

Diploma in Higher Education Dental Technology Programme

Applicant and Employer/Workplace Supervisor Information
and Application Guidance

Please read the information contained within this document carefully before completing your application form and submitting the required evidence.

Should you have any questions regarding the application process please contact dcpadmissions@abdn.ac.uk

Key application dates for September 2025 entry:

Monday 13th January 2025: Application portal opens

Friday 28th February 2025: Application deadline - portal closes

Wednesday 19th March 2025: Multiple Mini Interviews
(Location: Aberdeen)

Week commencing 7th April 2025: Admission decisions sent to all applicants.

Monday 15th September 2025: Programme start date.

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Programme Overview

The only programme of its kind in Scotland, this specialist course, regulated by the General Dental Council, integrates teaching of practical dental technology processes and techniques with on-line learning, which will educate and train students to be dental technicians. Teaching is provided by experienced Institute of Dentistry staff, who will work alongside workplace supervisors to support students to achieve their potential within the Programme.

Dental technicians manufacture, repair and advise on custom-made dental appliances under the prescription of a dentist or other qualified dental care professional.

Upon completion of the programme, you will understand the role of a dental care professional, the anatomy, physiology and human disease relevant to dental technology as well as biomaterials and technical aspects related to fixed and removable prostheses and orthodontic appliances. The programme offers you the opportunity to study whilst employed as a trainee dental technician in a registered dental laboratory.

On qualifying with the DipHE in Dental Technology, you will be eligible to apply to register with the General Dental Council (GDC) to practise as a dental technician and to use that title.

Overall Programme Structure

The Diploma of Higher Education in Dental Technology Programme is a 3-year, part time blended learning programme delivered by the University of Aberdeen, Institute of Dentistry in close partnership with the employers of our students and their designated workplace supervisors.

During the three years of study students will learn about their role as a dental care professional, as well as anatomy, physiology and human disease relevant to dental technology. They will also be taught biomaterials and technical aspects related to fixed and removable prostheses and orthodontic appliances.

The programme is split into twelve individual courses, starting in September of each academic year. Each academic year is split into two semesters from September to January, and February to July. Students complete two courses per semester, with written assessment being undertaken throughout the courses, and practical examinations held at the end of each course. Completion of a Technical e-Portfolio is also a key component of the student's journey.

Practical in-person learning takes place within the teaching laboratory at Aberdeen Dental Hospital & Institute of Dentistry approximately two consecutive days per month, as well as within the student's place of employment under the supervision of the employer/workplace supervisor.

Theoretical teaching is mainly delivered online through our Virtual Learning Environment (VLE) known as MyAberdeen and which houses the virtual teaching space. This allows students to attend weekly lectures from their place of work.

Student Commitment

The DipHE in Dental Technology is a three-year, part-time, blended learning programme which follows the University's standard term dates for first degrees ([Academic Calendar | Students | The University of Aberdeen](#))

The programme is delivered using a variety of methods which include:

- Self-directed learning – students are required to read course materials before attending practical classes or online lectures or tutorials.
- Attendance at online lectures/tutorials (approximately one day per week during term-time).
- Attendance at practical classes at the Institute of Dentistry student lab in Aberdeen (approximately 2 consecutive days per month during term-time).
- Technical e-Portfolio – under the supervision of their workplace supervisor, students are required to produce a portfolio of pre-defined work in the lab in which they are employed as a trainee.

Programme Entry requirements

There are a number of requirements that you, and your employer, must meet before you can be admitted onto the Programme. These are split into three main areas; Academic, Employment & Experience, and Employer.

Academic Requirements

The Institute requires students to have attained certain academic qualifications to evidence that you have the ability to undertake this level of science-based academic programme. We look to see a certain level (and area) of academic attainment to assure us you have relevant experience in a learning environment at a level comparable to the Dip HE.

- **Two SQA Highers at grade C or better, one in a science subject (NB Maths is a science subject), OR equivalent qualifications at SCQF level 6 or above.**
- **Qualification in English at Nat 5 level or above OR, equivalent qualification at SCQF Level 5 or above OR, IELTS 6.0 overall or above including 5.5 in reading and 6.0 in writing or [equivalent](#).**

Employment & Experience

The Institute asks for Employment requirements to be assured so that you will have the access to laboratory environment and support which will enable practical learning outcomes of the Programme to be met. This includes your practical technical portfolio.

- **Candidates must be employed for a minimum of 80% of full-time in an MHRA registered dental laboratory for a minimum of 6 months by the programme start date.**

The Institute asks for experience requirements to assure us that you have the basic experience of the dental laboratory environment, equipment and materials to enable teaching of the programme to be effective.

- **Normally candidates should be employed in a dental laboratory offering all three dental technology disciplines (Dentures, Crown and Bridge and Orthodontics) or have access to a secondary MHRA laboratory at which cases in additional disciplines may be undertaken under the supervision of a qualified, GDC-registered Workplace Supervisor.**

NB. Employers and students are responsible for identifying alternative MHRA laboratory facilities if the trainee is employed in a single-discipline laboratory. Continued registration on the programme is subject to the trainee having access to appropriate cases in each discipline and, to a qualified, GDC registered workplace supervisor.

- **Candidates must have access to suitable IT.**

Employer

The Institute has requirements of all applicant employers. These requirements assure us that employers and workplace supervisors understand their role and responsibility within your learning, have the mandatory training in place (Equality, Diversity & Inclusion) and that they will support your learning throughout the Programme. We look for fully engaged employers and workplace supervisors who understand the importance of allowing you the time during your working day to undertake and complete the programme requirements.

The Employer requirements also allow us to provide University system access to workplace supervisors, which is essential to the successful completion of practical portfolios.

- **Workplace Supervisors who supervise trainees must be GDC-registered and should be employed for at least 80% of full-time equivalent hours.**
- **In addition to any other conditions of admission, conditional offers of admission will be subject to a satisfactory workplace visit.**
- **Workplace Supervisors must have access to suitable IT.**

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Requirements Summary Table

All programme entry requirements have been summarised in the table below.

| Academic Requirements | Evidence | Employment & Experience | Evidence | Employer /Workplace Supervisor | Evidence |
|---|---|--|---|---|---|
| Two SQA Higher qualifications at grade C or better, one in a science subject. * <i>Or</i> Equivalent qualifications at SCQF level 6 or above. *Maths is a science subject. | Submission of qualification certificates with application. Breakdown of Further or Higher Education qualifications into component subjects, if required. | Employed in dental laboratory for at least 80% of full-time equivalent hours and employed for a minimum of 6 months prior to the programme start date. Employed in a dental laboratory with access to all three disciplines (dentures, crown and bridge and orthodontics) or access to an alternative MHRA partner laboratory and qualified supervisor. | Submission of employment contract with application. FTE clearly visible within employment contract. Confirmed during workplace visit by programme team. | Nomination of GDC registered workplace supervisor(s) employed for a minimum of 80% of full-time equivalent hours. NB continued registration on the programme is subject to access to, supervision in, and portfolio submission of all three dental technology disciplines. | Nomination details within Application Form. Internal GDC check of nominated supervisor. Confirmed during workplace visit by programme team. |
| Qualification in English at Nat 5 level or above, or equivalent at SCQF Level 5 or above or, IELTS 6.0 overall with 5.5 in reading and 6.0 in writing or equivalent. | Submission of qualification certificates with application. Verification of IELTS (or equivalent) test result. | Employed within MHRA registered Laboratory. | Provision of evidence via MHRA Number or view of documentation | Satisfactory Workplace visit by member of the Programme Team. Workplace supervisor who is employed for a minimum of 80% of full-time equivalent hours. | Visit arranged following successful MMI. Confirmed during workplace visit by programme team. |
| | | Candidate and Workplace Supervisor(s) have access to suitable IT. | Confirmed during workplace visit by programme team. | Agreement to the Educational Agreement. Submission of University of Aberdeen honorary contract application information, GDC registration evidence and CV. | Educational Agreement signed by Employer and Trainee. Submission of personal information and CV. |
| | | | | Workplace supervisor completion of GDC recognised EDI online CPD training. | Evidence to be submitted within one month from honorary contract date. |

The Application Process

The application process ensures that candidates have the academic background, employment, lab access, and workplace support to allow them to succeed within this 3 year part-time, blended programme of study.

Due to the nature of the programme, candidates who do not satisfy the programme entry requirements or GDC registration requirements and whose place of employment does not satisfy the programme requirements will not be eligible to join the programme.

Employers must ensure that trainees have access to all three dental technology disciplines and to a GDC-registered supervisor throughout the duration of the programme.

Applicants should read and understand the programme and [GDC registration requirements](#) before submitting an application to check they will be eligible to register with the GDC following successful completion of the programme. Applicants who are admitted to the programme must comply with the University's [Student Discipline and Fitness to Practise | StaffNet | The University of Aberdeen](#).








Key dates for September 2025/26 entrants and their employer/workplace supervisor are:

- **Monday 13th January 2025:** Application portal opens.
- **Friday 28th February 2025:** Application submission deadline.
- **Monday 10th March 2025:** Invitation to MMI sent to shortlisted candidates.
- **Wednesday 19th March 2025:** Multiple Mini Interviews take place at Institute of Dentistry at Aberdeen Dental Hospital.
- **Week of 7th April 2025:** Outcome of MMIs sent to applicants.
- **Monday 14th April to Friday 4th July 2025:** Workplace visits scheduled (Dates scheduled with Laboratory managers) for applicants who are successful in the MMIs.
- **Monday 7th July 2025:** Employers and prospective Workplace Supervisors will be issued with Educational Agreement, request for information and CV required for honorary contract and evidence of GDC registration for year 2025/26,
- **Friday 15th August 2025:** Last date for conditional offer holders to accept offer of admission and to submit documents to satisfy conditions of offer.
- **Monday 17th August 2025:** Last date for Workplace Supervisors to provide information required for University of Aberdeen honorary contract to be issued.
- **Monday 15th September:** Programme start date subject to conditions of offer being satisfied.

Candidates and their employer/workplace supervisor(s) must complete several steps and satisfy a number of requirements before the trainee will be eligible to register on the DipHE Dental Technology programme. Further information can be found on the following pages.

Application and Admissions Pathway

The application and admissions process follows a clear path:

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| Applicant and employer review application guidance and programme entry requirements. | | |
| If applicant and employer agree that programme entry requirements can be satisfied, the application for admission and supporting documentation should be submitted to dcpadmissions@abdn.ac.uk before the application close date. | | |
| The application form and supporting documentation will be reviewed by the Institute of Dentistry Admissions Lead, Programme Team and, where applicable, by the University's Head of Admissions or their Deputy. <i>NB: Applicants who have declared criminal conviction(s) in the application form will be contacted by the University's Head of Admissions or their Deputy. Further information can be found here. Information shared with the Head of Admissions will be considered in line with the University's relevant policies and procedures and in line with those of the GDC's registration requirements.</i> | | |
| The application decision will be issued to the applicant by email from dcpadmissions@abdn.ac.uk | | |
| Candidates who satisfy shortlisting criteria are invited to attend Multiple Mini Interview (MMI)  | OR | Candidates who do not satisfy the shortlisting criteria will be notified that application is unsuccessful. End of process. |
| Candidate attends MMI  | OR | Candidates who do not attend the MMI will be withdrawn from the admissions process. End of process. |
| Candidates who are successful in the MMI will be issued with a conditional offer of admission .  | OR | Candidates who do not achieve success in the MMI will be advised they are unsuccessful. End of process |
| Conditional offer holder workplace visits arranged.  | | |
| If workplace satisfies programme and GDC requirements, conditional offer stands.  | OR | If workplace does not satisfy programme and GDC requirements, conditional offer of admission will be withdrawn. End of process. |
| Employer and applicant submit signed Education Agreement, Workplace Supervisor submits CV, GDC registration evidence and provides personal information required for honorary contract.  | OR | Failure to submit required documentation and information by deadline will result in the offer of admission being withdrawn. End of process. |
| If conditions of offer satisfied by deadline, candidate will be issued with programme joining information and workplace supervisor will be issued with link to ePortfolio.  | OR | If any conditions of offer cannot be satisfied, the offer of admission will be withdrawn. End of process. |
| Student registers and commences studies. | OR | Applicant declines offer of admission. End of process. |

Conditional Offer of Admission and Workplace Visit

Candidates who are successful in the Multiple Mini Interview will be issued with a conditional offer of admission.

All offers of admission and subsequent registration on the programme will be conditional on the trainee remaining in continued employment for the duration of their studies.

One of the conditions of offer will include a satisfactory workplace visit. The workplace visit will be undertaken by a member of the Programme Team.

The workplace visit is designed to provide assurances that the dental laboratory satisfies a range of criteria which include, in addition to others; MHRA registration, GDC registered supervision, suitability of general workplace facilities, access to all three dental technology disciplines and health and safety and compliance.

The offer of admission may be withdrawn if the workplace visit cannot be accommodated or if the outcome of the visit is found to be unsatisfactory.

The Institute of Dentistry will contact the employer named in the application form to arrange a workplace visit.

All conditions contained within the offer letter must be satisfied before 15th August 2025 to ensure admission to the programme by the latest start date.

The conditional offer of admission may be withdrawn at any time if any of the conditions cannot be satisfied or if the employer, the workplace supervisor(s) or candidate fails to provide information or documentation required by the University by any specified deadline.

Application Form and Supporting Documents

Applicants who satisfy the entry requirements are invited to submit the fully completed application form and supporting documents (in PDF format) by email to dcpadmissions@abdn.ac.uk no later than Friday 28th February 2025.

Please ensure that your employer and prospective workplace supervisor(s) have read, understood and agree to the employer/workplace supervisor conditions and responsibilities which are outlined in the final pages of guidance pack.

All candidates must submit the following:

| Document Checklist | Included |
|--|----------|
| Fully completed Application Form (which includes signed employer declaration) | |
| Copy of your employment contract (PDF) | |
| Copy of MHRA registration for the laboratory in which you are employed (PDF) | |
| Qualification certificates – SQA Highers (including a science subject) and Nat 5 English or equivalents (PDF) | |
| Copy of the photo page from your passport (PDF) | |
| Valid IELTS (or equivalent) Certificate (if English is not your first language) (PDF) Further information about the University's English language entry requirements can be found here Undergraduate Degrees - English Requirements Study Here The University of Aberdeen | |
| Employer reference (PDF) | |

We regret that applications which are incomplete, or which are received after the deadline will be rejected.

Important Information for Employers and Workplace Supervisors

The DipHE in Dental Technology programme is regulated by the General Dental Council. As the employer or supervisor of a trainee dental technician, you have already committed to comply with [GDC guidance](#) for those employing, supervising or training students, trainees or learners.

It is vital to the student's potential success that employers and workplace supervisors engage fully in the programme. Workplace Supervisors, who must be GDC registered, will be given Honorary Contract status by the University of Aberdeen. This will give you access to a University of Aberdeen email account, access to the e-Portfolio app and to the Virtual Learning Environment in MyAberdeen.

Workplace Supervisors must complete online Equality, Diversity and Inclusion (EDI) training within one month of the University of Aberdeen honorary contract being in place. The online EDI training will count towards verifiable CPD hours required for continued GDC registration.

During your trainee's period of registration on the programme, employers and Workplace Supervisors play an active role in supporting the student and collaborating with the Programme Team, including completion of a number of administrative functions. A table of scheduled contact points and activities is detailed in [Appendix 1](#) in addition to outline conditions detailed below:

- To evidence support for their trainee by signing and returning the Educational Agreement.
- Workplace Supervisor(s) must be employed by the dental laboratory at which the trainee is employed for at least 80% of full-time equivalent hours to ensure that the trainee is supervised and that the technical portfolio is signed off prior to submission. If the trainee is not employed in a multi-discipline laboratory, the Employer must arrange for their trainee to attend an MHRA approved laboratory at which they may be supervised by a GDC registered supervisor to complete the necessary cases. The Workplace Supervisor at the second laboratory will be required to undertake and comply with the same responsibilities and administrative requirements as the workplace supervisor employed at the trainee's main place of employment.
- Workplace Supervisor(s), including those at any secondary laboratory, must provide a CV, GDC registration evidence and the personal information required to enable the University to approve Honorary Contract Status. Honorary contract status will provide the WPS with a University of Aberdeen email address which must be used for all correspondence with the University including online MS Teams meetings, email correspondence and Technical ePortfolio access.
- Workplace Supervisors must undertake University of Aberdeen online Equality Diversity and Inclusion (EDI) training within one month of being issued with a University of Aberdeen honorary contract. This will count towards verifiable GDC CPD hours. The University may revoke the honorary contract status in the case that a workplace supervisor fails to complete the online EDI training. The trainee's continued registration on the programme is subject to appropriate workplace supervision being maintained for the duration of the programme.
- Employers and Workplace Supervisors must support the trainee by ensuring they have available cases to successfully meet the target requirements of the programme (evidenced by way of submission of the Semester 1 and Semester 2 Checklists); release the trainee to attend compulsory classes at the Institute of Dentistry in Aberdeen at least 2 days per month and ensure the trainee has sufficient time to read learning materials online and attend online lectures each week during term-time.
- Workplace Supervisors must submit a six-monthly checklist at the beginning of each term to evidence agreement that the student will have access to the required cases.

- Workplace Supervisors must engage with the programme team and will be required to attend online meetings twice per semester throughout the duration of the programme or during their period of supervision of the trainee.
- Workplace Supervisors must provide annual evidence of their continued GDC registration.
- Workplace Supervisors will sign off their trainee's work via the Technical e-Portfolio application.
- Employers and Workplace Supervisors must notify the University's programme team or administrative staff of any changes affecting their employment, MHRA or GDC registration status.
- Employers and Workplace Supervisors must inform the University's Programme Team of any matters affecting the trainee's employment or professionalism. Concerns relating to professionalism may be considered under the [University's Fitness to Practise Policy and Procedures](#).
- University of Aberdeen Honorary Contract Status will be terminated in the case that a Workplace Supervisor leaves their place of employment or, may be terminated if they fail to complete the online EDI training within the specified deadline or, if they fail to provide adequate supervision to the trainee to facilitate progression within the programme. The trainee's continued registration on the programme will be subject to appropriate workplace supervision being maintained for the duration of the programme.

We ask that Employers and Workplace Supervisors familiarise themselves with the above conditions and requirements noted in [Appendix 1](#) before confirming your support for your trainee's application for admission.

Appendix 1

| Annual Schedule of Employer/Workplace Supervisor Activities | | | |
|--|--|---|---|
| ACTIVITY/DOCUMENT | APPROXIMATE TIMEFRAME | RESPONSIBLE PERSON(S) | FREQUENCY/OTHER INFORMATION |
| Educational Agreement signed and returned | By mid August | Employer/Student/University | Year 1 only or if change of Employer/Lab Manager |
| Completion of Online Equality, Diversity & Inclusion Training | By end September in year of programme start date | Workplace Supervisor | Year 1 only within one month of honorary contract status or, within one month of honorary contract status if change of workplace supervisor during student's period of registration |
| Submission of Annual GDC and MHRA Monitoring Form | By programme start date | Workplace Supervisor | Annually or prior to honorary contract status granted if change of workplace supervisor during student's period of registration |
| Submission of Semester 1 Checklist | By programme start date | Workplace Supervisor | Annually |
| Attend first meeting (MS Teams) | By end September | Workplace Supervisor/Programme Lead | Annually |
| Attend Second meeting (MS Teams) | By late October | Workplace Supervisor/Programme Lead | Annually |
| Student portfolio signed off | Ongoing but with first annual deadline in mid November | Workplace Supervisor | Supervision of trainee's work is continual |
| Attend Open Forum (MS Teams) | Late November | All Workplace Supervisors/Programme Team | Annually |
| Submit Semester 2 Checklist | Mid January | Workplace Supervisor | Annually |
| Attend Third meeting (MS Teams) | By end January | Workplace Supervisor/Programme Lead | Annually |
| Student portfolio signed off | Ongoing but with second yearly deadline by early February | Workplace Supervisor | Supervision of trainee's work is continual |
| Student portfolio signed off | Ongoing but with final yearly deadline by early April | Workplace Supervisor | Supervision of trainee's work is continual |
| Attend Fourth meeting (MS Teams) | By end April | Workplace Supervisor/Programme Lead | Annually |
| Attend Open Forum (MS Teams) | Mid May | All Workplace Supervisors/Programme Team | Annually |
| Year 3 Workplace Revisit | Prior to student returning to final year of studies | Programme Lead/Employer/Workplace Supervisor | Workplace visit will be undertaken and all Employer/Workplace Supervisor requirements to be completed if any changes to employment |

Further information regarding the programme or the admissions process may be obtained by contacting dpcadmissions@abdn.ac.uk