

Qualifications Catalogue



Qualifications

BIIAB Level 2 Award for Personal Licence Holders

- The market-leading personal licence holder qualification (APLH) and the industry's choice
- There are over 600 BIIAB Approved Centres in 6,000 locations in the UK
- 24 hour turnaround of results
- Handbook explains licensing law in easy to understand English
- Workbook contains fun exercises to make the information come to life
- One 40 question multiple-choice exam.

BIIAB Level 2 Award in Door Supervision

- Under the Private Security Industry Act 2001, all door supervisors must hold a licence to practise issued by the Security Industry Authority (SIA)
- The BIIAB Level 2 Award in Door Supervision is a nationally recognised qualification and is the industry standard
- Successful completion of this course enables a door supervisor to meet one of the requirements to apply for their licence

BIIAB Level 2 Award in Security Guarding

Anyone wishing to be employed as a security guard has to be in possession of a licence issued to them by the Security Industry Authority (SIA). This nationally recognised qualification is the industry standard and enables a security guard to meet one of the requirements to apply for their licence to practise.

BIIAB Level 2 Award in CCTV Operations (Public Space Surveillance)

Anyone wishing to be employed as a CCTV operator for public space surveillance has to be in possession of a licence issued to them by the Security Industry Authority (SIA). This nationally recognised qualification, which is endorsed by the SIA, is the industry standard and enables a CCTV operator to meet one of the requirements to apply for their licence to practise.

Scottish Certificate for Personal Licence Holders (SCPLH)

- The law requires you obtain this qualification prior to making an application for a Personal Licence
- BIIAB SCPLH covers the syllabus set by the Scottish Government
- Accredited by the Scottish Qualifications Authority (Regulatory) (SQA)
- Expertly written, easy to follow handbook available
- BIIAB gives fast turnaround of results

BIIAB Award in Door Supervision (Scotland) at SCQF Level 6

- Under the Private Security Industry Act 2001, all door supervisors must hold a licence to practise issued by the Security Industry Authority (SIA)
- The BIIAB Award in Door Supervision is a nationally recognised qualification and is the industry standard
- Successful completion of this course enables a door supervisor to meet one of the requirements to apply for their licence

BIIAB Award in Security Guarding (Scotland) at SCQF Level 6

Anyone wishing to be employed as a security guard has to be in possession of a licence issued to

them by the Security Industry Authority (SIA). This nationally recognised qualification is the industry standard and enables a security guard to meet one of the requirements to apply for their licence to practise.

BIIAB Award in CCTV Operations (Public Space Surveillance) (Scotland) at SCQF Level 6

Anyone wishing to be employed as a CCTV operator for public space surveillance has to be in possession of a licence issued to them by the Security Industry Authority (SIA). This nationally recognised qualification, which is endorsed by the SIA, is the industry standard and enables a CCTV operator to meet one of the requirements to apply for their licence to practise.

BIIAB Level 2 Award in Door Supervision (Northern Ireland)

- Under the Private Security Industry Act 2001, all door supervisors must hold a licence to practise issued by the Security Industry Authority (SIA)
- The BIIAB Level 2 Award in Door Supervision (Northern Ireland) is a nationally recognised qualification and is the industry standard
- Successful completion of this course enables a door supervisor to meet one of the requirements to apply for their licence

BIIAB Level 1 Award in Alcohol Awareness

- Developed in response to the Government initiative to raise awareness of alcohol issues with children and young adults
- A key part of the ground-breaking 'BII Schools Project'
- Educates and informs both children and adults about the social, economic, career and health impacts of alcohol
- Covers the importance of the licensed retail sector to the local and national economy.

BIIAB Award in Customer and Drinks Service (Licensed Hospitality)

- Provides candidates with the knowledge required to achieve a high standard of customer and drinks service when working in a bar
- Supported by an easy-to-follow workbook

BIIAB Level 1 Award in Essentials of Catering

- Designed for anyone new to working in a commercial kitchen
- Covers key areas including basic knife skills, food preparation, sandwich making, food presentation, personal hygiene & work clothing
- Complement other induction and essential training, such as health and safety, food hygiene, and HACCP
- 1st in a suite of 3 BIIAB catering qualifications

BIIAB Level 1 Award in Introduction to Employment in the Hospitality Industry (AIEHI)

This qualification has been designed for people who have not worked in, or need a refresher in hospitality, leisure, travel and tourism, and are looking to secure an entry level job. It is also relevant for those who have been out of work for a while or returning to work, such as lone parents or those even changing their/a career.

BIIAB Level 1 Award in Responsible Alcohol Retailing

- Demonstrates commitment to responsible alcohol retailing
- Enables those who successfully pass to act within the law and to support the designated premises supervisor to retail alcohol responsibly on their licensed premises

BIIAB Level 1 Award in Wine Service

Developed in partnership with the Academy of Food and Wine Service, the BIIAB Level 1 Award in Wine Service has been designed to increase product awareness, confidence and selling skills amongst both managers and staff involved in selling wine in pubs, bars, restaurants and hotels.

Professional Barperson's Qualification

- Helps licensed retailers develop their more senior staff
- Develops skills to respond to a rapidly changing and competitive market environment
- Comprised of two units: the BIIAB Level 1 Award in Responsible Alcohol Retailing and the Level 1 Award in Customer and Drinks Service (Licensed Hospitality)

BIIAB Level 2 Award in Assessment of Licensed Premises (Social Responsibility)

- A 2-unit qualification for prospective assessors of recognised award schemes such as Best Bar None or other recognised award schemes
- The AALP promotes best practice and consistency of assessment approach

BIIAB Level 2 Award in Beer and Cellar Quality (Cask and Keg)

- Designed to help candidates ensure that their beer is consistently served in an optimum condition - which aims to increase sales and decrease wastage
- Covers every aspect of real ale from deliver to serve
- Can be taken as a standalone qualification or as part of induction training

BIIAB Level 2 Award in Beer and Cellar Quality (Keg)

The BIIAB ABCQ can be used as a stand-alone qualification or as part of an induction programme. The Award is aimed at businesses and candidates required to handle and care for cask and/or keg beers - as well as anyone required to maintain a safe and hygienic cellar.

BIIAB Level 2 Award in Conflict Management for Licensed Premises Staff

- Helps staff to avoid and manage conflict within their work environment
- Designed in conjunction with conflict management specialists in the licensed retail sector

BIIAB Level 2 Award in Cooking Theory and Practice

- Provides basic knowledge and skills necessary to plan, prepare and cook meals in a commercial kitchen or catering environment
- Subjects covered include cooking methods, making soups, stocks and sauces, presentation, menu planning
- For those with some kitchen experience and/or BIIAB Level 1 Award in Essentials of Catering
- Practical workbook supports learners

BIIAB Award in Customer Service Excellence (Licensed Hospitality)

The ACSE(LH) is aimed at front line staff in licensed hospitality venues, the qualification gives candidates the knowledge and skills that they need to deliver quality service, on time every time.

BIIAB Level 2 Award for Designated Premises Supervisors

- Designed for those responsible for the day-to-day management of licensed premises and who, in line with the Licensing Act 2003, provide the single point of accountability for those premises
- Addresses the practical day-to-day issues involved in running a licensed premises

BIIAB Level 2 Award in Drugs Awareness for Licensed Hospitality Staff

- Provides both managers and staff of all types of licensed premises with an awareness of the illegal drugs scene
- Covers operational guidelines to help prevent drug problems arising and also tactics to enable licensed retailers to deal with such problems, should they arise

BIIAB Level 2 Emergency First Aid at Work

The BIIAB Level 2 Award in Emergency First Aid at Work has been developed with the support of Skills for Health and with HSE approval. Successful completion of the BIIAB Level 2 Award in Emergency First Aid at Work allows a first aider to give emergency first aid to someone who is injured or becomes ill whilst at work.

BIIAB Level 2 Award in Food Safety in Catering

An important qualification that demonstrates compliance with food safety law within licensed premises.

BIIAB Level 2 Award in Introductory Licensed Retail Operations

• Designed for those new to running, or looking to run, licensed retail premises • Covers the areas of management responsibility that are essential to run a licensed retail business successfully • Including: stock control, employment law, financial management, marketing and merchandising, staff recruitment & training

BIIAB Level 2 Award for Licensing Practitioners (Alcohol)

• Developed in conjunction with Local Authority Co-ordinators of Regulatory Services (LACORS) • Designed for Local Authority licensing officers, and those responsible for the administration of the Licensing Act 2003 • Ensures those involved in the review and approval of personal and premises licences are aware of their roles and practice under the new law and the associated Guidance and Regulations

BIIAB Level 2 Award for Licensing Practitioners (Gambling)

• Enables Licensing Enforcement Officers with industry and licensing experience, working within Local Authorities to become proficient on the enforcement of the Gambling Act 2005 • Gives an in-depth understanding of the law in relation to:
personal licenses, premises licenses, operating licenses

BIIAB Level 2 Award in Licensed Retailing

• Covers all the subject areas that licensed premises managers need to be aware of when running their premises • Includes the BIIAB Level 2 Award for Personal Licence Holders and the BIIAB Level 2 Award in Introductory Licensed Retail Operations

BIIAB Level 2 Award for Music Promoters

Designed to give anyone involved in music promotion the information they need to run legal, socially responsible, profitable events, this qualification has been given a massive thumbs up by some of the top names in the industry.

BIIAB Level 2 Award in Working within Gambling Legislation (AWGL)

The BIIAB AWGL is aimed at anyone who works in a customer facing role within the gambling industry, in premises such as casinos, bingo halls and bookmakers.

BIIAB Level 2 Certificate in Cellar Service Installation and Maintenance

• Developed in conjunction with Brewing, Food & Beverage Industry Suppliers Association (BFBI) to satisfy the demand for qualifications for cellar service technicians • sets a national standard for all cellar technicians particularly with regard to gas installation

BIIAB Level 2 Certificate in Licensed Hospitality Operations

The BIIAB Level 2 Certificate in Licensed Hospitality Operations has been designed based upon a structure identified by industry as the fundamental knowledge required for working in licensed

hospitality.

It has been designed for those working behind a bar or in customer facing roles in the bar area, employed in various licensed hospitality premises, such as:

- Leased premises
- Managed Houses
- Tenanted premises
- Hotels
- Restaurants
- Nightclubs
- Club premises.

The qualification has been designed for learners working or wishing to work in job roles such as barpersons (leased, tenanted, managed, wine bar, cocktail bar, nightclub, restaurant staff (waiters, waitresses) and assistant bar managers.

The BIIAB Level 2 Certificate in Licensed Hospitality Operations (CLHO) has been designed to provide the key underpinning knowledge for the Intermediate Apprenticeship Framework for Licensed Hospitality.

BIIAB Level 2 Certificate in Licensed Hospitality Skills

The BIIAB Level 2 Certificate in Licensed Hospitality Skills has been designed based upon a structure identified by industry as the fundamental competencies required for working in licensed hospitality.

It has been designed for those working behind a bar or in customer facing roles in the bar area, employed in various licensed hospitality premises, such as:

- Leased premises
- Managed Houses
- Tenanted premises
- Hotels
- Restaurants
- Nightclubs
- Club premises.

The qualification has been designed for learners working or wishing to work in job roles such as barpersons (leased, tenanted, managed, wine bar, cocktail bar, nightclub, restaurant staff (waiters, waitresses) and assistant bar managers.

The BIIAB Level 2 Certificate in Licensed Hospitality Skills (CLHS) has been designed to enable learners to develop the key competencies for the Intermediate Apprenticeship Framework for Licensed Hospitality.

BIIAB Level 3 Award in Kitchen Management (AKM)

- Designed for anyone working in a commercial kitchen.
- Covers all aspects of managing people, administration, the kitchen environment itself and the wider market and the opportunities that this presents.
- Is the third and final qualification in a suite of catering qualifications.

BIIAB Level 3 Award in Licensed Hospitality

- Part of the BIIAB Profitable Business Portfolio (PBP) and awarded on completion of the 3 core units
- The 3 core units are: Profit & loss and budget control; Understanding your market; Motivating your team
- PBP is a professional development programme for experienced licensed retailers and key staff who want to improve their skills

BIIAB Level 3 Award in Managing the Night-Time Economy

This new and exciting qualification is a direct result of research undertaken by the Civic Trust, which identified a national need for motivation and training for practitioners and policy makers in developing and managing the night-time economy.

BIIAB Level 3 Certificate in Licensed Hospitality

- Part of the BIIAB Profitable Business Portfolio (PBP) and awarded on successful completion of 4 units in addition to the 3 core units achieved for the BIIAB Level 3 Award in Licensed Hospitality
- PBP is a professional development programme for experienced licensed retailers and key staff who want to improve their skills

Level 3 Profitable Business Portfolio

- A professional development programme aimed at experienced licensed retailers
- The portfolio comprises units which address a range of management and business skills vital to licensed retailing
- Widely recognised for making a huge difference to the turnover and profitability of candidates' businesses

BIIAB Level 4 Certificate in Multiple Licensed Premises Management

Following the Business, Innovation and Skills Committee (BISC) report into the relationship between pub companies and their lessees and tenants, it was identified that those operating in a business development function should be equipped with the key business skills to enable support of their licensees and provide advice on sound and profitable business practices.

BIIAB has worked with an industry steering group, made up of Pub Company and brewery representatives, industry consultants and training and qualifications experts to identify the key competencies required by anyone involved in managing multiple retail operations. Following the creation of this list BIIAB has identified appropriate units of assessment, utilising the new Qualifications and Credit Framework (QCF) to produce a qualification structure that is fit for purpose and in line with the requirements of the report.

Scottish Award in Assessment of Licensed Premises (Social Responsibility)

- A 3-unit qualification for prospective assessors of recognised award schemes such as Best Bar None or other recognised award schemes
- The SAALP(SR) promotes best practice and consistency of assessment approach

Scottish Award in Customer Drinks and Service (Licensed Hospitality)

- Provides candidates with the knowledge required to achieve a high standard of customer and drinks service when working in a bar
- Candidates who pass the BIIAB SACDS will demonstrate that they understand the importance of delivering high levels of customer satisfaction

Scottish Award in Customer Service Excellence (Licensed Hospitality)

The BIIAB SACSE(LH) is aimed at front line staff in licensed hospitality venues, the qualification gives candidates the knowledge and skills that they need to deliver quality service, on time every time.

BIIAB Award in Wine Service (Scotland)

Developed in partnership with the Academy of Food and Wine Service, the BIIAB Level 1 Award in Wine Service has been designed to increase product awareness, confidence and selling skills amongst both managers and staff involved in selling wine in pubs, bars, restaurants and hotels.

Scottish Certificate in Alcohol Awareness

- Designed to educate and inform children aged 13 – 16 and young adults
- Covers the social, economic, career and health impacts of alcohol
- Also informs of the importance of the licensed retail sector to the local and national economy
- Accredited by the Scottish Qualifications Authority (Regulatory) (SQA)

Scottish Certificate for Licensed Premises Staff

- The SCLPS is aimed at staff working in licensed premises in Scotland
- Satisfies the legal requirement under the Licensing Act (Scotland) 2005 for staff to receive a minimum of 2 hours training
- Transferable qualification for those working in the licensed retail trade

Scottish Certificate for Licensees (Drugs Awareness)

- gives a basic knowledge and understanding of the law relating to the misuse and supply of controlled drugs on licensed premises
- Provides operational guidelines to help licensees or managers deal effectively with any drug related problems on their premises
- Gives guidance for the development of policies and strategies to prevent such problems arising

Scottish Certificate for Licensing Board Members

- Appointed Licensing Board Members are required by law to achieve this qualification within 3 months of their appointment
- Accredited by the Scottish Qualifications Authority (Regulatory) (SQA)

Scottish Certificate for Licensing Standards Officers

- Appointed Licensing Standards Officers are required by law to achieve this qualification within 18 months of their appointment
- Accredited by Scottish Qualifications Authority (Regulatory) (SQA)
- Covers licensing law as defined in the Licensing Act (Scotland) 2005

BIIAB Scottish Certificate in Licensed Retailing

- Covers all the subject areas that licensed premises managers need to be aware of when running their premises
- Includes the BIIAB Scottish Certificate for Personal Licence Holders and the BIIAB Level 2 Award in Introductory Licensed Retail Operations

BIIAB Professional Award for Music Promoters

- Covers all the subject areas that music promoters need to be aware of when running a music promotion
- Includes the BIIAB Scottish Certificate for Personal Licence Holders and the BIIAB Level 2 Award for Music Promoters

BIIAB Award in Isle of Man Licensing Law

The qualification is aimed at those who intend to apply for an on-licence from the Court in the Isle of Man under the Licensing Act 1995. The qualification is supported by the police for this qualification and by the Isle of Man Department of Home Affairs

Isle of Man Security Staff Qualification

The Isle of Man Security Staff Qualification is aimed at those who intend to apply for licences from the Home Affairs Register, under the terms of the Employment of Security Staff (On-Licensed Premises) Regulations 2002. It has been approved by the Isle Of Man Department of Home Affairs and the Isle of Man Police Licensing Department.

Award in Jersey Licensing Law

- For everyone wishing to apply for an alcohol licence or working in the licensed retail industry on the island of Jersey
- Enables candidates to understand The Licensing (Jersey) Law 1974

Conflict Management for the Private Security Industry

The Conflict Management for the Private Security Industry unit is intended for people who want to work in the private security industry and who require an SIA licence to practice. It is a mandatory unit in both the BIIAB Level 2 Award in Door Supervision and the BIIAB Level 2 Award in Security Guarding.

Conflict Management for the Private Security Industry (Scotland)

The Conflict Management for the Private Security Industry (Scotland) unit is intended for people who want to work in the private security industry and who require an SIA licence to practice. It is a mandatory unit in both the BIIAB Award in Door Supervision (Scotland) at SCQF Level 6 and the BIIAB Award in Security Guarding (Scotland) at SCQF Level 6.

Physical Intervention Skills for the Private Security Industry

The Physical Intervention Skills for the Private Security Industry unit is intended for people who want to work in the private security industry and who require an SIA licence to practice. It is a mandatory unit in the BIIAB Level 2 Award in Door Supervision in England, Wales and Northern Ireland.

Physical Intervention Skills for the Private Security Industry (Scotland)

The Physical Intervention Skills for the Private Security Industry unit is intended for people who want to work in the private security industry and who require an SIA licence to practice. It is a mandatory unit in the BIIAB Award in Door Supervision (Scotland) at SCQF Level 6.

Practical Operation of CCTV

This unit is intended for people who want to work in the private security industry and who require an SIA licence to practice. It covers the skills for areas that are relevant to the role of a CCTV Operator in the practical operation of CCTV equipment and is a mandatory unit in the BIIAB Level 2 Award in CCTV Operations (Public Space Surveillance) and the BIIAB Award in CCTV Operations (Public Space Surveillance)(Scotland)at SCQF Level 6

Working as a CCTV Operator

This unit is intended for people who want to work in the private security industry and who require an SIA licence to practice. It covers the knowledge and understanding areas that are relevant to the role of a CCTV Operator and is a mandatory unit in the BIIAB Level 2 Award in CCTV Operations (Public Space Surveillance)

Working as a Door Supervisor

This unit is intended for people who want to work in the private security industry and who require an SIA licence to practice. It is a mandatory unit in the BIIAB Level 2 Award in Door Supervision.

Working as a Door Supervisor (Scotland)

This unit is intended for people who want to work in the private security industry and who require an SIA licence to practice. It is a mandatory unit in the BIIAB Award in Door Supervision (Scotland) at SCQF Level 6.

Working as a Door Supervisor (Northern Ireland)

This unit is intended for people who want to work in the private security industry and who require an SIA licence to practice. It is a mandatory unit in the BIIAB Level 2 Award in Door Supervision (Northern Ireland).

Working as a Security Officer

This unit is intended for people who want to work in the private security industry and who require an SIA licence to practice. It covers the knowledge and understanding for areas that are relevant to the role of a security officer and is a mandatory unit in the BIIAB Level 2 Award in Security

Working in the Private Security Industry

This unit is intended for people who want to work in the private security industry and who require an SIA licence to practise. It covers those areas of content that are common across different sub-sectors: door supervision, security guarding, CCTV operations, vehicle immobilisation, and cash and valuables in transit.

Working in the Private Security Industry (Scotland)

This unit is intended for people who want to work in the private security industry in Scotland and who require an SIA licence to practise. It covers those areas of content that are common across different sub-sectors: door supervision, security guarding, CCTV operations, vehicle immobilisation, and cash and valuables in transit.

Working in the Private Security Industry (Northern Ireland)

This unit is intended for people who want to work in the private security industry in Northern Ireland and who require an SIA licence to practise. It covers those areas of content that are common across different sub-sectors: door supervision, security guarding, CCTV operations, vehicle immobilisation, and cash and valuables in transit.

Profit and Loss and Budget Control

The Profit & loss, and budget control unit aims to de-mystify profit and loss accounting, and financial terminology, help candidates construct profit and loss budgets and monitor performance. It shows how to plan and budget effectively, and improve management controls in order to increase profitability and improve negotiating power with line managers, external clients and accountants.

Understanding your market

The understanding your market unit aims to help candidates establish a marketable vision for their business. By understanding how to apply a range of market research data and techniques, candidates will be able to identify potential customer groups and clearly define those customers' needs in order to create an appropriate offer for their business.

Motivating your team

The motivating your team unit aims to help learners apply motivational theory and develop an understanding of how to build and lead an effective team. The unit shows learners how staff performance can be improved by understanding more about their own style of management, and how they are perceived by employees.

Customer service procedures

The customer service procedures unit aims to help learners focus on customers, identify what customers want at different times, and learn how to provide that extra service element that exceeds expectations. This unit provides the knowledge required to implement and evaluate customer service procedures, analyse customer service opportunities, and implement an effective action plan.

Training Design and Delivery

The training design and delivery unit aims to develop knowledge of training, and help review the training needs of a business. It helps to show how training can be a powerful motivational tool in improving staff performance and how this can increase business profitability. Learners will explore how to design, prepare and deliver training.

Sales Promotions

The sales promotions unit aims to help learners promote their products and services to customers. Learners will be able to successfully apply the benefits of personal selling, motivating staff, and developing a cohesive team approach to their own business, all culminating in an increase in sales and profits.

Business Planning

The business planning unit aims to give learners essential knowledge and a working template on which to develop a business plan for their own operation. Learners will be able to construct and analyse business plans that will provide the basis for effective business decisions.

Merchandising and Selling

The merchandising and selling unit aims to help learners promote their products and services through selling and merchandising techniques. Using a range of recognised industry approaches, the unit will coach learners through the development of an action plan to increase profit margins by manipulating the sales mix in order to influence customer choice.

Introducing a new catering offer

The introducing a new catering offer unit aims to help learners introduce a catering offer into their business to capitalise on the growing market for food. This unit takes them through the planning process step-by-step: identifying the market; determining the appropriate offer, and establishing the business's unique selling point.

Managing Capital Expenditure

The managing capital expenditure unit aims to help learners develop ways of gathering and analysing financial information and to understand the tools and techniques needed to measure potential benefits and risks to the business before making an investment. Candidates will be able to manage suppliers, understand basic legal requirements, evaluate and market their new capital expenditure successfully, to ensure its profitability.

Stock Control

This stock control unit aims to help learners improve their understanding of effective stock control procedures, carrying out stocktaking, and using the analysis of stock results to measure the success of the procedures. Learners completing this unit will be able to analyse and correctly interpret a range of manual and EPOS generated business information that can then help to identify problems as they occur.

Improving your Catering Operation

The improving your catering operation unit aims to help learners undertake a detailed look at their existing catering operation, including kitchen design; equipment selection and use; purchase specifications, and the review and management of suppliers. The unit focuses on maximising potential profit by developing food promotions, applying menu design and carrying out sales mix management techniques.

Recruitment and employment practice

The recruitment and employment practice unit aims to help learners implement robust employment procedures to ensure staff are managed effectively within current legislation. This unit will help learners develop policies and procedures that encourage the effective recruitment and selection of key staff, and to develop contracts and written policies that ensure fair treatment of employees.

Accommodation Control

The accommodation control unit helps learners to assess the market position of their current accommodation offer, with a view to increasing efficiency and profitability. The unit will help learners apply the principles of HR planning, and analyse the administrative and financial requirements necessary to ensure profitable management of the accommodation operation.

