

PERSONAL LICENCE HOLDERS AWARD

Course Mode

Part-time

Location

Milnthorpe Road Campus

Duration

1 Day

Level

N/A



Course Overview

To obtain a Personal Licence, applicants must be 18 or above. They must also submit the following to the local council (where the applicant lives) to apply for the licence to sell alcohol:

- A Disclosure & Barring Service check (which learners are responsible for acquiring).
- An application form (obtained by the learner from the local council).
- Level 2 qualification certificate (obtained by completing this course).
- Two passport-sized photos (signed by a professional).
- The application fee (check with your local council).

This qualification is aimed at anyone who wishes to work in licensed premises where alcohol is sold. You will look at licensing authorities; the responsibilities of the Personal License Holder; police powers; rights of entry; specific prohibitions; strengths of alcoholic drinks; responsible retail of alcohol and the protection of children from harm.

On completion of this course, candidates will hold a licensing qualification with which they can apply for the Personal License. Anyone who authorises the sale of alcohol to the public (as per the legal requirement in England and Wales) is required to have a suitable qualification.

Applying for a Personal Licence?

Personal licences authorise individuals to sell or supply alcohol, or authorise the sale or supply of alcohol, for consumption on or

off premises for which a premises licence is in force for the carrying on of that activity. Personal licences last for ten years and are renewable.

All licensed premises must have an allocated personal licence holder, known as the Designated Premises Supervisor (DPS). The DPS must authorise every sale of alcohol.

All successful BIIAB APLH candidates are invited to activate their complimentary provisional BII membership. This is the first step to becoming a member of the professional body for the licensed hospitality sector and includes some bespoke benefits. Visit www.bii.org for more information.

The qualification comprises of:

- The roles, responsibilities and functions of licensing authorities within the framework of the licensing objectives.
- The application process for a personal licence.
- The role and legal responsibilities of the personal licence holder and the penalties relating to failure to comply with the law.
- The premises licence.
- The content and purpose of operating schedules.
- The role and duties of the designated premises supervisor.
- Unauthorised and temporary licensable activities.
- Rights of entry to licensed premises.
- Police powers with regard to suspension and closure of licensed premises.
- The specific prohibitions for the sale of alcohol.
- The strengths of alcoholic drinks and the effects of alcohol on the human body.
- The protection of children from harm.
- The responsible retail sale of alcohol.

The course runs for one day. Participants will receive tuition based upon the Personal Licence Holders Handbook, exam techniques and revision.

The examination of the BIIAB Award for Personal Licence Holders is a multiple choice question paper consisting of 40 questions.

The time allowed for the completion of the exam is 40 minutes. For each question the candidate is asked to select the correct answer from four options.

Please ensure the correct forms of personal identification are available at the time of the exam.

Before undertaking your examination you will be asked to provide:

- Proof of identity (e.g. passport, signed complete UK driving licence - 2 parts, plastic photo card written part, credit card which bears your signature).
- Your current postcode.
- HB pencil and eraser.

You will be permitted to use an English or bilingual dictionary within the examination time. The use of electronic dictionaries is not permitted.

Entry Requirements

To obtain a Personal Licence, applicants must be 18 or above. They must also submit the following to the local council (where the applicant lives) to apply for the licence to sell alcohol:

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- An application form (obtained by the learner from the local council).

- Level 2 qualification certificate (obtained by completing this course).

- Two passport-sized photos (signed by a professional).

- The application fee (check with your local council).

Kendal College is formally approved by the British Institute of Innkeeping to provide training in the Award for Personal Licence Holders and qualifying examination. It is recommended for all those new to the licensed trade to achieve this qualification before a full licence will be granted. Successful candidates will be awarded a certificate from the BIIAB.

Can under 18 year olds do the NCPCH?

- Yes, but they can only apply for a Personal Licence once they are eighteen.

I am in a hurry can the College issue a letter saying I have completed the course?

- No, the Personal License application must be submitted with certificate.

After your course

Licensee, bar work, manager, supervisor.

Fees

£129.00

The fee displayed is the course fee. Course fees are per year for full-time & degree-level courses, and per course for part-time courses.

There may be other costs associated with this course e.g. kit, equipment, books, trips etc. Financial support may be available to support you with these. See the [Student Money](#) pages for more information.

Courses Fees

The current full-time & degree-level fee information is related to the 2022/23 academic year.

Entry Level, Level 1 & Level 2 Courses

You may qualify for financial support to cover the cost of a government-funded qualification if any of the below apply to you:

- Have an annual salary of less than £18,525
- Receive an eligible means-tested benefit e.g. JSA, ESA or Universal Credit
- Are aged 16-18 on 31/08/22 and are not studying at another school/college
- Are aged 19 or over on 31/08/22 and do not already have a Level 1, 2 or 3 qualification
- Have a household income under £35,000 and are in financial hardship

See the [Student Money](#) pages for more information.