



Executive PA Diploma - Level 3

NCFE CQ10452

650 CPD Points

LEWIS
COLLEGE 

ONLINE DISTANCE LEARNING WITH FULL TUTOR SUPPORT – THE FLEXIBLE WAY TO LEARN

COURSE PROSPECTUS

Executive PA Careers

An Executive PA can expect a rewarding and challenging career and is especially suited to those looking to have a career with a degree of responsibility and independence, working in a varied and interesting organisation.

Training to be an Executive PA 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.

Career changers and Graduates would also find the Executive PA Diploma course suitable to develop their career, building on their past experience or degree.

The Executive PA Diploma course is also suitable for beginners who are looking to train to a high standard to provide maximum job opportunities as soon as possible.

There are Executive PAs in all types of business organisations.

The BBC and other TV stations, Reuters, newspapers and magazines providing a very varied and interesting working day!

Central Government including the Foreign Office, Home Office as well as Embassies throughout the world would give you the opportunity to travel and be involved in current news events as they happened.

The fast pace financial world in the City, marketing and advertising, exhibition organisers, public relations, museums, fashion industry, art galleries – all need Executive PAs!

Other types of organisations include charities, social services, emergency services, NHS – helping people throughout the UK and world wide.

Academic organisations include solicitors, Ministry of Justice, universities and of course schools and colleges.

Something for everyone and with the opportunity to build your career to suit you – you have a great deal of flexibility.

The Executive PA Diploma course is our most popular course and the one chosen by different organisations to train their staff as well as private students funding themselves.

We have provided training for a wide range of organisations including various universities and schools, charities, Royal Bank of Scotland, Football Clubs, NHS, local authorities as well as hundreds of business organisations.

More information

If you would like some careers advice or anything clarified as you think through your options, please get in touch by:

Email: enquiries@lewiscollege.co.uk

Chat: on our website www.lewiscollege.co.uk

Telephone: 0800 500 3096

If you would like to **enrol** on this course, please complete the relevant enrolment form which you can find here:

[Enrolment Form](#)

Course Overview

The course is open for 18 months. You can complete the course as quickly as you wish if paying in full, or to match the pace of your payment option if paying quarterly or monthly. Some students have completed the course within 6 months.

You can study at times to suit your lifestyle and to fit in around other commitments. You can study as much as you wish per week, miss a week if you are on holiday or have other commitments – the choice is yours. If you have prior knowledge you may find you can fast track some modules.

You can use a Windows PC or a Mac to study this course.

You will access your course through our learning portal from your computer, tablet or phone. You will be able to download all the courseware to keep for future reference.

There is one textbook included in the course and you will be able to download all the courseware to keep for future reference.

You will have ongoing tutor support throughout the course, providing personal support and guidance, marked work and feedback and assistance in completing the assessments. You will complete an assessment at the end of each module, gradually building your Diplomas as you progress through the course.

Executive PA Diploma Level 3

Made up of 3 Diplomas & 1 Certificate covering 28 modules

Advanced IT User Diploma	Advanced Administration Diploma	Advanced Business Documents Diploma	PA Skills Certificate
Internet Browsing Software	Business Meetings and Conference Calls	Touch Typing/Speed Development	Confidence Building Skills
Outlook - Email and PIM	Business Trips	Advanced Business Letters	Communication Skills
Excel - Spreadsheets and Charts	Diary Management	Complex Tables	Organisation/Stress Management Skills
Word - Word Processing	Business Events	Multi-page Reports	People Management Skills
PowerPoint - Presentations	HR Recruitment	Mail Merge	Social Media and Networking
Access - Databases	Research and Report Writing	Audio Transcription	
Publisher - Desktop Publishing	Composing Complex Business Documents		
	Petty Cash, Stationery/Travel Costs		
	Business Organisations		
	Reviewing Office Procedures		

You will need MS Office for this course (details about subscription for Office 365 available). You can use a Mac or Windows computer.

Teeline Shorthand Diploma - additional option

If you wish to study shorthand on this course, you can add this at a special discount. The course includes:

Teeline Theory	Speed Development from 40 wpm to 70 wpm
Business Correspondence Dictation and Transcription	Minutes of Business Meetings

The theory textbook is included in the course and you will also need an A5 notebook and biro.

Studying

You will access your course by logging into the Lewis Learning Hub where you will see the order you will study the different modules.

Each module is broken down into lessons and in each lesson you will have a range of courseware to download and some assignments to complete and submit for feedback.

You will study a range of administrative procedures and how to carry out office-based tasks, use different IT programs, produce professional business documents and learn personal development skills reflecting the role of the Executive PA.

You will study core skills at the beginning of the course and gradually expand and develop your skills in stages to an advanced level.

At the end of each module you will complete an assessment which will pull together all the different elements of the module you have studied.

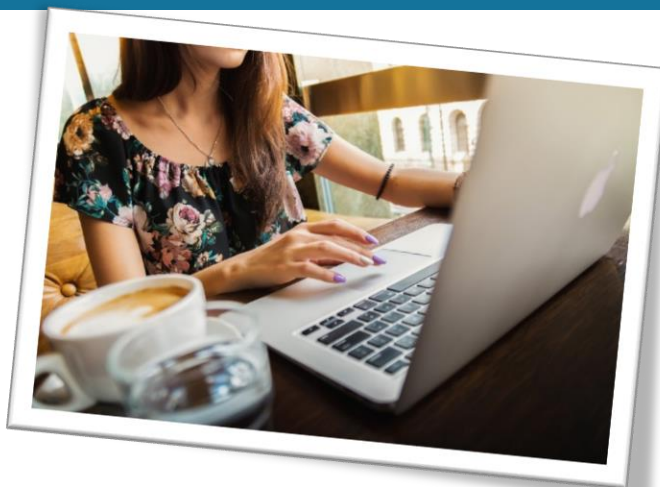
You can study at times to suit you. You do not have to study a certain number of hours in any one week – it is up to you.

Some students study more one week and less the next fitting in around commitments- adjusting their studying to fit in around their lifestyle. Others prefer to have set times each week to study.

Your course will be open for 18 months and you can choose to complete the course as soon as you wish or study at a slower pace.

Some students find they can fast track parts of the course as they have some prior knowledge.

The course is designed to enable you to be confident in your role as an Executive PA providing you with the skills and knowledge to cope with the full range of responsibilities.



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 work 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 and blogs on selected information that may be of interest.

We aim to respond to queries received by email the same day – 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 is also included in this course for those looking to secure a new job.

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.

Assessments

At the end of each module you will complete an assessment which will consolidate what you have studied in each module. Most assessments are untimed and replicates your role as an Executive PA in the workplace. They include reading through a scenario and carrying out a range of tasks following instructions.

For the business documents modules, you will complete timed assessments which last about an hour or so. You can decide when you would like to sit these assessments and let us know. Before you sit your timed assessment, you will have completed mocks and you will be very familiar with the style of the assessment. If needs be you can re-sit your assessment. Most students pass on their first attempt.

You will receive feedback and guidance for each assessment. The assessments are graded at Level 3 and enable you to be awarded the NCFE CQ accredited Diplomas illustrating your standard of professional skills to future employers and are an important part of the course.

Course Programme

Section 1 – Core Skills

This section of the course covers some key skills which will be useful for studying your course and also to help you with key tasks you may need in your current role.

You may already have some knowledge of these topics and find you can complete some or all of these modules at a fast pace. For others you may find it useful to get to know Outlook and Word in more detail to help you cope with your role with more confidence.

- 1 Email – Outlook
- 2 PIM (Personal Information Management) - Outlook
- 3 Diary Management
- 4 Advanced Business Letters – Word skills
- 5 Complex Tables – Word Skills
- 6 Advanced Internet and Web Research

Section 2 – Developing Skills and Knowledge

In this section you will be building on the skills and knowledge you have studied in the first section and applying these to complete more advanced modules covering specific areas of Executive PA tasks and responsibilities.

You will see a step up in developing your IT skills as well as your analysing and decision making – all part of being an Executive PA.

- 7 Business Trips
- 8 Advanced Spreadsheets and Charts - Excel
- 9 Petty Cash
- 10 Complex Reports – Word skills
- 11 Electronic Presentations – PowerPoint
- 12 Business Meetings
- 13 Analysing and Composing Business Documents
- 14 HR Support
- 15 Advanced Desktop Publishing – Publisher
- 16 Mail Merge

Section 3 – Advanced Modules

In this final section of the course you will be take a further step up to cover roles and responsibilities that require more analysis and evaluation and decision making.

The IT programs covered in this section are more complex and the underpinning knowledge more comprehensive as you look at roles and responsibilities requiring a higher level of professional skill.

IT skills and knowledge already covered earlier in the course will be used in these modules.

- 17 Business Events
- 18 Business Organisations
- 19 Databases and Data Entry – Access
- 20 Analysing and Reviewing Office procedures
- 21 Research and Reporting
- 22 Advanced Word Processing
- 23 Advanced Audio Transcription
- 24 Speed Typing Test – short module

The above order is designed to build your skills from the core modules, to intermediate level modules and finally to the more demanding modules as you progress through the course.

If you wish to study a particular module earlier than in the course programme – then just ask your tutor who can organise this.

IT Modules – Microsoft Office



There are 7 modules in the IT section of the course covering

6 Microsoft Office programs:

Outlook is used as the main program to communicate between organisations and within organisations as well as provide a range of useful tools and features to act as reminders, help with organisational skills and diary management, business meetings and keeping on top of your workload.

You will use this program to communicate with us as well as complete a range of tasks in different Administration modules, pulling out the different features and how to use them effectively.

This program is taught early on in the course so you can have the benefits of this very useful program and its range of tools and features to help with both your course and your current job role.

Word is a large program used to prepare professional business documents from letters to complex reports using advanced features, brochures etc as well as for marketing campaigns using mail merge tools.

In addition to the Business Documents modules (see below) on the course, you will extend your knowledge further to cover advanced features and tools enabling you to design and create professional documents as well as effective proof reading.

Excel is a spreadsheet program enabling financial information to be recorded for a wide range of uses within all business organisations. You will learn how to create formulae and functions to carry out calculations as well as create a range of different types of charts and graphs and formatting skills to enhance your spreadsheets.

You will use your Excel knowledge in the Petty Cash module as well as other Administration modules where tracking is required, getting to use this useful program in a range of different tasks an Executive PA would be involved in.

PowerPoint creates professional electronic presentations used in business meetings, event presentations, staff training. You will learn a range of different features and how to create effective presentations from select briefs.

You will use this program to complete different tasks in some of the Administration modules to reflect a typical Executive PA role.

Access is a database program which can house a wide range of information, with the benefit of filtering, searching and analysing the information in many different ways to produce reports used by an organisation for a variety of different requirements. Understanding how to manipulate and interrogate a database is studied in this module.

Publisher enables you to create professional marketing documents – brochures, information leaflets, newsletters etc. You will use this program in some of the Administration modules to develop your skills and knowledge in a range of different scenarios.

Internet Browsing Software provide a range of different features to enable you to carry out any research you need to do whilst working as an Executive PA.

Using such software is usually a daily requirement and learning about shortcuts and a range of features will help you to be more organised when carrying out research.

You will study these modules by working through step by step guides using the different tools and features in the program and then applying the knowledge to create different types of documents similar to those required in an Executive PA role, requiring different design and application skills ensuring you are able to use these programs effectively.

Administration Modules



There are 10 modules in this section of the course – all designed to cover specific tasks and roles you would be required to know how to do whilst working as an Executive PA.

You will use a range of IT skills to study these modules, enabling you to develop your IT skills further and to develop your ability to use suitable programs to keep on top of your workload.

Your business document skills will also be utilised in completion of some of the assessments in this section of the course.

Diary Management is linked to the Outlook IT module as you will use a range of this program's tools to help carry out diary management duties. You will learn the correct procedure to manage a diary, the value of manual diaries and key information to include in any diary management correspondence and when planning your manager's diary.

Business Trips follows on from learning how to use Internet Browsing software so you can start to put into practice newly learnt skills in a practical way, as you work through the procedure of organising a business trip. You will learn a range of hints and tips on how to manage different situations and problems, the range of documents required and how to present professional documents for your travellers using your Word skills.

Petty Cash is linked to the Excel module where you will use these skills to create suitable tracking documents to manage petty cash and travel expenses. This is a smaller module compared to other modules but covers a key responsibility you may well have as an Executive PA.

Business Meetings is of course a key responsibility for an Executive PA. You will learn how to prepare and plan for a meeting, liaise with different departments, people and organisations to ensure the meeting is a success, prepare typical business meeting documents and track your progress. You will also study what to do on the day of the meeting and your role in taking down minutes. Those studying Shorthand on their Executive PA Diploma course will have the added benefit of using this skill to take down minutes. Finally, you will learn how to prepare the minutes and the correct procedure to follow after a business meeting.

Analysing and Composing Business Documents will develop your ability to compose and design a range of different business documents including correspondence to resolve a range of typical business situations, where tone, tact and diplomacy is required; reports from given information ensuring you follow the conventions of business report writing; effective questionnaires/surveys used a great deal in business today; blogs and press releases. These skills will be used in the following modules as you work on more complex roles and responsibilities you will meet in your job as an Executive PA.

HR Support will develop your skills in researching vacancies within your organisation, preparing Job Analysis, Job Descriptions and Person Specifications, composing job adverts and interview planning and preparation, and finally communicating with successful candidates and sending rejection correspondence.

Business Events organisation can be very interesting with a wide range of tasks and duties to carry out. You will develop your understanding of the wide range of roles and requirements needed in the preparation of a business event, develop advanced tracking skills to ensure the project is on schedule, liaise with delegates, speakers and presenters, design and prepare key business event documents using your Publisher and Word skills as well as your composition skills.

Business Organisations come in all sorts of shapes and sizes and having a better understanding as to their structure, roles and responsibilities of different personnel, different departments, and stakeholders will help you to understand your role and position within the organisation.

Analysing and Reviewing Office Procedures is a specific role you may well need to undertake whilst working as an Executive PA. You will use your research skills, report writing skills and Word skills to complete this module. All organisations have procedures and being able to review these from time to time, identify adjustments required to improve the procedure and report to management are studied in this module.

Research and Reporting pulls together many skills you have already studied on the course enabling you to complete an advance research project to provide you with the right skills for such a task in your role as an Executive PA.



Business Documents Modules

There are 5 modules in this section of the course. This part of the course looks at developing your skills in being able to produce a range of business documents using Word skills, develop your proof reading and production rate to help you cope with a busy workload.

Advanced Business Letters is a key module on the course, as all PAs will need to be to prepare business letters. You will learn about important elements to a business letter, correct protocol, as well as how to use advanced Word tools when dealing with repetitive text, displaying information effectively and proof reading.

Complex Tables covers learning how to display information in a range of different table designs and layouts, using colour and shading techniques and how to effectively prepare tables to maintain good production rate.

Complex Reports will develop your skills in producing multi page documents and using advanced Word tools and features to enhance the display of these important business documents. You will also look at editing and updating reports, which is often required as you work on different draft stages, ensuring you progress effectively with a good production rate.

Mail Merge looks at this specific feature used for mail shots – either to send out letters or emails. You will learn how to create data files and merge to match criteria required. A very useful feature in Word and used a great deal in the business world for marketing.

Audio Transcription will teach you how to prepare a range of business documents from dictation. This method of preparing business documents is still used by many organisations. You will access a digital transcription program enabling you to pause, rewind etc the dictation. No foot pedal is required.

Touch Typing and Speed Development is something most students will study in the background right through the course, gradually building their technique and speed using our interactive touch-typing program. Some students already have good touch-typing skills and wish to develop their speed only. All students will be able to take a speed test to record their current speed at the end of the course, which is included on their certificates. This is particularly relevant when applying for a new job.

PA Skills

As you study the main part of the course, you will also be developing your PA Skills. This part of the overall course covers areas of an Executive PA role that are not covered by IT, Administration or Business Documents. This section of the course will help you to cope with your role and keep on top of your workload.

There are 5 modules in this section of the course:

Confidence Building and Self Esteem looks at helping you to cope with boosting your confidence, identifying areas of your working life you could change so more positive and identifying your role as an Executive PA.

Organisational Skills, Stress Management, Ergonomics and Health covers developing your organisation and prioritisation skills so you can keep on top of your workload, learning techniques to deal with stress, reviewing your workstation and techniques to maintain mental and physical health.

Professional Communication Skills looks at developing your skills in ensuring you communicate effectively whilst working as an Executive PA. This includes body language, telephone techniques, questioning and listening skills. Collectively they will help you to keep on top of your role and help you to develop effective working relationships and provide professional customer service.

Relationship and People Management Skills develops your ability to work with different types of management, manage different people situations including how to say No – nicely! This module links with the communication module and with these skills you will find your working relationships develop positively and you will feel more in control of everyday events.

Networking and Social Media will guide you through the importance of these elements of a PA role both for your own career and if you are responsible for these tasks for your organisation.

Teeline Shorthand Diploma – Additional Option - £180 (discounted rate)

You can study Teeline shorthand as an additional option whilst studying the Executive PA Diploma. Having shorthand skills will give you more job opportunities as well as being more competitive in the job market.

The Teeline Shorthand Diploma has 4 sections:

Teeline Theory covers the structure of the shorthand system. Based on the Teeline alphabet plus short cuts for writing key sections of words as well as quick ways to write common phrases and words. Teeline theory is flexible, and you can adapt the system to suit your own preferences. It is quick and easy to learn the theory with minimal rules you need to apply.

Business Correspondence Dictation and Transcription will develop your skills in taking down variable dictation speeds to cover general correspondence. This is a role many managers will use your shorthand skills for as well as in informal meetings where you will find using your shorthand useful to take down specific instructions.

Minutes of Business Meetings will cover how to cope with this demanding role in typical business meetings. You will learn how to select key elements of meetings and record them in your shorthand notes to enable you to prepare comprehensive Minutes of the meeting.

Speed Development is covered as you progress through the course starting from 40 wpm and working up to 100 wpm.

Accreditation



This qualification has been accredited by NCFE Customised Qualifications.

NCFE are a UK awarding organisation recognised by the qualification regulators Ofqual. They also have international recognition.

Level 3 is advanced level and the course has been benchmarked using Ofqual's QCF level descriptors to allow you to consider the depth of study, and level of difficulty involved.

The course has also been awarded 650 CPD Credits/Points by The CPD Accreditation Group, London, UK. CPD is Continuous Professional Development and is recognised in the business world.



Upon successful completion you will be awarded the:

Executive PA Diploma Level 3 NCFE CQ10452

Plus the following single Certificate and Diplomas

PA Skills Certificate (Level 3) NCFE CQ10472

Advanced IT User Diploma (Level 3) NCFE CQ10447

Advanced Administration Diploma (Level 3) NCFE CQ10445

Advanced Business Documents Diploma (Level 3) NCFE CQ10446

Certificates are issued by NCFE and The CPD Accreditation Group.

We have provided training for Executive Assistants, Executive PAs and general PAs, Office Managers, Executive Administrators and Medical Secretaries for over 35 years.

We originally offered classroom teaching to students in Devon and from London and then developed our popular online distance learning courses over 15 years ago, providing training to over 5,000 students since 1984 from a wide range of backgrounds including beginners as well as those changing careers and existing office professionals.

We provide training to both private students funding their own course as well as a wide range of corporate organisations looking to train their staff including the NHS, MOD, local authorities, universities and schools and hundreds of business organisations both UK based and international.

Over the years we have been an approved centre from various awarding bodies including Pitman Qualifications, RSA, OCR, NCFE CQ, The CPD Accreditation Group, Oxford and Cambridge Examining Board and our students have received special awards in the past at the Houses of Parliament for their achievements.

If you would like to **enrol** on this course please complete an enrolment form: [Enrolment Form](#)

Course Fees, Discounts, Payment Options

COURSE FEES	£1,950
PAYING IN FULL - 20% DISCOUNT FAST TRACK You can complete the course as quickly as you wish! The course is open for 18 months.	£1,560
PAYING QUARTERLY - 10% DISCOUNT You can complete the course over 12 months. The course is open for 18 months.	£1,752 Each quarter payment £438
PAYG - PAY AS YOU GO - MONTHLY SUBSCRIPTION <ul style="list-style-type: none"> • Pay monthly by standing order. • No interest charged and no finance agreement. • You can pause your course for up to 6 months. • You can stop your course at any time you wish. • You can start with one monthly payment plan and change part way through the course to suit your finances • You can make additional payments as and when you wish 	You can decide on the monthly amount you pay to suit your own budget. The course programme is spread over the payment plan. £60 per month = 32 months plus balance £70 per month = 27 months plus balance £80 per month = 24 months plus balance £90 per month = 21 months plus balance £100 per month = 19 months plus balance £110 per month = 17 months plus balance £125 per month = 15 months plus balance