

LIC-VQ-CCR

Course Completion and Certification Record

The PHW Services master log of every candidate registered, assessed and certified against the Licensed Premises VQ. Retained centrally for at least two years; this is the record an insurer, licensing authority or principal contractor is shown to verify a certificate.

Candidate name	Course (UAS/DAP/DPS)	Premises	Reg. ref.	Test score	Result	Certificate issued (date)	Assessor
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Certification decision key

Result	Meaning
PASS	All three components complete: K&U sign-off, written test at or above pass mark, practical/operational sign-off. Certificate issued.
REFER	One or more components not yet met. Retraining and re-assessment required before certification.

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.