



# Executive Assistant Diploma

NCFE CQ 10450

765 CPD Points

LEWIS COLLEGE LC

HOME STUDY WITH TUTOR SUPPORT – THE FLEXIBLE WAY TO LEARN

COURSE PROSPECTUS AND SUPPORT DETAILS

## Executive Assistant Careers

Having a career as an Executive Assistant will enable you to work in a variety of different businesses supporting a Managing Director, CEO perhaps or a team of top Directors.

The role of the EA requires you to cope with decision making, organising both your day and your Directors, dealing with complex and variable tasks requiring you to keep ahead of the game. A very rewarding and challenging career and especially suited to those looking to have a career with responsibility!

Being an EA is suitable for those who already have some experience working as an Administrator, PA or Secretary and who are now looking to develop their career further.

Graduates would also find the EA course suitable to develop their career using their Degree to help them progress quickly within different types of business organisations who would find their knowledge beneficial.

Ensuring you identify the types of business organisations you would like to work in is essential for a happy and rewarding career as an EA.

For example there are the fast moving commercial organisations which are very competitive and this is suitable for those looking to be involved in a business where

every second counts. Meeting tight deadlines and continually developing is the main theme.

Other types of business organisations would include a softer environment – perhaps working for a local authority in social services for example, charities, education etc. Although these offices would be busy as well there is no competitive commercial edge to the day and you would be working with helping people rather than dealing with selling services or products.

Then there is the more artistic group of organisations, from theatres, to magazines, architects, BBC and other television companies, film companies, fashion houses etc. Although in a competitive market they do provide another dimension as you are involved in designing which can be very interesting and rewarding.

Looking at more academic types of organisations, these can range from accountants to solicitors, universities and of course schools. These types of organisations again provide extra depth to the tasks you will be dealing with day in and day out.

It is a good idea to identify what you would enjoy working in and then looking to see the types and range of organisations in those categories that are available in your area. Finding out how they recruit and how often is also useful and of course reading up on their



website so when you get to an interview you will feel very comfortable with a good level of understanding as to what their business is all about.

The Executive Assistant Diploma

course is designed for those looking to have a full and rewarding career at the top of the office professional career ladder, where management skills would be required as well as the full range of PA skills.

If you would like some careers advice, please get in touch directly with me on [penny@lewiscollege.co.uk](mailto:penny@lewiscollege.co.uk).

Penny

**Penny Lewis Cert Ed  
Principal and Careers Adviser**

## Units

### Executive Assistant and Leadership Skills (Level 3)

This section of the course will not only develop your ability to cope with your role with more confidence but also links with other units on the course. Units include Confidence Building and Self Esteem, Organisational Skills, Communication Skills, Relationship and People Management, Social Media and Networking, Team Leadership, Performance Management, Coaching and Communication, Managing Projects, and Effective Negotiation.

### Advanced IT User Diploma (Level 3)

This section of the course covers the full range of Microsoft Office programs to an advanced level. All 6 programs are taught (Word, Outlook, PowerPoint, Excel, Access, Publisher) as well as Internet browsing software.

### Advanced Administration Diploma (Level 3)

This section of the course will cover a comprehensive range of Administrative duties required in a typical EA role, developing your decision making and ability to evaluate and analyse. Units include Organising Business Meetings, Diary Management, Organising Business Trips, Composing Complex Business Documents, Organising Business Events, Petty Cash Management, HR Recruitment, Business Organisations, Research and Reporting, Reviewing Office Procedures

### Advanced Business Documents Diploma (Level 3)

This section of the course will develop your ability to produce professional documents including editing documents and using specific features within Word. Modules include Audio Transcription, Advanced Business Letters, Complex Tables, Creating and Editing Reports, Mail Merge, Touch Typing and Speed Development

### Managerial Administration Diploma (Level 3)

This section of the course builds and compliments what you have learnt throughout the course, developing your skills to cope with a range of managerial roles including, Delivering Presentations, Chairing Meetings, Staff Interviews and Training, Legislation and Code Of Conduct, Managing Projects, Team Leadership.



## Lessons

You will access your course via our Lewis Learning Hub where the lessons are set out similar to web pages. Here you will be able to download courseware for future retention. You will have assignments to complete and submit to your tutors.

Lessons include learning underpinning knowledge for each topic, quizzes to embed the knowledge and designing templates for use in your job and for the

## Assessments

At the end of each module you will complete an Assessment. Most of these are untimed and reflects an office style approach following a range of instructions designed to develop your decision making and ability to relate to specific requirements.

There are timed exams for the business document modules which you can also complete at home. You can re-sit any exam free of charge.

The entire course can be completed at home



## How can I study?

The course is approximately 765 hours if you are a **complete** beginner. If you have some knowledge you may find you can fast track some modules.

You can choose to study the course in a short space of time – studying over 25 hours a week completing the course in 5-7 months. This option is open to those who pay in full.

You may prefer to study at a slower pace of between 5-10 hours a week.

The course is open for 22 months providing additional time out for holidays and illness.

## Tutor Support

Tutors will provide ongoing support throughout the course including individually marked work, further guidance and tuition as required. Feedback includes individual demonstration videos to cover a topic you may need further guidance on, worked examples as well as comments, screen prints and marked worked with comments included.

In addition to support through email, you will also have the opportunity to talk directly with your tutor through Skype or on the telephone. These sessions are pre-booked and enable you to talk through any questions/queries you may have.

We also use social media platforms such as Facebook and LinkedIn as an additional source of interacting with our students providing hints and tips, blogs, question and answer sessions, selected information that may be of interest etc.

We aim to respond to queries received by email the same day they are received – so you can carry on studying without delay. We provide feedback to submitted assignments within 2 working days and assessments are marked and feedback provided within 7 days.

You will also have a Course Mentor who is overseeing your progress on the course, providing guidance with regards to studying, careers advice as well as CV design and support whilst applying for jobs.

We also have a team of Assessors who will be with you when you are completing your assessments, providing feedback and guidance to help you complete your assessments to the required standard.

# Course Programme

## IT Skills

The IT section covers all the programs within Microsoft Office – which is the main suite of programs used in the business world. You will learn a range of different features and tools within each program and then apply this knowledge to carry out office style assignments. This develops your understanding as to how business will use these programs to carry out administrative tasks. You will learn the key aspects of the programs first and then build your knowledge to cope with more complex and demanding tasks.

## Administration Duties

This section of the course develops your understanding on how to carry out a range of different administrative duties. This includes the different steps to take, communicating with others at the right level, organising information and understanding the importance of specific requirements for each procedure. This section of the course works hand in glove with the Personal Development Skills and relating to both sections of the course will help to build your confidence and ability to cope with a range of decision making tasks you will face in the role of an EA.

## Business Documents

This section develops your ability to produce professional documents through developing design and layout skills, production rate and using Word skills.

You will learn how to present specific business documents such as business letters, reports, using tables to display information as well as create mail shots for marketing using the mail merge feature.

You will also learn how to prepare documents from audio transcription which is a co-ordination skill requiring good English and touch typing.



## Executive Assistant and Leadership Skills

This section of the course is designed to develop your personal skills in your role as an Executive Assistant. Knowing how to maintain working relationships, coping with stress, prioritising your workload, health and safety requirements in the workplace including ergonomics, how to have effective communication skills and professional customer care skills, using social media for business, leadership and management skills all of which will help you to cope effectively with your working life and make you a fantastic EA!

## Managerial Administration Duties

This part of the course builds on the skills and knowledge developed in the Administration and Personal Development sections of the course.

You will develop your leadership skills to cope with a range of roles including Chairing Meetings, Presentations, Staff Interviews and Training reviews, Legislation affecting the workplace including Code of Conduct and Health & Safety, Project Management and Team Leadership role.

**Teeline Shorthand Diploma** is an additional option. Useful for taking down notes from phone calls and instructions as well as for formal minutes in business meetings. There is an additional cost for this.

## NCFE (CQ) Awarding Body



This qualification has been accredited by NCFE Customised Qualifications and The CPD Accreditation Group



NCFE are an awarding organisation recognised by the qualification regulators Ofqual. Please see our website for further details about NCFE and accreditation.

Upon successful completion you will be awarded the:

## Executive Assistant Diploma Level 3 NCFE CQ10450

Made up of the following single Certificates and Diplomas

- Executive Assistant Skills Certificate (Level 3)
- Leadership Skills Certificate (Level 3)
- Advanced IT User Diploma (Level 3)
- Advanced Administration Diploma (Level 3)
- Managerial Administration Diploma (Level 3)
- Advanced Business Documents Diploma (Level 3)

Certificates are issued by NCFE and The CPD Accreditation Group.

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