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**Foundation Degree in Dental Technology**

**Workplace Educational Agreement**

This document outlines the various roles and responsibilities of the Programme Director, students and their employers, and also ensures that both students and employers are fully informed of the requirements of the qualification before commencing the training programme.

The training programme meets the General Dental Council’s (GDC) Learning Outcomes and National Occupational Standards for Dental Technicians. A range of teaching methods enable the student to undertake the relevant assessments. Full details of the programme can be found in the joining documents.

The Educational Agreement outlines the roles and responsibilities of all parties throughout the training programme and is valid throughout the duration of the training programme.

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| The parties to this Educational Agreement are:   * **Student:** * **Student’s Employer:** * **Programme Director:** |

**The Student will:**

* Make themselves available for the whole academic year (normally 30 weeks including the examination period).
* Punctually attend all study days unless unable to do so, due to illness or exceptional circumstances.
* Communicate the reason for any non attendance with the Programme Director and their employer as early as possible, prior to or on the study day.
* Contribute to quality assurance of the programme by periodically giving feedback on request or through participation in the programme committee as a student representative.
* Ensure all course work and portfolio work is authentic, completed and submitted by the appropriate deadlines.
* Raise any concerns they have relating to course work with their Programme Director.
* Comply with student policies.
* Maintain a professional attitude in relation to authenticity of all course and portfolio work submitted.
* Ensure a professional attitude towards their training in terms of timekeeping, manners, personal presentation, behaviour, course work submission and deadlines.

***Any Failure to comply with these requirements will be regarded as constituting a breech of the educational agreement. Students would then be subject to the relevant disciplinary procedures as set out in the Cardiff Met Academic Handbook.***

**The Student’s Employer will:**

* Ensure student has frequent access to undertake a wide range of procedures in the construction of custom made dental devices. Arrangements must be made for students to ensure they can successfully meet the requirements of the programmes as set out in the Work place Checklist.
* Allow and require the student to attend all study days scheduled (excluding illness)and examinations held at the University.
* Allow the student to participant in weekly online tutorials via the web-based video conference system.
* Act as the student’s mentor OR provide an alternative GDC registered professional to mentor and oversee the student’s progression throughout the training period.
* Ensure the student receives support in the administration and completion of all course work including any procedures undertaken whilst at the workplace.
* Liaise as necessary with the Programme Director during the training programme and if required participate in programme committee meetings as an employer’s representative.
* Report to the Programme Director any concerns relating to the student’s educational development or progression during the training period.
* Be familiar with the General Dental Council’s Guidance of Student Fitness to Practice and employing dental professionals and apply its principles to the student’s work and training.
* Agree to Cardiff Metropolitan University Financial Terms and Conditions.

We remind you that the GDC has specific information for employers and supervising registrants regarding ‘Guidance’, ‘Supervision’ and ‘Failure To Comply’ information is available here: <http://www.gdc-uk.org/Dentalprofessionals/Education/Pages/dcpsintraining.aspx>

**The Programme Director (directly or through Module Leaders) will:**

* Ensure the educational programme is structured to enable the Student to meet the requirements of the GDC Learning Outcomes and the National Occupations Standards for Dental Technicians.
* Provide the necessary educational equipment and resources.
* Evaluate the suitability of each stage of the programme by seeking feedback from students, module leaders, lectures, mentors and employers via the programme committee.
* Monitor and assess the student’s academic progression throughout the training programme and produce regular student progress reports for employers.
* Liaise with the student’s employer and or mentor throughout the training programme.
* Monitor the development of the student’s professional attitude in terms of timekeeping, manners and behaviour at all times during the Study days and whilst participating in online lessons.
* Contact the employer with any concerns relating to academic progression or professionalism.
* Ensure student support is made available during the training period.
* Work with the Personal Academic Tutor to the Cardiff Metropolitan Univesity Academic Standards and Quality Regulations.

**Workplace/Training Laboratory Checklist**

**Documentation and Certification**

I confirm the following are available:

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| Please tick | **Section 1 Staff/Employer** |
|  | A. Employer’s Liability Certificate |
|  | B. Hepatitis B Staff Check & Certificates |
|  | C. Confidentiality Policy |
|  | D. Discipline, Dismissal and Grievance Procedures |
|  | E. Data Protection Documentation |
| **Section 2 Health & Safety** | |
|  | F. Laboratory Health & Safety Statement – Code of Practice |
|  | G. Laboratory Risk Assessments – Health & Safety |
|  | H. COSSH Assignments |
|  | I. MHRA certificate or letter of approval |
|  | J. Decontamination Policy/Infection Control (including sharps & disposal protocol) |
| **Section 3 Complaints** | |
|  | K. Complaints Procedure Documentation |

Is the workload appropriate to the needs of the student technician?

Does the workload allow the mentor sufficient time to monitor trainee?

Is a system in place which would allow an audit of the laboratory work/output?

**I confirm that the laboratory and manager/s comply with the requirement to have the above documentation and certification:**

Laboratory Name:

Laboratory Owners’ Name:

GDC No:

Address:

Tel No:

Email address:

**Confirmation of Agreement**

I agree to comply with the terms of the above educational agreement:

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| **Student**  Name:  Signature: Date: |
| **Employer**  Name:  Signature: Date: |
| **Programme Director**  Name:  Signature: Date: |