



Unit Specification

Unit: Licensing for Staff Responsible for Selling and Serving Alcohol - SCQF Level 5

Code: H49L 04

What are the Alcohol Licensing Qualifications?

These are Scotland's standards, based on the training framework drawn up by the National Licensing Forum for those involved in the sale and service of alcohol in both on-sales and off-sales environments. They have been developed to make sure that to comply with Licensing (Scotland) Act 2005 and the Alcohol etc. (Scotland) Act 2010, all training covers the three key areas.

The key areas are

- ◆ The licensing process in Scotland
- ◆ The responsible operation of licensed premises
- ◆ The effect of irresponsible operation on society and health

They are necessary because of changes in the law which makes these requirements part of licensed trade's responsibility – a regulatory requirement – to help keep Scotland safer and healthier.

Employers will look for the relevant qualifications when they are appointing new staff for the licensed trade. They also expect their existing staff to have these qualifications.

Understanding and applying skills in these key areas are important because they help you work effectively in your present job and also prepare you for jobs within the sector which you may do in future. Developing your knowledge of the licensing legislation helps you deal with today's rapidly changing world and improve your career prospects. That's also why employers value them.

What is this Licensing Unit about?

This Unit is about showing you understand how the licensing process works in Scotland, how people employed within the licensed trade can work responsibly and the consequences of this if they don't. The Unit forms the Scottish Certificate for Safe Sale and Service of Alcohol Group Award

Your tutor will explain anything in this Unit which you do not understand.

What should I know or be able to do before I start?

You should be able to show that you have some knowledge and or experience of the licensed trade in Scotland - for example, by working or through prior study.

What do I need to do?

You will need to show that you can effectively apply the law when selling or serving alcohol as part of your job, as specified within the Licensing (Training of Staff) (Scotland) Regulations 2007.

This qualification will provide sufficient evidence to satisfy these regulations.

How do I get this Unit?

You will complete a 25 question multiple-choice examination. You must get at least 18 questions correct (70%) to achieve this Unit.

What might this involve?

Pre- course study

Attendance at a half- day training course

What can I do next?

You could move on to further study towards Level 2 SVQ in Drink Service, a National or Higher National Certificate Your tutor can advise you about this.

Guidance for Tutors

This Unit is supported by a comprehensive handbook for candidates, which should be issued with guidance on prior study before they attend a course.

The following areas should be covered during course delivery. Advice and guidance on delivery and the assessment criteria are detailed in Appendix A.

1. The legal basis of the requirement for the training of staff under paragraph 6 of schedule 3 to the Act
2. The licensing objectives
3. The definition of 'alcohol' in the Act
4. What constitutes an unlicensed sale
5. The functions of Licensing Standards Officers, including their powers of entry
6. The nature of an operating plan and its place in the licensing system
7. The difference types of premises licence conditions under section 27 of the Act and section 2 and 5 of the Alcohol etc. (Scotland) Act 2010
8. Special provision for clubs under section 125 of the Act
9. Licensed hours under Part 5 of the Act
10. Offences under the Act, particularly those involving persons under the age of 18
11. Proof of age
12. Test purchasing of alcohol under section 105 (2) of the Act
13. Best practice as regards standards of service
14. Units of alcohol and the relationship between units and the strength of different alcoholic drinks
15. The sensible risk drinking limits for males and females recommended by the British Medical Association
16. Good practice in managing conflict situations

Learners with disabilities and/or additional support needs

The additional support needs of individual learners should be taken into account when planning learning experiences, selecting the most appropriate assessment activity and considering any reasonable steps which might be necessary to allow the learner to meet the assessment standard.

Further advice can be found in SQA's Assessment Arrangements' web pages (www.sqa.org.uk)

ADMINISTRATIVE INFORMATION

Credit Value

1 SCQF credit points at SCQF level 5

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