

National Diploma in Dental Nursing – Policies

RECRUITMENT POLICY

National Diploma in Dental Nursing

- Students must be employed or willing to start a dental nursing career immediately and willing to work in a dental care setting to have access to patients for completion of Record of Experience (RoE) Portfolio
- Students should demonstrate good communication skills
- Must pass literacy entry test
- 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.

STUDENT WORK PLACEMENTS

To start the course students should be working in dental. *Please read the following information:*

All students who are not in placement are requested to find suitable employment as trainee dental nurses either on a part time or full-time basis this includes voluntary work.

GH Learning Centre is NOT responsible for finding or arranging student placements. The students must make their own interview arrangements. **GHLC** will provide a supporting letter this will state that you are enrolled on the course

To meet the Record of experience application deadline students should find placements before starting the course. This is to ensure that Record of Experience documents are completed by the record of experience submission deadline. If a student is unsuccessful in securing employment as a trainee dental nurse by the start date the student will be deferred to a later start date.

Even though it is the student's responsibility to secure a work placement, GH Learning Centre will support students in the process and recommend to practices that contact the centre for trainee nurses

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 Experience
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 experience 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.

You will receive notification of your place around 4 weeks prior to the examination taking place.

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 £500 (NEBDN fees also apply). 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 £500 this will provide you with more sessions including revision for practical exams. Good news is you do not have to do the record of experience at the moment as it is valid for the next 3 years. NEBDN resit fees is currently at £125

Failure to pass NEBDN OSCEs

You can only do OSCEs examination when you pass written.

If you fail the OSCEs. Resit for NEBDN is currently £300 might change in future. Training Centre will provide revision OSCEs practise and mock. Training Centre fee is £300