



# Alcohol Licensing Qualification Verification Checklist

Centre Number

Centre Name

Date of Visit

(dd/mm/yyyy)

Actions Required

Yes

No

<b>Verification Group 425: Licensed Trade Qualifications</b>	
<b>Qualifications Verified</b>	
GG7T 46 - Scottish Certificate for Personal Licence Holders	
GG7N 46 - Scottish Certificate for Personal Licence Holders (Refresher)	
GG7R 45 - Scottish Certificate for Safe Sale and Service of Alcohol	

Alcohol Licensing Qualification Verification Checklist

<b>Type of Visit</b>		
	Yes	No
Training Observed		
Exam Observed		
Systems Check		
Site Visit		
Independent Invigilator		
Number of candidates in group		
Comments:		

<b>General</b>		
	Yes	No
Unrestricted Access		
Course details (e.g. location, personnel) as previously advised		
Comments:		

<b>Materials and Course Delivery (if No, provide justification)</b>		
	Yes	No
Did candidates have handbooks prior to course (at least 1 week)?		
Prescribed course materials used?		
Electronic delivery materials used?		
Electronic exam used?		
Did the tutor use tutor materials?		
Were materials contextualised appropriately for the candidate group?		
Was the course structured in a way to facilitate learning?		
If centre's own material used, had this been prior verified?		
If training observed, were timings adhered to?		
Were notes up to date, including any amendments issued by SQA?		
Was there a process in places for disseminating any amendments to tutors?		
Were facilities appropriate for course delivery?		
Was the group size appropriate for an interactive session?		
Did all staff understand the requirements of the operational handbook?		
Comments:		
Actions Required (if appropriate):		Agreed Action Date:

<b>Administration of Exam (if No, provide justification)</b>		
	Yes	No
Was there a designated person responsible for administration of the exam?		
Was there a system for maintaining a detailed inventory of exam papers?		
Were records and procedures maintained for ordering and holding exam papers?		
Were all exam papers and marking grids held at/transported to the site securely?		
Do records clearly identify candidates against specific versions of exam papers (including any re-sits)?		
Were there appropriate systems/facilities in place for operating online exams if used?		
Was the exam environment compliant with the operational handbook?		
Were appropriate identity checks of candidates carried out?		
Were appropriate records of any malpractice maintained?		
Were candidates briefed correctly on the operation of the exam?		
Did invigilator adhere to exam instructions in the operational handbook?		
Did markers double check all borderline pass/fails?		
Comments:		
Actions Required (if appropriate):		Agreed Action Date:

<b>Internal Quality Assurance (if No, provide justification)</b>		
	Yes	No
Are internal quality procedures being applied appropriately?		
Are there suitable arrangements in place to ensure accuracy in marking the exams?		
Are tutors provided with prompt, accurate and helpful feedback on their course delivery?		
Is there evidence that the centre effectively reviews its delivery of the courses in relation to candidate performance?		
<p>Comments:</p>          		
<p>Actions Required (if appropriate):</p>          	<p>Agreed Action Date:</p>          	

<b>Record of Tutors and Invigilators</b>			
Tutor Name	Meets Tutor Competence*	Seen this Visit	
		Yes	No
Invigilator Name		Role within Centre	



<b>Record of Discussions</b>		
	Yes*	No
Did you meet any candidates?		
*If yes, please provide a brief summary of the discussion:		
	Yes*	No
Did you meet any tutors?		
*If yes, please provide a brief summary of the discussion:		
	Yes*	No
Did you meet with any invigilators?		
*If yes, please provide a brief summary of the discussion:		



**Good Practice**

**Recommendations**

**General Feedback**

**Confirmation**

Qualification  
Verifier Name

Date

(dd/mm/yyyy)

QV Officer Name

Date

(dd/mm/yyyy)