



## **Group Award Specification for:**

**HNC in Oral Health Care: Dental Nursing**

**Group Award Code: GL64 15**

**HND in Dental Nursing**

**Group Award Code: GP80 16**

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# 1 Introduction

This document was previously known as the Arrangements document. The purpose of this document is to:

- ◆ assist centres to implement, deliver and manage the qualification
- ◆ provide a guide for new staff involved in offering the qualification
- ◆ inform course managers teaching staff, assessors, learners, employers and HEIs of the aims and purpose of the qualification
- ◆ provide details of the range of learners the qualification is suitable for and progression opportunities

The Group Awards; Higher National Certificate (HNC) and Higher National Diploma (HND) are occupationally-specific, industry-led qualifications and have been developed under the Design Principles for Higher National Qualifications. They have been produced in collaboration with key stakeholders from the public and private sectors, further education colleges and the NHS.

An HND in Dental Nursing has been available since 2011. It was developed in response to a need for a clear progression route within oral health care education.

In 2018 the oral health care education sector in Scotland requested that the HND be revised. The rationale for this was to ensure the mandatory section reflected the clinical knowledge and skills route that the majority of the target group would follow to achieve the HND.

The revised framework continues to incorporate many of the units from the two qualifications\* at SCQF level 7 which are required to seek registration with the General Dental Council (GDC) and also provides a broad range of specialist topics at SCQF levels 8 and 9 such as Dental Impressions, Special Care, Radiography, Sedation, Practice Inspection and Managing Quality.

These specialisms reflect the current GDC Scope of Practice and facilitate Continuing Professional Development (CPD) for qualified dental nurses.

Learners may exit after successful completion of Year 1 with an HNC in Oral Health Care.

**\*It must be noted that achievement of the HNC alone does not allow learners to seek access to the GDC register. The SVQ and PDA in Dental Nursing at SCQF level 7 are the only qualifications valid for GDC registration.**

The HNC in Oral Health Care: Dental Nursing — GL64 15 is unaffected by this revision.

Following consultation with the oral health care education sector in Scotland the HND set out in this group award specification was subsequently validated as direct replacement for the HND in Dental Nursing —GL65 16.

## Predecessor HND Qualifications

Learners already registered for the HND in Dental Nursing — GL65 16 will have until 31 July 2023 to complete it.

Learners already registered for the HND in Dental Nursing — GC7T 16 will have until 31 July 2020 to complete it.

## **Background and rationale for the awards**

SQA provides a dental nursing curriculum that offers learning opportunities from entry level awards at SCQF level 5 and 6 to extended duty specialisms at SCQF levels 8 and 9.

The curriculum is therefore available to those wishing to access a career in oral health care and also provides clear routes for progression for those who wish to continue with their studies and practice at a higher level.

SQA qualifications for the dental sector are set out below:

NPA in Oral Health Care: an Introduction at SCQF level 5

NPA in Oral Health Care at SCQF level 6

NC in Oral Health Care: Preparing for Practice at SCQF level 6

NC in Dental Technology: an Introduction at SCQF level 6

PDA in Medical and Dental Reception Skills at SCQF level 6

SVQ 3 in Dental Nursing at SCQF level 7

PDA in Dental Nursing at SCQF level 7

HNC in Dental Nursing at SCQF level 7

HNC in Dental Technology at SCQF level 7

PDA in Dental Nursing: Delivering Oral Health Interventions at SCQF level 8

PDA in Oral Health Care (OHC): Dental Managers at SCQF level 8

PDA in Supporting the Healthcare Team in the Workplace at SCQF level 8

PDA in Recording Patient Assessment for Dental Care Professionals at SCQF level 8

PDA in Dental Nursing: Supporting Special Care Provision at SCQF level 8

PDA in Intravenous Sedation for Dental Nurses at SCQF level 8

PDA in Inhalation Sedation for Dental Nurses at SCQF level 8

PDA in Orthodontic Dental Nursing at SCQF level 8

PDA in Preparing a Practice for Inspection at SCQF level 8

PDA Dental Care Professionals: Dental Laboratory Skills at SCQF level 8

PDA Dental Radiography (Operator) at SCQF level 9

HND in Dental Nursing at SCQF level 8

HND in Dental Technology at SCQF level 8

## 2 Qualification structures

2.1 The HNC Group Award is made up of 12 SQA HN unit credits.

It comprises 96 SCQF credit points of which 78 are at SCQF level 7 in the mandatory section including a graded unit of 8 SCQF credit points at SCQF level 7.

Learners should select a minimum of 1 HN Unit credit from the optional section to achieve a total of 12 credits (96 SCQF points)

Units marked \* also form part of the registerable qualifications, required for access to the GDC register.

### Structure of the HNC in Oral Health Care: Dental Nursing — GL64 15

Mandatory units, all 12 credits (11 units) to be achieved				
Unit code	Unit title	SQA credit	SCQF level	SCQF credit points
H9RA 34*	Dental Nursing: Principles of Infection Prevention and Control in the Dental Environment	1	7	8
H9R9 34*	Dental Nursing: Principles of Oral Health Assessment and Treatment Planning	1	7	8
H9R7 34*	Dental Nursing: Principles in the Management of Plaque Related Diseases	1	7	8
H9R8 34*	Dental Radiography	1	7	8
F6C7 34*	Dental Nursing Assessment	1	7	8
HA02 34	Oral Health Care: Dental Nursing: Graded Unit 1	1	7	8
H4R2 04*	Provide Chairside Support During the Extraction of Teeth and Minor Oral Surgery	1	7	7
H4X4 04*	Provide Basic Life Support	1	7	7
F300 04	Ensure Your Own Actions Reduce the Risk to Health and Safety	1	6	8
H4PT 04*	Prepare and Maintain Environments, Instruments and Equipment for Clinical Dental Procedures	1	7	12
FD42 04*	Reflect On, Develop and Maintain Own Skills and Practice in Learning and Development	1	7	4

<b>Mandatory optional units (minimum of 1 credit from 2 to be achieved)</b>				
<b>Unit code</b>	<b>Unit title</b>	<b>SQA credit</b>	<b>SCQF level</b>	<b>SCQF credit points</b>
H4PW 04*	Provide Chairside Support During the Assessment of Patient's Oral Health	1	7	10
H4PV 04*	Offer Information and Support to Individuals About Dental Services and the Protection of Oral Health	1	7	10

<b>'Free' optional section (units marked with * are required for registration but do not contribute to the achievement of the HNC)</b>				
<b>Unit code</b>	<b>Unit title</b>	<b>SQA credit</b>	<b>SCQF level</b>	<b>SCQF credit points</b>
H4PX 04*	Contribute to the Production of Dental Images	1	7	8
H4PY 04*	Provide Chairside Support During the Prevention and Control of Periodontal Disease and Caries and the Restoration of Cavities	1	7	34
H4R0 04*	Provide Chairside Support During the Provision of Fixed and Removable Prosthesis	1	7	14
H4R1 04*	Provide Chairside Support During Non-Surgical Endodontic Treatment	1	6	8
H485 34	Local Decontamination of Re-usable Instruments	1	7	8
H66L 33	Reflective Practice in a Dental or Medical Environment	1	6	8
H66M 33	Health and Safety in a Dental or Medical Reception Area	1	6	8
H66J 34	Dental Reception Skills	1	7	8
HE3D 46	Dental Care Professionals: Fitness to Practice	1	6	6
<p>The following unit, whilst required for registration cannot be taken as part of the HNC/HND in Dental Nursing. The design principles for HNC and HND qualifications do not allow the inclusion of units levelled at SCQF level 5 or below.</p>				
H4TR 04*	Make Sure Your Own Actions Reduce Risks to Health and Safety	1	5	8

2.2 The HND Group Award framework is made up of 30 SQA HN Unit credits, 20 mandatory and 10 selected from the optional section.

It comprises 240 SCQF credit points of which 64 are at SCQF level 8 and 9 in the mandatory section including a graded unit of 16 SCQF credit points at SCQF level 8.

Units marked \* also form part of the registerable qualifications, required for access to the GDC register.

### Structure of the HND in Dental Nursing — GP80 16

<b>Mandatory units all 20 HN credits (18 units) to be achieved</b>				
<b>Unit code</b>	<b>Unit title</b>	<b>SQA credit</b>	<b>SCQF level</b>	<b>SCQF credit points</b>
FN3P 35	Dental Impressions for Working or Study Models	1	8	8
J11R 36	Research in Dental Practice	1	9	8
J1SK 35	Managing Quality Improvement in a Dental Practice	2	8	16
H5WT 35	Dental Nursing: Oral Health Promotion and Dental Public Health	1	8	8
H8P9 35	Oral Health Care: Managing Health and Safety in a Dental Environment	1	8	8
J2F5 35	Dental Nursing: Graded Unit 2	2	8	16
H4X4 04	Provide Basic Life Support	1	7	7
H4PT 04	Prepare and Maintain Environments, Instruments and Equipment for Clinical Dental Procedures	1	7	12
F300 04	Ensure Your Own Actions Reduce the Risk to Health and Safety	1	6	8
FD42 04	Reflect On, Develop and Maintain Own Skills and Practice in Learning and Development	1	7	4
H4R2 04	Provide Chairside Support During the Extraction of Teeth and Minor Oral Surgery	1	7	7
HA02 34	OHC: Dental Nursing Graded Unit 1	1	7	8
H9RA 34	Dental Nursing: Principles of Infection Prevention and Control in the Dental Environment	1	7	8
H9R9 34	Dental Nursing: Principles of Oral Health Assessment and Treatment Planning	1	7	8
H9R8 34	Dental Radiography	1	7	8
H9R7 34	Dental Nursing: Principles in the Management of Plaque Related Diseases	1	7	8
F6C7 34	Dental Nursing Assessment	1	7	8

<b>Mandatory optional section: (Minimum of 1 credit from 2 to be achieved)</b>				
<b>Unit code</b>	<b>Unit title</b>	<b>SQA credit</b>	<b>SCQF level</b>	<b>SCQF credit points</b>
H4PW 04	Provide Chairside Support During the Assessment of Patient's Oral Health	1	7	10
H4PV 04	Offer Information and Support to Individuals About Dental Services and the Protection of Oral Health	1	7	10

<b>Optional units: Minimum of 10 SQA credits to be achieved</b>				
<b>Unit code</b>	<b>Unit title</b>	<b>SQA credit</b>	<b>SCQF level</b>	<b>SCQF credit points</b>
J1LM 35	Supporting the Healthcare Team in the Workplace	2	8	16
FN3R 35	Dental Nursing: Supporting Oral Health Improvement	1.5	8	12
H5WV 35	Dental Nursing: Oral Health Education	2	8	16
H76E 35	Dental Nursing: Principles and Policies for Special Care Provision	1.5	8	12
H76D 35	Dental Nursing: Special Care Practice	1.5	8	12
H0AH 36	Dental Radiography: Operator	2	9	16
H0BN 35	Dental Nursing: Orthodontic Dental Nursing	2	8	16
HT8V 35	Dental Nursing: Intravenous Sedation	2	8	16
HT8T 35	Dental Nursing: Inhalation Sedation	2	8	16
FG6A 35	Legal Protection of NHSS Patient Data	1	8	8
DH3Y 35	Stress Management	0.5	8	4
FN3V 35	Dental Nursing: Preparing a Practice for Inspection	2	8	16
F1XL 35	OHC: Managing a Dental Environment	2	8	16
H944 35	Dental Patient Assessment: Measuring and Recording Plaque Indices	1	8	8
H943 35	Intra and Extra Oral Clinical Dental Photography for Dental Care Professionals	1	8	8
H95N 35	Dental Care Professionals: Constructing Study Models	1	8	8
H95K 35	Dental Care Professionals: Constructing Mouthguards, Bleaching Trays and Vacuum Formed Retainers	1	8	8



<b>Optional units (cont)</b>				
<b>Unit code</b>	<b>Unit title</b>	<b>SQA credit</b>	<b>SCQF level</b>	<b>SCQF credit points</b>
H95L 35	Dental Care Professionals: Repairing the Acrylic Component of Removable Appliances	1	8	8
H95M 35	Dental Care Professionals: Constructing Occlusal Registration Rims and Special Trays	1	8	8
H1F0 34	Creating a Culture of Customer Care	1	7	8
F1XK 34	OHC: Policy and Legislation for Dental Managers	1	7	8
F20M 34	OHC: Presentation Skills for Dental Managers	1	7	8
DF4E 34	Developing Skills for Personal Effectiveness	1	7	8
H4PY 04	Provide Chairside Support During the Prevention and Control of Periodontal Disease and Caries and the Restoration of Cavities	1	7	34
H4R0 04	Provide Chairside Support During the Provision of Fixed and Removable Protheses	1	7	14
H4PX 04	Contribute to the Production of Dental Images	1	7	8
H4R1 04	Provide Chairside Support During Non-Surgical Endodontic Treatment	1	6	8
H485 34	Local Decontamination of Re-usable Instruments	1	7	8
H66L 33	Reflective Practice in a Dental or Medical Environment	1	6	8
H66M 33	Health and Safety in a Dental or Medical Reception Area	1	6	8
H66J 34	Dental Reception Skills	1	7	8
J2F8 35	Dental Care Professionals: Continued Professional Development (CPD)	2	8	16
J1KW 46*	Workplace Health and Safety: An Introduction	1	6	6

## 3 Aims of the qualifications

The principal aim of the HND in Dental Nursing is to provide a nationally certificated programme of learning for those who work or wish to work at an advanced level in the oral health care sector.

Mapping of the specific aims of the group awards against unit content is shown in Section 5.

### 3.1 General aims of the qualifications

All SQA qualifications have the following general aims:

- ◆ to enable progression within the SCQF
- ◆ to provide opportunities for career planning and enhance learners' employment prospects
- ◆ to develop transferable skills, eg organising/planning/personal effectiveness/team working/time management/record keeping
- ◆ to develop Core Skills, ie *Information and Communication Technology (ICT)*, *Communication*, *Problem Solving*, *Working with Others* and *Numeracy*
- ◆ to develop the four capacities of Curriculum for Excellence

### 3.2 Specific aims of the qualifications

#### 3.2.1 Specific aims of the HNC in Oral Health Care: Dental Nursing

- (i) to provide progression from the NC in Oral Health Care: Preparing for Practice.
- (ii) to provide a structured programme of learning which supports learners to achieve all of the component units of the PDA in Dental Nursing.
- (iii) to provide learners with the opportunity to achieve the external examination component (PDA Dental Nursing Assessment) which forms part of the registration requirements of the GDC.
- (iv) to enable learners to achieve key mandatory units of the SVQ in Dental Nursing.
- (v) to enable learners to develop specific knowledge and skills, namely:
  - (a) reflective practice
  - (b) infection prevention and control in the dental environment
  - (c) oral health assessment and treatment planning
  - (d) dental radiography
  - (e) principles in the management of plaque related diseases
  - (f) basic life support
  - (g) preparation and maintenance of the dental environment, instruments and equipment
  - (h) health and safety risk assessment within the dental environment
- (vi) to enable progression to the HND in Dental Nursing.
- (vii) to provide an exit point at end of Year 1 for learners who are unable to continue with the HND.

## 3.2.2 Specific aims of the HND in Dental Nursing

- (i) to develop the advanced clinical skills, knowledge and understanding that supports the GDC's Scope of Practice for dental nurses, namely:
  - (a) oral health promotion and dental public health
  - (b) dental impressions
  - (c) quality improvement
  - (d) health and safety
  - (e) research skills
  - (f) intravenous sedation
  - (g) inhalation sedation
  - (h) supporting special care provision
  - (i) orthodontic dental nursing
- (ii) to develop advanced professional attitudes and practice in relation to patient treatment, namely:
  - (a) patient care and quality improvement
  - (b) health and safety
  - (c) data handling and GDPR
  - (d) own continued professional development
- (iii) to develop skills and knowledge to support the learning and development of colleagues.
- (iv) to provide the opportunity for progression to higher education degree courses.

## 3.3 Graded Units

### 3.3.1 Oral Health Care: Graded Unit 1

The Graded Unit 1 is an assignment which has been designed to enable learners to integrate their knowledge, theory and where applicable practice in terms of:

- ◆ providing support to the dental team
- ◆ providing oral health care to a range of individuals during different dental procedures
- ◆ developing their skills and knowledge whilst in employment/placement within in a dental environment
- ◆ enabling reflective practice
- ◆ facilitation of progression to a higher level of dental nursing education

### 3.3.2 Dental Nursing: Graded Unit 2

The Graded Unit 2 is an investigation which will require the learner to:

- ◆ examine a range of theoretical and practice-based perspectives relating to the management of health and safety and infection control in a dental environment
- ◆ consolidate knowledge and skills required for taking dental impressions and delivering oral health education
- ◆ develop research skills and analyse evidence-based guidance
- ◆ demonstrate clearly the importance of collaborative working and integrative practice
- ◆ evaluate and apply quality standards to improve the quality of processes and procedures in a dental practice

## 4 Recommended entry to the qualifications

Entry to this qualification is at the discretion of the centre. The following information on prior knowledge, skills, experience or qualifications that provide suitable preparation for this qualification has been provided by the Qualification Design Team as guidance only.

Access to the HNC/HND is at the discretion of individual SQA approved centres.

As these are advanced awards with recognised levels of demand it is recommended that the learner has a good level of general education and in particular good communication skills. This may be demonstrated through a pre-assessment interview or by the learner's existing qualifications, eg SQA qualifications at SCQF level 6 and/or other equivalent qualification such as the NEBDN National Certificate or qualifications from another awarding body.

The awards can be taken on either full time or part time basis.

### Specific access requirements

Learners may directly access Year 2 of the HND if they have already completed the following qualifications (or equivalent)\*

SVQ 3 in Dental Nursing at SCQF level 7

PDA in Dental Nursing at SCQF level 7

HNC in Oral Health Care: Dental Nursing

\*for example NVQ in Dental Nursing at level 3; VRQ in Dental Nursing; NEBDN National Certificate

All learners require to achieve the HNC Graded Unit 1, regardless of the access route used.

Centres must ensure that any units offered as part of the HND which state that the learner should be registered with the GDC are only delivered to those learners who have that status.

It is contingent on the learner to be GDC registered to complete the HND.

### Grandparent clause

There is also scope for accreditation of prior learning (APL) as an articulation opportunity into the second year of this award. Learners who are registered with the GDC via the grandparenting clause may make applications to articulate into the second year of the HND programme. It is the responsibility of each individual Centre to consider the learners suitability for this and it is strongly recommended that the HNC Graded Unit is used as a tool for benchmarking their eligibility.

## 4.1 Core Skills entry profile

The Core Skill entry profile provides a summary of the associated assessment activities that exemplify why a particular level has been recommended for this qualification. The information should be used to identify if additional learning support needs to be put in place for learners whose Core Skills profile is below the recommended entry level or whether learners should be encouraged to do an alternative level or learning programme.

Core Skill	Recommended SCQF entry profile	Associated assessment activities
Communication	6	Verbal interactions with colleagues and patients, written record keeping and treatment planning.
Numeracy	5	Payment processing, charting and instrument reading.
Information and Communication Technology (ICT)	5	Electronic appointment systems, possible use of online portfolio and assessment, developing high level research skills.
Problem Solving	6	Understanding theory and ability to relate this to practice, overcoming issues as they arise and advising on improvements.
Working with Others	6	Underpinning skill required of all DCP, fundamental in the majority of the practice units.

## 5 Additional benefits of the qualification in meeting employer needs

This qualification was designed to meet a specific purpose and what follows are details on how that purpose has been met through mapping of the units to the aims of the qualification. Through meeting the aims, additional value has been achieved by linking the unit standards with those defined in National Occupational Standards and/or trade/professional body requirements. In addition, significant opportunities exist for learners to develop the more generic skill, known as Core Skills through doing this qualification.

## 5.1 Mapping of HNC specific aims to the mandatory units (Year 1 of HND)

Code	Unit title	Aims					
		1	2	3	4	5	6
H9RA 34*	Dental Nursing: Principles of Infection Prevention and Control in the Dental Environment	i	ii		iv	v	vi
H9R9 34*	Dental Nursing: Principles of Oral Health Assessment and Treatment Planning	i	ii		iv	v	vi
H9R7 34*	Dental Nursing: Principles in the Management of Plaque Related Diseases	i	ii		iv	v	vi
F6C7 34*	Dental Nursing Assessment	i	ii		iv	v	vi
HA02 34	Oral Health Care: Dental Nursing: Graded Unit 1				iv	v	vi
H4R2 04*	Provide Chairside Support During the Extraction of Teeth and Minor Oral Surgery			iii	iv	v	vi
H4X4 04*	Provide Basic Life Support			iii	iv	v	vi
F300 04	Ensure Your Own Actions Reduce the Risk to Health and Safety			iii	iv	v	vi
H4PT 04*	Prepare and Maintain Environments, Instruments and Equipment for Clinical Dental Procedures			iii	iv	v	vi
FD42 04*	Reflect On, Develop and Maintain Own Skills and Practice in Learning and Development			iii	iv	v	vi
H9R8 34*	Dental Radiography	i	ii		iv	v	vi
H4PW 04*	Provide Chairside Support During the Assessment of Patient's Oral Health			iii	iv	v	vi
H4PV 04*	Offer Information and Support to Individuals About Dental Services and the Protection of Oral Health			iii	iv	v	vi

## 5.2 Mapping of HND specific aims to units (other than Year 1 units)

Code	Unit title	Aims			
		1	2	3	4
FN3P 35	Dental Impressions for Working or Study Models (Dentate)	i	ii		
J11R 36	Research in Dental Practice	i	ii	iii	iv
J1SK 35	Managing Quality Improvement in Dental Practice	i	ii	iii	iv
H5WT 35	Dental Nursing: Oral Health Promotion and Dental Public Health	i	ii	iii	iv
H8P9 35	OHC: Managing Health and Safety in a Dental Environment	i	ii	iii	iv
J2F5 35	Dental Nursing: Graded Unit 2	i	ii	iii	iv
FN3V 35	Dental Nursing: Preparing a Practice for Inspection	i	ii	iii	iv
FG6A 35	Legal Protection of NHSS Data	i	ii	iii	iv
DH3Y 35	Stress Management		ii		iv
J1LM 35	Supporting the Healthcare Team in the Workplace	i	ii	iii	iv
H1F0 34	Creating a Culture of Customer Care	i	ii		iv
F1XL 35	OHC: Managing a Dental Environment	i	ii	iii	iv
F1XK 34	OHC: Policy and Legislation for Dental Managers	i	ii	iii	iv
F20M 34	OHC: Presentation Skills for Dental Managers	i	ii	iii	iv
DF4E 34	Developing Skills for Personal Effectiveness	i	ii	iii	iv
H5WV 35	Dental Nursing: Oral Health Education	i	ii		iv
FN3R 35	Dental Nursing: Supporting Oral Health Improvement	i	ii		iv
H944 35	Dental Patient Assessment: Measuring and Recording Plaque Indices	i	ii		
H943 35	Intra and Extra Oral Clinical Dental Photography for Dental Care Professionals	i	ii		
H76E 35	Dental Nursing: Principles and Policies for Special Care Provision	i	ii		
H76D 35	Dental Nursing: Special Care Practice	i	ii		
H95N 35	Dental Care Professionals: Constructing Study Models	i	ii		
H95K 35	Dental Care Professionals: Constructing Mouthguards, Bleaching Trays and Vacuum Formed Retainers	i	ii		
H95L 35	Dental Care Professionals: Repairing the Acrylic Component of Removable Appliances	i	ii		
H95M 35	Dental Care Professionals: Constructing Occlusal Registration Rims and Special Trays	i	ii		
H0AH 36	Dental Radiography: Operator	i	ii		
H0BN 35	Dental Nursing: Orthodontics	i	ii		
HT8V 35	Dental Nursing: Intravenous Sedation	i	ii		
HT8T 35	Dental Nursing: Inhalation Sedation	i	ii		

### **5.3 Mapping of National Occupational Standards (NOS) and/or trade body standards**

The HNC in Oral Health Care: Dental Nursing contains 11 Units devised by Skills for Health which form the SVQ 3 in Dental Nursing at SCQF level 7.

Please refer to the SVQ Dental Nursing webpage on SQA's website for information on units, Core Skills and the assessment strategy.

<http://www.sqa.org.uk/sqa/14344.html>

The HNC framework also includes five HN Units which form the PDA in Dental Nursing at SCQF level 7. These have been mapped to the Skills for Health National Occupational Standards (NOS) and also to the NHS Knowledge and Skills Framework.

Please refer to the PDA Dental Nursing webpage on SQA's website for information on the HN Units mapping.

[http://www.sqa.org.uk/sqa/files\\_ccc/PDA%20Dental%20Nursing%20Arr.pdf](http://www.sqa.org.uk/sqa/files_ccc/PDA%20Dental%20Nursing%20Arr.pdf)



## **5.4 Opportunities for Core Skills development**

Learners will have the opportunity to develop the following Core Skills throughout the HNC/HND:

### **Communication at SCQF level 6**

There are ample opportunities for learners to provide evidence of oral communication skills when interacting with staff and patients and other internal and other external customers.

Working in a dental environment where the well-being of individuals is being supported necessitates the use of written communication to convey information reports, treatment plans, etc.

### **Information and Communication Technology (ICT) at SCQF level 6**

Dental practices use information technology systems to input records and reports, for processing other information and to retrieve information about individuals. There are opportunities for learners to collect evidence towards achievement of this Core Skill. Learners may also use Information Technology to produce their assessments.

### **Problem Solving at SCQF level 6**

Assessments will require evidence of an understanding of theoretical concepts and an ability to give examples of how to relate theory to practice.

### **Working with Others at SCQF level 6**

The ability to work in a team is a critical competence for dental nurses and is developed through the practical units.

### **Numeracy at SCQF level 6**

This Core Skill will be developed as learners will process numerical and graphical information for treatment planning and instrument calibration and records. Processing payments and calculating costs for patients will also contribute to the development of numeracy skills.

## 5.5 Assessment strategy for the qualification

Please refer to the support notes of individual unit specifications for guidance on appropriate assessment methods.

### HNC Units

The following **SVQ Units** are assessed in the workplace therefore the primary methods of assessment will be assessor observation, products of practice, witness testimony and professional discussion/questioning. The units must be assessed under the Skills for Health Assessment Strategy for Dental Nursing.

Provide Chairside Support During the Extraction of Teeth and Minor Oral Surgery

Provide Basic Life Support

Ensure Your Own Actions Reduce the Risk to Health and Safety

Prepare and Maintain Environments, Instruments and Equipment for Clinical Dental Procedures

Reflect On, Develop and Maintain Own Skills and Practice in Learning and Development

Provide Chairside Support During the Assessment of Patient's Oral Health

Offer Information and Support to Individuals About Dental Services and the Protection of Oral Health

Contribute to the Production of Dental Images

Provide Chairside Support During the Prevention and Control of Periodontal Disease and Caries and the Restoration of Cavities

Provide Chairside Support During the Provision of Fixed and Removable Prosthesis

Provide Chairside Support During Non-Surgical Endodontic Treatment

The following **HN Units** form the knowledge and understanding component of the registerable qualification and are assessed by an externally set, marked, and quality assured assessment paper, (Dental Nursing: Assessment).

Dental Nursing: Principles of Infection Prevention and Control in the Dental Environment

Dental Nursing: Principles of Oral Health Assessment and Treatment Planning

Dental Radiography

Dental Nursing: Principles in the Management of Plaque Related Diseases

Dental Nursing: Assessment

Assessment for the mandatory units in the HND is summarised in the following table.

Unit	Assessment			
	Outcome 1	Outcome 2	Outcome 3	Outcome 4
Dental Impressions for Working or Study Models	Completion of 25 patient cases Two detailed case studies Report of approximately 2,000 words		Practical exercises: simulation responding to medical emergencies	Not applicable
Research in Dental Practice	Evidence-based assignment of 2,000 words			Not applicable
Managing Quality Improvement in Dental Practice	Report		Portfolio of evidence	Not applicable
Dental Nursing: Oral Health Promotion and Dental Public Health	Production of a behavioural change case study	Report	Evaluation of a behavioural change case study	Not applicable
OHC: Managing Health and Safety in a Dental Environment	Integrated assignment			Not applicable
Dental Nursing: Graded Unit 2	Investigation			

The assessment of unit *Research in Dental Practice* will support the academic requirements of the HND Dental Nursing framework and to prepare those learners planning to articulate onto higher level programmes for example, the BSc Dental Nursing awarded by the University of the West of Scotland.

## **6 Guidance on approaches to delivery and assessment**

### **6.1 General delivery principles**

Although Higher National Qualifications are traditionally offered by the further education sector, they may also be offered by other SQA approved centres such as vocational training providers and some employers. It is essential that learners achieve the HNC before progressing on to the second year.

This qualification offers flexibility in its approach as learners holding other forms of qualification and/or work experience may gain access to year two following assessment of APL and achievement of the HNC Graded Unit 1.

The structure of the qualification allows for a degree of flexibility in its delivery. This will enable centres to tailor the selection of optional units to suit the needs of learners and meet local demand.

#### **6.1.1 Delivery of Year 1 (HNC)**

Centres will determine their own delivery plan based on the needs of learners, the number of terms/semesters employed by the Centre and the mode of delivery (ie, full-time, part-time or blended).

It is anticipated that the workplace assessed (SVQ) units will be achieved concurrently with the knowledge-based units and that evidence of competence will be drawn from work practice.

The following units are the component units from the Dental Nursing PDA:

Dental Nursing: Principles of Infection Prevention and Control in the Dental Environment

Dental Nursing: Principles of Oral Health Assessment and Treatment Planning

Dental Radiography

Dental Nursing: Principles in the Management of Plaque Related Diseases

Dental Nursing: Assessment

These units further develop the underpinning knowledge for the workplace (SVQ) Units.

Graded Unit 1 allows for the knowledge and skills gained from the mandatory units to be applied in the context of a dental nursing project. As such, it would tend to be delivered in the second and third terms to allow learners to gather appropriate evidence.

Delivery of the Workplace (SVQ) Units will be in the learner's workplace or placement where evidence of competence will be drawn from real work practice. The Skills for Health Assessment Strategy applies to the delivery and assessment of all SVQ Units. It is acknowledged that learners will achieve competence at different paces and the sequencing of units may be affected by this.

## 6.1.2 Delivery of Year 2 (HND)

As with Year 1, the delivery sequence will be determined by individual centres based on practice within the centre, timetabling and learner need.

Year 2 focuses on the development of specialist and clinical skills and knowledge in areas such as dental impression taking, research in dental practice, managing quality improvement, oral health promotion and managing health and safety in a dental environment.

Delivery of Graded Unit 2 should be timetabled to begin no later than midway through the session to allow learners sufficient time to gather the necessary evidence.

The selection of optional units will be determined by learner and employment needs and their delivery integrated with the mandatory units appropriately by the centre.

## 6.1.3 Assessment methodology

SQA promotes the strategy of holistic assessment wherever possible. The HN Unit specification places the emphasis on reducing the assessment load for both learners and centres by encouraging centres to devise assessments that allow integration of the entire unit or link the assessment of different outcomes together. The mix of knowledge units and SVQ Units in Year 1 encourages this practice by having learners draw evidence for both from real work situations. Assessment will operate through a blend of results from workplace activities and a portfolio of evidence. Assessors should assure themselves of the authenticity of each learner's evidence submission, perhaps by use of oral questioning.

## 6.1.4 Recognition of prior learning

SQA recognises that learners gain knowledge and skills acquired through formal, non-formal and informal learning contexts.

In some instances, a full group award may be achieved through the recognition of prior learning. However, it is unlikely that a learner would have the appropriate prior learning and experience to meet all the requirements of a full group award.

The units contained in the following PDAs are also contained in the HND.

Learners may undertake these PDAs on a stand-alone basis prior to accessing the HND. In this scenario learners can be granted full credit transfer for the component units.

This RPL is at the discretion of the centre. Evidence to support RPL claims is subject to SQA external verification.

PDA in Dental Nursing: Delivering Oral Health Interventions at SCQF level 8  
PDA in Oral Health Care (OHC): Dental Managers at SCQF level 8  
PDA in Supporting the Healthcare Team in the Workplace at SCQF level 8  
PDA in Recording Patient Assessment for Dental Care Professionals at SCQF level 8  
PDA in Dental Nursing: Supporting Special Care Provision at SCQF level 8  
PDA in Intravenous Sedation for Dental Nurses at SCQF level 8  
PDA in Inhalation Sedation for Dental Nurses at SCQF level 8  
PDA in Orthodontic Dental Nursing at SCQF level 8  
PDA in Preparing a Practice for Inspection at SCQF level 8  
PDA Dental Care Professionals: Dental Laboratory Skills at SCQF level 8  
PDA Dental Radiography (Operator) at SCQF level 9

Recognition of prior learning may **not** be used as a method of assessing in the following types of units and assessments:

- ◆ HN Graded Units
- ◆ Course and/or external assessments
- ◆ Other integrative assessment Units (which may or not be graded)
- ◆ Certain types of assessment instruments where the standard may be compromised by not using the same assessment method outlined in the unit
- ◆ Where there is an existing requirement for a licence to practice
- ◆ Where there are specific health and safety requirements
- ◆ Where there are regulatory, professional or other statutory requirements
- ◆ Where otherwise specified in an assessment strategy

More information and guidance on the *Recognition of Prior Learning* (RPL) may be found on our website [www.sqa.org.uk](http://www.sqa.org.uk).

The following sub-sections outline how existing SQA unit may contribute to this group award. Additionally, they also outline how this group award may be recognised for professional and articulation purposes.

## 6.2 Credit transfer

Centres should note that unit H4TR 04 *Make Sure Your Own Actions Reduce Risks to Health and Safety* is required as part of the SVQ in Dental Nursing for dental nurse registration. It does not and cannot be a part of the HN frameworks as the design principles do not allow for units at SCQF level 5 or below.

Centres may instead deliver and assess the unit F300 04 *Ensure Your Own Actions Reduce the Risks to Health and Safety* as part of the HN Framework and then use their own RPL processes to identify and address gaps and then credit transfer between the units. Please note that evidence of mapping and RPL is subject to external verification so should be retained for inspection.

## 6.3 Articulation

Although no formal agreements are in place, learners who successfully achieve the HND in Dental Nursing may be considered for acceptance to the BSc in Dental Nursing awarded by the University of the West of Scotland.

## 6.4 Opportunities for e-assessment

Solar e-assessment has been developed and is available to approved centres for the SVQ and PDA units which comprise the registerable qualification.

## 6.5 Support materials

A **list of existing ASPs** is available to view on SQA's website.

## 6.6 Resource requirements

Learners should have access to a dental educational environment/workplace where each unit can be completed with the support of a tutor/lecturer/assessor, best practice would be for staff involved with teaching and assessment to be a GDC registrant with appropriate knowledge and experience of dental nursing. Please refer to relevant unit specifications for specific guidance on specialist resources, instruments or equipment.

# 7 General information for centres

## Equality and inclusion

The unit specifications making up this group award have been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners will be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence. Further advice can be found on our website [www.sqa.org.uk/assessmentarrangements](http://www.sqa.org.uk/assessmentarrangements).

## Internal and external verification

All instruments of assessment used within this/these qualification(s) should be internally verified, using the appropriate policy within the centre and the guidelines set by SQA.

External verification will be carried out by SQA to ensure that internal assessment is within the national guidelines for these qualifications.

Further information on internal and external verification can be found in *SQA's Guide to Assessment* ([www.sqa.org.uk/GuideToAssessment](http://www.sqa.org.uk/GuideToAssessment)).

## 8 Glossary of terms

**Embedded Core Skills:** is where the assessment evidence for the unit also includes full evidence for complete Core Skill or Core Skill components. A learner successfully completing the Unit will be automatically certificated for the Core Skill. (This depends on the unit having been successfully audited and validated for Core Skills certification.)

**Finish date:** The end of a group award's lapsing period is known as the finish date. After the finish date, the group award will no longer be live and the following applies:

- ◆ learners may not be entered for the group award
- ◆ the group award will continue to exist only as an archive record on the Awards Processing System (APS)

**Graded Unit:** Graded units assess learners' ability to integrate what they have learned while working towards the units of the group award. Their purpose is to add value to the group award, making it more than the sum of its parts, and to encourage learners to retain and adapt their skills and knowledge. (**Note to writer:** delete if not applicable to product type)

**Lapsing date:** When a group award is entered into its lapsing period, the following will apply:

- ◆ the group award will be deleted from the relevant catalogue
- ◆ the group award specification will remain until the qualification reaches its finish date at which point it will be removed from SQA's website and archived
- ◆ no new centres may be approved to offer the group award
- ◆ centres should only enter learners whom they expect to complete the group award during the defined lapsing period

**SQA credit value:** The credit value allocated to a unit gives an indication of the contribution the unit makes to an SQA Group Award. An SQA credit value of 1 given to an SQA Unit represents approximately 40 hours of programmed learning, teaching and assessment.

**SCQF:** The Scottish Credit and Qualification Framework (SCQF) provides the national common framework for describing all relevant programmes of learning and qualifications in Scotland. SCQF terminology is used throughout this guide to refer to credits and levels. For further information on the SCQF visit the SCQF website at [www.scqf.org.uk](http://www.scqf.org.uk).

**SCQF credit points:** SCQF credit points provide a means of describing and comparing the amount of learning that is required to complete a qualification at a given level of the Framework. One National Unit credit is equivalent to 6 SCQF credit points. One National Unit credit at Advanced Higher and one Higher National Unit credit (irrespective of level) is equivalent to 8 SCQF credit points.

**SCQF levels:** The level a qualification is assigned within the framework is an indication of how hard it is to achieve. The SCQF covers 12 levels of learning. HNCs and HNDs are available at SCQF levels 7 and 8 respectively. Higher National Units will normally be at levels 6–9 and Graded Units will be at level 7 and 8. National Qualification Group Awards are available at SCQF levels 2–6 and will normally be made up of National Units which are available from SCQF levels 2–7.

**Unit:** Units contain vocational/subject content and are designed to test a specific set of knowledge and skills.

**Signposted Core Skills:** refers to opportunities to develop Core Skills arise in learning and teaching but are not automatically certificated.



# History of changes

It is anticipated that changes will take place during the life of the qualification and this section will record these changes. This document is the latest version and incorporates the changes summarised below. Centres are advised to check SQA’s APS Navigator to confirm they are using the up to date qualification structure.

**NOTE:** Where a unit is revised by another unit:

- ◆ No new centres may be approved to offer the unit which has been revised.
- ◆ Centres should only enter learners for the unit which has been revised where they are expected to complete the unit before its finish date.

Version Number	Description	Date
03	Additional Unit: J1KW 46 Workplace Health and Safety: An Introduction has been added to the HND framework only	26/05/20
02	Additional Unit: J2F8 35 Dental Care Professionals: Continued Professional Development (CPD) has been added to the optional section of the HND framework only	05/08/19

# Acknowledgement

SQA acknowledges the valuable contribution that the dental sector in Scotland has made to the development of this qualification.

## 9 General information for learners

This section will help you decide whether this is the qualification for you by explaining what the qualification is about, what you should know or be able to do before you start, what you will need to do during the qualification and opportunities for further learning and employment.

The HND in Dental Nursing forms part of a suite of qualifications for this sector that includes entry level NPAs at SCQF level 5 and 6, the SVQ and PDA in Dental Nursing at SCQF level 7 and a range of other specialist PDAs at SCQF level 8 and 9.

Successful completion of Year 1 will allow you the opportunity to gain certificates for the:

- ◆ HNC in Oral Health Care: Dental Nursing
- ◆ PDA in Dental Nursing\*

Successful completion of Year 2 will allow you to gain the certificate for the:

- ◆ HND in Dental Nursing — GC7T 16

Should you also complete **all** of the required SVQ Dental Nursing Units as part of your studies you will gain the certificate for the:

- ◆ SVQ in Dental Nursing\*

\*Award of these two qualifications is contingent upon centres being approved to deliver them and having registered you for them.

You can apply to the General Dental Council (GDC) to become a registered Dental Care Professional if you have achieved **both** the SVQ and the PDA in Dental Nursing.

The HNC and HND awards consist of mandatory and optional units covering various aspects of dental nursing.

In Year 1, you will undertake HN Units covering principles of infection control, oral health assessment and treatment planning and principles in the management of plaque related diseases. Year 1 also includes the externally set exam (Dental Nurse Assessment).

You will also undertake units from the SVQ in Dental Nursing which will be assessed in your workplace or placement covering areas such as health and safety, preparation of the clinical environment and basic life support skills. Successful completion of Year 1 will:

- ◆ provide you with suitable occupational skills and knowledge in dental nursing to enable you to identify future opportunities for career progression
- ◆ pass the exam required as part of the GDC's registration requirements
- ◆ allow you to progress to Year 2 of the HND — **OR**
- ◆ allow you to exit at this stage with an HNC

In Year 2, you will have the opportunity to gain more specialised clinical skills and knowledge related to the GDC Scope of Practice. This will be of particular interest to you if you are a qualified Dental Nurse who wishes to demonstrate continuing professional development (CPD) and to gain a higher level of qualification. It will also allow you to develop more generic advanced skills in management, training and development, quality management, health and safety in the dental environment and personal effectiveness.

Successful completion of Year 2 will:

- ◆ provide you with the opportunity to further develop your skills and knowledge in specialist oral health care areas
- ◆ provide you with the opportunity to work as a dental nurse with 'additional skills' under the GDC Scope of Practice
- ◆ allow you to achieve the HND in Dental Nursing
- ◆ offer an opportunity to progress to higher education

You must be registered with the GDC prior to undertaking some of the more specialised units within the HND.

Throughout both years, you will have the opportunity to further develop your Core Skills in *Communication, Working with Others, Problem Solving, Numeracy and Information and Communication Technology (ICT)*.

A variety of assessment models will be used throughout. These include observation, extended response questions and case studies, question papers including multiple-choice questions and portfolios containing real work evidence.