



University of the  
Highlands and Islands  
Orkney College

## Scottish Certificate for Personal Licence Holders

**Duration:** 1 Day

**Time:** 9.00am - 4.30pm

**Venue:** Orkney College

**Dates:** TBC

**Cost:** £145.00

**Tutor:** Sheila Chapman

### **Aims:**

The Scottish Certificate Personal Licence Holder at SCQF Level 6 is the qualification needed to apply for a Personal Licence to sell alcohol in Scotland. The course covers the syllabus set by the Scottish Government and will ensure learners understand the law, regulation and responsibilities attached to the retail sale of alcohol.

### **Qualification:**

SQA Scottish Certificate for Personal Licence Holder

### **Target audience:**

Anyone who wishes to work in a licensed premises or any venue or site where alcohol is sold, for drinking on or off the premises: anyone authorising the sale of alcohol to the public

### **Course content:**

- the roles, responsibilities and functions of Licensing Boards and Licensing Standards Officers
- the application process for a personal licence
- the application process for premises and occasional licences, mandatory & discretionary conditions
- protection of children from harm
- the content and purpose of an operating schedule and risk assessment
- drunkenness and disorderly behaviour
- licensed hours
- control of order
- the responsible retail sale of alcohol,
- roles and responsibilities of the personal licence holder, the penalties relating to failure to comply
- unauthorised licensable activities
- rights of entry to licensed premises
- the strengths of alcoholic drinks and the effects of alcohol on the human body

**Please allow 8 weeks for your certification**

Short Course Enquiries: Tel 01856 569206

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