



CILEx TRAINING PROVIDER VISIT REPORT

CILEx Accreditation Visit
University of Derby 4-6 Agard Street Derby DE1 1DZ
Number of sites (including satellites): 1
Tuesday 15th October 2019 Report updated 17th January 2020

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PART 1

Acknowledgements

The Panel wishes to thank the University of Derby for the effective co-ordination of the visit and their hospitality during the visit conducted on Tuesday 15th October 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 Tuesday 15th October 2019 to the University of Derby. The Training Provider has applied for accreditation to deliver the qualifications indicated 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 Graduate Fast-track Diploma	<input checked="" type="checkbox"/>
CILEx Level 6 Professional Diploma in Law & Practice	<input checked="" type="checkbox"/>

Head of the Law School

Sue Jennings
University of Derby
4-6 Agard Street
Derby
DE1 1DZ
T: 01332 592830
E: S.Jennings@derby.ac.uk
W: www.derby.ac.uk

The Quality Panel

- Jenny Crewe – Panel Chair
- Jamie Butcher – 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 University of Derby has applied to deliver the CILEx Level 3 qualifications and the CILEx Level 6 qualifications as part of their delivery of the Paralegal and Chartered Legal Executive Apprenticeships. The University of Derby does not currently deliver any CILEx provision.

PART 3 Visit outcomes

The Panel found that 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 2.3	The Training Provider demonstrates a clear approach to identifying and managing conflicts of interests, whether potential or realised.
Condition	The Training Provider must develop a conflict of interest policy and process, in accordance with paragraph 4.13.1 of the CILEx

	Accredited Training Provider Agreement; and provide evidence of both the policy and process.
Deadline	31 st December 2019

Rationale

The Panel were notified that the Training Provider has a number of ad hoc conflicts of interest policies in place, and that furthermore the relatively small number of staff, coupled with the culture of transparency, frequently allows conflict of interest issues to be resolved without a formal process. However, The Panel felt that in order to protect both CILEx and the Training Provider, must have a formal conflict of interest policy in place which prompts staff to declare any conflicts on an annual basis, or if one occurs outside the annual monitoring cycle.

Standard 2.3 requires Training Providers to demonstrate a clear approach to identifying and managing conflicts of interests, whether potential or realised. This requirement includes the provision of a conflict register.

The Panel requires the University of Derby to provide documentary evidence for their conflicts of interest policy, process and register by 31st December 2019.

Recommendations

There were no recommendations offered by The Panel.

PART 4

Appendices	
Appendix reference	Description
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 – University of Derby	

APPENDIX B – Update on condition set and accreditation status

One condition was set at the Accreditation Visit which took place on 15th October 2019. Details are provided in Part 3 above. This related to Organisation Standard 2.3.

The condition required the Training Provider to submit documentary evidence, in the form of a conflicts of interest policy and process, to demonstrate that potential conflicts of interest are identified and managed effectively. In addition, the condition requested the inclusion of a conflicts of interest register.

This evidence was received by CILEx on 17th December 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 University of Derby is awarded accreditation without any conditions.