8 Weeks (30/40 hrs per week)

What is the Virtual Assistant Programme?

The Virtual Assistant (VA) programme is a thought-provoking and practical learning experience, carefully curated to equip you with key skills used by successful VAs. These skills include organisation, workspace etiquette, upward management, and must-have tech tools that companies and thriving VAs use to maximise their efficiency and quality of work.

With this programme, you will gain access to mid-career managers and entrepreneurs, building a strong network of peers and learning skills that are grounded in the real-life experience of successful VAs.

In just 8 weeks, you will have the skills necessary to work as a successful VA. This will provide an unparalleled opportunity to understand the inner workings of an organisation, acting as a gatekeeper to the CEO's office.

Why Virtual Assistant?

As a Virtual Assistant, you gain direct access to invaluable expertise from top leaders in business administration, organisation, planning, data handling, and digital communication, among other essential skills. Networking opportunities inherent in the role open doors to diverse career paths and future prospects.

Why Join Us?

The uniqueness of the Virtual Assistant (VA) Programme lies in its comprehensive approach to preparing individuals for success in the dynamic field of virtual assistance.

- **Holistic Skill Development:** The VA Programme emphasises both technical expertise and soft skills like project management and communication, ensuring graduates excel in diverse professional settings.

- **Real-Life Experience:** Participants gain invaluable insights from mid-career managers and entrepreneurs, enhancing the curriculum's practical relevance and preparing graduates for real-world challenges.

- **Career Networking Opportunities:** Networking within the programme opens doors to various career paths, crucial for advancement in the virtual assistance field.

- **Focus on Future-Proofing Skills:** Equipping participants with adaptability and resilience, the programme ensures readiness for evolving industry trends and technological advancements, fostering long-term success.

Modules Structure Summary

Week 1
Welcome & Onboarding

Week 2
What makes a great Virtual Assistant?

Week 3
Deep dive on VA Tech tools

Week 4
Master & Practice Essential VA Tasks

Week 5
Meeting Management and Finding Opportunities

Week 6
Pitching, Networking, Interviewing & Negotiating

Week 7
Practicing to Complete VA Tasks

Week 8
Niche Skills, VA Toolkit & Planning for Next Steps

8 Week
Programme

Community
To drive collaborated learning and sharing

No
Fees

100%
Digital (Online) Learning programme

20-25 hrs
Per Week on learning activities and engaging with peers

30-40 hrs
Per Week

zoom
Zoom

Calendar

canvas
Canvas (LMS)

slido
Slido

zendesk
LEA/Zendesk (Program Support Channels)

2024 Calendar

Programme - Cohort #	Application Deadline	Onboarding Starts	Programme Starts
Data Analytics - C3	27 Feb	11 Mar	18 Mar
Cloud Computing - C3	27 Feb	11 Mar	18 Mar
Salesforce Administrator - C3	27 Feb	11 Mar	18 Mar
Back-end Web- C1	27 Feb	11 Mar	18 Mar
Front-end Web - C1	27 Feb	11 Mar	18 Mar
Data Analytics - C4	28 May	10 Jun	17 Jun
Cloud Computing - C4	28 May	10 Jun	17 Jun
Salesforce Administrator - C4	28 May	10 Jun	17 Jun
Virtual Assistant - C4	20 June	1 Jul	8 Jul
Back-end Web - C2	28 May	10 Jun	17 Jun
Front-end Web - C2	28 May	10 Jun	17 Jun
Data Analytics - C5	20 Aug	2 Sep	9 Sep
Cloud Computing - C5	20 Aug	2 Sep	9 Sep
Salesforce Administrator - C5	20 Aug	2 Sep	9 Sep
Virtual Assistant - C5	26 Sep	7 Oct	14 Oct
Back-end Web- C3	20 Aug	2 Sep	9 Sep
Front-end Web - C3	20 Aug	2 Sep	9 Sep

Frequently Asked Questions

What is the criteria for being accepted?

Accepted applicants are evaluated based on their entire application, including assessment scores and essay responses. While the outcome may not always meet expectations, we encourage self-reflection, identifying areas for improvement, and ongoing skill development. For future programme applications, please revisit our website during the next cycle.

Will I need to pay an administration fee?

No, the Virtual Assistant Programme does not require learners to pay an administration fee. Learners who meet our eligibility criteria will be able to participate in this programme at no **cost.**

Why did ALX decide to relaunch the VA programme?

ALX continuously updates its programme offering. Due to high demand, we are thrilled to offer our 2024 learners the opportunity to participate in an updated version of the VA programme in two separate cohorts.

Is the programme offered in 2024 different from the programme offered in 2022?

At its core, the programme offers the same professional skills development required to start a career as a VA. The programme offered in 2024 has been updated to include the most recent tech innovations relevant for a career as a VA.

I applied and received confirmation, but I haven't received an acceptance letter.

The confirmed button in your email indicates your acceptance.

I accidentally dropped a programme, and now I can't continue the application.

Unfortunately, dropped applications cannot be continued. You will need to apply to another programme or use a different email address.

alx

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