

IOS 1 Course Information Form

This sheet gives you all the information you need prior to the course starting.

Course title	National Certificate for Personal Licence Holders (BIIAB)
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Tutor	Ken Gordon		
Date	Thursday 5 th June 2014	Time	9.30 am – 4.30 pm
Venue	Adult Learning Room, Carn Thomas	Course fees	£165 + vat based on 4 persons £123 + vat based on 6 persons

Course description

This course is designed for publicans, hoteliers, guesthouse owners, restaurateurs and retailers. It explains licensing legislation and social responsibilities and leads to the legally required Personal Licence Holders Certificate.

Learning Objectives

1. How to apply for a Personal Licence
2. The legal responsibilities of Personal Licence Holders and children and the law
3. Police and local authority powers
4. The operating schedule
5. The Premises Licence
6. Your own individual learning aim

Equipment / Materials to bring

Please bring a notepad & pen and complete the pre-course workbook please.

Lunch / Refreshments provision

Tea & Coffee will be provided – please bring your own lunch due to there being a very short break.

How will you know you are progressing and how will you be assessed?

The tutor will monitor and assess you throughout the course and there will be question and answer sessions.

Assessment is via a multiple-choice examination. On successful completion you will be issued with the National Certificate for Personal Licence Holders accredited by the British Institute of Inn keeping Awarding Body.

Will there be homework and if so, how much?

None

Qualification courses only: the course fee includes the exam/registration fee. Fees for courses that lead to a qualification are charged at a lower rate than non-qualification courses. Where learners do not undertake the exam/assessment required, a charge at the higher rate will be incurred. Exam/registration fees will only be refunded where the Centre cancels the course.

Are there any additional costs, e.g. materials, equipment or books?

No

What course can you do next?

Further BIIAB courses

Additional information:

Please see Personal Licensing – Verification of Candidate Identity below

If you would like to discuss any other learning needs or progression, please ask a member of staff or email:

lifelonglearning@scilly.gov.uk.

Thank you,

The Lifelong Learning Team.

Personal Licensing - Verification of Candidate Identity

Candidates must provide documentary proof of identity at the course venue before sitting the examination. Listed below are acceptable proofs of identity documents:

Group A

Candidates should EITHER present one item from Group A

Code	Document
1	Signed valid passport (any nationality)
2	Signed UK paper driving licence
3	Signed UK photo card driving licence
4	Valid EU photo identity card
5	Security Licence issued by the Security Industry Authority (SIA)
6	ID/Warrant Card issued by HM Forces, Police (must be current and valid)
7	Proof of Age Standards Scheme (PASS) Card (MUST have PASS hologram on card)

OR, where candidates are unable to provide an ID document from Group A, then they must present two items from Group B.

Group B

Candidates should present two items from Group B

Code	Document
8	Valid UK firearms licence with photo
9	A signed credit, debit or switch card, or card statement less than 3 months old
10	An original or certified copy of UK Birth Certificate
11	Marriage Certificate in the candidates current name
12	P45 or P60 issued within the last 12 months
13	Mortgage or pension statement issued within the last 12 months
14	Utility bill from current address e.g. gas, electricity, phone or mobile (multiple bills acceptable if from different utilities) no more than 12 months old
15	Certificate of British Nationality
16	British Work Permit or Visa no more than 12 months old
17	Addressed payslip no more than 3 months old
18	Child Benefit book no more than 12 months old
19	Court summons no more than 12 months old
20	Letter from UK Government Department, e.g. Inland Revenue, Department for Work and Pensions, Employment service or from a local authority issued within the last 12 months (multiple letters acceptable if from different departments)
21	National Union of Students card (full-time students only)
22	TV Licence with your name and current address issued within the last 12 months
23	Bank or Building Society statement issued to current address no more than 3 months old

Key Facts Sheet

To be read in conjunction with the Course Information Sheet prior to enrolment

Office Opening Hours

Monday to Friday 09.00 – 15.30

Contact Details

Harold Wilson Lifelong Learning Centre
Carn Thomas
St Mary's
Isles of Scilly
TR21 0PT

Telephone: 01720 423561

Email: lifelonglearning@scilly.gov.uk

Website: www.learnscilly.co.uk

Facebook: www.facebook.com/lifelonglearningios

Twitter: www.twitter.com/learnscilly

Enrolment information

Places on courses cannot be confirmed until we have received your completed enrolment form and your payment, or confirmation from your employer agreeing that they will pay the course fee in full.

Payment

Payment can be by cheque (made payable to 'The Council of the Isles of Scilly') or cash at the Lifelong Learning Centre at Carn Thomas. Cheques can also be posted to:

The Lifelong Learning Centre
Carn Thomas
St Mary's, Isles of Scilly
TR21 0PT

You can also pay by Debit or Credit card at The Town Hall

Attendance

You should arrive for your class in good time to avoid delays in starting the class or disruption for your fellow learners. If you are unable to attend a class, for any reason, please ensure that your course tutor is made aware of this in advance.

Learner Support

Fee Remission

Learners may be eligible for fee remission if they are in receipt of any of the following state benefits:

- Employment and Support Allowance (WRAG).
- Jobseekers' Allowance.
- Income Support
- Council Tax Benefit.
- Housing Benefit.
- Working Tax Credit with household income less than £15,276.
- Pension Guarantee Credit.
- Carers Allowance.

Boating

Lifelong Learning will pay the price of a scheduled ticket for off island learners to access courses on St Mary's. Please contact us to arrange.

Additional Support

If you have any additional support needs please contact us to discuss.

Refunds and cancellations

- A full refund will be made when a course does not start and is cancelled by the service.
- Where you cancel your place on the course more than 7 days prior to the start of the course a full refund will be given less a £5 administration charge.
- Where you cancel your place on the course less than 7 days prior to the start of the course 50% of the course fees will be refunded in vouchers less a £5 administration charge.
- Where you are unable to attend a class due to weather issues vouchers will be given instead of refund.
- Once a course has started no refund will be given.
- Where you are unable to attend on medical grounds a pro-rata refund may be given. Evidence i.e. a doctor's certificate/letter must be provided.

All refunds must be applied for either by email or in writing. Exceptions may be made in exceptional circumstances at the discretion of the Lifelong Learning Manager.

If a class has to be cancelled due to tutor illness, adverse weather conditions or similar, we will contact you as soon as possible. To assist us in contacting you, please make sure we have accurate information regarding telephone numbers, and inform us immediately if you have moved or change your number. Please check your answer phone messages before leaving for a class.

Thank you for taking the time to read this information, we hope you enjoy your course.