





PA Certificate

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

Kick-start your career with this concise certificate for aspiring PAs.

Designed for beginners or those returning to work, the course covers essential PA and office skills.

Study entirely online, at your own pace, with expert personal tutor support from start to finish.



GETTING YOU JOB-READY

By the end of this course, you'll be ready to support managers, organise schedules, and handle daily administrative tasks — contributing confidently to the smooth running 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.



CQ10459

PA Certificate (Level 3)

CQ10464

Teeline Shorthand Diploma (Level 3)(optional)

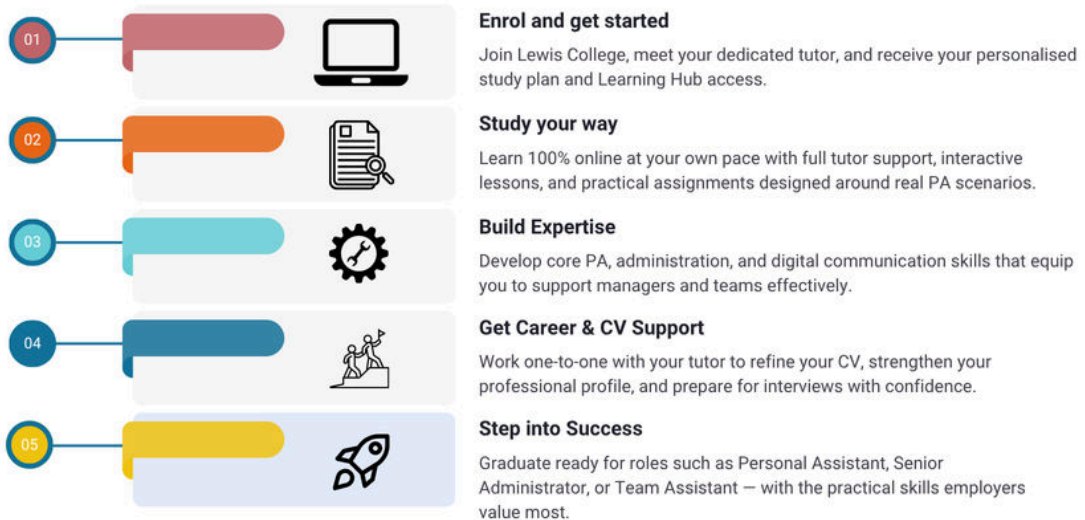
CAREER OUTCOMES

Personal Assistants are trusted, valued professionals who keep organisations running smoothly.

Typical UK salaries range from £26,000–£40,000, with experienced PAs and senior PAs earning £45,000+.

Employers increasingly seek PAs with strong digital, communication, and organisational skills — **exactly what this course develops.**

Personal Assistant Certificate 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.

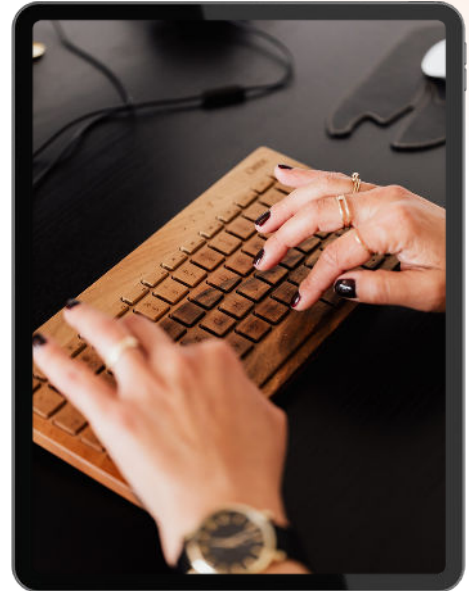
Expect continuous expert tutor support, step-by-step exercises, demo videos, and downloadable materials.

You have up to **8 months** to complete the course, giving you full flexibility for work and life commitments.

Core Skills

You'll cover:

- **Outlook** – email & personal information management
- **Diary management**
- **Advanced business letters**
- **Complex tables**
- **Advanced internet & web research**
- **Introduction to AI**



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** – word processing
- **Outlook** – email & PIM
- **Excel** – spreadsheets & charts
- **PowerPoint** – presentations
- **Internet browsing & research**



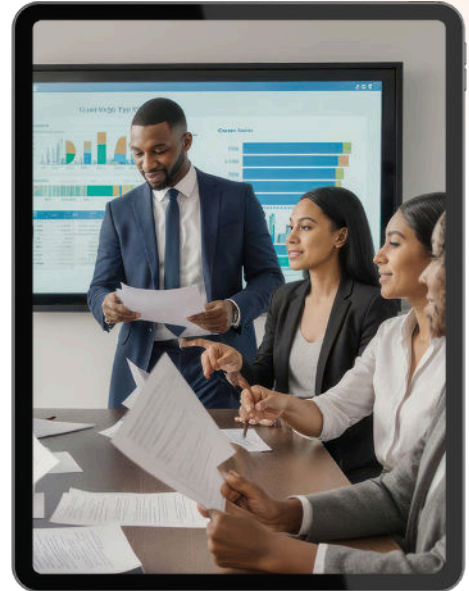
You'll also complete the **Effective Use of IT** unit covering **SharePoint**, **Teams**, and **LinkedIn**. By the end of this unit, you'll confidently collaborate in Teams, manage content in SharePoint, and build your professional profile on LinkedIn.

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

Developing Skills & Knowledge

You'll cover essential office responsibilities including:

- **Excel** – advanced spreadsheets & charts
- **PowerPoint** – digital presentations
- **Business meetings**
- **Audio transcription**
- **Speed keying**



Why this matters: Employers rely on Personal Assistants to organise workloads, support managers, and keep day-to-day operations running smoothly. **These modules give you the skills to deliver exactly that.**

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