



# Professional Apprenticeships

ACCOUNTING • MANAGEMENT • LAW • HUMAN RESOURCES



The accounting apprenticeship from Mindful Education has been excellent. The flexible learning model has enabled our apprentice to fit her studies around her work commitments, which has in turn reduced disruption for us.

Karen Wellman  
HR Manager, JBank



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# Professional Apprenticeships with Mindful Education

At Mindful Education we specialise in blended learning, delivering flexible courses and apprenticeships in accounting, management, law and human resources.

Working in partnership with employers and training providers across the UK, we deliver a learning experience that is compelling, intuitive and engaging.

Our in-house academic, digital and creative teams design media-rich courses that are highly flexible, allowing

learners to choose how, when and where they want to study.

Our professional courses and apprenticeships set a new standard in the digital delivery of education.

## Recent Awards

Our courses and apprenticeships have been recognised with several recent awards including:

- Edtech Company of the Year at the Global Business Tech Awards 2021
- Best Study Resource at the PQ Awards in 2019 and 2021
- Best Design, Content Creation and Video at the Learning Excellence Awards 2021
- Edtech Company of the Year at the UK Business Tech Awards 2019



Blended learning allows people to learn at their own pace, in their own time and to access materials when it's most convenient for them.

**Karen Spencer**  
Principal and Chief Executive,  
Harlow College

# The Need for Flexibility

Our professional apprenticeships have been crafted to make teaching and learning fit around work commitments. All our courses have been designed to make learning as engaging, enjoyable and flexible as possible, with on-demand access to materials.

Staff training has traditionally required learners to spend considerable time away from their day job, which can be a challenge for their teams and managers. It is this challenge that has led us to create our high-quality blended learning solution, an approach we call Online and On Campus.

Online study means apprentices do not need to attend face-to-face classes as frequently as with traditional apprenticeships, while our blended learning model means that learners still benefit from the support and motivation that come with regular interaction with a tutor and studying as part of a group.

We work with a wide range of high-quality training providers to deliver the On Campus element of our apprenticeships. We will select the best local provider for your business, ensuring that their location and approach suits the needs of your team members.

On Campus sessions are carefully scheduled to integrate with online learning and we will create a bespoke training calendar that works for your team and your business.

For employers with multiple apprentices on the same programme (a minimum of five), we can create a specialised programme with On Campus delivery taking place at your premises and workshops tailored to the unique culture, processes and approaches of your organisation.

# Online and On Campus

We work closely with employers and training providers to ensure that off-the-job training is delivered in the most effective way for your business.

## Online

Using our Online and On Campus model, apprentices can study online at any time, allowing them to fit their studies around business needs. Each lesson lasts around 45 minutes, with video lectures supported by high-quality motion graphics, case studies and animations to reinforce learning. Lessons can be accessed from a phone, tablet or computer – allowing learners to choose how, when and where they want to study.

Lesson materials can be downloaded and printed, providing apprentices with a useful reference guide when tackling tasks at work.



## On Campus

Learners benefit from face-to-face workshops at a local training provider – without having to spend an extended amount of time away from the workplace. Tutors discuss what has been learnt during online study and provide guidance on assessment.

A combination of classroom-based lessons, group exercises and discussion encourages apprentices to apply theory to real-life workplace situations.



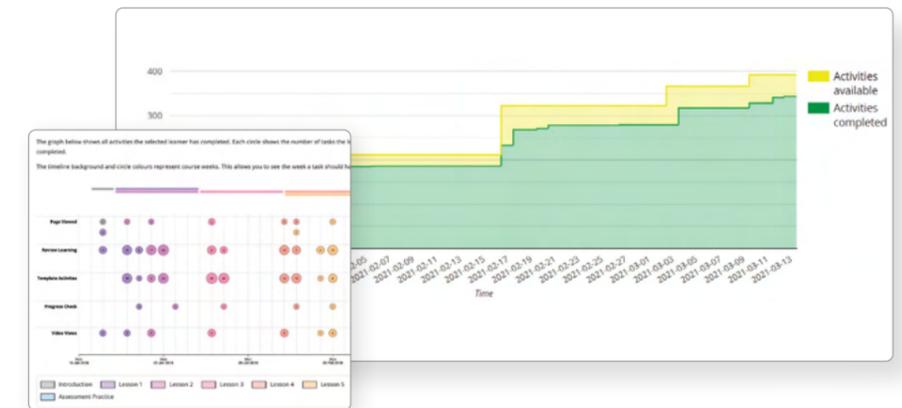
## Bespoke Calendars

Each cohort of apprentices 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 Nov - 09 Nov	Complete online lessons 1
Online Lesson Unlock (s)	10 Nov - 16 Nov	Complete online lesson 2
On Campus Lesson	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
On Campus Lesson	01 Dec	Attend on campus class
Online Lesson Unlock (s)	01 Dec - 07 Dec	Complete online lesson 5
Online Lesson Unlock (s)	08 Dec - 14 Dec	Complete online lesson 6
On Campus Lesson	15 Dec	Attend on campus class
Online Lesson Unlock (s)	15 Dec - 04 Dec	Complete online lesson 7
Christmas Break	15 Dec - 04 Dec	Christmas Break
On Campus Lesson	05 Jan	Attend on campus class

## Use of Analytics

Mindful Education's unique user analytics enable employers, tutors and assessors to track the progress of learners in extraordinary detail. We track every log-in, every question attempted and every five seconds of video watched. This information is presented in a set of easy-to-understand reports.



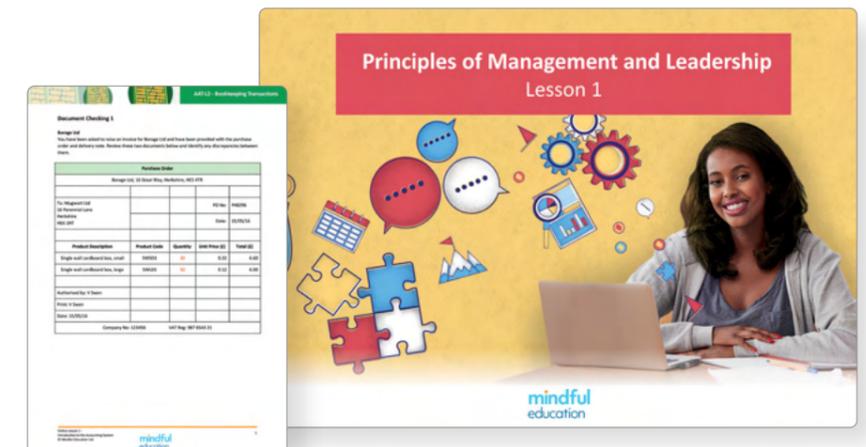
Lesson	Page Views	Videos watched	Engagement	Score	Forfeits	Attempts	Engagement Score	Forfeits	Attempts	Progress Check
Welcome to the Bookkeeping Transactions Unit and your Unit Calendar	5	-	-	-	-	-	-	-	-	-
Introduction to the Accounting System	21	4 / 4	13 / 13	12 / 13	1	24	5 / 5	4 / 5	15	-
Essential Practice	7	-	9 / 9	9 / 9	0	10	14 / 14	14 / 14	19	93.75%
Optional Practice	6	-	36 / 36	41 / 41	0	37	11 / 11	10 / 11	20	-
The Accounting Equation and Double Entry Bookkeeping	3	4 / 4	17 / 17	16 / 18	1	32	5 / 5	5 / 5	6	-

## Progress Checks

The Mindful Education academic team works closely with our training providers to ensure that all learners are progressing as expected. We send an alert to learners if they are not on track with their learning; any significant issues are raised quickly with the tutor or manager to ensure early intervention to manage any concerns.

## Learner Resources

Learners have access to award-winning resources throughout their apprenticeship journey. Lesson materials can be downloaded and accessed offline, allowing apprentices to easily apply their learning to their day-to-day role.



# Award-Winning Content and Technology

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



**What Makes a Good Team?**

A good team is defined by its sense of a shared goal and close collaborative working between its members. But this does not mean that everyone in the team has the same responsibilities - in fact, in an effective team, all of the members will contribute in different ways.

This video looks in detail at the responsibilities different team members may take on and the importance of maintaining a good 'blend' of roles.

To build and manage an effective team, you need to consider each team member's skills and abilities and make sure they...

ultural Web can help break down the elements of culture and show how they work... But how do these elements interact in practice? ... how the CulturalWeb applies in a small budget airline.

As you can see, people professionals can help to shape the culture of their organisation, using the Cultural Web framework to analyse it in detail.

Organisational Culture in Action

Lesson 5 - The Operating Budget

The budget is a plan for the year, and the budget is based on the most realistic assumptions there are for each department, and the budget is based on the budget that is agreed between the department and the finance department. The 2023 Budget Report is available to search this month. This article, in the accompanying, provides the public with an overview of the key messages from the 2023 Budget Report. The unbalanced budget means that the government will need to raise additional funds, possibly through measures such as a new tax, which will need to be included in the budget.

**Managing a Team to Achieve Results**

The Situational Leadership model identifies 4 leadership styles, shown in the diagram as 4 quadrants ranging from S1 to S4. Running through each colour-coded quadrant is a style 'ribbon', showing how the style will change in line with the maturity of the team members.

**S1 - Directing:** This style is most appropriate for low team member development or maturity (D1). The leader will exhibit mainly directive behaviours, give detailed instructions and supervise closely. We may see this style in high risk settings, such as police or firefighting, where task completion is of high importance.

**S2 - Coaching:** This style is most appropriate for low to moderate team member development or maturity (D2). The leader will exhibit both directive and supportive behaviours and focus on both the task and the team member's needs. The leader will provide encouragement but will still give guidance on what needs to be done and how it will be done.

**Supporting:** This style is most...

## 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

Each video lesson is accompanied by motion graphics to bring concepts to life. Key learning points are clarified and given emphasis through the careful use of our unique animations and illustrations.

## Quizzes, Questions and Case Studies

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

## Achievement Rates

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



# Apprenticeships Overview

Mindful Education's apprenticeships include the option to embed professional qualifications, which are accredited by nationally recognised awarding bodies and associations.

## Professional Qualifications

Mindful Education's online learning platforms are structured to cover the knowledge component of each apprenticeship, including the embedded or related professional qualification.

Achieving a professional qualification provides an additional endorsement for apprentices and can be the first step on the path to chartered status.

Apprenticeships are an excellent way to fund professional qualifications for team members with potential and ambition.

## Awarding Bodies

Employers can be assured that their apprentices are studying and being assessed in line with the professional standards set by the industry.

During their study, apprentices will be members of the relevant awarding body, giving them access to a wide range of information and a network of peers to support them through their career.



## Accounting

### Association of Accounting Technicians

- Accounts / Finance Assistant Apprenticeship (Level 2)
- Assistant Accountant Apprenticeship (Level 3)
- Professional Accounting Technician Apprenticeship (Level 4)



## Management

### Chartered Management Institute

- Team Leader / Supervisor Apprenticeship (Level 3)
- Operations / Departmental Manager Apprenticeship (Level 5)



## Law

### National Association of Licensed Paralegals

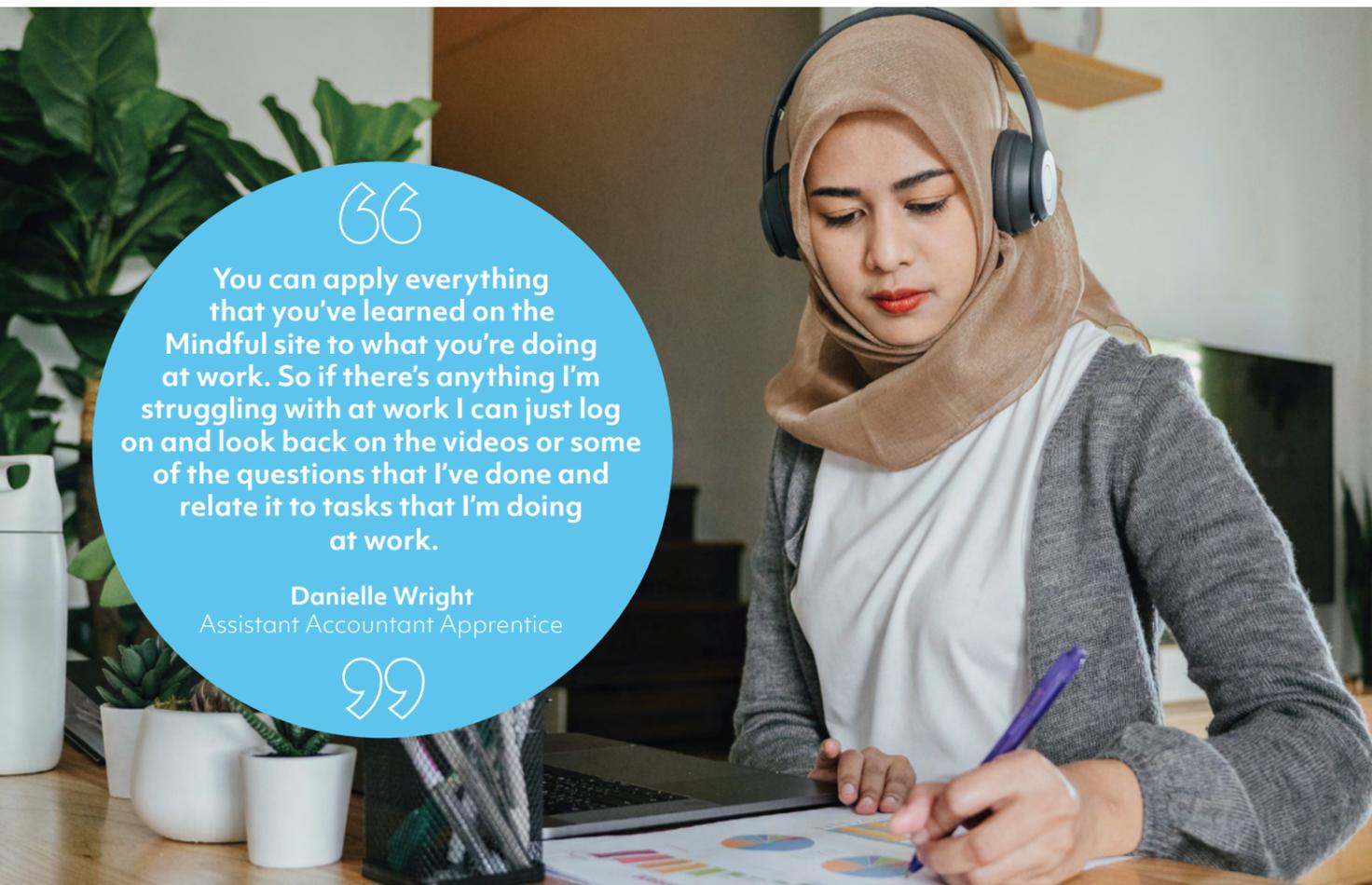
- Paralegal Apprenticeship (Level 3)



## Human Resources

### Chartered Institute of Personnel and Development

- HR Support Apprenticeship (Level 3)
- HR Consultant Partner (Level 5)



You can apply everything that you've learned on the Mindful site to what you're doing at work. So if there's anything I'm struggling with at work I can just log on and look back on the videos or some of the questions that I've done and relate it to tasks that I'm doing at work.

Danielle Wright  
Assistant Accountant Apprentice





Accounting | Association of Accounting Technicians

**AAT Benefits**

Association of Accounting Technicians (AAT) qualifications teach practical skills for the workplace and are universally respected and internationally recognised. AAT qualifications are an excellent stepping stone towards achieving chartered accountant or management accountant status.

**Learner Profiles**

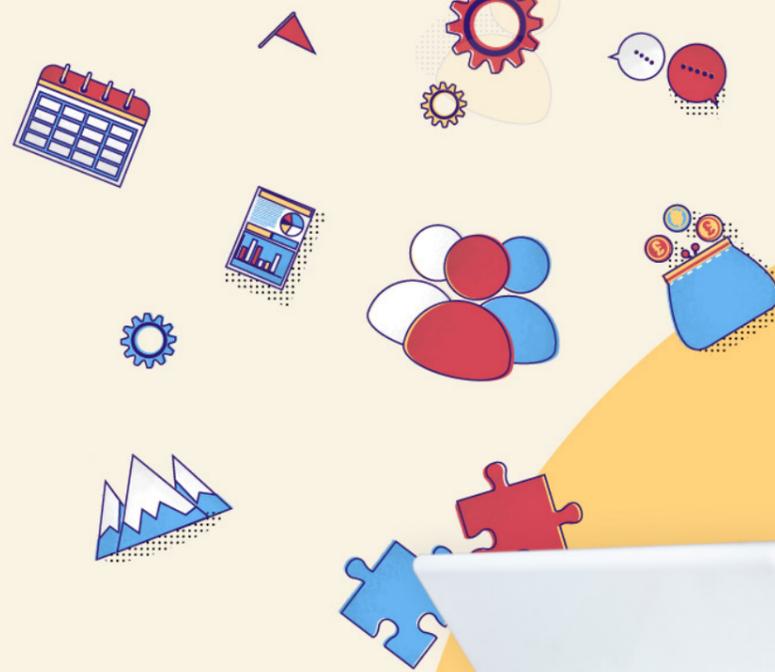
Accountancy apprentices vary widely – they can range from school leavers to more experienced individuals who are seeking to boost or change their career. On completion of their apprenticeship, many learners will choose to progress onto further accounting qualifications.

Apprenticeship	Professional Qualification	Level
Accounts / Finance Assistant	Foundation Certificate in Bookkeeping / Foundation Certificate in Accounting	Level 2
Assistant Accountant	Advanced Certificate in Bookkeeping / Advanced Diploma in Accounting	Level 3
Professional Accounting Technician	Professional Diploma in Accounting	Level 4

Professional qualifications can also be studied as stand-alone courses.

**“Organisations continue to hire AAT qualified members for their knowledge, skills, diligence and enthusiasm, because AAT represents the highest standards of professionalism.”**

Source: [www.aat.org.uk](http://www.aat.org.uk)



Management | Chartered Management Institute

**CMI Benefits**

The Chartered Management Institute (CMI) is the only chartered professional body in the field of management and leadership. Management apprenticeships are some of the most popular in the UK, as employers increasingly realise the benefits of upskilling or training staff.

**Learner Profiles**

Many management apprentices are already working in management roles, others are working towards promotion into one. They may be looking for a formal qualification to support their existing practical experience.

Apprenticeship	Professional Qualification	Level
Team Leader / Supervisor	Diploma in Principles of Management and Leadership	Level 3
Operations / Departmental Manager	Diploma in Management and Leadership	Level 5

Professional qualifications can also be studied as stand-alone courses.

**“CMI is the only professional body able to award Chartered Manager status. Chartered status recognises managers with exceptional management and leadership skills and commitment to Continuing Professional Development.”**

Source: [www.managers.org.uk](http://www.managers.org.uk)



Law | National Association of Licensed Paralegals

**NALP Benefits**

NALP (National Association of Licensed Paralegals) is the longest running Paralegal membership body in the UK – established in 1987. NALP offers accessible, nationally recognised, bespoke paralegal qualifications.

**Learner Profiles**

Many NALP learners will already be working in the legal industry and are seeking to boost their careers. Once fully qualified (Level 4 Diploma), paralegals can become fee earners for their firm or apply for a licence to practise in their own right (subject to strict eligibility criteria), making these qualifications a popular career progression route for legal secretaries.

Apprenticeship	Professional Qualification	Level
Paralegal	Diploma in Paralegal Practice	Level 3

Professional qualifications can also be studied as stand-alone courses.

**“NALP strives to ensure that its members are recognised as a key part of the legal profession by the quality of its qualifications and professional development. NALP encourages, promotes and develops the role and practice of the paralegal and represents the best interests of its members.”**

Source: [www.nationalparalegals.co.uk](http://www.nationalparalegals.co.uk)



Human Resources | Chartered Institute of Personnel and Development

**CIPD Benefits**

With over 100 years of experience, CIPD (Chartered Institute of Personnel and Development) are experts in the changing world of work and setting the international standard for people professionals. CIPD's qualifications help to equip your workforce with the skills to thrive in a changing professional landscape.

**Learner Profiles**

Human Resources qualifications attract a wide range of people with varying career profiles. Some learners may be looking for a formal qualification to support their existing practical experience. Others may be seeking a career-change option.

Apprenticeship	Professional Qualification	Level
HR Support	Foundation Certificate in People Practice	Level 3
HR Consultant Partner*	Associate Diploma in People Management	Level 5

\* Available 2022

Professional qualifications can also be studied as stand-alone courses.

**“CIPD qualifications and courses help you build your career and enhance your professionalism. When you learn through the CIPD, you access research-led insights from the world’s leading HR and L&D experts, allowing you to challenge the status quo, inspire action and influence change.”**

Source: [www.cipd.co.uk](http://www.cipd.co.uk)

# Making the Right Investment for Your Business

Investment in staff training is key for any successful organisation. As well as improving your team's skills and knowledge, training can also increase performance and job satisfaction – ensuring key staff stay with you for longer.

## The Apprenticeship Levy

Employers with an annual pay bill of over £3million are required to pay the levy at 0.5% each month. Your levy amount can then be accessed for apprenticeship training and assessment.

If your business pays the apprenticeship levy, 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.

Apprenticeships are a popular option for up-skilling existing staff members as well as training new members of the team.

## 20% Off-the-job Training

All apprenticeships, regardless of how they are funded, require 20% off-the-job training. Our blended learning model counts towards this requirement. We worked with the Department for Education on best practice for blended learning in apprenticeships, as found within their guidance document 'Apprenticeship off-the-job training: policy background and examples'.

Online studies can be accessed on demand, from any device, so apprentices can log on to study during quiet periods at work, which counts towards the 20% off-the-job requirement.



**12,000+**  
learners have studied with Mindful Education

**80%**  
of Mindful Education learners who complete their qualification receive a merit or distinction grade

**+49**  
Mindful Education's Net Promoter Score  
\*Based on survey responses from 650 learners in 2020

## Apprenticeship Funding

The government offers funding for apprenticeship training and assessment. Employers can also receive incentive payments to cover other costs.

Age	Size	Number of Employees		
		Fewer than 50	More than 50	Levy Payer
16-18 or 19-24 with an EHC plan		Government will pay 100% of apprenticeship training costs	Government will pay 95% of apprenticeship training costs	Levy fund will pay 100% of apprenticeship training costs
		£1,000 grant for hiring a new apprentice	£1,000 grant for hiring a new apprentice	£1,000 grant for hiring a new apprentice
19-24		Government will pay 95% of apprenticeship training costs	Government will pay 95% of apprenticeship training costs	Levy fund will pay 100% of apprenticeship training costs
25+		Government will pay 95% of apprenticeship training costs	Government will pay 95% of apprenticeship training costs	Levy fund will pay 100% of apprenticeship training costs

### Notes

- a. EHC plan - education, health and care plan provided by their local authority or who has been in the care of their local authority
- b. Employers of apprentices under the age of 25 do not pay National Insurance employer contributions for their apprentices
- c. If you exceed your levy fund, the government will pay 95% of apprenticeship training costs

# Supporting Employers Every Step of the Way

Mindful Education provides blended learning solutions to employers in the public, private and third sectors. Our partners include NHS Trusts, local government bodies, accountants, solicitors and charitable organisations.

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.

We offer tailored solutions based on your training needs. Working with our partners from the first day of the apprenticeship to the last, we ensure that learners and their employers are fully supported.

**33**

Alex's training with Mindful Education has been brilliant. Compared to more traditional apprenticeships, the Mindful approach makes it easier to track the 20% off-the-job requirement. It also means Alex is only in college once a fortnight which is easier for her and fantastic for us as an employer.

**Khuram Javed**  
Managing Partner, DKR Chartered Accountants and Tax Consultants

**99**

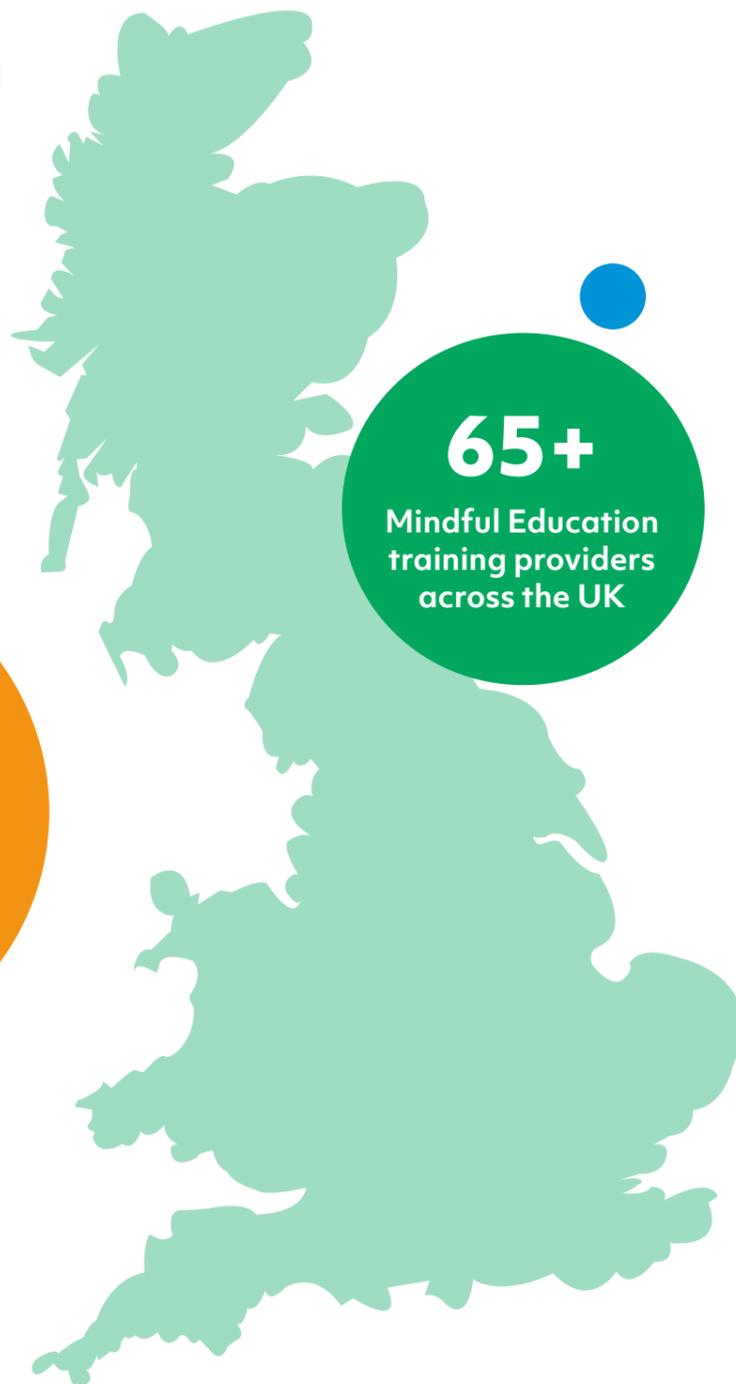
# Access our UK-wide Training Network

Mindful Education's apprenticeships are delivered nationally. We partner with over 65 training providers across the UK.

Our partnership approach to training means that apprenticeship programmes can be planned and delivered nationally at scale, while employers have the reassurance that apprentices are receiving a consistently high-quality learning experience through the Mindful Education platform.

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

For full details of our locations and training providers, please visit our [website](#).



All of our partners are listed on the government's register of apprenticeship training providers (RoATP) and all are Ofsted regulated, with many rated as Outstanding

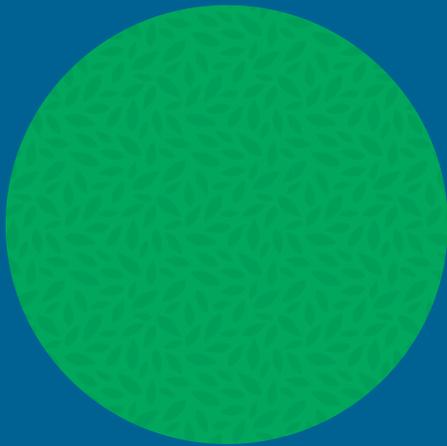
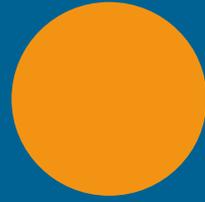
65+ Mindful Education training providers across the UK

# Working with You

We take a collaborative approach, working with employers to ensure that we fully understand an organisation's training needs before creating the optimal solution.



To arrange an initial discussion and a demonstration of our learning platform, please get in touch:  
[apprenticeships@mindful-education.co.uk](mailto:apprenticeships@mindful-education.co.uk)



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education

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