

Agenda

North Kent College: CILEx Accreditation Visit

Location: North Kent College, Oakfield Lane, Dartford, DA1 2JT

Contact: Hayley Green

Date: Wednesday 11 December 2019

Delivery Method: Classroom Learning

08:45	Arrival – tea/coffee Private meeting for the Panel and CILEx representative
09:15	Meeting with the Curriculum Manager of Legal & Office Support & Business
09.45	Teaching observations
10.30	Tour of the facilities conducted by the Curriculum Manager of Legal & Office Support & Business, including the classrooms, exam rooms and the facility where exam papers are kept securely.
11.00	Private meeting for the Panel and CILEx representative
11.30	Meeting with the Vice-Principal and the Curriculum Manager of Legal & Office Support & Business
12.30	Private meeting for the Panel and CILEx representative
12.45	Meeting with ten learners from the CILEx Level 3 Course
13:15	Panel working lunch
13:45	Meeting with a CILEx Course Tutor for a demonstration of the Moodle and eTrackr soft
14:15	Private meeting for the Panel and CILEx representatives
14:30	Meeting with CILEx Course Tutors
15:00	Private meeting for the Panel and CILEx representatives
15:15	Meeting with the Vice-Principal and the Curriculum Manager of Legal & Office Support & Business
15:30	Finish