



Lynwood School of Veterinary Nursing
B1-B3, Hampton Business Park
Hampton Farm
Higher Bockhampton
Dorchester
DT2 8QH

Veterinary Nursing Centre number: 067682

The Veterinary Practice Administration Certificate (VPAC)

The Veterinary Practice Administration Certificate is awarded to students who have registered with the Veterinary Management Group (VMG) through Lynwood School of Veterinary Nursing.

The course aims to enable the provision of effective administrative support in a veterinary practice, by liaising with the practice manager or managing veterinary surgeon, who would take overall responsibility for policy or the whole business and on completion, will allow national recognition of skills and achievements.

The Veterinary Management Group

The VMG (previously VPMA) was set up in 1992, with the aims of providing everyone involved in veterinary practice management with an effective means of communication and interaction with veterinary personnel countrywide and the provision and promotion of training.

Recruitment to the course

The Veterinary Practice Administration Certificate is aimed at those who are keen to develop the diverse range of skills necessary to fulfil the multifaceted role of an administrator within a busy veterinary practice. It is felt that the majority of people completing this course will already be working in a veterinary practice and will include practice managers, administrators, reception staff and veterinary nurses who have an administrative input into the running of the practice.

It is hoped this qualification will provide a lead into the Certificate in Veterinary Practice Management (CVPM), or another relevant administration and management qualification.

Admissions

We are happy to consider most applicants providing they have at least two year's administrative experience. Such applicants may be asked to submit a written statement in support of their application.

To be awarded the certificate you must be a member of the VMG. Recognising that VPAC may appeal to those who would not normally join the VMG, you may join as an associate member which allows you to receive your certificate on successful completion of the course and gives you the limited membership benefits. Associate membership is only available whilst studying for the VPAC, therefore upon completion of your course, if you wish to continue your membership with the VPMA you will need to upgrade to either individual or group membership

Assessment

There are no written or oral examinations; assessment is by completion and submission of set tasks throughout the year, leading to compilation of a portfolio.

Course fees

Payable to the Lynwood School of Veterinary Nursing Limited

Course fees are £1,000.00 + VAT. This includes all course material, assessments, marking, feedback and certification. Once you have registered and paid your course fees they are non-refundable except in exceptional circumstances. We would ask individual students to contact us in writing in support of their request for a refund.

Appeals

We would ask you to come directly to use with any problems, which we should be able to sort out quickly.

Unit Subject areas

- Study skills
- Office procedures
- Finance
- I.T.
- Marketing
- Personnel management
- Ethics & statutory requirements
- Customer care
- Basic veterinary support (exemption for RVNs)