Personal Assistant S00454

Certificate Course

Skills Academy Provider Program

Welcome to the Skills Academy **Personal Assistant Certificate Course** Certificate. If you were to ask any successful business leader how they reach their goals while doing battle with a diary filled with tasks, an endless stream of e-mails and requests for their time, most of the would agree that they wouldn't be able to do it without their personal assistant PAs and executive assistants (EAs) are an important part of most successful organisations, working side-by-side with CEO's and key company leaders, playing a vital role in supporting them.

Entrance Requirements

Grade 10/ Standard 8 or an equivalent qualification and must be 16 or older.

Course Duration

12 months

Subjects

- Office Communication
- Excellence in Service: Basic
- Computer Practice
- Business Etiquette
- Organisational Skills

Certification

On completion of this course student will receive a certificate from Skills Academy in Personal Assistance.

Message From The Principal

You are making the right choice. This is the point where you change your life. Let us help you!

Magic Info About This Course

As a qualified personal assistant, you could specialise in a specific sector, for example as a legal or medical PA. These positions might attract higher salaries. Some experienced PAs decide to work as virtual assistants on a self-employed basis.

Your Lecturer

Hi there my name is **Fortunate Chando** and I am your lecturer for **Secretarial Studies.** I am a proud holder of Bachelor of Science Degree in Human Resources Management and I also have a CIMA (Chartered Institute of Management Accountants) operational certificate in Business Accounting. Teaching is something many people just overlook but that it's something that has a great impact on our societies.

Who Is Skills Academy?

Everybody has the Right to Study. Once you have started your studies; we make sure that you finish it successfully.

The right advice before you start - chat to a friendly Course Expert, who will make sure you register on the right course for you.
We love helping students - your tutors and lecturers are full-time employees at Skills Academy. With lots of experience and expertise in helping adult students.
Online study groups for daily help with your studies, contact with other students and one-on-one sessions with your lecturers so that you can…
Study at the speed that works for you – we will keep motivating and helping you to finish. And if you need a little more time, we will make sure you get that time.
Great study Notes - our study notes are developed by experts who really understand Home Study. Just the materials you need, when you need them; and nothing more. We give you help and feedback, and you can re-submit your assignment to get a better mark.

Skills Academy History

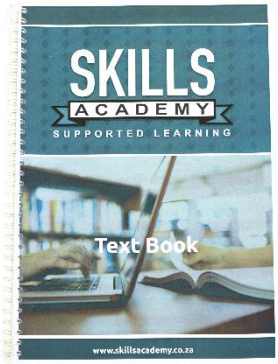
Skills Academy is part of the Home Study Group, with over 30 years' experience in home study or distance learning. Our team includes people who have been involved in home study for over 25 years. We are accredited by both the ICB (Institute of Certified Bookkeepers), as well as FASSET (the SETA for Finance, Accounting and Management Consulting).

Personal Assistant Career Path Options

Personal Assitant →	Office Manager →	Executive Assistant
Receptionist →	Personal Assistant →	Executive Assistant
Secretary →	Head Secretary →	Office Manager

Course Material

Students will receive the following material with this course:



- Orientation Guide
- Office Communication POE Textbook and Study Guide
- Computer Practice N4 Textbook and Study Guide
- Business Etiquette Textbook and Study Guide
- Excellence in Service Basic Textbook and Study Guide
- Organisational Textbook and Study Guide

We always have our students at heart so we don't just send you books, we also provide you with worked examples and videos that will assist you - our students - to understand more about the subjects.

Career Options

With experience, your career progress as a PA can be rapid. PAs are able to work their way up to more senior positions with responsibility for junior staff. You can be promoted to working as a PA for a more senior manager or in a larger or more prestigious company. Progress is also possible within the industry by developing the role, contacts and knowledge to move on from administration work to other departments.

A PA can progress to an executive assistant (EA). This role combines the business-related role of the PA with the additional responsibility of organising a manager's personal life. The salary is often higher than that of a PA but the hours may be longer and the role involves working very closely with a manager.

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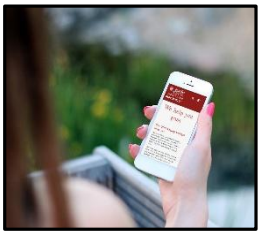
TWP Study Groups



Together We Pass is an online study group resource for students. TWP takes the loneliness out of home study by facilitating learning through peer-to-peer study groups, helping you to pass your course easily. TWP offers you these great features:

- Your lecturer is online daily to help you
- 1 Hour response time to your queries
- Resource tab for sharing extra resources
- Chat forum for extra help and support
- Admin and general support
- Discuss assignments and get help with assessments
- Daily emails to let you know what is happening in your study group

Call Skills Academy on 0800 39 00 27 for more info

CALL SKILLS ACADEMY TODAY!

0800 39 00 27