



Course Specification

Level 2 Award for Personal
Licence Holders

Qualification Number: 500/7383/7

Contents

1. Title – HABC Level 2 Award for Personal Licence Holders.....	3
2. Key Skills:	3
3. Recommendation of Prior Learning:.....	3
4. Guided Learning Hours:	3
5. Restrictions on Candidate Entry:	3
6. Special Needs:	4
7. Qualification Structure:.....	4
8. Examination Results and Certificates:	4
9. Sample Questions:	4
10. Suggested Reading:.....	4
11. Potential for Progression:	4
12. Required Qualifications and Experience of Nominated Tutors:	4

COURSE SPECIFICATION LEVEL 2 AWARD FOR PERSONAL LICENCE HOLDERS

1. Title – HABC Level 2 Award for Personal Licence Holders

1.1 Target Group:

1.1.1 The Level 2 Award for Personal Licence Holders is a qualification aimed at anyone working in or preparing to work in any industry that involves the retail sale of alcohol. It is a pre requisite for anyone who wishes to hold a personal licence

1.1.2 Persons gaining this qualification will be aware of the requirements of Licensing Act 2003 and the specific duties of a personal licence holder in relation to the law. It is a legal requirement for anyone wishing to sell or authorise the sale of alcohol by retail to be a personal licence holder.

1.2 The qualification is based on the Level 2 National Occupational Standards developed by People 1st the Sector Skills Council for the Hospitality Industry, and Skillsmart Retail the Sector Skills Council for the Retail Industry.

1.3 The qualification can be taken as free standing qualification or as part of a wider programme of training.

2. Key Skills:

2.1 This qualification provided the opportunity for candidates to develop competence in key skills and produce evidence towards attaining key skills. The qualification does not ensure key skills are met as this would depend upon candidates producing a portfolio of evidence and the mode of study adopted.

3. Recommendation of Prior Learning:

3.1 There are no pre-requisites for this qualification. It is advised that candidates have a minimum of Level 1 in literacy or numeracy or equivalent. Arrangements are in place for special needs.

4. Guided Learning Hours:

4.1 Guided learning hours for this qualification are approximately 6-9 hours depending upon the mode of study and the training needs of the candidates.

5. Restrictions on Candidate Entry:

5.1 Candidates must have undertaken a course of instruction approved by HABC and covering the syllabus prior to taking the examination.

6. **Special Needs:**

6.1 HABC have measures in place for delegates with special needs.

7. **Qualification Structure:**

7.1 This is a single unit qualification, assessed by a 40 question multiple-choice examination. Successful candidates must achieve a score of at least 28/40

7.2 The examination paper is set and marked by HABC. The duration of the examination is 1 hour.

8. **Examination Results and Certificates:**

8.1 Following the examination a list of results will be provided stating whether candidates have passed or failed. Certificates for successful candidates will be dispatched for distribution by HABC.

9. **Sample Questions:**

9.1 Sample questions are available on the HABC website.

10. **Suggested Reading:**

10.1 Baylis Nicola 2009 Licensing Course Book 6th Edition, Highfield.co.uk Limited.

11. **Potential for Progression:**

11.1 Progression routes include Level 3 Award for Designated Premises Supervisors which includes learning outcomes for candidates with supervisory and management responsibilities in licensed retail. Other opportunities include Level 3 food and drink, hospitality VRQ's and NVQ's, GCSE hospitality.

12. **Required Qualifications and Experience of Nominated Tutors:**

12.1 Nominated Tutors must have sufficient expertise to speak with authority on the subject to be taught at the levels at which they wish to train

12.2 They should have a minimum of Level 2 National Certificate for Personal Licence Holders from a recognised Awarding Body, together with relevant work experience and a training qualification or training experience.

12.3 HABC require that Nominated Tutors have teaching experience and hold a qualification in a relevant subject area. This should be by way of a professional teaching qualification **OR** a minimum experience of 30 hours classroom based training.

12.4 Suitable Subject Area Qualifications Include:

- 12.4.1 Level 2 National Certificate for Personal Licence Holders
- 12.4.2 Level 3 National Diploma for Designated Premises Supervisors
- 12.4.3 Level 2 NVQ in Food and Drink Service.

12.5 Suitable Teaching Qualifications Include:

- 12.5.1 Diploma or Certificate in Education
- 12.5.2 Bachelors or Masters Degree in Education
- 12.5.3 City and Guilds Teachers Certificate or equivalent
- 12.5.4 Level 3 NVQ in Training and/or Development
- 12.5.5 Professional Trainers Certificate
- 12.5.6 Or other qualification or suitable experience approved by HABC.

12.6 Nominated Tutors must be able to demonstrate relevant experience and knowledge in a work context and provide evidence of engagement with the subject field and continuing professional development.