



“ BIIAB’s greatest strength is that, unlike our competitors, we are not just an awarding body. BIIAB is part of BII, the thriving professional membership body for the licensed retail sector.

The BIIAB APLH is the preferred licensing qualification of pub companies such as Enterprise Inns.”

Cathie Smith ABII, Director of BIIAB

## Where can the qualification be taken and how much does it cost?

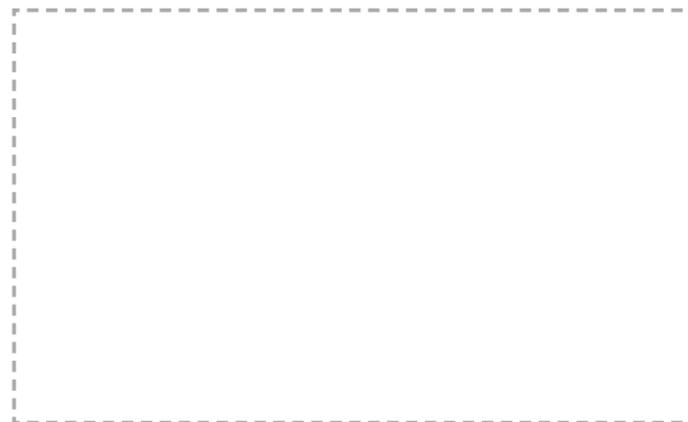
There are over 6,000 places in the UK which offer BIIAB qualifications. Courses for the BIIAB APLH are run regularly throughout England and Wales. The cost of the course is set by each BIIAB approved centre. To find a suitable place to take this qualification, you can:

- contact BIIAB on **01276 684449**
- visit [www.biiab.org](http://www.biiab.org) and use the postcode search
- email the Quality Assurance Department at [qa@bii.org](mailto:qa@bii.org)



## Important information about the BIIAB APLH:

- it is approved by government
- is accredited on the Qualification and Credit Framework (QCF) at Level 2 with a credit value of 1. (accreditation number 501/1494/3)
- it is the market-leader and the industry’s choice.



THE  
INDUSTRY’S  
CHOICE



## BIIAB Level 2 Award for Personal Licence Holders

The BIIAB Level 2 Award for Personal Licence Holders (APLH) is the market-leading qualification for obtaining a personal licence for the retail sale of alcohol.

### Why choose BIIAB APLH?

- It’s the market-leader and the industry’s choice.
- It’s easy to find a training provider near you - over **600** across **6,000** locations in the UK.
- The handbook contains all the information you need to pass the exam.
- It gives you an unrivalled knowledge of the licensing law.
- There’s only one, 40 question multiple-choice exam.
- **BIIAB** is part of **BII**, the professional body for licensed retail.
- It offers **FREE** provisional BII membership.

The market-leading licensing qualification also gives **FREE** membership to BII, the professional body for the industry.



## Who needs the BIIAB APLH?

Licensing law in England and Wales states that anyone who sells or authorises the sale of alcohol to the public must hold a personal licence.

Those who wish to obtain a personal licence need to apply to their local authority.

Applicants will be asked for a number of things to support their application; one of these is proof that they hold a government approved licensing qualification such as the BIIAB APLH.

## Everything you need to know to apply for a personal licence

You can rest assured that the BIIAB APLH covers everything you need to know to pass the qualification's examination and apply for your personal licence. What's more, it's been developed with experts from the industry to make sure it truly meets the needs of those who want to succeed.

The BIIAB APLH covers the syllabus set by government to enable candidates to understand the law in relation to:

- the roles, responsibilities and functions of licensing authorities within the framework of the licensing objectives
- the application process for a personal licence
- the role and legal responsibilities of the personal licence holder, and the penalties relating to failure to comply with the law
- the premises licence
- the content and purpose of operating schedules
- the role and duties of the designated premises supervisor
- unauthorised and temporary licensable activities
- rights of entry to licensed premises
- police powers with regard to suspension and closure of licensed premises
- the specific prohibitions for the sale of alcohol
- the strengths of alcoholic drinks, and the effects of alcohol on the body
- the protection of children from harm
- the responsible sale of alcohol.

## How long does it take?

Training for the BIIAB APLH can be completed in one day and is offered by BIIAB approved training centres. There are over 600 BIIAB approved training centres, across 6,000 venues in the UK. The training is usually followed on the same day by **one** short multiple-choice exam with 40 questions. Training is supported by the BIIAB APLH handbook, or workbook, both of which are written in an easy-to-follow format and contain all the information needed to pass the exam.

All questions test the knowledge of the person taking the exam. The exam covers all aspects of the law and social responsibilities in relation to the sale of alcohol to the public. By always containing questions relating to the licensing objectives and social responsibilities, the BIIAB APLH has the **added advantage of acting as a safeguard for the candidate's personal licence\* and their business.**

Longer tuition and self-study options including e-learning are also available and candidates can also choose to take the exam on-line. These options are available through BIIAB approved training centres.

\*once obtained

## Why choose the BIIAB APLH?

- This licensing qualification is the market-leader and the industry's choice.
- It is easy to find a training provider near you - BIIAB has over 600 across 6,000 locations in the UK.
- Fast turnaround of results.
- The training materials (handbook/workbook/e-learning package) explains licensing law in easy to understand English and contains all the information needed to pass the exam.
- One 40 question multiple-choice exam available in English, Welsh, Chinese, Thai, Bengali, Polish and Turkish.
- BIIAB APLH contributes to other qualification schemes.
- BIIAB is part of BII, the professional body for licensed retail – a registered charity established for over 29 years with nearly 14,000 members.
- The BIIAB APLH exam will always contain questions on the essential areas of knowledge vital to responsible alcohol retail:
  - the sale of alcohol to and the consumption of alcohol by children
  - serving a person who is drunk
  - the licensing objectives
  - the duty of a personal licence holder to declare relevant offences
  - rights of entry of authorised persons.

## UNIQUE benefits for BIIAB APLH candidates

All successful BIIAB APLH candidates\* are eligible for FREE provisional membership of BII. Successful candidates will get:

- a BII provisional membership certificate and membership card
- regular e-news information and updates, tips and advice
- plus a chance to upgrade to permanent BII membership - and receive all the benefits and status which that brings including support and advice, free legal helpline and business and personal discounts.

\* Valid for a period of six months and must have passed the BIIAB APLH.

## What is BIIAB and what other qualifications are available?

BIIAB is the awarding body of BII which is the professional body for the licensed retail industry. BIIAB specialises in developing and awarding qualifications to support people at all levels of the industry. This includes qualifications for everyone from bar and retail staff through to skilled business managers.

BIIAB's qualifications include those for:

- staff development
- licensing
- new licensed retail managers
- management development.

