



DENTAL NURSING  
ACADEMY

# TRAINING CONTRACT

**To confirm a place on any training courses offered at Dental Nursing Academy you are required to read and understand the terms and conditions below and sign the agreement**

- All courses are Self-funded; therefore, course fees must be made and received by the Dental Nursing Academy two weeks prior to the start of the course to allow you to attend lessons.
- Your course contract is valid for 12 months from the date of your signature below. Should you not complete in 12 months then you are to extend your course and pay monthly fees until you are 100% complete on your electronic portfolio (OneFile) and certificated.
- This is £50 to reinstate your OneFile and £150 to extend (£200) then £150 per month until completion. Failure to make this payment will result in being withdrawn.
- Should you have any payment issues please contact us immediately. Should you not notice us 24 hours before payment is due then you are liable for late fees of £25.
- **All fees paid are non-refundable.**
- Information entered on your enrolment form needs to be true and accurate to your best knowledge. An ID must be provided to ensure data is accurate.
- You must print your name exactly as you wish to appear on your certificate. Mistakes cannot be rectified without applying for a new certificate at the fee as published by the Awarding Organisation which is £65.
- You must notify us of any change of address or any other personal information.
- Hepatitis B injections are required before any clinical duties take place. Please have immunization records for your records, your placement and for us. Only those with Hep b injections will be forwarded to jobs.
- All relevant personal medical information must be disclosed to Dental Nursing Academy prior to commencing the course particularly if you are working in clinical settings. Failure to do so will mean that you are not covered by our insurance policy for safe working practice and you may be liable for any or all associated costs as a result of any practical assessments during your program.
- You are required to have a DBS certificate prior to joining the course no older than 6 months, which then can be used by your placements. Alternatively, our inhouse recruitment team can help you with an enhanced DBS check and support with a job search. This will cost £100 (not included in your course fees) and it is mandatory.
- We will help with CV preparation and send you all available job vacancies in your area. However, we do not guarantee employment and it will be purely your responsibility to secure a position within dental practice.
- You are required to complete workbooks throughout the course along with clinical logs and reflective logs. Failure to do so will mean that you will fail to pass the course and will not be certificated without units completed.
- To complete the course, you must attend **all** sessions and failure to do so will mean that you will be required to attend further sessions on availability of tutor. Students must achieve 100% to gain certification. Students must be flexible to attend a different cohort to make time up.
- If you miss a session, you must notify your tutor and agree a date to attend on another day and time. Dental Nursing Academy cannot guarantee that this will be offered on your agreed dates and times of learning. You must make yourself available at alternative times to complete the module, this is essential to gain your qualification.
- You must be punctual and attend at or before the start times published for your course. You must attend 15 min early at all webinar and have all



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equipment in place to do so.

- You must present yourself professionally at all times and you must adhere to the academy rules and guidelines for dress, personal appearance and behavior. Dental Nursing Academy operates a **zero tolerance** in respect of rules governing this requirement.
- Dental Nursing Academy takes no responsibility to re-train the learner or provide refunds if the course hasn't been completed within this period.
- Deadlines must be met for all assignments/tasks unless an extension has been agreed with your tutor. Please see our extenuating circumstances policy.
- Those students that require a break in learning, please contact our student support officer Viki who will have a 1-2-1 with students and come to an agreement. A break in learning is only used for extreme circumstances. A separate policy is available (please speak to our team should you need a break)
- Dental Nursing Academy will only support students with jobs who have valid DBS/ Vaccination in place. We advise students to allow up to 45 mins travel time, however, may increase sometimes. Our Recruitment service is a supporting service and does not Guarantee a job to any student it's a supportive service
- If you do not find a job within the first 10 weeks, then we have the right to move you to our next intake of classes to start the course again. Please note that it will result in an obligation to pay the course extension fee of £150 per month until completed
- You are required to take responsibility for maintaining your e-portfolio. You can see progression bar on OneFile when logged in. Non progression of learners will be given warning. Step 1 will be a letter; step 2 will be a phone call and finally step 3 will be removal of course. If there is no active studying and assignments carried out, then we will have no other option to remove learners once exhausted tries. Please note we can see all activities on OneFile for every learner to measure this. If there is 4 weeks of non progression, we will withdraw you from the course.

## General conditions

- All courses are subject to change of dates without prior notice. Once a deposit has been paid or payment plan agreed then course fees will be honored although we reserve the right to change the date of the course. Should this occur then we will give you 10 days' notice.
- We reserve the right to dismiss a candidate without refund if the student contravenes the academy rules of conduct. Any harassment, violent or aggressive language / behavior will lead to termination of learner immediately and reported to the police
- The Academy will be closed on all Public Holidays.
- You must follow the academy dress code and professional appearance to be working in dental settings. Hair should be tied up, nails cut to minimum, closed shoes (must be hard wearing to avoid needlestick injury) and no jewelry (except wedding ring)
- Name badges must be worn at all times by trainees
- In the event of the student failing to attend the course or not complete for any reason whatsoever, no refund will be offered nor any partial refund.
- Where the student cannot complete the course for grounds agreed with the Managing Director (for medical or agreed personal circumstances) then an alternative date will be agreed with the student.
- Students are entitled to retake exam which will cost £150 per exam if a student fails 3 times, then they will be not be able to study with Dental Nursing Academy again on that qualification.



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**Dental Nursing Academy will:**

- Follow the standards set by the awarding body CACHE.
- Assess fairly and provide feedback to each learner within given time.
- Arrive punctual for sessions and end each session on time within reason.
- Not to change or cancel a lesson unless notified to you 7 days in advance, for unexpected occurrences such as sudden staff illness or delay as a result of any circumstance beyond the control of Dental Nursing Academy.
- Appropriate and sufficient contact time with the tutor will be available to the student whilst working towards their qualification.
- Dental Nursing Academy will apply for learner's certification as soon as all work/assessments/written papers have been passed and internally verified – this will then be mailed by Recorded Delivery to the learners address directly.
- Confidentiality and data protection policies and procedures will be observed at all times.
- Dental Nursing academy will support learners with placement however will not guarantee placements to anyone at any time.
- If learners fail to attend interviews set by Dental Nursing academy twice then we will stop our recruitment services for that learner.
- Notify all students for any additional fees/ costs added to their course.

***I agree to follow the terms and conditions set out in this training contract agreement. I agree that all fees are Non refundable and I am liable for all Fees shown on invoice.***