





Senior Administrator 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

This diploma prepares you for senior administrative roles requiring advanced organisational and communication skills.

It's ideal for existing administrators seeking promotion or individuals starting a professional administrative career.

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, coordinate projects, and handle complex administrative responsibilities — performing confidently at the centre 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.



CQ10451

Senior Administrator Diploma (Level 3)

CQ10464

Teeline Shorthand Diploma (Level 3) (optional)

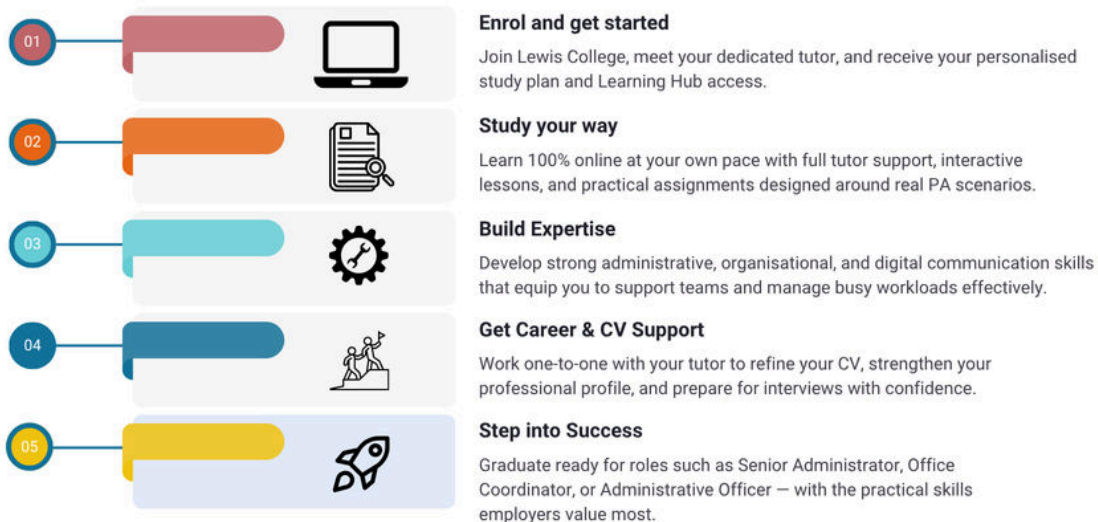
CAREER OUTCOMES

Senior Administrators are trusted professionals who keep teams organised, informed, and working efficiently.

Typical UK salaries range from £26,000–£38,000, with experienced Senior Administrators and Office Coordinators earning £40,000+.

Employers increasingly look for strong organisational, digital, and communication skills — **exactly what this course develops.**

Senior Admin. 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.

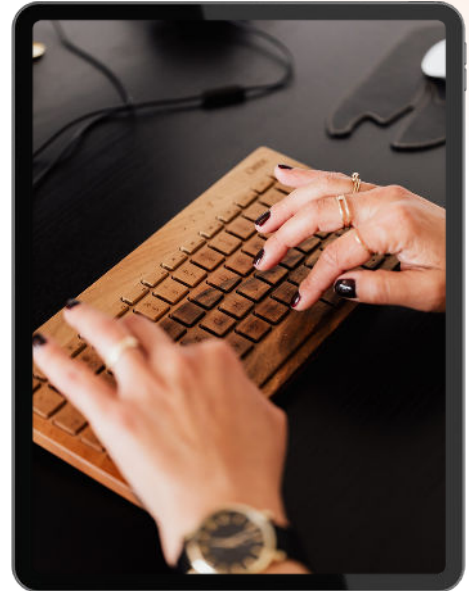
Expect continuous expert tutor support, step-by-step exercises, demo videos, and downloadable materials.

You have up to **18 months** to complete the course, giving you full flexibility for work and life commitments.

Core Skills

You'll cover:

- **Outlook** – email & personal information management
- **Microsoft Word** – core & advanced features
- **Touch typing & speed development**



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
- Access – databases & data entry
- Publisher – desktop publishing
- SharePoint, Teams & LinkedIn (digital collaboration tools)

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.

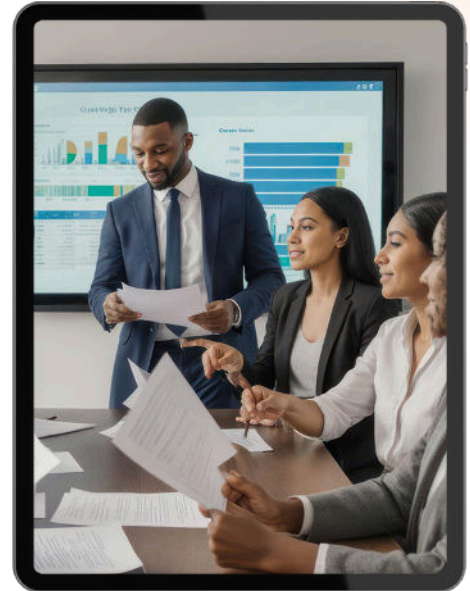
Finally, the **Introduction to AI** module shows you how to use tools like **ChatGPT** and **Microsoft Copilot** to save time and boost productivity.

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 Senior Administrators to keep departments organised, efficient, and running smoothly. These modules prepare you to 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 Senior Administrators who stay calm under pressure, adapt quickly, and communicate clearly across teams.

Leadership Units

You'll develop skills to lead and motivate teams.

Topics include:

- Team Leadership
- Motivation & Emotional Intelligence
- Coaching & Communication
- Performance Management



You'll learn how to inspire others, manage performance reviews, and deliver feedback effectively.

Why this matters: Strong organisational and communication skills turn a Senior Administrator into a reliable point of support and influence across the team.

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