

Policies for Post Qualification Course - Certificates in OHE & Radiography

Recruitment Policy

GH Learning Centre (GHLC) will accept student dental nurses who meet the following criteria:

- Students who are working in the dental practice as a qualified dental nurse or who are qualified dental nurses and willing to work in a dental care setting to have access to patients for completion of Record of (RoC) portfolio.
- Student should demonstrate good communication skills.
- Exam fees and Training Centre must be paid by each student, at the appropriate time.
- GH Learning Centre reserves the right not to admit any student who does not fulfil its student recruitment policy.

Equal Opportunities

It is our policy to provide training to all, irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependants
- Religious belief or political opinion
- Race
- Disability
- Sexual orientation

All prospective students and other staff will be treated fairly and will not be discriminated against on any of the above grounds. Decisions about recruitment, training or assessment are made objectively and without unlawful discrimination.

EXAM ENTRY POLICY

GH Learning Centre will enter you into an exam if the following 4 conditions are adhered to:

1. Training Centre fee paid up to date.
2. Completed Record of Competence
3. Not less than 85% attendance.
4. Pass the mock examination (50% pass mark)

Please note it is very important to meet the deadlines given. If your Record of Competence is submitted late unfortunately you will NOT be able to sit the NEBDN examination.

PS. Currently exams are online via maxpad App until further notice from NEBDN- see NEBDN website

The exam will take place on a Friday.

Failure to meet the above 4 conditions to be entered into the exam will mean extending the course for 6 more months until the next exam. This will mean students will have to transfer to the next cohort and pay extra Training Centre fees of £150 (NEBDN deferral fees also apply currently at £30). Students are expected to attend all classes even if they may have covered them in a different cohort

EXAM RESIT POLICY

Our Team at **GH Learning Centre** (GHLC) will do their best to provide high standards of learning so that you can pass your examination, however if you fail you have the following choices:

Failure to pass NEBDN written examination

If you fail written exam you will need to extend the course for 6 more months and you will pay £200 this will provide you with more sessions Including revision sessions. Good news is you do not have to redo the Record of Competence as it is valid for the next 3 years. NEBDN resit fees is currently at £125