

"Quality education through distance learning."

## EXECUTIVE ASSISTANT DIPLOMA

# PROSPECTUS



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# STUDENT CONC

1

[Introduction](#)

2

[Course Programme](#)

3-4

[IT Units](#)

5-6

[Administration Units](#)

7-9

[Business Documents](#)

10-12

[Personal Improvement Units](#)

13-14

[Leadership Units](#)

15-16

[Managerial Administration Units](#)



The Executive Assistant Diploma is an online course that will help you to refine all of the important skills required to be an Executive Assistant. Organisational skills, verbal and written communication skills, time management, problem solving and leadership skills. It is our most extensive course and designed for those looking to have a professional career at the top.

Our career-enhancing, distance learning/home study Executive Assistant Diploma includes diplomas accredited by NCFE CQ and is also CPD recognised.

This course extends beyond our Executive PA Diploma by covering additional units in leadership and managerial administration.

Business organisations from the UK and abroad choose this course to train their staff as it is the leading Executive Assistant Diploma course available to study online and well recognised in the business world.

Suitable for those working as an EA/PA/Secretary/Administrator and now looking to gain recognition for existing experience and to develop skills and knowledge to increase job opportunities, promotion and boost confidence.

## ACCREDITATION BY NCFE CQ & CPD

**This qualification includes the following individual diplomas and certificates:**

- **CQ10447** – Advanced IT User Diploma (Level 3)
- **CQ10445** – Advanced Administration Diploma (Level 3)
- **CQ10446** – Advanced Business Documents Diploma (Level 3)
- **CQ10448** – Managerial Administration Diploma (Level 4)
- **CQ10471** – Leadership Skills Certificate (Level 3)
- **CQ10472** – PA Skills Certificate (Level 3)
- **CQ10464** – *Teeline Shorthand Diploma (Level 3) (if you choose this additional option)*

Level 3 is advanced level and the customised qualifications included with this course have been benchmarked using Ofqual's QCF level descriptors to allow you to consider the depth of study and level of difficulty involved.

Level 4 is higher education and the Managerial Administration single diploma has been benchmarked using Ofqual's QCF level descriptors to allow you to consider the depth of study and level of difficulty involved.

Further information about NCFE Awarding Body and CPD accreditation.

Upon completion of this course, you will also receive the overarching Lewis College – Executive Assistant Diploma.



# COURSE PROGRAMME

## SECTION 1 – CORE SKILLS

This section of the course covers key skills which will be useful for studying your course and also helps 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 units at a fast pace. This section concentrates on developing your Outlook skills, diary management and business document skills as well as soft skills required for an Executive Assistant role.

- |   |                                    |
|---|------------------------------------|
| 1 Outlook - Email & PIN (Personal Information Management) | 4 Advanced Business Letters        |
| 2 Touch Typing & Speed Development                        | 5 Confidence & Self-Esteem         |
| 3 Diary Management  | 6 Complex Tables                   |
|   | 7 Advanced Internet & Web Research |

## SECTION 2 – DEVELOPING SKILLS & 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 tasks covering specific areas of Administration responsibilities required in a typical Executive Assistant position. You will see a step up in developing your IT skills as well as your ability to analyse and your decision making. Your soft skills will also be developed helping you to cope with your demanding role.

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|--|---|
| 7 Organisation, Stress Management & Health | 14 Business Meetings                                |
| 8 Business Trips                           | 15 Analysing & Composing Business Documents         |
| 9 Excel - Advanced Spreadsheets & Charts   | 16 Working Relationships & People Management Skills |
| 10 Petty Cash                              | 17 HR Support                                       |
| 11 Complex Reports                         | 18 Publisher - Desktop Publishing                   |
| 12 PowerPoint - Digital Presentations      | 19 Mail Merge                                       |
| 13 Communication Skills                    | 20 Social Media & Networking                        |

## SECTION 3 – ADVANCED SKILLS

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

- |  |                                    |
|--|------------------------------------|
| 21 Business Events                         | 25 Research & Reporting            |
| 22 Business Organisations                  | 26 Microsoft Word - Advanced Tools |
| 23 Access - Databases & Data Entry         | 27 Advanced Audio Transcription    |
| 24 Analysing & Reviewing Office Procedures | 28 Speed Typing                    |

## SECTION 4 – LEADERSHIP & MANAGEMENT

This final section of the course will develop your leadership and management skills enabling you to cope with high level decision making as well as cope with demanding roles and tasks as an Executive Assistant.

- |   |   |
|---|---|
| 29 What is Leadership                   | 36 Different Personalities & Behavioural Styles |
| 30 Motivation                           | 37 Chairing a Meeting                           |
| 31 Emotional Intelligence               | 38 Delivering a Presentation                    |
| 32 Leading Effective Teams              | 39 Staff Training Reviews                       |
| 33 Legislation                          | 40 Project Management                           |
| 34 Recruitment & Performance Management | 41 Effective Negotiations                       |
| 35 The Role of Coaching                 | 42 Team Leadership                              |

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 UNITS

A key skill for any Executive Assistant is to have a strong grasp of the full Microsoft Office suite. The IT units in this course cover the core features and tools in each Office application, before moving onto more advanced features.



You will learn how to utilise IT efficiently, manage your workload effectively and produce professional documents to cover a wide range of business requirements. In addition to learning about the practical side of the Office suite, we will take time to consider how it can be directly applied in the EA role, so you can make an instant impact to your performance in the workplace.

You can use either Windows based MS Office or Mac version.

### Word – Word Processing

This is the largest program in Microsoft Office suite and the one you will use daily in your professional career.



You will be able to create a range of different business documents, edit them effectively and with confidence, use different formatting techniques to enhance their design, use automated features to help speed up the production rate and reduce repetitive tasks including advanced design and tracking features.

Design and edit tables properly, understand when to use the codes and breaks, run macros, merge and link documents, import data, utilise the developer tools to create interactive forms and questionnaires and collaborate with your team.

### Outlook – Email and PIM



The core program used today to communicate with both colleagues and clients/customers. Learn how to organise your Outlook filing system, use alerts and building blocks effectively to reduce your workload on repetitive tasks.

Managing multiple inboxes effectively is essential for the discerning office professional. You will also cover the Personal Information Management section of Outlook identifying how and when you can use these features to help you cope with your busy schedule.

Take advantage of Rules, retention policies, collaborate with your executives, use permissions to ensure confidentiality when sharing and much more.

### Excel – Spreadsheets

Excel is a very versatile program and understanding the different ways you can use the program will help you to manage your workload effectively.

Create calculations using complex formulae and functions. Produce professional charts and graphs and develop your ability in producing different reports and using effective formatting techniques. Skills essential for business meetings, department reviews and a range of EA roles.

Learn key cell references and arrays, automate your worksheets so edits and collaborations take effect for all. Run complex filters, link between workbooks. Protect and consolidate data, summarise and audit reports and use Goal Seek to provide forecasts that you and your Executives can work to.

This unit is linked to the Petty Cash, Budgets and Expenses unit as well as other Administration units where you can use Excel as a tracking document. .



## PowerPoint – Presentations

Develop your design skills so you will have the knowhow required to produce a professional presentation for key projects, meetings, training sessions etc.

Create eye-catching, professional presentations with effective animation, sound effects and timings to suit the topic and purpose of the presentation.

Practice how to use speaker notes effectively so you deliver flawless presentations to your team or superiors every time. Ensuring the audience can fully understand the content and engage with the information being presented.

Incorporate charts, graphs and data from other applications, apply complex transitions and build automated slideshows that stand out.

## Access – Databases

All business organisations rely on having key information at their fingertips.

Databases are a key source of information that can be used to house useful information about clients, suppliers, research, personnel within your organisation etc.

Being able to update a database ensuring the information is recorded correctly and in the right format is essential.

Knowing how to build queries to match specifications requested by management as well as produce reports from such queries is included in this unit. These results will be used in many decision-making meetings and ensuring the integrity of the data is effectively managed is essential.

## Publisher

The desktop publisher in the suite, this program provides complex design options and techniques to ensure your marketing documents look effective and polished.

Create a range of professional publications from name badges for a business conference to multi-page programmes for business events.

Take charge of page and object orientation, align and format accurately, improve the quality of images, review projects, import from other Office apps, link, collaborate and more.

## Internet Browsing Software

Having the ability to navigate efficiently whilst understanding how to source reliable information is critical to effective research. As well as this the unit covers safety on the Internet, appropriate use and how to troubleshoot hardware or network problems.

Learning key research techniques lends itself to a number of administration and management units included on the course.



*"The standard of training and communication is second to none. I would highly recommend this college, especially to those in employment as the course is so flexible and allows you to take a backward step if work is particularly busy and vice versa." - Sioban*



# ADMINISTRATION UNITS

The Administration units cover a wide range of administrative responsibilities which will be required in your role. You will find that these units link with the IT skills in the course as you will use many different programs to carry out these tasks.

## Diary Management

This unit is linked to the Outlook IT module as you will use a range of Outlook tools to help carry out diary management duties.

Knowing how to professionally manage your own diary as well as your line manager's diary or even the diary for the CEO is one of the core skills required in professional office roles.

Communicating effectively with all those concerned is essential and ensuring there is sufficient information contained in each entry is the key. This avoids confusion and mishaps and reduces the risk of something going wrong!

Learning about the benefits of running both a manual and electronic diary system is also covered in this unit.



## Business Trips

This unit follows on from learning how to use browsing software so you can start to put into practice newly learnt skills in a practical way, as you work through the step by step procedure required when 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 and Excel skills.

Ensuring you communicate effectively to all those concerned in the business trip, providing the right level of detail, as well as the right range of information in professional communication and documents will ensure a smooth and effective business trip.



## Analysing & Composing Business Documents

This unit will develop your ability to compose and design a range of different business documents.

This will include 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, blogs providing information/updates and effective questionnaires/surveys used in many different ways but especially relevant when running a business event.

These skills will be used in other units as you work on more complex roles and responsibilities you will meet in your professional role.







## Business Meetings

Organising a business meeting is a key responsibility for office professionals. 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, draft and prepare agendas, manage invitations and track your progress.

You will also study what to do on the day of the meeting and your role in minute taking. Those studying shorthand on their 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 to ensure effective continuity whilst ensuring that all parties are kept informed.

## HR Support

This unit will develop your skills in researching vacancies within your company.

Topics include; preparing Job Analysis, Job Descriptions and Person Specifications, documents for approval, composing job adverts ensuring they are compliant with legislation, interview planning and preparation including providing sufficient documents to fully support all those involved on the day, and finally communicating with candidates appropriately covering a range of different requirements.

All organisations need to recruit staff and being able to support either the line manager responsible or the HR department will be useful as well as enabling you to have an insight as to how recruitment is carried out.



## Business Events

You will develop your understanding of the different roles and responsibilities needed in the preparation of a business event and develop advanced tracking skills to ensure the project is on schedule.

You will learn about the marketing elements of a business event, people management skills and organisation, liaising with suppliers, speakers and delegates, working closely with the venue, carrying out relevant research, reporting to management, monitoring progress and liaising with your team.

You will also look at the range of different documents required for a typical business event and their relevance in helping to track the planning for the event as well as marketing and publicity documents.

*"Course content was thorough and easy to navigate, particularly as the material and assessments are accessible via the college hub. I would recommend Lewis College to anyone interested in changing career and gaining new experience, as well as anyone in the industry wanting to brush up on skills." - Victoria*





## Petty Cash, Budgets and Expenses

This short unit covers useful topics in managing a range of specific tasks you may well be responsible for.

Using Excel to set up an impress system to manage petty cash payments and recording key information required by the Accounts Department as well as looking at managing budgets and expenses and setting up an effective spreadsheet to ensure you keep the finances on track for your department or a specific project.



## Analysing & Reviewing Office Procedures

This is a specific role you may well need to undertake whilst working as an office professional. You will use your research skills, report writing skills and Word skills to complete this unit.

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 useful skills to help improve the smooth running of your office.

Helping to maintain and improve different office procedures will ensure your colleagues and department are able to keep up to date with changes as your business organisation grows and develops and adjusts to the never-ending market trends and changes to technology.

You will learn how to break down a procedure into steps, identify the importance of each one, develop your ability to relate to the procedure, its purpose and desired outcome and value to your role, your team or department and the organisation as a whole.



## Research & Reporting

This unit pulls together many skills you have already studied on the course enabling you to complete an advanced research project to provide you with the right skills for such a task in your professional career.

Having learnt how to display reports, edit them effectively, use advanced Word skills, developed your research skills as well as your ability to plan, organise and design, this unit will enable you to show case the full range of skills you now have confidently developed throughout the course.

Being able to complete a complex research project is a key skill required for office professionals as well as understanding the different stages to ensure a logical and effective approach, identifying reliable and factually correct information, how to collate information and reformat into a professional report which is fit for purpose and meets the requirements set out in the brief.



# BUSINESS DOCUMENTS UNITS

## Advanced Business Letters



You will learn how to use a range of Word tools and features to create professional business letters from instructions, amended documents and using automatic features to build letters using repetitive text.

Proofreading and presentation skills will also be developed as well as production rate whilst creating a variety of letter layouts and designs.

## Complex Tables

Beginning with simple tables and the different features in creating tables, you will then move onto producing more complex tables.

Developing your ability to present information in a professional way using tables is a key skill. Learning how to transpose information from different sources is also covered in this module including hints and tips on how to manage tables – they can be a little confusing!

You will also look at developing your design techniques to present your tables in an effective way.



## Complex Reports



Reports are a key element of everyday work for an office worker. In this module you will learn how to prepare reports from instructions which are several pages long and include typing and English errors.

You will also learn how to amend reports from instructions developing a methodical approach to ensure accuracy is maintained and all amendments are carried out.

Display techniques, proof reading and checking skills are developed in this module.

## Advanced Mail Merge



This unit looks at mail merge within Word. A very useful part of the program specifically designed for mailshots for letters and emails.

Editing datafiles and using specific matching criteria is also covered to enhance your skills in creating mail shots.

You will setup original templates, link and edit data files, and learn how to set mail merge criteria for selective merging.

## Audio Transcription

Developing your skills in preparing business documents from audio dictation is a very useful skill. Many managers will dictate letters, notes, reports etc which will then need to be transcribed.

You will learn how to use a digital dictation program and the right techniques to help cope with producing professional documents from dictation.



## Speed Keying



You will be provided with an account to use our interactive Typing Program which can be accessed at any time throughout your course.

You will learn useful hints and tips on how to develop your touch typing skills and build your speed aiming to achieve over 50 wpm.

***"Course content was thorough and easy to navigate particularly as the material and assessments are accessibility via the college hub. All tutors are knowledgeable, friendly and very understanding of personal circumstances and situations. I would recommend Lewis College to anyone interested in changing career and gaining new experience, as well as anyone in the industry wanting to brush up on skills." - Victoria***





# PERSONAL DEVELOPMENT UNITS



## CONFIDENCE BUILDING & SELF ESTEEM

These skills will enable you to work in a fast-paced environment and demonstrate your ability to deal with a variety of tasks and a range of different people. Last minute changes won't phase you and thinking clearly and competently on the spot will become second nature.

This will help you to deliver key tasks when under business pressures and have the confidence to appropriately challenge decisions.

Go to work confident in your skills and your ability to perform the job as well as increase your productivity and job satisfaction.



## COMMUNICATION

Support in having a professional attitude and appearance and building good communication skills both written and verbal.

You will become an experienced and confident communicator, at all levels, with fantastic attention to detail and organisational skills.

Good interpersonal skills, strong team focus and an ability to confidently communicate with a wide range of people and businesses at different levels as well as refining a professional telephone manner.



## ORGANISATIONAL SKILLS, STRESS MANAGEMENT AND ERGONOMICS

Multi-tasking is a requirement of any PA/EA role, and this unit will teach you skills to help juggle multiple tasks.

Refining strong organisational and time management skills with a combination of theory and practical techniques.







## RELATIONSHIP AND PEOPLE MANAGEMENT SKILLS

It's important to be able to work autonomously and alongside a team when working as an EA/PA.

You will learn how to work well with people and in a team environment. Collaborating with colleagues, management and senior management within the business and clients at all levels to ensure an efficient working approach, share ideas and ensure processes are aligned.

Building your ability to work in a team environment as well as being able to deal with people at all levels in a tactful, diplomatic and assertive manner over the telephone and in person.

*"The Tutor support throughout was excellent. I would like to give a special thanks to Penny, Simon and Jen who have gone above and beyond. They have given guidance when needed. Their feedback has been welcomed at every stage of the course. Huge thanks to all who have helped me to get to the finish line." - Charlene*



## SOCIAL MEDIA AND NETWORKING

Having more understanding about different social media platforms and how you can use them to develop your profile in a professional manner is now a key part of developing your career.

Understanding how business organisations can also use social media to develop their products and services and to enhance their branding is also important.

Networking is a separate skill and something to develop as you attend conferences, exhibitions, meetings etc to help enhance your own profile and the profile of your business organisation.

# LEADERSHIP UNITS

## Team Leadership Skills

This unit builds on what you have learnt so far with regards to body language, working relationships, people skills, stress management, communication skills and builds further looking into topics such as understanding about different leadership styles, developing our skills in motivation techniques, understanding more about emotional intelligence and the different characteristics of a team.

## Performance Management

This unit will development your ability on how to monitor performance of new recruits as well as existing team members. This unit links with other topics learnt in other units but focuses on identifying the whole life cycle of an employee from recruitment, to induction, training and development, performance appraisal and promotion.

This unit is linked to the Staff Training Review unit.

## Coaching and Communication

This unit will develop your knowhow and underpinning knowledge about different coaching and communication techniques available to a leader to help them manage their team.

This unit will link with several units in the Managerial Administration Diploma.





## Managing Projects

You have already learnt a great deal about planning and working on a project.

This unit will break down the different stages of managing a typical project, identifying the purpose of each step and how they impact on the project as a whole.

The skills learnt in this unit are relevant to the Managerial Administration Diploma.

## Effective Negotiations

Having the skills to negotiate effectively in a range of different situations will enable you to secure a better outcome for a range of different tasks you are required to carry out as an office professional.

You will learn about different techniques, stages to negotiating and how to identify the negotiating style of others involved on the project. The skills learnt in this unit are relevant to the Managerial Administration Diploma.





# Managerial Administration Units

## Legislation

As you will be responsible for others within your team as well as liaising with customers and clients and other departments, having a good knowledge of relevant legislation affecting your working life is important.

You will develop your knowledge and understanding on how different legislation impacts on your office based working life, key elements to observe and be able to advise and guide your team.

You will also develop your understanding about codes of practice your organisation will have in place, appreciate their value and importance in helping the organisation to maintain a professional working environment.

## Chairing Meetings

This unit will build on the knowledge and skills you have studied in the Business Meeting unit. It also links with your Executive Assistant skills and your Leadership skills.

You will be learning how to plan and prepare for a business meeting to meet specific aims and objectives, how to chair a business meeting observing the Agenda you have prepared, use your people skills to ensure appropriate engagement within the meeting, maintain good time management and ensure aims and objectives are achieved.

You will be assessed on your performance in chairing a meeting, which you can either complete through a work based business meeting (face to face meeting or via video link) or a college based assignment via video link.



## Delivering a Presentation

You will have already developed your PowerPoint skills to an advanced level as well as your skills in understanding the importance of body language, listening and questioning skills, people management skills as well as the knowledge you will have studied in the Leadership skills lessons.

All of these skills will be used to develop your ability to deliver a presentation suitable for staff training, at an event or business meeting etc.

You will learn how to plan and prepare for the presentation to meet specific aims and objectives, create sufficient supporting documents and a PowerPoint presentation if required and prepare a questionnaire for feedback to help with self-development.

You will be assessed on your performance of delivering a live business style presentation which you can complete through a work based project (either face to face or via video link) or through a college based assignment via video link.

## Staff Training Reviews

This unit again links with a wide range of other units already studied on the course. You will be focusing on developing your ability to liaise with colleagues appropriately, identify and plan suitable training to meet their needs and the needs of your organisation.

You will learn how to manage a personal interview style meeting, use your people skills, communication skills, planning and organisation skills and prepare a report for management.

You will be assessed on your performance in holding a staff training review interview with a member of staff which can be face to face or via video link, or through a college based assignment via video link.

***"All the tutors were very supportive. Excellent feedback on assessments with constructive comments.***

***Would recommend without hesitation." - Sarah***





## Team Leadership

You will develop your ability to understand how to identify the strengths and weaknesses of your team, how to organise your team to carry out specific tasks and roles as required by your organisation, meet deadlines etc.

You will also develop your skills in being able to organise and plan the workload of your team, ensuring you provide sufficient support to each team member and know how to address concerns, problems etc.

The assessment does not include any performance related tasks.

