



Apprenticeship
Business Administrator Level 3
with Medical Terminology Level 2

employer
partnerships



Apprenticeship Business Administrator Level 3 with Medical Terminology Level 2

Why study this course?

This Apprenticeship standard develops the knowledge, skills and behaviours required for business administration roles, particularly in the medical field. The skills and knowledge gained includes communicating effectively, understanding and applying business processes, organisational operations and functional processes. As well as developing, implementing, maintaining and improving administrative services, you will gain a knowledge of medical terminology.

Who is this course aimed at?

Those beginning a career in the following positions, aspiring to progress in medical secretarial/administration roles:

- Admin officer/supervisor
- Reception supervisor
- Business support officer
- Hospital ward/GP/School administrator

Knowledge that you will develop

- The organisation
- Value of their skills
- Stakeholders
- External environment factors
- Relevant regulation
- Policies
- Business fundamentals
- Processes
- Medical terminology

Skills that you will develop

- IT
- Record and document production
- Decision making
- Interpersonal skills
- Communications
- Quality
- Planning and organisation
- Project management
- Correct application of medical terminology

Behaviours you will develop

- Professionalism
- Personal qualities
- Managing performance
- Adaptability
- Responsibility

Entry requirements

- Level 1 qualification in English & maths or equivalent level through initial assessment
- Comprehensive skills scan

How long will it last?

Typical duration: 18 months

How will it be delivered?

The qualifications and coaching towards End Point Assessment will be delivered in the workplace by an assessor.

- Maths and English will be delivered on a flexible basis.
- 6 hours off-the-job training during contracted hours.

How will it be assessed?

The Standard will be assessed through End Point Assessment once the apprentice, employer and assessor have agreed that the apprentice is EPA Gateway ready for:

- Online multiple choice test
- Portfolio interview
- Project/improvement process

Qualification gained

- Level 3 Apprenticeship Standard in Business Administration
- Level 2 AMSPAR qualification in Medical Terminology
- Institute for Apprenticeships (IFA) certificate
- Level 2 Functional Skills in Maths and English if appropriate

Progression to further study

Successful apprentices can progress, if opportunity allows, onto: Operations/Departmental Manager Level 5

Further details on this standard can be found at:
www.instituteforApprenticeships.org

For more information please contact our Workforce Development Team on 01704 392874