



Highfield

awarding body for compliance

Qualification Specification

Award for Scottish Personal Licence Holders (On and Off Sales)

Qualification Number: R076 04

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HABC Award for Scottish Personal Licence Holders (On and Off Sales)

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 Award for Scottish Personal Licence Holders (On and Off Sales) has been accredited by the Scottish Qualifications Authority (SQA).

It is supported by People1st, the Sector Skills Council for hospitality and catering.

Key facts

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|---|-----------------------------|
| • QAN | R076 04 |
| • Notional learning hours (NLH)* | 10 |
| • Assessment Method | Multiple-choice examination |

*Notional hours include time spent with a tutor in a classroom based environment and time spent completing work agreed with tutors. It is the responsibility of each HABC Approved Centre to decide the appropriate course duration based upon candidate ability and existing knowledge.

Qualification Overview

The HABC Award for Scottish Personal Licence Holders (On and Off Sales) 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.

The qualification is based on the training specification drawn up by the National Licensing Forum for those involved in the retail sale of alcohol (on and off sales). This specification enables learners to meet the requirements of the Licensing (Scotland) Act 2005.

Persons gaining this qualification will be aware of the requirements of Licensing (Scotland) Act 2005 and the specific duties of a personal licence holder in relation to the law. It is a legal requirement for anyone wishing to sell or authorise the sale of alcohol by retail to be a personal licence holder, this includes persons who have been made responsible for authorising the retail sale of alcohol within licensed retail premises on an occasional basis.

Entry Guidance

There are no prerequisites for this qualification. However, it is advised that candidates have a level of literacy and English that enables them to communicate effectively. For this qualification, this requirement would be the equivalent to the Communication Core Skill at SCQF level 5.

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 Scotland.

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:

- SVQ Level 2 Food and Drink Service
- SVQ Levels 2 and 3 Customer Service
- SVQ Level 2 Retail Skills
- SVQ Level 3 Retail Management
- SVQ Level 3 Retail (Sales Professional)
- SVQ Level 3 Retail (Visual Merchandising) 5
- SVQ Level 3 Hospitality Supervision and Leadership
- SVQ Level 2 Team Leading
- SVQ Level 3 Management

Centre Approval Requirements for SQA SQA regulations state that Awarding Organisations conduct a Centre approval visit prior to approval to offer SQA accredited qualifications.
An HABC representative will contact you to arrange this visit when you apply to offer this qualification.

Nominated Tutor Requirements HABC require that Nominated Tutors have teaching experience and hold a qualification in the relevant subject area.
The Scottish Executive stipulates that that Nominated Tutors delivering this qualification must have the following expertise:

- Have an existing training qualification
- Hold Scottish Personal Licence Holders qualification
- Can demonstrate an awareness and understanding of licensing law in Scotland attained within the last 3 years.

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

**Recommended
Training
Materials**

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

Summary of Units

- Unit 1 Licensing Law (Scotland)

- Unit 2 Personal Licences

- Unit 3 Premises Licences

- Unit 4 Occasional Licences

- Unit 5 Licensed Hours and Extensions

- Unit 6 Control of order and police powers

- Unit 7 Protection of children and young people

- Unit 8 Responsibility in Alcohol retailing

- Unit 9 Other associated law

Unit 1: Licensing Law (Scotland)

LO1: Know the reason for and importance of the Licensing (Scotland) Act 2005 and its key points and be able to:

- Describe the background to the Licensing Act and the remit of the Nicholson Committee
- Identify the main content of the Licensing (Scotland) Act 2010 Sections 2–6, 9 and 10
- Identify the main content of The Sale of Alcohol to Children and Young Persons (Scotland) Regulation 2007
- Identify the main content of the Licensing (Training of Staff) (Scotland) Regulations 2007
- Describe the meaning of the word ‘alcohol’
- State the five licensing objectives
- Explain the importance of the five licensing objectives

LO2: Understand the roles and responsibilities of the licensing board and be able to:

- Understand the responsibilities of licensing boards with regards administration of the licensing system
- Explain what a licensing board is and who sits on them e.g. number of members
- Explain the key roles, responsibilities and powers of licensing boards
- State how often a licensing policy should be published
- State the main content of a licensing policy e.g. assessment of over-provision and policy
- State the consequences of attempting to influence board member decisions

LO3: Understand the role and functions of the licensing forum and be able to:

- Explain the make up and role of the local licensing forum and its functions

LO4: Know the roles and powers of the licensing standards officer and be able to:

- Describe the roles and powers of the Licensing Standards Officer (LSO)
- State the consequences of obstructing an LSO

LO5: Understand the roles and links to local community initiatives and be able to:

- Explain the benefits of working with local community initiatives
- Identify key roles and links to local community initiatives e.g. Alcohol and Drugs Partnerships Community Safety Partnerships, Pubwatch, Retail watch and City centre Safe

LO6: Understand the special provisions for members clubs

- Explain that they do not need a premises licence,

- Explain that they do not need a Personal Licence Holder
- Explain that they are not assessed for over provision

Unit 2: Personal Licences

LO1: Understand the purpose of a personal licence and the application process and be able to:

- Outline the purpose of a personal licence
- State how long a personal licence is valid for
- Explain why a personal licence is required to sell or authorise the sale of alcohol
- Describe how a personal licence is applied for, who is eligible and the application process
- Understand the role of the chief constable and the licensing board in relation to the application process

LO2: Understand the relevant offences that may lead to an application being refused and their duties in relation to reporting such offences and be able to:

- State the types of offences which are relevant as outlined in The Licensing (Relevant Offences Scotland) Regulations 2007.
- Understand the difference between spent and unspent convictions
- State who can refuse the grant of a personal licence
- Outline the duty to inform the Licensing Board of a relevant conviction

LO3: Understand the renewal process and be able to:

- Outline which licensing board you must apply to for a personal licence renewal
- State the time period in which an application for renewal must be made
- Explain the requirement to return the licence when renewing or to provide the board with an explanation if unable to do so

LO4: Understand the main duties of a personal licence holder and be able to:

- Explain the need to inform the licensing board of a change of name or home address
- State the need to be able to produce the licence for inspection by a police constable or licensing standards officer
- Be aware of the need to inform the relevant licensing boards of any convictions for relevant or foreign offences
- Outline the requirement to produce your personal licence to the court dealing with your case if charged with a relevant offence
- Explain the need to inform the relevant licensing board of a conviction for a relevant or foreign offence within one month
- Outline that the licensing board will carry out a review of a personal licence following a relevant conviction or foreign offence and what the possible outcomes of a review are
- State that licences may be endorsed following a review and that three endorsements will lead to a hearing by the licensing board
- Understand the requirement to undertake mandatory training every five years and that failure to attend training will lead to the licence being revoked

Unit 3: Premises Licences

LO1: Understand the purpose of a premises licence and the application process and be able to:

- Outline what a premises licence is and that it is granted by the licensing board to allow the sale of alcohol
- Describe what is meant by the term 'premises' in the context of licensing law
- Explain what can affect the validity of a premises licence
- Outline the premises licence application process, who can apply for a premises licence and the documents that must be submitted.

LO2: Understand what an operating plan and layout plan are and be able to:

- State that all premises licence applications must include an operating plan
- Explain the operating plan must show what activities will take place on the premises, the opening hours, premises capacity and policies relating to children
- Describe the restrictions that apply when it comes to the display of alcohol and the location of drinks promotions
- State that the layout plan must show where alcohol will be sold, customer facilities, location of fire exits and areas for children and young persons

LO3: Understand the need to submit a risk assessment and be able to:

- Explain that a risk assessment is an examination of what could cause harm, nuisance damage or other problems in a licensed premises
- State that the risk assessment must be carried out against the licensing objectives
- Describe that the risk assessment must follow the 'Five Steps to Risk Assessment' approach

LO4: Understand the process for notification of a premises licence application and be able to:

- Explain who must be informed of a premises licence application
- State the information that must be provided by the Chief Constable to the licensing board, including details of convictions and antisocial behaviour in the area
- Candidates must understand the factors which will be assessed when determining the outcome of a premises licence application.
- Explain that the application must clearly show how the licensing objectives will be promoted.
- State the possible outcomes of a hearing following an application
- Outline the grounds on which a licensing board may refuse a premises licence application
- Describe who can make an objection to or raise a representation about a premises licence application.
- Explain the meaning of frivolous and vexatious objections and the way the licensing board will deal with these types of objection
- State the limitations on reapplying following the refusal of a premises licence application

- Outline that an applicant may appeal to the Sheriff Principal if an application is rejected

LO5: Understand the information included in a premises licence and the conditions that will apply to it and be able to:

- State the details which will be included on the premises licence.
- Outline the requirement to keep the premises licence or a certified copy on the premises and that it must be available for inspection by a police officer or licensing standards officer
- Explain the need to display the summary of the premises licence on the premises in question
- Outline the mandatory conditions on a premises licence and therefore must be adhered to e.g. no variation of pricing of alcoholic drinks, restrictions on supply of alcoholic drinks free of charge or at reduced price
- Explain that anyone can ask the licensing board to carry out a review as long as certain criteria are met
- Identify what could be the possible outcomes of a review hearing

LO6: Understand the duties of a premises licence holder, including the procedures for the Variation or transfer of a premises licence and be able to:

- State the legal duties a premises licence holder has
- Outline the need to inform the licensing board if the premises manager leaves or dies
- Explain the requirement to apply to the licensing board for a variation if changes to a premises licence are required
- Describe that the variation process is similar to that for a premises licence application
- Explain that the premises licence holder may apply to the licensing board to transfer the premises licence to a new holder and the process involved
- Describe what provisional and temporary licences are
- State that a premises licence may be reviewed at anytime but usually following problems

LO7: Understand the role and responsibilities of the premises manager and be able to:

- Explain that the premises manager is named on the premises licence and is responsible for the day to day running of the premises
- State that the premises manager must ensure the premises are operated in accordance with the premises licence
- Describe what the main responsibilities of the premises manager are in relation to training, the law and the licensing objectives
- Explain that the premises manager must have a valid personal licence
- Outline that it is a mandatory condition that a premises must have one named premises manager
- State that alcohol cannot be sold if the premises does not have a premises manager

- Identify that the premises manager does not have to present all of the time however some late premises must have a personal licence holder present if open after 1am
- State that every sale of alcohol must be authorised by a personal licence holder and that it is best practice to do this in writing.

Unit 4: Occasional Licences

LO1: Understand the law in relation to occasional licences and be able to:

- Explain that an occasional licence allows for the sale of alcohol at otherwise unlicensed premises on an occasional basis.
- State that occasional licences are issued by the licensing board for the area in which the premises is situated
- Describe who can apply for an occasional licence
- Explain occasional licenses may be required for charity or fundraising events, special functions and community events.
- Outline the information that must be included in an occasional licence application.
- State the limitations that the Licensing Board will impose on an occasional licence
- Explain the Licensing Board must give notice and a copy of the application to the appropriate Chief Constable and Licensing Standards Officer.
- Describe who can object to an occasional licence
- Explain the Licensing Board must issue an occasional licence unless any of the grounds for refusal apply and outline what they are.

Unit 5: Licensed hours and Extensions

LO1: Understand the law relating to licensed hours and extensions and be able to:

- Understand the Licensing (Scotland) Act 2005 sets down some broad restrictions and limits on the times when alcohol may be sold or supplied.
- Explain licensed hours are those specified in the operating plan of the premises licence or on the occasional licence.
- State on-sales hours' means the licensed hours applying to the sale of alcohol for consumption on the premises.
- State off-sales hours' means the licensed hours applying to the sale of alcohol for consumption off the premises.
- Explain it is an offence to sell alcohol, allow the sale of alcohol, allow the consumption of alcohol or allow alcohol to be taken away from licensed premises outside licensed hours.
- State that customers are allowed 'drinking up time' of up to 15 minutes after the end of the licensed period as long as it was purchased during the licensed hours
- State that in restaurants where the alcohol is purchased with a meal the 'drinking up time' is 30 minutes.
- Explain a defence may be offered if alcohol is consumed or taken away outside licensed hours if the person took all reasonable precautions or if they could not prevent the person consuming or taking away the alcohol.

LO2: *Understand the restrictions regarding 'off-sales' and be able to:*

- State the sales of alcohol for consumption off the premises are limited to between 10.00 am and 10-00 pm on any day.
- Understand these are the maximum hours for off- sales and the actual hours granted may be less.
- State an application for the 24 hour sale of alcohol will be refused unless there are exceptional circumstances.

LO3: *Be aware of the law regarding Occasional extensions, extended hours and general extensions and be able to:*

- Explain occasional extensions are for one- off special situations such as a wedding taking place at the premises
- State that when extended hours are required on a regular basis these should be included in the operating plan.
- Understand an application for extended hours must be sent to the licensing board who will then inform the relevant chief constable and licensing standard officer, both must respond to the licensing board with any comments regarding the application within 10 days.
- Explain the licensing board will decide whether to grant the licence or not, sometimes a hearing will be held to consider the application.
- State that extensions can only last for one month and cannot be extended
- Outline that the licensing board may sometimes grant a general extension to licensed hours for all or specific premises for exceptional events.
- Explain that the police and licence holders affected by the general extension must be informed.

Unit 6: The Control of Order and Police Powers

LO1: *Understand the law in relation to the control of order, the law in relation to drunkenness and disorderly conduct and the powers provided to the police and be able to:*

- State that the control of order provides Licensing Boards, Licensing Standards Officers, the police and courts with sanctions and punishments for those who participate in encourage and allow drunken and disorderly behaviour.
- Explain alcohol must never to sold to someone who is or appears to be drunk.
- Outline that it is an offence for a person who is drunk to enter licensed premises and they may be arrested by a police officer.
- Explain alcohol must not be sold to the companion of a drunken person if it may be consumed by the drunken person and an offence is committed if anyone tries to buy alcohol for a drunken person.
- State it is an offence for any responsible person working on a licensed premise to be drunk.
- Identify that it is an offence for any person to act in a drunken or disorderly way.

- Explain that a responsible person or the police may ask someone to leave licensed premises, if they refuse they can be removed by an authorised person using reasonable force or the police if requested by the authorised person.

LO2: Understand the law regarding exclusion orders and closure orders and be able to:

- Describe that an individual may be banned from entering licensed premises following conviction for a violent offence in or near licensed premises. Exclusion orders will last for a minimum of three months but no longer than two years.
- State that a person banned from a premise under an exclusion order commits an offence if they try to enter the premises and may be removed by an authorised person or the police if requested by the authorised person.
- Explain that premises licence holders may apply to the sheriff for an order excluding the convicted person from entering the premises, this must be done within six weeks on the conviction.
- Identify an authorised person as the premises licence holder, the premises manager or a person who works at the premises and has been authorised by the premises licence holder or premises manager.
- State that a closure order is issued by the Licensing Board following an application from a senior police officer.
- Explain the closure order will be issued following disorder on or in the vicinity of licensed premises. A senior police officer can remove a closure order if they believe it is no longer necessary.
- Describe that a senior police officer can make an emergency closure order without first applying to the licensing board. This can happen where they believe disorder is taking place, there is the threat of imminent disorder or the closure of a premise is necessary in the interests of public safety.
- State that an emergency closure may only apply for up to 24 hours, unless the police believe there is a continued threat of disorder and can therefore extend it for a further 24 hours.
- Explain it is an offence to remain open when a closure order is in place punishable by a fine of up to £20,000 and or up to 3 months in prison.

LO3: Understand the law regarding Conduct inconsistent with the Licensing Objectives and be able to:

- State that this occurs when a personal licence holder is found to have behaved on licensed premises in a manner not consistent with the licensing objectives.
- Explain that if such conduct is identified during a premises licence review, the Licensing Board must hold a hearing to consider any action to be taken.
- Understand that the Licensing Board may suspend the personal licence for up to 6 months or endorse the personal licence.

LO4: *Understand the powers provided to the police and other officials in terms of entry to and inspection of licensed premises and be able to:*

- State the police or licensing standards officers can enter premises following an application for a premises licence to assess it against the licensing objectives.
- Explain a police officer can enter and inspect licensed premises including members clubs at anytime.
- Describe the police power to enter unlicensed premises on which food and drink are being sold and consumed if there are reasonable grounds to suggest alcohol is being sold without a licence.
- State the police officer must obtain authority from a justice of the peace or senior police officer to carry out an inspection of an unlicensed premise and must do so within 8 days of authority being given.
- Explain it is an offence to prevent or obstruct a police officer or a licensing standards officer from carrying out their duties.
- Identify the powers Licensing Standards Officers have with regards entry, inspection and seizure
- State that Licensing Standards Officers may check licensed premises are operating according to the Licensing (Scotland) Act 2005 and their licence conditions
- Show that the premises licence holder, premises manager and anyone working on licensed premises must cooperate with the Licensing Standards Officer.
- State a police officer or Licensing Standards Officer may use reasonable force to gain entry to premises in order to carry out their duties.

Unit 7: The Protection of Children and Young People

LO1: *Understand the protection of children from harm is one of the five licensing objectives, understand the law regarding children and young people and be able to:*

- State that for the purposes of licensing a young person is anyone aged 16 or 17 years.
- State that for the purposes of licensing law a child is anyone aged less than 16 years.
- Explain that alcohol cannot be sold to someone under 18 in any circumstances.
- Know it is a criminal offence to sell alcohol to a child or young person at any time.
- Understand the penalties that can be applied if found guilty of selling alcohol to a child or young person.
- Know that reasonable steps means requesting and being shown photographic proof of age documents that would convince a reasonable person.
- Explain the offence of allowing the sale of alcohol to a child or young person.
- Understand it is an offence for an adult to buy or attempt to buy alcohol for someone aged under-18.

LO2: *Understand the other areas of licensing law relating to children and young persons and be able to:*

- State it is an offence to sell liqueur chocolates to a child under 16.

- Know that 16 and 17 year olds may consume beer, wine, cider or perry with a meal as long as an adult purchase the alcohol.
- Explain a child or young person cannot be sent to collect alcohol for an adult.
- Know alcohol sold for consumption off the premises cannot be delivered by or to any person under-18.
- Understand a responsible person commits an offence if they deliver alcohol to an under 18 or allow the delivery to take place.
- State a person under 18 working on licensed premises may deliver or accept delivery of alcohol as part of their work.

LO3: Understand the law regarding the sale of alcohol by under 18's and be able to:

- Explain a responsible person breaks the law if they allow alcohol to be sold, supplied or served by an under 18 on licensed premises.
- Know the two exceptions to this are when alcohol is sold for consumption of the premises or when it served with a meal for consumption on the premises.
- State that sale, supply or service of alcohol by an under 18 must be specifically authorised by the premises manager or an authorised person over 18.
- Outline the duty at each place that sells alcohol to display a notice clearly visible to all those buying alcohol.
- State that the notice explains it is an offence for someone under 18 to buy or attempt to buy alcohol and that evidence of a person's age may be required before alcohol is sold.
- Know that on- licensed premises must display an A4 sign at the entrance stating the rules regarding the admission of under 18's.

LO4: Understand the need to request proof of age documentation if there is any doubt that the purchaser is under 25 and be aware of the documents required to be able to:

- Explain that proof of age must be requested if the purchaser of alcohol appears to be under the age of 25
- Know which documents are regarded as acceptable proof of age.
- Identify what needs to be checked when looking at the proof of age offered.
- Understand the Proof of Age Standards Scheme.
- Explain that test purchasing involves an attempt to purchase alcohol by an under 18 when working with the police.
- Know that if a licensed premise admits children under the age of five, baby changing facilities must be provided.
- Explain the mandatory requirement for all premises to have an age verification policy in relation to the sale of alcohol

Unit 8: Responsibility in Alcohol Retailing

LO1: Understand the nature of alcohol, its effects, the responsibilities relating to the management of licensed premises, drugs, responsible alcohol retailing and conflict management and be able to:

- Explain that alcohol is classed as a drug, may become addictive and is always intoxicating.
- Know that alcohol is legally determined as any drink with an alcohol by volume (abv) of over 0.5%.
- State the effects of alcohol consumption, understanding what happens as consumption increases.

LO2: Understand how alcoholic strength is expressed, units of alcohol, how they are calculated and the various classifications that apply to drinks and be able to:

- Explain that the strength of an alcoholic drink is expressed by the amount of pure alcohol in a drink, its alcohol by volume.
- State the abv of the main drinks categories served.
- Describe what is meant by alcohol free and low alcohol.
- Explain what a unit of alcohol is and how this is calculated

LO3: Understand the recommended limits for alcohol consumption, the effects of alcohol, the legal limits relating to drink driving and how licence holders can discourage customers from drinking and driving and be able to:

- Outline the government guidelines for the safe daily and weekly number of alcoholic units consumption.
- Explain the effects alcohol can have on the body.
- State the maximum legal limits for drinking and driving.
- Identify the steps licence holders can take to discourage customers from drink driving.

LO4: Understand the need for managing premises to a high standard and the types of procedures and controls that should be in place and be able to:

- Identify that selling and marketing alcohol must be undertaken in a responsible manner.
- Describe who has a duty to prevent disorderly conduct on licensed premises.
- Explain the requirement to ask drunk or disorderly persons to leave licensed premises.
- State the benefits of joining and the purposes of pub watch and retail watch schemes.
- Outline the possible consequences of allowing illegal drugs activity on licensed premises.
- Describe drug prevention strategies and who to ask for advice.
- Describe the signs of drug use or drug dealing.
- Understand the need to ensure all staff involved in selling or serving alcohol are properly trained.
- State that staff training is a mandatory requirement and records of all training must be kept.

- LO5: *Understand that some licensed premises are more vulnerable to conflict and crime than others, the steps they can take to reduce the risks and be able to:*
- Outline the key factors which can determine the vulnerability of licensed premises to conflict and crime.
 - Describe what is meant by conflict resolution and the responsibilities of the premises licence holder and premises manager to ensure that potential conflict is reduced as much as possible.
 - Identify the main strategies to remove or reduce the threat of violence, damage or disorderly conduct occurring.
- LO6: *Understand the types of alcohol promotions defined as responsible, irresponsible and illegal and be able to:*
- State the different types of promotions used on licensed premises.
 - Outline which types of promotion are considered as irresponsible.
 - Describe the potential consequences of involvement in irresponsible drinks promotions.
 - Explain the legal restrictions when pricing packages containing more than one alcoholic product
 - Identify which organisation provides guidelines in relation to responsible drinks promotions.

Unit 9: Other Associated Law

LO1: Understand other associated law relevant to a personal licence holder, including the law in relation to weights and measures and smoking and be able to:

- Explain that the Trade Descriptions Act means information and descriptions given by licensed premises must be accurate and not misleading.
- Know that the Consumer Protection Act and the Price Marking (Food and Drink Services) Order 2003 make it illegal to sell unsafe products or give misleading information regarding pricing.
- State that Weights and Measures law lays down set measures that can be used to serve and dispense alcohol on licensed premises.
- Explain how associated legislation relates to the role of a personal licence holder e.g. Weights and Measures Act, 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), Food Hygiene legislation, Health and Safety legislation, Noise regulations

LO2: Understand how the Smoking, Health and Social Care (Scotland) Act 2005 applies to licensed premises and be able to:

- Explain that smoking is banned in virtually all enclosed or substantially enclosed public places or places of work including licensed premises.
- Outline the main points relating to enforcement of the law.
- Outline the penalties for failing to comply with the law.
- Outline what licensed premises must do to ensure compliance with the law.

LO3: Understand the law in relation to the use of security staff and door supervisors and be able to:

- State that the Security Industry Authority (SIA) is responsible for regulating the private security industry in Scotland.
- Outline anyone working as a door supervisor or door steward must have a valid licence issued by the SIA.
- Know the operating plan will outline if a premises requires security staff, how many and at what times.
- Explain failure to use licensed door supervisors when a condition of your licence could lead to a review of the premises licence.
- State the key roles and responsibilities of a door supervisor.

LO4: Be aware of the law regarding Gambling on licensed premises and be able to:

- Explain licensing boards issue permits to allow gaming machines on licensed premises.
- Know some premises are allowed to provide up to two machines without the need for a permit.

- State the various categories of gaming machines and the prize limits.
- Explain it is illegal for betting to take place on licensed premises.
- Know that other games of chance are allowed on licensed premises with limits placed on the stakes and prizes.

LO5: Be aware of the Equalities Act 2010 and be able to:

- State the Act gives disabled people equal rights in the areas of employment, education and access to goods, facilities and services.
- Know that guidance for small and medium sized businesses is available from The Department for Work and Pensions.

LO6: Be aware of the law in relation to the performance of live or recorded music or videos and be able to:

- Explain a Phonographic Performance Limited (PPL) licence is required when recorded copyright music is played in public.
- State a Performing Rights Society (PRS) licence is required for a live performance or the playing of copyright music in public.
- Know a Video Performance Limited (VPL) licence is needed when playing music videos.

LO7: Understand the law in relation to a range of miscellaneous offences and be able to:

- Explain that trade sales are not licensable
- Outline which premises are not allowed to sell alcohol
- State which premises are exempt from needing a licence
- Understand the law regarding vehicles and vessels
- Describe the law as it affects remote sales