



**AMSPAR: The Association of Medical Secretaries,
Practice Managers, Administrators and Receptionists**

**AMSPAR
accredited training centre**

Tavistock House North
Tavistock Square
London WC1H 9LN
www.amspar.com



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**Student Prospectus
(Basic Medical Terminology)
(Award / Certificate in Medical Terminology Level 2 & 3)
Academic Year 2019/20**

About AMSPAR



AMSPAR and City & Guilds



AMSPAR works with City & Guilds to provide a range of nationally recognised qualifications suitable for delivery as either full or part time study programmes. AMSPAR qualifications at Levels 2 and 3 are included in the Apprenticeship Framework.



In addition to this [AMSPAR qualifications](#) are mapped to the NHS Knowledge and Skills Framework.

To ensure that the qualifications are fit for purpose an awarding body submits their qualifications to the regulators such as Ofqual. If successful, the qualification will be admitted to the relevant framework.

Basic Medical Terminology

The AMSPAR Medical Terminology Basic Course is available to study on-line via AMSPAR Education at a **special introductory offer of £50 per candidate**. This compliments our existing suite of Medical Terminology Qualifications.

This is a non-regulated certificate. The aim of this unit is to enable the learner to develop a basic knowledge of how to accurately construct, identify and use a specified range of medical terminology. This is an introductory course to allow students to understand the basic concepts and to act as a taster for the actual level 2 and level 3 accredited courses. This course can be offered in 15 hours and candidates, who successfully complete the course, receive an AMSPAR certificate. Enrolment is on 1st of every month.

Basic Medical Terminology

Course Details: Non-regulated

AMSPAR Course (Basic)	Start Date: 1 st of every month
	Cost: £50
Qualification	AMSPAR Certificate of completion
Guided learning hours	15 hours
Course delivery	This course is delivered on-line

Award in Medical Terminology

Course Details: CQF Level 2

AMSPAR Course (Award) CQF Level 2 – registration dates (last date for receipt of registrations) Qualification accreditation number 600/9683/4	Start Date: Three start dates per year (see appendix 1 for timetable) Cost: £335
Qualification	Award
Number of modules	4
Total credits	6 credits
Guided learning hours	45 hours
Course duration	12 weeks
Course delivery	This course is delivered on-line with External assessment
Membership Level	MAMS

The Award course is built over 4 sections. Details of each section are shown below. However, if candidates do not feel ready to enter for the examination they may defer to a later date but must complete the course within 36 months of registration.

Sections Level 2

Word Part List
Human Body Systems
Medical Specialties
Pharmaceutical Abbreviations

Certificate in Medical Terminology

Course Details: CQF Level 3

AMSPAR Course (Award) CQF Level 3 – registration dates (last date for receipt of registrations) Qualification accreditation number 601/0605/0	Start Date: Three start dates per year (see appendix 1 for timetable) Cost: £435 (if previously studied at Level 2 with AMSPAR, you can apply for a £30 discount)
Qualification	Certificate
Number of modules	7
Total credits	16 credits
Guided learning hours	82 hours
Course duration	18 weeks
Course delivery	This course is delivered on-line with External assessment
Membership Level	MAMS

The Certificate course is built over 7 sections. Details of each section are shown below. However, if candidates do not feel ready to enter for the examination they may defer to a later date but must complete the course within 36 months of registration.

Sections Level 3

Word Part List
Human Body Systems
Medical Specialties
Diagnostic Test Abbreviations
Pharmaceutical Abbreviations
Classification of Medicines / Drugs
Medical Qualifications Abbreviations

Course fees include the City and Guilds registration costs, which is administered by **AMSPAR** on your behalf, and one sitting of the exam. Any additional sittings are paid for separately.

Who are the qualifications designed for?

Basic Introduction

This is an introductory course to allow students to understand the basic concepts and to act as a taster for the actual level 2 and level 3 accredited courses.

Level 2

It is intended for learners who have no previous knowledge of the subject, and who wish to get a thorough grounding in the correct construction, recognition and usage of medical terminology.

Level 3

Medical Terminology is a well-respected award and is suitable for secretaries and others working in health care who wish to add a medical terminology qualification to their skills and knowledge or individuals thinking about changing career direction.

Age restrictions

City & Guilds cannot accept any registrations for learners under 16 as this qualification is not approved for under 16s.

Initial assessment and induction

AMSPAR Education will need to make an initial assessment of each candidate prior to the start of their programme to ensure they are entered for an appropriate type and level of qualification.

Induction

AMSPAR and City & Guilds recommends that an induction programme is provided to ensure the candidate fully understands the functionality of the system they will work towards, their responsibilities as a candidate, and the responsibilities of **AMSPAR Education**.

All students will be enrolled into their chosen course or modules. Access will be allowed to our education software during your registered period. All course material, additional reading material and assignments are included within this package. The software is interactive and allows students to share information and provides a direct contact with your tutor and/or assessor.

Course Structure

Basic Introduction

The aim of this unit is to enable the learner to develop a basic knowledge of how to accurately construct, identify and use a specified range of medical terminology. This is an introductory course to allow students to understand the basic concepts of medical terminology.

Level 2 Medical Terminology

There are 4 sections required for the Award. Each section will be broken down into manageable tasks and a timescale will be advised to each student which will be subject to the enrolment date. It is anticipated that the Award will be delivered over 12 weeks and the Certificate course will be delivered over a period of 16 weeks. Each lesson will include reflective learning tasks to indicate that the student has fully grasped the expectation required in the final assessment by examination.



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Level 3 Medical Terminology

There are 5 sections (7 areas) for the Certificate and the course will be delivered over a period of 18 weeks. Each lesson will include reflective learning tasks to indicate that the student has fully grasped the expectation required in the final assessment by examination.

System of Delivery

AMSPAR will offer an on-line education resource which is based on an open learning system (moodle V2.6). This will allow students access to course materials and reference materials 24/7. It will allow them the ability to record and upload personal evidence for their own learning portfolio which will be used as part of the overall assessment and provide evidence for quality control purposes. Each student will be allowed to personalise their learning environment and a variety of learning tools such as self-awareness exercises in the form of multiple choice questions, topics for discussion and suggested reading will be available. Each student will be able to email tutors directly but will also be able to interact with each other via a student forum. We will also provide site news which will keep students informed of any updates relating to changes within the NHS which is relevant to their study. The system will also incorporate a calendar which will list key dates of events that may be of interest to students.

Monitoring of progress and remedial action

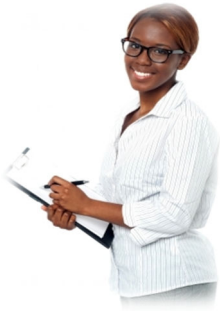
Upon enrolment each student will be given a proposed timetable for completion which will include the date we expect each task to be completed. The course will be designed so that the student must complete each task before moving on to the next task and then there will be reflection tasks prior to the mock exam.

Who we are

Ideally positioned at the heart of the medical profession, AMSPAR provides first-rate on-line access to CQF education programmes in association with City and Guilds. We also offer a range of approved short courses which are ideal for CPD requirements. Designed by expert practitioners and informed by our ongoing knowledge of primary care and the NHS. Our courses cater for individual learners as well as employers seeking staff development opportunities. For employers, such as General Practice, Foundation Trusts and CCG's we offer both on-line and bespoke training programmes designed to meet specific organisational needs. For further information, please contact us info@amspar.com if you would like to explore this option further.

Our courses

Our courses are delivered on-line and after an induction course, students are able to follow each lesson at a pace that is easily manageable and can be completed at times that suit the student. Students may register to enrol on courses at any time, but we normally look to enrol students 3 times during the year to allow us to ensure that those students undertaking the Award or Certificate can be entered for one of the assessment windows which are February, June and November each year. Enrolment is 1st of every month for the Basic Introduction.



Each section consists of individual lessons which include reference reading material. Contact with your tutor/assessor is available during your registration. Each section runs for a recommended number of weeks. We do not operate a fixed term time, but students will be advised of the suggested timetable for completing each module and examination.

The initial course registration covers a period of three years from date of registration. Candidates are entitled to one examination entry as part of the overall fee. Should a further exam sitting be required due to failure or non-attendance, a subsequent charge will be required each time the candidate re-sits the examination and they may continue to re-sit up to the end of the registration period.

Assessment

Examinations are held in **February**, **June** and **November** and you must submit the form OMTEE by the last date for registrations.

Examination Times

Level 2	2.00 pm – 3.00 pm	Level 3	2.00 pm – 3.45 pm
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Fees

The fees for each qualification are detailed above in the course summaries. Students undertaking the Award and Certificate must pay for the full course fee at the beginning of the registration process. Fees are inclusive of the City and Guilds registration, one examination and the cost of issuing certification if successful. Basic introduction is a special introductory offer, and the cost acts as a discount on continuing with the Level 2 Award through AMSPAR Education.

Enrolment

Once fees have been received, course enrolment is managed through the on-line software. Each student will be provided with a username and a unique password for access to their personal student pages and course information. We reserve the right to limit the number of students enrolled at any one time, however this is not considered to be an issue, because we allow up to 3 intakes per academic year.

Course Details

Course information is correct at the time of printing. Courses may be subject to change, but any students affected by such changes will be notified through the **AMSPAR Education** student news facility.

Contacting your tutor/assessor

Our software allows students to contact participating students and also their nominated tutor/assessor. This can be done automatically within the software, so does not need to rely on a separate messaging system. You simply need to have access to the internet to use this function.

After enrolment

We will send you an email confirming that your payment has been received and that a place on the course has been registered.

Further information

If you require further information, you may initially contact us at;

AMSPAR

Tavistock House North

Tavistock Square

London WC1H 9LN

Telephone: 020 7387 6005

Email: info@amspar.com

Accuracy

Course information is correct at the time of printing. **AMSPAR Education** reserves the right to make changes to course administration, delivery, and fees etc. without prior notice. However, we normally do not make changes to an existing course once students have enrolled.

Cancellation by AMSPAR

AMSPAR reserves the right to cancel a course or refuse to admit a student on the grounds that they do not meet the entry requirements. In this event they will be repaid in full providing the student has not been registered / enrolled or started a module. In the event that a course has started, then a refund will be made only for those modules yet to be started.

Cancellation by Student

We hope that this will not be necessary, but we understand that your circumstances may change. Students will need to apply to our head office providing details of why they wish to cancel their registration. Cancellations will only be accepted in exceptional circumstances. Normally completion of the course may be deferred within the normal registration limits with City and Guilds which is currently 36 months. Any refunds that are accepted will be subject to an administration charge.

Membership

Upon enrolling for the Award / Certificate / Diploma in Medical Terminology you will be entitled to free **AMSPAR** Student Membership. This adds you to the mailing list for **AMSPAR** Newsletters. Of course, you may wish to take out full membership with **AMSPAR** providing you with the full benefits of the legal helpline, members section of the website and any other special offers in place etc. As an enrolled student this is available at the reduced rate of £50.

Personal Data

AMSPAR is registered with the IOC. Data Protection is governed by the EU General Data Protection Regulation which came into force on 25th May 2018 and sub amendments. We hold data in electronic and paper form on students, personal details, academic and administrative history, on any financial transactions and on their use of **AMSPAR** Education. This information is necessary to administer student studies with **AMSPAR**. Some of the information needs to be

exchanged with City & Guilds and this is kept to the minimum regulatory requirements. No data will be shared or exchanged with any other organisation who is not working with **AMSPAR** to deliver its courses. Any student undertaking our courses need to give consent to us holding the information.

Students have -

- A) Right of Access
- B) Right of Rectification
- C) Right to Erasure
- D) Right to Restriction

Any student who wishes to exercise the above should apply to our head office. A fee of £15 is required and **AMSPAR** has a period of 28 days in which to provide the required information.

Declaration

By applying to enrol on an **AMSPAR** course you agree to abide by the rules and regulations of **AMSPAR** (including those relating to membership of **AMSPAR**). This includes the refunds policy. You agree to **AMSPAR** processing your personal data contained in the enrolment documentation, or any other data, which **AMSPAR** may obtain from you or other people while you are a student for purposes connected with your studies, your health and safety or for any other legitimate reasons.

Registration

To register for one of our courses, please complete the registration form OMTR and send it to the address indicated.

Payment Details

- Cheque made payable to AMSPAR
- If a candidate wishes to make their payment via electronic transfer, payment should be made to: **Natwest** Sort Code **50-30-25** Account No.: **12762989** Ref: **Surname** plus **OMTL2** or **OMTL3**
- If an employer wishes to be invoiced, please provide **full invoice details**, including a **Purchase Order Number**. Please note that registration will not take place until full payment of the invoice is received.

Check List

Level	Basic <input type="checkbox"/> £	MTL2 <input type="checkbox"/> £	MTL3 <input type="checkbox"/> £
<input type="checkbox"/>	Payment (Please <input checked="" type="checkbox"/> if a receipt is required and this will be sent upon request via email)		
<input type="checkbox"/>	Requested start date	Basic	Month
		MTL2	Year
		MTL3	
<input type="checkbox"/>	Requested examination	<input type="checkbox"/> 10/06/2019	<input type="checkbox"/> 09/09/2019 <input type="checkbox"/> 13/01/2020
		<input type="checkbox"/> 29/04/2019	<input type="checkbox"/> 29/07/2019 <input type="checkbox"/> 02/12/2019
		<input type="checkbox"/> February	<input type="checkbox"/> June <input type="checkbox"/> November

Appendix 1

Schedule of Course and Examination Dates

Course	Last date for registrations	Course start date	Last date for examination entries	Exam date
MTL2	31/05/2019	10/06/2019	06/09/2019	05/11/2019
MTL3	19/04/2019	29/04/2019	13/09/2019	12/11/2019
MTL2	06/09/2019	09/09/2019	06/12/2019	04/02/2020
MTL3	19/07/2019	29/07/2019	13/12/2019	11/02/2020
MTL2	06/01/2020	13/01/2020	03/04/2020	02/06/2020
MTL3	25/11/2019	02/12/2019	03/04/2020	09/06/2020

Finding an examination Centre

The examination must be taken at an AMSPAR approved centre. AMSPAR normally organises two National Examination Centres (NEC) for each sitting, Central London or the second designated town / city for that sitting (**see Appendix 2**). Examinations are held at the designated times. You should plan to arrive at least 30 minutes before the start and no earlier than 1 hour before as access may not be possible. **Please note:** On the day of the exam you will be required to bring with you a **current passport or driving licence with a photo as evidence of identity**.

Appendix 2

Examination Centres

Please the appropriate **level** and request **examination centre**. Omitting this will delay your exam entry.

Course	Exam Date	Exam Centre
<input type="checkbox"/> Award in MT (Level 2)	<input type="checkbox"/> 05/11/2019	Central London and Warrington
	<input type="checkbox"/> 04/02/2020	Central London and Wakefield
	<input type="checkbox"/> 02/06/2020	Central London and Cardiff

Course	Exam Date	Exam Centre
<input type="checkbox"/> Certificate in MT ((Level 3)	<input type="checkbox"/> 12/11/2019	Central London and Kirkcaldy
	<input type="checkbox"/> 11/02/2020	Central London and Taunton
	<input type="checkbox"/> 09/06/2020	Central London and Norwich

Examination Results

AMSPAR will undertake to send results to candidates **42 working days** after the date of the examination, subject to receipt from City & Guilds. Results will be posted to the address stated on form **OMTEE**. No result details can be given over the telephone. Please advise AMSPAR of any change of address.





AMSPAR Candidate Registration Form Medical Terminology (On-line)

OMTR

Complete **all sections** of this form and **print in BLOCK CAPITALS** (the name stated will appear on any certificate)

Please the appropriate **level** and request **start date**. Omitting this will delay your start date.

<input type="checkbox"/> Basic MT (Introductory)	_____	Month	20_____	Year
<input type="checkbox"/> Award in MT (Level 2)	<input type="checkbox"/> 10/06/2019	<input type="checkbox"/> 09/09/2019	<input type="checkbox"/> 13/01/2020	
<input type="checkbox"/> Certificate in MT ((Level 3)	<input type="checkbox"/> 29/04/2019	<input type="checkbox"/> 29/07/2019	<input type="checkbox"/> 02/12/2019	

Are you progressing from **Basic** to **Level 2** **Yes** **No**

Are you already registered with AMSPAR for Medical Terminology? **Yes** **No**

If you are progressing from **Level 2** to **Level 3** or you are **already registered** with City & Guilds please give **City & Guilds enrolment number** _____

Personal Details

Title _____ Male Female

First Name _____

Surname _____

Present Address _____

Town _____

County _____ Postcode _____

Telephone (day) () _____ D.O.B.

D	D	M	M	Y	Y
---	---	---	---	---	---

Mobile () _____ Email address _____

Examination Centre _____

Unique Learner No. _____ (if available)

White	<input type="checkbox"/>	Asian or Asian British	<input type="checkbox"/>	Chinese or other ethnic group	<input type="checkbox"/>
01 British	<input type="checkbox"/>	08 Indian	<input type="checkbox"/>	15 Chinese	<input type="checkbox"/>
02 Irish	<input type="checkbox"/>	09 Pakistani	<input type="checkbox"/>	16 Any other	<input type="checkbox"/>
03 Any other white background	<input type="checkbox"/>	10 Bangladeshi	<input type="checkbox"/>	please write in	
Mixed	<input type="checkbox"/>	11 Any other Asian background	<input type="checkbox"/>		
04 White & black Caribbean	<input type="checkbox"/>	Black or Black British	<input type="checkbox"/>		
05 White and black African	<input type="checkbox"/>	12 Caribbean	<input type="checkbox"/>		
06 White & Asian	<input type="checkbox"/>	13 African	<input type="checkbox"/>		
07 Any other mixed background	<input type="checkbox"/>	14 Any other black background	<input type="checkbox"/>		

AMSPAR wishes to encourage registrations from disabled people. The Disability Discrimination Act 1995 defines disability as "a physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day to day activities".

Based on this definition, do you consider yourself to have a disability? **Yes** or **No**

If **yes**, what is the nature of your disability? _____

If alternative exam arrangements are required, the examination centre can make arrangements on behalf of the candidate and the candidate will need to complete form **AEA** and attach full details of an **Educational Psychologist** or **Medical Report**. This would include help for dyslexic candidates and advice with additional needs and/or disabilities as appropriate. I understand that the information requested here will be used by AMSPAR/City & Guilds and not passed on to any other parties.

Consent: By completing all sections and signing the application form I agree to AMSPAR holding the above information solely for the purposes of administering the qualification process as outlined in the Personal Data section of the Student Prospectus.

Signature of Applicant _____ **Date** ____/____/____ **AMSPAR Membership No. (if applicable)** ____/____/____





AMSPAR Candidate Examination Entrance Form

Medical Terminology (On-line)

OMTEE

Complete **all sections** of this form and **print in BLOCK CAPITALS** (the name stated will appear on any certificate)

Please the appropriate **level** and request **examination**. Omitting this will delay your exam entry.

- | | | | |
|--|-------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Award in MT (Level 2) | <input type="checkbox"/> 05/11/2019 | <input type="checkbox"/> 04/02/2020 | <input type="checkbox"/> 02/06/2020 |
| <input type="checkbox"/> Certificate in MT ((Level 3) | <input type="checkbox"/> 12/11/2019 | <input type="checkbox"/> 11/02/2020 | <input type="checkbox"/> 09/06/2020 |

Are you already registered with AMSPAR for Medical Terminology? **Yes** **No**

If you are progressing from **Level 2** to **Level 3** or you are **already registered** with City & Guilds, please give **City & Guilds enrolment number** _____

Personal Details

Title Male Female

First Name

Surname

Present Address

Town

County Postcode

Telephone (day) () D.O.B.

Mobile () Email address

Examination Centre _____ Test date ____ / ____ 20 ____

Unique Learner No. (if available)

White

- 01** British
- 02** Irish
- 03** Any other white background

Mixed

- 04** White & black Caribbean
- 05** White and black African
- 06** White & Asian
- 07** Any other mixed background

Asian or Asian British

- 08** Indian
- 09** Pakistani
- 10** Bangladeshi
- 11** Any other Asian background

Black or Black British

- 12** Caribbean
- 13** African
- 14** Any other black background

Chinese or other ethnic group

- 15** Chinese
- 16** Any other
- please write in

AMSPAR wishes to encourage registrations from disabled people. The Disability Discrimination Act 1995 defines disability as "a physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day to day activities".

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Consent: By completing all sections and signing the application form I agree to AMSPAR holding the above information solely for the purposes of administering the qualification process as outlined in the Personal Data section of the Student Prospectus.

Signature of Applicant _____ Date ____ / ____ / ____ AMSPAR Membership No. (if applicable) ____ / ____

Attach a recent photograph here

Declaration

I certify that to the best of my knowledge and belief, the information provided on this entrance form, together with any documents attached, is true and accurate. I understand that giving false information, or failing to disclose details, will make any entry invalid.

Signature of applicant

Print name

If you do not complete all sections or sign the form to agree to the statement we may be unable to process your application.

Please forward to: AMSPAR
Education Department (OMT)
Tavistock House North
Tavistock Square
London
WC1H 9LN

FOR OFFICE USE ONLY

Date received

/ /

Examination payment received

Yes

No

Amount £

Date receipt sent

/ /

Date registered

/ /

ENR

Cohort Ref:

Exam session entered

/ /

Date certificate posted

/ /

Completed registration **OMTR** and examination form **OMTEE** and payment should be sent to:
AMSPAR, Education Department (OMT), Tavistock House North, Tavistock Square, London, WC1H 9LN

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