

## Introduction

BII is the professional body for the licensed retail sector. Who better to ask for advice about your career in this industry?

BII provides a 'one stop shop' for essential advice and 'must know' information about the industry. We also offer a 'signposting' service directing you to other websites and useful advice. We are here to help you at whatever stage you might be in your career.

BII want to do everything we can to ensure you are as well prepared and informed as possible when entering or working in this exciting, and challenging industry, to help you make a success of it.

## Starting a career in licensed retail

There are many ways to start your career. Some people start as bar staff and work their way up to management, whereas others come straight into their own outlet. Whichever path you take BII can support you and ensure you make the most out of your career.

### What's needed?

- › Do you have a Personal Licence?
- › Have you considered further qualifications?
- › Have you decided what role you are looking for within the industry?
- › Do you have BII Foundation Membership to give you professional status, keep you up to speed with legislation, industry information and help you in your career?



RAISING STANDARDS IN LICENSED RETAIL

## Want to run your own licensed outlet?

Most people have thought about running a pub, bar or other type of licensed outlet at one time or another. Maybe your dream is being at the heart of a vibrant and thriving city centre venue. Perhaps you see yourself more as a worldly-wise figure giving customers outstanding service in a peaceful country local. Either way you are not alone in this ambition!

## What running an outlet entails

Running a licensed outlet has many benefits, from the freedom that comes with being your own boss to the luxury of a varied role each day.

However, the benefits won't come without hard work, commitment and long hours. You will need to be very versatile as finance, people, stock and time are just some of the things you will need to effectively manage to make your business a success.

Your personality is a very important factor as this will help to develop the atmosphere of the pub/ outlet.

Good communication skills, an outgoing and confident personality with a general interest in

people, a business mind and a pro-active approach are all things that would add to your chance of success.

### Starting out

- › Do you know what qualifications and training you will need?
- › Have you decided what sort of publican you wish to be? Manager, tenant, lessee or freeholder?
- › Do you know how to devise an in-depth business plan?
- › Have you researched different ways to raise capital to fund your venture?
- › Have you arranged a solicitor, accountant and bank?

- › Do you have all your insurance in place?
- › Are you up to speed with licensing law?
- › Have you thought about who can help to ensure you are ready to take the plunge?

If the answer to any of the above is NO, then BII can be a real help you. What have you got to lose?

## Looking to take on a tenancy or lease agreement?

BII's Pre-Entry Awareness Training (PEAT) is an e-learning programme that identifies the main issues which need to be considered and investigated before signing a pub tenancy or lease agreement in England or Wales. The programme covers topics such as the tied pub model, the different types of agreements available, rental calculations, the legal consequences of breach of agreement and much much more. Most pub companies will require prospective tenants and lessees to undertake BII's PEAT. For further information go to [www.bii.org/peat](http://www.bii.org/peat)

## Useful Websites

Some websites that would be useful to take a look at are:

[www.bii.org](http://www.bii.org) – BII – Membership, services and benefits, qualifications, industry information and news

[www.biiab.org](http://www.biiab.org) – BIIAB – qualifications for every stage of your career

[www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk) – Criminal Records Check (CRB) for UK individuals

[www.businesslink.gov.uk](http://www.businesslink.gov.uk) – Legislation and practical advice for businesses

<http://www.buyingapub.com/> – The Website for everyone that is involved in every aspect of the licensed industry and the customers who use all these premises. This website also has a couple of useful online books.

## How can BII help you?

BII offers support for whatever stage you are at in your career in the licensed retail industry. BII has a number of membership levels to suit all stages in the career ladder. From Foundation level for new entrants to Fellow level for people with years of experience. All levels come with an exclusive package of member benefits.

### Here is a taster of what membership could offer you\*

- Monthly subscription to **BII BUSINESS magazine**, giving you great advice for a successful business
- **FREE licensing, legal and financial advice helplines**
- **Personal Licence Holder and other qualifications**
- Access to knowledge and expertise via our new **mentoring scheme**, helping maximise your business potential
- **Business savings** on insurance, PDQ machine rates, stock and more
- **Networking events**
- Full range of **personal benefits**, offering great discounts with: AA breakdown, BUPA, Vision Express and many more....

**Above all the BII can offer you support when you need it most!**

\*Different levels of membership offer different benefits

### Contact Us

**To discuss what BII can do for you, contact us on:**

T: 0800 7839 795

E: [newcomer@bii.org](mailto:newcomer@bii.org)

W: [www.bii.org/runningapub](http://www.bii.org/runningapub)

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# Make the most of your career in licensed retail!



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## BII, your business partner to a successful future