



**Anderson Stockley**

Accredited Training Ltd.

# Advanced Apprenticeship in Medical Administration

The advanced apprenticeship in Medical Administration has been developed in partnership with AMSPAR (The Association of Medical Secretaries, Practice Managers, Administrators and Receptionists.)

This qualification is for individuals who work in a role such as administration executives, officers, administration team leaders, personal assistants and secretaries in the health sector including medical secretaries.

## Apprenticeship Components

- Advanced Apprenticeship in Medical Administration.
- Level 3 Diploma in Medical Administration - Portfolio of evidence, workbooks, exams and observations in the workplace.
- Level 2 Functional Skills Maths - Invigilated exam for Mathematics.
- Level 2 Functional Skills English - Two invigilated exams, discussion and presentation.
- Level 2 Functional Skills ICT - Invigilated exam for ICT.
- 20% off the job training - Variety of evidence.

## Qualification Structure

Learners will need to achieve 76 credits overall. This will be 45 credits from the 6 mandatory units and a further 31 credits from a range of optional units. Assessment will include observations, workbooks, assignments, short answer questions, moderated assignments and externally set questions.

## What is Off the Job Training?

Learners must complete 20% 'off the job training' towards their qualification. This could include: mandatory training, lectures, role-playing, simulation exercises, online learning, manufacturer training, practical training such as: mentoring, shadowing, industry visits and attendance at shows/conferences. This could also include time spent writing assignments/assessments.

This does not include: English, Maths, progress reviews, on programme assessment, or training which takes place outside the apprentice's paid working hours.

## Entry Requirements

Learners will need to have been working in a medical administration role for a minimum of 2 years prior to the enrolment onto the qualification. All Learners will be required to carry out initial assessments in Maths, English and ICT, prior to enrolment on the course. Learners will need to be working a minimum of 30 hours a week to meet the apprenticeship funding guidelines.