

# 5519

## Level 2/3 Certificate/Diploma in/for Medical Administration/ Medical Secretaries

### Frequently asked questions

**For Guided Learning Hours, Qualification Accreditation Number, Units, Assessment, Course design and delivery information, see 5519 Level 2 and 3 handbooks.**

**The resources you need to deliver City & Guilds qualifications and details on complaints procedures, equal opportunities, malpractices etc can be found in [Centre Administration](#).**

<p><b>What are the Accreditation numbers/LARS references?</b></p>	<p>5519-01 Level 2 Certificate in Medical Administration 600/9680/9 5519-02 Level 2 Diploma in Medical Administration 601/0192/1 5519-03 Level 3 Certificate in Medical Administration 600/9682/2 5519-03 Level 3 Diploma in Medical Administration 601/0557/4 5519-12 Level 2 Award in Medical Terminology 600/9683/4 5519-13 Level 3 Certificate in Medical Terminology 601/0605/0 5519-14 Level 2 Award in Production of Medical Documents from Recorded Speech 601/0089/8 5519-15 Level 3 Award in Production of Medical Documents from Recorded Speech 601/0090/4 5519-16 Level 2 Award in Medical Word Processing 601/0091/6 5519-17 Level 3 Award in Medical Word Processing 601/0092/8 5519-18 Level 2 Award in Working in the National Health Service 601/0093/X 5519-19 Level 3 Award Medical Principles for the Administrator 601/0094/1 5519-20 Level 3 Award in Legal Aspects of Medical Administration 601/0095/3</p>	
<p><b>Accreditation dates</b></p>	<p><b>Last registration:</b>  31.09.2016</p>	<p><b>Last certification:</b>  Level 2 - 31.09.2018 Level 3 - 31.09.2019</p>
<p><b>What are the credit value(s)?</b></p>	<p>5519-02 Level 2 Certificate in Medical Administration – 31 credits 5519-02 Level 2 Diploma in Medical Administration – 49 credits 5519-03 Level 3 Certificate in Medical Administration – 32 credits 5519-03 Level 3 Diploma in Medical Administration – 59 or 54 credits 5519-12 Level 2 Award in Medical Terminology - 6 credits 5519-13 Level 3 Certificate in Medical Terminology – 16 credits 5519-14 Level 2 Award in Production of Medical Documents from Recorded Speech – 6 credits 5519-15 Level 3 Award in Production of Medical Documents from Recorded Speech – 9 credits 5519-16 Level 2 Award in Medical Word Processing– 9 credits</p>	

	<p>5519-17 Level 3 Award in Medical Word Processing– 9 credits</p> <p>5519-18 Level 2 Award in Working in the National Health Service– 9 credits</p> <p>5519-19 Level 3 Medical Principles for the Administrator– 9 credits</p> <p>5519-20 Level 3 Award in Legal Aspects of Medical Administration– 9 credits</p>
<p><b>Is it eligible for funding? (If yes, how do I get funding?)</b></p>	<p>For up-to-date details please contact your regional funding agency or visit:</p> <p>Skills Funding Agency: <a href="http://skillsfundingagency.bis.gov.uk">http://skillsfundingagency.bis.gov.uk</a></p> <p>Learning Aim Reference Application (LARS): <a href="https://hub.imservices.org.uk/Learning%20Aims/Pages/default.aspx">https://hub.imservices.org.uk/Learning%20Aims/Pages/default.aspx</a></p> <p>Education Funding Agency: <a href="http://www.education.gov.uk">http://www.education.gov.uk</a></p> <p>Joint Investment Framework (JIF) funding maybe available for learners who are NHS staff in Bands 1-4, for more information contact your Strategic Health Authority and visit the Skills for Health website <a href="http://www.skillsforhealth.org.uk">www.skillsforhealth.org.uk</a></p>
<p><b>What about support materials?</b></p>	<p>Qualification handbooks, assignment guide for assessors and practice question papers for all dated entry exams.</p> <p>More past papers can be bought directly from AMSPAR <a href="http://www.amspar.com">www.amspar.com</a> / T: 0207 387 6005.</p>
<p><b>AMSPAR membership</b></p>	<p>Students are eligible to free membership of AMSPAR. Visit AMSPAR's website for a registration form for your learners to complete. <a href="http://amspar.com">http://amspar.com</a></p>
<p><b>Are there any Smartscreen resources?</b></p>	<p>No.</p>
<p><b>Assessment methods</b></p>	<p>Dates Exams for <i>(dates available on the catalogue/walled garden)</i>:</p> <ul style="list-style-type: none"> <li>• L2/3 Medical Terminology</li> <li>• Medical Principles</li> <li>• Working in the NHS</li> <li>• Legal Aspects of Medical Administration</li> </ul> <p>Remaining units are assessed via portfolio and assignments.</p>
<p><b>Where can I find the passwords for the practice and actual papers?</b></p>	<p>All passwords can be found on the catalogue/walled garden under 5519.</p>
<p><b>When will I receive the exam results?</b></p>	<p>The exam results are released within our 32 day customer charter. Any late results please inform us as soon as possible so you do not incur any late entry fees for resits or future exams.</p>
<p><b>Can we have the marked exam papers returned?</b></p>	<p>We are not allowed to return marked papers. Therefore we produce an examiners report which will appear on the website after the final exam appeal period is complete.</p>
<p><b>Certification (Full/unit)</b></p>	<p>Certificates of unit credit (CUCs) are issued on completion of required assessments for each unit.</p> <p>A full qualification certificate will be issued on completion of all required units.</p>

	<p>To claim a full qualification certificate enter the relevant certification unit number:</p> <p>901 – Level 2 Certificate in Medical Administration  902 - Level 2 Diploma in Medical Administration  903 – Level 3 Certificate in Medical Administration  904 - Level 3 Diploma in Medical Administration – Route 1  905 - Level 3 Diploma in Medical Administration – Route 2</p>
<b>Will an overall grade be issued for the full qualification?</b>	No, units only are graded.
<b>Will the AMSPAR logo appear on certificates?</b>	<p><b>All full qualification certificates are dual-branded, unit certificates will have the City &amp; Guilds logo only.</b></p> <p><b>For more information on the City &amp; Guilds/AMSPAR collaboration see <a href="http://www.amspar.com">www.amspar.com</a></b></p>
<b>Does the achievement of stand alone Medical Terminology count towards the full qualifications?</b>	Yes, the tests are identical. If the candidate completed Level 2 or Level 3 Medical Terminology with us their achievement will be recognised on our system for the corresponding 5519 tests.
<b>Can we offer single units?</b>	Yes, a unit route has been set up for this 5519-92 for level 2 5519-93 for level 3
<b>Where can I get the passwords for the assignments?</b>	These can be obtained from the Walled garden Catalogue.
<b>Where do I find the IT assignments?</b>	These can be found on the 7266 e-Equals 07 website page, under IT Users. The relevant 7266 assignment numbers are listed in the 5519 handbooks.
<b>The IT units are the same as they are in the Business admin NVQ diploma. Can these be APL'd? How do we do this when claiming for the diploma certificate?</b>	Accession links to ITQ 7574 were built into the qualifications so if the candidate achieved the 7574 ITQ unit with us then this should be automatically recognised towards 4419. If they did it with another AO then yes, they can APA and claim the unit.
<b>Will there be a mapping document showing the changes from the previous 4419 qualification to the new 5519?</b>	This document will be available on the City & Guilds website
<b>Will learners who have started the 4419 qualification be able to transfer to the new 5519?</b>	Centres would be best continuing the learner on the 4419 as the qualifications are still open to certification after the end accreditation dates. For Level 2 this will be until 31.12.15 and Level 3 until 31.12.16

<b>Which qualifications have been replaced by 5519?</b>	4415, 4419
<b>How does 5519 relate to the Business and Administration apprenticeships?</b>	<p>The 5528 Level 2 and Level 3 Diplomas for Medical Administrators are combined qualifications created from the 5519 and the new Business Administration units to create the medical pathway within the new Intermediate and Advanced Apprenticeships in Business Administration. For more information visit <a href="http://www.cityandguilds.com/qualifications-and-apprenticeships/business-skills/business-admin-and-public-services/5528-business-administration#tab=information">http://www.cityandguilds.com/qualifications-and-apprenticeships/business-skills/business-admin-and-public-services/5528-business-administration#tab=information</a></p> <p>For more information on the apprenticeship frameworks see the Skills CfA website.</p>
<b>How do I claim the Apprenticeship certificate?</b>	The certificates for the Apprenticeship are claimed for from Skills CFA, <a href="http://www.skillsca.org">http://www.skillsca.org</a>
<b>Are successful students eligible to join AMSPAR?</b>	Yes, membership application forms are available on <a href="http://www.amspar.com">www.amspar.com</a>
<b>FAQ Document last updated</b>	August 2014