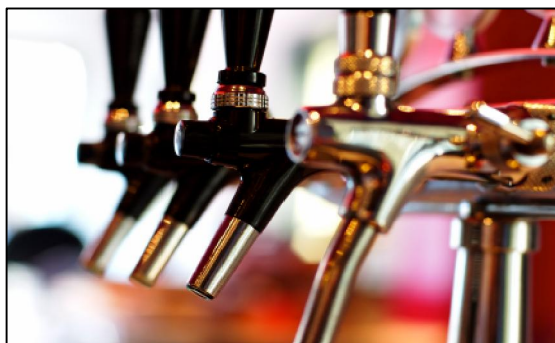




DOOR SUPERVISOR TRAINING ORGANISATION
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Level 2 National Certificate For Personal Licence Holders

- » **£175.00** incl exams, certificates and VAT
- » Exam results within four working days
- » Quality training & tutors - high pass rate
- » Courses on a regular basis all over UK



Why should I take the Personal Licence course?

Under the Licensing Act 2003 anyone authorising the retail sale of alcohol has to hold a personal licence.

In order to qualify for a personal licence an applicant must hold a licensing qualification such as the **BIIAB Level 2 National Certificate for Personal Licence Holders**.

The **Level 2 National Certificate for Personal Licence Holders**, is both **QCA accredited** and **Government approved**, and has been specifically designed to meet the statutory requirements of the **Licensing Act 2003**.

We run courses from a wide number of locations throughout the **UK** with costs being **very competitive**.

What will I learn on the Personal Licence course?

BIIAB's Level 2 NCPLH covers the syllabus set by Government to enable candidates to understand the law in relation to:

- Roles, responsibilities of licensing authorities.
- Permitted temporary licensable activities.
- The application process for a personal licence.
- Rights of entry to licensed premises.
- The role and legal responsibilities of the personal licence holder, and the penalties relating to failure to comply with the law.
- Police powers with regard to suspension and closure of licensed premises.
- The premises licence.
- The specific prohibitions for the sale of alcohol.
- The content and purpose of operating schedules.
- The strengths of alcoholic drinks, and the effects of alcohol on the human body.
- The role and duties of the designated premises supervisor.
- The protection of children from harm.
- Unauthorised licensable activities.
- The responsible retail sale of alcohol.

The training is supported by the BIIAB NCPLH handbook. This handbook is written in an easy to follow format and contains all the information needed to **pass the exam**.

How is the Personal Licence course assessed?

The **Level 2 National Certificate for Personal Licence Holders** is followed by **one short multiple choice exam** with **40 questions**. To pass, the candidate must achieve a minimum of **28 correct** answers.

Course timings

This is an **8 hour course** comprising:

7 "Guided Learning Hours"
1 hour exam.

We generally run the course with the following timings:

09:30 - 17:30 (the exam is taken at the end of the day)

Our course locations

DSTO runs regular NCPLH Personal Licence courses which are open to the public in the following locations:

- Bexleyheath
 - Birmingham
 - Bournemouth
 - Bovey Tracey
 - Brighton
 - Bristol (Bedminster)
 - Bristol (Southmead)
 - Cardiff
 - Chelmsford
 - Coventry
 - Derby
 - Dorking
 - Durham
 - Exeter
 - Farnham
 - Havant
 - Hemel
 - Hereford
 - Huntingdon
 - Ipswich
 - Leeds
 - Leicester
 - London (Covent Garden)
 - London (Hendon)
 - London (New Malden)
 - Luton
 - Maidstone
 - Manchester
 - Marlow
 - Newark
 - North Somerset
 - Northampton
 - Norwich
 - Oxford
 - Plymouth
 - Preston
 - Ringwood
 - Romford
 - Scarborough
 - Sheffield
 - Slough
 - Southampton
 - Sunderland
 - Swindon
 - Taunton
 - Telford
 - Tewkesbury
 - Trafford
 - West Midlands
 - Weston Super Mare
 - Worthing
 - York
-

How to book a course

To book a place on the course all you need to do is pay for it. You can do that with one of the three following options.

Option 1 Book online at www.dsto.co.uk and pay by debit/credit card.

Option 2 Call our office on (01202) 299982 or Free phone 0800 652 9965 and pay by credit/debit card.

Option 3 We can give you our bank details and you pay the cash directly into our bank account via your local bank.

Once you have paid for the course, it confirms your place and we send you out a map, handbook and set of joining instructions for that course.

Applying for the Personal licence

When applying for a personal licence you must apply to the licensing authority for the area in which you are an ordinarily reside.

You must first complete a personal licence application form. **(These forms are available from your local licensing department or the Department for Culture, Media and Sport website)**

Submit the completed application form together with the following documents to your local licensing authority:

- 2 passport sized photographs. **(One must be signed by someone of some standing within the community i.e. solicitor, doctor, teacher, minister of religion, bank or building society official or civil servant).**
- The licensing fee of £37.00
- A Disclosure of Convictions and Declaration form (available from your local licensing department) which should state whether or not any relevant or foreign offences have been committed, including full details, were applicable.
- Your **BIIAB Level 2 National Certificate for Personal Licence Holders**
- Your **CRB** (Criminal Records Bureau) certificate. Visit the **Disclosure Scotland** website to apply online.

NB. A Personal Licence is valid for a period of 10 Years