



TQUK Level 2 Award for Personal Licence Holders (RQF)

Qualification Specification

Qualification Number: 601/6508/X



Introduction

Welcome to TQUK.

TQUK is an Awarding Organisation recognised by the Office of Qualifications and Examinations Regulation (Ofqual) in England, CCEA Regulation in Northern Ireland and by Qualifications Wales.

TQUK offers qualifications which are regulated by Ofqual and, in some cases, by CCEA Regulation and/or Qualifications Wales, sit on the Regulated Qualifications Framework (RQF) and are listed on the Register of Regulated Qualifications (<http://register.ofqual.gov.uk/>).

Our qualifications are designed to support and encourage learners to develop their knowledge and skills. This development may result in progression into employment or career development in the workplace. Our qualifications also allow learners to progress onto further qualifications.

Please visit our website www.tquk.org for news of our latest developments.

Qualification Specifications

Each qualification which TQUK offers is supported by a specification that includes all the information required by a centre to deliver a qualification. Information in the specification includes unit information, assessment and learning outcomes.

The aim of the Qualification Specification is to guide a centre through the process for delivering the qualification.

Please read it alongside the TQUK Centre Handbook.

Details of TQUK's procedures and policies can be found on our website www.tquk.org

Qualification specifications can be found also be found on our website www.tquk.org

Please check the website regularly to ensure that you are using the most up to date version.

If you have any further questions, please contact TQUK.

Use of TQUK Logo, Name and Qualifications

TQUK is a professional organisation and use of its name and logo is restricted. TQUK's name may only be used by recognised centres to promote TQUK qualifications. Recognised centres may use the logo for promotional materials such as on corporate/business letterheads, pages of a centre's website relating to TQUK qualifications, printed brochures, leaflets or exhibition stands.

When using TQUK's logo, there must be no changes or amendments made to it, in terms of colour, size, border and shading. The logo must only be used in a way that easily identifies it as TQUK's logo. Any representation of TQUK's logo must be done so as a representation of the true logo.

It is the responsibility of the centre to monitor the use and marketing of TQUK's logos and qualifications on their own materials as well as on those of any re-sellers or third parties that they may use. TQUK should be made aware of relationships with re-sellers or third parties including any additional websites that the centre will use in addition to their own website. If this information is changed TQUK should be notified. TQUK is required to monitor centre's websites and materials to ensure that learners are not being misled.

If a centre is no longer a TQUK recognised centre it must immediately discontinue the use of TQUK's logo, name and qualifications.

Introduction to the Qualification

The TQUK Level 2 Award for Personal Licence Holders (RQF) is regulated by Ofqual.

Qualification Purpose

The qualification develops learners' knowledge and understanding of the legal and social responsibilities of a personal licence holder. Achievement of a regulated Level 2 Award for Personal Licence Holders is a necessary prerequisite for anyone who wishes to apply for a Personal Licence under The Licensing Act 2003 (England and Wales); it is a legal requirement that persons responsible for the sale of alcohol to the public must hold a Personal Licence.

Entry Requirements

There are no specific entry requirements however learners should have a minimum of level one in literacy and numeracy or equivalent.

The qualification is suitable for learners of 18 years of age and above.

Progression

Successful learners can progress to other qualifications such as:

- Level 3 Award for Designated Premises Supervisors.
- Level 2 Award in Hospitality Business Operations

- Level 2 Award in Licensed Retailing
- Level 2 Certificate in Licensed Hospitality Operations
- Level 2 Certificate in Pub Chef Operations
- Level 3 Diploma in Food and Beverage Service Supervision

Structure

Learners must achieve one credit from the mandatory unit.

Mandatory Unit

Unit	Unit ref.	Level	Guided Learning Hours	Credit value
Legal and Social Responsibilities of a Personal Licence Holder	H/601/7631	2	8	1

Total Qualification Time

This is an estimate of the total length of time it is expected that a learner will typically take to achieve and demonstrate the level of attainment necessary for the award of the qualification i.e. to achieve all learning outcomes.

Total Qualification Time is comprised of GLH and an estimate of the number of hours a learner is likely to spend in preparation, study or any other learning including assessment, which takes place as directed by, but not under the supervision of a lecturer, supervisor or tutor. The credit value, where given, for a qualification is determined by TQT, as one credit corresponds to 10 hours of learning.

Total Qualification Time for this qualification is 10 hours.

Guided Learning Hours

These hours are made up of all real time contact time, guidance or supervision of a learner by a lecturer, supervisor, tutor, trainer or other appropriate provider of education or training.

GLH for this qualification is 8 hours.

Assessment

The assessment method for this qualification is a multiple choice exam paper.

Multiple choice exams are set and marked by TQUK.

The exam paper will be made available, on demand, to the centre three days before the date booked for the assessment.

The exam papers must be stored securely by the centre at all times before and after completion by the learners.

Full details of TQUK's requirements for the safe conduct of exams can be found in the Centre Handbook. Compliance with these procedures will be checked during external verification monitoring activities.

All learning outcomes must be met to achieve a pass - there is no grading.

Centre Recognition

To offer any TQUK qualification each centre must be recognised by TQUK and meet qualification approval criteria. Qualification approval must be confirmed prior to any assessment of learners taking place. It is essential that centres provide learners with access to appropriate support in the form of specialist resources.

The TQUK Centre Recognition process requires a centre to have in place a number of policies and procedures to protect the learners undertaking a TQUK qualification and the integrity of TQUK's qualifications. The policies and procedures will also support an approved Centre's quality systems.

Recognised centres must seek approval for each qualification they wish to offer.

The approval process requires centres to demonstrate that they have the resources, including staff, to deliver and assess the qualification.

Support from TQUK

Recognised centres will be able to access support from TQUK whenever necessary. External Quality Assurance activities will be undertaken on a regular basis. TQUK also offers recognised centres the service of a Client Relationship Officer whose role is to support centres with any administration queries or qualification support.

Course Delivery

Pre-Course Information

All learners should be given appropriate pre-course information regarding any TQUK qualifications. The information should explain about the qualification, the fee, the form of the assessment and any entry requirements or resources needed to undertake the qualification.

Initial Assessment

Centres should ensure that any learner registered on a TQUK qualification undertakes some form of initial assessment. The initial assessment should be used to inform a teacher/trainer on the level of the learner's current knowledge and/or skills.

Initial assessment can be undertaken by a teacher/trainer in any form suitable for the qualification to be undertaken by the learner/s. It is the centre's responsibility to make available forms of initial assessment that are valid, applicable and relevant to TQUK qualifications.

Learner Registration

Once approved to offer a qualification the centre should register learners before any assessment can take place. Recognised centres must follow TQUK's procedures for registering learners. For short courses, TQUK offer the option of registering a course and booking a number of places. Learners are then added once the course has taken place, thus acknowledging situations where substitutions are made at short notice to meet business needs.

Trainer/Assessor Requirements

In order to gain approval by TQUK to deliver the Level 2 Award for Personal Licence Holders (RQF) trainers must:

- have specialist knowledge and experience of the licensing trade gained through relevant qualifications such as:

Level 2 National Certificate in Licensed Practitioners,
Level 2 National Certificate in Licensed Retailing
Level 2 National Certificate for Personal Licence Holders
Level 2 Award for Personal Licence Holders
Level 3 Award for Designated Premises Supervisors.

and/or

- be occupationally competent in the subject area, for example, by work experience as a police/ local authority licensing officer , licensed premises manager holding a personal licence
- show current evidence of continuing professional development in assessment and quality assurance

and a teaching qualification such as:

Further and Adult Education Teachers Certificate
Cert Ed/PGCE/B Ed/M Ed
PTLLS/CTLLS/DTLLS
Level 3 Award/4 Certificate/5 Diploma in Education and Training

Internal Quality Assurer Requirements

Centre staff who undertake the role of an Internal Quality Assurer (IQA) for TQUK qualifications must possess or be working towards a relevant qualification. This could include:

- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice
- V1 Conduct internal quality assurance of the assessment process
- D34 Internally verify the assessment process

It is best practice that those who quality assure qualifications also hold one of the assessing qualifications outlined above. IQAs must follow the principles set out in Learning and Development NOS 11 - Internally monitor and maintain the quality of assessment.

All staff members involved with the qualification (training, assessing or IQA) will also need to be '*occupationally competent in the subject area being delivered*'. This could be evidenced by a combination of the below:

- A higher level qualification in the same subject area as the qualification approval request.
- Experience of the delivery/assessment/IQA of the qualification/s requested.
- Work experience in the subject area of the qualifications.

Staff members will also be expected to have a working knowledge of the requirements of the qualification, and a thorough knowledge and understanding of the role of tutors/assessors and internal quality assurance. They are also expected to undertake continuous professional development (CPD) to ensure they are up to date with work practices and developments in the qualifications they are involved with.

Useful Websites

Health and Safety Executive www.hse.gov.uk

Office of Qualifications and Examinations Regulation www.ofqual.gov.uk

Register of Regulated Qualifications <http://register.ofqual.gov.uk>

People 1st <http://www.people1st.co.uk/>

Licensing Act <http://www.legislation.gov.uk/ukpga/2003/17/contents>

Alcohol sales <https://www.gov.uk/government/policies/alcohol-sales>

For further details regarding approval and funding eligibility please refer to the following websites:

Skills Funding Agency <http://skillsfundingagency.bis.gov.uk/> for public funding information for 19+ learners in England

Learning Aim Reference Service (LARS) <https://www.gov.uk/government/publications/individualised-learner-record-ilr-sources-of-data>

DAQW – Database of Approved Qualifications www.daqw.org.uk for public funding in Wales

Department for the Economy <https://www.economy-ni.gov.uk/> or Department of Education www.deni.gov.uk for public funding in Northern Ireland.

Unit of assessment

Title:	Legal and Social Responsibilities of a Personal Licence Holder H/601/7631		
Level:	2		
Credit value:	1		
Guided learning hours:	8		
Learning outcomes	Assessment criteria		
The learner will:	The learner can:		
1 Understand the nature, purpose and period of validity of a Personal Licence	1.1	State what a Personal Licence is	
	1.2	State what a Personal Licence entitles the holder to do	
	1.3	State the period of validity of a Personal Licence	
2 Understand the application process and legal duties when applying for a Personal Licence	2.1	State the procedures for applying for a Personal Licence including eligibility criteria for a new Personal Licence	
	2.2	Outline the licensing authorities process for the grant or rejection of new Personal Licences and renewals	
	2.3	Identify who may object to the grant or renewal of a Personal Licence	
	2.4	Define what is meant by the terms 'relevant offences' and 'foreign offences'	
	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	
	2.6	State the penalty for failing to declare conviction of relevant or foreign offences during the application process	
3 Understand the legal duties of a Personal Licence Holder	3.1	State the duties of a Personal Licence Holder if charged with a relevant or foreign offence	
	3.2	State the duties of a Personal Licence Holder if convicted with a relevant or foreign offence after the	

		licence is granted
	3.3	State the duties of a Personal Licence Holder if a personal licence is renewed, surrendered or revoked
	3.4	State the duties of a Personal Licence Holder if a change of name and/or address occurs
	3.5	State the duties of a Personal Licence Holder if asked to produce the licence by an authorised person
	3.6	State the penalties for breaching any legal duties of a Personal Licence
	3.7	State the consequences for a Personal Licence Holder if convicted of a drink driving offence
4	Understand the roles, responsibilities and functions of licensing authorities	4.1 State what licensing authorities are
		4.2 Outline the roles and responsibilities of licensing authorities
		4.3 Outline what a licensing policy is
		4.4 Outline the purpose of a licensing hearing including appeals
5	Understand the Licensing Objectives and the importance of partnerships in promoting these objectives	5.1 Identify the Licensing Objectives and their importance to the licensing system
		5.2 State what an operating schedule is
		5.3 State what an operating schedule should include in order to promote the Licensing Objectives
		5.4 Identify the importance of partnerships in supporting the Licensing Objectives
		5.5 Identify the role of Crime and Disorder Reduction Partnerships
6	Understand the nature and strength of alcohol and the effect on the body	6.1 State the legal definition of alcohol in the Licensing Act 2003
		6.2 State what 'supply of alcohol' means
		6.3 State how the strength of an alcoholic drink is measured
		6.4 Define the terms 'alcohol-free' and 'low alcohol'

	6.5	State the UK Government's sensible drinking advice	
	6.6	State the intoxicating nature of alcohol	
	6.7	Identify the effects of alcohol on the body	
7	Understand the law in relation to premises licences	7.1	Explain what a premises licence is
		7.2	State the procedures for a premises licence application
		7.3	State the grounds for a hearing and an appeal in respect of a premises licence application
		7.4	Explain the purposes of a premises licence review
		7.5	State the mandatory conditions attached to all premises licences that authorises the sale of alcohol
		7.6	Identify the 4 licensable activities defined by the Licensing Act 2003
		7.7	State the law in relation to variations to premises licences
		7.8	State the law in relation to what constitutes unauthorised licensable activities
		7.9	Identify what a due diligence defence is and when it may be used
		7.10	State penalties for breaching conditions on a premises licence
8	Understand the role and responsibilities of the Designated Premises Supervisor (DPS)	8.1	Outline the job role of the DPS
		8.2	State the responsibility of the DPS to carry out a risk assessment in order to promote the licensing objectives
9	Understand the law in relation to Temporary Event Notices	9.1	State what is meant by the term 'permitted temporary activities'
		9.2	State what a Temporary Event Notice (TEN) is
		9.3	State the law in relation to the frequency of permitted temporary activities
		9.4	State the circumstances under which the police and environmental health officers can object to a TEN

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
		10.2	State the law and industry guidelines on irresponsible drinks promotions
		10.3	Identify anti-violence strategies that can be adopted on licensed premises
		10.4	Identify the consequences of allowing illegal drug use and dealing on licensed premises
		10.5	Identify who is legally responsible for preventing disorderly conduct on licensed premises
		10.6	State penalties for allowing drunk and disorderly conduct on licensed premises
11	Understand 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
		11.2	State the law in relation to the purchase or attempted purchase of alcohol by or for children
		11.3	State the law in relation to the unsupervised sale of alcohol by a child
		11.4	Identify the types and features of acceptable proof of age documents
		11.5	Outline the importance of other legislation related to the protection of children
		11.6	State the law in relation to the presence of children in licensed premises
		11.7	State the law in relation to the consumption of alcohol by children

	11.8	State penalties for breaching the law in relation to the protection of children on licensed premises
12 Understand the powers of the police and other authorities in relation to licensed premises	12.1	State the powers of the police to close identified licensed premises in respect of disorder or nuisance
	12.2	State the powers of police to apply for a closure order covering a particular geographical area
	12.3	State the powers of an Environmental Health Officer to close identified licensed premises in relation to noise nuisance
	12.4	Identify which authorities have a right of entry to licensed premises and when they can exercise these rights
13 Understand prohibitions and exemptions in relation to licensable activities	13.1	Identify the difference between retail sale and wholesale of alcohol
	13.2	Identify which forms of entertainment are regulated and which are exempt
	13.3	Identify which types of premises are prohibited from selling alcohol
	13.4	State the law in relation to the sale of alcohol on moving vehicles