Laser Learning Awards

QUALIFICATION SPECIFICATION

Personal Licence Holders



Qualification Review Date: 31 December 2028

Laser Learning Awards

LASER supports its approved centres to develop flexible and responsive credit based courses. This includes those that widen access to lifelong learning, and address exclusion and participation. The structure of our qualifications enables learners to be recognised for their achievement, to accumulate credit, and use this to access further qualifications and learning over time.

LASER makes sure:

- quality assurance underpins all provision.
- only centres that meet national standards are approved (for course and qualification delivery and quality assurance).

LASER staff:

- have a wide experience of centre, course and qualification approval.
- support centres to make sure awards are valid and valued.

Contact us

www.laser-awards.org.uk

enquiries@laser-awards.org.uk

01932 569894

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Summary of Changes

Version	Publication Date	Summary of Changes
V1.3	October 2025	Qualification Review Date extended to 31 December 2028.
V1.2	July 2025	Qualification Review Date extended to 31 December 2026.
V1.1	July 2024	Document and file links updated throughout to accommodate new LASER website. Offering the Qualification: additional text added regarding identity checking of learners. General grammar, formatting and spelling updates.

Qualification Overview

OFQUAL QUALIFICATION NUMBERS	
603/2603/7	LASER Level 2 Award for Personal Licence Holders

Laser Learning Awards is an awarding organisation regulated by Ofqual, the regulator of qualifications, examinations and assessments in England.

PURPOSE AND AIM OF QUALIFICATIONS	This qualification provides the knowledge required by those working in, or preparing to work in, the licensed retail trade. All individuals applying to hold a Personal Licence must have first achieved a Level 2 Award for Personal Licence Holders.
WHO IS IT FOR?	This qualification is aimed at people working in, or preparing to work in, the licensed retail trade, for example in pubs, clubs, hotels, restaurants, supermarkets, convenience stores and off-licences. It is also relevant to those studying hospitality and catering management. All individuals applying to hold a Personal Licence must have first achieved a Level 2 Award for Personal Licence Holders. To study this qualification, learners must be aged 18 or above.
ENTRY REQUIREMENTS	Learners must be aged 18 or above to achieve this qualification and be able to communicate effectively in English. Centres must have procedures in place for establishing the learners' competence in the use of the English language. Assessments are only provided and can only take place using English. Translations are not permitted. There are no other specific entry requirements.
RULES OF COMBINATION	This qualification is made up of one mandatory unit.
UNITS	To see the unit content click **here**.
ASSESSMENT	The qualification is assessed by means of a multiple choice test which is set and marked by LASER.
PRICE	For LASER's price list, please click **here**.
DATES	Operational Start Date: 1 December 2017 Qualifications Review Date: 31 December 2028
TO DELIVER	Centres must meet LASER's requirements for centre recognition and qualification approval. Click **here** for details of how to become an Approved Centre. Requirements include those around teaching and learning resources, staffing, course and venues, record keeping, delivery, assessment, and quality assurance. Once approved, centres can download necessary forms from the **Quartz Web Portal**. This resource includes a range of information and guidance as well as providing access to secure web-based functions, designed to make the administration and assessment of qualifications simple and efficient. .

1. About the Qualification

LASER's Level 2 Award for Personal Licence Holders covers the legal and social responsibilities of a Personal Licence Holder. This qualification is regulated by Ofqual and sits on the Regulated Qualifications Framework (RQF).

It is aimed at people working in, or preparing to work in the licensed retail trade, for example in pubs, clubs, hotels, restaurants, supermarkets, convenience stores and off-licences. It is also relevant to those studying hospitality and catering management.

Sales of alcohol on licensed premises must be made or authorised by a Personal Licence Holder. All individuals applying to hold a Personal Licence must have first achieved a Level 2 Award for Personal Licence Holders.

The LASER Level 2 Award for Personal Licence Holders meets the statutory requirements of the Licensing Act 2003.

Successful learners will:

- know the nature, purpose and period of validity of a Personal Licence;
- understand the application process and legal duties when applying for a Personal Licence;
- understand the legal duties of a Personal Licence Holder
- understand the roles, responsibilities and functions of licensing authorities
- understand the Licensing Objectives and the importance of partnerships in promoting these objectives
- understand the nature and strength of alcohol and the effect on the body
- understand the law in relation to premises licences
- know the role and legal responsibilities of the Designated Premises Supervisor (DPS)
- understand the law in relation to Temporary Event Notices (TEN)
- understand the rights and legal duties of the responsible persons in relation to operation of licensed premises
- know the law in relation to the protection of children on licensed premises
- understand the powers of the police and other authorities in relation to licensed premises
- understand prohibitions and exemptions in relation to licensable activities

LASER offers a unique candidate handbook written by solicitors specialising in licensing, and this is provided free of charge to all providers approved by LASER to deliver this qualification, for distribution to every learner. This covers the minimum information and knowledge required, to be used to support the training delivered. It can be emailed to learners before the course as pre-reading, or copies given out on the day. Please contact us for details.

The Guided Learning Hours (GLH) value for the LASER Level 2 Award for Personal Licence Holders is 8 and the qualification has a recommended Total Qualification Time of 10 hours. This means that 8 hours is a suitable course length for the **face-to-face** delivery and assessment of this qualification.

2. Offering the Qualification

2.1 REQUIREMENTS FOR CENTRES

Existing Approved Centres must complete a **Qualification Approval Form** before delivering the qualification.

To offer this qualification through LASER, a Centre must be:

- an approved LASER (or Trident Awards) Centre;
- approved to offer the Personal Licence Holders qualification;
- prepared to allow representatives from LASER to inspect and/or audit training venues, delivery, and/or assessment, in order to ensure consistent quality;
- delivering the qualification in England.

2.2 ENTRY REQUIREMENTS FOR LEARNERS

- Learners must be aged 18 years or older.
- Entry is at the discretion of the centre.
- No previous knowledge or qualification is required.
- A minimum of Level 1 in literacy and numeracy or equivalent is advised.
- Qualification materials are only available in English. It is not permissible for these assessment materials to be translated into another language. Reasonable adjustments may be requested for those with a hearing, sight or other impairment, but approval must be sought from LASER prior to the learner undertaking the assessment.

2.3 RULES OF COMBINATION

Level 2 Award for Personal Licence Holders				OFQUAL CODE: 603/2603/7	
OFQUAL UNIT CODE	**LASER UNIT CODE***	**UNIT TITLE**	**UNIT DESCRIPTION**	**CREDIT VALUE**	**LEVEL**
D/616/6782	WJG170	Legal And Social Responsibilities Of A Personal Licence Holder	Mandatory	1	2

* for online registrations only

To be awarded the LASER Level 2 Award for Personal Licence Holders the learner must achieve the above mandatory unit (1 credit).

The unit content can be found via the above hyperlink and in **Appendix 2**.

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2.4 TOTAL QUALIFICATION TIME AND GUIDED LEARNING HOURS

QUALIFICATION TITLE	CREDIT VALUE	GUIDED LEARNING HOURS (GLH)	TOTAL QUALIFICATION TIME* (TQT)
LASER Level 2 Award for Personal Licence Holders	1	8	10

* Total Qualification Time represents an estimate of the total amount of time that a learner could reasonably expect to devote to successfully achieving the qualification. Total Qualification Time (TQT) is made up of Guided Learning hours (GLH) and Additional Hours (AH).

Guided Learning Hours (GLH) comprise activities completed by the learner under the direct instruction or supervision of a tutor/teacher, lecturer, supervisor, trainer etc. whether through actual attendance or via electronic means. Examples of Guided Learning activities include:

- Supervised:
  - classroom based learning
  - work-based learning
  - e-learning
- Real-time tutorials including webinars, phone, and other electronic delivery methods.
- All forms of assessment which take place under the immediate guidance or supervision of a tutor/teacher, lecturer, supervisor, trainer or other approved/appropriate provider.

Additional Hours (AH) recognises all the other time taken in preparation that is not under the direct supervision of tutor/teacher, lecturer, supervisor, trainer etc. This time does not form part of the GLH, but does contribute to TQT. Example activities that could contribute to Additional Hours could include:

- Unsupervised:
  - independent compilation of portfolio of evidence
  - work-based learning
  - e-learning or e-assessment
  - coursework or research
  - private study time
  - viewing of a pre-recorded podcast or webinar

2.5 IDENTITY CHECKS

All centres offering this qualification must confirm the identity of all candidates prior to the completion of documentation and the undertaking of assessments. This is an essential part of the quality assurance process.

3. Assessment

3.1 ASSESSMENT METHOD(S)

This qualification is assessed by an externally set and externally marked multiple choice test, administered by centre staff under examination conditions and marked by LASER.

The test comprises 40 questions. Candidates have one hour to complete the test. The pass mark is 70%. Results are not graded; every learner is awarded a 'pass' or 'fail'.

Once approved as a LASER Centre simply log on to the **Quartz Web Portal** where you'll find a resource bank of quality information, including the latest LASER Assessment Guidance.

3.2 EXAMINATION AND INVIGILATION PROCEDURES

See Examination Procedures Handbook.

3.3 RECORD KEEPING

Centres must have robust systems in place for the recording of learner training and achievements.

3.4 SPECIAL ARRANGEMENTS FOR LEARNERS WITH PARTICULAR REQUIREMENTS

For information on special arrangements please refer to the LASER policy document **Access to Fair Assessment**[2] . This gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty.

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4. Quality Assurance

All Centres wishing to deliver the qualification will need to demonstrate the ability to manage and deliver the qualification, including adherence to quality assurance regulations. Approved centres must implement the internal quality assurance arrangements detailed in the **LASER Centre Handbook**. To access this simply logon to the **Quartz Web Portal.** The LASER Quality and Curriculum Reviewer will regularly monitor compliance with these requirements. The LASER Quality and Curriculum Reviewer will report on the progress of any agreed actions for quality improvement.

Centres delivering the qualification must ensure that learners have access to appropriate literacy and/or numeracy support where this is identified as an individual skills need, ensuring that the knowledge and skills

[1] All Approved Centres have access to the **Quartz Web Portal**.

requirement for the qualification can be met. LASER will review evidence of appropriate support and record keeping during centre recognition and on-going quality assurance arrangements.

LASER will provide guidance and give support to Centres delivering the qualification.

LASER's standard quality assurance arrangements and requirements will apply and include the following:

- internal quality assurance as appropriate;
- external quality review and assurance.

4.1 TUTOR/ASSESSOR/INTERNAL QUALITY ASSURER REQUIREMENTS

LASER requires all tutors and assessors to be experienced, and have a complete and clear understanding of the subject matter. All staff involved in the delivery of the qualification should have, or be working towards, a relevant teaching/assessing/quality assurance qualification.

4.2 AUDIT OF CENTRE RECOGNITION

The LASER Quality and Curriculum Reviewer will review the Centre against the conditions for recognition and will visit approved Centres regularly to ensure continuing compliance with the regulatory requirements for the delivery and assessment of the qualification.

4.3 INTERNAL QUALITY ASSURANCE

Each Centre must have in place an effective internal quality assurance system to ensure delivery and assessment practices are regularly reviewed and evaluated. These will be monitored and reported on by the LASER Quality and Curriculum Reviewer.

4.4 EXTERNAL QUALITY REVIEW

Quality and Curriculum Reviewers are appointed by LASER and are conversant with the subject area and the assessment requirements for the qualification.

The role of the Quality and Curriculum Reviewer includes, but is not limited to, the following:

- audit of the Centre recognition process;
- sampling of Centres and their delivery and assessment facilities and practice;
- monitoring internal quality systems;
- ensuring that assessment processes operate satisfactorily;
- promoting best practice.

Key responsibilities of the Quality and Curriculum Reviewer:

- ensuring compliance with the qualification specification and assessment requirements;

- ensuring approved Centre procedures are followed;
- assessing the quality of the learner experience;
- scrutinising internal monitoring activity;
- reporting to LASER on the outcomes of external scrutiny in relation to the maintenance of standards.

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5. Progression Opportunities

Successful learners may apply for a Personal Licence in order to sell, or authorise the sale, of alcohol on licensed premises. They may also progress on to qualifications for Designated Premises Supervisors and/or on to Food and Drink or Hospitality and Catering competency-based qualifications.

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Appendix 1: Ofqual Level Descriptors

LEVEL	KNOWLEDGE DESCRIPTOR (THE HOLDER...)	SKILLS DESCRIPTOR (THE HOLDER CAN...)
Level 2	Has knowledge and understanding of facts, procedures and ideas in an area of study or field of work to complete well-defined tasks and address straightforward problems. Can interpret relevant information and ideas. Is aware of a range of information that is relevant to the area of study or work.	Select and use relevant cognitive and practical skills to complete well-defined, generally routine tasks and address straightforward problems. Identify, gather and use relevant information to inform actions. Identify how effective actions have been.

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Appendix 2: Unit Content

UNIT TITLE: Legal And Social Responsibilities Of A Personal Licence Holder

OFQUAL UNIT CODE	LASER UNIT CODE	GLH	UNIT CREDIT VALUE	UNIT LEVEL
D/616/6782	WJG170	8	1	Level 2

13 LEARNING OUTCOMES THE LEARNER WILL...	ASSESSMENT CRITERIA THE LEARNER CAN...
1. Know the nature, purpose and period of validity of a Personal Licence	1.1 State the nature and purpose of a personal licence 1.2 State the period of validity of a personal licence
2. Understand the application process and legal duties when applying for a Personal Licence	2.1 State how a personal licence application is made, including eligibility criteria 2.2 Outline the licensing authority's process for the grant or rejection of new personal licences 2.3 Identify who may object to the grant of a personal licence 2.4 Define the terms 'relevant offences' and 'foreign offences' 2.5 State the legal duty of an applicant to declare if they are convicted of any relevant or foreign offences during the application process 2.6 State the penalty for failing to declare conviction of relevant or foreign offences during the application process
3. Understand the legal duties of a Personal Licence Holder	3.1 State the legal duties of a personal licence holder if charged with a relevant or foreign offence 3.2 State the legal duties of a personal licence holder if convicted of a relevant or foreign offence after the licence is granted 3.3 State the legal duties of a personal licence holder if a personal licence is surrendered or revoked 3.4 State the legal duties of a personal licence holder if a change of name and/or address occurs 3.5 State the legal duties of a personal licence holder to produce their licence, when requested, including who may legally request this 3.6 State the consequences for breaching the legal duties of a personal licence holder 3.7 State the consequences for a personal licence holder convicted of a drink driving offence
4. Understand the roles, responsibilities and functions of licensing authorities	4.1 State what licensing authorities are 4.2 Outline the roles and responsibilities of licensing authorities 4.3 Outline what a licensing policy is 4.4 Outline the purpose of a licensing hearing, including appeals
5. Understand the Licensing Objectives and the importance of partnerships in promoting these objectives	5.1 State the licensing objectives 5.2 State the importance of the licensing objectives 5.3 State what an operating schedule is 5.4 State what an operating schedule should include in order to promote the licensing objectives 5.5 Identify the importance of partnerships in supporting the licensing objectives 5.6 Identify the role of Community Safety Partnerships
6. Understand the nature and strength of alcohol and the effect on the body	6.1 State the legal definition of alcohol under licensing law 6.2 State how the strength of an alcoholic drink is measured 6.3 Define the terms 'alcohol-free' and 'low alcohol' 6.4 State the UK Government's sensible drinking advice 6.5 State the behavioural and psychological effect of alcohol consumption 6.6 Identify the effects alcohol has on the body

7. Understand the law in relation to premises licences	7.1 Explain what a premises licence is 7.2 State the procedures for a premises licence application 7.3 State the grounds for a hearing and an appeal in respect of a premises licence application 7.4 Explain the purposes of a premises licence review 7.5 State the mandatory conditions attached to premises licensed to sell alcohol for consumption on and/or off the premises 7.6 Identify the licensable activities defined by licensing legislation 7.7 State the law in relation to variations to premises licences 7.8 State the law in relation to what constitutes unauthorised licensable activities 7.9 Identify what a due diligence defence is and when it may be used 7.10 State penalties for breaching licensing conditions
8. Know the role and legal responsibilities of the Designated Premises Supervisor (DPS)	8.1 Outline the job role of the DPS 8.2 State the legal responsibility of the DPS
9. Understand the law in relation to Temporary Event Notices (TEN)	9.1 State what is meant by the term 'permitted temporary activities' 9.2 State what a TEN is 9.3 State the law in relation to the frequency of permitted temporary activities 9.4 State the circumstances under which the police or environmental health officers can object to a TEN
10. Understand the rights and legal duties of the responsible persons in relation to operation of licensed premises	10.1 State the duty to refuse the sale of alcohol to a drunken person 10.2 Identify examples of irresponsible drinks promotions 10.3 Identify strategies licensed premises may adopt to prevent violence and reduce conflict 10.4 Identify the consequences of allowing illegal drug use and dealing on licensed premises 10.5 Identify who is legally responsible for preventing disorderly conduct on licensed premises 10.6 State the consequences for allowing drunk and disorderly conduct on licensed premises
11. Know the law in relation to the protection of children on licensed premises	11.1 State the law in relation to the sale of alcohol to children 11.2 State the law in relation to the purchase or attempted purchase of alcohol by or for children 11.3 State the law in relation to the unsupervised sale of alcohol by a child 11.4 State the types and features of acceptable proof of age documents 11.5 Outline the importance of other legislation related to the protection of children 11.6 State the law in relation to the presence of children in licensed premises 11.7 State the law in relation to the consumption of alcohol by under 18s 11.8 State penalties for breaching the law in relation to the protection of under 18s on licensed premises
12. Understand the powers of the police and other authorities in relation to licensed premises	12.1 State the law in relation to the closure of identified licensed premises 12.2 State the law in relation to the closure of licensed premises covering a particular geographical area 12.3 Identify which authorities have a right of entry to licensed premises and when they can exercise these rights
13. Understand prohibitions and exemptions in relation to licensable activities	13.1 Identify the circumstances under which sales of alcohol are not considered to be a retail sale under licensing law 13.2 Identify which forms of entertainment are regulated and which are exempt 13.3 Identify which types of premises are prohibited from selling alcohol 13.4 State the law in relation to the sale of alcohol on moving vehicles

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