



*The Association of Medical Secretaries, Practice Managers,
Administrators & Receptionists*

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Mrs Kerry McLennan-McKenzie
Portfolio Manager
City & Guilds
1 Giltspur Street
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23rd July, 2015

Dear Kerry,

City & Guilds Level 3 Advanced Technical Diploma in Medical Administration (450)

AMSPAR was founded in 1964 and, since then, has been supporting and representing those members of staff working in the non-clinical side of the health sector. Initially this was Medical Secretaries but we have broadened our membership to include Practice Managers and Receptionists due to demand. We liaise with numerous other organisations such as the NHS Alliance, RCGP and provide representatives to sit on various working bodies set up by the Department of Health and other NHS bodies.

AMSPAR wishes to support in full the submission of the above qualification.

The NHS employs 1.4m people in the UK and a further 0.4 are estimated to work in the sector. The roles and job titles are too numerous to mention. However, the breadth of the above qualification provides a solid grounding for the student to learn and develop skills necessary for both the work place and further education. In addition to this the qualification contains units such as 302 (Medical Principles for the Administrator) which assists the learner in understanding the continuing changing framework of the NHS, how it operates and the obligations of those working in the service and the individual. Unit 301 (Medical Administration and Communication) also contributes to the well-being of the individual and wide promotion of prevention.

We have been consulted on the content to ensure that it fit for purpose.

The qualification is one in the suite ranging from Level 2 through to Level 5 and we are always encouraged by the fact that many seek to continue their development through the stages and beyond.

Yours sincerely,

Thomas Brownlie MA Dip. DMS SCSE
Chief Executive