

DPS-14

Instructor / Tutor Delivery Notes — Designated Premises Supervisor

For the PHW assessor delivering this course. Not issued to candidates.

Session structure — half day, typically 1–8 candidates

Stage	Content	Time
1. Registration	Confirm candidate identity; issue nothing yet.	10 min
2. Policy walk-through	Cover DPS-00 and DPS-01 with the group.	15 min
3. Staff training pack	Deliver DPS-02 section by section, per its own timings.	30 min
4. Knowledge & understanding questioning	Work through the 5 K&U points; record on DPS-10 part 1.	15 min
5. Written knowledge test	Administer DPS-03 under DPS-15 invigilation conditions; mark against DPS-12/DPS-03a.	20 min
6. Practical/operational sign-off	Confirm DPS-04 Delegation and Absence Register.	10 min
7. Certification decision	Complete DPS-10 and issue DPS-09 if all three components are met.	10 min

Facilitation notes

- Substance of an answer matters more than exact wording during K&U questioning — but record what was actually said, not what you expected to hear.
- If a candidate fails a safety/legal-critical question, retrain that point on the spot and re-question before moving on — do not wait for the written test to catch it.
- A refer on the written test means retrain the missed points and re-sit; it is not a fail with no route back.
- Never issue a certificate with an incomplete signature set, even under time pressure — the file is the evidence.

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.