

The LEADING AWARDING BODY of QUALIFICATIONS
for the LICENSED RETAIL SECTOR



Why choose the **BIIAB** Scottish Certificate for Personal Licence Holders?

- Over 1 million BIIAB qualifications have been taken so far.
- It is easy to find a training provider - BIIAB has almost 600 across 5,000 locations in the UK.
- There is a handbook which explains licensing law in easy to understand language.
- All information needed to pass this exam is covered in the handbook.
- One 40 question multiple-choice exam.
- BIIAB is owned by BII, the professional body for licensed retail – a registered charity established for over 25 years with over 17,000 permanent and 30,000 provisional members.
- BIIAB has a reputation for quality, integrity, professionalism, reliability and a robust piloting procedure.
- BIIAB approved centres benefit from a dedicated online service via CentreZone, with fast ordering of examinations.
- BIIAB is a trusted champion of the industry, raising standards and supporting BII members in upholding the law.
- Free provisional BII membership for all successful SCPLH certificate holders.

EXCLUSIVE Benefit

FREE provisional BII membership* for all successful BIIAB SCPLH candidates

BII will contact successful BIIAB SCPLH candidates, by email, and invite them to activate their BII provisional membership. Then they will receive:

- a BII provisional membership certificate and membership card
- regular e-news information and updates, tips and advice
- plus the chance to learn more about permanent BII membership, and the benefits and status which that brings.

BII is the fastest growing membership organisation in our sector, with over 17,000 permanent and 30,000 provisional members already benefiting from support and advice, as well as business and personal discounts. To find out more about BII and applying for BII membership, visit www.bii.org/apply

* valid for a period of six months

For more information about any of the BIIAB Scottish qualifications, or BIIAB approved centres which deliver them, please contact the QA Department on 01276 684449, email qa@bii.org or visit www.biiabscotland.org

BIIAB Scotland has developed the Scottish Certificate for Personal Licence Holders with support from the industry and its regulators, and this reflects their determination to protect and enhance licensed retail's position as one of the most important contributors to the Scottish economy.

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BIIAB

Scottish Certificate for

Personal Licence Holders



What is the **BIIAB** SCPLH?

The Licensing (Scotland) Act 2005 states that anyone who authorises the sale of alcohol to the public must hold a personal licence. If you wish to obtain a personal licence you need to apply to your local Licensing Board. You will be asked for a number of things to support your application; these include proof that you hold a licensing qualification such as the BIIAB SCPLH.

Who should take this qualification?

Anyone who wishes to work in a licensed premises or any venue or site where alcohol is sold, for drinking on or off the premises; in a position where they will authorise the sale of alcohol to the public.

What does this qualification cover?

The BIIAB SCPLH covers the syllabus set by the Scottish Government to enable candidates to understand the law in relation to:

- the roles, responsibilities and functions of Licensing Boards and Licensing Standards Officers
- the application process for a personal licence
- the application process for premises and occasional licences, mandatory & discretionary conditions
- protection of children from harm
- the content and purpose of an operating schedule and risk assessment
- drunkenness and disorderly behaviour
- licensed hours
- control of order
- the responsible retail sale of alcohol
- roles and responsibilities of the personal licence holder and the penalties relating to failure to comply with the law
- unauthorised licensable activities
- rights of entry to licensed premises
- the strengths of alcoholic drinks and the effects of alcohol on the human body.

IMPORTANT INFORMATION ABOUT THE BIIAB SCPLH:

- it is approved by Scottish Government
- it is accredited by SQA (regulatory)

How long is the training course?

The BIIAB SCPLH has been developed in a way that means it meets the training specification of the Scottish Government and can be finished in one day. Longer tuition and self-study options are also available. The training is usually followed on the same day by a short multiple-choice exam. Training is supported by a BIIAB SCPLH Handbook which is written in an easy-to-follow format covering all the information needed for the exam.

Where can the qualification be taken and how much does it cost?

The BIIAB SCPLH is available through BIIAB approved training centres, of which there are many across Scotland.

BIIAB currently approves almost 600 centres across 5,000 locations in the UK to deliver BIIAB qualifications. For details of BIIAB approved centres contact QA Department on 01276 684449, email qa@bii.org or visit www.biiabscotland.org

What is the exam like?

It is a multiple-choice exam with 40 questions. All questions test the knowledge of the person taking the exam. It covers all aspects of the law and social responsibilities in relation to the sale of alcohol to the public.

How is the quality of training assured?

Nominated tutors must hold a teaching or training qualification accredited by one of the UK qualification regulators (the Scottish Qualifications Authority, the Qualifications and Curriculum Authority, CCEA or DELLS or endorsed by the HE Academy; and/or can demonstrate an understanding of licensing in Scotland and/or evidence of accreditation or prior achievement. In addition, the qualification has been developed by BIIAB Scotland with support from industry and has been extensively piloted and rigorously evaluated by BIIAB, which is the market leader in developing and awarding qualifications for the licensed retail sector.

What is **BIIAB** and what other qualifications are available?

BIIAB is the dedicated awarding body for the licensed retail sector. BIIAB specialises in developing and awarding qualifications to support the licensed retail sector at all levels. BIIAB's career path for licensed retailers ensures that training and qualifications are relevant for all job roles in the industry, from bar and retail staff through to advanced business managers.

BIIAB Scotland's portfolio includes qualifications for:

- staff development
- new licensed retail managers
- licensing
- management development.

Within that portfolio, the range of qualifications to support the Licensing (Scotland) Act 2005 includes:

- BIIAB Scottish Certificate for Licensing Board Members
- BIIAB Scottish Certificate for Licensing Standards Officers
- BIIAB Scottish Certificate for Personal Licence Holders
- BIIAB Scottish Certificate for Licensed Premises Staff (available February 2008)

