

A candidate's guide to the
**QNUK Level 2 Award for
Personal Licence Holders (RQF)**

Contents	Page
Introduction	2
Qualification purpose	2
Qualification objective	2
Qualification structure	2
Pre-requisites	2
Geographical coverage	3
Acceptable forms of I.D.	3
Units of assessment	3
Assessment methods	4
Reasonable adjustments	5

Introduction

This delivery manual lays out key information related to the content, assessment and administration of the QNUK Level 2 Award for Personal Licence Holders (RQF). This document should be read in conjunction with our centre procedures.

Qualification purpose

This qualification is aimed at those working in the licenced trade, who are required to undertake appropriate training in order to apply for a personal licence.

Qualification objective

This qualification has the purpose of supporting a role in the workplace.

Qualification structure

Qualification title

QNUK Level 2 Award for Personal Licence Holders (RQF)

Qualification accreditation number

603/2619/0

Qualification level

2

Credit value

1

Guided learning hours (GLH)

8

Total Qualification Time (TQT)

10

Unit one title

Legal and Social Responsibilities of a Personal Licence Holder

Unit one reference number

F/616/6886

Pre-requisites

This qualification is aimed at those over 18.

It is recommended that candidates have a minimum of Level 1 literacy and numeracy or equivalent.

There are no other pre-requisites for this qualification.

Geographical coverage

This qualification is available to candidates in England and Wales.

Acceptable forms of I.D.

The list below outlines acceptable forms of identification for candidates undertaking a regulated qualification with Qualifications Network.

Ideally candidates should provide at least 1 form of photo I.D. If photo I.D is not available, 2 forms of non-photographic I.D can be produced.

Acceptable forms of photographic I.D (1 required) are:

- Signed UK Photo card driving licence
- Signed passport (any nationality)
- Valid EU Photo identity card
- SIA security licence (with photo)
- Current and valid warrant card issued by HM forces or Police
- Current and valid Prison service card (with photo)
- Proof of age card
- Employee photo identification card
- Student photo identification card for a recognised educational establishment
- Firearms license (with photo)

Acceptable forms of non-photographic I.D (2 required) are:

- Current driving license – paper version
- Birth certificate
- Marriage/civil partnership certificate
- Mortgage statement (issued within past 12 months)
- Bank or building society statement (issued within last 3 months)
- Bank or building society account opening confirmation letter (issued within last 3 months)
- Credit card statement (issued within last 3 months)
- Pension or endowment financial statement (issued within last 12 months)
- P45 or P60 statement (issued within last 12 months)
- Council tax statement (issued within last 12 months)
- Valid work permit or visa issue by UK government
- Utility bill – excluding mobile phone bill (issued within last 3 months)
- Benefit statement e.g. child benefit, pension (issued within last 3 months)

Units of assessment

Unit one title

Legal and Social Responsibilities of a Personal Licence Holder

Learning outcome		Assessment Criterion		Method MCQ
.1	Know the nature, purpose and period of validity of a Personal Licence	1.1	State the nature and purpose of a personal licence	✓
		1.2	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 how a personal licence application is made, including eligibility criteria	✓
		2.2	Outline the licensing authority's process for the grant or rejection of new personal licences	✓
		2.3	Identify who may object to the grant of a personal licence	✓
		2.4	Define the terms 'relevant offences' and 'foreign offences'	✓
		2.5	State the legal duty of an applicant to declare if they are convicted of any relevant or foreign 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 legal duties of a personal licence holder if charged with a relevant or foreign offence	✓

		3.2	State the legal duties of a personal licence holder if convicted of a relevant of foreign offence after the licence is granted	✓
		3.3	State the legal duties of a personal licence holder if a personal licence is surrendered or revoked	✓
		3.4	State the legal duties of a personal licence holder if a change of name and/or address occurs	✓
		3.5	State the legal duties of a personal licence holder to produce their licence, when requested, including who may legally request this	✓
		3.6	State the consequences for breaching the legal duties of a personal licence holder	✓
		3.7	State the consequences for a personal licence holder 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	State the licensing objectives	✓
		5.2	State the importance of the licensing objectives	✓
		5.3	State what an operating schedule is	✓
		5.4	State what an operating schedule should include in order to promote the licensing objectives	✓
		5.5	Identify the importance of partnerships in supporting the licensing objectives	✓
		5.6	Identify the role of Community Safety Partnerships	✓
6	Understand the nature and strength of alcohol and the effect on the body	6.1	State the legal definition of alcohol under licensing law	✓
		6.2	State how the strength of an alcoholic drink is measured	✓
		6.3	Define the terms 'alcohol-free' and 'low alcohol'	✓
		6.4	State the UK Government's sensible drinking advice	✓
		6.5	State the behavioural and psychological effect of alcohol consumption	✓
		6.6	Identify the effects alcohol has 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 premises licensed to sell alcohol for consumption on and/or off the premises	✓
		7.6	Identify the licensable activities defined by licensing legislation	✓
		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 licensing conditions	✓
8	Know the role and legal responsibilities of the Designated Premises Supervisor (DPS)	8.1	Outline the role of the DPS	✓
		8.2	State the legal responsibility of the DPS	✓
9	Understand the law in relation to Temporary Event Notices (TEN)	9.1	State what is meant by the term 'permitted temporary activities'	✓
		9.2	State what a 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 or 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	Identify examples of irresponsible drinks promotions	✓
		10.3	Identify strategies licensed premises may adopt to prevent violence and reduce conflict	✓
		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 the consequences for allowing drunk and disorderly conduct on licensed premises	✓
11	Know 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	State 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 under 18s	✓
		11.8	State penalties for breaching the law in relation to the protection of under 18s on licensed premises	✓
12	Understand the powers of the police and other authorities in relation to licensed premises	12.1	State the law in relation to the closure of identified licensed premises	✓
		12.2	State the law in relation to the closure of licensed premises covering a particular geographical area	✓
		12.3	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 circumstances under which sales of alcohol are not considered to be a retail sale under licensing law	✓
		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	✓

Assessment methods

Candidates are assessed for this qualification using a Multiple-choice question paper

Multiple-Choice Question paper

Each candidate will be assessed for this qualification by the completion of a multiple-choice question paper.

Candidates will be required to score a minimum of 70% correct answers to achieve a pass.

Reasonable adjustments

All candidates are required to complete the assessment criteria in a manner appropriate to the purpose of the qualification.

The prescribed assessment methods for this qualification should not unfairly disadvantage candidates, who would otherwise be able to demonstrate competence in the assessment criteria and in line with the purpose of the qualification.

If you feel the assessment methods above would disadvantage you please contact your centre to discuss reasonable adjustment.