

## Administration and IT (with PDA in Medical Administration)

Ayrshire College

### Venues

Kilwinning Campus

### Content

This HNC Administration has been enhanced with the addition of a Professional Development Award in Medical Administration that has been mapped to the NHS Knowledge and Skills Framework. This framework is used to review and develop staff performance within the NHS.

This course will equip you with the knowledge and/or skills required for employment in an administrative role within a medical/healthcare environment. There are many different roles available, from Medical Receptionist in a GP surgery to a Medical Secretary within a hospital.

In addition to the above, you will be developing your administrative and IT skills that are required in every type of business and organisation to help them operate efficiently. This ranges from small specialist firms to large national companies and government organisations like local councils. This maximises your job opportunities once your course is complete—so if you invest in some good admin and IT skills now, you could have a great future ahead.

### Start Date

August

### Qualification

HNC

### Study Method

Full time

### Course Length

1 year

### Department

Business

### Entry Requirements

1 Higher plus preferably English or Maths at National 5; or Foundation Apprenticeship Business Skills; or relevant national qualifications at SCQF Level 6. Interview.

### SCQF Level

7

## SCQF Points

«SCQFPoints»

## Progression Routes

HND Administration and Information Technology, or employment

## Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

## Address

Dam Park  
Ayr  
KA8 0EU

## Website

[www1.ayrshire.ac.uk](http://www1.ayrshire.ac.uk)