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| **LICENSING (SCOTLAND) ACT 2005**  **SCHEDULE 3, PARAGRAPH 6** |

**TRAINING OF STAFF - TRAINING RECORD**

***Print Staff Member Name Here***

[*Name* ]

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| **The Act**  **Schedule 3, Paragraph 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**

***Print Staff Member Name Here***

I [ confirm that I have received the training required by the Licensing (Training of Staff) (Scotland) Regulations 2007.

[*Signed* ]

**TRAINER**

***Print Personal Licence Holder Name Here***

I [\_ ] 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 [***Date or dates***].

[*Signed* ]

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

***Print Personal Licence No and Licensing Board Name 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*

***N/A***

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