

Applicant Guidance – Part 1

**Recruiting for:
Dental Core Training Levels 1, 2 and 3**

September 2021

Contents

1. Introduction.....	3
1.1 Evaluation of the Recruitment Process.....	4
2. Submitting an Application.....	4
3. Communications Regarding an Application.....	5
4. Selecting a HEE Local Office, NES, NIMDTA or the HEIW (Preferencing).....	5
4.1 Eligibility for the Dental Performers List for England, NI Dental List (Northern Ireland), NHS Scotland Health Boards Dental List, Dental Performers List in Wales.....	6
4.2 Eligibility for Temporary UK General Dental Council (GDC) Registration.....	6
5. Deferment of Start Date.....	7
6. Disability Confident Scheme (Guaranteed Interview).....	7
7. Reasonable Adjustments.....	8
8. Special Circumstances.....	8
9. Right to work in the UK.....	8
10. Eligibility/Completion of Application Form.....	9
10.1 English Language Skills.....	9
10.2 Evidence of Communication Skills for Dental Performers List for England, NI Dental List (Northern Ireland), NHS Scotland Health Boards Dental List, Dental Performers List in Wales.....	9
10.3 DCT Equivalence.....	10
10.3.1 Dental Core Training Equivalence.....	10
10.3.2 Posts considered to be equivalent to DCT are as follows:.....	10
10.3.3 Posts NOT considered to be equivalent to DCT are as follows:.....	10
10.4 Previous Experience in DCT and Exceptional Personal Circumstances.....	11
10.5 Employment History & Combined DFT/DCT1 Training Programmes.....	11
10.6 Fitness to Practise.....	12
10.7 National Training Number (NTN).....	12
10.8 Reapplication to Dental Training.....	13
10.8.1 Support for Reapplication to DCT.....	13
10.9 Document Upload.....	13
10.10 Non-Disclosure Agreement.....	13

11	References.....	14
11.1	Reference Requests.....	14
11.2	Completing a Reference	14
11.3	Changing Your Nominated Referee.....	14

1. Introduction

The Dental Core Training National Recruitment Office (DCTNRO), based at the East Midlands Health Education England (HEE) office in Leicester, co-ordinate the nationally agreed process for recruitment to Dental Core Training (DCT). There are three levels of Dental Core Training Programmes: Dental Core Training Level 1 (DCT1); Dental Core Training Level 2 (DCT2) and Dental Core Training Level 3 (DCT3). These will be advertised as three separate vacancies on the NHS Jobs website and on the Oriel recruitment system. **This guidance deals with ALL levels of entry.**

Recruitment to DCT will take place once for a September 2021 start date. This recruitment round is termed Round 1, which this guide relates to. The applicant timeline for DCT recruitment can be found on the [DCTNRO Website](#).

All submitted applications for DCT will be assessed using the standard, national and consistent staged process outlined below and in part 2 of this guide (once it is published). The selection process allows applicants to demonstrate their abilities and suitability for DCT - applications are assessed by the demonstration of criteria as outlined in the national Person Specifications, which can be found on the [COPDEND Website](#).

Applicants are reminded that entry to DCT is highly competitive. Information about the number of available vacancies in each HEE Local Office, NHS Education for Scotland (NES), Northern Ireland Medical and Dental Training Agency (NIMDTA) and Health Education and Improvement Wales (HEIW) is available on the [DCTNRO Website](#).

Applicants are asked to make one application for *all* participating HEE Local Offices, NES, NIMDTA and HEIW. Once applications have been checked for eligibility against the person specification for the level applied for, i.e. longlisting, all eligible applicants will be invited to book a place to sit the Situational Judgement Test (SJT) at a preferred location (subject to availability). Upon completion of the SJT, applicants will be invited to book a virtual interview, which will be delivered via Microsoft Teams. If eligible applications exceed 510 (DCT1), 360 (DCT2), 180 (DCT3), the SJT score will be used to shortlist. Applicants will be considered for appointment across the whole of the UK based on their performance and rank.

Applicants should only preference programmes in areas they are happy to work within. In making those decisions, researching the HEE Local Offices, NES, NIMDTA or HEIW

carefully is recommended. '2021 DCT Post Preferences and Descriptions' are available to download on the [DCTNRO Website](#). It is the responsibility of Local Offices to ensure that these descriptions are accurate.

You should also refer to both the [Oriel Applicant User Guide](#) (for technical help with the online application form) and the [Dental Recruitment Applicant Handbook 2021](#) (general information about the administration of national recruitment processes).

The DCTNRO strongly recommend the use of a desktop or laptop computer throughout the recruitment process, as opposed to any mobile or tablet device. It is also recommended that applicants check that they have actioned and/or saved what they want when certain decisions are required. **Please note that the [Oriel Recruitment System](#) is only supported on the following browsers: Chrome, Edge, Safari and Firefox.**

1.1 Evaluation of the Recruitment Process

Anonymous data from the recruitment process including scores awarded and feedback collected, will be used to evaluate and refine the national selection process. Data may be correlated with anonymised scores from outcome measures during your future training, such as success in professional examinations, for this purpose.

2. Submitting an Application

Advertisements will appear on NHS Jobs and Oriel on **Tuesday 12th January 2021**.

Applications will be accepted from 10 am (UK time) via [Oriel](#) from **Tuesday 19th January 2021** until 4 pm (UK time) on **Tuesday 9th February 2021**. Applications must be made through the Oriel system; applications will not be accepted in any other way.

No late applications will be accepted.

Support for applicants experiencing problems with their application will be available from the DCTNRO during normal office hours for the duration of the application window.

Once your application has been submitted you will be unable to make any changes, apart from to update your own contact and referee details, so you should ensure that you do not submit unless it is complete and accurate.

3. Communications Regarding an Application

Contact regarding your DCT application will mostly be via direct messaging through Oriel and occasionally via direct email/telephone. In addition, SMS will be used to alert you to receiving a new offer (if you are 'opted in' to receiving these).

When using the direct message function via Oriel, DCTNRO administrators should also send an email as a secondary form of communication, however, as emails are external to the Oriel system, delivery cannot be guaranteed and therefore this method of communication should not be relied upon. **Please ensure that you regularly login to your Oriel account to read/check the messages sent. You should also check the junk/spam folder of your email account regularly.**

4. Selecting a HEE Local Office, NES, NIMDTA or the HEIW (Preferencing)

From Tuesday 13th April 2021, you will be invited to indicate your preference of DCT Programmes available in HEE Local Offices, NES, NIMDTA or HEIW. Preferences will be listed as rotations/hospital placements. **Please only preference those that you would be prepared to work in, including those listed with zero vacancies as posts may become available at a later date.**

DCT Programmes are available at three different entry levels (DCT1, DCT2, and DCT3) and are typically for 12 months duration. Please note however, that there are a small number of 24-month programmes available. This information will be shown in the preference detail. Further information, e.g. on call commitments relating to the preferences is available by downloading the [2021 DCT Post Preferences and Descriptions](#). Applicants are advised to preference all posts they would be willing to accept. If there are posts that an applicant would not accept, these should be moved to the 'not wanted' column when preferencing.

Please note: *If you only choose to preference a limited number of posts you may reduce the chance of being offered a post.*

Applicants are also advised to access individual HEE Local Offices, NES, NIMDTA or HEIW websites for more information about the opportunities available. We suggest that you research not only the types of programmes offered at each HEE Local Office, NES, NIMDTA or HEIW but also the geographical areas covered, the

main Trusts/NHS Boards in each of those areas, transport links to home and so on.

Preferencing of DCT Programmes will close on **Friday 14th May 2021 at 2 pm (UK time)** until after the first iteration of offers. It will then be re-opened between each iteration of offers.

The DCT Programmes that are preferenced by applicants will be used to make offers, subject to the successful completion of the selection process. You will have the ability to rank all preferences so that you are considered for appointment across the whole of the UK.

4.1 Eligibility for the Dental Performers List for England, NI Dental List (Northern Ireland), NHS Scotland Health Boards Dental List, Dental Performers List in Wales

There will be some preferences that will require an applicant to be eligible for entry onto the Dental Performers List for England, NI Dental List (Northern Ireland), NHS Scotland Health Boards Dental List, Dental Performers List in Wales in order to take up the post. There will be a question on the application form relating to this. It is important you answer this question accurately. Your preferences should then also be ranked appropriately, i.e. if you are not eligible for entry onto a Dental Performers List for England, NI Dental List (Northern Ireland), NHS Scotland Health Boards Dental List, Dental Performers List in Wales then you must move all the preferences labelled 'Eligibility to join primary care dental (performer) list required' to the 'not wanted' column, so you are not considered for these posts. **If an applicant receives an offer they are not eligible for, due to them ranking preferences incorrectly, the DCTNRO reserve the right to withdraw this offer of training.**

Important: All information contained in the preference detail is correct at the time of original publication. DCTNRO accept no responsibility for any posts that change before the start date or during the post.

4.2 Eligibility for Temporary UK General Dental Council (GDC) Registration

There will be some preferences that will require an applicant to be eligible for full UK GDC registration in order to take up the post. There will be questions on the application form relating to this and it is important you answer them accurately. Your

preferences should then also be ranked appropriately, i.e. if you are eligible for temporary UK GDC registration, you must move all the preferences labelled 'NOT suitable for temporary GDC registrants' to the 'not wanted' column so you are not considered for these posts. **If an applicant receives an offer they are not eligible for, due to them ranking preferences incorrectly, the DCTNRO reserve the right to withdraw this offer of training.**

Important: All information contained in the preference detail is correct at the time of original publication. DCTNRO accept no responsibility for any posts that change before the start date or during the post.

5. Deferment of Start Date

Deferments to start date will only be considered for statutory reasons e.g. maternity leave, ill health etc. Deferment for any other reason will not be permitted.

If you wish to request a deferment to your start date, you must declare this on your application form and contact your employing region as soon as possible after an offer is accepted.

6. Disability Confident Scheme (Guaranteed Interview)

If you have a disability, defined as a physical or mental impairment which has a substantial and long term effect on your ability to carry out normal day to day activities and you meet the minimum criteria as specified in the Person Specification, you can opt into being offered an interview under the [Disability Confident Scheme](#).

The Disability Confident Scheme entitles applicants with a disability to be guaranteed an interview, providing they meet the minimum criteria within the person specification for the vacancy they are applying for.

You must answer 'yes' to the relevant question on the application form to be considered for the Disability Confident Scheme, provide details of your disability and upload supporting evidence.

The DCTNRO will be unable to review your request if supporting evidence is not uploaded with your application by Tuesday 9th February 2021. It is advised in the automated 'Application Submission' email sent via your Oriel account that you should contact the DCTNRO before the application closing date with regards to

this. However, if you have provided details on your application form and uploaded the required evidence, there is no need to contact the DCTNRO and your evidence will be checked after applications close.

7. Reasonable Adjustments

If you have a disability which requires any specific arrangements/adjustments to enable you to attend and/or complete the SJT and/or interview, you must answer 'yes' to the relevant question on the application form, provide details and upload your supporting evidence. If your medical evidence is more than 6 months old, and you are not applying for reasonable adjustments on the basis of a long-term condition, you may be asked to provide further information.

The DCTNRO will be unable to review your request if supporting evidence is not uploaded with your application by Tuesday 9th February 2021. It is advised in the automated 'Application Submission' email sent via your Oriel account that you should contact the DCTNRO before the application closing date with regards to this. However, if you have provided details on your application form and uploaded the required evidence, there is no need to contact the DCTNRO and your evidence will be checked after applications close.

***Please note:** In some instances, in order to satisfy requests for adjustments, it may be necessary to schedule a SJT or interview place on a specific date/time or a specific location.*

8. Special Circumstances

Applicants wishing to be considered for special circumstances, due to a requirement to train in a particular location, should refer to section 4.7 of the [Dental Recruitment Applicant Handbook 2021](#) which can be found in the Resource Bank on Oriel.

9. Right to work in the UK

Please refer to section 4.6 of the [Dental Recruitment Applicant Handbook 2021](#) which can be found in the Resource Bank on Oriel for information and guidance relating to right to work in the UK.

10. Eligibility/Completion of Application Form

All applications will be assessed against the essential criteria outlined in the national [DCT Person Specifications](#).

Any applicants found to have not met all the required eligibility criteria will be rejected from the recruitment process at this stage.

10.1 English Language Skills

Applicants must have demonstrable skills in written and spoken English, adequate to enable effective communication about medical topics with patients and colleagues, as assessed by the General Dental Council. Please review the [GDC website](#) relating to English Language controls.

Please complete the Language Skills section on the application form appropriately, however, please note that if the application form states that you will be required to provide evidence at interview, this will NOT be the case. Confirmation that you are registered with or will be eligible to be registered with the GDC (full or temporary) by the time of post commencement will be sufficient.

10.2 Evidence of Communication Skills for Dental Performers List for England, NI Dental List (Northern Ireland), NHS Scotland Health Boards Dental List, Dental Performers List in Wales

For some posts, eligibility for entry onto the Dental Performers List for England, NI Dental List (Northern Ireland), NHS Scotland Health Boards Dental List, Dental Performers List in Wales is an essential criterion in the Person Specification and therefore, applicants must also ensure their evidence of communication skills complies with the standard operating procedure (SOP) or guidance issued by the relevant primary care organisation (PCO) responsible for maintaining the Dental Performers List for England, NI Dental List (Northern Ireland), NHS Scotland Health Boards Dental List, Dental Performers List in Wales. PCOs are NHS England in England, Health and Social Care Board in Northern Ireland, Local Health Boards in Wales, and Primary Care Divisions within Health Boards in Scotland.

10.3 DCT Equivalence

If you believe you can provide evidence of a UK DCT1 or DCT2 equivalent post, this must be clearly stated on your application form and you must upload a valid ['Educational Supervisor Letter of Support'](#).

Failure to upload this evidence at the time of submission will prevent your application progressing.

10.3.1 Dental Core Training Equivalence

Dental Core Training in the UK is a structured period of training in a secondary care/specialised primary care environment, where progress against agreed development outcomes is monitored and reviewed by an assigned educational supervisor and/or clinical supervisor as part of an educational agreement for training. The objectives of the placement are selected from the UK DCT Curriculum and vary according to the individual's training needs and the opportunities available. For an applicant to demonstrate equivalence, it will be necessary to show evidence of career development in a similar environment within a structured, supervised and monitored programme for a minimum of 12 months whole-time equivalent, by the time of appointment e.g. the start date of the DCT programme being applied for.

10.3.2 Posts considered to be equivalent to DCT are as follows:

Hospital, general dental practice, community junior training posts or overseas posts where the individual has a designated supervisor, undertakes work-based assessment and develops according to a personal development plan set at the beginning of a training period, with an appropriate review of competence progression (as identified in the [UK DCT Curriculum](#)). For posts in the UK these must be posts with prior educational approval from a Postgraduate Dental Dean.

Previous training should include hands on clinical dental experience or involve training in oral pathology, radiology, oral microbiology or dental public health.

10.3.3 Posts NOT considered to be equivalent to DCT are as follows:

- Dental Foundation Training posts.
- Any post where there is no personal development plan, work-based assessment, evidence of competence progression review or designated supervisor.

- Posts that provide service only, with no structured development plan.

10.4 Previous Experience in DCT and Exceptional Personal Circumstances

In line with the DCT Person Specifications, applicants are not eligible for a post if they are currently in or have previously undertaken the UK DCT training year (or equivalent) and are wishing to apply at the same level, unless in exceptional personal circumstances.

This applies to significant personal circumstances, such as serious health-related issues e.g. chemotherapy or radiotherapy, major surgery with protracted recovery period supported by documentary evidence etc. However, in these exceptional personal circumstances, the current training placement may be extended at the discretion of the local Dean.

The current pandemic is NOT considered an exceptional personal circumstance for applying at the same level of DCT. It has had a global impact on every trainee and appropriate ARCP adjusted outcomes have been implemented to reflect and support training. As such, trainees are advised to apply for the next year of training.

10.5 Employment History & Combined DFT/DCT1 Training Programmes

In some regions, two-year combined Dental Foundation Training and Dental Core Training programmes exist. For the purposes of recording this accurately in the employment history section of your application, please select one of the following options in the 'Post type' field:

- GPT
- Joint Dental Foundation Core Training
- Longitudinal

An example can be found below:

Post Type – Longitudinal

Specialty – DFT + DCT1

Employer name – Leeds Teaching Hospitals NHS Trust

Duration of post – 24 months

You can add more than one post using the above 'Post types' if you need to record more than one employer for the duration of the programme, for example:

Post 1

Post Type – GPT
Specialty – Dental Foundation Training
Employer name – Foundation Dental Practice
(LTFT) – Yes
LTFT amount (whole time equivalent) 0.5
Duration of post – 24 months

Post 2

Post Type – GPT
Specialty – Dental Core Training Year 1
Employer name – Northumbria Healthcare NHS Foundation Trust
Less than full time (LTFT) – Yes
LTFT amount (whole time equivalent) – 0.5
Duration of post – 24 months

You do not need to enter a 'Level of Post', as this field is not mandatory.

If you have less than 3 years employment history, an employment gap will be automatically generated on your application form. You must include an explanation of what you were doing prior to your first employment e.g. Undergraduate Education.

10.6 Fitness to Practise

If you answer *yes* to any of the Fitness to Practise questions on the application form, you will be required to send information about this declaration to the DCTNRO. This information needs to be received by the DCTNRO by 4.00pm (UK time) on **Tuesday 9th February 2021**. Please complete the Fitness to Practise Declaration form, which can be downloaded from the [DCTNRO webpage](#) and email to fitnesstopractise.em@hee.nhs.uk

Failure to provide this evidence by the application closing date will result in your application not being progressed any further.

10.7 National Training Number (NTN)

When completing the 'Personal Details' section of the application form, you will be asked if you currently hold a National Training Number (NTN). You should answer **no** to this question and move on with your application.

10.8 Reapplication to Dental Training

Training posts and programmes are not normally available to any dentist who has previously relinquished or been released/removed from that training post/programme. However;

10.8.1 Support for Reapplication to DCT

If you have previously resigned or been released/removed from a Dental Core Training programme, you will need to provide full details of the resignation/release/removal.

This must be provided on the [Support for Reapplication to a Specialty Training Programme form](#) and approved by both the Head of School/Training Programme Director **and** Postgraduate Dean in the HEE Local Office, NES, NIMDTA or HEIW where training was previously undertaken. This evidence will need to be uploaded to your application form at the time of submission.

Any applications from trainees who have previously resigned or been released/removed from a Dental Core Training programme, without submitted evidence, will not progress any further in the recruitment process.

10.9 Document Upload

As you progress through your application it may become apparent that you will be required to upload some form of documentation to allow the DCTNRO to assess your eligibility.

You will be prompted at the relevant point in the application form to upload relevant evidence. This will be restricted to a single document/file in most instances. Therefore, you should ensure that all pages of the document you wish to upload are collated and saved in a single document.

If the appropriate/requested supporting documentation/evidence is not uploaded and submitted with your application, this could result in your application not progressing any further in the DCT recruitment process.

10.10 Non-Disclosure Agreement

Applicants should be reminded that the DCTNRO, on behalf of the Dental Core Training Recruitment Steering Group, Health Education England, NES, NIMDTA and HEIW, consider the sharing of questions post-SJT/interview to be wholly unacceptable.

In line with Principle Nine within the General Dental Council (GDC) standards, we expect all members of the dental team to maintain appropriate personal and professional behaviour at all times. Applicants will be required to complete a Non-Disclosure Agreement, as part of the application form on Oriel and also before commencing the SJT. This is to protect participants and the integrity of the process.

11 References

Referees should be contacted at the earliest opportunity to confirm that they are happy to support the application and provide a reference within the timescales. Please ensure they provide you with their preferred email address.

You are required to give details of 3 referees who have supervised your clinical training during the last 2 years of your employment/undergraduate training. One referee must be your current or most recent consultant or educational supervisor, familiar with your clinical development.

It is understood that some applicants will not be able to provide 3 clinical or educational supervisors as referees. Please therefore use referees from your undergraduate studies if required and enter 'Undergraduate' in the 'Training Programme' field and 'your degree title' in the 'Training Grade' field.

All offers made will be on the condition of your future employer receiving three satisfactory references.

11.1 Reference Requests

Reference requests are an automated process in Oriel. A request will be triggered and sent electronically to your nominated referees when you 'accept' or 'accept with upgrades' an offer of DCT training.

11.2 Completing a Reference

Referees are required to submit references electronically, using the online referee portal in Oriel. You will be advised, via your Oriel portal, when your referee has submitted a reference.

11.3 Changing Your Nominated Referee

For any references that have not yet been submitted, you are able to update the details of or change your nominated referees. However, if a referee has already submitted your reference, you will not be able to make any changes to their details.

If you change the email address against a referee, a new reference request will be sent to the newly provided email address, and the original request will be withdrawn.