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City & Guilds

600/9682/2 Level 3 Certificate in Medical Administration

OVERVIEW

What does this qualification cover?

The primary purpose of this qualification is to develop the knowledge and skills to prepare the learner to progress to the next level of learning within the field of medical administration. The knowledge they will gain through specific content such as medical terminology and medical administration can also lead into employment within this specialist area.

The following mandatory areas that will be covered within this qualification are:

- Medical Terminology
- Medical Administration
- Managing communication in a medical environment
- Medical principles for the administrator

This is a Framework qualification.

These qualifications are mapped to the NHS Knowledge and Skills Framework.

Who could take this qualification?

This qualification is for learners who are looking to develop basic knowledge and skills within medical administration, enabling them to progress to further learning in this subject specialist area. There are no specific entry requirements. This qualification is suitable for anyone from 16 years old or over.

This certificate sized qualification allows learners to develop the core skills, using the four mandatory units, within a period of time that may be accommodated alongside other qualifications in a programme of study. This can then lead onto the Diploma sized qualification in medical administration which offers a greater breadth of units and optional units to further enhance their knowledge and ability to move into employment.

What could this qualification lead to?

This qualification can lead to the learner progressing onto the following qualifications:



- Level 3 Diploma in Medical Administration
- Level 3 Medical Administration Apprenticeship
- Level 5 in Primary Care Health Management
- Level 3 for Legal Secretaries
- Level 3 in Business and Administration
- Level 4 in Business and Professional Administration

This qualification is recognised by AMSPAR (The Association of Medical Secretaries, Practice Managers, Administrators and Receptionists).

Who supports this qualification?

This qualification is supported by Cambridge University Hospital, Cornwall College, Truro and Penwith College, Stella Maris.