

5519

**City &  
Guilds**  
Believe you can

**BUSINESS SKILLS**

# **LEVEL 3 CERTIFICATES IN MEDICAL ADMINISTRATION**

**QUALIFICATION FACTSHEET**

# BUSINESS SKILLS

## LEVEL 3 CERTIFICATE MEDICAL ADMINISTRATION (5519)

Framework Qualification	Credit	Fundable	GLH	QAN	City & Guilds number
Level 3 Certificate in Medical Administration	30	Yes	236	600/9682/2	5519-03
Level 3 Certificate in Medical Terminology	16	Yes	82	601/0605/0	5519-13

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>Those on the Level 3 qualifications will ideally have some administrative experience and may be looking to change careers. Learners will gain a more complex understanding of administrative and secretarial duties, providing them with the confidence and skills needed for progression.</p>	<p>On completion learners may choose to advance on to our Level 5 Certificate and Diploma in Primary Care and Health Management after being in employment or further training. 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
<b>Structure</b>	Learners must complete 4 mandatory units for the Level 3 Certificate in Medical Administration and 1 mandatory unit for the Level 3 Certificate in Medical Terminology.	<p>Mandatory units are identical across the suite to give learners on each qualification a clear and consistent understanding of their profession.</p> <p>The ability to select optional units allows centres to tailor the qualification to the individual needs of learners and therefore increases the overall learner engagement and retention.</p>
<b>Assessment</b>	Learners are assessed through a combination of written tests and workplace assignments.	The assessment process is designed to be simple to allow learners of all abilities and backgrounds to engage with the qualification.
<b>Support</b>	Our support resources include: assessment packs, our e-portfolio Learning Assistant and a free Qualification Handbook on request.	<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	
<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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