

# SQA Personal Licence Holder

## AIMS

This qualification was developed to support the mandatory qualification and training requirements arising from the Licensing (Scotland) Act 2005 and subsequent regulations.

## CLIENT GROUP

For those who authorise the sale of alcohol, or manage or supervise in premises where alcohol is sold.

## AWARD

This qualification is assessed by a multiple-choice examination. This examination is set externally by SQA. Candidates must provide one of the following documents at the time of enrolment and examination:

- a photocard driving licence
  - a valid passport
  - a valid identity card from within the EU
  - a military identity card
  - a Government identity card
  - a Security Industry Authority card
  - a Personal Licence, issued by a Scottish Licensing Board
- other forms of identification (such as a PASS card, or Young Scot card) may be considered.

Successful attendees will receive the SQA Scottish Certificate for Personal Licence Holders at SCQF Level 6.

## COURSE CONTENT

The three key areas covered in the Scottish Personal Licence Holder are:

- Introduction to licensing
- Responsible operation of licensed premises
- The effect of alcohol consumption on customers and business

## DURATION

1 Day. Pre course study is required.

## CANCELLATION POLICY

Inverness College UHI (ICUHI) reserves the right to cancel or defer the dates of the courses. In the event of ICUHI cancelling a course, learners will be deferred to another (scheduled ICUHI) course or given a full refund if ICUHI are unable to provide a course on dates suitable to the learner. In the event of cancellation of a course by the learner or their representative, the following charges will apply:

More than 28 days – 0%

14-28 days – 25%

1-14 days – 50%

No notice or non-attendance without notice – 100%

ICUHI reserves the right to charge a cancellation fee of £40 if the learner or their representative cancels (refund terms above). Cancellations can be advised to ICUHI by telephone but must be confirmed in writing, either by post or email to:

[business.ic@uhi.ac.uk](mailto:business.ic@uhi.ac.uk)

Refunds are calculated from the date of the written confirmation of the cancellation being received by ICUHI.

Learner deferral requests must be received no later than 10 working days prior to the course start date, otherwise the above £40 administration fee will apply. ICUHI will make all reasonable attempts to defer the learner to a suitable ICUHI course, but deferral requests are at the discretion of ICUHI as are any refunds after deferral requests. All awarding body costs arising from the learner deferral request must be met by the learner.



To apply or for more information  
email: [business.ic@uhi.ac.uk](mailto:business.ic@uhi.ac.uk)

