

LIC-VQ-00

PHW SERVICES VQ SYSTEM — LICENSED PREMISES

MASTER SPECIFICATION & OPERATING MANUAL

Covering: Underage Sales Prevention (UAS) · Drugs Awareness for Licensed Premises (DAP) · Designated Premises Supervisor (DPS)

Document ref: PHW-VQ-LIC-00 · Version 1.0 · 2 September 2026

1. What this system is

The PHW Competence Based Vocational Qualification (VQ) is structured training with recorded knowledge questioning, a written test and signed assessment records, delivered and assessed by PHW Services.

It IS

- Evidence of specific, documented training addressing the legal duties set out below for each course.
- For UAS: evidence supporting the s.146(4) due diligence defence against selling alcohol to a child.
- For DAP: evidence supporting the prevention-of-crime-and-disorder licensing objective and management's position under s.8 Misuse of Drugs Act 1971.
- For DPS: evidence of the competence expected of a Designated Premises Supervisor discharging the s.19 mandatory condition.
- Aligned to National Occupational Standards where a genuine lineage exists (see section 4); declared as a PHW-internal standard, plainly, where none exists.
- Fully auditable: every award traces to recorded questioning, a marked handwritten test paper and signed assessment records, retained for at least two years.

2. Legal basis

Course	Legislation	What it requires
UAS	Licensing Act 2003 s.146, s.147, s.147A	No sale of alcohol to a child; due diligence defence available if evidenced
DAP	Misuse of Drugs Act 1971 s.8; Licensing Act 2003 objectives	Management must not knowingly permit drug activity on the premises
DPS	Licensing Act 2003 s.19, s.51, s.136, s.182 guidance	A validly specified DPS holding a personal licence; day-to-day accountability

3. The three qualifications

Ref	Qualification	K&U points	Written test	Typical duration	Certificate
UAS	Underage Sales Prevention	7	12 (pass 10)	Half day	Award Certificate
DAP	Drugs Awareness for Licensed Premises	6	12 (pass 10)	Half day	Award Certificate

DPS	Designated Premises Supervisor	5	12 (pass 10)	Half day + ongoing role	Award Certificate
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Pass mark is 80% throughout. Safety/legal-critical questions on each paper must be answered correctly regardless of overall score — see each course's Marking Crib (-12).

4. Level 2 and Level 3 of the National Occupational Standards

Each course is set at Level 2 (UAS, DAP) or Level 3 (DPS) of the National Occupational Standards developed by the relevant Sector Skills Council. Full detail, LO by LO, is in each course's own -16 National Standard Alignment document.

Course	Standard	Reference	Level
UAS	Level 2 of the National Occupational Standards for Underage Sales Prevention (Sector Skills Council)	PHW-STD-UAS-L2	2
DAP	Level 2 of the National Occupational Standards for Drugs Awareness in the Licensed Retail Sector (Sector Skills Council)	PHW-STD-DAP-L2	2
DPS	Level 3 of the National Occupational Standards for Designated Premises Supervisor (Sector Skills Council)	PHW-STD-DPS-L3	3

Live National Occupational Standards context (supplementary)

Course	Alignment
UAS	People 1st PPL2FBS2 — Serve alcoholic and soft drinks (Hospitality, Food & Beverage Service suite). Genuine external lineage: performance criterion “provide alcoholic drinks to permitted people only” and knowledge requirement “relevant legislation relating to licensing” map directly onto this VQ's K&U bank and test.
DAP	DANOS (Drugs and Alcohol National Occupational Standards) unit AA1 — Recognise indications of substance misuse and refer individuals to specialists. AA1 is explicitly written for the wider workforce, not only treatment specialists: it covers recognising indications of misuse in 'an employee, colleague, co-worker, customer... or anyone else you come into contact with during your work' — a direct, genuine fit for door and bar staff recognising and responding to drug activity involving customers on the premises.

DPS

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.

5. Assessment method — identical across all three qualifications

Component 1 — Knowledge and understanding

Questions from the K&U bank in each course's -02 training pack are put verbally, recorded and judged against the model answer on the -10 Assessment Records.

Component 2 — Written knowledge test

The candidate answers the -03 paper in their own handwriting, under the -15 Invigilation Notes conditions. Marked using the -12 Marking Crib against the -03a Answer Key.

Component 3 — Practical / operational sign-off

Confirmed against the course's operational document (UAS-06 authorisation, DAP-01 policy adoption, or DPS-04 delegation record) — competent or not yet competent, no partial credit on safety-critical items.

Certification decision: **the VQ is awarded only when all three components are complete and signed on the -10 Assessment Records. The award is not graded.**

6. The document set — every qualification has the same components

Document	Contains	Who uses it
-00 Implementation Guide	Legal position, order of work	Everyone
-01 Policy	Statement of policy, oversight checklist	DPS / premises licence holder
-02 Staff Training Pack	Delivery content, timed sections — the K&U bank source	Assessor delivering the course
-03 / 03a Knowledge Test + Answer Key	Candidate paper; full answers, assessor only	Candidate; assessor
-04 to -08 Operational records	Registers, briefings, audits specific to the course	Ongoing, on the premises
-09 Award Certificate	Issued on successful completion	Candidate
-10 Assessment Records (Signature Set)	K&U sign-off, test marking, practical sign-off, certification decision	Candidate + assessor
-11 Premises Verification Statement	Legal basis, assessment detail, competence decision, audit trail	Licensing authority / police / premises records
-12 Marking Crib	Answers only, numbered to the paper	Assessor — quick marking
-13 Signature Checklist	Tick-box index of every signature required	Assessor — file completeness check
-14 Instructor Delivery Notes	Session timings and facilitation notes	Assessor delivering the course
-15 Invigilation Notes	Exam conditions for the written test	Assessor
-16 National Standard Alignment	PHW standard reference, level, credit, GLH, full LO/AC mapping	Assessor, licensing authority, employer

Two documents are shared across all three courses: the Candidate Information Sheet and the Premises & Employer Credibility Sheet.

7. Rules that must not drift

- The PHW Services award certificate layout is the house format. Never redesign it.
- Never claim NVQ/RQF status, awarding-body accreditation, or equivalence to a regulated qualification (APLH, ADPS or otherwise) that cannot be evidenced.
- Never issue a certificate before the K&U sign-off, the written test pass and the practical/operational sign-off are all complete and signed.
- Candidate test papers are issued blank; answers are handwritten by the candidate in ink, never pre-printed.
- Where this VQ is used as evidence of due diligence or competence, it supports but does not by itself guarantee a legal defence — that responsibility remains the operator's.

Document control

Field	Detail
Document	PHW-VQ-LIC-00 v1.0 — Master Specification & Operating Manual
Status	Controlling document for the Licensed Premises VQ family

Date	2 September 2026
Owner	PHW Services
Qualifications covered	UAS · DAP · DPS

Approved by (name)	Signature	Date
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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.