



## BIIAB Level 2 Award for Designated Premises Supervisors (ADPS)

The Leading Awarding Body of Qualifications  
for the Licensed Retail Sector

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### What is the BIIAB Level 2 Award for Designated Premises Supervisors?

This qualification was developed in conjunction with local government, the police and the licensed hospitality and retail industries to support the post of designated premises supervisor (DPS) which was created under the Licensing Act 2003 and aims to provide anyone working as a DPS with an understanding of their roles and responsibilities under the Act. In addition the qualification highlights the practical day-to-day issues involved in running licensed premises.

The ADPS is accredited on the Qualifications and Credit Framework (QCF) at Level 2 and has a credit value of 1. The accreditation number is 500/3634/8.

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## What does the ADPS cover?

The qualification covers the following key topics:

- the roles and responsibilities of the DPS
- the licensable activities carried out in licensed premises
- the requirements of legislation and best practice to support the four licensing objectives
- how to conduct a risk assessment
- the relationship between the operating schedule and management controls.

In addition, the handbook which is produced by BIIAB to support the qualification contains example floor plans and scenarios for three different types of premises (a nightclub, a shop and a public house) which can be used by learners to assist them with the basic risk assessment for their premises and to help them generate ideas for policies to reduce risks to an acceptable level. This ensures the qualification has both a practical and knowledge based focus.


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## Who is the ADPS for and how will they benefit from the qualification?

The ADPS is for anyone who is already working as a DPS or who may do so in the future in any licensed premises which sell alcohol including:

- pubs and bars
- hotels and restaurants
- sports and social clubs
- off-licences, supermarkets and convenience stores
- nightclubs and entertainment venues.

Anyone achieving the ADPS will have a clear understanding of:

- their legal and social responsibilities under the Licensing Act 2003
  - the licensing objectives and practical steps that can be taken to support these
  - the risk assessment issues associated with different types of alcohol licensed premises.
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## Why choose the ADPS?

The qualification was developed with legal and industry experts to ensure that learners who achieve the ADPS fully understand the legal and social responsibilities associated with the role of a DPS.

The ADPS is supported by a comprehensive, easy to follow handbook which covers everything that a learner needs to know to achieve the qualification. It also provides a useful ongoing reference manual.

The ADPS is part of an established career ladder in the licensed retail sector. If you achieve the ADPS you will be awarded point which count towards membership eligibility of BII, the professional body for the licensed retail sector.

“I expected to sit through a repeat of the personal licence course but it was very apparent that there is a huge need for more training within the industry if the licensing objectives are to be seriously promoted. To ignore these objectives may cost a personal licence holder dearly and therefore the new DPS qualification should be considered a ‘must have’.”

Sgt Nigel Dermott, Licensing Project Manager & Alcohol Coordinator, Community Safety, Essex Police

## What is BIIAB?

BIIAB is the dedicated awarding for the licensed retail sector is the market leader in the development and awarding of qualifications to support the sector at all levels.

Regulated by the Office of Qualifications and Examinations Regulation (Ofqual), BIIAB has over 600 approved centres across 6000 locations in the UK and over 1.5 million BIIAB qualifications have been awarded to date\*.

(\*Figure correct at end 2008)

### **The BIIAB portfolio includes qualifications for:**

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

To find out more about BIIAB’s portfolio of qualifications or the centres that deliver them, contact the QA department on 01276 684449, email [qa@bii.org](mailto:qa@bii.org) or visit our website [www.biiab.org](http://www.biiab.org)

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## BII Membership

BII is the professional membership body for the licensed retail sector. With almost 14,000 members, it has the capacity to support every professional working within the industry and offers a number of exclusive benefits including dedicated help lines, personal savings and business discounts. To find out more about the types of membership available and the huge range of support services offered by BII, call Membership Services on 01276 684449 or visit [www.bii.org/join](http://www.bii.org/join)

“I am pleased to endorse this qualification. The BIIAB Level 2 Award for Designated Premises Supervisors has been designed to support the role of the designated premises supervisor in licensed premises. It incorporates a wide variety of topics that support and promote the responsible retailing of alcohol and includes other relevant legislation and best practice.

Professional qualifications of this nature help to drive up standards and minimise the potential for negative impact of the night time economy on the communities in which premises are based. Obtaining this qualification demonstrates a commitment to social responsibility and provides the basis from which an individual can develop to properly supervise liquor-licensed premises. I am delighted to recommend it to the industry.”

Deputy Assistant Commissioner Chris Allison, Association of Chief Police Officers.



For more information about BIIAB's portfolio of qualifications and the centres which offer them, contact the QA Department on 01276 684449, [qa@bii.org](mailto:qa@bii.org) or visit [www.biiab.org](http://www.biiab.org)

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