



## **CILEx TRAINING PROVIDER ACCREDITATION VISIT REPORT**

<b>CILEx Accreditation Visit</b>
<b>North Kent College Oakfield Lane Dartford DA1 2JT</b>
<b>Number of sites (including satellites): 1</b>
<b>Date of visit: 11<sup>th</sup> December 2019</b>

## TABLE OF CONTENTS

<b>Part 1</b>	Acknowledgements	<b>3</b>
	Introduction	<b>3</b>
<b>Part 2</b>	Background	<b>4</b>
<b>Part 3</b>	Visit outcomes	<b>4</b>
	Good practice	<b>4</b>
<b>Part 4</b>	Appendices	<b>4</b>
	Definitions	<b>4</b>

---

## PART 1

---

### Acknowledgements

The Panel wishes to thank North Kent College for the effective co-ordination of the visit and their hospitality during the visit conducted on Wednesday 11<sup>th</sup> December 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 11<sup>th</sup> December 2019 to North Kent College. The Training Provider has applied for accreditation to deliver the qualifications indicated in the table below.

Level 2 Diploma for Legal Secretaries	<input checked="" type="checkbox"/>
Level 3 Diploma for Legal Secretaries	<input checked="" type="checkbox"/>
Level 2 Certificate in Legal Studies	<input checked="" type="checkbox"/>

#### Head of Training Provider

David Glead  
North Kent College  
Oakfield Lane  
Dartford  
DA1 2JT  
T: 01322 629400  
E: davidgleed@northkent.ac.uk  
W: www.northkent.ac.uk

#### The Quality Panel

- Sheila Needham – Panel Chair
- Sian Hales – Quality Panellist

#### CILEx Representative

- 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 North Kent College has delivered Legal Secretary programmes for over 30 years, with ILEX/CILEx being the awarding body since the 2003/04 academic year.

The CILEx programmes currently being delivered in the 2019/2020 academic year are:

CILEx Level 2 Diploma for Legal Secretaries  
CILEx Level 3 Diploma for Legal Secretaries  
CILEx Level 2 Certificate in Legal Studies

### PART 3 Visit outcomes

---

The Panel found that North Kent College has met all 29 organisation standards and all 32 programme standards.

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

### Areas of Good Practice

The Panel would like to highlight as good practice the emphasis the Legal Secretary programme team members place on the preparation of the young students for the world of work. They promote a strong work ethic underpinned by a focus on attendance, punctuality, dress code and respectful behaviour.

## PART 4

<b>Appendices</b>	
<b>Appendix reference</b>	<b>Description</b>
A	Visit Agenda

  

<b>Definitions</b>
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 – North Kent College