



# Virtual Assistant Diploma

## COURSE PROSPECTUS

Accredited by NCFE CQ & CPD | Centre No: 9000606

Quality education through distance learning.

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 [lewiscollege.co.uk](http://lewiscollege.co.uk)

# Table of Contents

**Navigation Tip:** Click a section to go straight to that part of the prospectus — no scrolling needed!

|                                                   |    |
|---------------------------------------------------|----|
| <a href="#"><u>Overview</u></a>                   | 01 |
| <a href="#"><u>Qualifications</u></a>             | 02 |
| <a href="#"><u>Career Outcomes</u></a>            | 03 |
| <a href="#"><u>Study - Your Way</u></a>           | 04 |
| <a href="#"><u>Core Skills</u></a>                | 05 |
| <a href="#"><u>IT Units</u></a>                   | 06 |
| <a href="#"><u>VA Units</u></a>                   | 07 |
| <a href="#"><u>Personal Development Units</u></a> | 08 |
| <a href="#"><u>Why Choose Lewis College</u></a>   | 09 |

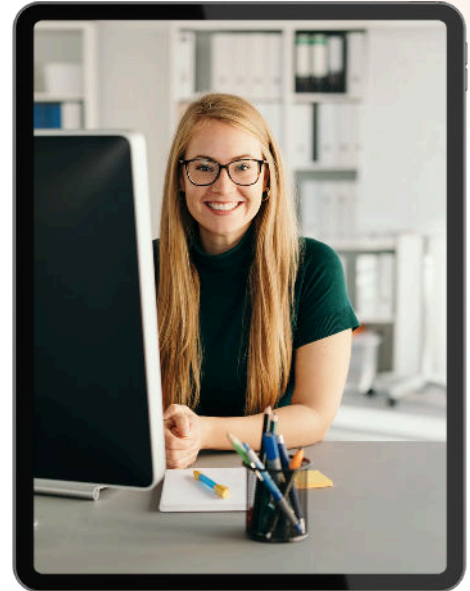
# Overview

## What to expect from this diploma

The Virtual Assistant Diploma prepares you to run a professional, efficient, and reliable VA service.

You'll build strong administrative, digital, and client-management skills so you can support multiple clients confidently and stand out in the UK freelance market.

Study fully online, at your own pace, with dedicated one-to-one tutor support throughout.



## GETTING YOU JOB-READY

**By the end of this course, you'll be ready to manage clients, projects, and day-to-day business operations — and deliver high-quality support for any VA business.**

# 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 Virtual Assistant Diploma** — recognised across the UK business community.



CQ10458

PA Diploma (Level 3)

CQ10472

PA Skills Certificate (Level 3)

Teeline Shorthand Diploma (Level 3) – Additional Option and Cost

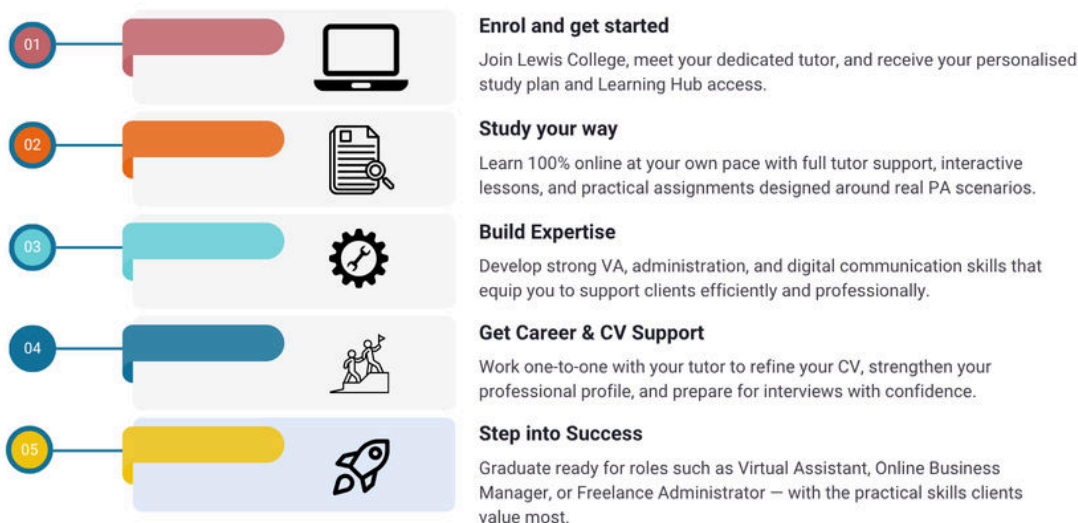
## CAREER OUTCOMES

Virtual Assistants are in high demand across the UK, supporting businesses, entrepreneurs, and organisations of all sizes.

Typical earnings range from £20–£35 per hour, with specialist or highly experienced VAs charging £40+ per hour.

Clients increasingly seek VAs with excellent digital, communication, and organisational skills — **exactly what this diploma develops.**

### Virtual Assistant 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.

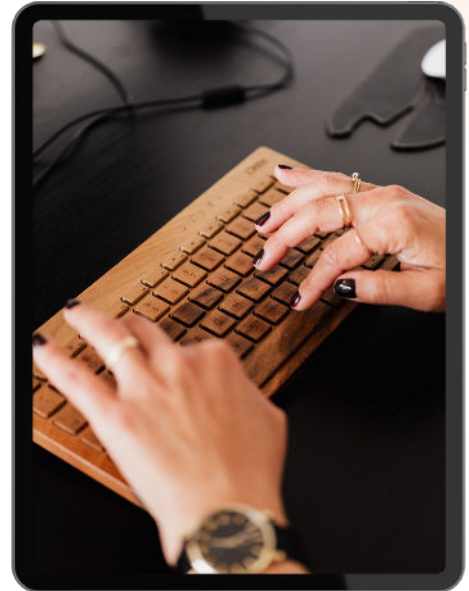
Expect continuous expert tutor support, step-by-step exercises, demo videos, and downloadable materials.

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
- **Diary management**
- **Advanced business letters**
- **Complex tables**
- **Advanced internet & web research**
- **Introduction to AI tools**



**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.

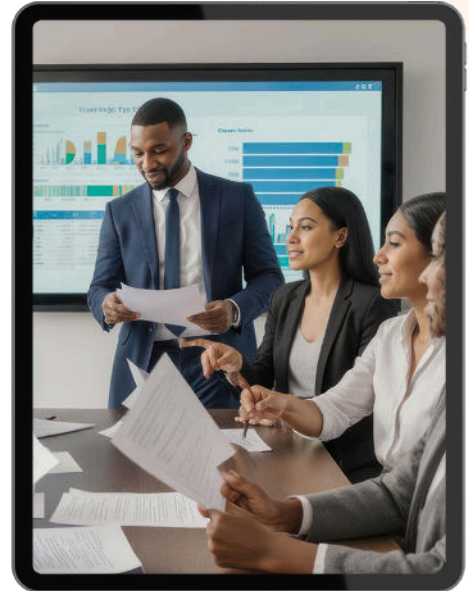
**Why this matters:** These tools are now standard in modern offices — understanding them keeps you ahead of the curve.



# VA Units

You'll cover practical VA responsibilities including:

- Introduction to Virtual Assistance & how the VA role works
- Choosing equipment & software
- Marketing your VA business
- Finding and managing clients
- Digital collaboration & communication



**Why this matters:** Clients rely on Virtual Assistants to keep their businesses organised, efficient, and running smoothly. These units give you the practical skills to deliver 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:** Clients value VAs 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**