

5519

**City &  
Guilds**  
Believe you can

**BUSINESS SKILLS**

# **LEVEL 3 AWARDS IN MEDICAL ADMINISTRATION**

**QUALIFICATION FACTSHEET**

# BUSINESS SKILLS

## LEVEL 3 AWARDS IN MEDICAL ADMINISTRATION (5519)

Framework Qualification	Credit	Fundable	GLH	QAN	City & Guilds number
Level 3 Award in Production of Medical Documents from Recorded Speech	9	Yes	60	601/0090/4	5519-15
Level 3 Award in Medical Word Processing	9	Yes	60	601/0092/8	5519-17
Level 3 Medical Principles for the Administrator	9	Yes	78	601/0094/1	5519-19
Level 3 Award in Legal Aspects of Medical Administration	9	Yes	51	601/0095/3	5519-20

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 3 is ideal for those who are already employed in a medical support, managerial or administrative position. Learners will develop their delivery of medical terminology in the workplace, while gaining the specialist knowledge needed to contribute to the effective functioning of a primary healthcare team.</p>	<p>On completion Level 3 learners can progress onto the Level 5 Certificate and Diploma in Primary Care and Health Management. Furthermore, the qualifications act as a platform from which learners can progress in 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
<b>Structure</b>	Learners must complete 1 mandatory unit for each Award.	Single unit qualifications are ideal for those who are already actively employed as they help learners to engage through manageable, bite-sized study options, while at the same time allowing them to keep their professional work commitments.
<b>Assessment</b>	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.
<b>Support</b>	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	
<b>Widest range and choice of qualifications</b>	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.
<b>Industry expertise</b>	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.
<b>Recognised by employers</b>	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

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