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Guilts
Believe you can

BUSINESS SKILLS

PRIMARY CARE AND HEALTH MANAGEMENT

QUALIFICATION FACTSHEET

BUSINESS SKILLS

LEVEL 5 CERTIFICATE AND DIPLOMA IN PRIMARY CARE AND HEALTH MANAGEMENT 4419-06

Framework Qualification	Credit	Fundable	GLH	QAN	City & Guilds number
Level 5 Certificate in Primary Care and Health Management	22	Yes	103	600/2503/7	4419-06
Level 5 Diploma in Primary Care and Health Management	38	Yes	176-189	600/2502/5	4419-06

Qualification aim	Qualification levels and definition	Progression routes
<p>Designed in partnership with the Association of Medical Secretaries, Practice Managers, Administrators and Receptionists (AMSPAR), these qualifications are aimed at existing and future managers who want to gain the skills and knowledge required to oversee the day-to-day running of a primary healthcare facility.</p> <p>Learners gain practical skills in areas ranging from team leading to budget planning and financial administration.</p>	<p>These qualifications are offered at Level 5 only, making them ideal for those with some previous experience and knowledge of either the healthcare sector or the role of a manager generally.</p> <p>They cover the essential skills and the professional practice required by those aspiring to succeed in positions such as that of GP practice manager, drop-in centre manager or hospital department manager.</p>	<p>On completion learners will be skilled to a level where they are able to confidently progress in employment. These qualifications provide a wealth of transferable management skills which could pave the way for a similar role in various related professions.</p> <p>Furthermore, the qualifications provide learners with true recognition of skills and knowledge, providing them with respect from colleagues and employers alike.</p> <p>In addition, we also have a number of Higher Level qualifications offered through the Institute of Leadership and Management (ILM). www.i-l-m.com</p>

	Key features	Key benefits
Structure	The Certificate consists of 4 mandatory units, including Leading Teams. The Diploma consists of 5 mandatory units and a range of optional units, including Managing Recruitment.	Mandatory units allow for centre and candidate consistency and are designed to give learners skills which they can use in any health, social care or business environment.
Assessment	Learners are assessed through a series of workplace assignments. Those taking the Diploma are also required to produce a business plan.	Workplace-based assignments allow assessors to determine practical skills and competence within the learners comfort zone, improving their overall engagement with the qualification.
Support	Our extensive support package includes qualification handbooks and assessment guides.	The free qualification handbooks provide centres and training providers with essential information such as assessment requirements and criteria for each unit.
		Personal support is available from the largest team of subject specific Quality Consultants, our Customer Relations Team and dedicated Business Managers.

Reasons to choose City & Guilds	
We provide the skills employers need	No other awarding body has such high awareness levels among UK employers. Providing essential skills to support the this sector from leading teams to medical ethics and financial management..
Industry expertise	These qualifications were designed in partnership with AMSPAR in order to provide learners with the most up-to-date and relevant skills. The widespread recognition of the AMSPAR brand is something that will support learners throughout their careers.
Recognised by employers	Our qualifications are trusted and valued both by experts and employers across the medical support industry which will help you to engage with employers and provide learners with the skills and training that will allow them to succeed in employment.

For more information call +44 (0) 844 543 0000

email: centresupport@cityandguilds.com or visit www.cityandguilds.com