

# VA Essentials



If you're thinking of becoming a Virtual Assistant, our VA Essentials course will help give you a rounded overview of what is involved in running your own business as a Virtual Assistant.

## IS THIS FOR YOU?

This course would be great for anyone looking to start their own business working as a Virtual Assistant.

## ABOUT THIS COURSE

If you're thinking of becoming a Virtual Assistant, our VA Essentials course will help give you a rounded overview of what is involved in running your own business as a Virtual Assistant.

You'll look at the complete picture of the role of a VA. You'll look further into the career and lifestyle of a VA, necessary attributes for the role, business plans, equipment and software, legal requirements, risk management, data protection, finance and marketing, the delivery of the VA service and much more.

The course is accessed online so you can study at a time and place convenient to you. You'll have the support of our Course Advisors if you need it, and once you've completed the course, you'll gain a Pitman Training Certificate to validate the knowledge gained.

### In this online course there are 5 modules: -

**Module One** Introduction - This module includes an introduction to who the Virtual Assistant is and the role they perform; the VA's potential client and case studies.

**Module Two** Becoming a VA - In this module you'll cover the reasons to become a VA; business goals; the attributes necessary to be a VA; the career and lifestyle; peer support.

**Module Three** Starting up a Business - You'll look at the business plan; types of business; your office location; equipment and software; business name; legal requirements; risk management; insurance; data protection; finance; accounting/tax/IR35; marketing and USPs.

**Module Four** Providing the Service - The fourth module looks at the initial contact; consultation preparation; consultation structure; safety; structuring services and packages; the contract; customer care; hours and charging; legal responsibilities regarding clients; complaints; recommendations; cover and contingency.

**Module Five** Summary - The final module gives a course round up and you'll have the opportunity to test yourself on the knowledge learnt.

## AIMS AND OBJECTIVES

VA Essentials is designed to give you an excellent insight into the role of a Virtual Assistant and look at everything the role comprises, from not only delivering the VA service to clients, but also covering all aspects of running your own business.

## PRE-REQUISITES

There are no pre-requisites required for this course.

## CAREER PATH

Further study on a wider range of subjects such as bookkeeping, marketing and social media can lead to a full and rewarding career as a self-employed Virtual Assistant.

## COURSE DURATION: 4 HOURS

*(Actual course duration will vary from individual to individual, based on prior skills and application).*



**CPD POINTS: 4**

*(Awarded CPD points upon successful completion).*

**To find out more about this or any of our courses, speak to one of our course advisors.**

The best way to predict the future **is to create it.**

To discuss your current skills and aspirations, or to book your course, call...

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