



# Updates to our management and business course portfolio 2026-27

NEW

## Administration Assistant Apprenticeship – Level 2

A new addition to the Mindful Education  
course portfolio in response to requests  
from our partners

Anticipated launch September 2026

UPDATED

## CMI Level 3 Diploma in First Line Management and Leadership

A fully updated programme of learning in  
line with the new CMI specifications

Available to learners from September 2026

# Our new and updated management and business courses

## Administration Assistant Apprenticeship – Level 2 NEW

- The proposal for this apprenticeship has been approved by Skills England and it is currently in development. Mindful Education already offers the Business Administrator Apprenticeship at Level 3
- The apprenticeship will provide an excellent starting point for learners seeking a first role at work
- Learners will develop essential administration skills, enabling them to progress onto a variety of Level 3 courses and apprenticeships or permanent work
- Mindful Education has completed the initial mapping of the draft apprenticeship
- Further updates from Skills England are expected, following the transfer of the apprenticeships skills brief to DWP in autumn 2025

## CMI Level 3 Diploma in First Line Management and Leadership UPDATED

- From August 2026 this will be the only funded CMI Level 3 course
- The professional qualification is also available as an option when studying the Team Leader Apprenticeship with Mindful Education
- **Mindful Education course will be available to learners from 1 September 2026**
- **Our brand new VLE will be available to demo from 2 March 2026**



**Preparing for updated course specifications can be arduous and time consuming. The Mindful Education team has done the work so you don't have to, saving you time and removing risk.**

**“The college works with Mindful Education due to the fantastic product and support they offer. It complements the study, it helps elevate the grades.”**

**Danielle Houghton**  
Vice Principal – Apprenticeships and Adult Skills,  
Trafford and Stockport College Group

**“The Mindful team is very attentive and very positive. They are always very keen to support the learners' journey and support me as a lecturer.”**

**Charles Pickstone**  
Lecturer,  
BMet

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

**Sandra Cook**  
Tutor, Brockenhurst College

## Working in partnership

### High quality blended learning that drives inclusion

With Mindful Education's Online and On Campus courses, you have immediate access to award-winning blended learning courses that deliver a best of both worlds solution for delivery teams and learners.

Our technology helps drive inclusion by providing 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.

And your learners receive regular feedback and reassurance through practice questions and exercises on the virtual learning environment (VLE) that help embed key concepts and build confidence.

### Making course delivery easier for tutors

Delivering professional courses and apprenticeships to adult learners can be challenging; Mindful Education's VLEs offer 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.

Our Curriculum Quality and Support team provides year-round support, enabling tutors to focus on delivering impactful sessions and driving learner outcomes. Meanwhile our market-leading analytics deliver detailed insights that enable you to keep your learners on track.

### We work in partnership with a range of colleges, training providers and employers to deliver CMI courses and apprenticeships at Level 3 and Level 5.



*Scan the QR code to view our case study on CMI Level 5 apprenticeships with the NHS.*



## About Mindful Education

At Mindful Education, we produce flexible, award-winning, blended learning courses and apprenticeships that continue to set new standards in digital education. Working in partnership with hundreds of colleges, training providers and employers, we support thousands of learners each year, helping people to take the next step in their careers and realise their ambitions.

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## Next steps

To find out more about delivering blended courses in partnership with Mindful Education, please get in touch with our team to arrange a discussion.

[partnerships@mindful-education.co.uk](mailto:partnerships@mindful-education.co.uk)



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