

Administration, IT and Medical Administration (Level 5)

Glasgow Kelvin College

Venues

East End Campus

Content

The NQ Administration & IT: Medical Administration (Level 5) at Glasgow Kelvin College is designed for anyone looking to start a career in administration or customer service, with an additional qualification in Medical Reception.

This course builds your practical IT, communication, and organisational skills, giving you the confidence to work in a variety of sectors — from healthcare and financial services to retail, HR, hospitality, and marketing. You'll also develop the professional knowledge needed for receptionist, clerical, and call centre roles, while gaining a foundation to progress to higher-level study.

The course delivers a broad spectrum of administrative and digital skills, along with a dedicated Medical Reception qualification. Course includes:

Medical Reception NPA; Practical IT Skills; Communication & Teamwork; Administration.

Start Date

August

Qualification

NQ

Study Method

Full time

Course Length

1 year

Department

Business Admin

Entry Requirements

3 subjects at National 4 including English; or relevant national qualifications at SCQF Level 4.

SCQF Level

5

Progression Routes

«ProgressionRoutes»

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

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Website

www.glasgowkelvin.ac.uk