



**A**

**MODERN APPRENTICESHIP**

**IN**

**Dental Nursing**

**FRAMEWORK DOCUMENT**  
**FOR**  
**SCOTLAND**

**Skills for Health**

**July 2011 Version 4**

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### Version Control

Version 1	Includes SVQ from SQA and NVQ from C&G	2009
Version 2	Deletes NVQ from C&G	December 2010
Version 3	Includes new SVQ from C&G	May 2011
Version 4	Addition of C&G Certificate Amendment to the PDA's SCQF level from 6 to 7	July 2011

# **1 Modern Apprenticeships in Scotland**

## **What are Modern Apprenticeships?**

Modern Apprenticeships offer those aged over 16 paid employment combined with the opportunity to train for jobs at craft, technician and management level.

## **Who develops them?**

Modern Apprenticeships are developed by Sector Skills Councils (SSCs). SSCs consult with employers and key partners in their sector to produce a training programme, which meets the needs of employers.

## **Who are they for?**

Modern Apprenticeships are available to employees aged 16 or over. Employees need to demonstrate to their employer that they have the potential to complete the programme.

## **What's in a Modern Apprenticeship?**

In Scotland, there are more than 70 different Modern Apprenticeship Frameworks and they are all designed to deliver a training package around a minimum standard of competence defined by employers through SSCs. They all contain the same 3 basic criteria:

- A relevant S/NVQ (or alternative competency based qualifications)
- Core Skills
- Industry specific training

Details of the content of this specific Modern Apprenticeship are given in the next section.

## 2 Modern Apprenticeships in Dental Nursing

Approximately 200 dental nurses qualify every year in Scotland and Scottish Executive guidance recommends that a minimum of 210 should qualify annually for the foreseeable future. This should be seen in the context of around 3,500 dental nursing posts in Scotland (approximately 98% are already currently registered with the GDC).

The sector, according to all available estimates, needs to expand to accommodate demand. The figure for registration currently stands at around 250 per year. Estimates for next year (2008/2009) are already in the region of 280 for a course which typically takes 15-24 months to complete. This figure seeks to accommodate national requirements whilst absorbing a percentage of those who will not complete.

Dental Nurses contribute to the safe and effective care of patients by providing support to other members of the dental team, by promoting and maintaining health and safety in the workplace and by ensuring a high standard of infection control within the clinical environment. The effective communication with patients, colleagues and other health professionals is a key part of their role, as is the safe management of medical emergencies as part of the dental team. Their role is essential to the smooth operation and delivery of high quality patient care

Employment can be on a part-time or full-time basis within several sectors including:

- General Practice
- Community Dental Service
- Dental Hospitals
- General Hospitals
- Armed Forces
- Education and Training
- Commercial Sector

New entrants to the sector need to access quality assured training courses in order to achieve the standard required for inclusion on the register for Professions Complementary to Dentistry (PCDs) held by the General Dental Council. Thereafter, dental nurses will be required to show evidence of continuing professional development such as the advanced qualifications offered by the National Examining Board for Dental Nurses. The Voluntary National Register has encouraged dental nurses to undergo training and gain a recognised qualification – statutory registration from July 2008 will ensure this for **all dental nurses**. This is recognised within this Framework by inclusion of both an SVQ and a specially devised Professional Development Award (PDA) as mandatory components. See Sections 3 and 4.

Recruitment and retention of dental nurses has proved difficult in all geographical areas in Scotland and recent indications show a shortfall of all the PCD groups. A structured, accessible career pathway should help to address this. There are many opportunities for well-qualified dental nurses including moves by NHS Education for Scotland to develop a skills ladder, which would allow movement within the different sectors of the profession to roles such as dental hygienist and dental therapist.

The MA is required, and required at this level, as:

- the structured approach of the MA helps to promote the sector as a profession and instil a learning culture in candidates and employers alike
- candidates have to be employed then they are concurrently learning, earning and working (i.e. contributing to the dental practice and to the sector/economy as a whole)
- there is still a well respected independently-assessed end-test associated with the program
- the Core Skills serve to enhance the portfolio/CV of candidates

The Modern Apprenticeship is a nationally recognised set of qualifications that will ensure a knowledgeable, competent and highly skilled workforce. It recognises individual achievement based on National Occupational Standards. The student dental nurse can work through the appropriate units at their own pace with support from their training provider and their workplace. Once qualified, the dental nurse can continue within their profession, access other related professions (listed in Section 14) or transfer within the healthcare sector.

### 3 Summary of Framework

Diagram showing the contents of the Modern Apprenticeship in Dental Nursing

#### **Mandatory outcomes**

**SVQ** - *The following must be achieved:*  
Level 3 SVQ in Dental Nursing at SCQF level 7  
(Group award no: G8VG 23) accredited until  
31.12.2012  
Or  
Level 3 SVQ in Dental Nursing at SCQF Level 7  
(GA7F 23) accredited until 31.12.2012

#### **Core Skills**

- Communication SCQF level 4
- Working With Others SCQF level 4\*
- Problem Solving SCQF level 4
- Information Communication and Technology  
SCQF level 4\*
- Numeracy SCQF level 4\*

\*by separate certification

#### **Professional Development Award (PDA) –**

*The following must be achieved before the MA can be  
certificated:*

Dental Nursing PDA at SCQF level 7  
Reference Number: G9C4 47 Dental Nursing.

OR

Certificate in Dental Nursing SCQF Level 7 7393-10

#### **Optional Outcomes**

**Additional SNVQ  
Units/Qualifications/Training**  
None

## 4 The Framework

The mandatory and optional content of the Modern Apprenticeship in Dental Nursing is as follows:

### **Mandatory Outcomes**

#### **1 SVQ (or NVQ equivalent)**

Each apprentice is required to achieve the following Qualification:

**SVQ level 3 in Dental Nursing at SCQF level 7 Group award no: G8VG 23**

**Or**

**SVQ level 3 in Dental Nursing at SCQF Level 7 Group Award no: GA7F 23**

Scottish Vocational Qualifications (SVQs) are work-based qualifications, which are based on National Occupational Standards of competence drawn up by representatives from each industry sector. SVQs are made up of units – normally between six and ten – which break a job down into separate functions reflecting the different kinds of activities of a job. SVQs are available at five levels – although most are at level 2 and level 3. When someone has achieved an SVQ, there is a guarantee that they have the skills and knowledge needed to do their job. All Scottish Modern Apprenticeships must contain a relevant SVQ (or NVQ) or equivalent qualification.

#### **2 Core Skills**

Each apprentice is required to achieve the following core skills:

Core skill	Reference	SCQF level	SCQF points
Communication	F426 04	4	24
Working With Others*	F42N 04	4	24
Problem Solving	F425 04	4	24
Information Technology*	F42E 04	4	24
Numeracy*	F42A 04	4	24

**\*Information Communication and Technology, Numeracy and Working with Others require separate certification. Communications and Problem Solving are implicit within the NOS.**

#### **3 Professional Development Award (PDA) In Dental Nursing**

The PDA in Dental Nursing is aimed at those already working in a Dental Nursing role and who wish to extend or broaden their skills base. The PDA will assess and certificate progression in a defined set of specialist occupational skills. The PDA consists of 4 Higher National (HN) Units titled:

- Dental Nursing: Scientific Principles in the Management of Plaque Related Diseases
- Dental Nursing: Principles of Oral Health Assessment and Treatment Planning
- Dental Nursing: Dental Radiography
- Dental Nursing: Principles of Infection Control in the Dental Environment

Each unit equates to 1 HN credit at SCQF level 6 (8 SCQF credit points at SCQF level 6)

#### **Enhancements**

No specific enhancements.

## Optional Outcomes

No specific optional outcomes.

## 5 Registration and certification

This Scottish Modern Apprenticeship is managed by Skills for Health. The SSC is the first point of contact for any enquiries in relation to the Framework. Contact details:

**1st Floor  
Goldsmiths House  
Broad Plain  
Bristol  
BS2 0JP**

**Tel: 0117 922 1155  
Website: [www.skillsforhealth.org.uk](http://www.skillsforhealth.org.uk)**

The SSC will register all Scottish Modern Apprentices undertaking this Framework. **All Modern Apprentices must be registered with the SSC within 8 weeks of starting their apprenticeship.** Registration can be made by completing the Sample Training Plan and Sample Training Agreement in Appendix 3 and sending these to the above address or completing the online registration system (MA Online, [www.maonline.org.uk](http://www.maonline.org.uk)). In the case of MAs which receive funding it is acceptable for the Skills Development Scotland Training Plan to be used on the condition that it includes all relevant information as set out in the MA Training Plan.

The SSC will issue a Modern Apprenticeship Certificate of Completion to those Modern Apprentices who have completed the mandatory outcomes of the Framework. Before a certificate is issued, training providers must submit evidence to the SSC that the mandatory outcomes have been achieved. This will normally be in the form of photocopies of certificates from awarding bodies.

Requests for registration and certification should be made to the SSC at the address above.

### **SSC Service level**

The SSC undertakes to confirm the registration of candidates in writing within 8 weeks of receipt of the relevant Training Plan and Training Agreement. Each candidate will be issued with a unique registration number.

The SSC also undertakes to issue Certificates of Completion within 4 weeks of receipt of the appropriate evidence that a candidate has completed the outcomes as stated in the Training Plan.

## **6** Recruitment and selection

The recruitment and selection of Modern Apprentices is primarily the responsibility of the employer. However, the following guidance is given:

- Employees may enter a Modern Apprenticeship from the age of 16. There is no upper age limit.
- The Modern Apprenticeship is designed to attract high quality people to the industry. Achievement of academic qualifications is one way of assessing the suitability of applicants. However it should be stressed that no persons should be deterred from applying for a Modern Apprenticeship because of a lack of formal educational qualifications. As well as traditional qualifications such as Standard Grades and Highers, employers should also be aware of newer vocational qualifications or vocational activity undertaken outwith an academic institutions, such as volunteering activity.
- The following factors may also influence the selection process:
  - performance during a formal interview process
  - references
  - relevant work experience
  - trial observation period.
- Employers should be aware of the nature, relevance and quality of foreign qualifications and make appropriate allowances concerning entry requirements.
- In order to promote and maintain the high status of the Modern Apprenticeship within the industry all literature distributed for recruitment purposes should emphasise the high standards of achievement expected of the candidate.
- Employers may wish to contact the SSC for advice and guidance on recruitment and selection.

## **7** Equal opportunities

Modern Apprenticeships should ensure that there is equality of opportunity for all and any barriers (real or perceived) are addressed to support anyone seeking to enter employment to undertake the Modern Apprenticeship.

All MAs supported by Skills Development Scotland must conform to any contractual requirements on equal opportunities. All employers of Modern Apprentices should have an Equal Opportunities policy statement.

## **8** Health and Safety

All aspects of health and safety at work must be recognised within the delivery of this Modern Apprenticeship Framework and all statutory requirements be adhered to.

It is a key aspect of the induction period of the Modern Apprenticeship that apprentices are fully informed both of the regulations and that they and their employers are bound by these regulations. Modern Apprentices should be made aware of their rights and duties with regard to health and safety.

All Modern Apprentices supported by Skills Development Scotland will be required to satisfy the adequacy of SDS's Health and Safety policy and systems.

## 9 Contracts

The following three contracts are essential to the successful outcome of the Modern Apprenticeship programme:

- 1 Contract of employment signed by the employer and the Modern Apprentice.
- 2 SSC Training Agreement - this agreement outlines the basis of the modern apprenticeship, refers to the contract of employment and includes Health and Safety responsibilities.
- 3 SSC Training Plan - this plan outlines the selected outcomes and the expected duration of the apprenticeship. In cases where funding is offered by a SDS area office, the SDS Training Plan will be sufficient on condition that it contains all relevant information as set out in the MA Training Plan at Appendix 2. Training Plans may be modified to reflect changing circumstances, however it is essential that the SSC is notified of any changes.

## 10 Employment status of Modern Apprentices

It is important that the sector offers genuine employment and career prospects to those people it wishes to attract through Modern Apprenticeships. Accordingly, **all apprentices must be employed for the duration of the apprenticeship.**

## 11 Terms and conditions of employment

In order to compete with other sectors offering Modern Apprenticeships, attractive packages will need to be developed by employers in the sector. The terms and conditions of employment for individual Modern Apprentices will be agreed between the employer and the apprentice and should form the contract of employment.

## 12 Training and development

### **Delivery**

Training delivery can take many forms under the Modern Apprenticeship system. Some organisations may become approved S/NVQ Assessment Centres; others may join a consortium or use peripatetic assessors. Some large employers will be able to complete all the training and development in-house, but most employers will find that some of the training and development will have to take place away from the normal workplace. In particular the underpinning knowledge requirements are often more suited to delivery by outside training providers which might include:

- private training organisations
- colleges / universities
- other employers

Such knowledge could be delivered through training courses or through open/distance learning packages.

The option of sharing training and assessment resources amongst a cluster of employers (or across the divisions of a larger employer) will be particularly appealing to those firms which do not have the resources to provide all of the training and development. Assessment can be provided by these bodies, but the assessors and the training centre must be approved by the awarding bodies for the S/NVQ and Core Skills where appropriate. Current centres are:

- Ayrshire & Arran PCT
- Coatbridge College
- Forth Valley PC NHS Trust
- Inverness College with
- James Watt College
- Lothian Primary Care NHS Trust
- Mentor Training Centre Ltd
- NHS Education for Scotland
- Reid Kerr College
- The Tell Organisation Ltd.

## **The SSC training plan**

The plan is required to identify:

- 1 The selected Framework outcomes, specifying whether or not separate certification of the Core Skills is being sought.
- 2 A summary of the Modern Apprentices accredited prior learning
- 3 A timetable for achievement of the selected Framework outcomes, linked to regular progress reviews.

The Training Plan should take into account any relevant previous training and development, education or work experience. Not all Modern Apprentices need have different plans, but many will vary. Moreover as reviews take place and circumstances change so the plan itself can be modified.

However any changes must:

- be subject to the quality provisions of Skills Development Scotland (if the MA is being financially supported)
- comply with the stipulations of this Framework
- meet the needs of the employer and apprentice.

A sample Training Plan is provided at Appendix 3 of this document, however, for those Modern Apprentices funded by SDS area office it is sufficient to submit the Skills Development Scotland Training Plan on condition that it covers the same information required in the MA Training Plan.

## 13 Consultation Process

Representatives from the following industry bodies, centres and stakeholders attended an Expert Reference group meeting on 02 September in Edinburgh:

ID	Name	Organisation	Status
1	Alan McDonald	Skills for Health/CPD Ltd	Facilitator
2	Alison Gerrard	Reid Kerr	Training Provider
3	Fiona Farr	Scottish Government	Stakeholder
4	Gayle Timmoney	Tell Org.	Training Provider
5	Hazel Carpenter	NHS Lothian	Training Provider
6	Lesley Nelson	Coatbridge College	Training Provider
7	Maria Roushias	Reid Kerr	Training Provider
8	Moira McKenna	Mentor Training	Training Provider
9	Stacey Gedden	Mentor Training	Modern Apprentice
10	Susan McGregor	NHS Ayrshire & Arran	Training Provider
11	Teresa Ross	NHS Education	Training Provider

The group considered and discussed:

- The Dental Nursing sector and how the MA Framework fits
- The current MA framework:
  - What works well
  - What doesn't work well
  - Improvements to be made
- The revised Framework:
  - Justification and rationale for the framework
  - Completion rates
  - Improving access and building capacity
  - Continuous review and progression

The group also was made aware of the Modern Apprentice of the Year awards at which, subsequently, Coatbridge College was named as Training Provider of the Year.

The sector intelligence provided at the Expert Reference Group meeting was captured in a formal meeting note (available on request from Skills for Health).

This was followed by the preparation and distribution of first draft versions of the Framework Document which was circulated on 01 October. Feedback was sought from all of the above organisations who were asked to forward on to other colleagues/partners/stakeholder/employer bodies within their organisation and/or geographical area. Circulation to both strategic and operational levels was encouraged.

This current version of the MA Framework accommodates the feedback from that consultation.

All consultation feedback indicates a strong need and support for this particular MA.

## 14 Career progression

Following the completion of the Modern Apprenticeship, Dental Nurses may progress onto a range of careers within the dental sector including Dental Hygienists and Therapists who clean, scale and polish teeth. They play a preventive and educational role, advising on oral and dental health. Nowadays entrants usually qualify in both dental hygiene and dental therapy.

Other opportunities include:

- hygienist/therapist
- dental technician including clinical dental technician and maxillo-facial technician
- dental health educators/oral health promotion officers
- dental practice managers and receptionists
- maxillofacial prosthetists and technologists

## Appendices

### Appendix 1

#### Stakeholder Responsibilities

Many organisations and individuals share the responsibility for ensuring that the Modern Apprenticeship programme is implemented to the highest possible standard. They include:

- Awarding Bodies
- Employers
- Modern Apprentices
- Modern Apprenticeship Group (MAG)
- Sector Skills Councils (SSCs)
- Skills Development Scotland
- Training Providers

#### Role of the Sector Skills Councils

SSCs are responsible for developing Modern Apprenticeship Frameworks and are required to work with employers in their sectors to ensure that all Frameworks meet the needs of employers in their sectors.

For details on your sector's SSC visit [www.sscalliance.org.uk](http://www.sscalliance.org.uk)

#### Role of Skills Development Scotland

MA frameworks are used by employers as part of their workforce development to train new employees and up-skill existing members of staff. They can be (and often are) used regardless of whether financial support is available from the delivery body who currently provides a 'contribution' towards the cost of delivery. However, only approved MA Frameworks will be eligible for funding support from Skills Development Scotland who should be contacted to establish the availability and level of support for each MA Framework.

Further information is available from [www.modernapprenticeships.com](http://www.modernapprenticeships.com)

Skills Development Scotland, under the Careers Scotland brand, provides advice and guidance to individuals on the range of Modern Apprenticeships and training providers available. Individuals are signposted to opportunity providers who offer training in the vocational areas of interest.

Responsibilities include:

- Supporting the Modern Apprentice with ongoing Career Planning advice
- Signposting candidates to suitable vacancies
- Promoting the Modern Apprenticeship route on Career Scotland branded website
- Facilitating recruitment events that bring together jobseekers and opportunity providers

#### Role of the Awarding Bodies

A significant proportion of the Modern Apprenticeship is based on the assessment of the apprentice against S/NVQs or S/NVQ units. These qualifications are accredited by the SQA Accreditation and the Office of the Qualifications and Examinations Regulator (Ofqual) and are offered by Awarding Bodies.

It is the responsibility of the Awarding Bodies to ensure that centres are approved, that assessors and verifiers are suitably qualified, trained and monitored, and that all of the assessment criteria of the S/NVQs and S/NVQ units are fully met.

## **Role of the Training Provider**

The role of the training provider is important to the success of the Modern Apprenticeship. A training provider can be a further education college, a private or voluntary training company or in some cases the employer themselves or employer partnerships.

### **Training Providers are responsible for:**

- Confirming an appropriate MA programme for candidates
- Agreeing the training needs of the candidates
- Agreeing roles and responsibilities for on the job training
- Agreeing where off the job training will be required and defining roles and responsibilities for this with relevant parties
- Ensuring trainee/candidate has access to the best quality training opportunities available
- Ensuring that the Modern Apprentices and employers fully understand the principles and processes of competence-based assessment
- Registering of MA candidates with the relevant SSC (and Skills Development Scotland if appropriate).
- Compiling and agreeing assessment schedules/assessment plans
- Judging performance evidence
- Completing assessment records
- Reviewing candidates progress at regular intervals
- Submitting records and evidence for moderation
- Advising the Modern Apprentice who to approach for support, advice, encouragement and in case of complaint

## **Role of Modern Apprenticeship Group (MAG)**

MAG is an independent group drawn from key stakeholders involved in the management and delivery of the Modern Apprenticeship programme in Scotland.

### **MAG is responsible for:**

- Approval and re-approval of MA Frameworks
- De-approval of MA Frameworks
- Overseeing the generic marketing thrust of the MA programme in Scotland
- Encouraging best practice across MA Frameworks and sectors

## **Role of the Employer**

Employers' responsibilities include:

- Paying all Modern Apprentices in accordance with company policy and in line with current legislation
- Agreeing roles and responsibilities for on the job training
- Agreeing where off the job training will be required and define roles and responsibilities for this with relevant parties
- Highlighting opportunities for the Modern Apprentice to demonstrate competence
- Meeting with Trainers, Assessors, Verifiers and the Modern Apprentices to review progress
- Witnessing candidate performance and verifying evidence
- Releasing Modern Apprentices for college/off-the-job training in line with training plan
- Ensuring the experience, facilities and training necessary to achieve the outcomes of the training plan.
- Supporting and encouraging Modern Apprentices and rewarding achievement
- Taking responsibility for the Health & Safety of Modern Apprentices.

### **Role of the Modern Apprentice**

Modern Apprentices have the same responsibilities to their employer as any other employee. In addition they have a range of commitments to their training programme.

#### **Modern Apprentices' responsibilities include:**

- Observing the company's terms and conditions of employment
- Agreeing a training/development plan with all parties involved
- Undertaking development in line with agreed training plan
- Attending meetings with trainers, assessors and verifiers as required
- Attending college/off-the-job training where required
- Providing evidence of competence
- Developing a collection of evidence (portfolio) and retain ownership of this throughout
- Behaving in a professional manner throughout

## Appendix 2

### Modern Apprenticeship Centres (MACs)

Modern Apprentices may only be registered through organisations approved by the SSC to deliver this Framework. Such approved organisations are called Modern Apprenticeship Centres (MACs)

The MAC may be the employer of the apprentice or a separate organisation such as a training provider, further education college, a private or voluntary training company or in some cases the employer themselves or employer partnerships.

In order to be approved, organisations must make a formal application to the SSC, seeking approval and establishing that the centre satisfies the following criteria:

#### Either

1 be approved by an appropriate Awarding Body as a centre for the assessment of the relevant S/NVQ(s) (and Core Skills if these are being separately certificated)

or

2 be capable of demonstrating a contractual relationship with another approved centre for the assessment of those units for which the MAC does not have approval from an appropriate Awarding Body.

#### In addition

The SSC will maintain a database of MACs for the delivery of the Framework within Scotland, which will be available to employers and others.

Organisations wishing to become MACs who have yet to obtain the necessary Awarding Body approval for assessment should first contact the Awarding Body direct.

Organisations wishing to be accredited with SQMS (or other appropriate quality system) should contact Skills Development Scotland.

In addition to the assessment of the Modern Apprentice against the relevant standards set by the selected Framework outcomes, the MAC has responsibility for:

- Entering into a formal training agreement with the employer and Modern Apprentice
- Registering Modern Apprentices as candidates for the relevant S/NVQ(s) and other selected units with the appropriate Awarding Body
- Registering Modern Apprentices with the SSC
- Applying for the final 'Certificate of Completion' on behalf of Modern Apprentices\*
- Informing the SSC of any material alterations to Modern Apprentices' training plans or desired changes to the selected Framework outcomes.

\*For all issues relating to **certification** please contact:

Tracey Kirby- Apprenticeships Coordinator  
Skills for Health  
PO BOX 46  
Snodland  
ME6 5WQ  
Email: [Apprenticeshipcertification@skillsforhealth.org.uk](mailto:Apprenticeshipcertification@skillsforhealth.org.uk)  
Tel 0121 7671865

**Appendix 3**

**MODERN**  
 **APPRENTICESHIPS**

**MODERN APPRENTICESHIP SAMPLE TRAINING AGREEMENT**

This Training Agreement is entered into by:

<b>Name of Employer:</b>	
<b>Name of Modern Apprentice:</b>	
<b>Name of Modern Apprenticeship Centre:</b>	

The **Employer’s responsibilities** are to:

- 1 employ the modern apprentice subject to the employer’s usual terms and conditions of employment;
- 2 provide the modern apprentice with the facilities, training and work place opportunities necessary to achieve the selected Framework outcomes specified in the apprentice’s personal training plan;
- 3 pay the modern apprentice an agreed salary which reflects the obligations of the employer and the opportunities for the apprentice;
- 4 in the event of the employer becoming unable to retain the modern apprentice after completion of the apprenticeship, to use reasonable endeavours to secure employment elsewhere;
- 5 in the event of the apprenticeship being terminated prematurely by either the employer or modern apprentice for any reason other than dismissal for unsatisfactory performance or misconduct, to use reasonable endeavours to secure employment and continuation of this apprenticeship elsewhere;
- 6 operate a formal Health and Safety policy and undertake the necessary legal and contractual responsibilities for health and safety of the modern apprentice; and
- 7 operate an Equal Opportunities policy which meets all legal requirements.

The **Modern Apprentice’s responsibilities** are to:

- 1 work for the employer in accordance with the agreed terms and conditions of employment;
- 2 undertake training, attend courses if required, keep records, and take assessments to be determined by the employer and/or Modern Apprenticeship Centre, and carry out such work as may be required in order to achieve the selected Framework outcomes specified in the apprentice’s personal training plan;
- 3 be diligent, punctual, behave in a responsible manner and in accordance with the requirements of Health and Safety legislation relating to the apprentice’s responsibilities as an individual; and
- 4 promote at all times the employer’s best interests.

The **Modern Apprenticeship Centre’s responsibilities** are to:

- 1 agree the content of the modern apprentice’s personal training plan as confirming that the selected Framework outcomes and training plans meet the criteria of this modern apprenticeship
- 2 contract with the employer to provide the training and assessment necessary to enable the modern apprentice to achieve the selected Framework outcomes specified in the apprentice’s personal training plan; and
- 3 use its best endeavours to ensure that the employer provides the modern apprentice with the facilities, training and work place opportunities necessary to achieve the selected Framework outcomes specified in the apprentice’s personal training plan.

This agreement to be signed by all parties:

<b>Employer</b>		<b>Date:</b>
<b>Modern Apprentice</b> <i>(or Parent/Guardian, if under 18)</i>		<b>Date:</b>
<b>Modern Apprenticeship Centre</b>		<b>Date:</b>



**MODERN APPRENTICESHIP TRAINING PLAN**

**The Modern Apprenticeship Centre**

Name:
Address:
Telephone:
Contact:

**The Modern Apprentice**

Full name:
Home address:
Work address:
Date of birth:

**The Employer**

Name:
Address:
Telephone:
Contact:

**The Local Enterprise Company (if applicable)**

Name:
Address:
Telephone:
Contact:

**Framework selected outcomes**  
**Mandatory outcomes**

S\NVQ Level (3) – all units are mandatory		Tick units being undertaken	SCQF Level	SCQF Credit Points
1	Ensure your own Actions Reduce the Risk to Health and Safety		6 (notional)	
2	Reflect on and Develop your Practice			
3	Provide Basic Life Support			
4	Prepare and Maintain Environments, Instruments, and Equipment for Clinical Dental Procedures			
5	Offer Information and Support to Individuals on the Protection of their Oral Health			
6	Provide Chairside Support during the Assessment of Patients Oral Health			
7	Contribute to the Production of Dental Images			
8	Provide Chairside Support during the Prevention and Control of Periodontal Disease and Caries and the Restoration of Cavities			
9	Provide Chairside Support during the Provision of Fixed and Removable Prosthesis			
10	Provide Chairside Support during Non-surgical Endodontic Treatment			
11	Provide Chairside Support during the Extraction of Teeth and Minor Oral Surgery			

Core Skills (Include details of the minimum level required)		Tick units being undertaken	SCQF Level	SCQF Credit Points
1	Communication	Yes	4	24
2	Working with others	Yes by sep. certification	4	24
3	Numeracy	Yes by sep. certification	4	24
4	Information technology	Yes by sep. certification	4	24
5	Problem Solving	Yes	4	24

Personal Development Award (Include details of the minimum level required)		Tick units being undertaken	SCQF Level	SCQF Credit Points
1	Dental Nursing PDA at SCQF level 7 All 4 units to be achieved		7	
	OR			
2	Certificate in Dental Nursing at SCQF level 7		7	

**Summary of Modern Apprentices accredited prior learning**

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**If you require assistance in completing this form, please contact:**

Skills for Health 1st Floor Goldsmiths House Broad Plain Bristol BS2 0JP	Email: <a href="mailto:qualifications@skillsforhealth.org.uk">qualifications@skillsforhealth.org.uk</a>
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