

# Training and development (administrative management)

You'll usually be supported by your employer to gain qualifications and training which you'll do while you're working.

## Training and development

Many training courses are designed to be done while in employment, including vocational qualifications.

AMSPAR/City and Guilds run courses in medical administration, medical terminology and in practice management. The British Society of Medical Secretaries and Administrators also provides many of these courses.

A range of organisations, including the Institute of Healthcare Management (IHM), the Institute of Leadership Management (ILM) and the Institute of Administrative Management (IAM) offer courses for staff working at different levels of management. For example, ILM qualifications start at Level 2 (which can be suitable for team leaders) and go up to Level 7 (suited to senior managers). The IAM offers courses at level 2 for apprentices to level 6.

The NHS Leadership Academy runs a range of courses in leadership training and development

- Find out more about courses run by AMSPAR/City and Guilds <sup>[1]</sup>
- Find out more about courses run by the BSMSA <sup>[2]</sup>
- Find out more about courses run by the IHM <sup>[3]</sup>
- Find out more about courses run by the ILM <sup>[4]</sup>
- Find out more about courses by the NHS Leadership Academy <sup>[5]</sup>

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**Support during  
training**

You'll usually be supported in some way by your employer for supervisory or management level training. For example, you may be given financial support that partly pays tuition fees and receive some time off to study towards qualifications.

It is important therefore to check with your employer about the opportunity to receive assistance during training. If you're part way through obtaining a qualification and move to a different employer, this is particularly important.

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## **Continuing professional development**

Depending on your background and role, you may be required to maintain your professional registration, through continuing professional development (CPD). Find out more about CPD requirements from the professional/regulatory body that represents your area of management.

Find out more about professional development <sup>[6]</sup>

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**Source URL:**<https://www.healthcareers.nhs.uk/explore-roles/management/roles-management/operational-management/administrative-management/training-and-development-administrative-management/training>

### **Links**

[1] <http://www.amspar.com> [2] <http://www.bsmsa.org.uk/> [3] <http://www.ihm.org.uk/> [4] <https://www.i-l-m.com/> [5] <http://www.leadershipacademy.nhs.uk/> [6] <https://www.healthcareers.nhs.uk/career-planning/developing-your-career/personal-and-professional-development>