

## Purpose statement

The following purpose is for the **Level 3 Advanced Technical Diploma in Medical Administration (450) (601/7400/6)**

Area	Description
OVERVIEW	
Who is this qualification for?	This qualification is for you if you are a 16- 19 year old 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. You will gain an understanding of medical terminology, and will gain skills that are important when you are working in a medical environment.
What does this qualification cover?	<p>This qualification will help you gain an understanding of the skills required for different medical administrator roles. Learners will cover five compulsory units in</p> <ul style="list-style-type: none"> <li>• medical terminology</li> <li>• medical administration and communication</li> <li>• medical principles for the administrator</li> <li>• medical word processing and audio transcription</li> <li>• legal aspects of medical administration.</li> </ul> <p>Centres and providers work with local employers who will contribute to the knowledge and delivery of training. Employers will provide demonstrations and talks on the industry and where possible work placements will also be provided by the employers. This practically based training is ideal preparation for gaining employment in the medical industry or specialist further study.</p>
WHAT COULD THIS QUALIFICATION LEAD TO?	
Will the qualification lead to employment, and if so, in which job role and at what level?	<p>This qualification will lead you to employment in the medical environment as a:</p> <ul style="list-style-type: none"> <li>• medical administrator</li> <li>• medical secretary</li> <li>• medical receptionist.</li> </ul>
Why choose this qualification over similar qualifications?	There are no other qualifications on offer with this content and leading to these roles.
Will the qualification lead to further learning?	This qualification could lead you to an apprenticeship in Medical or Business administration or further learning within the medical sector such as nursing.
WHO SUPPORTS THIS QUALIFICATION?	
Employer/Higher Education Institutions	The Association of Medical Secretaries, Practice Managers, Administrators and Receptionists (AMSPAR)
FURTHER INFORMATION	Please refer to the Qualification Handbook, available on the City & Guilds website, for more information on the structure of this qualification, the content of the units, and assessment.