

5519

**City &
Guilds**
Believe you can

BUSINESS SKILLS

LEVEL 2 AWARDS IN MEDICAL ADMINISTRATION

QUALIFICATION FACTSHEET

BUSINESS SKILLS

LEVEL 2 AWARDS IN MEDICAL ADMINISTRATION (5519)

Framework Qualification	Credit	Fundable	GLH	QAN	City & Guilds number
Level 2 Award in Medical Terminology	6	Yes	45	600/9683/4	5519-12
Level 2 Award in Production of Medical Documents from Recorded Speech	6	Yes	40	601/0089/8	5519-14
Level 2 Award in Medical Word Processing	9	Yes	60	601/0091/6	5519-16
Level 2 Award in Working in the National Health Service	9	Yes	57	601/0093/X	5519-18

Qualification aim	Qualification levels and definition	Progression routes
<p>Following close collaboration with the Association of Medical Secretaries, Practice Managers, Administrators and Receptionists (AMSPAR), these qualifications were designed for those wanting to provide administrative or secretarial support within the healthcare sector.</p> <p>They equip learners with the knowledge required to assist a professional healthcare team, while allowing them to gain specialist skills in areas ranging from database research to legal and communications.</p>	<p>The Level 2 qualifications are ideal for those new to the industry who are looking to gain a basic insight into the role of a Medical Secretary/Administrator.</p>	<p>On completion learners will gain the skills and knowledge required to progress to Level 3 Medical Secretaries. Alternatively, learners have the option of taking one of our related qualifications in Business and Administration. The qualifications also act as a platform so learners can progress directly into employment.</p> <p>In addition, we also have a number of Higher Level qualifications offered through the Institute of Leadership and Management (ILM). www.i-l-m.com</p>

	Key features	Key benefits
Structure	Learners must complete 1 mandatory unit for each Award.	The awards provide support for learners to re-enter the sector as well as those new to healthcare. These are short courses that allow CPD and training.
Assessment	Learners are assessed through a combination of written tests and workplace assignments.	The assessments have been created to be flexible and appropriate to the learners.
Support	Our support resources include: assessment packs, our e-portfolio Learning Assistant and a free Qualification Handbook on request.	Learning Assistant helps save time and money by increasing learner completion rates by up to 40% over paper delivery. Personal support is available from the largest team of subject specific Quality Consultants, our Customer Relations Team and dedicated Business Managers.

Reasons to choose City & Guilds	
Widest range and choice of qualifications	No other awarding body has such high awareness levels among UK employers. By offering qualifications that link directly to the needs of the medical profession we are able to support growth and development in specialist administration skills.
Industry expertise	These qualifications were designed in partnership with AMSPAR in order to provide learners with the most up-to-date and relevant skills. The widespread recognition of the AMSPAR brand is something that will support learners throughout their careers.
Recognised by employers	We offer an extensive range of qualifications within Medical, Legal and Business Administration as well as related areas meaning you can seamlessly offer continuous progression with one awarding body.

For more information call +44 (0) 844 543 0000

email: centresupport@cityandguilds.com or visit www.cityandguilds.com