

Frequently asked questions: 4234 Dental Nursing

Section 1 *Information for learners*

Qualification type:	Framework
Qualification title:	Diploma in Dental Nursing
Qualification level:	3
L3 Qualification numbers:	4234-31/93

Who is this qualification for?

This qualification is aimed at people who want to train to be a dental nurse.

Are there any entry requirements?

There are no formal entry requirements for candidates undertaking this qualification. However, centres must ensure that candidates have the potential and opportunity to gain the qualifications successfully.

How many units are there?

Core: 15 **Optional:** 0

Does this qualification replace an existing qualification?

Yes. This qualification has been developed for the Framework and is a migration and replacement of the former Level 3 NVQ in Dental Nursing (3231-23/83) and the Level 3 Award in Dental Nursing (7393-01).

How many units do I need to do in order to complete the qualification?

Fifteen in total. To achieve the Level 3 Diploma in Dental Nursing, learners must successfully complete portfolios of evidence for 11 units (301-311) and additionally achieve an overall pass in the external exam covering the underpinning knowledge in units 312-315.

Are there any tests or exams associated with this qualification?

Yes. Until March 2013, there was a written examination paper (4234-316) which was a synoptic test based on short written answers, multiple choice and scenario based questions. Learners could claim their results for this test until June 2013.

Since March 2013, there has been an online exam available (4234-317) covering the same knowledge. All candidates on this course that didn't successfully complete the 316 written test now need to complete the online 4234-317 test to gain the full diploma. Further information can be found on the Assessment Materials section of the website, and by following the link below.

<http://www.cityandguilds.com/Provide-Training/Delivery-Success/e-volve/e-volve-Familiarisation>

What documents will I get for this qualification?

The handbook and other documentation for this qualification are on the website.

How long will it take me to complete?

There are 294 guided learning hours for this qualification. Generally, candidates finish this qualification in 1-2 years.

Where can I find more information on this and other related qualifications?

The website contains the most up to date information on our qualifications. See www.cityandguilds.com and search for 4234 for more information.

Frequently asked questions: 4234

Section 2 *Information for centres*

Qualification type: Framework
Qualification title: Diploma in Dental Nursing
Qualification level: 3
L3 Qualification numbers: 4234-31/93

This qualification closes for registrations soon. What will replace it?

This qualification is being replaced by 5234 – also titled City & Guilds Diploma in Dental Nursing. Further information can be found on our main website.

How do we gain approval to offer these qualifications?

Qualification approval can be acquired through a centre's regional office. Call 020 7294 2468 and ask to be put through to your regional office for more information. Alternatively, you can go online at [www.cityandguilds.com / become a centre](http://www.cityandguilds.com/become-a-centre) and follow the steps.

What are the costs for registering and/or requesting certificates for learners?

The registration and certification costs can be found on the Walled Garden.

I need to submit a funding request. What is the QCA reference number?

Level	Qualification accreditation number	Last registration	Last certification
3	600/0168/9	30/04/2014	30/04/2017

Is there any guided learning hours for this qualification?

There are 294 guided learning hours for this qualification.

Where else can I find more information on this qualification?

The website contains the most up to date information on these qualifications. See www.cityandguilds.com and search for 4234 for more information.

Section 3 *Additional clarification and guidance*

This qualification is currently mandatory for dental nurses.

Does all the range need to be covered?

Yes all of the range does need to be covered. In version 1.4 of the handbook, this has been numbered for convenience. However there may be areas that some centres will not have the resources to evidence and centres can use alternative methods such as professional discussion to provide evidence.

Within the apprenticeship, how can dental nurses evidence unit 4239-304? Dental nurse apprentices can achieve unit 4239-304 Participating through team leading (D/602/4559) using a natural opportunity to lead a 'team', or by using a custom-devised project, provided evidence reflects a real life work activity. A workplace activity or project should be completed by the candidate and reflect their understanding of the protocols/systems used within their own workplace. Centres could meet this unit in a variety of ways. For example

- Audit X-rays (would also link into evidence for Diploma 4234-307)
- Audit lab work/patient payments
- Monitor number of missed appointments and improve systems
- outstanding accounts

Unit 4239-304, could also link into unit 4234-302 from the Diploma in Dental Nursing, supporting the Diploma.

Do dental nurse assessors need to be registered with the GDC?

4234 is supported by the professional regulator (GDC) and professional bodies (BDA/BADN) for registration purposes. Assessors are required to be registered with GDC by City & Guilds in order to demonstrate assessors' standards are maintained.

Section 4 *E-volve tests*

There are numerous benefits to using e-volve online assessments. You can

- set tests whenever is most convenient for you and your learners 24 hours a day 365 days a year
- conduct tests anywhere, provided it's invigilated
- receive performance feedback within seconds and certificates within days
- reduce administration and paperwork – no storing, couriering or marking of papers
- download and deliver tests without the need for a permanent internet connection
- test just one or many learners anywhere using laptops to enable individuals to progress in their own time.

The first online test will be free for each candidate. However resits of the online test will be charged at £15 to cover the background administration. You can find more information on the following link. And if you are ready to get started with e-volve, simply click on the 'Getting e-volve' button on the link below. The full process can be completed within two weeks.

<http://www.cityandguilds.com/Provide-Training/Delivery-Success/e-volve>

Candidates can familiarise themselves with the feel of the e-volve test at any point through the simulation below. Additionally, we are planning a short practice test to

offer further support for the transition. Further information will be issued for that once it's available.

<http://media.cityandguilds.com/evolve/captivate/CandidateInterfaceSecureClient.htm>

1. Can centres offering functional skills e-volve tests use the same system for the dental nursing qualifications?

Yes it's the same platform used for all C&G online tests.

2. Is there a practice test?

Yes there will be a shorter dental nursing sample test available to give candidates a feel of how the system works.

3. How long beforehand do you need to download test for offline?

Tests can be downloaded -10 to + 30 days around the test date, and taken offline.

4. What if there are numerous tests to be taken simultaneously offline?

Our experts work with your IT department to set up a *Local installation* for you with 7 working days notice.

5. Does the test have a timer?

Yes. There is a countdown clock always visible, with notifications towards the end of the test.

6. Is there information available about how well candidates performed?

City & Guilds do not give out pass marks, but there is individual section feedback to identify candidates' areas of strength/weakness.

7. Do candidates undertaking tests need to be invigilated?

Yes candidates must be invigilated.

8. What are regulations around the room?

There are stipulations around the room requirements available on our website that need to be read beforehand and adhered to for the tests.

9. Can special requirements still be taken into account?

Yes, you can apply to policy for 25% extra time for candidates with special needs.

10. What if there's a fire alarm during a test?

Get out the building! Do not stop to save any results/status. City & Guilds will give all your candidates a free re-test at your convenience.