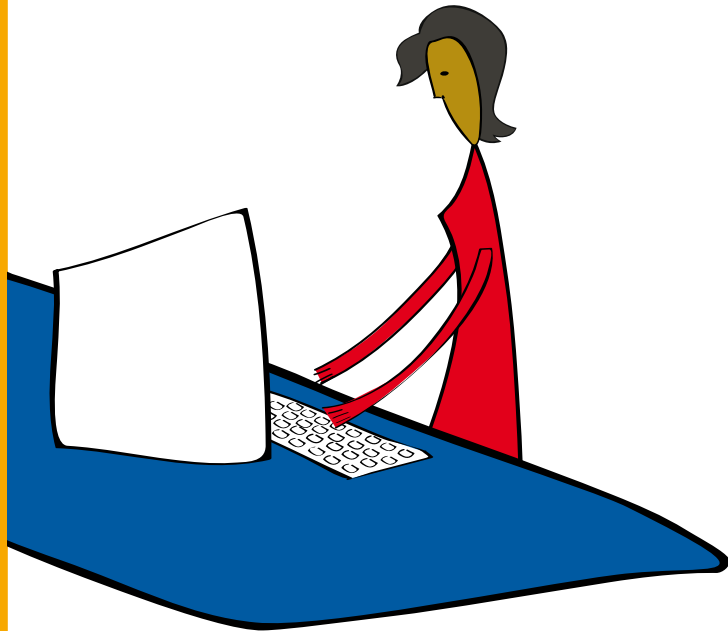


Virtual Assistant (VA) Diploma

Become an invaluable resource
from your own home



Get a job as a trusted Virtual Assistant

A Virtual Assistant (VA) can often be a saviour to a sole trader or small business. When it's essential to keep overheads as low as possible, utilising the services of a Virtual Assistant is one of the most sensible business decisions they might make.

Working for yourself as a Virtual Assistant offers a unique and varied career opportunity. You'll be your own boss, so be able to set your working patterns as you wish. Many businesses don't need a full-time PA or Administrator so, rather than pay out a monthly salary, they will often utilise the services of a VA on an as and when basis and pay simply for what they need.

All the skills you need to work in a busy office

The areas of support you offer, assists a variety of business needs. You might help them deal with their admin and general office workload, manage their social media accounts or maintain the company's financial records, it all depends on what their needs are. This offers a great variety to keep the days interesting.

With the flexible method of study available, you can study this Diploma whenever suits you in any of our handy local centres.

What will you get in return?

A Pitman Training Diploma is one of the most prestigious courses you can complete from one of the most highly regarded training organisations across the world. Businesses throughout the UK recognise the Pitman Training name as a sign that you have been trained to the very highest level. So with your Virtual Assistant Diploma, you'll have world class skills to get a job as a highly valued virtual assistant.



"Having taken voluntary redundancy, I discovered I needed to prove my skills despite 28 years experience! I had so much support from my local centre, who were incredibly welcoming and friendly. Thanks to them I now have the necessary certificates and a new job as an Office Administrator."

Anne, Office Administrator



Get the Pitman Advantage™

Core Courses

VA Essentials

This short 2 hour course is for anyone who would like to run their own business by becoming a VA. You'll look at the practical side of running a business such as legal requirements, business planning, data protection etc. as well as looking at the specifics of the VA role.

Marketing Essentials

Over four lessons you'll cover topics such as understanding what a marketing plan is, how to carry out appropriate research, how websites are designed to market the company, effective advertising and the four P's of marketing products.

Understanding Business Accounts

For a business, nothing is more important than its finances. This course will provide you with a good understanding of business accounts - essential knowledge if you run a small business; are considering setting one up or need to learn more about company accounts for your current or future role.

Book-keeping Level 2 - Module 1

In 8 lessons learn all aspects of manual accounts, the basics of VAT, checking invoices, day books, general ledger, purchase ledger and sales ledger, petty cash books and balancing ledger accounts.

Introduction to Business Structure and Law

If you have or are thinking about setting up your own business, this course will provide you with an essential grounding in business structure and law. The structure of a business and the legal requirements for directors, shareholders and company secretaries are crucial; not least for Executive Assistants and finance professionals who often have to help prepare AGMs, business reports, prepare and file accounts and

manage bank accounts, etc.

Costing and Pricing

Invaluable for anyone responsible for accounts or setting pricing within a business, this short course is something we're sure you'll get true value from, in terms of real pound signs.

Project Management Fundamentals

Good project management skills are always highly valued within a business as they ensure deadlines are met, costs are controlled and the deliverables are right first time. So with this Project Management course, your skills will be highly in demand.

Effective Online Communication

Communication is a key, must-have skill in today's employment market. This short online course will help prove to employers that you're able to communicate confidently and effectively online to different audiences in areas such as email and video conferencing.

WordPress for Business

WordPress is recognised worldwide as one of the most popular online blogging tools used by millions every day. WordPress has evolved a great deal and is now widely used as a full content management system where you can design, build and create a professional website.

Social Media for Businesses Courses

Choose 4 from the following:

- Social Media Strategy for Business
- SEO for Business
- Twitter for Business
- Facebook for Business
- LinkedIn for Business
- Google+ for Business
- Video for Business
- Blogging for Business

Elective Courses* (choose three)

Typing

Time Management

SpeedWriting

Successful Meetings & Minutes

Audio Transcription

Microsoft Word

or Microsoft Word Expert

Microsoft Excel

or Microsoft Excel Expert

Microsoft Outlook

Get the Pitman Advantage™

This prestigious Pitman Training Diploma is highly regarded by employers throughout the UK and signifies that you have been trained to the highest level. With your Virtual Assistant Diploma you'll be able to demonstrate that you have the essential work-ready skills needed and have been trained by the very best.

- Flexible training you can fit around work and family commitments
- Support whenever you need it from our friendly course advisors
- The widely respected Pitman Training name on your CV
- The skills in demand by employers
- Confidence that you're one step closer to your dream job, promotion or new career



To discuss your current skills and aspirations for the future, please speak to one of our friendly advisors.

They can also provide complete details on the full range of Diplomas and Courses in this area.



Get the Pitman Advantage™



Guideline Learning Time

152 hours flexi study or 6 weeks full-time
(Full-time is based on approx 20-30 hours a week)

*Alternative choices are available. Please talk with your Course Advisor. Seminars are subject to availability at your local Pitman Training Centre.