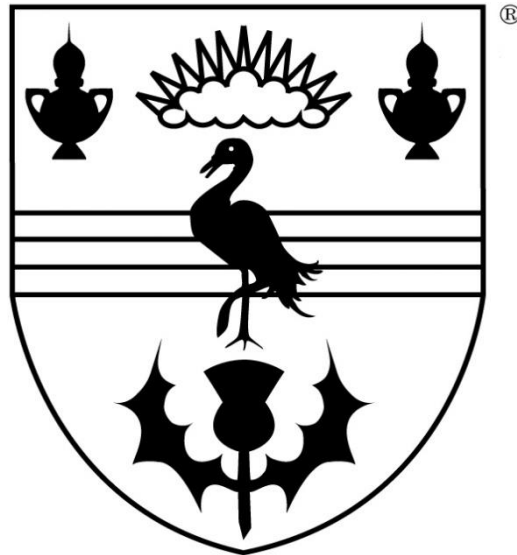


The Royal Environmental Health Institute of Scotland



Scottish Certificate for Personal Licence Holders (SCPLH)

Syllabus

Minimum teaching time – 6 hours

*This qualification is levelled on the Scottish Credit Qualifications
Framework (SCQF) at level 6, 1 credit*

TOPIC KNOWLEDGE AND UNDERSTANDING

Section 1: Introduction

- 1.1 The reason for, and importance of, the Licensing (Scotland) Act 2005 including:
- The relationship between licensing and health
 - Understanding the benefits of training to the Personal Licence Holder and the business

Section 2: Responsible operation of licensed premises – Overview of the licensing function

- 2.1 Understanding of the 5 Licensing Objectives:
- Preventing crime and disorder
 - Securing public safety
 - Preventing public nuisance
 - Protecting and improving health
 - Protecting children and young people from harm
- 2.2 The meaning of 'alcohol'
- 2.3 What constitutes the 'sale of alcohol'
- 2.4 Broad understanding of the Licensing (Scotland) Act 2005, the Alcohol etc. (Scotland) Act 2010, subsequent relevant legislation and how they apply to the post

Section 2: Responsible operation of licensed premises – Key Roles

- 2.5 Understanding of the role and purpose of the Licensing Boards, in granting applications; regulating standards in licensing premises; duties to set out licensing policy
- 2.6 Understanding of the function of Licensing Standards Officers, their monitoring and advisory role; and how this relates to licensing boards and the local authority
- 2.7 Understanding of the key roles and powers of other statutory bodies involved in alcohol licensing, including powers of entry and rights to inspection

Section 2: Responsible operation of licensed premises – Licensing and Operational responsibilities

- 2.8 Understand the premises licence including the operating plan, layout plan and any variations to those documents
- 2.9 Understanding the relationship of risk assessment and best practice policies to the operating plan
- 2.10 Understanding the different types of licence: premises, personal and occasional
- 2.11 Understanding of the difference between a Premises Licence Holder, a Premises Manager and a Personal Licence Holder
- 2.12 Licensed hours
- 2.13 Understanding of mandatory national conditions and local conditions
- 2.14 Alcohol pricing and promotions
- 2.15 Understanding of operating conditions of members' clubs
- 2.16 Knowledge of application and renewal for a personal licence including police Powers
- 2.17 Understanding the duties of a personal licence holder
- 2.18 Understanding of offences related to the premises and personal licence

Section 2: Responsible operation of licensed premises – Protecting children and young people from harm

- 2.19 Understanding of the law relating to sale, purchase, consumption of alcohol, supervised sales by under 18s
- 2.20 Understanding of the application of 'proof of age'; how to adhere to business's age verification policy
- 2.21 Test purchasing
- 2.22 Offences related to sale, purchase, consumption of alcohol, supervised sales by under 18s

Section 2: Responsible operation of licensed premises – Control of Order

- 2.23 The law in relation to drunkenness and disorderly conduct
- 2.24 Knowledge of interactions and interventions from police
- 2.25 Review of premises licences and sanctions available to the Licensing Board
- 2.26 Review of personal licences and sanctions available to the Licensing Board
- 2.27 Understanding closure orders
- 2.28 Understanding offences related to closure orders

Section 2: Responsible operation of licensed premises – Training

- 2.29 The mandatory legal requirements of the licence holder and staff to undertake training and to hold relevant qualifications
- 2.30 Statutory record keeping procedures relevant to the premises
- 2.31 Understanding offences related to training

Section 2: Responsible operation of licensed premises – Associated law

- 2.32 Relevant associated law
- 2.33 Knowledge of offences related to relevant associated law

Section 3: The Effect of alcohol consumption on customers and your business – Alcohol intoxication

- 3.1 Units of alcohol and strengths of alcoholic drinks
- 3.2 Common signs and symptoms of alcohol intoxication; how to gauge whether people are vulnerable and ensure duty of care is considered
- 3.3 Consequences of alcohol misuse

Section 3: The effect of alcohol consumption on you and your business – Illegal drugs

- 3.4 Understanding of common patterns of drug consumption on licensed premises

**Section 3: The effect of alcohol consumption on you and your business –
Social responsibility**

- 3.5 Best practice in setting and maintain good standards of service an environment
- 3.6 Understanding of common cause of conflict, how to prevent conflict and manage conflict situations
- 3.7 Understanding of security procedures and policies in relation to crime and terrorism