Dental Hygiene & Dental Therapy.

Application Guide for April 2019
Thank you for your interest in studying Dental Hygiene and Dental Therapy at the University of Sheffield.

Our course prepares our students exceptionally well for practice and has a reputation for excellent student satisfaction.

We are committed to providing an outstanding educational and clinical experience, which enables our students to achieve their best and become caring, confident dental professionals. This means we are looking for excellent, well-rounded applicants that have the potential to thrive.

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 apply to our course.

If you have any questions about this guide or your application, please contact us.
Entry requirements for April 2019

Qualifications

These are the minimum requirements.

5 GCSEs at grade C / grade 4 to include Mathematics, English Language and a Science subject. **PLUS ONE of the following options:**

**Option 1**
Level 3 Dental Nurse Qualification plus 2 nationally recognised post qualification certificates for example: Dental Sedation Nursing; Dental Radiography; Oral Health Education; Orthodontic Nursing; Special Care Dental Nursing; and Dental Implant Nursing.

**Option 2**
Level 3 Dental Nurse Qualification plus 1 A Level in a relevant Science subject (preferably Biology) at grade C.

**Option 3**
Level 5 Foundation Degree in Dental Nursing.

**Option 4**
2 A Levels to include one in a relevant Science subject (preferably Biology) at grade CC.

**Option 5**
Access to Higher Education Diploma (60 credits with 45 at Level 3 at grade Merit) including 36 Level 3 credits in relevant Science units (preferably Biology) at grade Merit. *

* An Access to Higher Education Diploma can also be used in lieu of some GCSEs including Science, however you must still have GSCE grade C / grade 4 in Mathematics and English Language.

**Option 6**
BTEC National Diploma at grade MM including 90 credits or 540 GLH of relevant Science subjects (preferably Biology) at grade Merit.

**Option 7**
A degree in a relevant scientific subject.

We do not accept Psychology or Social Sciences as scientific subjects.

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 also encouraged 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 (the test should have been completed no more than two years before the start date of our course).

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.

**Disclosure and Barring Service Check**

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 apply for a DBS check.

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 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.

You will 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 practise rules.

Find out more at:

[www.nhs.uk/nhsconstitution](http://www.nhs.uk/nhsconstitution)

[www.gdc-uk.org](http://www.gdc-uk.org)
Clinical Student Entry Agreement

Before accepting an offer of a place, we want you to be fully aware of the GDC Standards for Dental Professionals and the NHS Constitution, and to have read the School's expectations for clinical students with regards to professionalism and fitness to practise.

We will therefore ask you to read and sign a clinical student entry agreement. If you have difficulty with any aspects of the agreement, please contact us to discuss how to resolve the matter. Please visit our website to view our clinical student entry agreement.

Dress Codes

As a clinical student working in a clinical environment, you'll need to comply with local NHS Trust policies which include the need to be 'bare below the elbow'. Please visit our website for the latest policies.

Health Clearance

To comply with Department of Health and Social Care requirements, you must be health screened and immunised, as appropriate, before you can treat patients. 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 but certain conditions may apply.

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.

If you have any serious health issues or support requirements, 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 and Social Care guidance. You will be required to comply with these if you are offered a place on our course. Please visit our website for the latest policies.
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 may also ask you to complete an online form where you can give more information. This is optional, but can help us to arrange in advance any support you might require. Where appropriate, we can also arrange for you to discuss support with one of our advisers, or to visit the campus before you start the course.

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

Mature applicants

We welcome applications from mature students. A mature applicant is defined as someone over the age of 21 on entry. We are committed to ensuring all applicants have equal access to our course.

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

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

Applying for deferred entry

We’re sorry we cannot accept applications for a deferred entry. Please get in touch if you’re interested in starting your studies in 2020.
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

How your application is assessed

Your application will be individually assessed by experienced admissions staff who have been appropriately trained and can exercise discretion in interpreting the range of evidence you provide. In assessing your application, we will consider your qualifications (including any predicted grades), supporting statements and referee’s statement. We also take account of other available information to ensure we have as complete a picture as possible of your potential, such as whether you’ve participated in one of our outreach schemes.

Our assessment methods are fair, valid, and applied consistently.

Attending our selection day

If your application is short listed, you’ll be invited to attend a selection day. During the selection day you will have a structured interview and take part in an interpersonal skills test. You will also have the opportunity to find out more about the innovative aspects of our course, tour the School and its first class facilities, and meet some of our current students. Further information will be provided nearer the time.

Conditional offers

All offers are initially conditional and include the receipt of a satisfactory enhanced Disclosure and Barring Service check and health clearance. Academic conditions may also be applied to your offer.
Feedback on your application

We feel it is important that unsuccessful applicants have the opportunity to receive feedback on their application. If your application is unsuccessful we will let you know how to request feedback. If you have a problem with an admissions decision or with the way your application has been handled, in most cases the issue can be resolved amicably by contacting us. Where applicants remain unhappy, they are invited to consult our formal Appeals and Complaints Procedure for Applicants.

Find out more at:
www.sheffield.ac.uk/undergraduate/policies/appeals-complaints

Fees and funding

In common with other UK universities, the University of Sheffield charges different fees dependent on whether students are classed as Home or Overseas for tuition fee purposes.

It is your responsibility to clarify your fee status during the application process and indicate this on your application. The Admissions Service will subsequently undertake a fee status assessment once you have been offered a place.

To find out more about your fee status, please visit our website.

**Home students**

As a home student you may be entitled to apply for a range of financial support, including student loans, University bursaries and scholarships, and the NHS Learning Support Fund.

To find out more about home fees and funding, please visit our website.

**Overseas students**

We are currently reviewing the eligibility of overseas students for our course and the overseas tuition rate. For the most up-to-date information about overseas students, please visit our website.
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 a selection day you will be asked to bring your passport as part of a preliminary check for your fee status.

Indicate if you have settled status. Settled status means you have indefinite leave to remain and no restrictions on your stay in the UK.

Indicate your fee status. The Admissions Service will subsequently undertake a fee status assessment once you have been offered a place.

C: Criminal convictions

Any offer of a place on our course is subject to receipt of a satisfactory enhanced Disclosure and Barring Service (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 a conviction 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 in this application guide. You are expected to be able to meet these minimum requirements in order to apply. If you’re not sure if your qualifications are suitable, please contact us.

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 to our selection day. 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).
- **Result, grade or band:** For examinations to be completed or results pending you should include any predicted grades.

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 usually an IELTS score of 7.0 with 6.5 in each component. If you need advice on our English language requirements, please contact us.
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 a selection day 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.

M: 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 28 September 2018.

Unfortunately, if your application form is received after this date it will not be processed.

**It is in your best interests to submit your application as early as possible. This will enable us to clarify any details necessary to assess your application.**

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, please 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 selection days 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. Selection days normally take place in November. We will let you know if we wish to offer you a place as quickly as possible. The course is expected to start on Monday 15 April 2019.

Any more questions?

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

Telephone: 0114 215 9384

Email: dhdtadmissions@sheffield.ac.uk

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

**We look forward to reading your application and wish you every success in the admissions process.**
Your career starts here
Sheffield Dental Hygiene & Dental Therapy: Proud of our 100% overall student satisfaction*

Book now for our 2018 Open Days:
Saturday 23 June
Saturday 7 July
Saturday 8 September
Saturday 20 October

www.sheffield.ac.uk/undergraduate/opendays


Whilst every effort is made to ensure the accuracy of the information in this brochure, 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.

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