

DPS-11

Statement of Training and Competence Assessment

For presentation to the licensing authority, police, or premises records — Designated Premises Supervisor · PHW Services

Basis of the qualification

This is a PHW Services competence-based Vocational Qualification (VQ): structured training with recorded knowledge questioning, a written test and signed assessment records, addressing: Licensing Act 2003 s.19 (mandatory DPS condition), s.136 (unauthorised licensable activities), s.51 (review) and s.182 guidance (DPS as main point of contact).

National Occupational Standards alignment

People 1st PPLHSL8 — Supervise Functions (Hospitality Supervision & Leadership suite), whose performance criteria require the supervisor to 'ensure the function and all associated activities comply with relevant legal requirements', and PPLHSL27 — Contribute to the development of a wine list, whose knowledge requirements name 'licensing legislation' explicitly.

Theoretical assessment — what the candidate completed

Knowledge & understanding questioning across 5 points, recorded and signed. A 12-question written test, answered in the candidate's own handwriting. Pass standard: 80% (10 of 12). Questions on trading without a valid DPS and on handling a licensing visit must be correct regardless of overall score.

Practical / operational assessment — what the candidate completed

Confirmed against DPS-04 Delegation and Absence Register: the DPS has nominated and briefed at least one named deputy, recorded in the delegation and absence register.

Competence decision

The VQ is awarded only when the knowledge & understanding sign-off, the written test pass and the practical/operational sign-off are all complete. The award is not graded.

Audit trail

A full evidence file is retained by PHW Services: the candidate's test paper, K&U questioning record and signed assessment records, retained for at least two years.

Assessor signature

Candidate signature

DPS/premises licence
holder

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.