



Unit Specification

Unit Title: Licensing for Staff Responsible for Selling and Serving Alcohol

Unit code: J50H 45

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Credit points and level

1 SCQF credit point at SCQF level 45

Introduction

This unit forms the Scottish Certificate for Safe Sale and Service of Alcohol (SCSSSA) qualification which is intended for staff whose jobs involves the sale and/or service of alcohol within licensed on-sales and/or off-sales premises in Scotland. It has been developed to enable individuals to show that they can work responsibly and that they understand how the licensing process applies to their jobs.

This unit is designed to meet the requirements of the Licensing (Training of Staff) (Scotland) Regulations 2007, which prescribes that all staff who sell or serve alcohol must complete a minimum two hours of training covering a 16 point schedule. This qualification will provide sufficient evidence to satisfy these regulations.

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.

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 under sections 102 and 108 of the Act and the Sale of Alcohol to Children and Young Persons (Scotland) Regulations 2007(2).
12. Test purchasing of alcohol under section 105 (2) of the Act.
13. Best practice as regards standards of service and refusing 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 (*overtaken by the UK's Chief Medical Officers' low-risk guidance*).
16. Good practice in managing conflict situations.

Assessment Criteria

The SCSSSA qualification is be assessed by way of a 25-question multiple-choice paper.

History of changes to unit

Version	Description of change	Date

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General information for candidates

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

You do not have to have any prior knowledge or experience of alcohol legislation to undertake this qualification.

What do I need to do?

You will need to show that you understand the law relating to the sale and/or service of alcohol in licensed on-sales and/or off-sales premises in Scotland

How do I get this unit?

By attending a half-day (minimum 2 hour) training session and completing a 25-question multiple-choice examination. You must get at least 18 questions correct (70%) to pass.

What might this involve?

Pre course study – your tutor will provide you with a course handbook for you to study before attending the training session.

What can I do next?

You could undertake further study in a related area, for example the Scottish Vocational Qualification (SVQ) in Hospitality Services or Retail Skills, a National Progression Award (NPA) in Hospitality, National Certificate (NC) in Hospitality Operations or Retailing. Your tutor can advise you about