

Purpose statement

The following purpose is for the **Level 2 Technical Certificate in Medical Administrative Support (603/0361/X)**

Area	Description
OVERVIEW	
Who is this qualification for?	<p>This Level 2 technical certificate for Medical Administrative Support aims to provide you with the skills and knowledge which will equip you to seek employment or further training within the medical and health care sector. These skills include carrying out activities such as producing medical documents, understanding medical terminology and how to use this in a medical environment.</p> <p>The level 2 is ideal in supporting learners who wish to develop their knowledge of this area in advance of progressing onto the level 3.</p> <p>This qualification is recognised by AMSPAR and the sector as a good start to a career in Medical Administrative Support.</p>
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"> • Medical terminology • Medical administration and communication • Medical aspects of administration • Working in the National Health Service (NHS) • Producing medical documents <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.</p> <p>The different ways in which centres could support your learning, by working with both local and national medical businesses, include:</p> <ul style="list-style-type: none"> • structured work-experience or work-placements within their business • your attendance at classes or lectures given by industry experts • employers input into projects and exercises, or are involved with setting assessments and examinations • employers who act as 'expert witnesses' to contribute to the assessment of your work.

This practically based training is ideal preparation for gaining employment in the medical industry or specialist further study.	
WHAT COULD THIS QUALIFICATION LEAD TO?	
Will the qualification lead to employment, and if so, in which job role and at what level?	<p>Achievement of this qualification demonstrates to an employer that you have the essential technical skills and knowledge of the medical and healthcare sector to be employed as a:</p> <ul style="list-style-type: none"> • Administration Assistant • Receptionist • Ward Clerk • Record and Clerical Officer <p>The roles above could lead you to working in one of the following establishments:</p> <ul style="list-style-type: none"> • Medical centres • Medical practices • Hospitals • Medical units or departments within specific businesses • Private medical and healthcare companies
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?	<p>This qualification will allow you to progress into employment or onto a Level 3 qualification such as:</p> <ul style="list-style-type: none"> • Level 3 Advanced Technical Diploma in Medical Administration <p>Or an advanced apprenticeship such as:</p> <ul style="list-style-type: none"> • Medical Administration Apprenticeship Level 3
WHO SUPPORTS THIS QUALIFICATION?	
Professional Organisation	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.