CorrectVA Academy
Future-Proof Your Workforce

About us

CorrectVA Academy is the training and capacity-building arm of Correct Group, created to empower the next generation of virtual assistants and remote professionals across Africa and beyond. As the demand for digital skills and remote work soars, CorrectVA Academy stands at the forefront, bridging the skills gap, shaping resilient talent, and preparing individuals and teams for the future of work.

Our Mission:
To equip aspiring and existing virtual assistants with practical, in-demand skills that enable them to work efficiently, earn sustainably, and contribute meaningfully in the digital economy.

Our Vision:
To be Africa's leading remote work training institute, producing world-class digital professionals who thrive in local and global marketplaces.

What We Offer
1. Virtual Assistant Training
Our core training programs are structured to guide beginners and intermediate learners through the essentials of becoming a professional virtual assistant. From communication and administrative support to calendar management and email handling, learners gain real-world knowledge and skills.

Our Courses
At CorrectVA Academy, our courses are designed to equip you with relevant, practical, and future-ready digital skills. Whether you're just starting out or looking to specialize, we provide hands-on, easy-to-understand training tailored to today's remote work environment.

Here are some of our popular course offerings:

A. A–Z of Becoming a Virtual Assistant
Master the fundamentals of becoming a professional virtual assistant. This comprehensive course covers everything from client communication and task management to niche specialization and pricing your services.

B. Introduction to Social Media Marketing
Get started with the basics of building and managing social media accounts for businesses. Learn about audience engagement, content planning, platform algorithms, and tools like Canva, Meta Business Suite, and scheduling apps.

C. Productive Tools to Enhance Your Digital Skills

Discover the must-have tools that improve your workflow and efficiency. Learn how to navigate apps like Trello, Google Workspace, Notion, Slack, Zoom, and others that are essential in any remote job.

D. Introduction to Email Marketing & Management

Understand how to use email as a powerful business tool. This course covers email etiquette, email management for executives, and the basics of using email marketing tools like Mailchimp, Brevo, and ConvertKit.

E. Efficiency Over Skill: Project Management Tools That Can Help

Even if you're still developing your skills, the right tools can dramatically boost your results. Learn to manage projects and tasks using tools like Asana, ClickUp, and Monday.com — all designed to keep you organized and your clients impressed.

2. Digital Tools & Productivity Mastery

We go beyond the basics by immersing learners in the use of essential digital tools, such as Google Workspace, Trello, Slack, Canva, Notion, Zoom, and CRM systems, to enhance productivity, collaboration, and client satisfaction.

3. Internship & Placement Opportunities

CorrectVA Academy connects top-performing graduates with internship placements and job opportunities through our network of clients and partner companies. This hands-on experience ensures our learners transition from training to real work with confidence.

Why Choose CorrectVA Academy?

Industry-Driven Curriculum: Aligned with current market demands and global virtual work trends.

Expert-Led Sessions: Learn from experienced virtual assistants, trainers, and business support professionals.

Community & Mentorship: Access a supportive learning community and ongoing career guidance.

Certification & Portfolio Support: Graduate with a certificate and a portfolio that showcases your skills.

Job Readiness: Our internship pipeline and job board accelerate your path to employment or freelance success.

Who We Serve

📌Young graduates seeking digital career pathways

📌Stay-at-home parents looking to earn remotely

📌Freelancers who want to upscale their offerings

📌Businesses seeking to train or onboard efficient virtual staff

CTA Button

Ready to build a digital career that works for you?
Enroll in our courses and start your journey to becoming a skilled, confident, and hire-ready virtual professional.

Whether you're an aspiring VA, a freelancer ready to specialize, or a company looking to train remote staff, CorrectVA Academy is your launchpad to digital excellence.

Learn.
Practice.
Get Hired.
Join the movement.
Empower your future today.