

**ADDENDUM to Arrangements Document for Professional Development Award in Medical Administration at SCQF level 7: Group Award Code: G8KV 47 Originally validated: June 2007**

**Context**

Following a comprehensive review of the suite of HNs in Business, Accounting and Administration and Information Technology, the following Group Awards were validated in January and March 2010:

HNC/D Accounting	G9M5 15/G9M6 16
HNC/D Administration and Information Technology	G9M7 15/G9M8 16
HNC/D Business	G9ML 15/G9MM16

The PDA Medical Administration G8KV 47 is embedded within the predecessor HNC/D Administration and Information Technology Awards, G7YV 15 (2004) and G7YW 16 (2004).

This PDA was subject to review in August 2010 to determine the impact of changes resulting from the revision of the Units that form part of these HN frameworks. The aim was to ensure embedding of the PDA was maintained as much as possible within the revised HNC/D Administration and Information Technology (G9M7 15 & G9M8 16) frameworks.

**Summary Findings**

<b>Title</b>	Remains PDA in Medical Administration at SCQF level 7
<b>Code</b>	Remains G8KV 47
<b>Aims</b>	The aims of the Award remain appropriate.
<b>Progression Pathways</b>	The revised Units within the 2010 HNC/D Administration and Information Technology (AIT) Group Awards (G9M5 15 and G9M6 16) have been added to the PDA framework. This means that pathways to certification exist via a selection of units from the 2010 HN AIT frameworks, the 2004 HN AIT frameworks or a combination of the two. This has ensured that existing progression pathways between the PDA and HNC/D have been maintained and new ones for the 2010 frameworks created.
<b>Core Skills</b>	For candidates completing all three revised Units, automatic certification for the following core skills will be achieved:  Information and Communication Technology at SCQF 6 Problem Solving at SCQF 6 Numeracy at SCQF 5 Communication – written component signposted at SCQF 5

<b>Mapping</b>	<p>The PDA will be mapped against the National Occupational Standards (NOS) for the industry as contained within the SVQ Business and Administration Level 3 once the SVQ has been accredited.</p> <p>The IHRIM Certificate has been replaced with a revised Certificate of Technical Competence: Operational Level. A mapping exercise has been carried out and will be published.</p>
<b>Credit Transfer</b>	<p>Guidance within the HNC/D AIT Arrangements Document identifies full credit transfer between the predecessor Units and the revised Units. However any credit transfer award should be subject to centres' Internal Verification processes.</p>
<b>Framework</b>	<p>The number of credits required to achieve this PDA remains unchanged and is 64 SCQF/ 8 HN credit points. The revised Units will be added to the PDA framework as follows:</p>

## PDA in Medical Administration at SCQF level 7 (G8KV 47) Qualification Structure

*Updated 07/04/2011*

(8 credits in total needed)	Code	SCQF Credit points	SCQF level	HN Credit Value
Unit Title				
<b>Mandatory (4 credits needed)</b>				
IT in Business — Word Processing and Presentation Applications ( <b>end date 31.07.2014</b> ) <b>OR</b> IT in Business — Word Processing and Presentation Applications	DE1L 34  F84C 34	16	7	2
Medical Terminology for Administration Staff ( <b>end date 31.07.2013</b> ) <b>OR</b> Medical Terminology for Administration Staff	DM6C 34  FG61 34	16	7	2
<b>Optional (1 to 2 credits needed)</b>				
Hospital Patient Administration ( <b>end date 31.07.2013</b> ) <b>OR</b> Hospital Patient Administration	DL51 34  FG65 34	8	7	1
GP Medical Administration ( <b>end date 31.07.2013</b> ) <b>OR</b> GP Medical Administration	DJ4H 34  FG63 34	8	7	1
<b>Optional (1 to 3 credits needed)</b>				
Legal Protection of NHSS Patient Data ( <b>end date 31.07.2013</b> ) <b>OR</b> Legal Protection of NHSS Patient Data	DM6A 35  FG6A 35	8	8	1
Creating a Culture of Customer Care	DJ42 34	8	7	1
IT in Business: Spreadsheets ( <b>end date 31.07.2014</b> ) <b>OR</b> IT in Business: Spreadsheets	DE1M 34  F84V 34	8	7	1
IT in Business: Databases ( <b>end date 31.07.2014</b> ) <b>OR</b> IT in Business: Databases	DE1N 34  F84X 34	8	7	1
<b>Optional (0 to 1 credit needed)</b>				
Employment Experience 1 <b>OR</b> Work Experience	D7HJ 34  DV0M 34	8	7	1

### Example of combined certification path

Where a candidate has partially completed the PDA through Units within the 2004 HNC AIT (G7YV 15) framework, it is possible for that candidate to complete the remainder of the award via the appropriate Units from the 2010 HNC AIT (G9M7 15) framework without the need for credit transfer.

For example:

A candidate is entered for PDA Medical Administration G8KV 47 and completes Units DE1L 34, DM6C 34, DL51 34 and DM6A 35. The candidate then takes a break from the qualification for one year during which time the centre moves to the 2010 framework.

The candidate returns and gains the G8KV 47 Group Award by completing the revised Units F84V 34 and F84X 34 as the remaining options. This certification path is illustrated below with completed Units highlighted in bold.

<b>(8 credits in total needed)</b>	<b>2004 unit</b>	<b>2010 unit</b>	<b>SCQF level</b>	<b>HN Credit Value</b>
<b>Unit Title</b>				
<b>Mandatory (4 credits needed)</b>				
<b>IT in Business: Word Processing and Presentation Applications</b> OR IT in Business: Word Processing and Presentation Applications	<b>DE1L 34</b>		<b>7</b>	<b>2</b>
		F84C 34	7	2
<b>Medical Terminology for Administration Staff</b>	<b>DM6C 34</b>		<b>7</b>	<b>2</b>
<b>Optional (4 credits needed)</b>				
<b>Hospital Patient Administration</b>	<b>DL51 34</b>		<b>7</b>	<b>1</b>
GP Medical Administration	DJ4H 34		7	1
<b>Legal Protection of NHSS Patient Data</b>	<b>DM6A 35</b>		<b>8</b>	<b>1</b>
Creating a Culture of Customer Care	DJ42 34		7	1
IT in Business: Spreadsheets OR <b>IT in Business— Spreadsheets</b>	DE1M 34	<b>F84V 34</b>	<b>7</b>	<b>1</b>
IT in Business: Databases OR <b>IT in Business — Databases</b>	DE1N 34	<b>F84X 34</b>	<b>7</b>	<b>1</b>
Employment Experience 1 OR Work Experience	D7HJ 34 DV0M 34		7 7	1 1
<b>TOTAL</b>				<b>8</b>