



BDA Education & Dental Training Ltd Program Contract

Please read this document through very carefully, as enrolment on the program is only confirmed upon receipt of your signed Agreement (page 3)

Guidance on Practical Work

In order to complete the BDA Practical Portfolio, students must take the following:

- 10 panoramics
- 10 pairs of bitewings
- 20 paralleling technique periapicals

All radiographs that are submitted for the portfolio must be graded 'Diagnostically acceptable'.

Students with access to the relevant equipment and patients, may add the following radiographs to their portfolio:

- Bisected angle technique periapicals
- Occlusals
- Cephalometric lateral skull views

These radiographs are not required to pass the qualification and will not contribute to the student's final grade but will be recorded in the student's transcript to demonstrate their experience.

Role of the supervisor

The supervisor is to provide the student with access to the necessary radiographic equipment, and to guide the student through the procedure of taking radiographs to enable them to complete the Practical Portfolio.

It is a legal requirement that DCPs undergoing radiography training are supervised at all times by someone suitably qualified in radiography.

The supervisor is required to observe the entire radiographic procedure, and then grade the student on their communication with the patient, infection control and radiation protection. The supervisor will also need to provide feedback at the bottom of each assessment sheet to give the student encouragement and/or tips for improvement.

Once the student has completed the required practical work, the supervisor and the student must then sign a Practical Portfolio Declaration Form before submission, confirming that the student has demonstrated the required level of practical and clinical competency in taking radiographs.

Exam requirements

For the final exam students must have access to a Windows PC or Mac, with a webcam and microphone, and broadband internet connection.

BDA Education & Dental Training Ltd
Terms and Conditions for BDA programs and qualifications

In order to enrol, you must make sure you have read and accepted these Terms and Conditions.

We have done all we can to make sure this information is accurate, but it may change in the light of altered regulations or other restrictions.

Entry requirements

BDA qualification programs are open to DCPs who:

- are registered with the General Dental Council
- have the support of a GDC-registered dentist
- have access to or can make arrangements to have access to the equipment and patients necessary to complete the portfolio.

Program materials

Payment of the program fee entitles students to:

- 8 weeks access to online program materials
- tutor support by email and phone from the start of the online program until the day of the exam
- the recommended textbook for the subject
- entry onto the final exam
- revision course.

The program is provided as per the description available on the BDA & Dental Training website which is updated if any changes are made.

IT requirements

Once we have accepted you onto a program, you will need to set up an account with the BDA website (<https://www.bda.org/register>) to access the BDA e-learning system. It is your responsibility to keep your login details secure and confidential.

You must have a current version of Adobe Reader installed on your computer before you start. This program is free to download from www.adobe.com/downloads/

For the final exam you must have access to a PC with broadband internet connection. You will not be able to use a Chrome book for the final exam, though you will be able to use one to view the course.

Email and contact details

We will send important information to your chosen email address. It is your responsibility to check your emails regularly and to inform us of any changes to your email address. It is also your responsibility to manage any filters on your account to ensure that emails from BDA Education are sent to your inbox.

We need to make contact with you throughout your studies. It is therefore vital that you tell us about any changes to your email or postal address.

Program completion and extensions

When you are accepted onto a program, we will let you know the start and end dates. You must complete all components of the online program within the allotted time. If you do not complete the program within this time, you will not be eligible to take the BDA examination.

You will not be entitled to an extension if you are unable to complete the course, except in exceptional circumstances. These are defined as serious illness or bereavement. It is your responsibility to contact us immediately should an event occur that prevents you from continuing with the course.

Dyslexia

Students who require 'reasonable adjustments' for the final exam must submit a copy of an educational psychologist's diagnostic assessment along with this contract. We will do our best to make adjustments based on the psychologist's recommendations.

Adjustments that can be made are:

- extra time
- coloured overlays
- increased font size.

If you have any questions on this topic, then please contact cpdhub@bda.org.

About these Terms and Conditions

We may issue other conditions from time to time which we will tell you about. These conditions will also form part of your agreement with us, and if you break any of them, we will be able to end the agreement.

Postponing

If you need to postpone your program, you must inform us at least 2 weeks before the start of your program. You will be able to take another program within 6 months of your original start date. If you are unable to take a program within 6 months, you will not be able to postpone and must cancel your program.

You can only postpone once. If you decide not to study on a program which you have postponed, you will not be entitled to any refund of fees.

You will not be allowed to postpone once the program starts, except in exceptional circumstances. These are defined as serious illness or bereavement.

Practical Work

By applying to our program, you are agreeing that you can complete the necessary practical work within the time limits set by the BDA and Dental Training Ltd. Details of the practical work are displayed on our web pages.

All practical work must be submitted to BDA Education by the appropriate deadline. Extensions to the practical work deadline will not be granted except in exceptional circumstances. These are defined as serious illness or bereavement. It is your responsibility to inform us immediately of any event that will prevent you from meeting the deadline.

Examination regulations

Should you be unsuccessful at your first examination you will be given one opportunity to resit and incur a further exam fee. You will be informed of the resit date. At time of writing the exam fee is £130.

If you are still unsuccessful at passing the examination at the second opportunity but wish to continue with the qualification, you must apply for another program and complete the portfolio again.

Cancellations

Cancellations must be received in writing by email to tracy@dentaltrainingltd.com

This program is non-refundable.

Performance

We will not be liable for any failure to perform any or all of our obligations where that failure is due to the actions of someone else or to any cause beyond our reasonable control. For example, this includes items going missing in the post or problems with your internet service.

BDA Privacy policy

<https://www.bda.org/legal/privacy-policy/>

Governing law

This Agreement shall be subject to and construed in accordance with the laws of England.

BDA Education & Dental Training Ltd Program Contract Agreement

Please print off, sign and return this form

Student

I have read and understood the guidance on the practical work (page 1) required by the program, and I have access to the necessary radiographic equipment and supervision to be able to complete the portfolio.

I understand that I will need access to a computer with a webcam and microphone to be able to sit the final exam.

For students who require adjustments:

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I will provide a copy of my dyslexia diagnostic assessment report with this program contract.

I have read and accepted the Terms and Conditions (page 2) of this program:

Name:

Signature:.....

GDC no:

Date:

Supervising Dentist

I have read and understood the guidance on the practical work (page 1) required by this program and can provide access to the necessary radiographic equipment and supervision to enable this student to complete the portfolio.

I have read and accepted the Terms and Conditions (page 2) of this program:

Name:.....

Signature:.....

GDC no: Date: