

DPS-10

Assessment Records — Designated Premises Supervisor

Candidate signature set. Complete in ink.

1. Knowledge & understanding — sign-off record

The assessor has questioned the candidate against the K&U points below; substance of the answer matters, not exact wording.

K&U point	Met?	Candidate initials	Date
The s.19 mandatory condition and what happens without a valid DPS (s.136).			
The four licensing objectives and the DPS's day-to-day responsibility for them.			
Delegation of authority when the DPS is off-site.			
The correct process, and required consent, to change the specified DPS.			
How to respond to a review notice and its statutory deadline.			

2. Written knowledge test (DPS-03) — marking record

Field	Detail
Score	_____ of 12 (pass 80% (10 of 12))
Safety/legal-critical questions	Questions on trading without a valid DPS and on handling a licensing visit must be correct regardless of overall score.
Result	PASS / REFER (circle one)
Marked by	_____
Date	_____

3. Practical / operational sign-off

Confirms the DPS has nominated and briefed at least one named deputy, recorded in the delegation and absence register.

Item	Confirmed	Signed (DPS/manager)	Date
DPS-04 Delegation and Absence Register			

Certification decision

Component

Complete?

Knowledge & understanding sign-off

Written knowledge test passed

Practical/operational sign-off

Certificate issued

By: _____ Date: _____

Scope and limitations — read before use

IMPORTANT — SCOPE AND LIMITATIONS. This document is a template and guidance product. It is a starting point, not a finished assessment. Every premises is different, and only the premises licence holder and the DPS know their own site, staff and operation. This is a PHW Services competence-based Vocational Qualification (VQ): structured training with recorded knowledge questioning, a written test and signed assessment records. It is NOT a regulated qualification (NVQ/RQF) and is not issued by, or equivalent to, any awarding organisation. Where an equivalent regulated qualification exists (for example BIIAB's Ofqual-regulated Level 2/3 Awards), that is a different product requiring an approved centre — this VQ does not claim to be it, or to substitute for it. The legal duties under the Licensing Act 2003 and all other relevant law remain with the premises licence holder and the DPS at all times and cannot be transferred to PHW Services or to any document. Seek competent legal advice where you are unsure.