

APPLYING for RECOGNITION to be REGISTERED with the SOUTH AFRICAN DENTAL TECHNICIANS COUNCIL (SADTC) as a DENTAL TECHNICIAN ASSISTANT

Discipline Selection

Dental Technology disciplines to be selected from

Complete denture work

and/or

Partial dentures including Cobalt-Chrome

and/or

Orthodontics

and/or

Crown and bridge work

Please note: Your practical examination and subsequent registration will be limited to the selection of one or more of the above.

The process for applying for RPL

If you want to apply for Recognition, you have to:

- Apply to the SADTC by downloading the application form from the website www.sadtc.org.za

OR

Hand it in at the Council's office 954 Arcadia Street; Arcadia; PRETORIA

OR

Post it by registered post to PO Box 995; PRETORIA; 0001

- Select the dental technology discipline/s from the list above.

The important part of the application is to collect evidence to prove the competence that you would like to be considered.

At the time of handing in the portfolio, you may be required to pay the RPL fee.

In this section we explain how to collect and present evidence to the Council.

The portfolio will be evaluated by a Selection Committee specially appointed by the SADTC for this purpose. The Council however will make the final decision on the matter. If more information is required, you will be notified in writing regarding the next step to be taken.

This entire process is time consuming on your side as well as on the administrative side, so *please* apply in good time. The closing date for applications will be determined by the Council and will **never be repeated**.

Developing a portfolio of evidence

When applying for Recognition, you have to convince the Council that the knowledge, skills and attributes you have gained during your working life meet the Council's requirements.

A portfolio of evidence is a purposeful collection of work, exhibiting the person's work, efforts and achievements. The work included in a portfolio of evidence should reveal a range of skills, knowledge and attributes, reflecting the progress you have made in your working life, resulting in achievements and highlights that can be authenticated.

Present evidence for Recognition purposes

When applying for Recognition, you as the applicant have to motivate or explain why you think you are a suitable candidate. Put it together in a logical, clear and informative manner. Remember, your portfolio goes to the special Selection Committee, where no one knows you! The Council and this Selection Committee will treat all information submitted with the highest confidentiality.

Provide the Council with a clearly marked file or ring binder that holds your submission. Put your name, contact details on the cover sheet. Include an executive summary of less than a page, introducing yourself and explaining why you want to be considered. Explain briefly how the Recognition process could advance your career. Attach the authenticity declaration here. A table of contents will make it easier for the reader to go through the portfolio. The table of contents should include a list of all the pieces of evidence you include in part 2 of the portfolio.

The portfolio consists of two parts: Part 1 is the motivation for the Recognition application and part 2 is the supporting evidence

Part 1: Motivate for a Recognition application

In Part 1 you motivate why you should be considered for Recognition. Include the following:

- ☞ *Reasons* for seeking recognition of informal work experience in other words the motivation to apply for Recognition.
- ☞ *Competencies* gained throughout your working life. A competency is a combination of what you know and can do. This can be in the form of a detailed CV, listing your competencies not only the duties you perform or have performed. You can also reflect on problems that you have solved and decisions you had to make that had major impact on your job or career. Explain your professional

approach to your work, including your ethical standards. This section should be linked to part 2 of the Portfolio.

- ☞ *Formal and in-formal education received*; attach certified copies of qualifications and certificates of competence received relevant to the application. (Don't include copies of certificates of attendance unless you can show that the attendance made a difference to your competence.)
- ☞ Point out *relevance* of your competencies to your Recognition application. Reflect critically on what you have achieved in your life and link it to the Recognition you are applying for.
- ☞ *Summary* reflecting on your experiences and what you learned from them. Link this to the application.

Part 2: Present evidence and explain your competence.

This will be the bulk of the Portfolio. Put a collection of your work together that reflects your competencies. Evidence is proof that you can do what you say you can do and know what you say you know. Evidence will vary and may include the following:

- ☞ *Documents* generated in the course of work, photographs or video showing the work that you do.
- ☞ *Job description*: Your job description or profile with verification such as an assessment or evaluation done of your work by the dental laboratory owner/s work colleagues or dentists, to confirm that you have done the work on your job description.
- ☞ *Assessment* of work done by dental laboratory owner/s and/or dentist/s or performance management reports
- ☞ *Products*: Any thing you made yourself that is in line with your application
 - Examples of the dental appliances you made without intervention by any other person. These examples must be aligned to the dental discipline/s you are applying recognition for.
 - Photos of dental appliances you make on a routine basis.
- ☞ *Testimonials*: Ask people you have worked with to confirm your competencies as well as the contribution you have made to the dental laboratory owner and/or dental practice/s. The testimonial should reflect the work you have done, your competencies not your personality. This could be from your dental laboratory owner/s, dentist/s, or work related colleagues.

When selecting evidence keep the following principles in mind:

- ☞ The evidence should be *relevant*, it should be linked to what you want recognition for. (Dentures, partial dentures(Cobalt-Chrome), orthodontics, Crown and bridge work)

- ☞ *Authenticity:* The evidence should be your own work or the authenticated work of reputable others who have evaluated your work. You have to sign off the portfolio indicating that this is your work using the statement in Appendix 1.
- ☞ *Currency* needs to be kept in mind. The more recent the work has been done the better.
- ☞ *Validity* means that the evidence should be relevant to the claims you make

Appendix 1: Authenticity Declaration

Include a declaration of Authenticity in your portfolio of Evidence. The Council has to be confident that your work which you submit as part of your portfolio is indeed yours. Please include a statement such as the following:

<p>Authenticity Declaration</p> <p>I,, am applying for Recognition as a Dental Technician Assistant with the SADTC.</p> <p>I understand that my application is for Recognition with the SADTC and if granted does not automatically qualify me for future studies at any University of Technology (UoT).</p> <p>I understand that if I wish to further my formal studies I will have to apply to one of the UoTs for Recognition of Prior Learning which is NOT the same as the Recognition I am applying for with the SADTC. Such decision rests with the UoT I choose to apply to.</p> <p>I herewith declare and confirm that the work attributed to me in this Portfolio of Evidence is my own work and was performed by me. If I had assistance from anyone, this is indicated on the document or evidence itself.</p> <p>Name: _____</p> <p>Signature: _____</p> <p>Date: _____</p>
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