

"Quality education through distance learning."

PERSONAL ASSISTANT CERTIFICATE



PROSPECTUS





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If you wish to start your PA career on a short training course, that you can complete in a few weeks – take a look at our PA Certificate.

The course covers the core topics needed to apply for jobs as a Personal Assistant and is also great for those looking to refresh their skills or use these skills to complement another career/job.

Adding more qualifications and skills to your CV is a great message to send to prospective employers – so see if this course fits your needs!



ACCREDITATION BY NCFE CQ & CPD

This Certificate is a fully accredited qualification by NCFE CQ, awarding organisation recognised by UK qualification regulators.

NCFE qualifications are both UK and internationally recognised.

NCFE CQ10459 – PA CERTIFICATE (LEVEL 3)

Level 3 is advanced level and the PA Certificate 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.



PA Careers

Having a career as a PA gives you flexibility to work permanently for one organisation or to temp through an agency working for a range of different organisations building up your skills and knowledge – such as....

- Multi-national organisations
- Home/Foreign Office
- BBC/TV & Film/Charities
- Marketing/Public Relations/Exhibition
- Publishers/Newspapers/Magazines
- Fashion Houses/Museums/Sport

Being a PA means you can travel and work in other parts of the country and world – it is a fantastic flexible career!



Salaries

The majority of PA roles offer salaries between £23,000-£35,000 per year but can be found as high as the £45,000 mark in London. The natural progression of the PA role into an Executive PA role can lead even higher salary opportunities.

Source: reed.co.uk and accurate as of February 2024.

What this course offers you

This is a job specific course designed to give you the core skills to cope with the role of a junior PA, studied in a shorter time compared to our longer more extensive PA Diploma and Executive PA Diploma.

Our PA Certificate will make you job ready, more competitive, boost your confidence and give you a good range of opportunities.

Benchmarked to a standard recognised by UK awarding body NCFE using Ofqual descriptors so you know the training will be to business standards and fit for purpose.



FANTASTIC TUTOR SUPPORT AND COURSE MATERIAL

This course can be studied from **home or the workplace** and is **100% online**.

You can access your course on our **Learning Hub** from your phone, tablet or computer at any time to suit you.

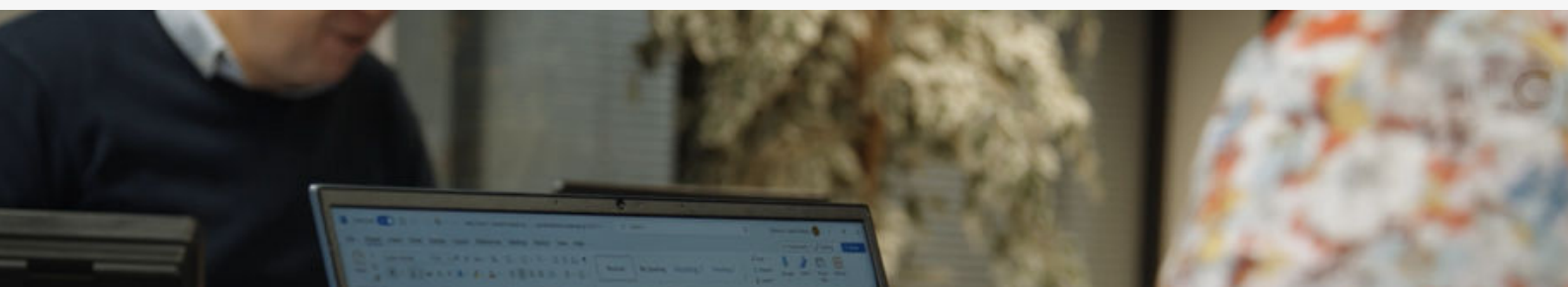
As a guide, the course will take up to **250 hours** to complete OR **8 weeks if studying full time** – less if you have relevant experience or knowledge.

This course is open for **12 months** to provide plenty of flexibility for holidays, illness and busy times so you can **study at a pace that suits you**.

You will have a range of different study materials and support as you progress through the course including:

- **Continuous tutor support** throughout the course, with a dedicated tutor for each unit, communicating through email and the option to book a telephone or video call with tutors.
- **Practical step-by-step exercises** to develop knowledge and understanding for the different Microsoft Office programs – for you to download and keep.
- **Demonstration videos** to illustrate how to use different features and tools in the Microsoft Office programs.
- **E-books** providing step-by-step processes for different Administration roles and responsibilities – for you to download and keep.
- **Audio files** for the Administration units so you can listen on your commute or around your home to provide more learning flexibility.
- **Office-style Assignments** to complete to consolidate new learning and submit for feedback and further support from tutors.
- **Worked examples** for further guidance.
- **Quizzes** to help consolidate new learning.
- **Interactive touch typing program** to develop keyboarding and touching typing speed.
- **Office Style Assessments** are completed at the end of each unit gradually building your Diploma as you progress through the course.
- **Careers advice and support** whilst applying for jobs is provided during the course and for up to 2 years after completion including designing a CV and interview techniques.

We are here to help you succeed on your course, make it enjoyable and help with the next steps in your career!



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 units 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 Outlook - Email & PIN (Personal Information Management)
- 2 Diary Management
- 3 Advanced Business Letters
- 4 Complex Tables
- 5 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 Personal 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.

- 6 Excel - Advanced Spreadsheets & Charts
- 7 PowerPoint - Digital Presentations
- 8 Business Meetings
- 9 Audio Transcription
- 10 Speed Keying

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

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 PA 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 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.

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 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 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.



"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



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.

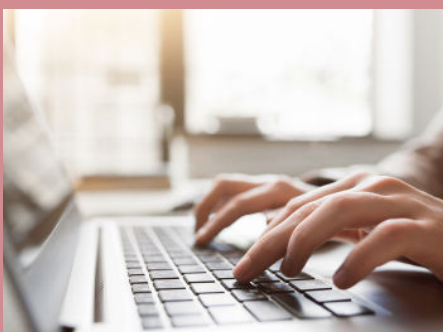
Proofreading and presentation skills will also be developed as well as production rate whilst creating a variety of letter layouts and designs.

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.



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.

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.



"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





Further information

To find out about our current course fees for this course, discounts and the range of options to pay for the course please look on the [PA Certificate course page](#).

To find out about start dates and/or to enrol, please see our [Enrolment Form](#).

