

# TRAINING OF STAFF – TRAINING RECORD

LICENSING (SCOTLAND) ACT 2005 – SCHEDULE 3, Para 6

## DECLARATION:

### TRAINEE

I \_\_\_\_\_ (insert name of staff member)

Confirm that I have received the training required by the Licensing (Training of Staff) (Scotland) Regulations 2007.

\_\_\_\_\_ (insert signature)

### TRAINER

I \_\_\_\_\_ (insert name of trainer)

Confirm that I have **PROVIDED** the above named member of staff with the training required under the Licensing (Training of Staff) (Scotland) Regulations 2007

On \_\_\_\_\_ (insert date or dates)

\_\_\_\_\_ (insert signature)

Where signatory (trainer) is the holder of a Personal Licence issued under the Licensing (Scotland) Act 2005, please insert the number and the name of the Licensing Board which issued the licence, below:

Personal Licence Number	Licensing Board	Date of Issue

Where signatory (trainer) is a person OTHER than the holder of a Personal Licence described above, please provide details of the qualification held and accredited by the Scottish Qualifications Authority for the purposes of regulation 2(b) of the Licensing (Training of Staff) (Scotland) Regulations 2007. The name of any company by which the person is employed to provide training should also be given.

SQA qualification details:

Company:

The Act  
Schedule 3

6- (1) No person (other than a person who holds a personal licence) is to work in the premises in the capacity mentioned in subparagraph (2) unless that person has complied with such requirements as to the training of staff as may be prescribed for the purposes of this paragraph.

(2) that is a capacity (whether paid or unpaid) which involves the person

(a) making sales of alcohol, or

(b) where alcohol is sold on the premises for consumption on the premises, serving such alcohol to any person.