



**Dumfries and
Galloway College**

One step ahead

REHIS Licensing Courses

Liz Budde

Lecturer and Verification

Group Leader

Overview

Background
to Licensing
Qualifications

The REHIS
Application
Process

Approval at
college

REHIS
resources

Additional
resources

Delivery
options

Assessment
and
Certification

Student/tutor
feedback

Presenter's
CPD

Questions

Background



Alcohol Focus Scotland- ServeWise

City and Guilds

Qualifications

Assessments on Evolve

Changes to meet new standards – 01-12-20

Electronic book

Why REHIS?



The Royal Environmental Health Institute of Scotland



Scottish Certificate for Personal Licence Holders
(SCPLH)

And

Scottish Certificate for Personal Licence Holders
(Refresher) (SCPLHR)

REGULATIONS

The Royal Environmental Health Institute of Scotland is a registered Scottish Charity, No SC009406



SCOTTISH CERTIFICATE FOR PERSONAL LICENCE HOLDERS COURSE
AND
SCOTTISH CERTIFICATE FOR PERSONAL LICENCE HOLDERS REFRESHER COURSE

SUPPLEMENT TO THE REGULATIONS

SUPPLEMENT NUMBER 1

DATE: 1 May 2020

SUBJECT: LIST OF DOCUMENTS

General

Syllabus
Regulations

Supplements to the Regulations

- 1 List of Documents
- 2 List of Fees
- 3 Centre Contact
- 4 Course Presentation and CPD
- 5 Examination & Invigilating Guidelines
- 6 Marking Scheme
- 7 Appeals Procedure
- 8 Quality Assurance Policy
- 9 "REHIS Approve Training Centre" Logo
- 10 SCQF Credit Rating
- 11 General Data Protection Regulations
- 12 Additional Support

Forms

- | | |
|--------|---|
| SCPLH1 | Centre Approval Form |
| SCPLH2 | Registration Form for Course Presenters |
| SCPLH3 | Course Registration Form |
| SCPLH4 | Course Participants' Details and Examination Results Form |

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www.rehis.com

The Royal Environmental Health Institute of Scotland
is a registered Scottish charity No. SC009406
Incorporated in Great Britain
Member of the International Federation of Environmental Health

Printed on recycled paper

The Qualifications

- Scottish Certificate for Personal Licence Holders – Cream
- Scottish Certificate for Personal Licence Holders Refresher - Grey

*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*

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*The Royal Environmental Health Institute
of Scotland*



**Scottish Certificate for Personal Licence
Holders (Refresher) (SCPLHR)**

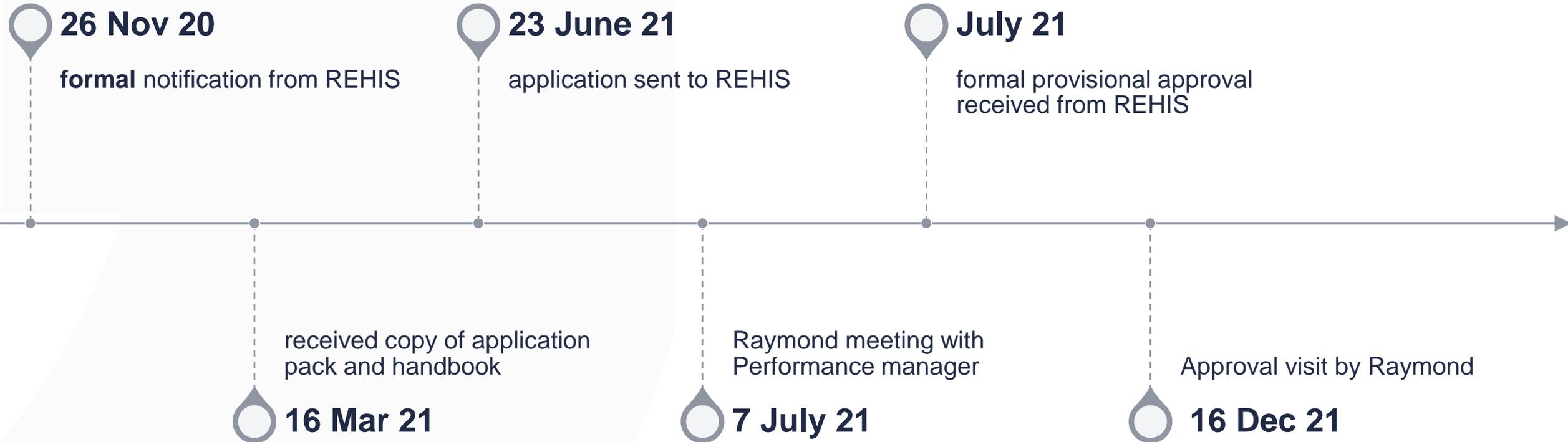
Syllabus

Minimum teaching time – 3 hours

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

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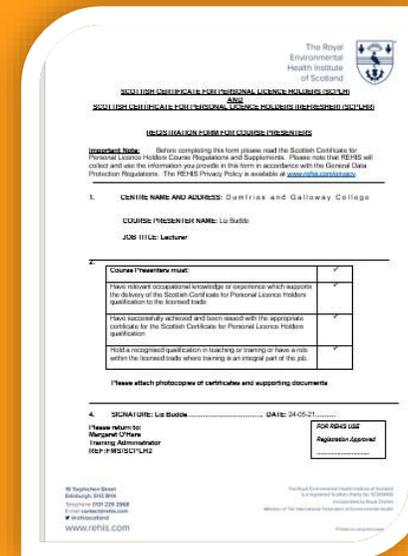
Our REHIS Application Timeline



The REHIS Application Process

Submitting forms:

- Centre Approval Form
- Registration form for course presenters
- Annual enrolment fee ... £50



The Royal Environmental Health Institute of Scotland

SCOTTISH CERTIFICATE FOR PERSONAL LICENCE HOLDERS (SCPLH) AND SCOTTISH CERTIFICATE FOR PERSONAL LICENCE HOLDER 1 (SCPLH1) (CPLH1)

REGISTRATION FORM FOR COURSE PRESENTERS

Important Note: Before completing this form please read the Scottish Certificate for Personal Licence Holders Course Regulations and Supplements. Please note that REHIS will collect and use the information you provide in this form in accordance with the General Data Protection Regulations. The REHIS Privacy Policy is available at www.rehis.com/privacy

1. **CENTRE NAME AND ADDRESS:** Dumfries and Galloway College
COURSE PRESENTER NAME: Lu Baddie
JOB TITLE: Lecturer

2. **Courses Presenters must:**

Have relevant occupational knowledge or experience which supports the delivery of the Scottish Certificate for Personal Licence Holders qualification to the licensed trade	<input checked="" type="checkbox"/>
Have successfully delivered and been assessed with the appropriate certificate for the Scottish Certificate for Personal Licence Holders qualification	<input checked="" type="checkbox"/>
Hold a recognised qualification in teaching or training (even a non-validated one) where training is an integral part of the job.	<input checked="" type="checkbox"/>

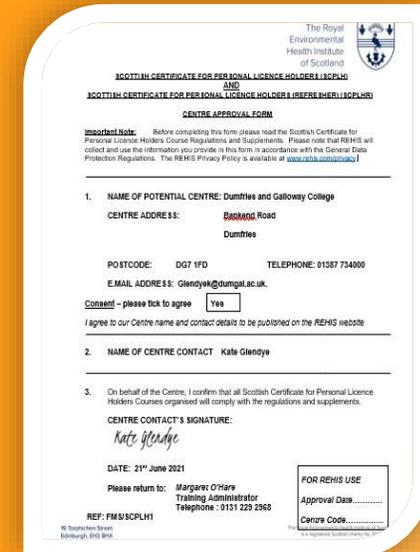
**Please attach photocopies of certificates and supporting documents*

4. **SIGNATURE:** Lu Baddie **DATE:** 24-05-21

Please return to: Margaret O'Hara
Training Administrator
REF: FMS/SCPLH1

FOR REHIS USE
Registration Approved

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The Royal Environmental Health Institute of Scotland

SCOTTISH CERTIFICATE FOR PERSONAL LICENCE HOLDER 1 (SCPLH1) (CPLH1) AND SCOTTISH CERTIFICATE FOR PERSONAL LICENCE HOLDER 1 (SCPLH1) (CPLH1)

CENTRE APPROVAL FORM

Important Note: Before completing this form please read the Scottish Certificate for Personal Licence Holders Course Regulations and Supplements. Please note that REHIS will collect and use the information you provide in this form in accordance with the General Data Protection Regulations. The REHIS Privacy Policy is available at www.rehis.com/privacy

1. **NAME OF POTENTIAL CENTRE:** Dumfries and Galloway College
CENTRE ADDRESS: BARRMAG Road
Dumfries
POSTCODE: DG7 1FD **TELEPHONE:** 01357 734000
E-MAIL ADDRESS: Glendy@dumpgal.ac.uk
Consent - please tick to agree **Yes**
I agree to our Centre name and contact details to be published on the REHIS website

2. **NAME OF CENTRE CONTACT:** Kate Glendy

3. On behalf of the Centre, I confirm that all Scottish Certificate for Personal Licence Holders Courses organised will comply with the regulations and supplements.

CENTRE CONTACT'S SIGNATURE:
Kate Glendy

DATE: 21st June 2021

Please return to: Margaret O'Hara
Training Administrator
Telephone: 0131 223 2962

REF: FMS/SCPLH1

FOR REHIS USE
Approval Date.....
Centre Code.....

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The REHIS Approval Process

Pre-approval TEAMS call – Raymond

Provisional Training Centre

Approved Training Centre

Annual visits

SQA Accreditation

Annual presenter's CPD

The College Process

Once provisional approval obtained from REHIS:

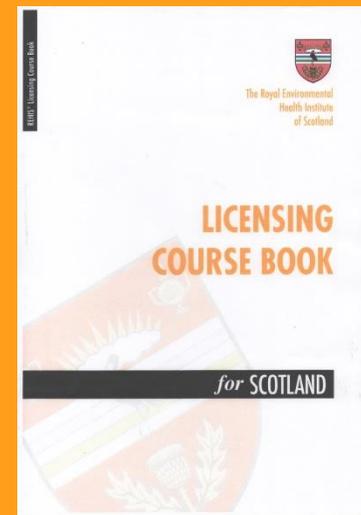
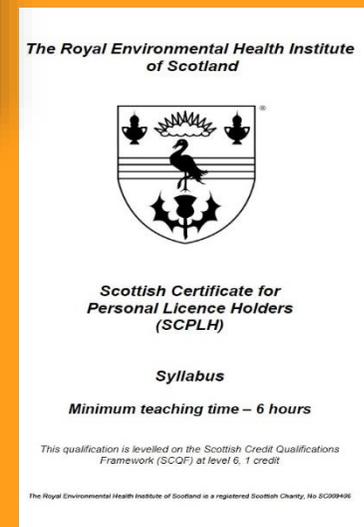
- Curriculum Development Plan
- Approved by Student Records and Performance
- Core Pack completed and verified
- Initiate verification procedures

REHIS Personal Licence Holders Delivery schedule

Module	Session	Time
Introduction	Introductions, aims and objectives of the course	9.00 - 9.30
1.	Introduction to Licensing Law	9.30 - 9.50
2.	Key roles in licensing	9.50 - 10.10
3.	Personal licenses	10.10 - 10.45
	Break	10.45 - 11.00
4.	Premises licenses – part 1 an introduction	11.00 - 11.40
5.	Premises licenses – part 2 conditions and licensed hours	11.40 – 12.30
	Lunch	12.30 - 13.00
6.	Control of order	13.00 - 13.30
7.	Training	13.30 - 13.50
8.	Protecting children and young persons from harm	13.50 - 14.30
	Break	14.30 - 14.45
9.	Responsible alcohol retailing	14.45 - 15.20
10.	Associated Law	15.20 - 15.35
	Questions and review	15.35 - 16.45
	Exam guidelines	16.45 - 17.00
	Exam	16.00 - 17.00

REHIS Resources

- Presenters Notes
- Pack:
 - Course book
 - Syllabus
 - Assessment
 - Certificate
- All for £10



Additional Resources

- Highfield PowerPoints
- Activity Pack
- Best Bar None Guide
- D&G Licensing Application form
- Responsible retailing examples
- Staff workbook

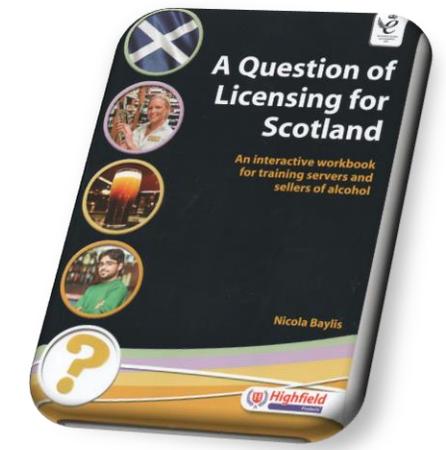
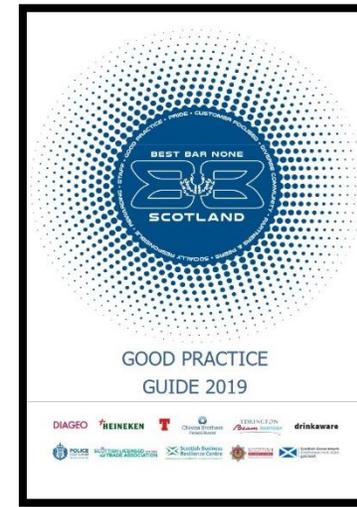
SCLPH Delegate Pack
Scottish Certificate for Personal Licence Holders

Promoting the licensing objectives

Scenario:
You are the premises manager of a busy town centre licensed premises. Complete this table by identifying the measures you might implement to promote the licensing objectives.

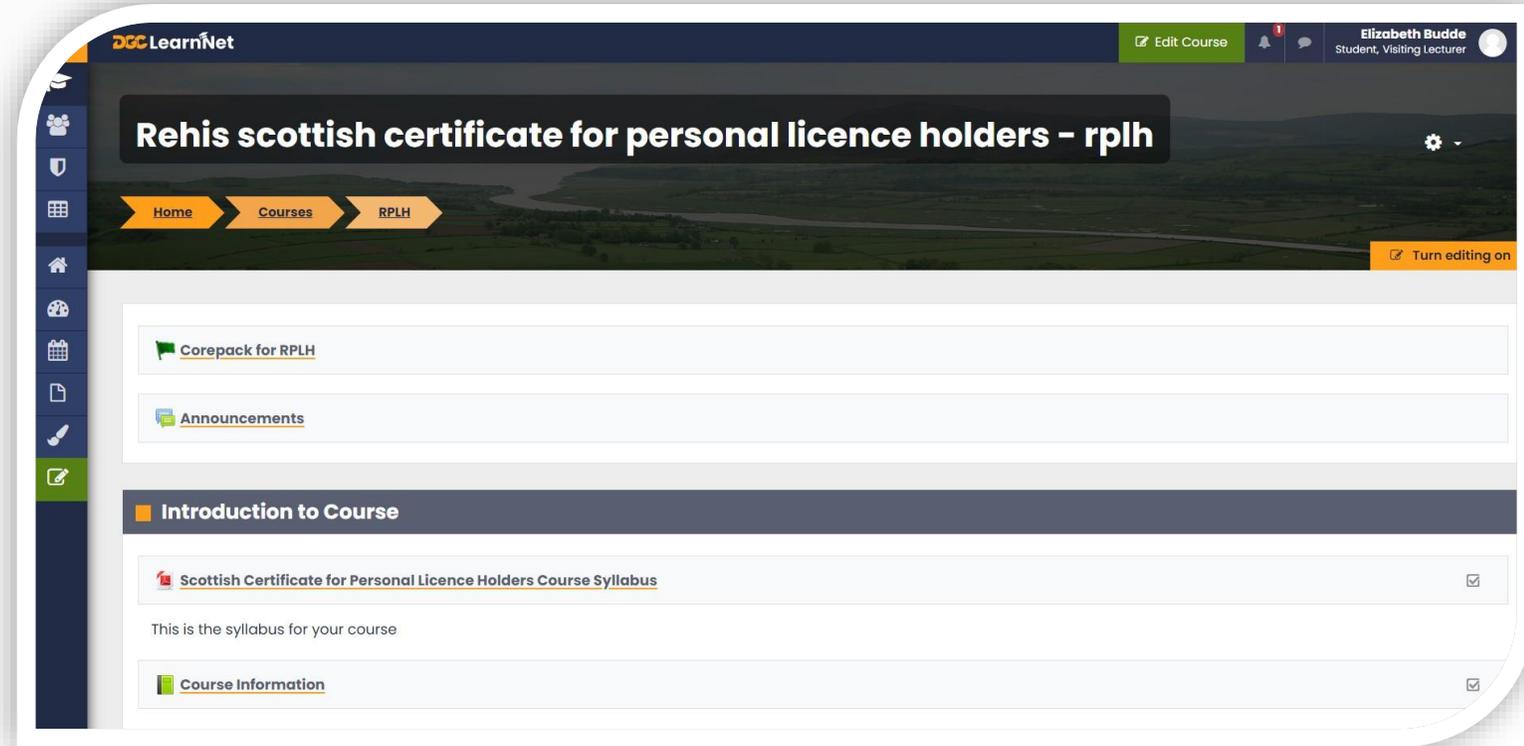
Licensing Objectives	Measures
1. Preventing crime and disorder	
2. Securing public safety	
3. Preventing public nuisance	
4. Protecting children and young persons from harm	
5. Protecting and improving public health	

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Delivery

- Course registration
- Face to Face/Virtual
- Joining Instructions
- Course book
- Activity Pack
- Questions
- LearnNet



The screenshot shows the DGC LearnNet interface for a course titled "Rehis scottish certificate for personal licence holders - rplh". The user is identified as Elizabeth Budde, a Student, Visiting Lecturer. The page features a navigation menu with "Home", "Courses", and "RPLH" options. The main content area includes sections for "Corepack for RPLH", "Announcements", "Introduction to Course", and "Course Information". The "Introduction to Course" section contains a link to the "Scottish Certificate for Personal Licence Holders Course Syllabus" and a note stating "This is the syllabus for your course".

1 Introduction to licensing law

2 Key roles in licensing

3 Personal licences

4 Premises licences – part 1 an introduction

5 Premises licences – part 2 conditions and licenced hours

6 Control of order

7 Training

8 Protecting children and young persons from harm

9 Responsible alcohol retailing

10 Associated law

Certification

- Process results to REHIS
- Certificates
- Keep exam papers for REHIS and/or SQA



Student Feedback

Hard copy of book
Easy to follow course
Well delivered
Answered questions well
Engaging
Passed the exam!

Tutor Feedback

- Great support throughout
- One stop shop
- Final feedback and approval
- Adaptable
- Quick processing of results

The Results

All Passed!

Presenter's CPD

Regulation 8.3(d) states that all course Presenters must “Maintain occupational knowledge through planned Continuous Professional Development (CPD)” And

8.4 “To maintain high standards of quality and standardisation of training and assessment and achieve best practice.

All presenters must maintain a record of evidence of their continuous professional development (CPD) which must be planned and reviewed on an annual basis.

Updating occupational knowledge	<ul style="list-style-type: none">• Subscribing to and reading:<ul style="list-style-type: none">- relevant licensing trade print journals and articles- web-based journals and articles• Internal and external work placements• Work experience and shadowing within licensed premises• Completing external visits to other organisations• Attending training sessions to update skills• Attending trade fairs• Trade body membership• Attending local licensing forum meetings
Keeping up to date with developments in the licensed trade and new legislation	<ul style="list-style-type: none">• Relevant sector websites, journals and articles e.g. from SLTN, SGF, AFS• Membership of professional bodies• Papers and documents on legislative change e.g. from the Scottish Government, Licensing Boards• Networking events• Seminars, conferences, workshops• Membership of committees / working parties• SCPLH refresher training• Staff development days
Standardisation and best practice in training delivery	<ul style="list-style-type: none">• Regular standardisation meeting with colleagues• Taking part in CPD forums• Sharing best practice through internal meetings, newsletters, email circulars• Comparison of training and delivery in other sectors• Attending awarding body meetings / seminars / workshops



**Dumfries and
Galloway College**

One step ahead

Any Questions?

Thank you



**Dumfries and
Galloway College**

One step ahead

Buddee@dumgal.ac.uk