

COURSE PROSPECTUS

MEDICAL SECRETARY

Diploma (Short Course)

Flexible online study with expert tutor support

Contents

Click on a title to go straight to that part of the prospectus.

3

Introduction to the Course

Discover what the Medical Secretary Short Diploma covers and how the course can support your career development.

4

How You Will Study

Explore flexible online learning, your Learning Hub, personal tutor support, assignments and assessments.

5

Course Time Frame

Find out how to plan your study, track your progress and choose suitable equipment for the course.

6

What's Included & Entry Requirements

See what your course includes, from learning materials and tutor support to careers guidance, plus the entry requirements.

7

Trusted by Leading Employers

Discover the organisations we have trained and how employers can support their staff's professional development.

8-12

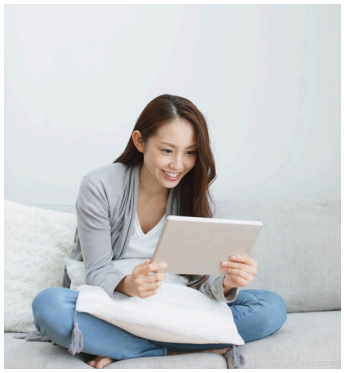
Course Content & Career Support

Explore medical secretarial skills, medical administration, Microsoft Office, IT and AI and personal development skills.

13-14

Qualifications

Learn about NCFE and CPD accreditation and the certificates available on successful completion of your course.



15

Course Fees & Payment Options

Review the course fee, available payment options and enrolment links, including information for employer-funded students.

16

About Us

Discover our history, our approach to online learning and our commitment to helping students succeed.

17-18

Meet the Teaching Team

Meet the people who develop your course and provide personal tuition, assessment, guidance and encouragement.

19

Testimonials

Read Iz's and Bee's experiences of developing their skills, building confidence and taking their next career steps.

lewiscollege.co.uk

Introduction to the course

Flexible online study with expert tutor support

The Medical Secretary Diploma (Short Course) is designed for those who already have a good foundation in administration, secretarial skills and IT and wish to develop or strengthen their specialist knowledge of medical secretarial work.

The course is suitable for existing Medical Secretaries who wish to refresh or extend their knowledge, as well as Secretaries, Personal Assistants and Administrators who want to apply their existing skills in a medical or healthcare setting.

You will study medical terminology and develop your ability to prepare medical letters, reports, tables and other documents, alongside medical audio transcription. You will also gain an understanding of the terminology and specialist documentation used in healthcare settings, building on your existing word processing and administrative skills.



The course includes:

- Medical Terminology
- Medical Word Processing and Document Production
- Medical Audio Transcription
- Introduction to Artificial Intelligence
- Job and Career Support

The course is suitable both for individuals investing in their own career development and for employers looking to develop the skills and capabilities of their staff.

How you will study

The course can be studied **100% online**, with Assessments submitted digitally. Each unit has a **specialist tutor** who will be supporting you through the different assignments and assessments.

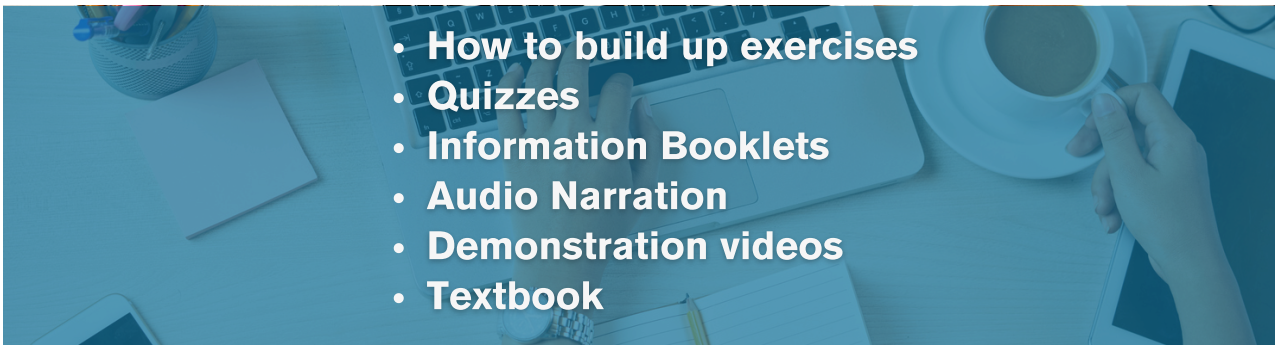
We have a high reputation for providing effective **tutor support throughout the course**, with many past students commenting on the level of service they have received throughout their course.

We also provide mentoring support to our students, and you can communicate with your tutors and mentor through email as well as book a telephone or video call.

You will access your course via our Learning Hub portal, and your account is set up for your course where you will access your lessons and course material which you can download and keep for future use.

Each course is broken down into units, starting with lighter units as you settle into the course, before progressing through to cover more complex topics, gradually building your Diploma as you complete each unit.

In each unit there is a range of teaching material, which varies depending on the topic, including:



The teaching material provides the underpinning knowledge for each unit before you complete some office style assignments to put into effect what you have learnt. These are checked through by your tutor who will provide any further guidance, feedback and worked examples as required ensuring you are happy with the new learning.

This enables you to be able to put into practice what you have learnt in the unit, gradually building your confidence and knowledge to the right standard and enable you to apply this to your own job where relevant.

Once you have completed the different lessons and assignments in the unit you will move onto the **assessment** which is again a **practical, work-based assignment** for most units which embeds what you have learnt in the unit.

There is no fail but you maybe required to carry out amendments to complete the assessment to the right standard. You will have comprehensive feedback when you submit your Assessments identifying what amendments that may be required.

“Making people’s careers the best they can be.”

Course time frame

12 Months
Course open for 12 months giving you plenty of time.

Flexible Pace
Study more in some weeks and less in others.

Track Progress
Monitor completed progress in your Learning Hub.

Extension Option
Extend your course or receive certificates for completed units.

The course is open for 12 months and you can decide how quickly you would like to complete the course. If you studied 2-3 hours most weeks you would take the full 12 months to complete the course. If you study more you would be able to complete in a shorter period of time – the choice is yours. Some students study more some weeks, less other weeks or not at all when life is busy.

You decide how quickly you would like to complete the course which enables you to have a very flexible way of studying.

If you have some prior knowledge and/or experience you may well find you will complete some units more quickly.

You will be able to see your progress on your course on your Learning Hub account so you will always be aware of how much you have completed and how much you have left to complete.

Your place on the course is secured for this time frame - as we provide one to one tuition throughout the course we have a limit as to the number of students who can study with us at any one time.

You will have the option to extend your course time frame by paying extension fees or concluding your course at that point and receiving relevant certificates to cover the units you have completed.

Equipment for the Course

You will need a suitable computer and access to Microsoft 365 to study this course.

Microsoft 365 is available by subscription for less than £10 per month, giving you access to the latest versions of the Office applications throughout your studies.

Both Windows PCs and Apple Macs are suitable. Where there are differences between the Windows and Mac versions of Office, we provide dedicated course material for Mac users where relevant.

Chromebooks are not suitable, as they do not support the full desktop versions of Microsoft Office required for the course.

We recommend studying on a standard laptop or desktop computer rather than a tablet or other small-screen device. You will regularly need to work between your Learning Hub in a web browser and Microsoft Office applications, so having sufficient screen space will make studying easier.



What's Included

On this course the following are included:

1 Teaching material – designed and created by Lewis College including:

- 'How to' Build Up Exercises
- Information Booklets
- Demonstration Videos
- Step-by-step office-style Assignments
- Practical Assessments

There is also a textbook included in the course

2 Tutor Support:

- Advice and guidance throughout each unit
- Feedback, worked examples and guidance on submitted work
- Communication through email, telephone or video call

3 NCFE registration costs:

- Registration with NCFE
- Issue of Certificates (paper based) – these are posted to you once received from NCFE

4 Careers Guide:

- Personal support and advice in designing and creating your CV
- Support whilst applying for jobs
- Interview techniques
- Registering with Recruitment Agencies
- Careers support both during and up to 2 years after completion of your course

There are no additional costs and the course fees include VAT where applicable

Entry Requirements

There are no formal entry requirements, although as the course is taught in English, you will need to be able to read and write English to a reasonable standard.

The Medical Secretary Diploma (Short Course) is designed for those who already have knowledge and experience in administration, secretarial skills and workplace IT and wish to develop specialist knowledge of medical secretarial work.

It is particularly suitable for existing Medical Secretaries who want to refresh or extend their knowledge, as well as Secretaries, Personal Assistants and Administrators who would like to specialise in medical secretarial or healthcare administration.

The course may also suit those working in other professional or healthcare roles who have relevant administrative and IT experience and are looking to apply their existing skills in a medical setting.



Access the Learning Hub on the go. A laptop or desktop computer is required to complete the course.



Teaching materials and tutor guidance

Trusted by Leading Employers

If you currently work as a Medical Secretary, Medical Administrator, Medical Receptionist, Ward Clerk or in another healthcare administration role, your employer may consider funding or part-funding your training to support your professional development.

penny@lewiscollege.co.uk

Course and Careers Advisor

If you currently work in a healthcare administration or secretarial role, your employer may consider funding or part-funding your training to support your professional development.

The Medical Secretary Diploma (Short) allows you to build on your existing administrative and IT experience by developing specialist knowledge of medical terminology, medical word processing and audio transcription. These skills can help you prepare accurate medical correspondence and documentation and provide effective administrative support to consultants, doctors and healthcare teams.

Organisations we have supported:

Over more than 40 years, Lewis College has provided training to individuals working across a wide range of organisations and sectors. The following are just a few examples:

- Buckingham Healthcare NHS Trust
- Claire House Children's Hospice
- Connected Health, Northern Ireland
- Guy's and St Thomas' NHS Foundation Trust, London
- Queen Elizabeth University Hospital, Glasgow
- Powys Teaching Health Board, Wales
- South Central Ambulance Service, Oxfordshire
- The Royal Orthopaedic Hospital, Birmingham
- Annandale Medical Centre
- HCA Healthcare UK
- Horder Healthcare
- Trinity Hospice
- Inclusion Healthcare
- The Mid Yorkshire Hospitals NHS Trust
- The Royal Wolverhampton NHS Trust
- NHS Bolton Foundation Trust

We can also discuss bespoke training requirements for employers looking to develop the skills of their medical secretarial or administrative teams. Discounts may be available where more than one employee enrols at the same time on this or another course.

“Making people’s careers the best they can be.”

lewiscollege.co.uk

Course Content



Medical Terminology

Covering a range of medical terminology, body systems, diseases, conditions, pharmacology and branches of medicine.

Medical Word Processing

Medical Letters, Medical Reports and Notices & Table Displays

Medical Audio Transcription

Developing the skills needed to transcribe medical audio accurately and produce professionally presented medical documents.

Introduction to Healthcare Systems and Patient Records

An introduction to healthcare systems and electronic patient records, helping students understand the role these systems play in healthcare administration.

Touch Typing and Keyboard Development

Developing typing speed, accuracy and keyboard skills to support efficient and professional document production.

Introduction to Artificial Intelligence

An introduction to different types of AI, how AI tools can be used in the workplace, effective prompting and the importance of using AI responsibly.

Job and Career Support

CV Preparation
Job Search and Application Guidance
Recruitment Agencies
Interview Preparation

Medical Word Processing

Medical Letters · Medical Reports and Notices · Table Displays

Medical Secretaries prepare a wide range of documents and correspondence on behalf of consultants and other healthcare professionals. The skills developed in this section are essential for producing accurate, clear and professionally presented medical documentation.

Preparing medical letters is a key part of the Medical Secretary role, involving correspondence between consultants, GPs, patients and other healthcare professionals. You will develop your skills in transcribing and formatting letters, ensuring information is clearly structured, accurately presented and appropriate for the intended recipient.

You will also learn how to prepare **medical reports and notices**, organising information into a logical format and using suitable headings and layouts to ensure documents are easy to read and professionally presented.

Using tables in Word to display information clearly is another important skill as a Medical Secretary. You will learn a range of formatting techniques, including how to create and adjust tables, present information consistently and maintain the accuracy of the data.



Medical Audio Transcription · Touch Typing and Keyboard Development . Introduction to Healthcare Systems and Patient Records . Artificial Intelligence

Medical Audio Transcription is a very sought after skill required in many secretarial roles, particularly when supporting consultants and clinicians who dictate clinic letters, reports and other correspondence. You will develop your ability to listen carefully, interpret dictated material and produce accurate, well-presented documents, using your knowledge of medical terminology and proof-reading skills.

The centre of all these skills is your ability to use the keyboard accurately and efficiently. You will develop your **touch typing technique** and speed through a structured programme, building confidence and accuracy as you progress. **Keyboard skills** will be used throughout the course, helping you to prepare documents and complete your work in a timely manner.

You will be also introduced to the **electronic patient record systems** and digital services used across NHS and private healthcare settings. You will explore their purpose, the types of information they hold and how Medical Secretaries may use them when supporting consultants, managing referrals and handling patient records.

Artificial Intelligence is becoming an increasingly useful resource for administrative professionals. You will explore how AI can assist with drafting routine communications, summarising non-confidential information, generating ideas and supporting research. You will also learn about effective prompting, checking AI-generated content and the importance of confidentiality, data protection and responsible use in a medical setting.



Medical Terminology

This section of the course covers a wide range of medical terminology you would use working as a Medical Secretary.

Topics covered include:

- **Basic Terms Construction** - an introduction to the basic principles of medical terminology, exploring how medical terms are formed, understood and interpreted.
- **Digestive System** – learn about the structure and function of the digestive system, including the different stages of digestion and the organs involved, while developing an understanding of the medical terminology used to describe related conditions, procedures and investigations
- **Respiratory System** – this unit covers the common word parts used to describe respiratory diseases, disorders, procedures and investigations associated with the system as well as basic anatomy.
- **Cardiovascular System** – this unit explores the structure and function of the cardiovascular system, developing an understanding of its anatomy and the terminology used to describe related conditions, disorders, procedures and investigations.
- **Blood Circulation System** - here you will learn about the blood system and the common word parts used to describe the diseases and disorders associated with the system as well as basic anatomy.
- **Lymphatic System and Oncology** - an introduction to the lymphatic system and its role in the body, alongside the basic anatomy and medical terminology used to describe related diseases, disorders and oncology.
- **Renal System** - develop an understanding of the renal (urinary) system, its anatomy and functions, and the medical terminology associated with its conditions, disorders, procedures and diagnostic investigations.
- **Male Reproductive System** – look at the anatomy and functions of the male reproductive system, together with the terminology used to describe its associated conditions, disorders, medical procedures and investigations.
- **Female Reproductive System** - gain knowledge of the female reproductive system, its anatomy and functions, and the medical terminology used to describe associated conditions, disorders, procedures and diagnostic investigations.
- **Pregnancy, Childbirth and Paediatrics** - develop an understanding of the terminology associated with pregnancy, childbirth and paediatrics, including the key terms used to describe related stages, conditions and procedures.
- **Muscular System** - build knowledge of the muscular system, its basic anatomy and the medical terms used in relation to common conditions and disorders.
- **Nervous System** - learn about the structure and functions of the nervous system, including its basic anatomy and the medical terminology used to describe associated diseases and disorders.
- **Connective Tissue** - gain an understanding of connective tissues, including bones and the skin, their basic anatomy and the medical terminology used to describe associated diseases and disorders
- **Infections and Diseases** - learn about the terminology associated with infections and infectious diseases, including the terms used to describe their causes, characteristics and effects on the body.
- **Pathology and Pharmacology** - develop an understanding of key terminology relating to pathology, the study of disease processes and pharmacology, the study of drugs and their effects on the body, including common pharmaceutical abbreviations used across medical settings and departments.
- **Sensory Organs** - study the anatomy of the eyes, ears, nose, mouth and tongue, considering how these organs contribute to the special senses of sight, hearing, smell and taste, alongside the medical terminology associated with them.
- **Endocrine and Exocrine Systems** - explore the anatomy and functions of the body's glands, including the terminology used to describe their associated diseases, disorders and conditions
- **Medical Terminology Consolidation** – Mocks

“Making people’s careers the best they can be.”

Job and Career Support

Medical secretaries work in all kinds of healthcare settings. Here are a few to fire up your imagination.

- **NHS hospitals** – supporting consultants and their teams in busy wards and outpatient departments
- **GP surgeries** – working with GPs and practice teams in your community
- **Health centres** – supporting several services under one roof
- **Private hospitals** – working with consultants and their teams to help patients through appointments, tests and follow-up care
- **Independent consultant practices** – arranging appointments and handling correspondence for one consultant or a small team
- **Children's hospitals** – supporting paediatric teams and families
- **Cancer centres** – working with specialist oncology teams
- **Cardiology departments** – supporting specialist heart care teams
- **Mental health services** – supporting clinicians in hospitals or community teams
- **Maternity services** – supporting obstetric teams
- **Orthopaedic clinics** – coordinating appointments and follow-ups
- **Eye clinics** – supporting ophthalmology teams
- **Medical schools** – providing secretarial support to clinical academics

Think about which areas of healthcare interest you and what kind of team you'd enjoy working with. You might like getting to know patients at a GP surgery or supporting a specialist team in a busy hospital. Finding a place where you feel at home can make all the difference.

When to start applying

Many of our students have successfully applied for jobs while still studying. Adding your Medical Secretary course to your CV can make a difference even before you finish. It shows employers that you're serious about a career in healthcare administration and are building the skills you'll need.

You can decide when you feel ready to start applying. Everyone's different, so go at your own pace.

There are a few stages to getting ready for your next medical secretary role. We'll start with your CV.

CV Design

If you have a CV, we'll use it as a starting point for your new one. We'll add your Medical Secretary course and highlight the skills and experience most relevant to your chosen roles. Examples include handling sensitive information, keeping accurate records or dealing with enquiries.

Look at job descriptions for medical secretary roles where you'd like to work. Use the employer's wording where it fits your skills, whether that's knowledge of medical terminology or experience managing appointments. This helps employers see how your CV matches what they're looking for.

Registering with Recruitment Agencies

If you'd like to register with a recruitment agency, we can guide you through it. The agencies available to you will vary depending on where you'd like to work and the type of healthcare setting that interests you. We can help you choose an agency that suits what you're looking for.

We'll show you how to keep in touch and get the most out of working with your agency, whether you want a permanent role or a temporary placement that could last several months.

Interview Techniques

As part of our Job and Career support, we'll help you prepare answers to common interview questions. You might practise explaining how you'd handle a confidential enquiry or manage competing priorities. Drafting answers in your own words helps you explain your skills clearly and feel more confident on the day.

Read up on the organisation and its services before your interview. Knowing who the team supports and how the service works will help you give answers that are relevant to the role.

Applying for Jobs

We'll help you with your applications, including any covering letters or other correspondence you need to send.

Treat each application individually. Tailor your CV and anything you send with it to show that you've read the job description, understand what the employer needs and have taken the time to learn about the organisation.

Qualifications

penny@lewiscollege.co.uk
Course and Careers Advisor

This course is accredited by the NCFE and CPD points system.

NCFE

NCFE is a UK awarding body established 175 years ago who provide recognised qualifications and awards in vocational and technical skills for the UK and internationally. NCFE works with over 4,500 schools, colleges, training providers and employers and they award certification to over 340,000 students annually.

NCFE is recognised as an awarding body by the qualification regulators, the Office of the Qualifications and Examinations Regulator (Ofqual), as well as by Qualifications Wales and CCEA in Northern Ireland.

NCFE also provide an accreditation service for specialised courses under their Customised Qualifications accreditation service which is designed to give formal recognition to bespoke courses that fall outside regulated provision and where no regulated qualification is available.

We have been an approved NCFE Customised Qualification Centre for over 10 years (Centre No 9000606) and prior to that we were an OCR (Oxford, Cambridge RSA) approved centre before they ceased providing vocational qualifications.
As an NCFE awarding body centre we are inspected annually to ensure we are maintaining their high standards and codes of practice. We have just completed this year's inspection when we were awarded Excellent once again.

The inspection covers a wide range of requirements including meeting NCFE's criteria for our policies, running of the college, our recruitment and induction process, course content, our Assessment processes meet both NCFE and JCQ (Joint Council for Qualifications) requirements, our qualifications are fit for purpose and our internal quality assurance of Assessment decisions has been maintained to their standards.

The NCFE Inspector commented "The documentation reviewed demonstrated the centre's ongoing commitment to supporting learners, developing and maintaining high-quality course materials, and upholding exemplary assessment and quality assurance standards."

In conclusion, the Inspector added, "Thank you very much Simon Scaysbrook for facilitating this year's External Quality Assurance review. It was my pleasure to have the opportunity to meet and review such a very well managed Centre who were able to evidence that their delivery, assessment and internal quality assurance practices across a range of distance learning Business Admin courses were to an excellent standard".



CPD Accreditation

Lewis College is an accredited CPD provider with the CPD Group, Centre No 777095 who are certified on the CPD Register and who have over 13,000 approved providers.

Continuing Professional Development, or CPD points, helps you to illustrate to your current or prospective employer that you have continued to study and develop your skills and knowledge to a recognised standard on an approved course.

When you undertake CPD accredited courses, you will find each course is allocated a certain number of points or credits. You will receive a certificate upon successful completion of the course identifying both the name of the course you have studied and the number of points/credits you have achieved.

Qualifications

penny@lewiscollege.co.uk
Course and Careers Advisor

Please see below the list of qualifications you will gain on the course including their registered NCFE number. You will also see details of the actual certificates you will receive.

NCFE CQ10460

Medical Secretary Diploma

NCFE CQ10464

Teeline Shorthand Diploma (Level 3) (optional)

You will receive **2 NCFE Certificates** in total which includes the main qualification plus a Unit Summary Certificate for each qualification. These are issued by NCFE and sent to us by post as the Centre and we then post onto you.

If you study the Teeline Shorthand Diploma you will receive a further 2 Certificates issued by NCFE, one for the full qualification and a Unit Summary Certificate.

WHERE YOUR QUALIFICATIONS CAN TAKE YOU

The Medical Secretary Diploma (Short) can help you build the specialist knowledge needed for medical secretarial and healthcare administration roles across the UK, including in NHS hospitals, GP surgeries, private practices and clinics.

Potential Career opportunities include Medical Secretary, Clinical Secretary, Consultant Secretary, Medical Administrator and GP Receptionist.

NCFE CUSTOMISED QUALIFICATION

THE CPD GROUP ACCREDITED PROVIDER #777095 Verify @ https://thecpdregister.com

Course Fees & Payment Options

Course Fees **£895** incl VAT (£745.83 + VAT)

Includes a textbook, course material, tutoring, NCFE registration fees and Certificates

Payment Options

You can choose which payment option you would like to have on the Enrolment Form, see below. You can choose from the following options:

Pay in full

VISA – you can pay in full by debit or credit card.

Pay in instalments

You can also pay in instalments using one of the following payment options:

PayPal – interest free, spread over 3 monthly payments of £298.33 – credit option and subject to status.

Pay with Klarna – interest free, spread over 3 monthly payments of £298.33 - Terms and Conditions apply and subject to status.

Payl8r – provide longer repayment plans, subject to eligibility. **Learn more about Payl8r here.**

ENROLMENT FORM

Employer Paying

Please complete this Enrolment Form where you can add your Employer's details. We will then prepare an invoice and send this to them.

EMPLOYER PAYING ENROLMENT FORM

Lewis College LTD t/a Lewis College is an Introducer Appointed Representative of Social Money Limited t/a Payl8r who is authorised by the FCA under Ref. Number 675283. Credit is subject to creditworthiness and affordability assessments. Missed payments may affect your credit file, future borrowing and incur fees.

About Us

penny@lewiscollege.co.uk
Course and Careers Advisor

Established 1984

Tutor led online courses for Personal Assistants, Executive Assistants, Office Managers, Administrators and Medical Secretaries

We have a remarkable history of success – our students' success for over 40 years! Founded and established in 1984 by Penny Lewis Cert Ed who is still actively involved with the development and teaching at the College.

How it all started

The college started in the dining room of newly married Penny's home before moving into business premises within a few months. Gradually the college grew in both reputation and size.

Initially we provided classroom based courses for local students from Devon with students from other parts of the country studying with us and staying with host families in the 90s.

As we moved into the 21st century, technology moved on enabling us to provide our courses through distance learning/home study opening up our courses to thousands of students over the years from all parts of the UK and worldwide. We were one of the first colleges to provide this.

What's important to us

Our students' success is the key to our courses – not just in passing exams and assessments and gaining Diplomas but also in moving forwards with careers, getting a better job which is more rewarding and satisfying and feeling more confident in their role.

We are a "people" College. We appreciate that our students are investing their time and money to improve their job opportunities and long term careers and that they have placed their trust in us to help them achieve these aims.

We have always focused on providing the personal touch for our students by providing one-to-one tuition, a friendly and open service helping our students to successfully complete their course. All of our students work with tutors throughout their course communicating through our learning hub directly or via email.

We endeavour to help all our students have a positive and rewarding experience, enjoy themselves whilst learning and above all complete their course and gain their qualifications to help them move forwards with their career and lifestyle.

Over the years

Our qualifications are currently accredited by NCFE, but over the years we have been an approved centre for various awarding bodies including:

- Pitman Examinations Institute
- RSA and OCR – Oxford, Cambridge and RSA
- AMSPAR

Examining boards evolved over the years and either stopped providing vocational qualifications or were no longer the right fit for our students' needs. The NCFE provides us with the framework and educational standards to enable us to provide specialised courses to meet the demands of the business world in specific career roles.

The current teaching team have been with Lewis College for many years, specialising in specific areas of knowledge and expertise and who are responsible for updating and modifying course content as working practices evolve ensuring the course content is up to date and relevant.

You can read more about each member of the teaching team on the next page.

Meet the Teaching Team

penny@lewiscollege.co.uk
Course and Careers Advisor

Personal tutor support throughout your course.

Behind every course is a friendly team who are here to help you succeed. We believe online learning should still feel personal, so we focus on giving you clear guidance, real encouragement and supportive communication throughout your course.



Penny Lewis Cert Ed

Founder, Course and Careers Advisor, Course Developer

Hi I am Penny Lewis – Founder of Lewis College.

I live in a village near Torbay and the River Dart and love coastal walking with our dog in Devon and Cornwall. My husband and I have 2 daughters both of whom have been brought up in an educational environment and in turn have also become teachers, and my eldest daughter Rebecca joined Lewis College over 10 years ago.

As part of my role over the years I have been involved in research and development of our courses as the roles and responsibilities have changed for Executive Assistants, Executive PAs, Medical Secretaries and Administrators, in particular as technology evolved.

I am currently mainly involved in development work, course and careers advice as well as teaching Teeline shorthand.

Being involved with helping thousands of students gain recognised qualifications and develop their careers over the last 40 years has been very rewarding. Building not only skills and knowledge but also confidence through our training which is important to me as once our students have more confidence, then their careers take off!



Simon Scaysbrook

Education Manager, NCFE Inspection Co-ordinator, Tutor, Assessor, Internal Quality Assurance Manager, Course Developer

City & Guilds Level 3 Award in Education and Training
NCFE Level 3 Certificate in Assessing Vocational Achievement
NCFE Level 4 Award in Internal Quality Assurance

Hi, my name is Simon Scaysbrook and as Education Manager I work with the Tutors and Assessors at the College to ensure our students receive support when they need it.

I believe that's what really makes Lewis College standout: the flexibility of studying online whenever you want, whilst knowing you always have dedicated, expert support when you need it.

This balance is why our students achieve great success.

It has been incredibly rewarding to help 100s of people gain employment, earn more money and provide a better lifestyle for their families.

I look forward to helping you do the same.

Meet the Teaching Team

penny@lewiscollege.co.uk
Course and Careers Advisor

Personal tutor support throughout your course.



Rebecca Harvey

Tutor, Assessor, Lead Medical Tutor, Internal Quality Assurance Co-ordinator

Highfield Level 3 Award in Assessing Vocationally Related Achievement (RQF)
AMSPAR Medical Terminology Level 2 award
Pearson Edexcel Level 4 Award in Internal Quality Assurance

Hello, I'm Rebecca Harvey, and I joined Lewis College in 2017 as a tutor. Since then, I've progressed into a varied role involving tutoring, assessing, course development and quality assurance. I hold qualifications in Assessing, Medical Terminology and Internal Quality Assurance.

I enjoy supporting students throughout their learning journey, providing feedback, knowledge and guidance to help them develop their skills and confidence. Whether they're looking to progress in their current role, explore new opportunities or work towards a promotion, I'm passionate about helping them reach their full potential. The most rewarding part of my role is seeing students grow in confidence, develop their expertise and achieve their personal and professional goals.



Craig Harvey

Tutor, Assessor, Lead Course Designer and Course Developer

Highfield Level 3 Award in Assessing Vocationally Related Achievement (RQF)
Google AI Professional Certificate

I'm a qualified Level 3 Vocational Assessor, and my role at Lewis College covers everything from tutoring and assessing students to designing new courses and registering qualifications with NCFE. I also manage the College's website and social media, helping ensure our courses and learning resources remain engaging, accessible and up to date.

One of the most rewarding parts of my role is supporting students throughout their studies and seeing their confidence and skills develop as they work towards their qualifications.



Jen Herlihy

Tutor and Assessor, NCFE Registration Co-ordinator

NCFE Level 3 Certificate in Assessing Vocational Achievement

Hi, my name is Jen Herlihy and I have been part of the Lewis College team since 2019.

I am the Lead Tutor for the Leadership and Managerial Administration sections of the course, and I really enjoy working with students on these units because they give us the opportunity to have more in-depth conversations. The open-ended questions encourage students to share their thoughts and experiences, which helps me get to know their individual personalities and career aspirations. As these units come towards the end of the course, it is an exciting time for students, and I really enjoy being part of that process and helping students take the next step in their careers.

TESTIMONIALS

Real experiences from our students.

Real student success stories

Bee Pillai

When I decided to join Lewis College to earn a Medical Secretary Diploma, I didn't know what to expect. But once I started my lessons, I knew it was going to go well. From day 1, the instructors fully and completely put me at ease with their warm welcome and thorough explanation of the course.

They were there to help and guide me at every step, with regular emails and correspondence. I could freely ask them anything and there would be solution to every issue.

The content of the course, study materials, online information and creditability of the college is of stellar quality and well approved. All the staff members who were involved in my course work are well qualified and knowledgeable in their respective fields.

With career guidance counselling available, students can hope to find a suitable job, and with the accredited certificates aim to be placed in good career positions.

If you are looking to learn something new , or need to brush up on your existing skills, or even up your game, this is the place to be.

Iz on Google Reviews

Recently completed the Medical Secretary Short Course and can say that Rebecca was brilliant, very helpful and so supportive! Definitely recommend!

What could your next chapter look like?

Build your medical administration skills with tutor support.

Bee Pillai felt at ease from her first lesson on the Medical Secretary Diploma. She valued the clear introduction to the course, the regular emails and knowing she could ask questions whenever she needed help.

Iz completed the Medical Secretary Short Course and singled out Rebecca for being helpful and supportive throughout their studies.

If you're deciding between the short course and the diploma, talk to us about which one best suits your experience and career goals.

lewiscollege.co.uk | **0800 500 3096**