premises</p>	<p>10.1. State the duty to refuse the sale of alcohol to a drunken person</p> <p>10.2. State the law and industry guidelines on irresponsible drinks promotions</p> <p>10.3. Identify anti-violence strategies that can be adopted on licensed premises</p> <p>10.4. Identify the consequences of allowing illegal drug use and dealing on licensed premises</p> <p>10.5. Identify who is legally responsible for preventing disorderly conduct on licensed premises</p> <p>10.6. State penalties for allowing drunk and disorderly conduct on licensed premises</p>
<p>11. Understand the law in relation to the protection of children on licensed premises</p>	<p>11.1 State the law in relation to the sale of alcohol to children</p> <p>11.2 State the law in relation to the purchase</p>

	<p>or attempted purchase of alcohol by or for children</p> <p>11.3 State the law in relation to the unsupervised sale of alcohol by a child</p> <p>11.4 Identify the types and features of acceptable proof of age documents</p> <p>11.5 Outline the importance of other legislation related to the protection of children</p> <p>11.6 State the law in relation to the presence of children in licensed premises</p> <p>11.7 State the law in relation to the consumption of alcohol by children</p> <p>11.8 State penalties for breaching the law in relation to the protection of children on licensed premises</p>
<p>12 Understand the powers of the police and other authorities in relation to licensed premises</p>	<p>12.1 State the powers of the police to close identified licensed premises in respect of disorder or nuisance</p> <p>12.2 State the powers of police to apply for a closure order covering a particular geographical area</p> <p>12.3 State the powers of an Environmental Health Officer to close identified licensed premises in relation to noise nuisance</p> <p>12.4 Identify which authorities have a right of entry to licensed premises and when they can exercise these rights</p>
<p>13 Understand prohibitions and exemptions in relation to licensable activities</p>	<p>13.1 Identify the difference between retail sale and wholesale of alcohol</p> <p>13.2 Identify which forms of entertainment are regulated and which are exempt</p> <p>13.3 Identify which types of premises are prohibited from selling alcohol</p> <p>13.4 State the law in relation to the sale of alcohol on moving vehicles</p>