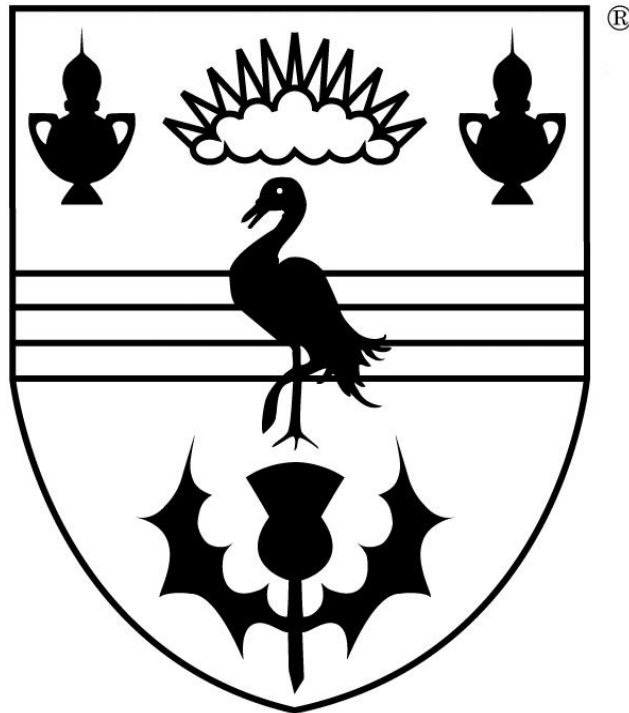


***The Royal Environmental Health Institute  
of Scotland***



***Scottish Certificate for Personal Licence Holders  
(SCPLH)***

***And***

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

***REGULATIONS***

## **1.0 TO BECOME A PROVISIONAL TRAINING CENTRE**

- 1.1 Centres providing the Scottish Certificate for Personal Licence Holders (SCPLH) and Refresher (SCPLHR) Courses are required to meet REHIS's strict quality assurance requirements. Potential centres should seek provisional approval from REHIS by submitting one Form SCPLH1 for the centre. Form SCPLH1 requests the potential centre to identify someone as the centre contact. All correspondence from REHIS relating to Scottish Certificate for Personal Licence Holders Courses will subsequently be directed to that person.
- 1.2 Each centre must have at least one REHIS approved presenter. A separate registration form SCPLH2 should be submitted for each course presenter.
- 1.3 In applying for approval a potential centre is deemed to have accepted such regulations as REHIS make regarding the Scottish Certificate for Personal Licence Holders Course.
- 1.4 Upon receipt of a request for provisional centre approval, REHIS will contact the potential centre to arrange a pre-approval visit to discuss the centres quality control and operational procedures.

## **2.0 PROVISIONAL TRAINING CENTRE**

- 2.1 REHIS will consider each application and notify its decision in writing. Provisional approval of a centre cannot be concluded until the annual centre enrolment fee has been received.
- 2.2 All Provisional Training Centres will be permitted to deliver courses in line with the regulations and certificates will be issued.
- 2.3 All Provisional Training Centres will receive a verification visit by a REHIS training adviser to the first course to observe the course delivery. Based on the recommendations of the training adviser the centre may then be award Approved Training Centre status. If the visiting officer is not able to recommend Approved Training Centre status, provisional approval may be extended pending a second visit or withdrawn.

## **3.0 APPROVED TRAINING CENTRE**

- 3.1 Approved Training Centres will be entitled to use the 'REHIS Approved Training Centre' logo on appropriate stationery, and will be included under 'Scottish Certificate for Personal Licence Holders Course Providers' in the REHIS Directory of Approved Training Centres
- 3.2 Approved Training Centres will be subject to REHIS's quality assurance system which will monitor course administration, and a REHIS training adviser will monitor course delivery by attending to at least one of their courses each year,

dependant on activity.

- 3.3 As the Scottish Certificate for Personal Licence Holders Course and Refresher qualifications are accredited, SQA Accreditation will be permitted access to any REHIS Approved Training Centres in order to carry out quality assurance checks when required.
- 3.4 REHIS undertake to keep Approved Training Centres informed of developments by means of seminars, website articles and written updates. Approved Training Centres are also encouraged to contact the REHIS office with any queries or requests for guidance that they may have.

#### **4.0 NOTIFICATION OF CHANGES**

- 4.1 Provisional or Approved Training Centres must notify all changes regarding centre contacts and course presenters to REHIS. REHIS is under no obligation to accept any such changes, although in practice every effort will be made to accommodate reasonable changes.
- 4.2 Registration of a centre contact or course presenter under a centre has validity for that centre only. Centre contacts or course presenters moving to another centre must ensure that they are re-registered under the new centre before organising or presenting a course.

#### **5.0 WITHDRAWAL OF APPROVAL OF CENTRE STATUS**

- 5.1 Provisional or Approved Training Centre status will be suspended or withdrawn if:
- (a) the centre was found to be in breach of these or subsequent regulations
  - or (b) the centre failed to satisfactorily resolve any problems identified by the REHIS quality assurance system
  - or (c) the centre had not run a Scottish Certificate for Personal Licence Holders Course for two years
  - or (d) the centre failed to pay the annual centre enrolment fee

#### **6.0 COURSE REGISTRATION**

- 6.1 Scottish Certificate for Personal Licence Holders Courses must be registered, using SCPLH3, SCPLH3 (R) or via the REHIS Website, with REHIS not less than fourteen days prior to the commencement of the course. Any subsequent changes to the details included on the registration must be notified immediately to REHIS for approval.

6.2 If a centre wishes to run a course and has insufficient time to register it, they must then contact REHIS for advice. REHIS reserve the right not to accept late course registrations.

## 7.0 COURSE PACKS

7.1 Course packs may be ordered when registering the course using form SCPLH4 or via the website. REHIS will invoice centres for the packs following despatch. Packs will be charged at the rate applicable on the date of receipt of the order by REHIS.

## 8.0 COURSE PRESENTATION

8.1 Centres must ensure that the entire current syllabus for the Scottish Certificate for Personal Licence Holders Course is covered in a minimum of **six** hours training time. The Scottish Certificate for Personal Licence Holders Refresher Course is covered in a minimum of **three** hours training time.

8.2 These qualifications are supported by a comprehensive handbook for candidates which is part of the candidate pack. Use of the handbook is a mandatory requirement for the delivery and assessment of these qualifications. Candidates must have access to the handbook, ideally seven working days but a minimum of two working days, before the course to allow prior study of the material. Candidates must be reminded to read the handbook prior to attending the course.

8.3 A combination of training techniques is preferred for this course, with the use of visual aids, group work and practical exercises particularly recommended. A wide range of course material should be used.

8.4 Scottish Certificate for Personal Licence Holders Course presenters must be approved by REHIS before organising or presenting a course.

The requirements relating to the requirements for Presenters (tutors) are:

(a) Have relevant occupational knowledge or experience which supports the delivery of the Scottish Certificate for Personal Licence Holders qualification to the licensed trade

(b) Have successfully achieved and been issued with the appropriate certificate for the Scottish Certificate for Personal Licence Holders qualification

(c) Hold a recognised qualification in teaching or training or have a role within the licensed trade where training is an integral part of the job.

(d) Maintain occupational knowledge through planned Continuous Professional Development (CPD)

8.5 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. These will be monitored by REHIS.

## 9.0 EXAMINATIONS

- 9.1 The examination consists of a multiple-choice paper set by REHIS.
- 9.2 The examination should be organised by the centre to take place after the course. Course participants should be allowed up to one hour to complete the examination paper. Please note that this time is **in addition** to the six hours minimum training time.
- 9.3 The examination must be held under examination conditions, invigilated by the centre, with each course participant having adequate space to work, and no course materials or other prompts accessible to the course participants.
- 9.4 It is the responsibility of the centre to confirm the identity of all candidates sitting the examination.
- (a) The examination invigilator must be satisfied that the same person who is sitting the exam is the same person that was entered for the qualification.
- (b) Candidates without an approved form of identification will not be permitted to sit the examination.
- (c) Centres must ensure that candidate identity is checked against one of the following forms of photographic identification.
- A photo card driving licence, or
  - A valid passport, or
  - A valid identity card from within the EU, or
  - A military identity card, or
  - A government identity card, or
  - A Security Industry Authority card, or
  - A Personal Licence, issued by a Scottish Licensing Board, or
  - Other forms of identification (such as PASS card, or Young Scot card) may be considered.
- (d) Candidates must be informed within their joining instructions that they must bring a permitted form of identification.
- 9.5 Examination papers are included in each pack issued by REHIS. Only the examination paper provided by REHIS must be used. Photocopied or alternative papers are not acceptable.
- 9.6 Examination papers should be marked by centres in accordance with the current REHIS marking scheme.
- 9.7 Course participants who fail the examination are permitted one re-sit

opportunity. This must be taken with twelve months of the date of sitting the examination.

9.8 Special arrangements, including oral examinations, may be authorised where the standard examination would not be appropriate for a course participant. Centres are encouraged to contact REHIS for guidance on this, before submitting a request for authorisation.

9.9 Examination papers must be retained by the centre for a minimum period of twelve months from the date of an examination. During that time REHIS may require examination papers to be submitted for scrutiny.

## **10.0 ISSUE OF CERTIFICATES**

10.1 Following the examination, course participants' details and results should be submitted to REHIS on from SCPLH4 or by using the REHIS Website.

10.2 REHIS will only issue certificates for courses which have been registered and delivered in accordance with the regulations.

10.3 REHIS will issue certificates to the centre for distribution to course participants.

10.4 Replacement certificates may be provided by REHIS subject to the appropriate fee.

10.5 If a candidate wishes to appeal their result or has a concern about the examination process then the Institutes appeal process should be followed.

## **11.0 GENERAL**

11.1 Copies of the current 'List of Fees' are available from REHIS.

11.2 Copies of the current 'Scottish Certificate for Personal Licence Holders Course Marking Scheme' are available from REHIS.

11.3 REHIS may issue Supplements to these regulations to address certain issues. Supplements will be considered to have the same authority as regulations.

11.4 REHIS reserve the right to alter, amend or vary these regulations at any time. Any alterations, amendments or variations will be notified, in writing, to centres.

## **12.0 DISABLED CANDIDATE AND/OR THOSE WITH ADDITIONAL SUPPORT NEEDS**

12.1 The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering where any reasonable adjustments may be required. Centres are advised to contact REHIS for guidance.

### **13.0 BREACH OF REGULATIONS**

- 13.1 Any suspected or actual breach of regulations will result in centre approval being suspended or withdrawn. The decision of REHIS is final on all matters relating to centre approval.
- 13.2 As the Scottish Certificate for Personal Licence Holders Course and Refresher qualifications are accredited, suspected and actual breaches of the regulations or instances of suspected malpractice and maladministration will be reported to SQA Accreditation Regulator by REHIS Awarding body
- 13.3 Any centre and or learner with knowledge about suspected/actual incidences or malpractice or maladministration must report without delay in the first instance to REHIS or to SQA Accreditation