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# Level 3 Award in Professional Executive Assistant, Personal Assistant and Administration Skills



The Level 3 Certificate (equivalent to A-levels) aims to give aspiring and existing PAs, EAs, secretaries and administration staff the foundation to excel in their role. It's an excellent pathway for anyone who wants to gain a recognised formal qualification as a PA, EA, secretary or administrator.

This is a modular qualification which consists of 5 course units. Each unit is delivered over 1 or 2 days, in our Manchester Academy. Students are then assessed on the 5 units, through written assessment methods such as reports, project plans, learning journals and practical work.

There are no formal entry requirements for this programme – just work experience as an EA, PA or Administrator, as well as the desire and commitment to succeed.

## On this Level 3 qualification programme, you'll study:

- Leadership, management and the role of the Executive PA and Executive Assistant.
- Effective business writing.
- Managing workload and workflow.
- Effective minute-taking: minutes, agendas and meeting papers.
- Human Resources for Executive PAs and Executive Assistants.
- Finance for Administrative Managers.
- Project Management.
- Introduction to business law and corporate governance.

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# Level 3

## Course duration:

Students usually complete the course in 12 months, though it may be possible to complete the course sooner if you fast-track your learning with dedicated study time and by choosing the right course dates.

As this is a tutor-led programme, full feedback is given throughout the course, and if you do not pass your assessment(s) then you will be given full feedback and the opportunity to re-submit your work.

## Course costs:

Manchester: **Please enquire**

## Course dates:

**Please enquire**