

SCHEDULE

Regulation

FORM OF TRAINING RECORD
FORM OF TRAINING RECORD

LICENSING (SCOTLAND) ACT 2005 – SCHEDULE 3,
PARAGRAPH 6

TRAINING OF STAFF - TRAINING RECORD - [*Name of member of
staff to be inserted here*]

The Act

Schedule 3

6. (1) No person other than a person who holds a personal licence is to work in the premises in the capacity mentioned in sub-paragraph (2) unless that person has complied with such requirements as to the training of staff as may be prescribed for the purposes of this paragraph.

(2) That is a capacity (whether paid or unpaid) which involves the person

(a) making sales of alcohol, or

(b) where alcohol is sold on the premises for consumption on the premises, serving such alcohol to any person.

DECLARATION

TRAINEE

I [*insert name of member of staff*] confirm that I have received the training required by the Licensing (Training of Staff) (Scotland) Regulations 2007.

[*Please insert signature*]

TRAINER

I [*please insert name*] confirm that I have **provided** the above named member of staff with the training required under the Licensing (Training of Staff) (Scotland) Regulations 2007 on [*please insert date or dates*].

[*Please insert signature*]

[*Where signatory is the holder of a Personal Licence issued under the Licensing (Scotland) Act 2005, please insert the number and the name of Licensing Board which issued the licence here*].

[*Where signatory is a person other than the holder of a Personal Licence described above, please provide details of the qualification held and accredited by the Scottish Qualifications Authority for the purposes of regulation 2(b) of the Licensing (Training of Staff) (Scotland) Regulations 2007. The name of any company by which the person is employed to provide training should also be given*].