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*The Association of Medical Secretaries, Practice Managers,  
Administrators & Receptionists*

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Mrs Kerry McLennan-McKenzie  
Portfolio Manager  
City & Guilds  
1 Giltspur Street  
London  
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6<sup>th</sup> January, 2014

Dear Kerry,

**5519-03 Level 3 Diploma in Medical Administration 601/0557/4**

AMSPAR wishes to support in full the submission of the above qualification for inclusion in the Technical Level for 16 – 18s.

AMSPAR was founded in 1964 and, since then, has been supporting and representing those members of staff working in the non-clinical side of the health sector. Initially this was Medical Secretaries but we have broadened our membership to include Practice Managers and Receptionists due to demand. We liaise with numerous other organisations such as the NHS Alliance, RCGP and provide representatives to sit on various working bodies set up by the Department of Health and other NHS bodies.

The breadth of the above qualification provides a solid grounding for the student to learn and develop skills necessary for both the work place and further education. In addition to this the qualification contains units which assists the learner in understanding the continuing changing framework of the NHS, how it operates and the obligations of those working in the service and the individual.

The qualification is one in the suite that offer progression from Level 2 through to Level 5 and we are always encouraged by the fact that many seek to continue their development through the stages and beyond.

Yours sincerely,

Thomas Brownlie MA Dip. DMS SCSE  
Chief Executive