

6519-30

City & Guilds
Believe you can



BUSINESS SKILLS

LEVEL 3 ADVANCED TECHNICAL DIPLOMA IN MEDICAL ADMINISTRATION

QUALIFICATION FACTSHEET

LEVEL 3 ADVANCED TECHNICAL DIPLOMA IN MEDICAL ADMINISTRATION - 6519

Framework Qualification	Credit	Fundable	GLH	QN	City & Guilds number
Level 3 Advanced Technical Diploma in Medical Administration	n/a	Yes	450	601/7400/6	6519-30

Qualification aim	Qualification structure	Progression routes
<p>This qualification, designed in partnership with AMSPAR, is for learners wishing to enter the medical world in a support roles such as a medical administrator, medical secretary or a medical receptionist at a GP surgery or within the NHS.</p> <p>Learners will gain an understanding of medical terminology, and will gain skills that are important when working in a medical environment.</p>	<p>Learners will cover five compulsory units in:</p> <ul style="list-style-type: none"> • medical terminology • medical administration and communication • medical principles for the administrator • medical word processing and audio transcription • legal aspects of medical administration. 	<p>This qualification will leads you to employment in the medical environment as a:</p> <ul style="list-style-type: none"> • medical administrator • medical secretary • medical receptionist. <p>This qualification could lead to an apprenticeship in Medical or Business administration or further learning within the medical sector such as nursing.</p>

	Key features	Key benefits
Structure	To achieve the Level 3 Advanced Technical Diploma in Medical Administration candidates must successfully complete all the mandatory assessment.	Employer involvement in the delivery and/or assessment of this qualification is essential for all candidates and will be externally quality assured.
Assessment	<p>To gain this qualification, candidates must successfully achieve the following assessments:</p> <ul style="list-style-type: none"> • One externally set, externally moderated assignment • Two externally set, externally marked test, sat under examination conditions 	Candidates must achieve the mandatory employer involvement requirement for this qualification before they can be awarded a qualification grade.
Support	<p>Our support resources include:</p> <ul style="list-style-type: none"> • Sample assessments • Guidance for delivery • Guidance on use of marking grids <p>Moreover, candidates enrolling on Level 3 Advanced Technical Diploma in Medical Administration are eligible for free Student Membership of AMSPAR. On successful completion of the qualification candidates are eligible for Full Membership of AMSPAR carrying the post nominals MAMS. First year of membership is at a discounted rate.</p>	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	
Widest range and choice of qualifications	We are the market-leading awarding organisation for qualifications in the Medical Sector. Learners can progress to and from a vast range of qualifications in our business support skills suite.
Industry expertise	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. For full details contact info@amspar.co.uk .
Recognised by employers	Our qualifications are trusted and valued both by experts and employers across the Medical and Business industry which will help you to engage with employers and provide learners with the skills and training that will allow them to succeed in employment.

For more information call +44 (0) 844 543 0000
email: centresupport@cityandguilds.com or visit www.cityandguilds.com