

Staff Training:-

Persons employed to sell or serve alcohol must have undergone two hours statutory training if they do not hold a Personal Licence. They can be trained by a person who holds a Personal Licence and a record of such training must be maintained on the premises. A Training Record Template is enclosed. On the reverse are the 16 points which require to be covered in the staff members' training.

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 sub-paragraph (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.

Regulation 3

TRAINING – MATTERS TO BE COVERED:

1	The legal basis of the requirement for the training of staff under paragraph 6 of schedule 3 to the Act
2.	The Licensing Objectives
3.	The definition of 'alcohol' in the Act
4.	What constitutes an unlicensed sale
5.	The functions of the Licensing Standards Officer
6	The nature of an operating plan and its place in the licensing system.
7.	The different types of premises licence conditions under Section 27 of the Act.
8.	Special provision for clubs under Section 125 of the Act.
9.	Licensed hours under part 5 of the Act.
10.	Offences under the Act, particularly those involving persons under the age of 18.
11.	Proof of age under Sections 102 and 108 of the Act and the Sale of Alcohol to Children and Young Persons (Scotland) Regulations 2007(a).
12.	Test purchasing of alcohol under Section 105(2) of the Act.
13.	Best practice as regards standards of service and refusing service.
14.	Units of alcohol and the relationship between units and the strength of different alcoholic drinks.
15.	The sensible drinking limits for males and females recommended by the British Medical Association.
16.	Good practice in managing conflict situations.

Note: In terms of good practice, you may wish also to include reference to your Age Verification Policy within your Staff Training.

PREMISES AGE VERIFICATION POLICY

NAME AND ADDRESS OF PREMISES

NAME OF PREMISES LICENCE HOLDER

This policy applies in relation to the sale of alcohol for consumption on and off the premises and is in accordance with the provisions of paragraph 9A schedule 3 to the Licensing (Scotland) Act 2005

1. It is policy on these premises for staff to establish the age of any person attempting to buy alcohol when that person appears to be under the age of 25 years.
2. Staff will require such persons, before being served alcohol, to produce, on request, identification bearing their photograph, date of birth and a holographic mark.
3. With effect from 1 October 2013, the only valid identification shall be:-
 - A European Union photo-card driving licence
 - A passport
 - An approved proof of age card bearing a PASS hologram
 - Ministry of Defence Identity Cards
 - European Economic Area Identity Cards
 - Biometric Residents Cards
4. The premises manager and other staff on the premises shall be alert to the use of false or altered identification and retain the right to decline to serve any person whether or not in possession of valid identification.
5. The premises licence holder will ensure that all relevant staff are made aware of the existence and content of this policy.

SignedPremises Licence Holder

Date.....