

L E W I S
C O L L E G E



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Executive Assistant 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

The Executive Assistant Diploma prepares you to work confidently at CEO and senior-leadership level.

You'll develop high-level administrative, digital, and leadership skills that make you stand out in a competitive job market.

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



CQ11605 Executive Assistant Diploma (Level 3)

CQ10470 EA Skills Certificate (Level 3)

CQ10471 Leadership Skills Certificate (Level 3)

CQ10448 Managerial Administration Diploma (Level 4)

CQ10464 Teeline Shorthand Diploma (Level 3)(optional)

CAREER OUTCOMES

Executive Assistants are among the highest-paid and most trusted professionals in any organisation.

Typical salaries range from £30,000 – £60,000, with senior EAs earning six-figure packages.

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

Executive Assistant Diploma Learning Journey



Enrol & Get Started

Join Lewis College, meet your personal tutor, and access your tailored study plan and Learning Hub.

Study Your Way

Learn 100% online at your own pace with full tutor support, interactive lessons, and real-world exercises.

Build Expertise

Develop advanced administration, digital, and leadership skills that prepare you to perform at senior level.

Career & CV Support

Receive expert guidance to refine your CV, strengthen your professional profile, and prepare for interviews.

Step Into Success

Put yourself at the front of the queue for senior roles such as Executive Assistant to CEO, Operations Manager, or Business Support Lead.



Study Online — Your Way

Study 100% online from home or the workplace.

You'll access your course via our Learning Hub on your computer or laptop.

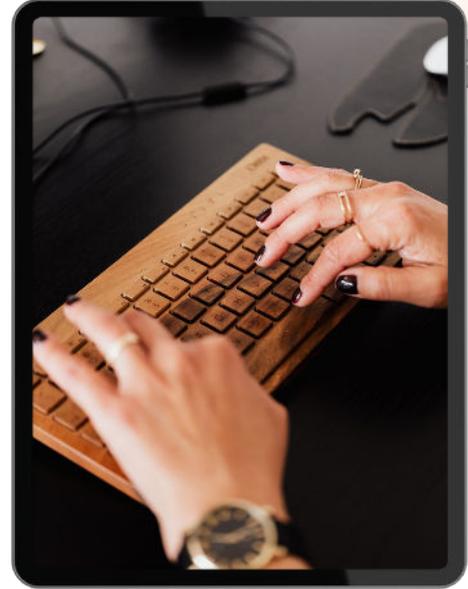
Expect continuous expert tutor support, step-by-step exercises, demo videos, and downloadable materials.

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** 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.

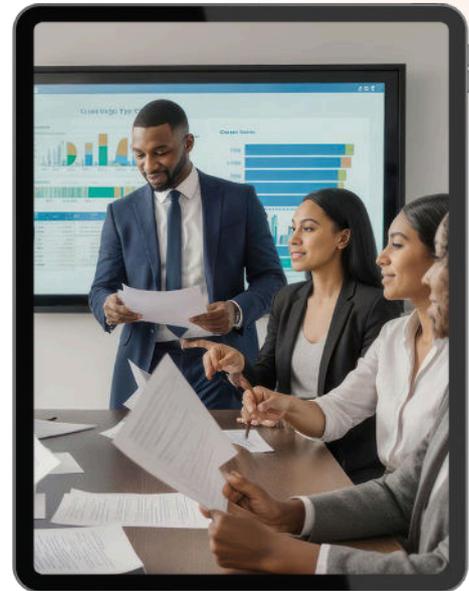
Finally, the **Introduction to AI** module shows you how to use tools like **ChatGPT** and **Microsoft Copilot** to save time and boost productivity.

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 EAs who stay calm under pressure, adapt quickly, and communicate with confidence.

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 leadership skills turn an Executive Assistant into a trusted advisor and team influencer.

Managerial Administration Units

Advance to strategic-level tasks with modules covering:

- Legislation & Codes of Practice
- Chairing Meetings
- Project Management
- Effective Negotiation
- Staff Training Reviews



You'll be able to plan, lead, and evaluate key business processes confidently.

Why this matters: In the workplace, these skills help you make informed decisions and contribute at management level.

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

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