

## **Mandatory requirements and evidence for dental nursing approval and external quality assurance reviews**

The table below sets out the mandatory requirements and evidence that is required to gain centre recognition and/or qualification approval to deliver and assess the NCFE CACHE Level 3 Diploma in the Principles and Practice of Dental Nursing (610/3114/8).

All evidence, upon request will need to be uploaded on our secure site prior to an approval review taking place. Should any criteria not be met, an action plan will be put in place with your allocated external quality assurer (EQA) until your centre is approved. These requirements will also be subject to external quality assurance reviews conducted by us. Please note, in addition to the requirements set below, there may be additional evidence that your EQA may request during your review.

For support and further information about the requirements please refer to the following documents, which can be found on the qualification's page on the NCFE website:

- Appendices, Policies and Statements
- Qualification Approval and External Quality Assurance Reviews.

	<b>*When uploading evidence on our secure site, please use the following naming convention: Dental nursing approval – centre name</b>			
<b>Dental nursing approval guidance</b>	<b>Required at approval and/or external quality assurance review</b>	<b>Mandatory requirements/evidence for qualification approval</b>	<b>Where is the evidence in my centre? (please signpost)*</b>	<b>Link to approval report reference</b>
<b>Section 1 – learner fitness to practise</b>				
1.1	Evidence required for qualification approval.	Learner Fitness to Practise Policy and procedure.		2.1, 2.21
1.2	Evidence required for qualification approval.	Procedure for checking and retaining copies of learner vaccination records.		2.24
1.3	Evidence required for qualification approval.	Admissions/Enrolment procedure (appendix D: Learner Learning Contract).		2.23
1.4	Evidence required for qualification approval.	Equal Opportunities, Diversity and Inclusion Policy and procedure.		2.1
1.5	Evidence required for qualification approval.	Learner Support Policy and procedure.		2.1, 2.9, 2.11
<b>Section 2 – employer liaison</b>				
2.1	Evidence required for qualification approval.	Schedule of learner progress reports. Completed reports required for subsequent external quality assurance review.		2.11, 2.13
2.2	Evidence of planned use of appendix A for qualification approval.	General Dental Council (GDC) Supervising Registrant List (appendix A) for each learner. Completed lists required for subsequent external quality assurance review.		2.22, 2.24

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2.3	Evidence required for qualification approval.	Work-based placement procedure (including quality assurance of placements) and additional placement procedures (where applicable).		2.2, 2.23
<b>Section 3 – learner workplace induction</b>				
3.1	Evidence of planned use of appendix B for qualification approval.	Employer Declaration of Induction (appendix B). Signed copy for each learner required for subsequent external quality assurance reviews.		2.2, 2.23
3.2	Evidence of planned use of appendix F and appendix G for qualification approval and external quality assurance reviews.	Contracts setting out specific roles and responsibilities that centres/employers must agree, sign and comply with throughout the course of the qualification (appendix F: Employer/Placement (Learner) Learning Contract and appendix G: Centre (Learner) Learning Contract).		2.3, 2.6, 2.22, 2.23
3.3	Evidence required at qualification approval and external quality assurance reviews.	Process in place to check the workplace is registered with the Care Quality Commission (CQC) (England). Evidence of this being carried out will be required for subsequent external quality assurance reviews.		2.2, 2.23

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<b>Section 4 – safety in the workplace</b>				
4.1	Evidence of planned use of appendix C for qualification approval and external quality assurance reviews.	Initial safety check and monitoring of learners' workplace (appendix C: Initial Safety Check and Workplace Monitoring). Completed checklist required for subsequent external quality assurance review. See also 2.3 above.		2.2, 2.23
4.2	Evidence required for qualification approval and external quality assurance reviews.	Raising Concerns in the Workplace Policy and procedure. See also 3.2 above. Covered in appendix G: Centre (Learner) Learning Contract.		2.1, 2.23
4.3	Evidence of planned use of appendix O and appendix O1 for qualification approval and external quality assurance review.	Process in place to check the workplace is informing patients and gaining their consent regarding a trainee dental nurse being involved in their dental treatment.		2.23
4.4	Evidence of planned use of appendix R.	Process in place to check the workplace mentor/supervisor is keeping records of mentorship.		2.22, 2.23

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4.5	Evidence of planned use of appendix S and appendix T for qualification approval and external quality assurance reviews.	Process in place to support Raising Concerns in the Workplace Policy (incident reporting). See also 4.2 above: linked to policy and procedure.		2.1, 2.23
<b>Section 5 – staff/centre records (Staff records – documents must be provided for each member of the qualification delivery and assessment team)</b>				
5.1	Evidence required for qualification approval.	Centre organogram – setting out the staffing structure for the delivery of the qualification.		2.6
5.2	Evidence required for qualification approval.	Proof of General Dental Council (GDC) registration number for those listed in centre organogram.		2.22, 2.23, 2.24
5.3	To be discussed at approval for implementation and management. Evidence required at external quality assurance reviews.	Current curricula vitae (CV's), continuing professional development (CPD) records, copies of vocational qualification certificates, education/training qualifications. Details of current Disclosure and Barring Service (DBS) checks, job descriptions for example, department supervisors/tutors/assessors/internal quality assurers (IQAs).		2.22, 2.23, 2.24

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5.4	Evidence required for qualification approval. Evidence required at external quality assurance reviews.	Centre's professional misconduct panel membership. Centre's Appeal Policy.		2.1, 2.21
<b>Section 6 – qualification delivery</b>				
6.1	To be discussed at approval for implementation and management. Evidence required at external quality assurance reviews.	Course programme/scheme of work setting out schedule of delivery that meets qualification delivery requirements. Evidence required at subsequent external quality assurance reviews once approved.		2.12
6.2	Evidence required for qualification approval and external quality assurance reviews.	Internal quality assurance strategy and process. A quality assurance framework is provided in appendix K, which can aid the development of internal quality assurance mechanisms utilised by centres.		2.1, 2.12, 2.13, 2.17