



TQUK Level 2 Award for Personal Licence Holders (RQF)

603/2835/6



Qualification Summary

Key Information

Level Level 2	Sector Hospitality & Catering	Internal/External External
Qualification Type Occupational Qualification	Assessment Language English	Recommended Minimum Age 18
Total Credits 1	Operational Start Date 01/02/2018	Assessment Methods Multiple Choice Examination
SSA 07.4 Hospitality and catering	Qualification Status Available To Learners	Permitted Delivery Types Blended Classroom Distance Online
Guided Learning Hours 8	Overall Grading Type Pass/Fail	



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**Visit www.tquk.org
in order to stay up to
date with the latest
qualification news.**





Welcome to TQUK

TQUK is an Awarding Organisation recognised by the Office of Qualifications and Examinations Regulation (Ofqual) in England and CCEA Regulation in Northern Ireland.

TQUK offers qualifications which are regulated by Ofqual and, in some cases, by CCEA Regulation, sit on the Regulated Qualifications Framework (RQF) and are listed on the [Register of Regulated Qualifications](#) website.

Our qualifications are designed to support and encourage learners to develop their knowledge and skills. This development may result in progression into employment or career development in the workplace. Our qualifications also allow learners to progress onto further qualifications.

Please visit our website www.tquk.org for news of our latest developments.



Qualification Specifications

Each qualification which TQUK offers is supported by a specification that includes all the information required by a centre to deliver a qualification. Information in the specification includes unit information, assessment and learning outcomes.

The aim of the Qualification Specification is to guide a centre through the process for delivering the qualification. Please read it alongside the TQUK Centre Handbook.

Details of TQUK's procedures and policies can be found on www.tquk.org. Qualification specifications can be found also be found on www.tquk.org. Please check the website regularly to ensure that you are using the most up to date version.

If you have any further questions, please contact [TQUK](#).



Brand Guidelines

TQUK is a professional organisation and use of its name and logo is restricted. TQUK's name may only be used by recognised centres to promote TQUK qualifications. Recognised centres may use the logo for promotional materials such as on corporate/ business letterheads, pages of a centre's website relating to TQUK qualifications, printed brochures, leaflets or exhibition stands.

When using TQUK's logo, there **must** be no changes or amendments made to it, in terms of colour, size, border and shading. The logo **must** only be used in a way that easily identifies it as TQUK's logo. Any representation of TQUK's logo **must** be done so as a representation of the true logo.

It is the responsibility of the centre to monitor the use and marketing of TQUK's logos and qualifications on their own materials as well as on those of any re-sellers or third parties that they may use. TQUK **should** be made aware of relationships with re-sellers or third parties including any additional websites that the centre will use in addition to their own website. If this information is changed TQUK **should** be notified. TQUK is required to monitor centre's websites and materials to ensure that learners are not being misled.



If a centre is no longer a TQUK recognised centre it **must** immediately discontinue the use of TQUK's logo, name and qualifications.

Qualification Details

The Qualification

The TQUK Level 2 Award for Personal Licence Holders (RQF) is regulated by Ofqual and Qualifications Wales.

Qualification Purpose

The qualification develops learners' knowledge and understanding of the legal and social responsibilities of a Personal Licence Holder. Achievement of a regulated Level 2 Award for Personal Licence Holders is a necessary prerequisite for anyone who wishes to apply for a Personal Licence under The Licensing Act 2003 (England and Wales); it is a legal requirement that persons responsible for the sale of alcohol to the public must hold a Personal Licence.

Entry Requirements

There are no specific entry requirements however learners should have a minimum of Level 1 in Literacy and Numeracy or equivalent.

The qualification is suitable for learners aged 18 and above.

Progression

Successful learners can progress to other qualifications such as:

- Level 2 Award in Licensed Retailing
- Level 2 Certificate in Licensed Hospitality Operations
- Level 2 Certificate in Pub Chef Operations
- Level 3 Diploma in Food and Beverage Service Supervision
- Level 3 Award for Designated Premises Supervisors

Structure

Learners must achieve one credit from the mandatory unit

Mandatory Units

Unit ref.	Title	Level	GLH	Credit Value
F/616/8105	Legal and social responsibilities of a personal licence holder	2	8	1

Barred Units

There are no barred units.

Duration

Guided Learning Hours

These hours are made up of all real time contact time, guidance or supervision of a learner by a lecturer, supervisor, tutor, trainer or

other appropriate provider of education or training.

Guided Learning Hours for this qualification is 8.

Directed Study

Learners are expected to study and complete aspects of their assessment portfolio in their own time. This additional time is expected to be approximately two hours over the cycle of the programme.

Total Qualification Time

This is an estimate of the total length of time it is expected that a learner will typically take to achieve and demonstrate the level of attainment necessary for the award of the qualification.

Total Qualification Time is comprised of GLH and an estimate of the number of hours a learner is likely to spend in preparation, study or any other learning including assessment, which takes place as directed by, but not under the supervision of a lecturer, supervisor or tutor. The credit value, where given, for a qualification is determined by TQT, as one credit corresponds to 10 hours of learning.

Total Qualification Time for this qualification is 10 hours

Grading and Assessment

The qualification is assessed by externally set and marked assessments.

The exam paper will consist of 40 questions and learners will need to answer 28 correctly in order to achieve a pass. Learners will need to demonstrate knowledge and understanding across the qualification content as specified in the unit tables.

The learner will have 60 minutes to complete the multiple choice questions, this will be a paper based exam.

Centre Recognition

To offer any TQUK qualification each centre must be recognised by TQUK and meet qualification approval criteria. Qualification approval must be confirmed prior to any assessment of learners taking place. It is essential that centres provide learners with access to appropriate support in the form of specialist resources.

The TQUK Centre Recognition process requires a centre to have in place a number of policies and procedures to protect the learners undertaking a TQUK qualification and the integrity of TQUK's qualifications. The policies and procedures will also support an Approved Centre's quality systems.

Recognised centres must seek approval for each qualification they wish to offer.

The approval process requires centres to demonstrate that they have the resources, including staff, to deliver and assess the qualification.

Support from TQUK

Recognised centres will be able to access support from TQUK whenever necessary. External Quality Assurance activities will be undertaken on a regular basis. TQUK also offers recognised centres the service of a Client Relationship Officer whose role is to support centres with any administration queries or qualification support.

Qualification Delivery

Pre-Qualification Information

All learners should be given appropriate pre-course information regarding any TQUK qualifications. The information should explain

about the qualification, the fee, the form of the assessment and any entry requirements or resources needed to undertake the qualification.

Initial Assessment

Centres should ensure that any learner registered on a TQUK qualification undertakes some form of initial assessment. The initial assessment should be used to inform a teacher/trainer on the level of the learner's current knowledge and/or skills. Initial assessment can be undertaken by a teacher/trainer in any form suitable for the qualification to be undertaken by the learner/s. It is the centre's responsibility to make available forms of initial assessment that are valid, applicable and relevant to TQUK qualifications.

Learner Registration

Once approved to offer a qualification the centre should register learners before any assessment can take place. Recognised centres must follow TQUK's procedures for registering learners.

Requirements

Trainer/Assessor

In order to gain approval by TQUK to deliver the Level 2 Award for Personal Licence Holders trainers must have specialist knowledge and experience of the licensing trade gained through relevant qualifications such as:

- Level 2 National Certificate in Licensed Practitioners
- Level 2 National Certificate in Licensed Retailing
- Level 2 National Certificate for Personal Licence Holders
- Level 2 Award for Personal Licence Holders
- Level 3 Award for Designated Premises Supervisors

and/or

- be occupationally competent in the subject area, for example, by work experience as a police/ local authority licensing officer, licensed premises manager holding a personal licence
- show current evidence of continuing professional development in assessment and quality assurance

and possess a teaching qualification appropriate for the level of qualification they are delivering. This can include the below:

- Further and Adult Education Teachers Certificate
- Cert Ed/PGCE/B Ed/M Ed
- PTLLS/CTLLS/DTLLS
- Level 3 Award/4 Certificate/5 Diploma in Education and Training

Internal Quality Assurer

Centre staff who undertake the role of an Internal Quality Assurer (IQA) for TQUK qualifications must possess or be working towards a relevant qualification. This could include:

- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice
- V1 Conduct internal quality assurance of the assessment process
- D34 Internally verify the assessment process

It is best practice that those who quality assure qualifications also hold one of the assessing qualifications outlined above. IQAs must follow the principles set out in Learning and Development NOS 11 Internally monitor and maintain the quality of assessment.

All staff members involved with the qualification (training, assessing or IQA) will also need to be 'occupationally competent in the subject area being delivered'. This could be evidenced by a combination of the below:

- A higher level qualification in the same subject area as the qualification approval request.
- Experience of the delivery/assessment/IQA of the qualification/s requested.
- Work experience in the subject area of the qualifications.

Staff members will also be expected to have a working knowledge of the requirements of the qualification, and a thorough knowledge and understanding of the role of tutors/assessors and internal quality assurance. They are also expected to undertake continuous professional development (CPD) to ensure they are up to date with work practices and developments in the qualifications they are involved with.

Centre Devised Assessment

This qualification is assessed by externally set and marked assessments provided by Training Qualifications UK. Centre Devised Assessments will not be accepted.

Useful Resources

Websites

Health and Safety Executive www.hse.gov.uk

Office of Qualifications and Examinations Regulation www.ofqual.gov.uk

Register of Regulated Qualifications <http://register.ofqual.gov.uk>

Health and Safety Executive NI <https://www.hseni.gov.uk/>

People 1st <http://www.people1st.co.uk/>

Licensing Act <http://www.legislation.gov.uk/ukpga/2003/17/contents>

Alcohol sales <https://www.gov.uk/government/policies/alcohol-sales>

For further details regarding approval and funding eligibility please refer to the following websites:

Education & Skills Funding Agency for public funding information for 14+ learners in England
<https://www.gov.uk/government/organisations/education-and-skills-funding-agency>

Learning Aim Reference Service (LARS) <https://www.gov.uk/government/publications/individualisedlearner-record-ilr-sources-of-data>

Department for the Economy <https://www.economy-ni.gov.uk/> or Department of Education www.deni.gov.uk for public funding in Northern Ireland.

