



CILEx TRAINING PROVIDER ACCREDITATION VISIT REPORT

CILEx Accreditation Visit
Professional Vocational Training Limited Suite 2J4 Business Park Centre Wood Lane Erdington B24 9QR
Number of sites (including satellites): main delivery venue in Birmingham and one additional venue in Norwich
Wednesday 6th November 2019

TABLE OF CONTENTS

Part 1	Acknowledgements	3
	Introduction	3
Part 2	Background	4
Part 3	Visit outcomes	4
Part 4	Appendices	5
	Definitions	5

PART 1

Acknowledgements

The Panel wishes to thank Professional Vocational Training Ltd for the effective co-ordination of the visit and their hospitality during the visit conducted on Wednesday 6th November 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 on Wednesday 6th November 2019. The Training Provider has applied for accreditation to deliver the qualifications indicated in the table below.

CILEx Level 3 Certificate in Law & Practice	☒
CILEx Level 3 Professional Diploma in Law & Practice	☒
CILEx Level 6 Graduate Fast-track Diploma	☒
CILEx Level 6 Professional Diploma in Law & Practice	☒

Head of Training Provider

Helen Greaves
Professional Vocational Training Ltd
Suite 2J4
Park Business Centre
Wood Lane
Erdington
B24 9QR
T: 0121 353 7780
E: helen.greaves@pvt.org.uk
W: www,pvt.org.uk

The Quality Panel

- Sheila Needham – Panel Chair
- Sally Powell – Quality Panellist

CILEx Representatives

- Lisa Sparkes – Accreditation Manager
- 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

Professional Vocational Training Ltd have delivered a CILEx Level 3 and 6 provision since 2005. Their learners are generally, although not always, working in the legal profession and wishing to move through the CILEx suite of qualifications to gain Chartered status.

Professional Vocational Training Ltd also provide the Graduate Fast Track programme, which offers graduates who are unable to gain Training Contracts, the option to proceed forward in the legal profession.

Professional Vocational Training Ltd have also previously taught learners who were Legal Secretaries and Paralegals, who have followed the Level 2 Secretarial and Paralegal qualifications route, subsequently moving onto the Professional programmes.

The Training Provider has also supported learners from outside the sector, for example, working in supermarkets and with the authority responsible for the toll booths on the M6. These learners have successfully entered the profession, often during the course, and gained their qualifications.

All learners taught by Professional Vocational Training Ltd are of employed status.

Professional Vocational Training Ltd commenced their delivery of the Chartered Legal Executive Apprenticeship approximately two years ago and have current learners on this programme. All learners have yet to reach the EPA stage of the programme.

Professional Vocational Training Ltd.'s CILEx provision is delivered at two sites, the main venue is in Birmingham and, at the time of the visit, there was one additional venue in Norwich. The venue at Erdington is purely used for administration purposes.

PART 3 Visit outcomes

The Panel found that the Training Provider has met 29 out of the 29 organisation standards and 32 out of the 32 programme standards.

The Panel has decided that accreditation should be awarded with no conditions.

The Panel does not offer any recommendations.

PART 4

Appendices	
Appendix reference	Description
A	Visit Agenda

Definitions

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

CILEx – Chartered Institute of Legal Executives

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

The Training Provider – Professional Vocational Training Ltd