



Executive PA Package – Administration Level 3 Certificate & Diploma

Two year course.

This course is designed for students who wish to acquire advanced business management skills with a view to either taking up Higher Education or securing employment as an Executive PA in a business environment.

Requirements:

The College minimum to start an advanced level course is one grade B and four grade Cs at GCSE. Students wishing to undertake this course require grade B in GCSE English Language.

This subject will focus on:

- producing complex business documents;
- promoting effective working relationships;
- understanding business organisations;
- reviewing office procedures;
- creating IT solutions for a business; and
- planning complex events.

You can expect to:

- take part in team activities such as organising a College quiz night and trips to UK or overseas organisations to demonstrate your communication and IT skills;
- undertake an internal work placement – working as a PA to a designated tutor line manager in order to develop your PA skills;
- undertake an external work placement – two weeks practical experience with an employer of your choice to develop your employability skills; and
- undertake supervisory activities to apply your management skills.

Method of assessment:

Assessment is by portfolio coursework and examination.

Progression:

Students can pursue a professional career in a business environment applying the many skills they will acquire on the course. It also gives them exemption from some professional qualifications such as ICOSA (Institute of Chartered Secretaries and Administrators) and other similar qualifications in the insurance and finance service sectors.

Alternatively, students can progress onto Higher Education and, with their degree, secure graduate trainee positions in business management, finance and insurance. Those studying a foreign language could apply for positions in multi-national businesses.

Other information:

Emily Gunn (ex Albany) said, "The London assignment was a great way to start the course. It enabled us to plan a trip and produce a guide that we might have to do in a real working environment. The range of practical work we do enables us to develop the IT and communication skills required of an Executive PA and prepares us for employment."

Success at Havering Sixth Form College:

In 2009, both the Certificate and Diploma achieved a 100% pass rate.