

# NPA in Administration: **Medical (Administrative Secretary)** at **SCQF level 5**

## Recognising that you care



The National Progression Award (NPA) in Administration: Medical (Administrative Secretary) at SCQF level 5 has been designed to equip learners with the skills they will need for employment in the health sector or for progression to further academic qualifications.

This qualification is available through schools and colleges.

### **Why should my centre deliver this qualification?**

The NPA in Administration: Medical (Administrative Secretary) has been designed as a flexible programme that provides learners with a range of skills to suit a medical environment.

Recognising that learners will still be making choices about their future, the NPA offers multiple exit routes, either towards employment or further study.

Completing the qualification will put learners in a stronger position to move to the next stage of their career, and should increase their chances of doing this successfully.



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## Who does this qualification suit?

The NPA in Administration: Medical (Administrative Secretary) targets the following groups:

- school leavers
- adult returners
- employees wishing to enhance their qualifications
- learners looking for access to HN level qualifications
- full-time learners (as 'added value')

## Access

There are no specific entry requirements for this NPA. Entry will be at the discretion of the centre.

It is recommended that learners have previous experience in Communication, Audio and Word Processing at level 4 or related work experience.

## Progression

**Into employment:** Having achieved the NPA in Administration: Medical (Administrative Secretary), successful candidates could gain employment in the health sector as:

- Medical Secretary (hospital and GP)
- Receptionist/Secretary (hospital and GP)

**For NHS employees:** Holders of the qualification who are already employed in the NHS as Band 2 staff could progress into Band 3 Administrator/Support Secretary roles.

**To further qualifications:** The NPA has been developed along with the National Certificate in Administration at SCQF level 5 (G99P 45). The Units that make up the NPA are optional Units in the National Certificate.

## Approval

If your centre has devolved authority, you can seek approval through your own internal approval process.

If your centre does not have devolved authority, you will have to come forward for approval and should contact the Business Development Team for guidance in completing the combined CA1/SA1 form.

Assessors and verifiers must be able to meet SQA's general requirements for technical and occupational competence.

## Assessment

The delivery of the NPA in Administration: Medical (Administrative Secretary) is at the discretion of individual centres. You can choose to deliver over a 120-hour period, during the day or evening, or by infilling into existing classes, or a mixture of all of these.

Timetabling of the three Units would be at the discretion of individual centres. It is important that you deliver the Medical Terminology Unit before the Word Processing and Audio Units, as candidates will require this knowledge.

Assessment Support Packs have a critical role in ensuring that delivery of the Units is linked to medical administration and admin-related situations, allowing for integration of delivery and assessment where possible.

## Structure

The Group Award code is G9WV 45.

The NPA in Administration: Medical (Administrative Secretary) consists of three mandatory Units taken from the NC in Administration (SCQF level 5).

- **Medical Terminology:**  
An Introduction — F5AK 11
- **Word Processing: Medical** — F7KV 11
- **Audio: Medical** — F7KS 11

The Arrangements document can be found on SQA's website [www.sqa.org.uk](http://www.sqa.org.uk).



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