Dental Hygiene & Dental Therapy Application Guide For April 2018.

www.sheffield.ac.uk/dentalschool
Thank you for your interest in studying Dental Hygiene and Dental Therapy at the University of Sheffield. This guide gives you an overview of our entry requirements and will help you with your application. You are advised to read this guide carefully before you consider applying for this course.

**Entry requirements**

**Qualifications**

A minimum of 5 GCSE passes at grade C or above to include Mathematics, English Language and a Science subject. PLUS ONE of the following options:

**Option 1**

A) A nationally recognised Dental Nurse Qualification at Level 3, plus 1 A Level in a scientific subject (preferably Biology) at Grade C or above.

B) A nationally recognised Dental Nurse Qualification at Level 3, plus two post qualification certificates for example: Dental Sedation Nursing; Dental Radiography; Oral Health Education; Orthodontic Nursing; Special Care Dental Nursing and Dental Implant Nursing.

C) A foundation degree in Dental Nursing at Level 5.

**Option 2**

2 GCE A Levels, to include one scientific subject (preferably Biology) both at Grade C or above.

**Option 3**

Access to Higher Education Diploma (60 credits with 45 at Level 3 at Merit level or above) including 36 Level 3 credits in scientific units (preferably Biology) at Merit Level or above.

**Option 4**

BTEC (Level 3) Diploma or Extended Diploma in relevant scientific subject (MM or MMM) including 90 credits of scientific subjects (preferably Biology) at Merit level or above.

**Option 5**

A degree in a relevant scientific subject.

We will consider other national and international qualifications on an individual basis. If your qualifications aren’t listed here please contact us to discuss your application. Applicants with international qualifications are required to submit a certificate of comparability from UK NARIC with their application form. If your first language isn’t English you may need to take a language test – for example IELTS 7.0 with 6.5 in each component.

**Proof of all qualifications will be required.**
Personal qualities and experience
You must possess a high level of manual dexterity and demonstrate attention to detail. You must also demonstrate excellent verbal and written communication skills, and have the ability to work as a team, think logically and respond positively to feedback. You must have a genuine interest in the care and treatment of patients, be empathetic and act without discrimination. You are strongly advised to spend some time observing dental care professionals to ensure you have a good understanding of the profession. We seek to select dental students with values and behaviours which align with the values of the NHS Constitution.

Overseas applications
We’re sorry we cannot take overseas students on the course because we are contracted to fill our places with students supported by the UK NHS.

Disclosure (criminal record checks)
The Dental School wishes to ensure all students who may be in contact with children or vulnerable adults do not have criminal records which may preclude them from working with these groups.

If you apply for our course you must indicate on your application form if you have a criminal conviction (including any ongoing investigations, spent convictions, cautions, verbal cautions and bind-over orders).

Any offer of a place on our course is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure check.

Once you have been offered and accepted a place with us, we will ask you to complete a disclosure application form.

If you have any concerns about convictions or cautions and would like further information on the implications of these in relation to a career in dentistry, please contact us.

Professionalism, dress codes and fitness to practise
As a clinical student you will need to maintain appropriate levels of professionalism and behaviour in relation to your interactions with colleagues, staff and patients.

As you’ll undertake clinical training in NHS hospitals you must adhere to local NHS policies including guidelines on behaviour and dress code, including the need to be ‘bare below the elbow’. Please visit our website for the latest policies. You will also be expected to adhere to the core values of the NHS constitution. These are: working together for patients; respect and dignity; commitment to quality of care; compassion; improving lives and everyone counts.

Once qualified and registered with the General Dental Council, all dental professionals must adhere to standards of conduct, performance and ethics and are subject to fitness to practice rules.

Find out more at:
www.gdc-uk.org
www.nhs.uk/nhsconstitution

Medical requirements and occupational health clearance
Dental Hygiene and Dental Therapy involves undertaking exposure prone procedures.

To comply with Department of Health requirements, you must be health screened and immunised as appropriate at the start of the course. This includes checking that you’re not an infectious carrier of Hepatitis B, Hepatitis C or HIV and that you do not have Tuberculosis. A positive test doesn’t
necessarily exclude you from dental hygiene and dental therapy training.

Find out more at: www.dh.gov.uk

Testing of blood borne viruses for occupational reasons does not influence insurance or mortgage applications unless the results are positive. The financial industry now understands that being tested for HIV does not indicate a lifestyle risk.

You’ll also need to demonstrate immunity to Hepatitis B to complete your training in Sheffield. So it is important that you know as early as possible, ideally before the September application deadline whether you have immunity. We suggest you consult your GP now as they may be able to offer you this vaccination. Your GP may charge you for this.

All applicants must have completed a course of Hepatitis B immunisation and achieved a satisfactory level of immunity before an offer of a place can be fully confirmed. Occupational Health will require an authenticated laboratory report from a UK accredited laboratory demonstrating Hepatitis B immunity.

You’ll also be required to provide evidence that you have immunity to Rubella (German Measles); this includes male students. If you do not have a BCG scar, it will also be necessary for you to provide documentary evidence of your BCG vaccination or Heaf test.

If you have serious health problems, or know that you are infected with Hepatitis B, Hepatitis C, HIV or Tuberculosis, you must disclose this on your application form. We can then assess your suitability for the course and for your future profession, providing appropriate support where necessary.

Our immunisation requirements are constantly being reviewed to ensure we meet with current Department of Health guidance. You will be required to comply with these if you are offered a place on our course.

Fraudulent statements and omissions

You should be aware that offers of a place are made in good faith by the University based on the information you provide during the application process up to the point at which the offer is made. False statements or omissions of relevant information may lead to the withdrawal of your offer, or your place if you have already started your course.

Read our student admissions policy in full at: www.sheffield.ac.uk/undergraduate/policies/admissions

Applicants with disabilities or specific learning difficulties

We welcome applications from disabled students and students with specific learning difficulties such as dyslexia. If you’re thinking of applying, we encourage you to contact our Disability and Dyslexia Support Service to discuss your support needs.

When completing your application form, please indicate if you have a disability. This information will not be considered as part of the decision process. If we make you an offer of a place, we’ll contact you at this point to discuss how we can provide the appropriate support and facilities.

We’ll also ask you to complete an online self-assessment form (SAF).

The information you provide on the SAF is very useful in helping us to prepare any support you’ll require as a student at the University. You’ll also have the opportunity to meet with a Disability Adviser and visit the University to assess the school, facilities and the surroundings.

Find out more at: www.sheffield.ac.uk/ssid/disability
Mature applicants

We welcome applications from mature students. We recognise that there are many people who, for a variety of reasons, did not consider higher education after leaving school but now feel that they have the potential and commitment to succeed on our course.

A mature applicant is defined as someone over the age of 21 on entry to University. There is no upper age limit for entry onto our course. Please note that mature students must meet our entry requirements before applying.

Find out more at: www.sheffield.ac.uk/mature

Applying for a deferred entry

We're sorry we cannot accept applications for a deferred entry due to the nature of our funding for our course.

Finance

This information is only intended to give you an indication of the financial support which may be available to you. It is subject to change at any time.

Currently you do not have to pay tuition fees for the course. The School of Clinical Dentistry is normally allocated a set number of NHS funded places each year. If you are offered a place on our course, you will need to apply for your tuition fees to be paid by the NHS.

Currently you will also be entitled to apply for additional financial support every year. This includes a £1,000 non-means tested grant, a means tested bursary and a reduced rate non-means tested loan.

To be eligible for NHS financial support you must meet certain immigration and residence criteria.

For up to date information and full details on eligibility visit the NHS Business Service Authority (NHSBSA) website at: www.nhsbsa.nhs.uk/students

Financial support applications

The following information is subject to change at any time.

Once you have received an offer of a place, you must apply for your NHS financial support, including payment of your tuition fees by the NHS.

Applications are made online via the Bursary Online Support System (BOSS). It will be your responsibility to create a BOSS account and submit all the required online forms. You are encouraged to do this in good time to prevent possible delays to payments.

Payments will be made upon confirmation of enrolment on our course. Payments will be made directly into your bank account. You therefore need a bank account that accepts BACs payments before you start the course.

Further information on financial support applications will be given when we make you an offer of a place.
Getting your application right

You are advised to read this information carefully before you start filling in your application form. Failure to do so may jeopardise the success of your application.

It is important you fill in ALL sections of the form.

Most sections of the form contain brief instructions on how to fill it in. Additional information for some sections is supplied below.

Write in CAPITALS (with the exception of Section I) using BLACK INK.

Use the checklist to ensure your application is complete and ready to be submitted.

A: Personal details
Give your name as it appears on your passport. If you are invited to interview you will be asked to bring your passport to confirm your eligibility for the course.

C: Criminal convictions
Any offer of a place on our course is subject to receipt of a satisfactory enhanced Disclosure and Barring Scheme (DBS) check. Details of the procedure for obtaining a DBS check will be given to you at the appropriate time.

If you wish to apply you must tell us about any criminal convictions, including any ongoing investigations, spent convictions, cautions, verbal cautions and bind-over orders.

If you have had a conviction, or ongoing investigation, caution, verbal cautions and bind-over orders you must tick the ‘Yes’ box. We will then contact you for more information. The information you provide will be carefully considered and treated in strict confidence.

If you have not been convicted of a criminal offence you must tick the ‘No’ box.

If you do not tick either box we cannot process your application.

If you are convicted of a criminal offence after you have applied, you must inform us straight away.

For details of our Disclosure and Barring Service policy, visit our website: www.sheffield.ac.uk/undergraduate/policies/dbs/policies

D: Employment history
Give details of your most recent employment in date order.

State whether your employment was full time (FT) or part time (PT).

E: Education
Give details of the most recent secondary schools, colleges and universities you have attended, including your current one if applicable, in date order.

You must give this information, even if you withdrew from a course.
State whether your study was full time (FT) or part time (PT).

**F&G: Qualifications completed & Qualifications to be completed or results pending**

Our minimum entry requirements are listed on page 1 of our prospectus. You are expected to be able to meet these minimum requirements in order to apply.

It is important that all details in Section F & G are entered carefully and correctly. You will be required to provide evidence of all qualifications if you are invited for interview. If you cannot do so, your application may be considered fraudulent and cancelled.

List all qualifications in date order, putting the qualifications for which results are known (including those failed) in section F and those currently awaiting results in section G. Please note:

- **Awarding Body:** This is the examination board or organisation responsible for awarding the qualification (for example AQA, OCR).

- **Date:** This is the date you received the results. For examinations to be completed or results pending you should give the date you expect to receive your results.

- **Subject, unit, module or component:** Give the subject you are studying or the name of the unit module or component. For BTEC, Access to HE courses and degrees give the name of the course and overall result and enclose a transcript with a breakdown of your units and grades.

- **Qualification or level:** Give the academic level of your qualification (for example GCSE, BTEC).

If you have international qualifications you are encouraged to submit transcripts and ideally certificates of comparability from UK NARIC with your application form.

**H: English language**

For applicants whose first language is not English the minimum English language requirement is an IELTS score of 7.0 with 6.5 in each component, or an English Language GCSE at grade C or above.

**I: Supporting statements**

Your supporting statements are very important. You need to spend some time working on the content and structure of your answers. This is your chance to demonstrate your enthusiasm for the profession and your potential to thrive in a professional health care environment. Your answers should be personal to you and provide us with more details about your experiences and interests. Each of your supporting statements will be graded. Your statements can be the difference between being invited to interview or not.

Particular attention should be paid to your spelling, punctuation and grammar. Attention to detail will be taken into consideration when assessing your application form.

Your statement can be handwritten or typed and should be neat and legible. Each section should be between 150 and 200 words long and fit into the space provided. Do not attach additional sheets.
J: Widening Participation Scheme

Indicate if you have participated in and successfully completed a widening participation scheme. This includes the University of Sheffield’s Access to Dental Occupations – Practice and Tutoring (ADOPT) scheme.

K: Reference

Remember to include your reference with your application. Without it your application is incomplete and will be unsuccessful.

Referees should not be related to you or close friends.

L: Declaration

Please read the declaration on the application form carefully. You must sign it or we cannot process your application. When you sign the form, you agree to follow these conditions:

i. You have the right to cancel your application. You can do this by writing to us.

ii. If we believe that you or your referee has left out any information or given false or misleading information, we may take any necessary steps to check whether it is accurate or complete. We have the right to cancel your application. If you have any reason to believe that information we have about you is not accurate or complete, you must tell us.

iii. We may, at any time, ask you, your referee or your employer to provide more information about your application (for example, proof of identity, status, qualifications or employment history). If we do not receive that information by a set date, or if the information is not satisfactory, we can cancel your application.

iv. If you accept an offer of a place from us, you must accept the terms and conditions that we send you with the offer of a place. You must read these terms and conditions carefully.

Deadline

The deadline for receipt of your completed application form (including reference) is Friday 29 September 2017. If your application form is received after this date it will not be processed.

Please return your completed application form to:

Dental Hygiene and Dental Therapy Office
School of Clinical Dentistry
University of Sheffield
Claremont Crescent
Sheffield
S10 2TA

What happens next?

Unfortunately we do not automatically acknowledge receipt of application forms. If you wish to receive confirmation of receipt of your application form you must include a stamped addressed envelope with your application.

Remember to tell us when you have completed and obtained the results for any qualifications listed under Section G: Qualifications to be completed or results pending. It is your responsibility to do this.

Short listing for interview will take place immediately after the deadline for applications. We will write to tell you the outcome of your application a few weeks after this deadline. Interviews normally take place in November. The course is expected to start on Monday 9 April 2018.
Any more questions?

If you would like further information or advice on your application please contact us.

Telephone:
0114 21 59384

Email:
hygieneandtherapy@sheffield.ac.uk

Web:
www.sheffield.ac.uk/dentalschool/undergraduate/ht
Please note:

Whilst every effort is made to ensure the accuracy of the information in this handbook, the School of Clinical Dentistry can accept no responsibility for any errors or omissions. We continually review our courses and reserve the right to amend course programmes.