

LEVEL 3

Medical Administrator

APPRENTICESHIP PROGRAMME

Supporting the NHS and medical sector through enhanced administration skills and knowledge.



**APPLICATIONS
OPEN**

Flexible work-based
training offering
monthly intakes

INVEST IN YOUR TEAM



High Quality Training &
Industry Relevant Content



Expert LMP Tutors
and Mentoring



Excellent Safeguarding &
Wellbeing Support



Access to SEG Boost
to Support Learning



Focus on Personal &
Professional Development

#INSPIRINGAMBITION

**MAPPED FROM THE LEVEL 3
BUSINESS ADMINISTRATION STANDARD**

Designed for new or existing team members working within the administration team.

PROGRAMME SUMMARY



Apprenticeship level
Level 3 Advanced



Typical duration
16 months



Training method
Blended Learning



Assessment method
Portfolio



Cost/funding value
£0 / £5,000



Assessment organisation
Innovate

About the Programme

Develop essential administration skills required within the medical sector with this Level 3 Medical Administrator Apprenticeship. Learn how to deal with day-to-day administrative tasks to support operations within a healthcare environment. Gain knowledge of project management techniques to manage responsibility and operations.

Who is this programme for?

This programme is for those looking to develop their career within administration, either new or existing staff members. This training programme adapts the Business Administration Standard to the unique demands of NHS/medical settings.

Employer Benefits

- Taking on a **Medical Administrator Apprentice** is a valuable investment for employers looking to strengthen their team and nurture future talent. Apprentices bring enthusiasm, fresh ideas, and a willingness to learn, helping to create a skilled and motivated workforce.
- **Cost-Effective Workforce Development** - Apprentices are typically paid a lower wage than fully qualified staff, especially during training.
- **Tailored Skills Development** - You help shape their knowledge of medical terminology, patient systems (like EMIS or SystemOne), and NHS protocols.
- **Improved Staff Retention** - Apprenticeships foster loyalty—apprentices are more likely to stay with the organization that invested in their training. This helps reduce turnover and the associated recruitment/training costs.
- **Operational Flexibility** - Apprentices can handle administrative tasks that free up time for more experienced staff to focus on complex or clinical work.
- Apprenticeship programmes can also be used to upskill existing members.



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TRAINING PROVIDER

Medical Administrator

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Typical Job Roles

Medical Clerk, Medical Administrator, General Administrator, Data Assistant, Team Administrator, Office Administrator, Secretary or Personal Assistant.

Progression Routes

This role provides the foundation for progression into a number of career paths in the health and science sector and/or sector-specific management roles. You could move into management or senior support roles such as Team Leader L3 or Operations Manager Level 5.

Career Pathways



Medical Administrator
Level 3



Team Leader
Level 3



Operations Manager
Level 5

Learner Benefits



Earn While You Learn - Apprentices are paid employees, so you earn a salary while gaining valuable skills and qualifications. No student debt — unlike university, apprenticeships are funded through the employer and government.



Real-World Experience - You'll gain hands-on experience in a live medical or healthcare setting. This includes working with patients, using healthcare systems (like EMIS or SystmOne), and supporting clinical staff.



Recognised Qualification: upon completion of this programme, you will receive a nationally recognised certification.



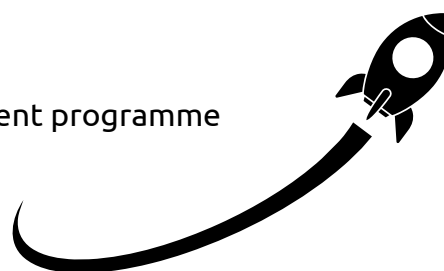
Ongoing support: access to a LMP Tutor providing 1-2-1 support throughout your apprenticeship.



Career Progression Opportunities - Medical admin roles are a gateway to many NHS and healthcare careers, like medical secretary, practice manager, HR, or even clinical training later on.



SEG Boost: access this free personal development programme providing skills for life, learning and work.



What will you learn

This Medical Administrator apprenticeship programme will help you develop key skills in areas such as communication, problem solving, attention to detail, technology, organisation and time management relevant to the organisation. You will learn about multiple IT packages and systems, how to produce accurate records and documents, and makes recommendations for improvements and present solutions to management.

In this comprehensive Level 3 programme you will develop the expertise to support critical operations in clinics, hospitals, and other medical settings.

Off the job training

Off-the-job hours are a vital part of this apprenticeship. Training is directly relevant to the programme and can take many forms, including:

- Individual study time for reflection and growth
- Apprenticeship tutor sessions and webinars
- Group learning opportunities (like inset days)
- Shadowing experienced colleagues
- Mentoring from line managers
- 1:1 performance reviews and feedback
- Attending meetings and briefings
- Learning new policies
- Relevant YouTube/TV shows
- Professional development
- Online courses
- Enrichment activities
- Research and learning
- Collaborative planning/resource preparation

At LMP, the supportive tutors will work closely with you to create a personalised training plan that meets all requirements for this programme.



Striving for a Distinction - we provide distinction criteria for all apprentices and encourage everyone to strive for the best outcome.

Apprenticeship assessment

The (end-point) assessment is **an independent assessment that takes place at the end of the apprenticeship training**. This is to test that the apprentice is competent in their occupation. All apprentices must complete this assessment. There are a variety of assessment methods to test apprentices' competency.

Gateway

Gateway takes place before the apprenticeship assessment. LMP Education will work with the employer to **review their apprentice's knowledge, skills and behaviours**. This period of time is used to see if the apprentice has met the requirements of the apprenticeship set out in the apprenticeship standard, and they are ready to take the assessment.

Functional Skills

LMP Education provides functional skills support to all our learners. While functional skills are no longer a requirement for learners who are 19+, LMP still offers functional skills training for those who choose to take the qualification.



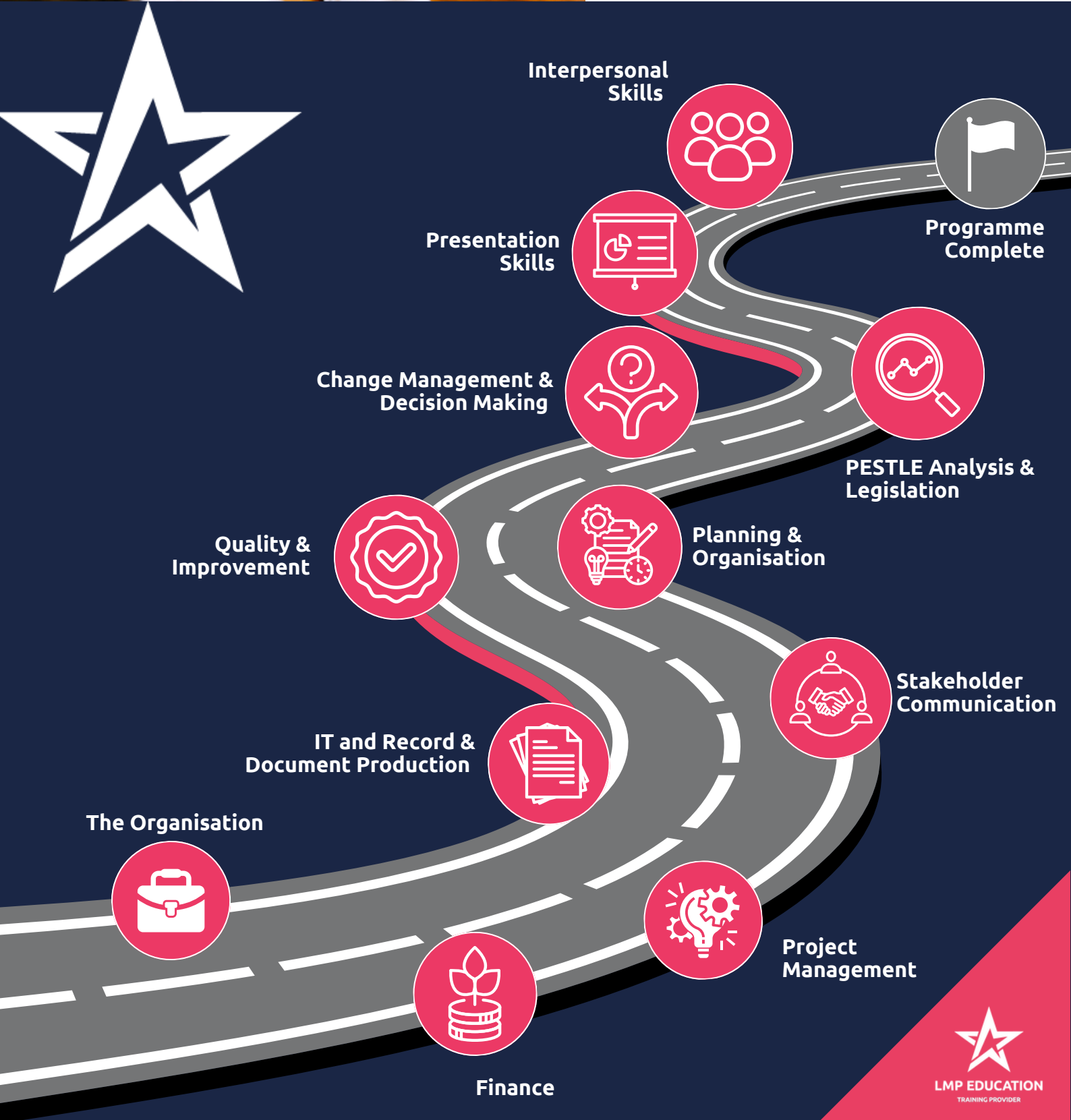
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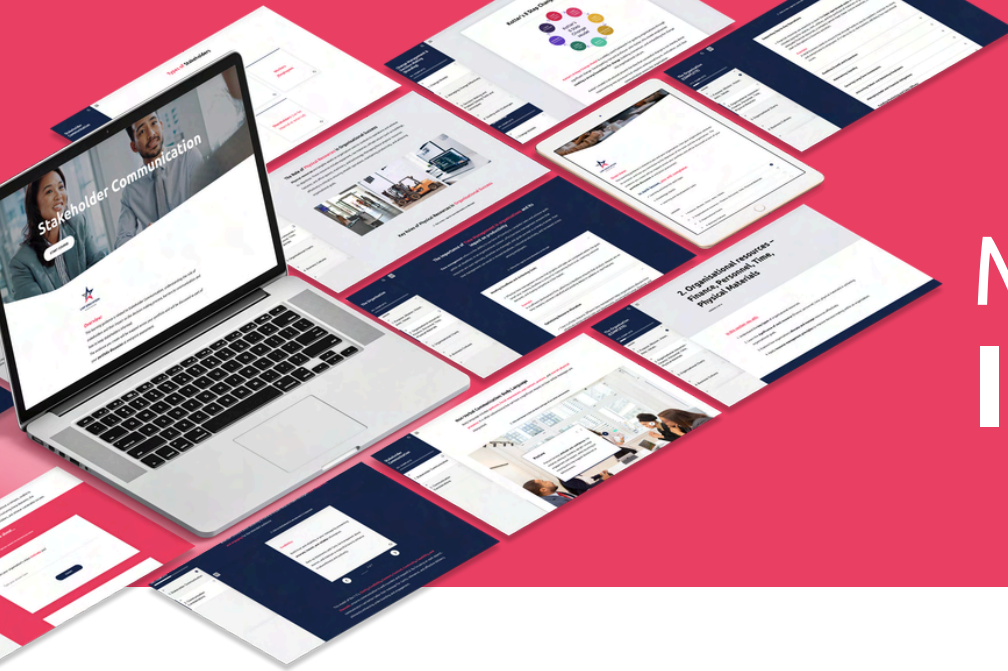


COURSE MODULES

Medical Administrator

LEVEL 3 APPRENTICESHIP PROGRAMME





MODULES INCLUDE

The Organisation

Content includes: Organisational Charts, Business Cultures, Personal Development

Finance

Content includes: Budgets, Process Diagrams, Financial Documentation

Project Management

Content includes: What is Project Management, Tools & Principles, Quality Control

IT and Record & Document Production

Content includes: IT Skills, Document Production, Understanding IT Packages

Stakeholder Communication

Content includes: Stakeholder Communications, Communications Considerations

Quality & Improvement

Content includes: What is Quality, Document Production, Coaching & Mentoring

Why LMP Education

LMP Education is an award winning training provider. Our programmes are designed to support both learners and employers in training and upskilling talent across industries. We have a team of expert tutors to support learners at each step of the way on programme and beyond.



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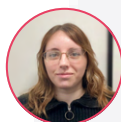


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Our Learners Say

“The main benefits of this apprenticeship programme are the skills and hands-on experience you gain from working while learning. I think that being able to apply the knowledge you learn to real-life situations within the workplace can help to develop your skills and boost your confidence to achieve long-term success.”



**- Abbie Toner, Medical Administrator
Apprentice, Dental Dynamix.**

Work with Us

We can support you and your organisation to use the power of apprenticeships. LMP Education is a registered market leading training provider for finance apprenticeships. Our team can support you with recruiting an new apprentice or upskilling existing staff members. Benefit from our free recruitment service and book a discovery call today to find out more about this programme.



**Employers - book a discovery call
with an apprenticeship expert**

bit.ly/lmp-call



**Candidates - enrol today online
check website for cohort start date**

lmp-group.co.uk/courses/medical-administrator