



Level 4 Certificate for Police Alcohol Licensing Officers

Qualification Specification

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Introduction

The purpose of the **Level 4 Certificate for Police Alcohol Licensing Officers qualification** is to provide a formal professional policing qualification for the Police Alcohol Licensing Officer. The qualification will form part of an annual CPD programme that underpins a licensing officer's competence and currency.

The content has been researched and prepared in association with relevant professional bodies and reflects police-led safer licensing initiatives as well as Government policy and best practice. Topics covered include legislation underpinning the Alcohol Licensing process, the role of partners within the process, conducting a Premises License Inspection and a Review, and the role and responsibilities of the Police Licensing Officer.

This qualification has been created on behalf of and in consultation with the National Police Chiefs Council (NPCC) Portfolio Holder for Alcohol Licensing and Harm Reduction. This follows the designation by the NPCC of the Police Alcohol Licensing Officer role as being a professional policing role.

The Regulated Qualifications Framework (RQF) is the single framework for regulated qualifications, the regulatory body for this qualification is the Office of Qualifications and Examinations Regulation (Ofqual). This qualification is accredited onto the RQF.

Qualification Profile

Qualification title	ProQual Level 4 Certificate for Police Alcohol Licensing Officers
Ofqual qualification number	610/3123/9
Level	Level 4
Total Qualification Time	122 hours
Guided learning hours	22 hours
Assessment	Pass or Fail Internally assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	04/09/2023
Qualification end date	

Entry Requirements

There are no formal entry requirements for this qualification. Centres should carry out an **initial assessment** of candidate skills and knowledge to identify any gaps and help plan the assessment.

Qualification Structure

To achieve the qualification candidates must complete the Mandatory unit.

Unit Reference Number	Unit Title	Unit Level	GLH
Y/650/8189	Police Alcohol Licensing Officer	4	22

Centre Requirements

Centres must be approved to offer this qualification. If your centre is not approved, please complete and submit form **ProQual Additional Qualification Approval Application**.

Written permission

Centres seeking to deliver this qualification must have the written consent of **the Lead for Alcohol Licensing and Harm Reduction at the National Police Chiefs' Council**.

Staff

Staff delivering this qualification must be appropriately qualified and/or occupationally competent.

Assessors/Internal Quality Assurance

Assessors for each unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Assessors and internal quality assurance verifiers for competence-based units or qualifications will normally need to hold appropriate assessor or internal quality assurance qualifications.

Support for Candidates

Materials produced by centres to support candidates should:

- Enable them to track their achievements as they progress through the learning outcomes and assessment criteria;
- Provide information on where ProQual's policies and procedures can be viewed;
- Provide a means of enabling Internal and External Quality Assurance staff to authenticate evidence.

Assessment

This qualification is competence-based, candidates must demonstrate the level of competence described in the units. Assessment is the process of measuring a candidate's skill, knowledge and understanding against the standards set in the qualification.

Each candidate is required to produce evidence which demonstrates their achievement of all of the learning outcomes and assessment criteria for each unit.

Evidence can include:

- Observation report by assessor
- Assignments/projects/reports
- Professional discussion
- Witness testimony
- Record of oral and written questioning
- Recognition of Prior Learning

Learning outcomes set out what a candidate is expected to know, understand or be able to do.

Assessment criteria specify the standard a candidate must meet to show the learning outcome has been achieved.

Learning outcomes and assessment criteria can be found from page 9.

Internal Quality Assurance

An internal quality assurance verifier confirms that assessment decisions made in centres are made by competent and qualified assessors, that they are the result of sound and fair assessment practice and that they are recorded accurately and appropriately.

Adjustments to Assessment

Adjustments to standard assessment arrangements are made on the individual needs of candidates. ProQual's Reasonable Adjustments Policy and Special Consideration Policy sets out the steps to follow when implementing reasonable adjustments and special considerations and the service that ProQual provides for some of these arrangements.

Centres should contact ProQual for further information or queries about the contents of the policy.

Results Enquiries and Appeals

All enquiries relating to assessment or other decisions should be dealt with by centres, with reference to ProQual's Enquiries and Appeals Procedures.

Certification

Candidates who achieve the requirements for this qualification will be awarded:

- A certificate listing all units achieved, and
- A certificate giving the full qualification title -

ProQual Level 4 Certificate for Police Alcohol Licensing Officers

Claiming certificates

Centres may claim certificates for candidates who have been registered with ProQual and who have successfully achieved the qualification. All certificates will be issued to the centre for successful candidates.

Unit certificates

If a candidate does not achieve all of the units required for a qualification, the centre may claim a unit certificate for the candidate which will list all of the units achieved.

Replacement certificates

If a replacement certificate is required a request must be made to ProQual in writing. Replacement certificates are labelled as such and are only provided when the claim has been authenticated. Refer to the Fee Schedule for details of charges for replacement certificates.

Learning Outcomes and Assessment Criteria

Unit No Y/650/8189 Police Alcohol Licensing Officers

Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
1. Understand legislation underpinning the Alcohol Licensing process	1.1 Demonstrate knowledge of the Licensing Objectives and the Licensing Activities
	1.2 Describe the different types of licenses and the process of applying each
	1.3 Evaluate the main offences regarding children in respect of the Licensing Act 2003
	1.4 Evaluate the Powers of Entry under Section 179/180 LA2003
2. Understand the role of partners within the Licensing process	2.1 Evaluate how the responsible authorities work together within the alcohol licensing process
	2.2 Analyse key roles and responsibilities of staff in licensed premises
	2.3 Explain the different roles within the Licensing Authority
3. Know how to conduct a Premises License Inspection	3.1 Plan and implement a Licensed Premises Inspection
	3.2 Analyse the process of documentation of the Licensed Premises Inspection
	3.3 Evaluate the outcome of a Licensed Premises Inspection
4. Know how to conduct a Premises Licence Review	4.1 Plan and implement a Licensed Premises Review
	4.2 Analyse the options of a Licensed Premises Review
	4.3 Evaluate the outcome of a Licensed Premises Review
5. Understand the role and responsibilities of the Police Licensing Officer (PLO)	5.1 Describe the role and responsibility of the PALO
	5.2 Demonstrate how problem-solving approaches can be used by the PALO
	5.3 Evaluate the options available to the PALO if dealing with problematic licensed premises



Tel: 01430 423822

www.proqualab.com

enquiries@proqualab.com

ProQual AB Limited, ProQual House, Unit 1, Innovation Drive, Newport HU15 2HG
Company Registration Number: 07464445