

# AMSPAR Diploma in Primary Care Management

*- with funding opportunities of up to £1000 from Train to Gain*



Syder and Young Ltd have been running the AMSPAR Diploma in Primary Care Management in West Sussex for many years. A great number of West Sussex Practice Managers and their Assistants and Deputies will testify to the quality of the programme. In the current cohort that started last September we have a mix of new and experienced Practice Managers and others who aspire to the role.

Usually, the diploma programmes are consecutive and we wouldn't be starting another one until after the current programme completes in December 2010. However, due to an upsurge in enquiries coupled with new opportunities for funding from **Train to Gain** (see overleaf), we have decided to bring forward the start of the next West Sussex programme to early 2010.

The AMSPAR Diploma in Primary Care Management is a Level 5 qualification within the National Qualifications Framework offered through City and Guilds and jointly awarded by AMSPAR. The course is made up of 6 modules. To gain the Diploma, participants are required to achieve a pass in five nationally set assignments and complete a work-based Business Project (terms of reference to be written by the candidate and approved by City and Guilds). **There is no exam.** The programme consists of:

Introductory Session – detailed information about the course, a chance to meet students from previous courses and specific input on report writing and study skills.

- Module 1 – Managing Data and Communication in a Healthcare Setting (5 workshop days)
- Module 2 – Managing Staff (5 workshop days)
- Module 3 – Managing Healthcare Resources (5 workshop days)
- Module 4 – Managing Ethics and Medico-legal Requirements (6 workshop days)
- Module 5 – Managing Processes and Patient Services (6 workshop days)
- Module 6 – Business Project (5 workshop days + presentations)



**AMSPAR ACCREDITED**

<b>Module 1</b>	29/04/10	13/05/10	20/05/10	27/05/10	10/06/10	<b>Module 2</b>	16/09/10	30/09/10	14/10/10
04/11/10	11/11/10	<b>Module 3</b>	08/02/11	15/02/11	01/03/11	08/03/11	22/03/11	<b>Module 4</b>	17/05/11
31/05/11	07/06/11	14/06/11	28/06/11	<b>Module 5</b>	22/09/11	06/10/11	13/10/11	10/11/11	17/11/11
24/11/11	<b>Module 6</b>	03/04/12	29/05/12	03/07/12	04/09/12	11/09/12	18/09/12	19/09/12	

**Venue: Ouse Valley Practice, Handcross (near Crawley, West Sussex)**

Cost of programme: **£2,650 plus VAT** per person (includes all tutor costs of delivery and learning materials, lunch and refreshments. Excludes AMSPAR/City and Guilds registration/assessment fees – currently £327 per person). Most practices choose to spread the cost of the fees across the course of the programme – usually in five equal modular payments.

## Applying for funding from Train to Gain's Leadership and Management Grant for the ASMPAR Level 5 Diploma in Primary Care Management

The Leadership and Management Grant is available to businesses (including GP practices) who employ between 5 and 249 staff. The grant offers key senior managers up to £500 towards the cost of training that will benefit the leadership and management of the practice at a strategic level. A further £500 is available if match funded by the practice.

Train to Gain will assign a skills broker to you who will arrange to meet you and will provide advice and support to help you identify your development needs. The Skills Broker will subsequently draft a personal development plan for you. However, it is absolutely fine if you already have a clear idea of the training you want to undertake (e.g. in this case the AMSPAR DPCM).

A couple of things to bear in mind:

- The funding does not cover VAT.
- Applications for funding must be made before the training starts.

So, as far as the AMSPAR Diploma in Primary Care Management is concerned, the course fees are £2,650 + VAT. This means that, if your application is successful, Train to Gain would provide £1000 leaving you £1,650 + £463.75 VAT (assuming VAT returns to 17.5%). There are also a total of £327 (no VAT) registration and assessment fees that we pay City and Guilds on your behalf. **As always, we are happy for the balance of fees to be paid in instalments over the duration of the programme.** To make things easier for candidates we have arranged for a Train to Gain Skills Broker to run a group diagnostic session so that all the paperwork can be completed in good time before the programme begins in April.

## Free Introductory Session

**Wednesday 9<sup>th</sup> December 2009**

9.30am to 12.30pm

Ouse Valley Practice, Handcross, West Sussex  
*(just minutes off the A23 south of Crawley)*

At this free half-day session potential candidates can find out more detailed information about the diploma programme. It is also an opportunity to meet the tutors and candidates from previous courses and gain specific input on study skills required for the DPCM. There will be ample opportunity to ask questions about the DPCM and its suitability for individual's training needs. We can also provide further details about funding from Train to Gain.

There is no charge for attending this session and absolutely no obligation to enrol on the DPCM unless you are completely sure it is the right course for you.

**To book a place at the Introductory Session please contact Barry Syder on 01403 272571 or 07712 194117 or [barry@syderandyoung.co.uk](mailto:barry@syderandyoung.co.uk)**

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