

5519-01

**City &
Guilds**
Believe you can

BUSINESS SKILLS

LEVEL 2 CERTIFICATE IN MEDICAL ADMINISTRATION

QUALIFICATION FACTSHEET

BUSINESS SKILLS

LEVEL 2 CERTIFICATE IN MEDICAL ADMINISTRATION (5519-01)

					number
Level 2 Certificate in Medical Administration	29	Yes	237	600/9680/9	5519-01

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.</p> <p>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.il-m.com</p>

	Key features	Key benefits
Structure	<p>The learners are required to take 4 mandatory units.</p>	<p>Our vast range of optional units allows you to tailor content to suit learners' individual needs, whilst meeting the occupational requirements of the industry.</p>
Assessment	<p>Learners are assessed through a combination of written tests and workplace assignments.</p>	<p>The assessment process is designed to be simple to allow learners of all abilities and backgrounds to engage with the qualification.</p>
Support	<p>Our support resources include: assessment packs, our e-portfolio Learning Assistant and a free Qualification Handbook on request.</p>	<p>The free qualification handbooks provide centres and training providers with essential information such as assessment requirements and criteria for each unit.</p> <p>Personal support is available from the largest team of subject specific Quality Consultants, our Customer Relations Team and dedicated Business Managers.</p>

Reasons to choose City & Guilds	
Widest range and choice of qualifications	<p>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.</p>
Industry expertise	<p>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.</p>
Recognised by employers	<p>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.</p>

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

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