

The LEADING AWARDING BODY of QUALIFICATIONS
for the LICENSED RETAIL SECTOR



What is **BIIAB** and what other qualifications are available?

BIIAB is the dedicated Awarding Body for the licensed retail sector. BIIAB specialises in developing and awarding qualifications to support the licensed retail sector at all levels. BIIAB's career path for licensed retailers ensures that training and qualifications are relevant for all job roles in the industry, from bar and retail staff through to advanced business managers.

BIIAB Scotland's portfolio includes qualifications for:

- staff development
- new licensed retail managers
- licensing
- management development.

Within that portfolio, the range of qualifications to support the Licensing (Scotland) Act 2005 includes:

- BIIAB Scottish Certificate for Licensing Board Members
- BIIAB Scottish Certificate for Licensing Standards Officers (available summer 2007)
- BIIAB Scottish Certificate for Personal Licence Holders (available autumn 2007)
- BIIAB is currently developing a qualification for staff working on licensed premises (expected early 2008).

For more information about any of the BIIAB Scottish qualifications, or BIIAB approved centres which deliver them, please contact the QA Department on 01276 684449, email qa@bii.org or visit www.biiab.org/scottishtraining

"BIIAB's greatest strength is that, unlike our competitors, it is not simply an Awarding Body. BIIAB is part of BII, the thriving professional membership body for the Licensed Retail Sector. We are uniquely placed to provide a one-stop-shop for the industry - from a full portfolio of qualifications to support professionals through every stage of their career, to the additional support, status and benefits that BII membership offers.

We're passionate about what we do and can guarantee that you'll get the best service possible. Why go anywhere else?"

Cathie Smith ABII, Director of BIIAB

BIIAB Scotland
29 Drumsheugh Gardens, Edinburgh EH3 7RN
T: 0131 226 9880 F: 0131 226 9888 E: biiscotland@bii.org

www.biiabscotland.org

Quals/SCLBM/July 07

Information for Licensing Board Members

BIIAB

Scottish Certificate for

Licensing Board Members



What is the **BIIAB** SCLBM?

Under the Licensing (Scotland) Act 2005 Licensing Board members must attain a statutory qualification covering key areas of knowledge to support their role in aid of the Act.

The qualification must:

- be attained within three months of appointment to the position
- meet with the training specification agreed by Scottish Ministers
- be accredited by SQA (Regulatory).

The BIIAB SCLBM is both accredited by SQA (Regulatory) and maps against the training specification drawn up by the National Licensing Forum for the Scottish Executive. It has been designed specifically to meet the statutory requirements of the Licensing (Scotland) Act 2005.

Who is the **BIIAB** SCLBM for?

The qualification has been specifically designed for the Licensing Board members within Scotland, to meet the needs of the Licensing (Scotland) Act 2005.

What does the qualification cover?

The BIIAB SCLBM covers the syllabus agreed by Scottish Ministers to enable candidates to understand:

- the law in relation to the five licensing objectives set out by the Licensing (Scotland) Act 2005
- the law in relation to the roles, responsibilities and functions of Licensing Boards in relation to the Licensing (Scotland) Act 2005
- the law in relation to the premises licence
- the law in relation to the application process
- the law in relation to the role and responsibilities of the personal licence holder, and the penalties for failing to comply with the law
- the law in relation to premises licences, occasional licences, exempt and excluded premises
- the law in relation to the protection of children
- how to manage conflict and the benefits of working with local schemes and partnerships
- the link between legal and social responsibility, and good business
- the law in relation to promoting responsible drinking.

Why choose the **BIIAB** SCLBM?

This qualification was the first accredited by SQA (Regulatory) to meet the Scottish Executive training specification for Licensing Board members. Board members must pass a qualification within 3 months of appointment to participate in the proceedings of the Board. The BIIAB SCLBM will demonstrate that a Licensing Board member has complied with the mandatory training requirements.

How is the qualification delivered?

All information relating to the BIIAB SCLBM is covered in the accompanying comprehensive handbook which explains the law in clear and understandable language.

The course is delivered through a combination of pre-course work, self-study and one day's tutored training totalling 10 notional learning hours. Study is followed by a paper-based multiple-choice examination. This complies with the mandatory learning hours set by the Scottish Executive. Those candidates who successfully complete the examination are awarded a certificate by BIIAB.

Where is training available?

The BIIAB SCLBM is available through BIIAB approved training centres of which there are many across Scotland.

BIIAB currently approves over 550 centres across 5,500 locations in the UK to deliver BIIAB qualifications. For details of BIIAB approved centres contact the QA Department on 01276 684449, email qa@bii.org or visit www.biiab.org/scottishtraining

How is the quality of training assured?

Nominated tutors who deliver the BIIAB SCLBM must hold a teaching or training qualification accredited by one of the UK qualifications regulators (the Scottish Qualifications Authority, the Qualifications and Curriculum Authority, CCEA or DELLS or endorsed by the HE Academy).

Nominated tutors are required to provide relevant knowledge, experience and evidence of qualifications (complete with copies of their certificates) when submitting the Nominated Tutor Application Form to BIIAB.

In addition, the qualification has been developed by BIIAB Scotland with support from industry and has been extensively piloted and rigorously evaluated by BIIAB, which is the market leader in developing and awarding qualifications for the licensed retail sector.

