

CILEX

CPOQ

**Training Provider
Re-approval Report**

CPQ Approval

Professional Vocational Training

Suite 2J4

Park Business Centre

Wood Lane

Erdington

B24 9QR

Number of sites (including satellites):

1

Date of meeting

1st May 2024

2nd May 2024

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Part 1

Acknowledgements

The Panel wishes to thank Professional Vocational Training for the effective co-ordination of the visit, which was conducted remotely on 2nd May 2024.

CILEX would also like to thank those who took the time to meet with the Panel throughout the visit. The agenda for the visit is provided in Appendix A.

Introduction

This report is in relation to a re-approval visit on 1st and 2nd May 2024 with Professional Vocational Training. The Training Provider has applied for re-approval to deliver qualifications indicated in the table below.

CILEX Professional Qualification – Foundation Stage	<input checked="" type="checkbox"/>
CILEX Professional Qualification – Advanced Stage	<input checked="" type="checkbox"/>
CILEX Professional Qualification – Professional Stage	<input checked="" type="checkbox"/>

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CILEX Quality Panel Members:

- Sian Hales – CILEX Quality Panel Chair
- Markham May – CILEX Quality Panellist

CILEX Representatives:

- Karen Few – CILEX Accreditation and Training Provider Engagement Officer

The Chartered Institute of Legal Executives is required to undertake such visits to ensure that a Training Provider has met and can maintain compliance with the CILEX Professional Qualification Approval Standards. The visit was conducted in accordance with the CILEX Professional Qualification Approved Training Provider Handbook 2020.

Part 2

Background

Professional Vocational Training currently delivers the CILEX Level 6 Diploma in Law & Practice, Level 3 Paralegal Apprenticeships, Level 6 Chartered Legal Executive Apprenticeships, CILEX Professional Qualification (Foundation and Advanced Stages); they are also approved to deliver the CILEX Professional Qualification Professional Stage.

Professional Vocational Training have delivered a CILEX Level 3 and Level 6 provision since 2005, and they were approved to deliver all stages of the CILEX Professional Qualification on 25th February 2021.

Part 3

Outcomes

The CILEX Quality Panel found that the Training Provider has met all the CILEX Professional Qualification Approval Standards.

The CILEX Quality Panel has decided that CILEX Re-approval should be granted with an accompanying Quality Improvement Plan .

Part 4

Appendices	
Appendix reference	Description
A	Visit Agenda 1 st May 2024
B	Visit Agenda 2 nd May 2024
C	Quality Improvement Plan

Definitions

For the purpose of the document, the following terms used throughout the report are defined as follows:

CILEX - Chartered Institute of Legal Executives

CILEX Quality Panel - All members of the visiting panel representing the Chartered Institute of Legal Executives

The Training Provider - Professional Vocational Training

CPQ - CILEX Professional Qualification