

Healthcare Administration qualifications and pathways

BCUHB Employment band	Business Admin / Customer Service/Health Informatics (12 - 18 months each, on the job, with small amounts of release)	Management & Team Leading (12 - 18 months each, on the job, with small amounts of release)	For day release / evening or part time Medical Administration Qualifications			
Band 4	Level 4 Apprenticeship (fully funded) or Level 4 NVQ Business admin (ask about funding)	Level 3/4 Apprenticeship (fully funded) or Level 3/4 NVQ Business admin (ask about funding)	Level 2 diploma Medical Administration (2 year day release) Course fee £1600 Delivered from Abergele College	Level 2 Certificate in Primary Care Administration and Reception (ask about funding) Delivered in the workplace with small amount of release over 12 months	Level 2 Award in Medical Terminology Course fee £200.00 Delivered from Abergele College	
Band 3 Clerical Administration	Level 3 Apprenticeship (funding for new in role) or Level 3 NVQ Customer Service/Business admin (ask about funding)	Level 3 Apprenticeship in Health informatics (Fully funded for new in role in past 12 months)				Level 2 Apprenticeship (fully funded) or Level 2 NVQ Team leading(ask about funding)
Band 2/3 Clerical Administration	Level 2 Apprenticeship (funding for new in role) or Level 2 NVQ Customer Service/Business admin (ask about funding)	Level 2 Apprenticeship in Health informatics (Fully funded for new in role in past 6 months)				

Qualifications for Band 2, 3 or 4 depending on individual current level of qualifications and skills gaps