

**Scottish Certificate for Personal Licence
Holders at SCQF Level 6
and
Scottish Certificate for Personal Licence
Holders (Refresher) at SCQF Level 6**

Specimen Questions

The specimen examination questions contained in this publication are representative of the type of questions used to assess candidates taking the SCOTTISH CERTIFICATE FOR PERSONAL LICENCE HOLDERS AT SCQF LEVEL 6 and SCOTTISH CERTIFICATE FOR PERSONAL LICENCE HOLDERS (REFRESHER) AT SCQF LEVEL 6 examinations.

Candidates are assessed by a 40 question, 60 minute, multiple-choice examination. Candidates have to answer 28 out of 40 questions to pass.

The answers to each of these questions are shown on the last page.

Specimen Questions

- 1 Which of these is a licensing objective?
 - A Preventing food poisoning
 - B Preventing public nuisance
 - C Preventing of drink driving
 - D Protecting staff safety

- 2 It is the duty of the Licensing Board to produce:
 - A A list of licensing objectives
 - B A note of convictions of current licence holders
 - C A statement of licensing policy
 - D Antisocial behaviour reports for a local area

- 3 If an applicant for a licence is **convicted** of attempting to influence a Board member, the Board may:
 - A Add special conditions to the licence
 - B Name the applicant in the media
 - C Refuse to consider the application
 - D Sue the applicant in court

- 4 Each Local Licensing Forum is responsible for:
 - A Giving general advice and making recommendations to the Board
 - B Granting applications for premises and personal licences
 - C Prosecuting licensing offences
 - D Reviewing applications for premises and personal licences

- 5 Licensing Standards Officers have the power to:
 - A Enter and inspect licensed premises
 - B Sack all staff members on licensed premises
 - C Close licensed premises down permanently
 - D Remove all personal licence holders from the licensed premises

- 6 A premises licence application **must** contain:
 - A A description of the premises
 - B A list of all employees at the premises
 - C Details of relevant insurance policies
 - D Financial accounting statements

**Scottish Certificate for Personal Licence Holders at SCQF Level 6 and
Scottish Certificate for Personal Licence Holders (Refresher) at SCQF Level 6**

- 7 If a police constable below the rank of inspector wishes to inspect premises, other than licensed premises they must have:
- A Verbal permission to do so from a Justice of the Peace or a police officer with the rank of inspector or above
 - B Verbal permission to do so from the premises manager or from the premises licence holder
 - C Written authority to do so from a Justice of the Peace or a police officer with the rank of inspector or above
 - D Written authority to do so from the premises manager or from the premises licence holder
- 8 In relation to personal licences, which of these statements is correct?
- A A personal licence gives certain proof of business competency
 - B The grant of a personal licence requires the applicant to own premises
 - C The licence allows the holder to supervise or authorise the sale of alcohol
 - D The licence is valid for 25 years if there are no problems
- 9 At the expiry of a 5 year period after issue, a **personal** licence holder **must** produce to the Licensing Board:
- A A copy of their birth certificate
 - B A current driving licence
 - C Evidence they have completed refresher training
 - D Evidence of their current contract of employment
- 10 How long does a personal licence holder have to notify the Licensing Board when they have been **convicted** of a relevant offence?
- A 7 days
 - B 14 days
 - C 1 month
 - D 3 months
- 11 A person **charged** with selling alcohol to a child or young person may have a defence if they can prove that they:
- A Had limited knowledge of the licensing law
 - B Had taken reasonable steps to establish their age
 - C Knew the child or young person as a family friend
 - D Were related to the child or young person

**Scottish Certificate for Personal Licence Holders at SCQF Level 6 and
Scottish Certificate for Personal Licence Holders (Refresher) at SCQF Level 6**

- 12 It is an offence for any responsible person in relation to any relevant premises to allow:
- A A breach of the peace to be committed
 - B Children to be refused the sale of alcohol
 - C Drunk persons to be excluded from the premises
 - D Off duty members of staff to gather on the premises
- 13 The Licensing Board should only grant a licence permitting the sale of alcohol over a continuous period of 24 hours:
- A At Christmas and New Year only
 - B For applicants with 10 years experience
 - C For exceptional circumstances only
 - D Once a year in each Board area
- 14 In licensed premises alcohol must **not** be sold to:
- A A member of brewery staff
 - B A person who is drunk
 - C Known trouble makers
 - D Licensing Board members
- 15 In Scotland, smoking is **not** permitted:
- A On public streets
 - B In any public place
 - C In enclosed public spaces
 - D Outdoors after 10.00 pm
- 16 Which of these would be considered to be an irresponsible drinks promotion?
- A Including one free drink to be covered by the cost of entry into premises
 - B Giving customers a free bottle of wine upon purchase of four main course table meals
 - C Offering a sealed bottle of champagne as a prize in a competition
 - D Supplying customers with double measures of alcohol for the price of single measures
- 17 When using the defence of due diligence a responsible person must show that they:
- A Had given staff specific instructions in relation to the offence and had therefore fulfilled their responsibilities
 - B Did not know that the offence was being committed and had taken all reasonable measures to prevent it
 - C Were not on the premises at the time of the offence and that they had no opportunity to prevent the offence

**Scottish Certificate for Personal Licence Holders at SCQF Level 6 and
Scottish Certificate for Personal Licence Holders (Refresher) at SCQF Level 6**

- D Were on the premises at the time of the offence but were busy elsewhere when it was committed

18 Which of the following **best** defines what is meant by vicarious liability?

- A An individual being held legally responsible for an offence committed by another person or persons
- B A person accepting a proportion of the blame for an offence which they committed with assistance from others
- C An individual actively attempting to prevent an offence from taking place but being unsuccessful in doing so
- D A person passing responsibility for an offence that they have committed on to another person or group of people

19 If a personal licence holder changes their name and/or address they have a legal duty to inform:

- A The Licensing Standards Officer in the area where they work within 14 days of the change taking place
- B The Licensing Board which issued their licence within 1 month of the change taking place
- C The Justice of the Peace responsible for the area where they live within 28 days of the change taking place
- D The Local Licensing Forum for the area where they live within 10 days of the change taking place

20 Under the Licensing (Scotland) Act 2005 who has the legal right to request that a **personal** licence holder produces their licence for examination on licensed premises?

- A A Justice of the Peace
- B A District Court official
- C A Licensing Board Member
- D A Licensing **Standards Officer**

**Scottish Certificate for Personal Licence Holders at SCQF Level 6 and
Scottish Certificate for Personal Licence Holders (Refresher) at SCQF Level 6**

- 21 What is the **minimum** age at which alcohol can be **sold** to a young person?
- A 17
 - B 18
 - C 21
 - D 25
- 22 Which of these is an acceptable proof of age?
- A A student union membership card with a photograph
 - B An original birth certificate
 - C A European Union photo card driving licence
 - D A copy of a recent bank statement
- 23 A young person can attempt to **purchase** alcohol on licensed premises **without** committing an offence if:
- A The drink is classed as being low alcohol
 - B It is part of a test purchase operation
 - C The purchase is being made for an adult
 - D They do not intend to drink the alcohol
- 24 The typical abv of most flavoured alcoholic drinks is:
- A 4.2%
 - B 4.8%
 - C 5.5%
 - D 5.9%
- 25 The generally accepted definition of low risk drinking is:
- A Consuming no more than three to four units of alcohol on a weekly basis
 - B Regularly drinking over the recommended daily limits but having an alcohol free week each month
 - C Occasionally drinking two or three times the weekly limit but usually remaining alcohol free
 - D Consuming alcohol within recommended limits and having at least 2 alcohol free days per week

**Scottish Certificate for Personal Licence Holders at SCQF Level 6 and
Scottish Certificate for Personal Licence Holders (Refresher) at SCQF Level 6**

- 26 The UK Chief Medical Officer recommends that to keep risks at a **low level**, it is safest **not** to drink any more than:
- A 8 units a day
 - B 12 units a day
 - C 14 units a week
 - D 18 units in a weekend
- 27 The **main** reason that a person becomes drunk is that they:
- A Consume alcohol at a faster rate than their body can expel the alcohol
 - B Drink alcohol without having any food in their stomach to absorb the alcohol
 - C Do not keep track of the number of units of alcohol consumed over a period of time
 - D Mix different types of alcoholic drinks which increases the potency of the alcohol
- 28 Which of the following is a mandatory condition which applies to **all** licensed premises which remain open **after 1am**?
- A An appropriately trained first aider must be on the premises between 1am and 5am or until the premises next close
 - B Premises must have written policies concerning evacuation and the prevention of the misuse of drugs on the premises
 - C Toilets must be checked on a regular basis to ensure the safety and wellbeing of people using these facilities
 - D A personal licence holder must be on the premises between 1am and 5am or until the premises next close
- 29 An application for the renewal of a personal licence must be made during a period of:
- A 1 month, beginning 2 months before the expiry of the licence
 - B 3 months, beginning 6 months before the expiry of the licence
 - C 6 months, beginning 9 months before the expiry of the licence
 - D 9 months, beginning 12 months before the expiry of the licence
- 30 Which of the following is the **best** advice in relation to dealing with a conflict situation?
- A Try and deal with the situation without involving other colleagues to prevent escalation
 - B Maintain physical distance from the offenders and if possible separate them from other customers
 - C Tell the offenders that the police are being called and follow them if they leave the premises
 - D Become actively involved in the conflict, taking sides with the customer you consider to be in the right

**Scottish Certificate for Personal Licence Holders at SCQF Level 6 and
Scottish Certificate for Personal Licence Holders (Refresher) at SCQF Level 6**

- 31 Which of the following **best** describes **binge drinking**?
- A Consuming any amount of alcohol for three or more consecutive days
 - B Consuming alcohol at the weekend only and abstaining during the rest of the week
 - C Consuming alcohol at higher than recommended levels only when eating a full meal
 - D Consuming excessive quantities of alcohol in a single drinking session
- 32 What is the drink driving limit in Scotland?
- A 50 milligrams of alcohol per 100 millilitres of blood
 - B 70 milligrams of alcohol per 100 millilitres of blood
 - C 80 milligrams of alcohol per 100 millilitres of blood
 - D 90 milligrams of alcohol per 100 millilitres of blood
- 33 Which of these is **not** a likely consequence of excessive alcohol consumption for a licensed retail business?
- A An increase in the number of assaults experienced by staff
 - B An improved business reputation and increased profits
 - C An increase in staff turnover and a reduction of staff morale
 - D A rise in the cost of dealing with damage caused by vandalism
- 34 What course of action must a Licensing Board upon receipt of an application for variation which is **not** a minor variation?
- A Hold a hearing for the purpose of considering and determining the application
 - B Grant the variation within 7 days unless any objections are received
 - C Refer the application directly to the Local Licensing Forum for consideration
 - D Ask a Licensing Standards officer to prepare a written report on the premises
- 35 Following the delivery of statutory training to staff responsible for serving or selling alcohol, there is a legal requirement that:
- A Staff successfully pass an examination before they are allowed to undertake their job role
 - B Records of the training are filed with the Local Licensing Board within 28 days of completion
 - C Staff receive regular refresher training every year to keep their knowledge up to date
 - D Records of the training in the required form are kept at the premises where the staff work

**Scottish Certificate for Personal Licence Holders at SCQF Level 6 and
Scottish Certificate for Personal Licence Holders (Refresher) at SCQF Level 6**

- 36 What is the **maximum** permitted period of validity for an **occasional** licence?
- A 5 days
 - B 10 days
 - C 14 days
 - D 21 days
- 37 Which of the following is an offence under the Licensing (Scotland) Act 2005?
- A Sending a child or young person to obtain alcohol sold for consumption off the premises
 - B Being accompanied by a child or young person when buying alcohol for consumption on or off the premises
 - C Buying a glass of wine for a young person which is to be consumed on the premises with a table meal
 - D Delivering alcohol to a young person who is employed in an appropriate role on licensed premises
- 38 Under the Licensing (Scotland) Act 2005 it is a requirement to display a notice relating to:
- A Sensible drinking limits
 - B Underage sales offences
 - C Keeping noise at acceptable levels
 - D CCTV usage on the premises
- 39 If a person who is drunk attempts to enter licensed premises, an offence is committed by:
- A Anyone accompanying the person who is drunk
 - B The door supervisor on duty
 - C The premises licence holder for the premises
 - D The person who is drunk
- 40 Blood Alcohol Content (BAC) can be **best** described as:
- A The number of units of alcohol necessary to increase the number of milligrams (mg) of alcohol in 100 millilitres (ml) of blood by 20 mg
 - B The quantity of alcohol required to increase the number of milligrams of alcohol in the blood by 10%
 - C The amount of alcohol in a person's blood when their intake of alcohol exceeds their liver's ability to remove it from the bloodstream
 - D The amount of alcohol in the bloodstream at any one time, measured in terms of volume of alcohol contained within the blood

E

Answers

| Q | Answer | Assessment Criteria |
|----------|---------------|--|
| 1 | B | 1.1 State the 5 licensing objectives and their purpose |
| 2 | C | 2.2 State the duty of the Board to produce a statement of licensing policy |
| 3 | C | 2.1 State the law in relation to applicants attempting to influence Board members |
| 4 | A | 3.2 State the local licensing forum's general functions, and the constitution and proceedings of the forum |
| 5 | A | 3.1 State the role and general functions of the Licensing Standards Officer (LSO) |
| 6 | A | 4.2 State the procedure and documentation required for a premises licence application, the applicant's duty to notify the court of convictions, and the procedure of further application after refusal |
| 7 | C | 4.7 State the rights of entry for police officers |
| 8 | C | 8.1 State what a personal licence is, what it entitles the holder to do, its prescribed form, and its period of validity |
| 9 | C | 9.1 State the legal requirement of the licence holder and staff to undertake training and to hold relevant qualifications |
| 10 | C | 10.1 State the duty to notify the court if charged with a relevant offence or the Licensing Board if convicted |
| 11 | B | 12.2 State the law in relation to the sale of other age-related products to an underage person, the delivery of alcohol by or to an underage person and unsupervised sale of alcohol by under 18s |
| 12 | A | 14.3 State the law in relation to disorderly conduct and refusal to leave premises |
| 13 | C | 15.1 State the law in relation to licensed hours |
| 14 | B | 14.1 State the law in relation to the sale of alcohol to a drunk person |
| 15 | C | 17.1 State how a range legislation relevant to a personal licence holder is applicable in the operation of licensed premises |
| 16 | D | 6.2 State the law in relation to irresponsible promotion of alcohol |

**Scottish Certificate for Personal Licence Holders at SCQF Level 6 and
Scottish Certificate for Personal Licence Holders (Refresher) at SCQF Level 6**

- 17 **B** 10.2 State what is meant by the defence of due diligence
- 18 **A** 10.3 State what is meant by vicarious liability of premises licence holders and interested parties
- 19 **B** 10.4 State the duty of a personal licence holder to notify the Licensing Board of any change of name or address
- 20 **D** 10.6 State the duty of a personal licence holder to produce their licence when asked to do so by a constable or Licensing Standards Officer
- 21 **B** 12.1 State the law in relation to the sale of alcohol to a child or young person
- 22 **C** 13.2 State what is acceptable proof of age and where relevant information can be found and identify best practice policies for age-related sales
- 23 **B** 13.2 State the law in relation to test purchasing
- 24 **C** 18.1 State the strengths in units of a range of common alcoholic drinks
- 25 **D** 20.1 State the definition of low risk, hazardous and harmful drinking
- 26 **C** 20.7 State the Government's low risk drinking guidelines
- 27 **A** 18.2 State the effect that alcohol has on the human body and how it affects people differently
- 28 **A** 6.1 State the law in relation to mandatory conditions for a premises licence
- 29 **D** 8.3 State the procedure for the renewal of a personal licence, the form the application must take and notification of determinations for renewal
- 30 **B** 21.2 Identify the signs of potential conflict and how to manage such conflict situations, best policies for preventing conflict and the importance of personal safety
- 31 **D** 20.2 Identify patterns of problem drinking and trends relating to alcohol misuse
- 32 **A** 20.4 State the drink driving limits in Scotland, England, Wales and Northern Ireland
- 33 **B** 20.5 State the consequences of excessive drinking in Scotland
- 34 **A** 7.1 State the law with regard to the application for variation including further application after refusal
- 35 **D** 9.2 State appropriate procedures for recording training
- 36 **C** 11.1 State what an occasional licence is, who can apply and the procedure for application

**Scottish Certificate for Personal Licence Holders at SCQF Level 6 and
Scottish Certificate for Personal Licence Holders (Refresher) at SCQF Level 6**

- 37 **A** 12.3 State the law in relation to the purchase or consumption of alcohol by or for an underage person and sending an underage person to obtain alcohol
- 38 **B** 12.4 State the duty to display a notice relating to underage sales
- 39 **D** 14.2 State the law in relation to drunk persons entering or in premises on which alcohol is sold and obtaining of alcohol by a drunk person
- 40 **D** 20.3 State the difference between Blood Alcohol Content (BAC) and drunkenness