



Mindful
Education

Courses and apprenticeships portfolio

Online and On Campus



Accounting
Business
Management
Human Resources
Law

Online and On Campus

Courses and apprenticeships

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
Business City & Guilds	2	N/A	Administration Assistant	Autumn, spring and summer	4
	3	Diploma for the Business Administrator	Business Administrator	Autumn, spring and summer	4
Management Chartered Management Institute	3	Diploma in First Line Management and Leadership	Team Leader <i>Available until 31 August 2026</i>	Autumn, spring and summer	5
	5	Diploma in Management and Leadership	Operations Manager <i>Available until 31 August 2026</i>	Autumn, spring and summer	6
Management ILM	3	Diploma in Leadership and Management	Team Leader <i>Available until 31 August 2026</i>	Autumn, spring and summer	3
	5	Diploma in Leadership and Management	Operations Manager <i>Available until 31 August 2026</i>	Autumn, spring and summer	2
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
Law National Association of Licensed Paralegals	3	Certificate for Paralegal Technicians	Paralegal	Autumn, spring	3



**Mindful
Education**

Mindful Education

1 Giltspur Street
London
EC1A 9DD

0203 6060 365

mindful-education.co.uk