



INTERMEDIATE AND ADVANCED AMSPAR APPRENTICESHIPS IN MEDICAL ADMINISTRATION

The intermediate apprenticeship in medical administration is a nationally recognised qualification suitable for anyone who is starting out on an administrative career in a medical or healthcare environment. The advanced apprenticeship in medical administration is the next step up and is designed for medical administrators who are taking on more responsibility and are starting to manage processes. There is more independent learning at this level.

The core qualification within the intermediate apprenticeship is the City & Guilds Level 2 Diploma in Medical Administration. Intermediate apprentices also study towards the AMSPAR (The Association of Medical Secretaries, Practice Managers and Receptionists) Award in Medical Terminology. Damar works in partnership with Meditem Training, a leading specialist provider of AMSPAR training courses, to deliver the medical terminology aspect of the apprenticeships. At advanced level, apprentices study towards the City & Guilds Level 3 Diploma in Medical Administration and the AMSPAR Certificate in Medical Terminology.

THE QUALIFICATIONS

The diplomas

The diplomas each have a range of mandatory units which can be tailored to suit individual job roles. The intermediate units cover underpinning skills and knowledge required by all medical administrators - things like administration skills, developing and maintaining good working relationships with colleagues and medical communication skills. At advanced level, apprentices study a range of units including the monitoring of information, the management of office facilities and the production of medical documents.

The diplomas are designed to test not just whether the apprentice knows something but also whether they are applying their skills and knowledge correctly and consistently in the workplace. This is done via a range of methods. As well as formal assignments and tests, apprentices have to create a portfolio of evidence that proves that they are putting their skills into practice.

**FOR MORE INFORMATION
CALL DAMAR ON 0161 480 8171
TO DISCUSS YOUR NEEDS WITH
A MEMBER OF OUR TEAM.**

The AMSPAR medical terminology qualifications

Apprentices learn the basics of medical terminology including areas such as prescription abbreviations, anatomical names and cancer terminology. The intermediate qualification is a 12-week course broken down into six two-weekly modules. The advanced qualification lasts 20 weeks and is divided into 10 two-weekly modules. In both cases, a mentor from Meditem supports the apprentice through the training and can be contacted by telephone and email.

If the apprentice does not already have good GCSEs in maths, English and IT, they will receive training to get them up to the level required for the apprenticeship. These functional skills qualifications are designed to ensure the apprentice has the literacy, numeracy and IT skills that they need for their role.

These apprenticeships are delivered via regular 1:1 tutorials in the workplace, supported by online and paper-based training material. The apprentice works in partnership with their Damar trainer and the line manager. Progress is reviewed at regular intervals. Between visits, the apprentice and their supervisor are able to contact the trainer by email and telephone. They can also check progress online at any time by logging in to the apprentice's e-portfolio.

Suitable roles for medical administration apprentices:

- Receptionist
- Ward clerk
- Administrator
- Medical secretary
- PA

Duration:

Intermediate apprenticeship: 18 months
Advanced apprenticeship: 24 months

Enrolment: year round

HOW MUCH DOES IT COST?

Full or part funding is generally available for those with qualifications no higher than A-Level. Where students are aged over 18, a contribution is always needed which will usually be in the range of £100 to £130+VAT per month.

