



Executive PA Diploma

COURSE PROSPECTUS

Accredited by NCFE CQ & CPD | Centre No: 9000606

Quality education through distance learning.

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Overview

What to expect from this diploma

Enhance your personal assistance skills and step into senior-level PA roles.

This diploma develops advanced administrative and interpersonal capabilities to support executives and senior leaders across any sector.



GETTING YOU JOB-READY

By the end of this course, you'll be ready to manage executives, projects, and teams — and perform at the very top of any organisation.

Qualifications Included

This course is **NCFE CQ certified** and **CPD points accredited**, giving you nationally recognised qualifications that meet professional training standards. All qualifications are benchmarked to **Ofqual QCF** level descriptors, so you can trust the depth and quality of your training. You'll also earn the **Lewis College Executive PA Diploma** — recognised across the UK business community.



CQ10447

Advanced IT User Diploma (Level 3)

CQ10445

Advanced Administration Diploma (Level 3)

CQ10472

PA Skills Certificate (Level 3)

CQ10464

Teeline Shorthand Diploma (Level 3)(optional)

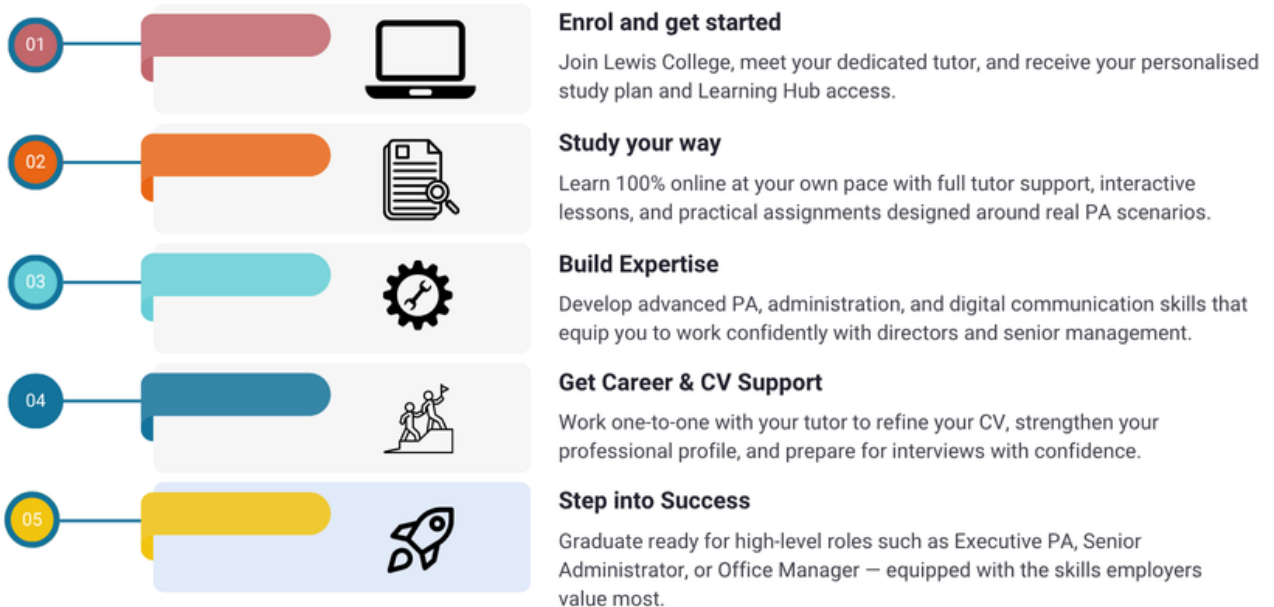
CAREER OUTCOMES

Executive PA salaries generally start around £25,000, with most roles between £30,000 and £40,000 per year and London roles up to £55,000.

Typical roles include: Executive Personal Assistant, Senior Administrative Assistant, Office Manager or Coordinator.

Employers are increasingly looking for candidates with strong digital, communication, and administration skills — **exactly what this course delivers.**

Executive PA Diploma Learning Journey





Study Online — Your Way

Study 100 % online from home or the workplace.

You'll access your course via our Learning Hub on any device — mobile, tablet, or computer.

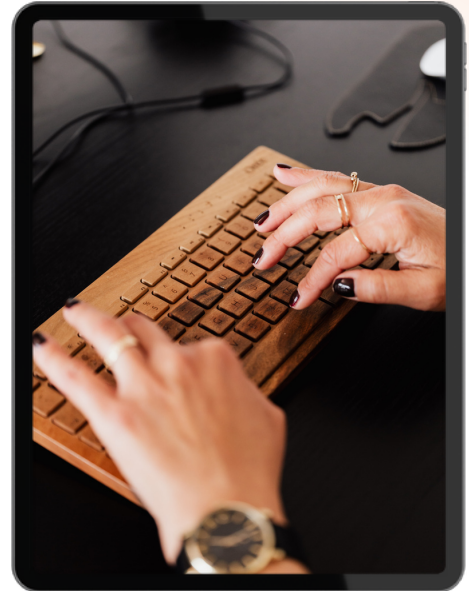
Expect continuous expert tutor support, step-by-step exercises, demo videos, and downloadable materials.

Your course is open for up **15 months**, giving you full flexibility for work and life commitments.

Core Skills

You'll cover:

- **Outlook** for professional communication and scheduling.
- **Touch Typing** to build accuracy and speed.
- **Diary Management** for managing executive schedules.



These skills help you stay organised, communicate clearly, and keep daily operations running smoothly.

Why this matters: In the workplace, these abilities save time, prevent errors, and can help make you indispensable.

IT Units

Develop complete digital confidence across modern office technology. You'll master:

- **Word** – create polished documents and reports.
- **Excel** – use formulas, charts, and data analysis tools.
- **PowerPoint** – design and deliver professional presentations.
- **Access** – build and manage databases.
- **Publisher** – design eye-catching publications.
- **Outlook** – streamline email and personal information management.
- **Internet & Web Research** – find reliable data quickly.

You'll also complete the **Effective Use of IT** unit covering **SharePoint**, **Teams**, and **LinkedIn**. By the end of this unit, you'll confidently collaborate in Teams, manage content in SharePoint, and build your professional profile on LinkedIn.

Finally, the **Introduction to AI** module shows you how to use tools like **ChatGPT** and **Microsoft Copilot** to save time and boost productivity.

Why this matters: These tools are now standard in modern offices — understanding them keeps you ahead of the curve.

Administration Units

You'll cover practical office responsibilities including:

- **Business Meetings** – plan, manage, and record key decisions.
- **Business Trips** – organise travel and itineraries.
- **HR Support** – assist with recruitment and onboarding.
- **Office Procedures** – review and improve daily operations.
- **Business Events** – coordinate logistics and communication.
- **Research & Reporting** – compile findings into clear, accurate reports.



Why this matters: Employers rely on Executive Assistants to keep departments efficient and professional. These modules ensure you can do exactly that.

Personal Development Units

You'll strengthen your **confidence**, **communication**, and **time-management** skills.

Learn how to handle pressure, multitask effectively, and maintain professionalism in every interaction.

You'll also explore **Social Media & Networking** — developing your online presence and professional network.



Why this matters: Employers value Executive PAs who stay calm under pressure, adapt quickly, and communicate with confidence.

Why Choose Lewis College

CHOOSING WHERE TO STUDY IS AN IMPORTANT DECISION

At Lewis College, you're joining one of the UK's most trusted names in professional distance learning.

For over four decades, we've helped thousands of students gain new qualifications, build confidence, and achieve real career success.

Our courses are designed around you — flexible, practical, and supported every step of the way.

HERE'S WHY STUDENTS CHOOSE LEWIS COLLEGE:

- **Over 40 years of excellence** in professional distance learning. Our reputation is built on consistent results and long-term student success.
- **Nationally recognised accreditation** (NCFE CQ & CPD). Every qualification is benchmarked to UK standards, ensuring your training is respected by employers.
- **Personal expert tutor support from start to finish.** You'll have a dedicated tutor for each unit who provides one-to-one feedback, encouragement, and guidance.
- **Flexible online learning for busy professionals.** Study anywhere, anytime, and fit your learning around work, family, and other commitments.
- **Career and CV guidance included.** We'll help you refine your CV, prepare for interviews, and position yourself confidently for your next career move.
- **Modern digital focus** — SharePoint, Teams, LinkedIn, and AI. Stay ahead of the curve with digital skills employers expect from today's Executive Assistants.

"What stood out most was the sense of community. Even whilst studying remotely, I felt part of something steady and supportive - a space where adult learners are treated with care and where growth is honoured at every stage." - Rosie