



## **CILEx TRAINING PROVIDER VISIT UPDATED REPORT**

<b>CILEx Accreditation Visit</b>
<b>The Law Academy Graeme House Derby Square Liverpool L2 7ZH</b>
<b>Number of sites (including satellites): 1</b>
<b>Wednesday 25<sup>th</sup> September 2019</b> <b>Report updated 12<sup>th</sup> November 2019</b>

## TABLE OF CONTENTS

<b>Part 1</b>	Acknowledgements	<b>2</b>
	Introduction	<b>2</b>
<b>Part 2</b>	Background	<b>3</b>
<b>Part 3</b>	Visit outcomes	<b>4</b>
	Conditions	<b>4</b>
	Recommendations	<b>4</b>
<b>Part 4</b>	Appendix A – Visit Agenda	<b>5</b>
	Appendix B – Update on condition and accreditation status	<b>5</b>
	Definitions	<b>5</b>

### PART 1

---

#### Acknowledgements

The Panel wishes to thank The Law Academy for the effective co-ordination of the visit and their hospitality during the visit conducted on Wednesday 25<sup>th</sup> September 2019.

CILEx would also like to thank those who took 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 an accreditation visit carried out on Wednesday 25<sup>th</sup> September 2019 at The Law Academy. The training provider has applied for accreditation to deliver the qualifications listed in the table below.

CILEx Level 3 Certificate in Law & Practice	<input checked="" type="checkbox"/>
CILEx level 3 Professional Diploma in Law & Practice	<input checked="" type="checkbox"/>
CILEx Level 6 Diploma in Law & Practice	<input checked="" type="checkbox"/>
CILEx Graduate Fast-track Diploma	<input checked="" type="checkbox"/>

## **Managing Director**

Helen Miller  
The Law Academy  
Graeme House  
Derby Square  
L2 7ZH  
T: 0151 227 2666  
E: helenmiller@thelawacademy.co.uk  
W: www.thelawacademy.co.uk

## **The Quality Panel**

- Sheila Needham – Chair of the Quality Panel
- Margaret Reid – Quality Panellist

## **CILEx Representatives**

- Karen Few – Accreditation Support 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 Training Provider Accreditation Standards. The visit was conducted in accordance with the CILEx Accredited Training Provider Handbook (2019).

## **PART 2**

---

### **Background**

The Law Academy currently delivers the CILEx Level 3 Certificate in Law & Practice, CILEx Level 3 Professional Diploma in Law & Practice, CILEx Level 6 Diploma in Law & Practice and CILEx Graduate Fast-track Diploma.

The Law Academy began delivering training for their CILEx provision in 2005 and has continued to date.

## **PART 3 Visit outcomes**

---

The Panel found the training provider has met 28 out of the 29 organisation standards and all 32 programme standards.

The Panel has decided that accreditation should be awarded with one condition.

### **Condition**

Standard 7.3	The training provider has a formal application process and a robust approach to ensuring entry requirements are met and any claimed qualifications are verified.
Condition	The training provider must make every effort to verify any claimed qualifications and provide evidence of the process.
Deadline	1 <sup>st</sup> November 2019

### **Rationale**

The Panel saw evidence that The Law Academy has a robust process for the recruitment of students, including face to face or telephone initial interviews followed by, if deemed appropriate, a formal application. The Law Academy, itself, does not set any mandatory entry requirements for its programmes but adheres to those set down by CILEx and Damar (the apprenticeship organisation) as mandatory.

Standard 7.3 requires training providers to verify claimed qualifications and therefore The Law Academy must check that qualifications claimed, such as GCSEs for entry onto its Level 3 programme, are evidenced.

The Panel requires The Law Academy to provide CILEx with documentary evidence in the form of a completed spreadsheet demonstrating that claimed qualifications have been verified for the September 2019 Level 3 cohort.

### **Recommendation**

One recommendation has been offered by The Panel.

The Law Academy develops further its recently introduced tutor training events and maintains a composite record of the contents of these events.

## PART 4

<b>Appendices</b>	
<b>Appendix reference</b>	<b>Description</b>
A	Visit Agenda
B	Update on condition set and accreditation status

**Definitions**

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

CILEx – Chartered Institute of Legal Executives

Panel – All members of the visiting panel representing the Chartered Institute of Legal Executives

The Training Provider – The Law Academy

### **Appendix B - update on condition set and accreditation status**

One condition was set at the Accreditation Visit which took place on 25<sup>th</sup> September 2019. Details are provided in Part 3 above. This related to Programme Standard 7.3.

The condition required the Training Provider to submit documentary evidence, in the form of a completed spreadsheet, to demonstrate that claimed qualifications had been verified for the September 2019 Level 3 cohort by 1 November 2019.

This evidence was received by CILEx on 29 October 2019 and was considered by the Panel. It was agreed by the Panel that the evidence submitted was sufficient to meet the condition set.

Compliance with this standard, and all other standards, will be monitored as part of CILEx's ongoing quality assurance process.

The Law Academy is awarded accreditation without any conditions.