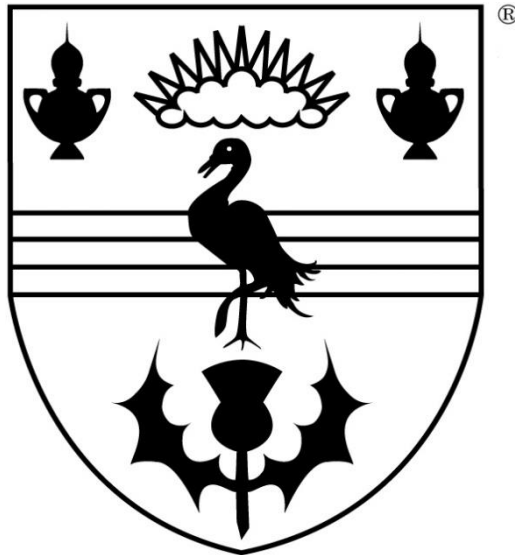


# ***The Royal Environmental Health Institute of Scotland***



## ***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*

## **TOPIC KNOWLEDGE AND UNDERSTANDING**

### **Section 1: Introduction**

1.1 A general awareness of the Licensing (Scotland) Act 2005

### **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 What constitutes the 'sale of alcohol'

### **Section 2: Responsible operation of licensed premises – Key Roles**

2.3 Understanding of the function of Licensing Standards Officers

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

2.4 Understand the premises licence including the operating plan, layout plan and any variations to those documents

2.5 Understanding the relationship of risk assessment and best practice policies to the operating plan

2.6 Understanding of the difference between a Premises Licence Holder, a Premises Manager and a Personal Licence Holder

2.7 Licensed hours

2.8 Understanding of national mandatory conditions and local conditions.

2.9 Alcohol pricing and promotions

2.10 Knowledge of a personal licence requirements to refresh training and renew licence

- 2.11 Understanding the duties of a personal licence holder.
- 2.12 Understanding of offences related to the premises and personal licence

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

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

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

- 2.17 The law in relation to drunkenness and disorderly conduct
- 2.18 Knowledge of interactions and interventions from police
- 2.19 Review of premises licences and sanctions available to the Licensing Board
- 2.20 Review of personal licences and sanctions available to the Licensing Board
- 2.21 Understanding closure orders
- 2.22 Understanding offences related to closure orders

**Section 2: Responsible operation of licensed premises – Training**

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

**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

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

- 3.4 Best practice in setting and maintain good standards of service an environment
- 3.5 Understanding of common cause of conflict, how to prevent conflict and manage conflict situations