

Agenda
Professional Vocational Training Ltd: CILEx Accreditation Visit
Location: Carrs Lane Conference Centre, Carrs Lane, Birmingham, B4 7SX
Contact: Helen Greaves
Date: Wednesday 6th November 2019
Delivery Method: Blended Learning

09:00	Arrival – tea/coffee Private meeting for the Chair of the Quality Panel, Panellist and CILEx representatives
09:45	Review of the programme documentation
10:30	Meeting with the Director of the Training Provider
11:00	Meeting with seven learners from the CILEx Level 3 Course
11:30	Private meeting for the Chair of the Quality Panel, Panellist and CILEx representatives
11:45	Meeting with the CILEx Administrator/Marketing Manager and CILEx Course Tutors
12:15	Teaching observation
12:45	Panel working lunch
13:30	Tour of the facilities conducted by the CILEx Senior Course Tutor, including the classrooms regularly used by the Training Provider
14:00	Meeting with the CILEx Senior Course Tutor, including a demonstration of OneFile Eportfolio software
14:45	Private meeting for the Chair of the Quality Panel, Panellist and CILEx representatives
15:00	Meeting with the Director of the Training Provider with a review of the programme documentation
15:20	Private meeting for the Chair of the Quality Panel, Panellist and CILEx representatives
15:35	Meeting with the Director of the Training Provider
15:45	Finish