



**Mindful
Education**

Professional courses and apprenticeships

Delivered in partnership with training providers



**Accounting
Management
Business
Law
Human Resources**

Contents

Media-rich professional courses and apprenticeships	4
The need for flexibility	5
Online and On Campus – flexible solutions for training providers	6
Online and On Campus – Learner experience	8
Courses and apprenticeships overview	10
Online and On Campus courses	12
Online and On Campus apprenticeships	14
Working in partnership	16
Start your journey	18



Media-rich professional courses and apprenticeships

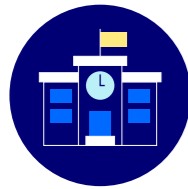
At Mindful Education, we produce flexible, award-winning, blended learning courses and apprenticeships that continue to set new standards in digital education.

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.

“The blended option works really well for us. It reduces travel time, saves money and gives more flexibility. We will definitely look to use the blended approach going forward.”

Emma Hart
Deputy HR Director,
Ambitions Academies Trust

Our partners



15+

multi-academy trusts



15+

local authorities



20+

NHS trusts



40+

accounting firms

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 provide regular progress reports to employers and we create a bespoke training calendar for every cohort that works for your team and your business.

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

Apprenticeships Evaluation 2021

“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



Online and On Campus

– flexible solutions for training providers

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

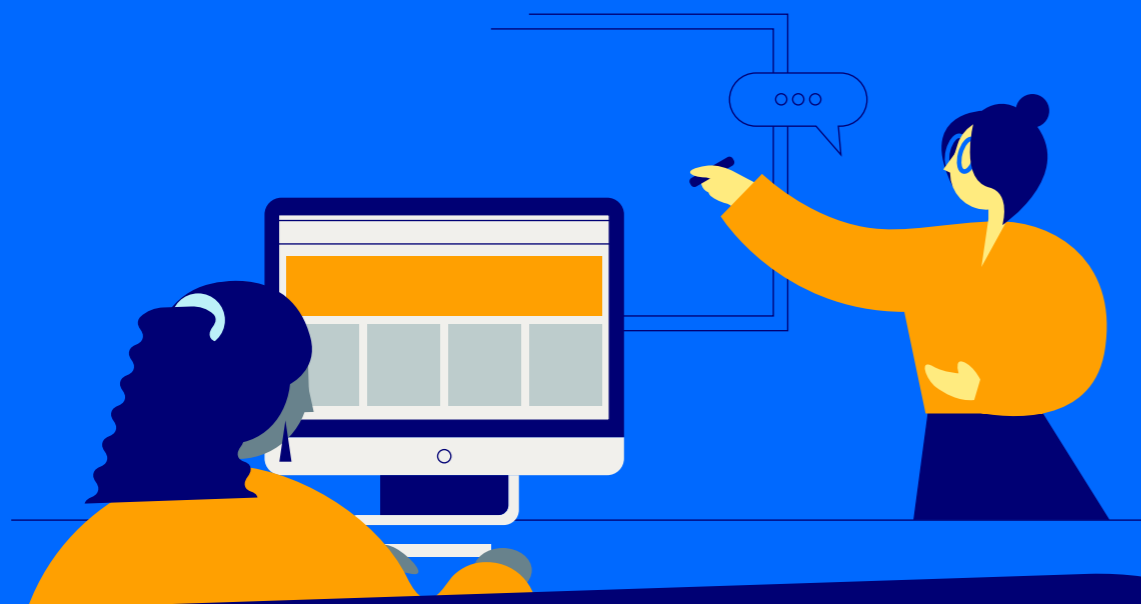
Online

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 tackle tricky tasks at work.

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



The role of the assessor

With the Online and On Campus approach, tutor-assessors no longer need to spend significant time teaching concepts as these are covered in the online lessons. Instead, On Campus sessions focus on collaboration, group work and embedding learning. Preparation time is also reduced as Mindful Education provides tutors with materials to use in the classroom.

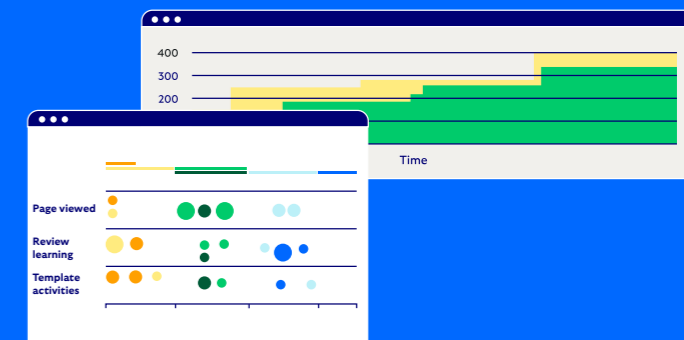
Bespoke calendars

Each cohort of learners works to a unique calendar which is agreed in advance with the 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)	05 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

Use of analytics

Tutor-assessors and employers 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.



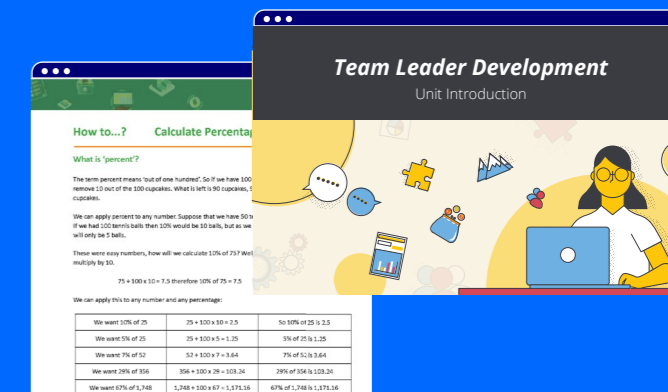
Progress checks

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	Green	Green	Green	Green	Green	Green
Essential Practice	Green	Orange	Orange	Green	Green	Green
Optional Practice	Green	Green	Green	Green	Green	Green
Bookkeeping	Green	Green	Green	Green	Green	Green
Purchasing Documents	Green	Green	Green	Green	Green	Green

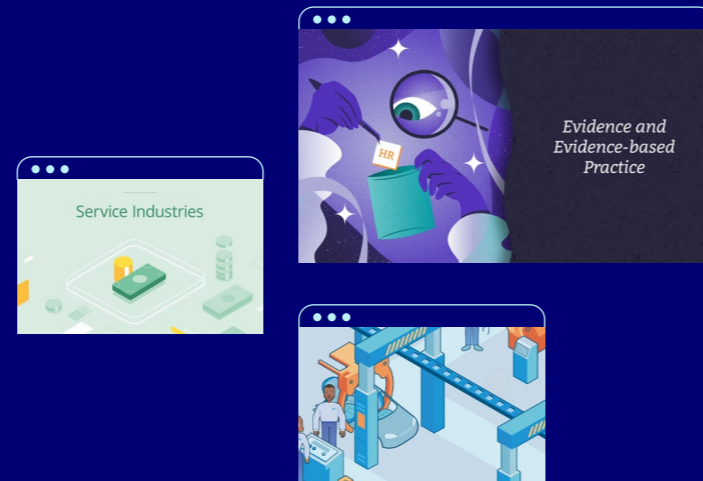
Delivery resources

Tutors receive a range of resources to use during in-person or virtual lessons. Aligned with the topics covered online, these are available for every lesson.



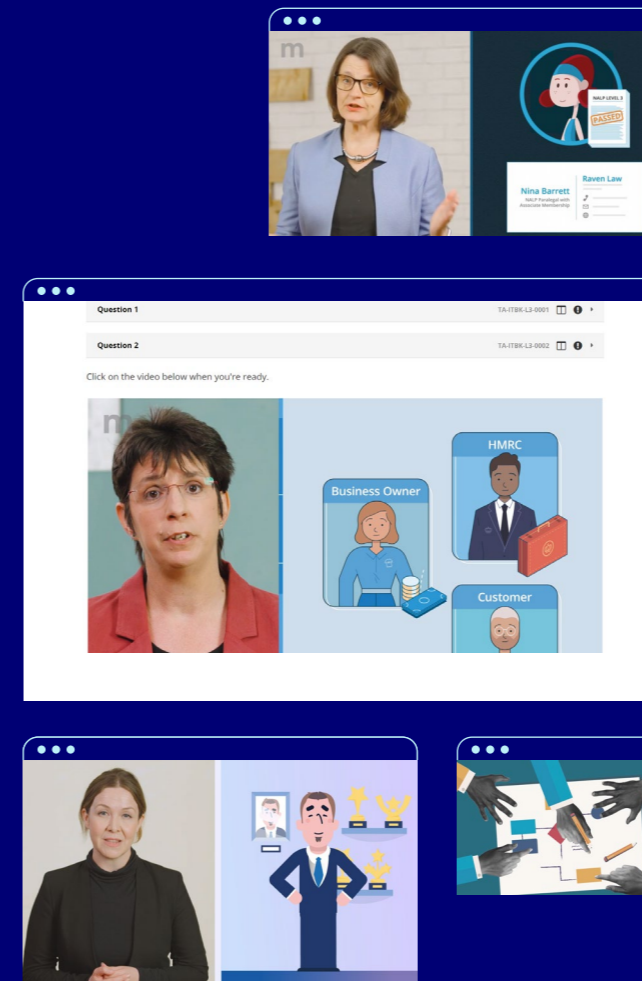
Online and On Campus – learner experience

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



Video lessons

Our video lessons are written and presented by academic experts. Learners can re-watch sections as often as they wish, ensuring they fully understand the concepts.



Motion graphics

Unique motion graphics bring learning to life. Animations and illustrations emphasise key learning points.



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

Mindful Education’s courses cover the full syllabus of each professional qualification and are equally suited to be delivered as part-time courses or apprenticeships.

Our course content

Course materials are written by our in-house academics and undergo rigorous quality assurance to ensure they meet course specifications. We provide fully updated Virtual Learning Environments (VLEs) wherever awarding organisations make changes to their specifications, and we back this up with workshops and training for tutors and managers.

Awarding organisations

The Mindful Education team works closely with respected awarding organisations. Many of our academics hold senior roles within the awarding organisations and we maintain strong relationships with their leadership teams. This means we are well placed to assist our partners with navigating the centre accreditation process.



Management ILM

Every year ILM qualifies 70,000 leaders and managers, helping them develop the critical skills to succeed. 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.



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.



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.



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.



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 courses

Accounting

Association of Accounting Technicians

	Level	Awarding organisation	Guided learning hours	No. of units	Available
Certificate in Accounting	2	AAT	255	4	✓
Certificate in Bookkeeping	2	AAT	115	2	✓
Diploma in Accounting	3	AAT	400	4	✓
Certificate in Bookkeeping	3	AAT	210	2	✓
Diploma in Professional Accounting	4	AAT	390	5	✓

Law

National Association of Licensed Paralegals

	Level	Awarding organisation	Guided learning hours	No. of units	Available
Certificate in Paralegal Practice	3	NALP	209	4	✓

Management

ILM

	Level	Awarding organisation	Guided learning hours	No. of units	Available
Diploma in Leadership and Management	3	ILM	134	12	✓
Diploma in Leadership and Management	5	ILM	107	6	Autumn 2024

Management

Chartered Management Institute

	Level	Awarding organisation	Guided learning hours	No. of units	Available
Diploma in Principles of Management and Leadership	3	CMI	175	7	✓
Diploma in Management and Leadership	5	CMI	170	7	✓

Human Resources

Chartered Institute of Personnel and Development

	Level	Awarding organisation	Guided learning hours	No. of units	Available
Foundation Certificate in People Practice	3	CIPD	120	4	✓
Associate Diploma in People Management	5	CIPD	175	7	✓

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	✓

Law

National Association of Licensed Paralegals

	Level	Awarding organisation	Duration	Maximum funding	Available
Paralegal Apprenticeship	3	NALP	15-18 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	✓

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	✓

Working in partnership

Working with our partners from the first day of the course to the last, our goal is to make teaching and learning easier for training providers and their learners.

Partnership services

We understand that delivering an outstanding learner experience is a company-wide effort. We provide extensive support to delivery, marketing, onboarding and business development teams, alongside technical assistance delivered direct to learners. Working hand-in-hand with our partners, our aim is to ensure that learners are fully supported from their first enquiry, right through to completing their qualification.

Training provider team

Mindful Education team



Supporting you



Student experience and technical support

- Live online inductions, led by our operations team
- A unique VLE for for each cohort, managed by our digital team
- Direct support for learners through the ticketing system on our VLEs
- Regular learner satisfaction surveys



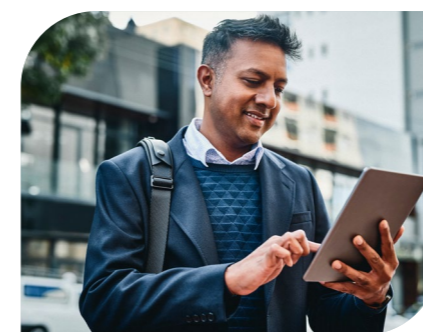
Curriculum support

- A dedicated account manager
- Bespoke calendars, agreed for every cohort
- Unlimited tutor training on the VLE and the use of analytics
- Learner engagement tracking and termly progress meetings



Marketing support

- Paid online advertising to support recruitment for Online and On Campus part-time courses
- Provider-branded videos, fliers and website assets for learner recruitment
- Ongoing support and advice on learner recruitment strategies
- Product awareness training for admissions teams



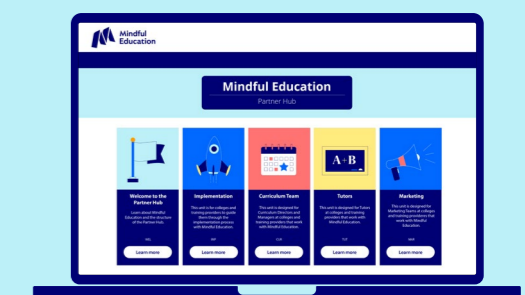
Employer engagement support

- Paid online advertising to support recruitment for Online and On Campus apprenticeships
- Provider-branded videos, fliers and website assets for employer outreach
- Unlimited bid writing planning and support
- Product awareness training for business development teams

Partner hub

We are delighted to announce the launch of the Mindful Education Partner Hub.

Powered by our award-winning virtual learning environment (VLE), we have created the Partner Hub as a one-stop-shop for our partners to access and download information about our courses, our partnership, and the services we offer. Containing the latest information, documents and updates for teams across your organisation, it's the perfect way for our partners to keep up to date.



Start your journey

A consultative approach

We know that no two training providers are the same, so we will take the time to understand your organisation. We will provide a full partnership proposal with detailed financial modelling based on learner numbers, staffing and preferred approach.

Our fees are contingent on learner success. Our shared income partnership model means that we are aligned with our partners and have a mutual interest in excellent learner outcomes.

“Employers find that the flexibility and hybrid approach is really beneficial to them.”

Jo Povall
Customer Relationship Partner,
Train Together

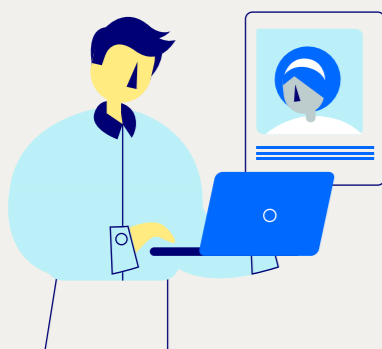
Step 1: Initial meeting



A remote or in-person meeting with key decision makers to introduce Mindful Education and discuss how our partnerships work.

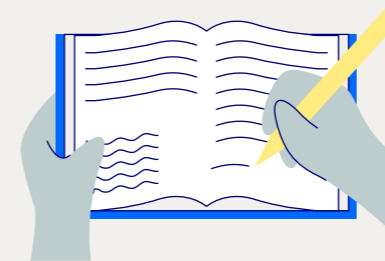
- Introduce Mindful Education and our Online and On Campus learning model
- Discuss our partnership model and support
- Initial discussion on requirements and potential scope of the partnership
- Brief product demonstration

Step 2: Follow-up meeting



Our second meeting can involve additional stakeholders and offers an opportunity for more detailed discussions on specific areas of interest.

- Detailed product demonstration
- Agree specific areas of interest and potential start date for the partnership



Step 3: Partnership proposal, financial models, references

We want to ensure that you have the full picture before deciding on our partnership.

- Full written proposal, covering the areas we have discussed in our meetings
- Detailed financial modelling based on your data
- The opportunity to speak to some of our current partners



Step 4: Partnership sign-off

We understand that entering into a partnership is an important decision so we are very happy to arrange further meetings and discussions as needed.

- We have a simple framework agreement to cover our partnerships
- We are transparent about our fees and apply the same fee structure to all our partners

Step 5: Implementation

Through our experience of working with 70+ training providers, we have developed a partnership implementation process which ensures that all stakeholders are engaged and that the partnership gets off to the best possible start.

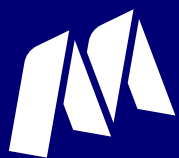
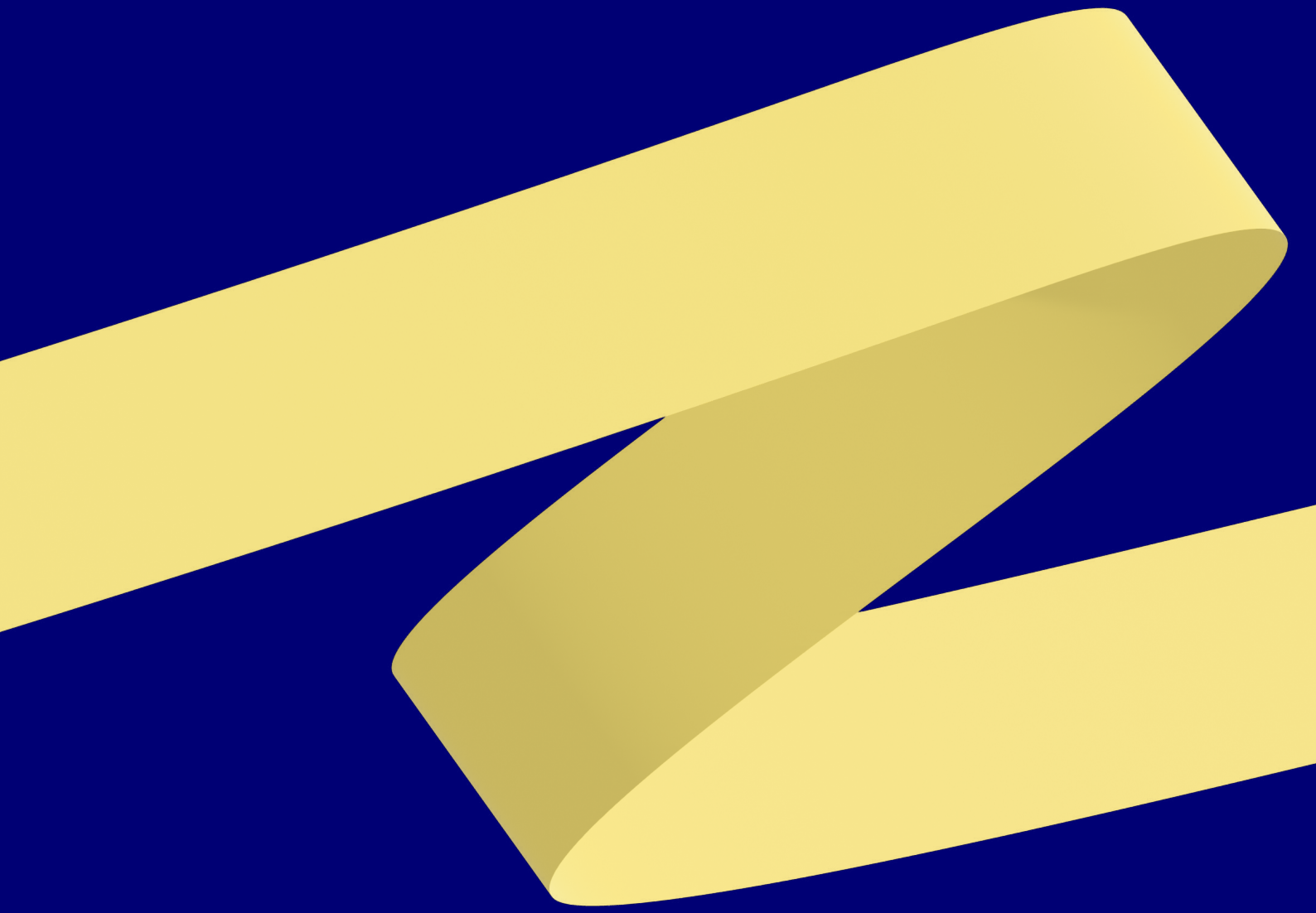


- Structured implementation process, managed by a Mindful Education Account Manager and overseen by a steering group composed of senior staff from both partners
- Comprehensive project 'kick-off' meeting to begin the process
- Our operations, marketing and employer engagement teams will work with their counterparts, supporting the initial work to set up the partnership

Next steps

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

partnerships@mindful-education.co.uk



**Mindful
Education**

Mindful Education
1 Giltspur Street
London
EC1A 9DD

0203 6060 365
mindful-education.co.uk