

THINGS YOU NEED TO BE AWARE OF

- It doesn't matter where your business is; training is available in your area. Personal Licence Holders can complete their training in a college, a training centre, at your workplace or even online.
- It is possible that your Personal Licence Holder may not pass their exam first time; so ensure that their training is organised early.
- Once you/they have completed their training and passed the exam, you/they need to send their SCPLH Refresher award certificate and an application form to the Local Licensing Board that issued your/their Licence. Please note: notification procedures may vary and some Boards will require to see your existing personal licence.
- Licensing Board staff are there to help, so if you are unsure about anything - get in touch with them. **Don't leave it too late.**



THINGS YOU NEED TO DO – NOW

- **Check the date your staff were issued with their Personal Licence, visit the [SCPLH Calculator page](#)** and input the information for staff members. This will give you the LAST DATE by which they must complete their training. You can request an email message confirming the results.
- **Make a note in your diary, or set a reminder for at least 12 weeks before** the 5-year period, to get the training organised. Training centres will be busy, so book ahead
- **Speak to your Personal Licence Holders** - make sure they are aware that they will need to complete their Refresher training and what their timescales are.
- **Look for a course locally** and check out when they are running these. You can find information about course dates by searching the internet or speaking to your local further education college.

PLEASE ACT NOW.

If your premises manager no longer holds a personal licence, you can no longer sell alcohol until a new premises manager is appointed.



DO YOU OWN OR MANAGE A BUSINESS WITH A PREMISES LICENCE?



IS YOUR TEAM READY?





IS YOUR TEAM READY FOR THEIR REFRESHER TRAINING?

As a Premises Licence Holder, you need to be aware that the Personal Licence Holders you employ require to be trained five years after their Personal Licence was issued by the local licensing board.

While it is the responsibility of the Personal Licence Holder to ensure that they are complying with the law, business owners and managers need to ensure that their businesses work within the law at all times.

This leaflet is about the training that Personal Licence Holders must take, where you can get more advice on training and what will happen if any of your Personal Licence Holders do not complete their training on time.

YOUR TRAINING

Personal Licence Holders need to **complete** mandatory training and pass the Scottish Certificate for Personal Licence Holders (Refresher) award **WITHIN five years** of their **Personal Licence being issued**. The course takes three hours to complete, and covers the following subjects:

- the responsibilities and duties of a Personal Licence Holder
- the law relating to alcohol sales for anyone aged under 18
- proof of age schemes
- irresponsible promotions
- licensing hours
- the Licensing (Scotland) Act 2005 as amended
- offences under Licensing legislation

At the end of the training, they will take a 1 hour examination that they must pass.



THE SCPLH WEBSITE



A website has been created that gives business owners and Personal Licence Holders a lot more information about the training, but it also includes a useful "calculator" that will tell you when your team members need to have completed their training by.

www.scplh.info

IF YOUR TEAM MEMBERS DO NOT COMPLETE THEIR TRAINING IN TIME

- **Personal licences will be revoked.** That means your team member will no longer be able to supervise or authorise the sale of alcohol.
- You should know that once a Personal Licence has been revoked, **people cannot apply to be a Personal Licence Holder for a further FIVE YEARS.**
- If the business you own or manage does not have a Personal Licence Holder, it **cannot legally sell alcohol and must stop doing so immediately.**

Personal Licence Holders can avoid these problems by completing their training/exam within 5 years of the date of issue of their Licence, but they need to act promptly.