

Rules of Combination Handbook for Medical Administration



Level 2 Medical Administration	Level 2 Medical Administration
<p>Level 2 Certificate in Medical Administration 5519-01 600/9680/9</p> <p>Level 2 Diploma in Medical Administration 5519-02 601/0192/1</p> <p>Level 2 Award in Medical Terminology 5519-12 600/9683/4</p> <p>Level 2 Award in Production of Medical Documents from Recorded Speech 5519-14 601/0089/8</p> <p>Level 2 Award in Medical Word Processing 5519-16 601/0091/6</p> <p>Level 2 Award in Working in the National Health Service 5519-18 601/0093/X</p>	<p>Level 3 Certificate in Medical Administration 5519-03 600/9682/2</p> <p>Level 3 Diploma in Medical Administration 5519-04 601/0557/4</p> <p>Level 3 Certificate in Medical Terminology 5519-13 601/0605/0</p> <p>Level 3 Award in Production of Medical Documents from Recorded Speech 5519-15 601/0090/4</p> <p>Level 3 Award in Medical Word Processing 5519-17 601/0092/8</p> <p>Level 3 Award in Medical Principles for the Administrator 5519-19 601/0094/1</p> <p>Level 3 Award in Legal Aspects of Medical Administration 5519-20 601/0095/3</p>
<p>Level 5 Certificate/Diploma in Primary Care and Health Management</p> <p>Level 2 and 3 Business and Administration apprenticeship 9097-14/15 (Medical Pathway)</p>	



Apprenticeships at a glance



	Level 2 Intermediate Apprenticeship	Level 3 Advanced Apprenticeship
NVQ	4428 City & Guilds Level 2 NVQ Certificate in Business & Administration (500/9677/1) (21 credits)	4428 City & Guilds Level 3 NVQ Diploma in Business & Administration (500/9548/1) (30 credits)
Technical Certificate	4475 City & Guilds Level 2 Certificate in Principles of Business & Administration (501/0159/6) (13 credits) or Level 2 City & Guilds Certificate for Legal Secretaries 7655-22 600/9628/7 or Level 2 City & Guilds Diploma for Legal Secretaries 7655-23 601/0108/8 or Level 2 City & Guilds Certificate in Legal Administrators 7473-07 600/6622/2 or Level 2 City & Guilds Diploma in Medical Administration 5519-02 601/0192/1	4475 City & Guilds Level 3 Certificate in Principles of Business & Administration (501/0093/2) (17 credits) or Level 3 City & Guilds Certificate for Legal Secretaries 7655-32 601/0438/7 or Level 3 City & Guilds Diploma for Legal Secretaries 7655-33 tbc or Level 3 City & Guilds Diploma in Medical Administration 5519-03 601/0557/4
Key Skills/ Functional Skills	Application of Number/Mathematics Level 1 Communication/English Level 1 ICT Level 1	Application of Number/Mathematics Level 2 Communication/English Level 2 ICT Level 2
PLTS	PLTS has been mapped to the mandatory Units in the competence (NVQ) qualification and Can be downloaded from www.cfa.uk.com	PLTS has been mapped to the mandatory Units in the competence (NVQ) qualification and Can be downloaded from www.cfa.uk.com
ERR	No ERR required for the Business qualifications as embedded in TC Legal and Medical require ERR workbook available on the CFA website or complete the 4255 C&G Award in ERR	No ERR required for the Business qualifications as embedded in TC Legal and Medical require ERR workbook available on the CFA website or complete the 4255 C&G Award in ERR



Qualifications at a glance

Subject area	Level 2 Awards in Medical Terminology, Production of Medical Documents from Recorded Speech, Medical Word Processing and Working in the National Health Service	
City & Guilds number	5519-12/14/16/18	
Age group approved	16+	
Entry requirements	No specific entry requirements	
Assessment and grading	one short answer test	
Support materials	Qualification handbook and assessment pack	
Title and level	City & Guilds number	Accreditation number
Level 2 Award in Medical Terminology	5519-12	600/9683/4
Level 2 Award in Production of Medical Documents from Recorded Speech	5519-14	601/0089/8
Level 2 Award in Medical Word Processing	5519-16	601/0091/6
Level 2 Award in Working in the National Health Service	5519-18	601/0093/X

Title and level	Last Date Registration	Last Date Certification
Level 2 Award in Medical Terminology	01.09.16	01.09.18
Level 2 Award in Production of Medical Documents from Recorded Speech	01.09.16	01.09.18
Level 2 Award in Medical Word Processing	01.09.16	01.09.18
Level 2 Award in Working in the National Health Service	01.09.16	01.09.18

Structure

These are single unit qualifications; therefore candidates must complete the full unit to receive the certificate.

To achieve the **Level 2 Award in Medical Terminology (5519-12)**, learners must achieve **6** credits from the mandatory unit.

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
Mandatory			
L/505/1245	220	Medical terminology	6

To achieve the **Level 2 Award in Production of Documents from Recorded Speech (5519-14)**, learners must achieve **6** credits from the mandatory unit.

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
Mandatory			
L/505/1259	226	Production of medical documents from recorded speech	6

To achieve the **Level 2 Award in Medical Word Processing (5519-16)**, learners must achieve **9** credits from the mandatory unit.

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
Mandatory			
J/505/1258	225	Medical word processing	9

To achieve the **Level 2 Award in Working in the National Health Service (5519-18)**, learners must achieve **9** credits from the mandatory unit.

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
Mandatory			
D/505/1248	223	Working in the National Health Service	9

Level 2 Awards assessments

Unit	Title	Assessment method
220	Medical terminology	Externally set and marked written test
223	Working in the National Health Service	Externally set and marked written test
225	Medical word processing	Assignment. The assessment covers all learning outcomes. Externally set assignment, locally marked and externally verified.
226	Production of medical documents from recorded speech	Assignment. The assessment covers all learning outcomes. Externally set assignment, locally marked and externally verified.

Subject area	Level 2 Medical Administration	
City & Guilds number	5519-01/02	
Age group approved	16+	
Entry requirements	No specific entry requirements	
Assessment and grading	Written Assignment Portfolio	
Support materials	Qualification handbook and assessment pack	
Title and level	City & Guilds number	Accreditation number
Level 2 Certificate in Medical Administration	5519-01	600/9680/9
Level 2 Diploma in Medical Administration	5519-02	601/0192/1
Title and level	Last Date Registration	Last Date Certification
Level 2 Certificate in Medical Administration	01.09.16	01.09.18
Level 2 Diploma in Medical Administration	01.09.16	01.09.18

Structure

To achieve the **Level 2 Certificate in Medical Administration (5519-01)**, learners must achieve **29** credits from the mandatory units

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
Mandatory			
L/505/1245	220	Medical terminology	6
H/505/1249	221	Administration skills in a medical environment	8
T/505/1255	222	Communication skills in a medical environment	6
M/505/1268	335	Medical principles for the administrator	9

To achieve the **Level 2 Diploma in Medical Administration (5519-02)**, learners must achieve **38** credits from the mandatory units and a minimum of **11** credits from the optional units available.

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
Mandatory			
L/505/1245	220	Medical terminology	6
H/505/1249	221	Administration skills in a medical environment	8
T/505/1255	222	Communication skills in a medical environment	6
D/505/1248	223	Working in the National Health Service	9
M/505/1268	335	Medical principles for the administrator	9
Optional			
A/505/1256	224	Work experience in a medical environment	5
J/505/1258	225	Medical word processing	9
L/505/1259	226	Production of medical documents from recorded speech	6
A/502/4624	801	Spreadsheet software	3
H/502/4553	802	Database software	3
K/502/4621	803	Presentation software	3
R/502/4628	804	Word processing software	4
F/502/4625	805	Spreadsheet software	4
M/502/4555	806	Database software	4
M/502/4622	807	Presentation software	4

Level 2 in Medical Administration assessments

Unit	Title	Assessment method
220	Medical terminology	Externally set and marked written test
221	Administration skills in a medical environment	Assignment. The assessment covers all learning outcomes. Externally set assignment, locally marked and externally verified.
222	Communication skills in a medical environment	Assignment. The assessment covers all learning outcomes. Externally set assignment, locally marked and externally verified.
223	Working in the National Health Service	Externally set and marked written test
224	Work experience in a medical environment	Mini portfolio of work placement evidence eg observation, work products, personal statement, diary.
225	Medical word processing	Assignment. The assessment covers all learning outcomes. Externally set assignment, locally marked and externally verified.
226	Production of medical documents from recorded speech	Assignment. The assessment covers all learning outcomes. Externally set assignment, locally marked and externally verified.
335	Medical principles for the administrator	Externally set and marked written test
801	Spreadsheet software	5519-801 (use ITQ assignment 7574-127) The assessment covers all learning outcomes. Externally set assignment, locally marked and externally verified.
802	Database software	5519-802 (use ITQ assignment 7574-119) The assessment covers all learning outcomes. Externally set assignment, locally marked and externally verified.

Subject area	Level 3 Certificate in Medical Terminology and Awards in Production of Medical Documents from Recorded Speech, Medical Word Processing and Working in the National Health Service	
City & Guilds number	4419-01	
Age group approved	16+	
Entry requirements	none	
Assessment and grading	Written Assignment Portfolio	
Support materials	Qualification handbook and assessment pack	
Title and level	City & Guilds number	Accreditation number
Level 3 Certificate in Medical Terminology	5519-13	601/0605/0
Level 3 Award in Production of Medical Documents from Recorded Speech	5519-15	601/0090/4
Level 3 Award in Medical Word Processing	5519-17	601/0092/8
Level 3 Award in Medical Principles for the Administrator	5519-19	601/0094/1
Level 3 Award in Legal Aspects of Medical Administration	5519-20	601/0095/3
Title and level	Last Date Registration	Last Date Certification
Level 3 Certificate in Medical Terminology	01.09.16	01.09.19
Level 3 Award in Production of Medical Documents from Recorded Speech	01.09.16	01.09.19
Level 3 Award in Medical Word Processing	01.09.16	01.09.19
Level 3 Award in Medical Principles for the Administrator	01.09.16	01.09.19
Level 3 Award in Legal Aspects of Medical Administration	01.09.16	01.09.19

Structures

To achieve the **Level 3 Certificate in Medical Terminology (5519-13)**, learners must achieve **16** credits from the mandatory unit.

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
Mandatory			
F/505/3431	330	Medical terminology	16

To achieve the **Level 3 Award in Production of Medical Documents from Recorded Speech (5519-15)**, learners must achieve **9** credits from the mandatory unit.

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
Mandatory			
K/505/1267	334	Production of medical documents from recorded speech	9

To achieve the **Level 3 Award in Medical Word Processing (5519-17)**, learners must achieve **9** credits from the mandatory unit.

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
Mandatory			
H/505/1266	333	Medical word processing	9

To achieve the **Level 3 Award in Medical Principles for the Administrator (5519-19)**, learners must achieve **9** credits from the mandatory unit.

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
Mandatory			
M/505/1268	335	Medical principles for the administrator	9

To achieve the **Level 3 Award in Legal Aspects of Medical Administration (5519-20)**, learners must achieve **9** credits from the mandatory unit.

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
Mandatory			
K/505/1270	336	Legal aspects of medical administration	9

Level 2 in assessments

Unit	Title	Assessment method
220	Medical terminology	Externally set and marked written test
223	Working in the National Health Service	Externally set and marked written test
330	Medical terminology	Externally set and marked written test
331	Medical administration	Assignment. The assessment covers all learning outcomes. Externally set assignment, locally marked and externally verified.
333	Medical word processing	Assignment. The assessment covers all learning outcomes. Externally set assignment, locally marked and externally verified.
334	Producing medical documents from recorded speech	Assignment. The assessment covers all learning outcomes. Externally set assignment, locally marked and externally verified.
335	Medical principles for the administrator	Externally set and marked written test
336	Legal aspects of medical administration	Externally set and marked written test

Subject area	Level 3 Medical Administration	
City & Guilds number	5519-03/04	
Age group approved	16+	
Entry requirements	No specific entry requirements	
Assessment and grading	Written	
Support materials	Assignment	
Title and level	City & Guilds number	Accreditation number
Level 3 Certificate in Medical Administration	5519-03	600/9682/2
Level 3 Diploma in Medical Administration	5519-04	601/0557/4
Title and level	Last Date Registration	Last Date Certification
Level 3 Certificate in Medical Administration	01.09.16	01.09.19
Level 3 Diploma in Medical Administration	01.09.16	01.09.19

Structures

To achieve the **Level 3 Certificate in Medical Administration (5519-03)**, learners must achieve **30** credits from the mandatory units.

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
Mandatory			
L/505/1245	220	Medical terminology	6
R/505/1263	331	Medical administration	8
Y/505/1264	332	Managing communication in a medical environment	7
M/505/1268	335	Medical principles for the administrator	9

To achieve the **Level 3 Diploma in Medical Administration (route 1) (5519-04)**, learners must achieve **58** credits from the mandatory units.

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
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Mandatory

F/505/3431	330	Medical terminology	16
R/505/1263	331	Medical administration	8
Y/505/1264	332	Managing communication in a medical environment	7
H/505/1266	333	Medical word processing	9
K/505/1267	334	Production of medical documents from recorded speech	9
M/505/1268	335	Medical principles for the administrator	9

To achieve the **Level 3 Diploma in Medical Administration (route 2) (5519-04)**, learners must achieve **48** credits from the mandatory units and a minimum of **4** credits from the optional units available.

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
Mandatory			
L/505/1245	220	Medical terminology	6
R/505/1263	331	Medical administration	8
Y/505/1264	332	Managing communication in a medical environment	7
H/505/1266	333	Medical word processing	9
K/505/1267	334	Production of medical documents from recorded speech	9

M/505/1268	335	Medical principles for the administrator	9
Optional			
D/505/1248	223	Working in the National Health Service	9
A/505/1256	224	Work experience in a medical environment	5
K/505/1270	336	Legal aspects of medical administration	9
F/502/4625	805	Spreadsheet software	4
M/502/4555	806	Database software	4
M/502/4622	807	Presentation software	4
J/502/4626	808	Spreadsheet software	6
T/502/4623	809	Presentation software	6

Level 3 in Medical Administration Assessments

Unit	Title	Assessment method
220	Medical terminology	Externally set and marked written test
223	Working in the National Health Service	Externally set and marked written test
224	Work experience in a medical environment	Mini portfolio of work placement evidence eg observation, work products, personal statement, diary.
330	Medical terminology	Externally set and marked written test

Unit	Title	Assessment method
331	Medical administration	Assignment. The assessment covers all learning outcomes. Externally set assignment, locally marked and externally verified.
332	Managing communication in a medical environment	Assignment. The assessment covers all learning outcomes. Externally set assignment, locally marked and externally verified.
333	Medical word processing	Assignment. The assessment covers all learning outcomes. Externally set assignment, locally marked and externally verified.
334	Producing medical documents from recorded speech	Assignment. The assessment covers all learning outcomes. Externally set assignment, locally marked and externally verified.
335	Medical principles for the administrator	Externally set and marked written test
336	Legal aspects of medical administration	Externally set and marked written test
805	Spreadsheet software	5519-805 (use ITQ 7574-227 Assignment) The assessment covers all learning outcomes. Externally set assignment, locally marked and externally verified.
806	Database software	5519-806 (use ITQ 7574-219 Assignment) The assessment covers all learning outcomes. Externally set assignment, locally marked and externally verified.
807	Presentation software	5519-807 (use ITQ 7574-225 Assignment) The assessment covers all learning outcomes. Externally set assignment, locally marked and externally verified.
808	Spreadsheet software	5519-808 (use ITQ 7574-327 Assignment) The assessment covers all learning outcomes. Externally set assignment, locally marked and externally verified.
809	Presentation software	5519-809 (ITQ 7574-325 Assignment) The assessment covers all learning outcomes. Externally set assignment, locally marked and externally verified.

Subject area	Level 5 Primary Care and Health Management	
City & Guilds number	4419-06	
Age group approved	16+	
Entry requirements	No specific entry requirements	
Assessment and grading	Assignments and Business case	
Support materials	Qualification handbook and assessment pack	
Title and level	City & Guilds number	Accreditation number
Level 5 Certificate in Primary Care and Health Management	4419-06	600/2503/7
Level 5 Diploma in Primary Care and Health Management	4419-02	600/2502/5
Title and level	Last Date Registration	Last Date Certification
Level 5 Certificate in Primary Care and Health Management	31/12/2013	31/12/2016
Level 5 Diploma in Primary Care and Health Management	31/12/2013	31/12/2016

Structures

Level 5 Certificate in Primary Care and Health Management

The learner must achieve **22** credits overall from
Units: 601, 602, 603, 604 = 103 glh

Level 5 Diploma in Primary Care and Health Management

The learner must achieve a minimum of **38** credits overall from
Units: 601-605 (30 credits) + a minimum of 8 credits from 606-609 =GLH:
min 176 max 189

Proxy units: 610–614 used to claim equivalent ILM unit achievement.

Level 5 units in Primary Care and Health Management

Unit no	level	UAN	Working title	GLH	Credit value	Assessment method
601	5	M/602/1214	Managing medical ethics and legal requirements in a primary care and health environment	35	6	Assignment
602	5	F/602/1217	Financial management and budgeting in a primary care and health environment	25	7	Assignment
603	5	J/602/1221	Managing information and communication in a primary care and health environment	25	5	Assignment
604 / 610	5	Y/503/2701	Developing and leading teams to achieve organisational goals and objectives (M5.46)	18	4	Assignment
605	5	L/602/1222	Developing or improving services in a primary care or health environment	37	8	Business case and plan
Optional units:						
606 / 611	5	R/501/3290	Developing critical thinking (M5.04)	18	4	Assignment
607 / 612	5	D/501/3292	Becoming an effective leader (M5.06)	25	5	Assignment
608 / 613	5	M/501/3300	Managing for efficiency and effectiveness (M5.13)	18	4	Assignment
609 / 614	5	Y/501/3310	Managing recruitment (M5.20)	24	5	Assignment

Useful contacts

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