

AMSPAR/City and Guilds Level 5 Certificate/Diploma in Primary Care and Health Management

The professional qualification for GP Practice Managers



Syder and Young Ltd have been delivering the “AMSPAR Diploma” and developing excellence amongst Practice Managers for over twelve years. The **AMSPAR/City and Guilds Level 5 Certificate/Diploma in Primary Care and Health Management** is in fact two courses in one. The **Level 5 Certificate** is an ideal programme for new or aspiring Practice Managers.

The **Level 5 Certificate** consists of four units:

- Managing information and communication in primary care
- Developing and leading teams to achieve organisational goals and objectives
- Managing medical ethics and legal requirements in primary care
- Financial management and budgeting in primary care

These units are taught through 8 workshop days plus distance learning materials. Assessment is via a single work-based written assignment for each of the four modules.

The **Level 5 Diploma** consists of the Certificate programme above plus a further three units:

- Managing recruitment
- Managing for efficiency and effectiveness
- Developing or improving services in primary care

These units are taught through an additional 5 workshop days plus distance learning materials. Assessment is via two work-based assignments and a business project.

Candidates wishing to take the Diploma will take all seven units consecutively. Alternatively, candidates who successfully attain the Certificate may add the three further units at a later date in order to gain the Diploma.

Candidates who complete their enrolment before 1st August 2012 will receive a £100 discount on the first unit

“The Practice Manager’s role is vital to the success of primary care services. Some people don’t like to think of primary care services as a business. But in real life good service and good business are synonymous. Success is a great motivator and the joy of working somewhere that offers good service effectively leads to the desire for more innovation. That’s the only way primary care is going to get better and better. If I was a GP I wouldn’t trust my business to an amateur, nor would I want to become so pre-occupied with running my business that I would not have time to enjoy my own profession. I would want to employ a manager I could trust and know that their professional qualification made them capable of making my practice a success on every level.”



Pauline Young

Lead Tutor and
Director of Syder and
Young Ltd.

Our next programme will commence on 1st and 2nd October 2012
and will be based at Cranfield University near Bedford.
(just off junctions 13/14 of the M1)

Learning Materials: Tutor-directed reading (and linked activities) are from three main sources: The **Croner-i Professional Practice Manager** website (unlimited access to this site is included in the course fees), set textbooks/workbooks (again included in the fees) and our own learning materials.

Telephone Tutorials: Regular one-to-one telephone tutorials with the course tutor take place at an agreed date/time. These tutorials support students through the process of writing of assignments as well as clarifying course content and offering general advice and learning support.

Venue: Our next programme will begin on 1st and 2nd October 2012 and will be based at Mitchell Hall, Cranfield University near Bedford (see www.mitchellhall.cranfield.ac.uk). Mitchell Hall has en suite bed and breakfast accommodation available for those candidates who require it (costs not included in course fees).

Unit	Workshop Requirement (dates TBC)
Induction / Managing information and communication in primary care	Monday 1 st and Tuesday 2 nd October 2012
Developing and leading teams to achieve organisational goals and objectives	Wednesday 16 th January 2013
Managing ethics and legal requirements in primary care	Monday 29 th and Tuesday 30 th April 2013 Wednesday 15 th May 2013
Financial management and budgeting in primary care	Wednesday 11 th and Thursday 12 th September 2013
CERTIFICATE YEAR ONE	
Managing recruitment	Wednesday 18 th December 2013
Managing for efficiency and effectiveness	Thursday 27 th March 2014
Developing or improving services in primary care	Three separate workshop days – dates to be confirmed (July to October 2014)
DIPLOMA YEAR TWO	

Costs and Invoicing Schedule:

CERTIFICATE				DIPLOMA			
Unit	Invoice Date	Course Fees (exc. VAT)	Reg/Assmt Fees (VAT Exempt)	Unit	Invoice Date	Course Fees (exc. VAT)	Reg/Assmt Fees (VAT Exempt)
1	01/10/12	£375	£120	5	01/12/13	£375	£30
2	01/01/13	£375	£30	6	01/03/14	£375	£30
3	01/04/13	£375	£30	7	01/07/14	£375	£45
4	01/09/13	£375	£40				
Completion of Certificate				Completion of Diploma			

Candidates who complete their enrolment before 1st August 2012 will receive a £100 discount on the first unit

- All candidates are required to sign an agreement committing to the invoicing schedule before commencing the course
- Registration and assessment fees are paid via Syder and Young Ltd to City and Guilds on behalf of the candidate
- Overnight accommodation costs are not included in course fees

If you are interested in joining the open learning DPCHM, please e-mail Barry Syder at

barry@syderandyoung.co.uk

and we will send you an Introductory Pack with more detailed information about the content and delivery of the programme. Please note that this is for information only and does not commit you to enrolling on the programme. If you have any queries about the programme, please contact Barry Syder at:

Syder and Young Ltd. PO Box 925, Horsham, West Sussex, RH12 9LT

Tel: 01403 272571
Mob: 07712 194117
E-mail: barry@syderandyoung.co.uk
Web: www.syderandyoung.co.uk