

Scottish Certificate for Personal Licence Holders

This update has been produced to assist Awarding Bodies, educators and training centres in responding to enquiries about personal licence holder certificates issued prior to 01 September 2009.

Personal Licence Holder Qualification

When selling alcohol on licensed premises, the sale must be authorised by a personal licence holder. Furthermore, the premises manager must possess a personal licence. In many premises, other members of staff also attain personal licence holder qualifications so that they can authorise sales in the absence of the premises manager.

The holder of a personal licence must undergo refresher training to ensure their licence remains valid, and they must produce evidence that they have undergone this refresher course, to the licensing board that they originally produced their personal licence holder certificate to, within 5 years of achieving their personal licence (with a three month grace period).

- **If licence holders do not renew their personal licences within this time period, their personal licences will be revoked.**
- **If the premises manager has their personal licence revoked then the sale of alcohol will no longer be permitted in their premises.**
- **If personal licence holders who are not premises managers, have their licences revoked, they will no longer be allowed to authorise sales in the absence of the premises manager.**

Transition period

The personal licence holder qualification came into effect on 01 September 2009, however a number of personal licence holders were trained, certificated and issued with personal licences prior to this, during the transitional period 01 March 2008 - 31st August 2009. Amongst this group, there is some question over exactly when their 5 year period begins – is it from the date that their licence was issued, which could be as early as 2008, or is it the date the licence came into effect – 01 Sept 2009?

Clarification of the issue

The Scottish Government will be issuing guidance to Licensing Boards to ensure that **all personal licence holder qualifications achieved in this transition period 01 March 2008 - 31st August 2009 will be treated as being issued on 01 September 2009.**

Therefore, all those who gained their personal licence holder qualification between 01 March 2008 and 01 Sept 2009, will have to undergo refresher training, and submit evidence of this to their licensing board before 01 December 2014.

Personal licence holders who gained this qualification after 01 September will have until 5 years (and 3 months) of this later date i.e. if a personal licence is issued on, for example 01 June 2012, then the proof that the refresher training has been carried out must be submitted to the same licensing board before 01 September 2017.

If personal licence holders do not submit details of the refresher course to their licensing board before the deadline, their personal licences will be revoked.

Upcoming work on the personal licence holder qualification

People 1st, the Sector Skills Council for Hospitality, Travel, Passenger Transport and Tourism, has been working with the Scottish Government to update the Personal Licence Holder qualification and help devise the refresher course. This work is coming to a conclusion and the outputs will be announced in late February 2013.

From: patrhanson@aol.com
To: [Currie, Fiona](#)
Subject: Fwd: Personal Licence Holder - Launch of Refresher Training - (4 March 2013, Queen Margaret University)
Date: 13 February 2013 10:25:49
Attachments: [image001.jpg](#)
[image37ba18.GIF](#)

Hi Fiona

This covers a launch which takes place on 4th March ie 1 day before the next Forum meeting.

Best wishes

Pat

-----Original Message-----

From: Lorraine Birrell <lorraine.birrell@people1st.co.uk>
Sent: Thu, 17 Jan 2013 15:09
Subject: Personal Licence Holder - Launch of Refresher Training - (4 March 2013, Queen Margaret University)

Personal Licence Holder – Launch of Refresher Training

Sign up for your complimentary place

Dear Industry Colleague,

People 1st were commissioned by the Scottish Government in March 2012 to undertake a review of the personal licence holder qualifications in Scotland and to consider how the refresher training required by the Licensing (Scotland) Act should be implemented. Over the last year, People 1st, working with Queen Margaret University, have facilitated a very successful collaborative partnership between public and private stakeholders to take forward this major piece of work.

This project has now reached a conclusion, and the outcomes of this work are being launched on **Monday 4th March 2013 at Queen Margaret University, Edinburgh, commencing at 2.00 pm**

To reserve your place at this event please reply to Lorraine Birrell at: scotlandevents@people1st.co.uk. Please note that spaces are limited and will be allocated on a first come first served basis.

For directions and car parking availability please refer to the link above.

| | |
|--------------------------|---|
| Event: | Personal Licence Holder - Launch of Refresher Training |
| Date: | Monday 4 March 2013 |
| Time: | 14:00 |
| Location: | Queen Margaret University, Edinburgh |
| How to get there: | http://www.qmu.ac.uk/travel/default.htm |

Kind Regards

Lorraine

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Lorraine Birrell

Apprentice Certification Scotland
People 1st



What I do:

I support the Scotland team to meet their objectives and provide a service for other networks and programmes we are involved in.

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Training Specification for the Scottish Certificate for Personal Licence Holders (Refresher) (SCPLHR) Award

Introduction

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

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

The training specification indicates which elements of the training must be a **TAUGHT COMPONENT** and which elements candidates should cover by self-directed learning via the SCPLH Handbook.

Timescale

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

Assessment

The SCPLH (Refresher) qualification should be assessed by way of a 30-question multiple-choice¹ paper. **All areas are subject to assessment. Please note that 80% of examination questions will relate solely to the taught component with the remaining examination questions assessing subjects covered within the handbook**

Delivery and Assessment Strategy

The delivery and assessment of this award 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 (Not yet live)

¹ Electronic forms of assessment offered by Awarding Bodies are acceptable.

| Subject | Reference 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, therefore there may be appear to be some duplication in this column. Unless otherwise specified, all references are to the Licensing (Scotland) Act 2005 and as amended by subsequent legislation². | Taught component | Covered within the Handbook |
|---|--|------------------|-----------------------------|
| 1) Introduction - not for assessment | | | |
| Training must outline the reason for, and importance of, the Licensing (Scotland) Act 2005 including the relationship between licensing and health. | Understanding of key parts of the current Scottish Government's Alcohol Policy ³ | ✓ | ✓ |
| 2) Responsible operation of licensed premises | | | |
| a) Overview of the licensing function | | | |
| Understanding of the 5 Licensing Objectives | Licensing (Scotland) Act 2005 S.4 The Licensing objectives The 5 objectives: <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 Each of the objectives has equal weighting | ✓ | ✓ |
| The meaning of "alcohol" | Licensing (Scotland) Act 2005 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. | ✘ | ✓ |

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 reduced 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

| Subject | | Taught component ⁴ | Covered within the Handbook |
|--|--|-------------------------------|-----------------------------|
| <p>Broad understanding of the Licensing (Scotland) Act 2005, the Alcohol etc. (Scotland) Act 2010, subsequent relevant legislation and how they apply to the post</p> | <p>Give understanding of broad content of alcohol legislation i.e.</p> <p>Licensing (Scotland) Act 2005 Part 1 – Core provisions Part 2 – Licensing Bodies and Officers Part 3 – Premises Licences Part 4 – Occasional Licences Part 5 – Licensed Hours Part 6 – Personal Licences Part 7 – Control of Order Part 8 – Offences Part 9 Miscellaneous and General</p> <p>Schedule 2 – Local Licensing Forums</p> <p>Schedules 3 and 4 – Premises licences: mandatory conditions and occasional licences: mandatory conditions</p> <p>Alcohol etc. (Scotland) Act 2010 Sections 2 to 6 and Sections 9 and 10 i.e. S.2 Minimum price of packages containing more than one alcoholic product S.3 Off-sales: variation of pricing of alcoholic drinks S.4 Off-sales: restriction on supply of alcoholic drinks free of charge or at reduced price S.5 Off-sales: location of drinks promotions or at reduced price S.6 Requirement for age verification policy S.9 Presumption against prohibition on off-sales to under 21s 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> | <p>✓</p> | <p>✓</p> |

⁴ This section should take no more than 10 minutes to deliver as all areas are covered in further detail later on within the specification

| Subject | | Taught component | Covered within the Handbook |
|---|--|--|--|
| b) Key roles | | | |
| General understanding of the role of the Licensing Boards in granting applications; regulating standards in licensing premises; duties to set out licensing policy | <p>Licensing (Scotland) Act 2005 Paras. 38-56 Policy memorandum Part 2 Licensing bodies and officers</p> <p>Alcohol etc. Scotland Act 2010 S.9 Presumption against prohibition of off-sales to under 21s S.10 Premises Licences: variation of conditions S.11 Consultation etc. of health boards</p> | <p>✘</p> <p>✘</p> <p>✘</p> <p>✘</p> | <p>✓</p> <p>✓</p> <p>✓</p> <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>Licensing (Scotland) Act 2005 S.13 Licensing Standards Officers S.14 General Functions of LSOs S.15 Powers of Entry and Inspection (and seizure) (as amended - section 197 Criminal Justice and Licensing (Scotland) Act 2010) S.16 Training of Licensing Standards officers</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✘</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> |
| Basic understanding of the key roles and powers of other statutory bodies involved in the licensing process | <p>Licensing (Scotland) Act 2005 S.50 Certificates as to planning, building standards and food hygiene (as amended - section 186 Criminal Justice and Licensing (Scotland) Act 2010) S.138 Police powers of entry S.186 (Criminal Justice and Licensing (Scotland) Act 2010) - Premises licence applications: food hygiene certificates</p> | <p>✘</p> <p>✓</p> <p>✘</p> | <p>✓</p> <p>✓</p> <p>✓</p> |
| Understanding of the make-up and role of Local Licensing Forum | <p>Licensing (Scotland) Act 2005 S.10 Local Licensing Forums S.11 General functions of Local Licensing Forums Schedule 2 – Local Licensing Forums</p> | <p>✘</p> <p>✘</p> | <p>✓</p> <p>✓</p> |

| Subject | | Taught component | Covered within the Handbook |
|---|--|--|--|
| c) Licences and operating conditions | | | |
| Understanding the different types of licence: premises, personal and occasional | Licensing (Scotland) Act 2005 S.17 Premises licence S.56 Occasional licence subs 1) 2) (amended by section 13 of the Alcohol etc. (Scotland) Act 2010 S.71 Personal licence | × × × | ✓ ✓ ✓ |
| Understanding of the difference between a Premises Licence Holder, a Premises Manager and a Personal Licence Holder | Licensing (Scotland) Act 2005 S.19 Premises Manager S.20 Application for premises licence sub 1) (amended by section 179 of the Criminal Justice and Licensing (Scotland) Act 2010 S.24 Applicant's duty to notify Licensing Board of convictions S.41 Duty to notify court of premises licence S.43 Licence holder's duty to notify Licensing Board of convictions S.52 Duty to keep, display and produce premises licence S.54 Dismissal, resignation, death etc. of premises manager S.72 Application for personal licence S.74 Determination of a personal licence application (amended by section 192 (2) of the Criminal Justice and Licensing (Scotland) Act 2010 S.75 Applicant's duty to notify Licensing Board of convictions S.80 Duty to notify court of personal licence S.82 Licence holder's duty to notify Licensing Board of convictions S.87 Licence holder's duty to undertake training ⁵ S.93 Licence holder's duty to produce a licence | ✓ × ✓ ✓ ✓ ✓ ✓ ✓ × × ✓ ✓ ✓ ✓ ✓ ✓ | ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ |

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

| Subject | | Taught component | Covered within the Handbook |
|--|--|--|--|
| Licensed hours | Licensing (Scotland) Act 2005 S.62 Licensed hours 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 S.64 24 hour licences to be granted only in exceptional circumstances S.65 Licensed hours: off-sales S.66 Effect of start and end of British summer time S.67 Power of Licensing Board to grant general extensions of licensed hours S.68 Extended hours applications S.69 Notification of extended hours application (amended by section 190 of the Criminal Justice and Licensing (Scotland) Act 2010 S.70 Determination of extended hours application (amended by section 191 of the Criminal Justice and Licensing (Scotland) Act 2010 | ✓ ✓ ✓ ✓ ✗ ✗ ✗ ✗ ✗ ✗ | ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ |
| Understanding the relationship of risk assessment and best practice policies to the operating plan | To include understanding of basic procedure of making a risk assessment and best practice policies as relevant for different types of premises ⁶ | ✗ | ✓ |
| Detailed understanding of mandatory and discretionary national and local conditions | Licensing (Scotland) Act 2005 S. 27 Conditions of premises licence Schedule 3 – Premises licences: mandatory conditions (including late night mandatory and discretionary conditions) Schedule 4 – Occasional Licences: mandatory conditions The Licensing Conditions (Late Opening Premises) (Scotland) Regulations 2007 Alcohol Etc (Scotland) Act 2010 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.6 Requirement for age verification policy S.10 Premises licences: variation of conditions | ✓ ✗ ✗ ✗ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ | ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ |

⁶ best practice polices 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

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| Subject | | Taught component | Covered within the Handbook |
|---|--|---|---|
| Detailed knowledge of application and renewal for a personal licence including police powers. | Licensing (Scotland) Act 2005 S.71 Personal licence S.72. Application for personal licence S.73 – Notification of application to chief constable S.74 Determination of personal licence application (amended by section 192 (2) of the Criminal Justice and Licensing (Scotland) Act 2010 S.75 Applicant’s duty to notify Licensing Board of convictions S.76 Issue of licence (amended by section 192 (3) of the Criminal Justice and Licensing (Scotland) Act 2010 S.77 Period of effect of personal licence S.78 renewal of personal licence S.79 Notification of determination | × × × × × × ✓ ✓ ✓ | ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ |
| Application process for a premises licence including police powers | Licensing (Scotland) Act 2005 S.20 Application for premises licence (amended by section 179 of the Criminal Justice and Licensing (Scotland) Act 2010 S.21 Notification of application (amended by section 180 Criminal Justice and Licensing (Scotland) Act 2010 S.22 Objections and representations (amended by section 183 (2) of the Criminal Justice and Licensing (Scotland) Act 2010 S.23 Determination of premises licence application (amended by section 181 of the Criminal Justice and Licensing (Scotland) Act 2010 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 S.25 Further application after refusal of premises licence application S.26 Issue of licence and summary (amended by section 187 of the Criminal Justice and Licensing (Scotland) Act 2010 | × × × × × × × | ✓ ✓ ✓ ✓ ✓ ✓ ✓ |
| Variation and transfer of premises licence | Licensing (Scotland) Act 2005 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 | × × × × × × × | ✓ ✓ ✓ ✓ ✓ ✓ ✓ |

| Subject | | Taught component | Covered within the Handbook |
|---|---|--|---|
| Understanding the duties of a personal licence holder | Licensing (Scotland) Act 2005 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 | ✓ ✓ ✓ | ✓ ✓ ✓ |
| Rights of objectors | Licensing (Scotland) Act 2005 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 | ✗ ✗ | ✓ ✓ |
| Understanding the relationship between the operating plan and the premises licence, including variations | Licensing (Scotland) Act 2005 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 | ✗ ✗ ✗ ✓ ✗ | ✓ ✓ ✓ ✓ ✓ |
| d) Protecting children from harm | | | |
| Understanding of the law relating to sale, purchase, consumption of alcohol, supervised sales by under 18's | Licensing (Scotland) Act 2005 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) 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) S.104 Sale of liqueur confectionary to a child S.105 Purchase of alcohol by or for a child or young person 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) S.107 Unsupervised sale of alcohol to a child or young person (amended by section 195 (2) of the Criminal Justice and Licensing (Scotland) Act 2010) 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) S.109 Sending a child or young person to obtain alcohol S.110 Duty to display notice Alcohol etc. (Scotland) Act 2010 S.6 Requirement for age verification policy | ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ | ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ |

| Subject | | Taught component | Covered within the Handbook |
|---|---|------------------|-----------------------------|
| Understanding of the application of “proof of age” | The Sale of Alcohol to Children and Young Persons (Scotland) Regulations 2007 | ✓ | ✓ |
| | Alcohol etc. (Scotland) Act 2010 - S.6 Requirement for age verification policy | ✓ | ✓ |
| | Smoking, Health and Social Care (Scotland) Act 2005 | ✗ | ✓ |
| | Variation of Age Limit for Sale of Tobacco and Consequential Modifications Order 2007 | ✗ | ✓ |
| | Understanding best practice for age related sales ⁷ | ✓ | ✓ |
| | Understanding recognised Proof of Age schemes and related initiatives Understanding where relevant information can be obtained | ✓ ✗ | ✓ ✓ |
| Test purchasing | Understanding clear duties and responsibilities with regard to determining someone’s age | ✓ | ✓ |
| | Clear understanding of purpose of test purchasing | ✓ | ✓ |
| e) Control of order | | | |
| The law in relation to drunkenness and disorderly conduct | Licensing (Scotland) Act 2005 | | |
| | 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 | ✓ ✓ | ✓ ✓ |

⁷ to include identifying possible underage or agent sales; high risk products; appropriate service practices; recording refusals and deterrence measures

| | | | |
|--|--|--|--|
| <p>The law with regard to irresponsible promotions</p> | <p>Licensing (Scotland) Act 2005 S.27 Conditions of premises licence (amended by section 7 of the Alcohol etc. (Scotland) Act 2010 Schedule 3 – premises licences mandatory conditions Schedule 4 – Occasional licences: mandatory conditions</p> <p>Alcohol Etc (Scotland) Act 2010 S.2 Minimum price of packages containing more than one alcoholic product S.3 Off-sales: variation of pricing of alcohol drinks S.4 Off-sales: restriction on supply of alcoholic drinks free of charge or at a reduced price S.5 Off-sales: location of drinks promotions S.10 Premises licences: variation of conditions</p> | <p>✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓</p> | <p>✓ ✓ ✓ ✓ ✓ ✓</p> |
|--|--|--|--|

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| Subject | | Taught component | Covered within the Handbook |
|---|---|---|---|
| f) Training | | | |
| The legal requirement of the licence holder and staff to undertake training and to hold relevant qualifications | Licensing (Scotland) Act 2005 S.87 Licence holder's duty to undertake training Schedule 3 Premises licence: mandatory conditions The Licensing (Training of Staff) (Scotland) Regulations 2007 | × × ✓ | ✓ ✓ ✓ |
| Guidance in appropriate record keeping procedures | Schedule 3 - Section 6 - Form of training record specified in The Licensing (Mandatory Conditions No. 2) (Scotland) Regulations 2007 | ✓ | ✓ |
| g) Associated Law - Licence Holders require knowledge of the existence of associated laws, how they relate to their job role and where to get further information: | | | |
| Weights and Measures Act 1985 The Consumer Protection from Unfair Trading Regulations 2008 Private Security Industry Act 2001 Smoking, Health and Social Care (Scotland) Act (2005) Gambling Act 2005 Equalities Act 2010 Phonographic Performance Limited (PPL) and Performing Right Society (PRS) Basic elements of relevant criminal law such as Misuse of Drugs Act (1971) | For EXAMPLE - information on standard measures, free pouring, beer / cider / lager head size, glass lines and pre-packed alcohol service For EXAMPLE - information on misleading actions, omissions and aggressive practices For EXAMPLE - Sections 3 - 6 of that Act For EXAMPLE - how the business manages it's smoking policy (if applicable) For EXAMPLE - the 3 Gambling Objectives For EXAMPLE - Protected Characteristics with regard to employment and services For EXAMPLE - information on live and pre-recorded music and the licenses required For EXAMPLE - the classification of drugs and penalties for possession and supply | × × × × × × × | ✓ ✓ ✓ ✓ ✓ ✓ ✓ |
| 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 | | | |

| Subject | | Taught component | Covered within the Handbook |
|---|---|---|---|
| 3) Effect of irresponsible operation on society and health | | | |
| a) Alcohol⁸ | | | |
| Minimum price of alcohol per unit | <ul style="list-style-type: none"> • Knowledge of minimum price per unit⁹ • Basic understanding of the arguments for introduction | <ul style="list-style-type: none"> ✓ ✓ | <ul style="list-style-type: none"> ✓ ✓ |
| Units of alcohol and strengths of alcoholic drinks | <ul style="list-style-type: none"> • Knowledge of British standard units • Knowledge of how to calculate the units per drink from a range of common drinks | <ul style="list-style-type: none"> ✗ ✓ | <ul style="list-style-type: none"> ✓ ✓ |
| Physical and psychological effects of alcohol | <ul style="list-style-type: none"> • the effects on the brain¹⁰ • the general effects on behaviour¹¹ | <ul style="list-style-type: none"> ✓ ✓ | <ul style="list-style-type: none"> ✓ ✓ |
| Sensible drinking limits | <ul style="list-style-type: none"> • Definitions of low risk, hazardous and harmful drinking¹² | <ul style="list-style-type: none"> ✓ | <ul style="list-style-type: none"> ✓ |
| Dispelling myths about alcohol | <ul style="list-style-type: none"> • key facts about alcohol¹³ • common myths about alcohol¹⁴ | <ul style="list-style-type: none"> ✗ ✗ | <ul style="list-style-type: none"> ✓ ✓ |
| Difference between blood alcohol level and drunkenness | <ul style="list-style-type: none"> • The difference between blood alcohol level and drunkenness¹⁵ • Drink-driving limits in Scotland¹⁶ • Drink driving limits in England, Wales and Northern Ireland | <ul style="list-style-type: none"> ✓ ✓ ✗ | <ul style="list-style-type: none"> ✓ ✓ ✓ |

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 to meet statutory regulation subsequent to the publishing of this training specification

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 also as determined by legislation subsequent to the publishing of this training specification

| Subject | | Taught component | Covered within the Handbook |
|--|---|------------------|-----------------------------|
| Consequences to the individual, to the business and to society of excessive drinking | the key consequences of excessive drinking for the individual including: <ul style="list-style-type: none"> • Short term dangers¹⁷ • Health and social problems¹⁸ the key consequences of excessive drinking for the business ¹⁹ the key consequences of excessive drinking for society ²⁰ | ✓ | ✓ |
| Common patterns of alcohol consumption and misuse in Scotland | <ul style="list-style-type: none"> • The patterns of problem drinking and binge drinking • Basic understanding of the level and trend in underage drinking and drunkenness²¹ • Basic understanding of the level and trends in various types of alcohol-related illness and death. | ✓ | ✓ |
| b) Illegal Drugs Common patterns of drug consumption in licensed premises Signs to look for - drug dealing Drugs prevention policy The importance of seeking advice from the police with regards to drug dealing in licensed premises | | ✗ | ✓ |

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 underage drinking, drunkenness, alcohol related disease; 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

| Subject | | Taught component | Covered within the Handbook |
|--|---|------------------|-----------------------------|
| c) Social responsibility | | | |
| Best practice in setting and maintaining good standards of service and environment | <ul style="list-style-type: none"> • The importance of high and consistent standards throughout a premises²² • The potential for the environment to affect drinking and behaviour • The importance of good service practice²³ • Responsibilities to staff and customers | × × × × | ✓ ✓ ✓ ✓ |
| Common causes of conflict, how to prevent conflict and how to manage conflict situations | <ul style="list-style-type: none"> • Typical scenarios leading to conflict and how these might be prevented or managed • Signs of potential conflict | ✓ ✓ | ✓ ✓ |
| Security procedures and policies in relation to crime and counter terrorism | <ul style="list-style-type: none"> • Threat procedures²⁴ • Training of staff to look out for left packages / luggage etc. | × × | ✓ ✓ |
| Promoting sensible drinking | <ul style="list-style-type: none"> • Ways in which responsible drinking behaviour can be promoted • Awareness of the increasing importance of social responsibility and the need for responsible drinking²⁵ | ✓ ✓ | ✓ ✓ |
| d) Community links | | | |
| 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 | <ul style="list-style-type: none"> • General awareness of the existence of such schemes • The benefits of such schemes | × | ✓ |

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 such as demonstrated by manufacturers policies and initiatives, such as Drinkaware trust, social responsibility adverts and support by government