



AMSPAR | Level 5 | 6419-51 | 6149-52 | 6419-53

Award, Certificate & Diploma in Primary Care & Health Management

PROSPECTUS | Online Learning | AMSPAR Certified | NHS KSF Mapped

Developing confident, capable leaders for primary care and health management

3

Qualifications

9

Modules Available

L5

Qualification Level

AMSPAR

Certified

About AMSPAR & This Qualification

AMSPAR (the Association of Medical Secretaries, Practice Managers, Administrators and Receptionists) has been delivering nationally recognised qualifications since 1964. Our Level 5 programmes are designed by expert practitioners, informed by an ongoing knowledge of primary care and the NHS, and mapped to the NHS Knowledge and Skills Framework (NHS KSF).

The Level 5 Award, Certificate, and Diploma in Primary Care & Health Management offer a progressive pathway for healthcare administrators, practice managers, and health service leaders. All programmes are delivered entirely online through the AMSPAR Health Academy, with optional access days available via Zoom and at our London premises.

Qualifications at a Glance

Three qualifications are available within this suite, each building on the last. All share the same six biannual start dates and are delivered online with internal assessment (except Module 605, which is externally assessed).

Award	Certificate	Diploma
6419-51 2 Modules 27 hrs	6419-52 4 Modules 103 hrs	6419-53 7 Modules 167–182 hrs
Cost £995.00 (£497.50 per module)	Cost £1,995.00 (£498.75 per module)	Cost £2,995.00
Duration 19 weeks	Duration 35 weeks	Duration 60 weeks
Modules 601, 602	Modules 601, 602, 603, 604	Modules 601–605 + 2 optional
Designation CPAdm / CHAdm MAMS	Designation CPMgr / CHMgr MAMS	Designation CSMgr MAMS AIPC/AISC

Individual Module Enrolment

All nine modules are available to study individually at £550.00 per module (Module 605: £770.00). Individual completion earns an achievement certificate per module. The full qualification is awarded only on completion of all required modules within 36 months.

Who Is This Course For?

These qualifications are designed for:

- Practice managers, assistant practice managers, and team leaders in GP practices.
- Health service managers and administrators working in NHS or social care organisations.
- Medical secretaries, receptionists, and administrators seeking career progression into management.
- Professionals working within Foundation Trusts, Health Boards, ICBs, or community healthcare.
- International students seeking a recognised qualification in primary care health management.
- Those working in other sectors who wish to transition into health management roles.

These qualifications are not suitable for candidates under the age of 19. No clinical training is required.

Entry Requirements

Recommended	Essential
• Currently employed within a general practice, NHS, or health/social care organisation (or expectation to) • Minimum Level 3 standard of education (equivalent to A-Level). • Written and verbal English broadly equivalent to the Cambridge Certificate in Advanced English (CAE).	• Access to a computer and reliable internet connection. • Ability to complete work-based assignments and self-study • Commitment to completing the qualification within the 36-month registration period. • Agreement to AMSPAR's student rules, regulations, and data protection policy.

Learning Outcomes

On successful completion of the full Diploma, learners will be able to:

#	Learning Outcome
1	Manage medical ethics and legal requirements in a primary care and health environment.
2	Apply financial management and budgeting principles within a primary care context.
3	Manage information and communication effectively across a healthcare organisation.
4	Develop and lead teams to achieve organisational goals and objectives.
5	Develop or improve services within a primary care health environment (business case/plan).
6	Apply critical thinking skills to complex healthcare management challenges.
7	Manage for efficiency and effectiveness within primary care settings.
8	Lead recruitment processes within a healthcare organisation.
9	Demonstrate the qualities and behaviours of an effective leader.

Course Structure & Module Overview

The suite comprises nine modules in total. Award students complete two mandatory modules; Certificate students complete four; Diploma students complete all four Certificate modules plus the mandatory business case module (605) and two optional modules from the four available.

No.	Type	Module Title	Credits / Hours	Qualification
601	Mandatory	Managing medical ethics and legal requirements in a primary care and health environment	6 credits 35 hrs	Award, Certificate, Diploma
602	Mandatory	Financial management and budgeting in a primary care and health environment	7 credits 25 hrs	Award, Certificate, Diploma
603	Mandatory	Managing information and communication in a primary care and health environment	5 credits 25 hrs	Certificate, Diploma
604	Mandatory	Developing and leading teams to achieve organisational goals and objectives	4 credits 18 hrs	Certificate, Diploma
605	Mandatory	Developing or improving services in a primary care health environment (Business Case/Plan — externally assessed)	8 credits 37 hrs	Diploma only
606	Optional	Developing critical thinking	4 credits 18 hrs	Diploma (choose 2 of 4)
608	Optional	Managing for efficiency and effectiveness	4 credits 18 hrs	Diploma (choose 2 of 4)
609	Optional	Managing recruitment	5 credits 24 hrs	Diploma (choose 2 of 4)
615	Optional	Becoming an effective leader	5 credits 9 hrs	Diploma (choose 2 of 4)

Delivery & Learning Experience

All programmes are delivered entirely online through the AMSPAR Health Academy, powered by AMSPAR education. Learners can access materials 24/7 from any internet-connected device, progressing at a manageable pace with structured timetables and tutor support throughout.

Online & Flexible All course materials are accessible 24/7 via the AMSPAR Health Academy. Study at your own pace with no fixed classroom attendance.	Tutor-Supported Each student is assigned a dedicated tutor/assessor. Direct messaging and interaction with your tutor is available through the platform.	Assignment-Based Modules are assessed by written assignments. Module 605 (business case) is externally assessed. Referral and resubmission opportunities are available.
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Assessment

All modules are assessed by the submission of written assignments, allowing learners to draw on their own workplace context, vocational and personal experience. There are informal questions throughout the course. Module 605 (the business case/plan) is the only module subject to external assessment.

Assignment Process	Monitoring & Support
- Each module includes reflective learning tasks before assignment submission. - A published timetable guides submission dates; extensions can be agreed with your tutor. - Work graded as a Refer must be resubmitted no sooner than 14 days and no later than 28 days after the original submission. - Exceptional circumstances are reviewed on a case-by-case basis.	- Each student receives a proposed completion timetable upon enrolment. - Students must complete each task before progressing to the next. - The platform tracks progress and facilitates direct tutor contact. - Where a student is identified as at risk, internal quality review procedures are followed.

Professional Membership & Post-Nominal Designations

Upon successful completion of your chosen qualification, you will be entitled to full professional membership of AMSPAR and use of the appropriate designation and post-nominal letters (subject to annual membership subscription). Associate membership of the Institute of Primary Care (AIPC) or Institute of Secondary Care (AISC) is automatically awarded.

Qualification	Practice Designation	Health Designation
Award	Certified Practice Administrator CPAdm MAMS AIPC	Certified Health Administrator CHAdm MAMS AISC
Certificate	Certified Practice Manager CPMgr MAMS AIPC	Certified Health Manager CHMgr MAMS AISC
Diploma	Certified Strategic Manager CSMgr MAMS AIPC	Certified Strategic Manager CSMgr MAMS AISC

Eligible upgrade to Fellow status (FAMS) is available five years post-qualification. Students enrolling on any of the three qualifications receive free AMSPAR Student Membership and complimentary affiliate status (paid membership valid until 31st March) and are eligible for the Totum+ student discount card (powered by NUS) from the point of registration. Students can apply to upgrade their membership whilst studying. Upon completion of the course, you will be eligible for a discounted first year subscription.

Start Dates & Registration

There are six intake dates each year. Registrations are accepted up to approximately one week before each start date. You may register to enrol at any time through our website.

Start Date	Registration
1st February	Registrations close approximately one week before start date
1st April	Registrations close approximately one week before start date
1st June	Registrations close approximately one week before start date
1st August	Registrations close approximately one week before start date
1st October	Registrations close approximately one week before start date
1st December	Registrations close approximately one week before start date

How to Enrol

Enrolment is completed entirely online. The full course fee is payable at the start of the registration process; instalment options are available on request. AMSPAR reserves the right to limit cohort numbers, though six annual intakes ensure availability throughout the year.

Step 1	Visit www.amspar.org and complete the online registration form to enrol on your chosen qualification.
Step 2	Pay your course fee. Instalment options are available — please contact Head Office for details.
Step 3	Receive your username, unique password, and AMSPAR membership number by email.
Step 4	Log in to the Health Academy platform and access your course materials, tutor, and timetable.
Step 5	Complete all required modules and assignments within your 36-month registration period.
Step 6	Receive your AMSPAR qualification and full professional membership designation on successful completion.

Contact & Further Information

Get In Touch

Website: www.amspar.org
Email: education@amspar.org
Tavistock House South, Tavistock Square, London
WC1H 9LN

Organisational & Open Day Enquiries

AMSPAR holds Open Days prior to each registration closing date, via Zoom (10:30am–12:00pm). Dates are available on the website. Contact education@amspar.org by the prior Wednesday to register.

Group and organisational enrolments are welcome. Bespoke training programmes are available for GP practices, Foundation Trusts, Health Boards, and ICBs.

Course information is correct at the time of publication. AMSPAR reserves the right to make changes to course administration, delivery, and fees. Please visit www.amspar.org for the most up-to-date information.

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