

**Note:** Traineeships are delivered by the Education and Training Boards (ETBs). The decision by an ETB to deliver a traineeship is determined based on the needs identified in collaboration with industry/employers in the sector and local requirements.

Therefore, not all ETBs will offer every traineeship; likewise, elements of a traineeship such as the content, award, duration etc may vary based on the needs identified.

**The information below is a sample only; it gives an idea of what this traineeship involves but may not be replicated exactly across ETBs offering this traineeship.**

**SAMPLE DESCRIPTOR**

**Medical Administration Traineeship**

The aim of the programme is to provide learners with the skill, knowledge and competencies to provide administrative support in a medical office environment including office administration; audio transcription and medical records management. This Traineeship begins in an education and training environment, with work placement following either during or after the in-class learning. The traineeship includes a substantial period of time (generally 30% minimum) in the workplace, e.g., 3 days per week in work placement/2 days per week in class or block work placement. Development of a traineeship programme is triggered by identification of a skills need within a particular industry. The work-based component is supported by an in-company mentor/supervisor who oversees completion of each trainee’s skills checklist on-the-job. On successful completion of the programme, learners may progress to further education and training.

Typical Certification:	QQI-FE Level 5 Office Administration
Typical Content:	Anatomy and Physiology Audio Transcription Career Planning and Job Seeking Skills Information & Administration Medical Terminology Text Production Word Processing Work Practice
Typical Duration:	52 weeks All Traineeships have a minimum of 30% on-the-job learning.
Further information	Details of traineeship programmes currently open for registration are available on <a href="http://www.fetchcourses.ie">www.fetchcourses.ie</a>  Further information on traineeship programmes may also be obtained from your local Education and Training Board (ETB) <a href="http://www.etbi.ie/etbs/directory-of-etbs/">www.etbi.ie/etbs/directory-of-etbs/</a>  Some traineeship programmes may not be open for registration at a particular time.