

Your blended learning partner for professional qualifications

A curriculum manager guide to delivering Online and On Campus courses and apprenticeships



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Your blended learning partner for professional qualifications

At Mindful Education, we believe everyone should have the opportunity to achieve new qualifications. That a busy family or work life, learning differences, or a previous lack of opportunity shouldn't be a barrier to accessing a high-quality, empowering education.

Founded in 2015, we're an edtech company that specialises in blended learning for professional qualifications. Experienced and insightful, the Mindful Education team works in partnership with hundreds of colleges, training providers and employers to provide flexible, accessible courses and apprenticeships for local communities.

A compelling mix of academic expertise, technology and creativity, our courses bring learning to life, supporting curriculum teams to help their learners achieve their qualifications and realise their ambitions.

Curriculum managers face a challenging role, balancing the needs of learners, staff, and senior managers while navigating constant changes to internal structures, qualifications, and funding. A partnership with Mindful Education provides access to resources, support, and insights that make the delivery of professional qualifications easier for both managers and their teams.



“Mindful Education’s courses are the benchmark for anything we look at in any other sector and, as far as I know, nothing else even comes close to it.”

Fiona Tierney
Curriculum Head of Business,
Computing and Esports
Cardiff and Vale College

20,000+
learners have studied a
Mindful Education course or
apprenticeship

Addressing the demand for flexible learning



We help our partners to deliver high-quality blended learning solutions that meet the demand for flexible study options from learners and employers.

A partnership with Mindful Education enables colleges and training providers to offer ready-made, flexible part-time courses for adult learners. Award-winning technology combined with hybrid learning models enable more people to achieve professional qualifications and boost their careers.

Learners study the key points online before each classroom session, enabling curriculum teams to deliver focused teaching that helps to underpin key concepts and drive up achievement rates. These regular classroom sessions provide learners with an invaluable opportunity for peer-to-peer support and collaborative learning, creating a firm foundation for a rewarding learning experience.

Mindful Education's hybrid apprenticeships also help our partners to meet the needs of employers who are seeking flexible delivery options. Our courses and apprenticeships offer regular infilling opportunities, meaning you can respond to employer requirements and build cohorts throughout the year. Public sector employers particularly appreciate this flexibility and we work in partnership with a number of NHS Trusts and local councils.

Our blended learning approach helps to maximise the impact of classroom time by delivering bespoke sessions that are learner-driven rather than syllabus-driven:

“To have the best of both worlds, it really means that you can dedicate your time while you're at home, but then you have an amazing tutor who will back you up and help you where you need. You get both. This is definitely the way that I'd prefer to learn.”

Ben
Accounting learner
BMet

Supporting curriculum managers

Working with Mindful Education helps to remove uncertainty; from planning provision and delivery, to setting and achieving targets for learner recruitment and progression, we're always on hand to provide guidance, assistance and reassurance. We aim to empower curriculum managers, supporting you and your team every step of the way.



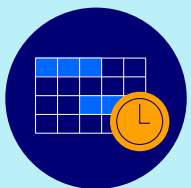
Boost learner outcomes

Our blended learning courses are the best in the market and help colleges drive better outcomes for their learners. Achievement rates for our courses are outstanding: 80% of Mindful Education learners who complete their qualifications achieve a merit or distinction and our results are consistently above awarding organisations' published averages.



Understand learner progress in real time

We monitor learner engagement via our analytics and learner satisfaction through regular surveys. This means that we can immediately flag any concerns and we'll work with your delivery team to ensure learners stay on track - providing reassurance to managers.



Best practice delivery planning

Each year we complete an annual review of all delivery models based on insights from our partner network, learner outcomes, and learner survey feedback. We share key considerations for delivery with managers, helping you to plan and recruit with confidence.



Free up valuable staff time

Mindful Education courses reduce preparation and administration for tutors, meaning fewer staff delivery hours are needed. This means you can utilise valuable teaching hours elsewhere. Our courses are ideal for colleges with staffing shortages, or those seeking growth in professional subjects.



Minimum 50% contribution margin

We provide bespoke curriculum and financial modelling for every partner, based on learner numbers, staffing needs and preferred delivery approach. Through this work, we ensure that college partners are able to plan for a minimum 50% contribution margin across all courses and apprenticeships.



Paid marketing campaigns to boost recruitment

Mindful Education's marketing team works with their college counterparts to boost applications and enrolments. This includes funding and managing targeted online ads to drive potential learners to the college website. We also offer product awareness training for your admissions team to assist them with delivering information, advice and guidance for our courses.



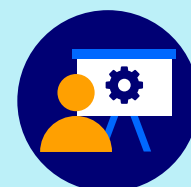
Stay up to date with awarding organisations

The Mindful Education team works closely with awarding organisations. We maintain strong relationships with their leadership teams, meaning we're well placed to assist our partners with navigating the centre accreditation process and to advise partners on changes to specifications.



Ofsted inspection support

Our experienced team provides expert support for curriculum managers preparing for Ofsted inspections. Our senior leadership team is readily available to engage with Ofsted inspectors during their visits.

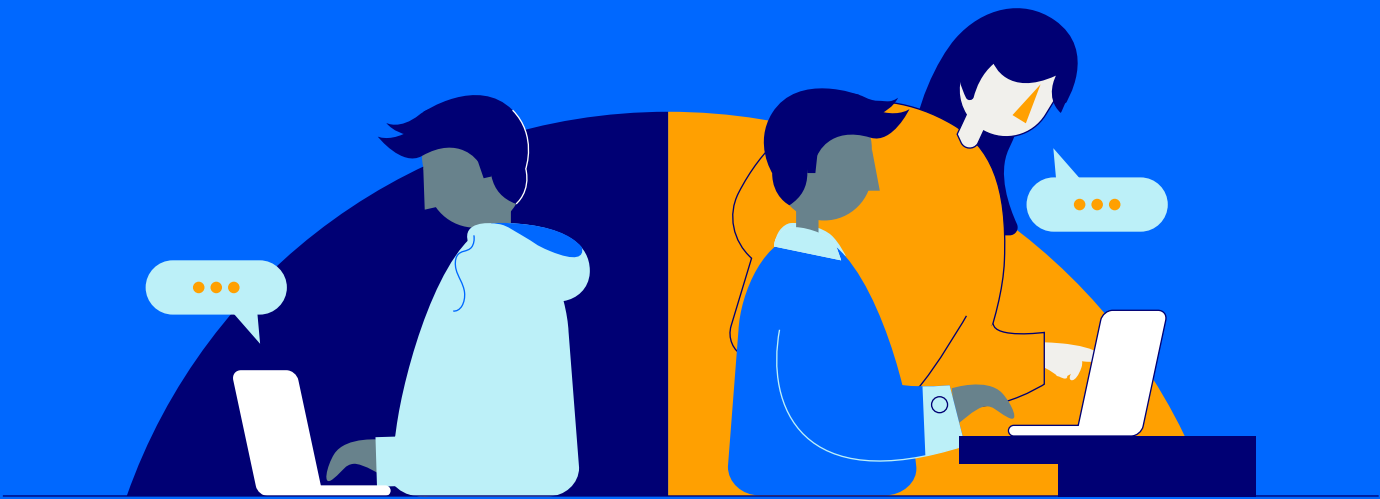


Unlimited tutor support

We provide unlimited tutor training on the use of the VLE and analytics and we can support your team's ongoing CPD needs with specialist sessions on blended learning delivery. Our Virtual Learning Environments (VLEs) are packed with a vast array of tutor resources. See pages 8-9 for more information on our support for tutors.

Online and On Campus – supporting delivery

Access to our award-winning virtual learning environments and bespoke support for planning delivery means that you will have more time to focus on what matters most: supporting your team to achieve outstanding results.



Working with Mindful Education makes delivering professional qualifications easier for tutors. Our flexible courses bring significant benefits to delivery teams, both Online and On Campus:

Online

Tutors and managers have full access to a bespoke virtual learning environment (VLE) and can review learner progress via detailed analytics. Tutors can prepare for on campus sessions by reviewing the VLE analytics for their class, helping them to readily understand where their learners need additional support.

On Campus

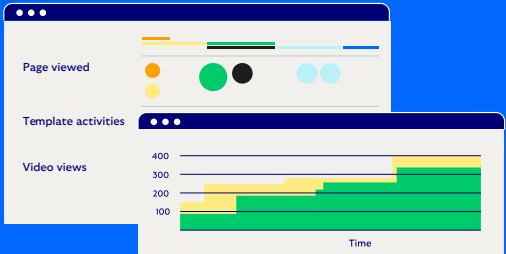
Tutors control the structure and content of classroom sessions, enabling them to focus on areas that learners are finding more challenging. On campus sessions are designed to help embed key concepts and maximise the value of classroom time, supported by our comprehensive lesson materials that enable high challenge - high support learning.



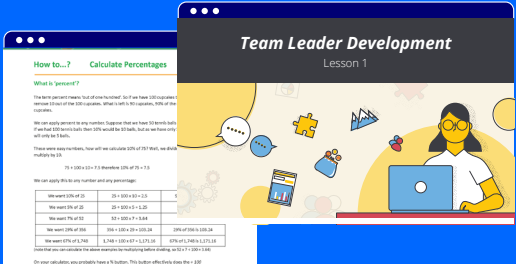
Scan to hear from our partners

“Working with Mindful Education is like having another member of the team.”

Sandra Cook
AAT Tutor, Brockenhurst College



| Lesson Title | Video Title | Tutor Resources | AAT Assessment Criteria | Mapped to Apprenticeship Standards |
|--------------|-------------|-----------------------|-------------------------|------------------------------------|
| Lesson 1 | | Essential Optional | 1.1 1.2 | K6 and K8 |
| Lesson 2 | | Essential Optional | 1.1 1.2 | K4, K6, K8 and K13 |



| Activity | Date | Description |
|-------------------------|-----------------|--------------------------|
| Online Lesson Unlock(s) | 03 Nov - 09 Nov | Complete online lesson 1 |
| Online Lesson Unlock(s) | 10 Nov - 16 Nov | Complete online lesson 2 |
| Online Lesson Unlock(s) | 17 Nov | Attend on campus class |
| Online Lesson Unlock(s) | 17 Nov - 23 Nov | Complete online lesson 3 |
| Online Lesson Unlock(s) | 24 Nov - 30 Nov | Complete online lesson 4 |
| Online Lesson Unlock(s) | 01 Dec | Attend on campus class |

Live learner analytics

Our intuitive analytics allow you to pre-empt opportunities for intervention, and focus on areas that learners are finding most challenging. These helpful insights elevate learner engagement, retention and outcomes.

Sequence of learning documents

All learning outcomes for our professional courses are mapped to the qualification specifications and the relevant apprenticeship standards. Downloadable sequence of learning documents help you to plan on campus sessions and learner assessments.

Tutor resources to support delivery

The Mindful Education VLE offers ready-to-use materials and template lesson plans that complement the course calendar. This reduces preparation time and supports tutors with coaching and embedding learning.

Bespoke calendars

Each cohort of learners works to a unique calendar, agreed in advance with the curriculum team. Our courses are structured and paced, with online lessons released to the group according to the calendar, followed by on campus sessions with their tutor.

Ofsted comment on the Online and On Campus approach in partnership with Mindful Education:

“In adult Level 2 accountancy courses, tutors make effective use of online exercises to check that learners have understood a particular theme.”

Boston College Ofsted report
Inspection December 2023

AAT results

For **every unit**, on **every AAT qualification** we deliver, average results achieved by Mindful Education learners were above AAT’s published worldwide averages.

2023-24 results
Collated in October 2024 from 48 partners, minimum of 70 sittings per unit

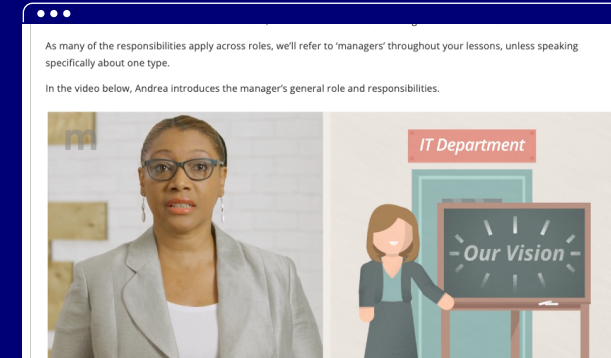
Online and On Campus – learner experience

Flexible, inspiring and engaging, Mindful Education courses are expertly designed to bring learning to life and help learners to achieve outstanding results.



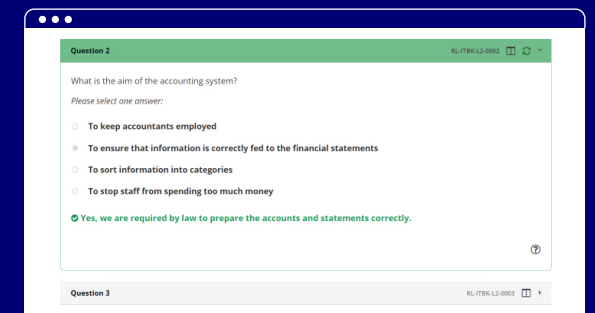
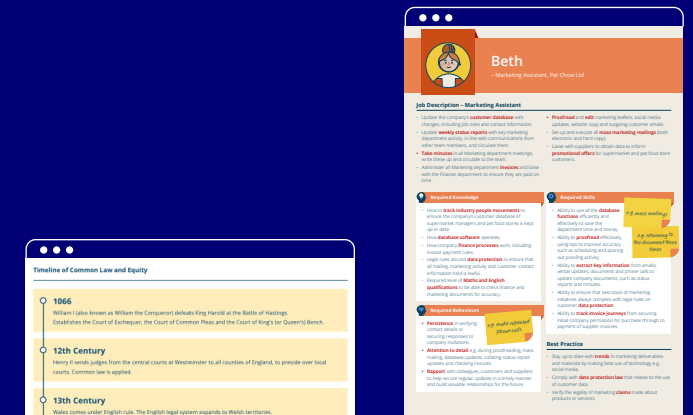
Video lessons

cover the full specification for the professional qualification



Motion graphics

boost learner engagement



Quizzes, questions and case studies

deepen understanding and embed learning

Specialist in-house filmmakers, motion graphic designers and web developers collaborate with our experienced academic teams to create innovative ways of learning. Our courses are written by academic experts and rigorously quality-checked to meet course specifications. We ensure they stay current with the latest specification changes and course requirements, empowering curriculum

teams to deliver a consistent, high-quality learning experience.

Mindful Education's technology provides a range of features that empower people who may face barriers to accessing education, such as geographical location or a busy family or work life, as well as those with different learning needs.



Our VLEs offer a highly accessible learning experience, including a double AA rating under Web Content Accessibility Guidelines (WCAG)

“The option to rewatch videos really helped as sometimes I find it difficult to understand when I’m learning. For my Level 2 accounting course I used to watch videos, and read transcripts all the time. With my level of English I wouldn’t be able to understand and pass the course just by attending the on campus lessons. I need to read, watch, rewatch and relisten multiple times so that I can learn concepts and improve my English writing.”

Level 4 accounting learner
Birmingham Metropolitan College



Scan to hear
from learners

Award-winning blended learning – built on sound academic principles

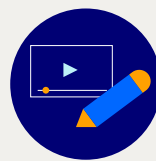
Written by leading academics and subject experts, our courses are expertly crafted to deliver an accessible, engaging learning experience that produces outstanding results.

Our courses are built on a high challenge - high support approach:



Sequence of learning

Each unit is carefully mapped to the awarding organisation's learning and assessment outcomes. Sequence of learning documents for each unit enable tutors to see what is being delivered when - making lesson planning more straightforward.



Academic updates

Our academic team continually monitors changes to assessments, specifications and relevant legislation. We regularly update our online courses, ensuring tutors and learners always have access to the most current information and learning materials.



Activities

Videos and activities on the VLE are scaffolded to support learning. Questions develop themes, building knowledge and understanding from the videos. Extension activities provide support and challenge for learners seeking additional reinforcement or to further expand their knowledge.



Comprehensive analytics

Tutors can easily track learner participation and progress, including which questions they have attempted and how often. Each attempt is documented so tutors can see all the incorrect answers provided by each learner. This is vital for monitoring and planning purposes.



Feedback

Exemplars and self-marking questions provide feedback. Correct and incorrect answer text supports and reinforces learning.



Teach to learn, not teach to test

Lesson materials are designed to prepare learners for the workplace, giving a range of scenarios and exemplars which build understanding and application of theory.

Infilling to boost cohort sizes

Working in partnership with Mindful Education makes it easier to build viable cohorts and meet the needs of employers.

Our courses and apprenticeships are carefully structured to enable you to add learners to existing groups at selected points in the delivery calendar. Effective infilling allows you to top up groups where there are still places available, offer an entry point for learners outside of term start dates, and ensure learners still enjoy a great experience by joining a group at an appropriate point.



Benefits of infilling

- Meet the needs of employers and learners by offering regular start dates throughout the year
- Build viable groups by utilising capacity within existing cohorts
- Build revenue through the year



“The roll-on roll-off approach works fantastically, especially in an NHS organisation like ourselves. It allows us to gain those expressions of interest of all learners wanting to start programs, and then we can actually start them at any point during the year. Because we’re doing it online, there’s less disruption to clinical and operational settings within the Trust.”

Heather Ainscough

Apprenticeship Compliance and Funding Manager
Greater Manchester Mental Health Foundation Trust

Our course and apprenticeship portfolio

| Subject area / awarding organisation | Level | Part-time professional course | Apprenticeship | Start dates (terms) | Potential infill points |
|---|-------|--|------------------------------------|---------------------------|-------------------------|
| Accounting Association of Accounting Technicians | 1 | Award in Bookkeeping | N/A | Autumn, spring and summer | N/A |
| | 2 | Certificate in Accounting / Certificate in Bookkeeping | Accounts / Finance Assistant | Autumn, spring and summer | 1 / 1 |
| | 3 | Diploma in Accounting / Certificate in Bookkeeping | Assistant Accountant | Autumn, spring | 3 / 1 |
| | 4 | Diploma for Professional Accounting Technicians | Professional Accounting Technician | Autumn, spring | 3 |
| Management Chartered Management Institute | 3 | Diploma in First Line Management and Leadership | Team Leader | Autumn, spring and summer | 5 |
| | 5 | Diploma in Management and Leadership | Operations Manager | Autumn, spring and summer | 6 |
| Management ILM | 3 | Diploma in Leadership and Management | Team Leader | Autumn, spring and summer | 3 |
| | 5 | Diploma in Leadership and Management | Operations Manager | Autumn, spring and summer | 2 |
| Business City & Guilds | 2 | N/A | Administration Assistant | Autumn, spring | 2 |
| | 3 | Diploma for the Business Administrator | Business Administrator | Autumn, spring and summer | 4 |
| Law National Association of Licensed Paralegals | 3 | Certificate for Paralegal Technicians | Paralegal | Autumn, spring | 3 |
| Human Resources Chartered Institute of Personnel and Development | 3 | Foundation Certificate in People Practice | HR Support | Autumn, spring | 2 |
| | 5 | Associate Diploma in People Management | People Professional | Autumn, spring | 2 |

Case study: HR apprenticeships with Mindful Education

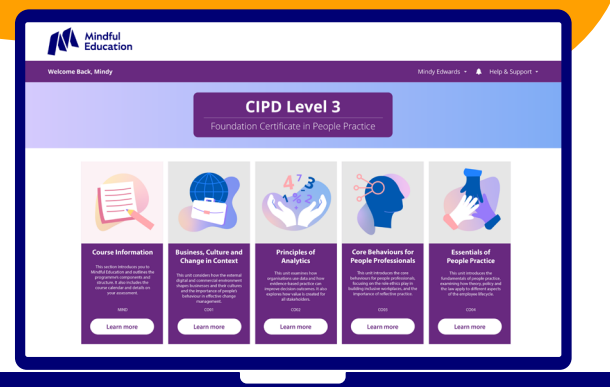
The Sheffield College

Mindful Education and The Sheffield College have worked in partnership since 2020, initially delivering law and accounting courses. We've recently started delivering HR and management apprenticeships together and we asked Angela Capewell, the manager for the area, about the decision to work with Mindful Education and the benefits that the partnership delivers for tutors, learners and for her as the manager.



Angela Capewell
Apprentice Team Leader, Academy of Business and Enterprise

Angela has worked at The Sheffield College for almost nine years and her career in education and apprenticeships spans 27 years.



What led you to start working with Mindful Education for your HR apprenticeships?

I wanted something to support the team without compromising on quality; to ease workload pressures and support delivery, and Mindful Education does that.

Did you have any initial concerns?

I was a little nervous! I had two new HR tutors starting, alongside the switch to using Mindful, and I'm thinking, wow, is this going to blow up or are we going to be all right? Thankfully, we're all right! Jane and Kasia from Mindful supported us with the setup and the implementation. And the HR tutors just really took to it.

Initially I was anxious about the pace and whether the learners and the assessors were able to keep up. At Level 5, we have senior HR managers in class

that have big roles and busy family lives, so I was concerned – are they going to keep up?

I meet with them every 10 weeks to catch up and complete a review and they're all keeping pace and they're all really enjoying it. They're submitting all their assignments and they're on time.

So it hasn't been an issue, and the students enjoy it. And the Mindful Education team is always supportive and responsive and answers questions quickly.

“It's structured, it's timetabled, it's clear. It's all there, all in one place. It's easy and simple.”

What would you say are the benefits for your tutors?

It enables the team to work with their learners and not feel the pressure of having to deliver large amounts of theory and knowledge. With the flipped approach, students are coming to class with a good understanding, so it takes the pressure off the tutors. It's structured, it's timetabled, it's clear. It's all there, all in one place. It's easy and simple. The tutors can then concentrate on filling in any gaps or spending time on stretch and challenge activities.

We're using all of the Mindful Education resources from the VLE. So that's really easy and straightforward for them to use. Overall it's saving a lot of time and it makes delivery more enjoyable.

What have the benefits been for you as the manager of the area?

Working with Mindful gives me peace of mind and I know that the depth in terms of learning is there. For me and the tutors, having Mindful Education is a comfort blanket.

Through the analytics I can see the activities and the lessons that learners are opening. Obviously that information is taken on board differently by each learner, but I know ultimately that they've read the information. So again, it gives peace of mind. You know that, in case the tutor has missed something, Mindful has addressed and covered it

“For me and the tutors, having Mindful Education is a comfort blanket.”

What about the benefits for your learners?

The Mindful Education VLE is a great platform for students, there's tons of material that they can use, read and watch that gives them that knowledge and understanding to achieve their qualification.

It's flexible and they can log in wherever they are. It's easy for them to do that and I think that's what they like about it. The resources are brilliant. They all find it really useful and they all enjoy it.

And we still have lots of contact, lots of face-to-face in class which we think is important.

“It's saving a lot of time and it makes delivery more enjoyable.”

And now you've decided to move your management apprenticeships across to Mindful Education as well?

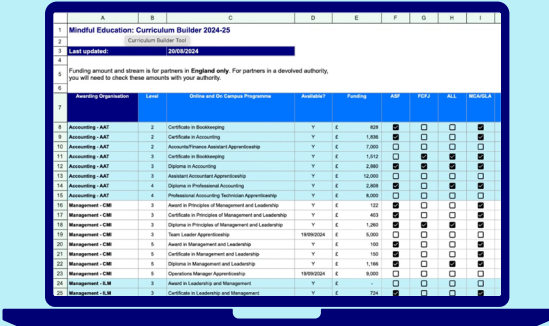
You could see that the students all really enjoy Mindful. They're able to work at it independently and get on with the tasks, and they're learning a lot from it. And everything seemed to move really quickly. With the online lessons releasing every week, they seem to move through the qualification and the apprenticeship really quickly.

And so I'm thinking, wow, my management courses feel like they're old and slow. So I went back to Mindful and said can we do this with management? And the Mindful team has been really good in terms of content and helping the team understand how it works because initially it was something really new, but it all just seemed to fit together, and again, so far it's working very well.

Partnership services

Curriculum managers tend to have a broad remit and the Mindful Education team supports this by working across the college, engaging with delivery, marketing, employer engagement, admissions, finance and senior management teams.

In addition to the support we offer for managers (see pages 6-7) and delivery teams (see pages 8-9) partners have exclusive access to our unique Partner Hub, where we provide significant additional services and information.



The Mindful Education Partner Hub

Created as a bespoke resource for our partners, and powered by our award-winning virtual learning environment, the Mindful Education Partner Hub is a one-stop-shop for college teams to access and download information about our courses, our partnership and the services we offer.

Curriculum Builder

Located in the Partner Hub's Curriculum team unit, Curriculum Builder is an essential tool providing comprehensive information for planning effective course delivery. It contains funding information, awarding organisation details, and best practice guidance gleaned from our extensive experience in delivering blended learning courses alongside colleges and training providers.

Mindful Education insights

We've created a range of in-person and online sessions that we can deliver for our partners, designed to support your tutors and learners.

- **Guest speaker sessions** - delivered at your centre by a member of the Mindful Education team, alongside the class tutor
- **Insights for learners** - in addition to our guest speaker sessions, we also invite learners to attend direct webinars throughout the academic year supporting assessment preparation and progression
- **Insights for tutors** - these online workshops are led by a member of the Mindful Education team as part of our support for curriculum teams

Our team

The Mindful Education curriculum and quality support team is made up of passionate subject specialists with extensive backgrounds working in further education. They act as a valuable sounding board for you with regular touchpoints throughout the year.

The team consists of:

- Planning and delivery managers who support curriculum managers
- Quality and curriculum support team - our subject experts, all experienced former tutors and subject leads, who support delivery teams day-to-day
- Administration team - deal with on programme learner admin and are the first point of contact for incoming enquiries



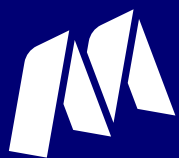
“Having worked as a curriculum manager myself for many years, I know the unique demands of the role. I always try to bring this understanding to my discussions with our partners and I believe the support we’re able to offer helps to take away some of the pressure that managers are under.”

Kasia Maruszak
Senior Planning and Delivery Manager,
Mindful Education

Next steps

To begin your journey with Mindful Education, please contact our operations team to arrange an initial discussion.

operations@mindful-education.co.uk



**Mindful
Education**

Mindful Education

1 Giltspur Street
London
EC1A 9DD

0203 6060 365
mindful-education.co.uk