

Professional courses and apprenticeships

Delivered in partnership with employers



**Accounting
Management
Business
Law
Human Resources**



Contents

Media-rich professional courses and apprenticeships	4
The need for flexibility	5
Online and On Campus - flexible training for your business	6
Online and On Campus - learner experience	8
Courses and apprenticeships overview	10
Online and On Campus apprenticeships	12
Apprenticeship benefits and funding	14
Supporting employers every step of the way	15
Our partners	16
Case study - Ambitions Academies Trust	17
Access our UK-wide training network	18
Working with you	19



Media-rich professional courses and apprenticeships

At Mindful Education, we produce flexible, award-winning, blended learning courses and apprenticeships that continue to set new standards in digital education.

We're an edtech company that specialises in blended learning for professional qualifications including accounting, management, law, business and human resources.

A compelling mix of academic expertise, technology and creativity, our media-rich apprenticeships bring learning to life and achieve outstanding results.

Working in partnership with hundreds of employers and training providers, we support thousands of learners each year, helping managers to develop their teams and grow their businesses.

"This is a great way to learn. You are able to fit your work around learning whilst not having to be off site for the whole day."

Darren Hughes
Management apprentice

Our partners



15+

local authorities



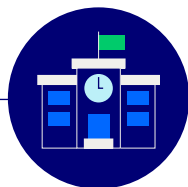
20+

NHS trusts



40+

accounting firms



150+

SMEs

Our awards



The need for flexibility

The growth in hybrid working has led managers to seek flexible training solutions that fit around work requirements.

Mindful Education's Online and On Campus apprenticeships and part-time courses provide flexibility for employers and learners. On-demand access to high quality online courses means that apprentices can study on their own terms, as their work schedule allows. Learners also benefit from regular classes, either in-person or virtual, with a tutor who guides them through their course.

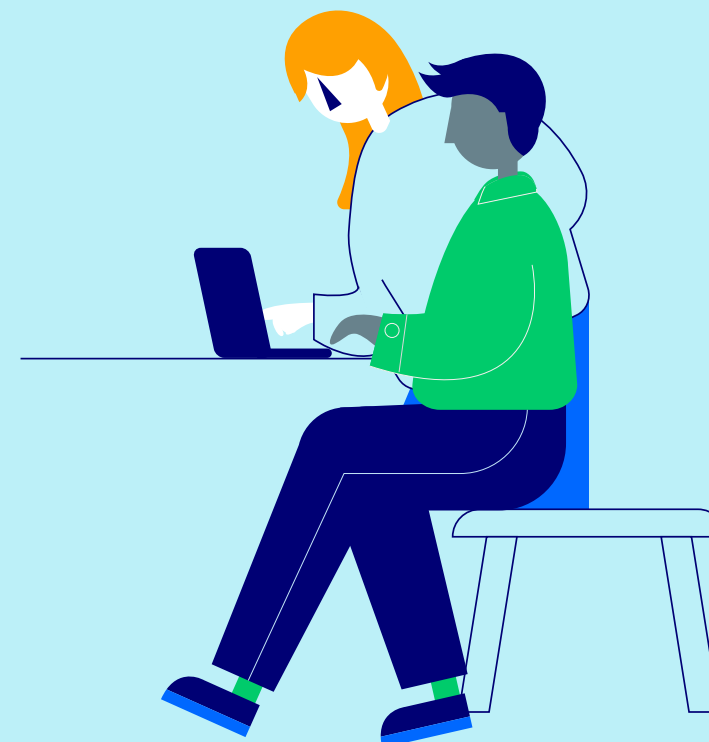
We work with leading training providers to deliver the On Campus element of our courses, and handpick the best local provider for each employer to ensure their location and approach suits the needs of team members. We create a bespoke training calendar for every cohort and provide regular progress reports to employers.

62% of apprentices stayed working for the company that trained them after completing their apprenticeship

Government Apprenticeship
Evaluation Report

"Our apprentice's training with Mindful Education has been brilliant. Compared to more traditional apprenticeships, the Mindful approach makes it easier to track the off-the-job training requirement. It also means apprentices are only in college once a fortnight which is easier for them and fantastic for us as an employer."

Khuram Javed
Managing Partner, DKR Chartered
Accountants and Tax Consultants



Online and On Campus

– flexible training for your business

Working hand-in-hand with employers and training providers, we ensure that off-the-job training is delivered in the most effective way for your business.

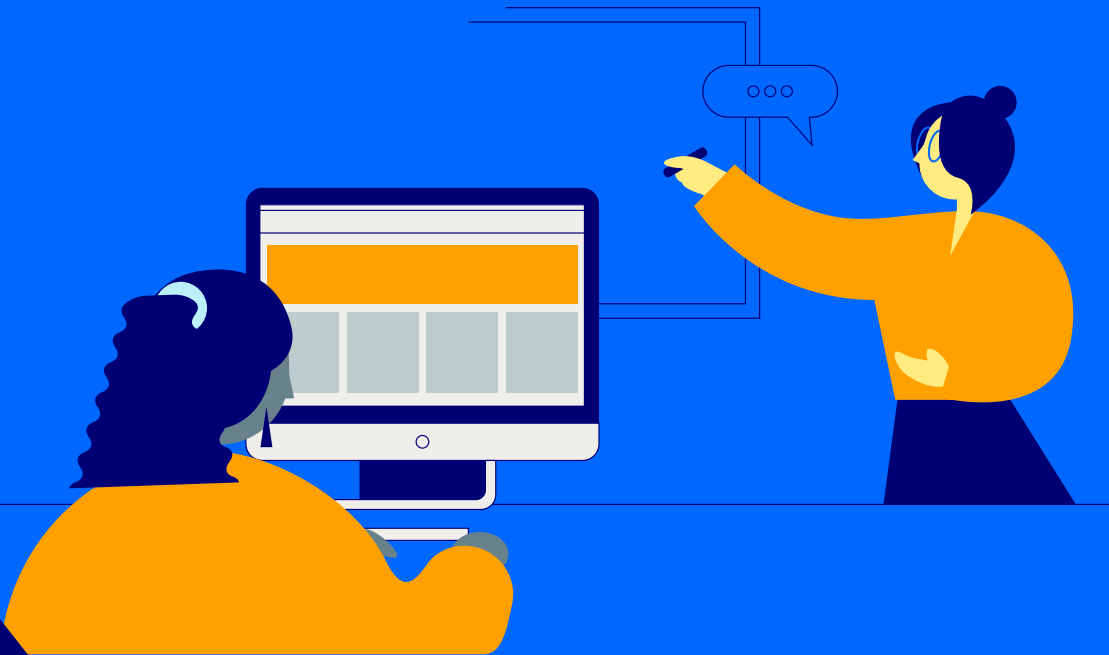
Online

Our virtual learning environment (VLE) can be accessed from phone, tablet or computer - allowing learners to study at any time, anywhere. Each lesson lasts around 45 minutes, with video lectures supported by high-quality motion graphics, case studies, and engaging animations. Downloadable lesson materials are available to help learners apply what they have learnt to their role.

On Campus

Online lessons combine perfectly with regular On Campus sessions with a tutor and classmates. Apprentices can check in, collaborate and ask questions, boosting motivation and helping them to stay on track and achieve their qualification.

On Campus workshops can be delivered face-to-face or virtually.



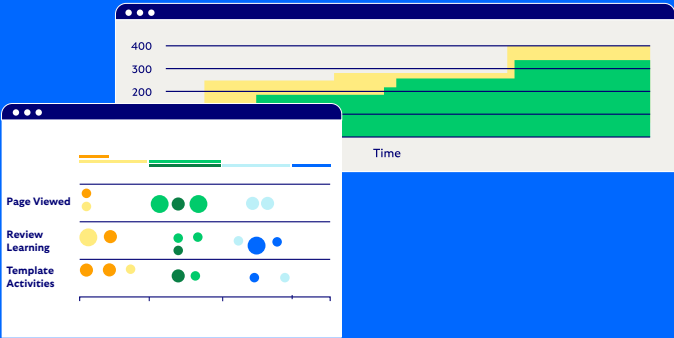
Bespoke calendars

Each cohort of learners works to a unique calendar which is agreed in advance with the employer and training provider. Our courses are structured and paced, with lessons released to all learners in the group according to the agreed timetable.

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

Use of analytics

Employers, tutors and assessors can track learner progress in extraordinary detail through Mindful Education's analytics. Every log-in, question attempted and five seconds of video watched is tracked, and presented in a set of easy to understand reports.



Learner progress

The Mindful Education academic team works closely with our training providers to ensure that all learners are progressing as expected. Learners receive an alert if they are not on track with their learning, with significant issues raised quickly to the tutor to ensure early intervention.

Lesson	Page Views	Videos Watched	Engagement	Attempts	Forfeits	Progress Checks
The Accounting System	✓					
Essential Practice		✓				
Optional Practice						
Bookkeeping		✓	✓	✓	✓	
Purchasing Documents		✓	✓	✓	✓	

Employer reports

Employers receive regular feedback on the progress of their apprentices through our bespoke reporting process. Learner engagement is tracked so that managers can intervene and support apprentices as needed.

Name	Lessons viewed	Written tasks and uploads	Progress check
John Doe	2/4	0/3	-
Ashok Kumar	3/4	0/3	-
Karen Koe	3/4	3/3	-
Richard Miles	1/4	0/3	-
Brett Morgan	4/4	3/3	-

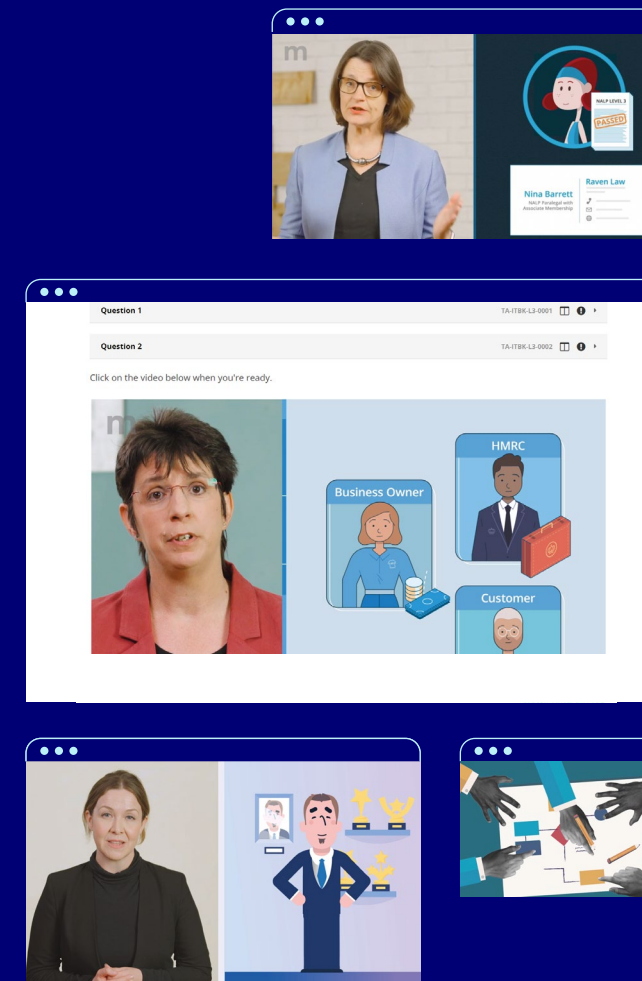
Online and On Campus – learner experience

At Mindful Education we deliver an outstanding learning experience by combining media-rich content, academic expertise and market-leading technology.



Video lessons

Our courses are based on high-quality video lessons which are written and presented by our academic team. Learners can pause and re-watch sections of each video as often as they wish, ensuring they fully understand complex concepts.



Motion graphics

Unique motion graphics bring learning to life.

Animations and illustrations emphasise key learning points and boost engagement.



Quizzes, questions and case studies

After each video, there is a series of questions to help consolidate key points. Questions come in a range of formats and are self-marking or provide a model answer.

Achievement rates for Mindful Education's courses are outstanding; 80% of Mindful Education learners who complete their qualification achieve a merit or distinction grade.

Courses and apprenticeships overview

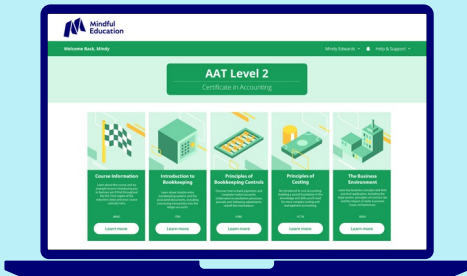
Our blended learning courses cover the full syllabus of each professional qualification, and are equally suited to delivering both part-time professional qualifications and the knowledge component of the related apprenticeship standard.

Professional qualifications

Achieving a professional qualification provides an additional endorsement for apprentices and can be the first step on the path to chartered status. Apprenticeships are also an excellent way to fund professional qualifications for existing team members with potential and ambition.

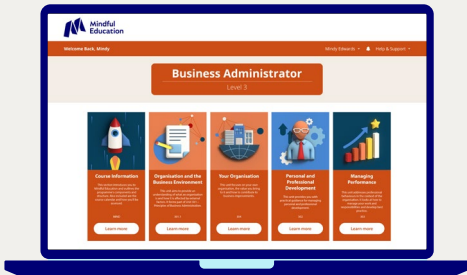
Awarding organisations

Learners are assessed in line with professional standards set by the industry. While studying, they may become members of the relevant professional body, which will give them access to a wide range of information as well as a network of peers to support them through their career.



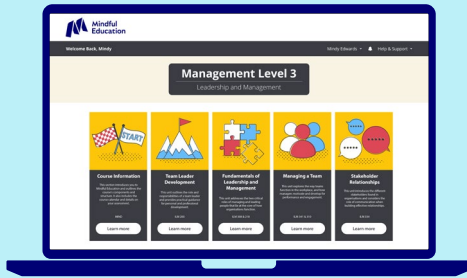
Accounting Association of Accounting Technicians

AAT is the world’s leading professional body for accounting technicians. The organisation works across the globe with around 130,000 members in more than 100 countries. Members are represented at every level of the finance and accounting world, including students, people already working in accountancy and self-employed business owners.



Business City & Guilds

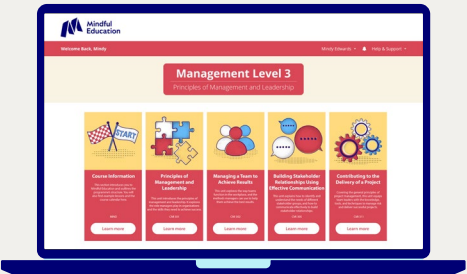
City & Guilds are a global leader in skills development, providing services to training providers, employers, and trainees across a variety of sectors to meet the needs of today’s workplace. Their qualifications and apprenticeships are valued by employers across the world, helping individuals develop their talents and abilities for career progression.



Management ILM

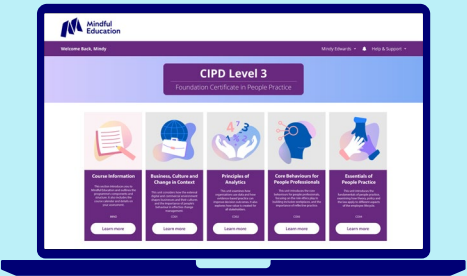
Every year ILM qualifies 70,000 leaders and managers, helping them develop the critical skills to succeed, and in doing so make a real difference to the present and future of workplaces in the UK and globally.

ILM works with organisations of all sizes, offering a robust programme that gives customers the freedom to focus on those leadership skills they most urgently need.



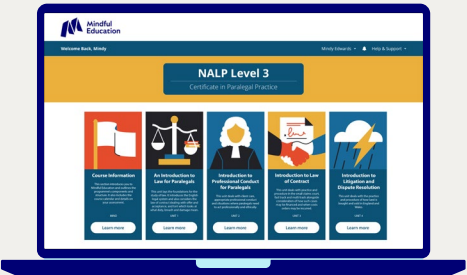
Management Chartered Management Institute

The Chartered Management Institute (CMI) is the Chartered Body for Management and Leadership. For 75 years, they have worked with business and education to inspire people to become skilled, confident and successful managers and leaders.



Human Resources Chartered Institute of Personnel and Development

CIPD is the professional body for experts in people at work. For more than 100 years, they have been championing better work and working lives by setting professional standards for HR and people development, as well as driving positive change in the world of work.



Law National Association of Licensed Paralegals

NALP is a professional membership body for paralegals, offering recognised and accredited paralegal qualifications and training courses. NALP is the only paralegal membership body that is recognised as an awarding organisation by Ofqual.

Online and On Campus apprenticeships

Accounting

Association of Accounting Technicians

	Level	Awarding organisation	Duration	Maximum funding	Available
Accounts/Finance Assistant Apprenticeship	2	AAT	12- 14 months	£7,000	✓
Assistant Accountant Apprenticeship	3	AAT	15-18 months	£12,000	✓
Professional Accounting Technician Apprenticeship	4	AAT	15-18 months	£8,000	✓

Business Administration

City and Guilds

	Level	Awarding organisation	Duration	Maximum funding	Available
Business Administrator Apprenticeship	3	City & Guilds	12-15 months	£5,000	✓

Human Resources

Chartered Institute of Personnel and Development

	Level	Awarding organisation	Duration	Maximum funding	Available
HR Support Apprenticeship	3	CIPD	12- 18 months	£4,500	✓
People Professional Apprenticeship	5	CIPD	18-24 months	£11,000	✓

Management

ILM

	Level	Awarding organisation	Duration	Maximum funding	Available
Team Leader/Supervisor Apprenticeship	3	ILM	12- 18 months	£4,500	✓
Operations/Departmental Manager Apprenticeship	5	ILM	18-24 months	£7,000	Autumn 2024

Management

Chartered Management Institute

	Level	Awarding organisation	Duration	Maximum funding	Available
Team Leader/Supervisor Apprenticeship	3	CMI	12- 18 months	£4,500	✓
Operations/Departmental Manager Apprenticeship	5	CMI	18-24 months	£7,000	✓

Law

National Association of Licensed Paralegals

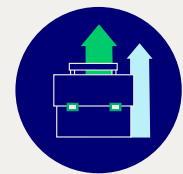
	Level	Awarding organisation	Duration	Maximum funding	Available
Paralegal Apprenticeship	3	NALP	15-18 months	£11,000	✓

Apprenticeship benefits and funding



Talent strategy

Apprentices can be school leavers, graduates or have an established career; utilising apprenticeships as part of your talent strategy can help with succession planning, filling skills gaps and expanding your business.



Diversity and inclusion

Apprenticeships are increasingly helping employers to drive social mobility and diversity in the workplace. Employers can use this training to build a diverse and inclusive workforce across all departments and divisions.



Upskilling your team

Apprenticeships offer an affordable way to train new team members and upskill existing staff, for example, individuals becoming managers for the first time. There are hundreds of apprenticeship standards now available, providing development opportunities for all levels of your workforce.



Staff retention

Apprenticeships can improve team performance and boost staff retention. 90% of apprentices who complete their course stay with their employer beyond the apprenticeship (Federation of Small Businesses).

The apprenticeship levy

Employers with an annual payroll of over £3 million are required to pay the levy at 0.5% each month. Your levy account can then be accessed for apprenticeship training and assessment; money held in your digital fund is available for you to spend on apprenticeship training for up to 24 months after the date it entered your account.

Funding for SMEs

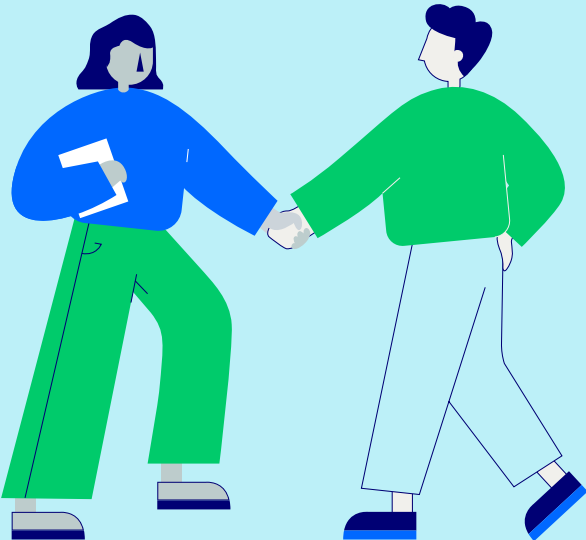
For smaller businesses the government will fund 95% of the cost of training for all apprentices. There is no limit on the number of apprentices your organisation can have. The levy transfer system may also be used by SMEs to help fund their apprenticeship programme.

The Government has allocated over £3billion of funding for apprenticeships, set to rise to £4billion by 2025; demonstrating the UK’s commitment to skills development and growth.

Supporting employers every step of the way

We work with employers across the public, private and third sectors, ensuring that apprentices and their managers are supported from the first day of the course to the last.

Our partners include large public sector bodies such as NHS Trusts, SMEs, charitable organisations and multinational businesses. What all these employers have in common is a progressive approach to staff development and a desire to provide engaging, flexible training programmes for their teams.



15,000+

learners have studied with Mindful Education



77%

of UK employees want a mix of face-to-face and remote working

PwC Hopes and Fears Survey

Our partners

Our employer partners include:



Working with employers

We work closely with employers to create bespoke programmes for your team. With multiple learners on the same programme, workshops are tailored to the unique culture, processes and approaches of the organisation. Group workshops can also take place at a venue of your choice.



“We can now offer our employees the flexibility of learning anywhere at any time, and they’ve got some fantastic resources available to them online, and it’s all just made everything much more achievable. We’re already looking at other areas in the business where we would like to take on more apprenticeships.”

Kathryn Baines
Human Resources Manager, Venari Group

Case Study: Ambitions Academies Trust



Ambitions Academies Trust is a large multi-academy trust based in Dorset. The Trust comprises 13 schools, including primary, secondary and special schools, based in the Bournemouth and Poole area. Employing over 1,000 members of staff, the Trust has an ethos that its schools must deliver outstanding teaching, and help students achieve. It supports this vision by seeking high-quality professional development for its staff.

Emma Hart, Deputy HR Director for the Trust, was determined to source high-quality hybrid learning for a group of new accounting apprentices. She was prepared to look beyond local providers in order to find the right solution, ultimately partnering with Strode College in Somerset.



“We have used apprenticeships to upskill our workforce, which is where the big wins are for us as an organisation. When I first looked for an apprenticeship package, I wanted an online platform that would provide everything the apprentices needed. The flexibility in the platform and the variety of information has been really helpful. For us, the blended option will always be the preferred option, because of the flexibility it offers to all parties involved.”

Emma Hart
Deputy HR Director, Ambitions Academies Trust

Micha, a Finance Manager with the Trust who is studying her Assistant Accountant Apprenticeship has also enjoyed the blended approach to learning:



“The Online and On Campus approach to the apprenticeship has been perfect for me. Doing an apprenticeship as an adult and having a family and a full-time job is quite difficult to manage. Having the flexibility to incorporate the study within my working week is fantastic.”

Micha
Finance Manager, Ambitions Academies Trust

Scan the QR code to watch a short video case study on Ambitions Academies Trust



Access our UK-wide training network

Our partnership approach to training enables apprenticeship programmes to be delivered nationally. Employers also have the reassurance that learners are receiving a consistently high-quality learning experience through our virtual learning environment.

Together we will select the training provider best suited to deliver the On Campus workshop sessions for your team members. For employers with larger cohorts of learners, our training providers offer bespoke workshop sessions in the workplace.

Alongside our On Campus workshop locations, learners can also access our programmes fully online via virtual workshops.



70+

Mindful Education locations across the UK



All of our partners are listed on the government's Apprenticeship Provider and Assessment Register (APAR)

Working with you

Our approach is collaborative, working with employers to ensure that we fully understand an organisation's training needs before creating the best solution.



1. Initial consultation

Meet with our Employer Engagement Team to discuss your training needs, and learn how our blended learning approach can work for your organisation.



2. Bespoke training solution

Based on your organisation's requirements, we will identify the training provider best placed to deliver On Campus workshop sessions.



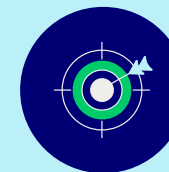
3. Information session for prospective learners

This interactive session will explain to learners what to expect from their programme.



4. Finalise delivery plan

Together, we will agree on a delivery calendar, outlining workshop dates and the schedule for online learning.



5. Progress tracking

To help ensure learners stay on track, we will send you regular updates on their progress.

For an initial discussion, or a demo of our learning platform, please get in touch: apprenticeships@mindful-education.co.uk



**Mindful
Education**

Mindful Education

1 Giltspur Street
London
EC1A 9DD

0203 6060 365

mindful-education.co.uk