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Section 1 – Introduction

Dental Therapy is a discipline which requires a particular set of skills and knowledge. Vocational training has emerged as a means of developing these skills in new dental therapist graduates. The accepted model of vocational training comprises 12 months of supervised clinical experience in an approved training practice or clinic; supplemented by an educational programme, which includes tutorials and study days. Travel expenses may be claimable for VT study days and activities. Scottish TVT is a six-session per week training commitment. Successful applicants are free to seek other employment contracts to supplement their training during their working week. These additional sessions of employment would be arranged outwith the VDT contract and could be agreed between the trainee and the trainer or with another employer. The annual salary for a Therapy Vocational Trainee (VDT) is determined by the nationally enforced pay structure for all NHS workers (Agenda for Change – A4C) and is set at **£31,892 pro rata** (60% of £31,892 = £19,135.20). Trainee therapists are however not appointed to A4C Band 5 and any T&Cs of A4C do not apply, unless otherwise stated within the employer contract.

Aim

Vocational Training (VT) aims to provide recently qualified Therapists with the skills necessary to undertake duties in General Dental Practice or the Public Dental Service by enhancing clinical and administrative competence, and to promote high ethical standards and quality of care for patients

Objective

The objective of VT is that by the end of the training period the trainee can progress to confidently providing prescribed treatment to patients without supervision. By enhancing clinical and administrative competence, and promoting high ethical standards and quality of care for patients.

This objective is achieved by:

- The trainee receiving supervised training in general dental practice or salaried clinic.
- Using a planned programme of teaching and assessment to identify and build upon strengths and weaknesses.
- Removing financial pressures from the training environment so that trainees can develop free from this.
- Continuing the development of professional skills and encouraging postgraduate education.

The trainee must, at the end of the training period, be able to demonstrate competence relevant to the work of a dental therapist in the following areas:

- Clinical skills, knowledge and values.
- Communication skills and professionalism.
- Organisation and management ability.
- Management of psychological aspects of patient care.
- Teamwork within the practice.
- Ability to make decisions in a competent and professional manner, whilst taking into account personal strengths and weaknesses, and knowing when it is appropriate to refer.
- Knowledge of and adherence to ethical and confidentiality guidelines within General Dental Practice.
- Implementation of guidelines and regulations, so as to deliver safe practice.
- Utilisation of various resources and support networks available to those in the GDS or PDS.

Benefits of Therapist Vocational Training:

- Improved care for patients with a particular emphasis on safety and standards.
- Improved training opportunities for the future workforce in the UK.
- Flexible training pathways tailored to meet the needs of the service and personal development needs of recently qualified therapists.
- Streamlined training to enable a greater proportion of care to be delivered by trained staff.
- Improved recruitment and retention of the workforce in the UK.

Section 2 – Person Specification

TVT PERSON SPECIFICATION 2025/26				
JOB TITLE		Vocational Therapist Trainee		
FACTOR		CRITERIA *	Means of Assessment	
			Application	Visitation
QUALIFICATIONS TRAINING RESEARCH PUBLICATIONS	Essential	<ul style="list-style-type: none"> Qualification permitted by GDC to meet registration requirements with the GDC as a dental therapist**, or equivalent, by start of training programme 	✓	
	<i>Desirable</i>	<i>prizes, merits, publications</i>		✓
SKILLS, ATTITUDES & ATTRIBUTES	Essential	<ul style="list-style-type: none"> Organisational skills including ability to plan and prioritise own workload to meet deadlines 		✓
		<ul style="list-style-type: none"> Effective verbal and written communication skills 		✓
		<ul style="list-style-type: none"> Understanding and commitment to the requirement for lifelong learning/CPD 		✓
		<ul style="list-style-type: none"> Professional attitude and an understanding of professionalism 		✓
		<ul style="list-style-type: none"> Self-motivated 		✓
		<ul style="list-style-type: none"> Ability to work well with others and understands the benefits of team working 		✓
		<ul style="list-style-type: none"> Patient centered focus 		✓
OTHER	Essential	<ul style="list-style-type: none"> Full registration with the General Dental Council by date of post commencement Training should begin within two years of gaining full registration with the GDC* <p>*Exemption permitted under exceptional circumstances (e.g., maternity, long term sickness etc) and following review by NES panel.</p>		
		<ul style="list-style-type: none"> Must be eligible to undertake Dental Therapist Vocational Training in General Dental Practice by the 1st of September 2025. 	✓	

*All applicants must also meet the pre-employment checks set out by their employers

** If you have any questions about your qualification and whether it is fully recognised by the GDC, or if you would like to find out if you are eligible for full registration, visit the GDC website

**Detail of course of study to be provided on application form, with evidence provided prior to post commencement.

***Clinical experience must be undertaken within the last two years, of which lasted at least three months (continuous period) without a significant break, unless in exceptional circumstances. If required, NES HR Trainee Services will request a full explanation of these circumstances following the submission of your application.

Section 3 - Timeline

TVT posts will commence on 1 September 2025

Date	Recruitment Activity
Monday 3 rd March 2025 at 10am	Oriel opens for TVT applications
Friday, 14th March 2025 at 12pm	Oriel closes for TVT applications
By Friday 4 th April at 5pm	Application outcomes released via Oriel
Friday 16th to Monday 19th May 2025	Rural Trainer prospectus live on DTIS and Rural practices eligible to make direct appointments (Visitation open for Rural Practices only)
Monday, 19th May 2025 at 10am to Friday 30th May 2025 at 10am	Remaining Trainer prospectus live on DTIS and direct appointments can be made (Visitation open for all other practices)
Friday, 6th June 2025 at 10am	Direct Appointments close
Tuesday, 10th June 2025 at 10am	Confirmation of matching results released & handover to employers
Thursday, 12th June 2025 by 5pm	Clearing opens if posts remaining
Monday, 1st September 2025	Training posts commence

***Please note all above dates are subject to change**

Section 4 – Application Form – Using the Online System

In order to apply for a Therapist Vocational Training (TVT) post you are required to:

- access the online recruitment system (<https://www.oriel.nhs.uk/Web/>) and create an online account
- submit the required supporting documentation by the closing date
- complete and submit the application form by the closing date (**12pm (noon) on 14th March**)

Creating an Oriel account

Before you can open an application on Oriel, you will need an Oriel Account. To create your Oriel account, click on the 'Account Registration' link on the Oriel home page. The application form will be activated when the application process opens at Monday 3rd March 2025 at 10am. Prior to the application stage, we advise all candidates to download the Oriel User Guide from the homepage to enable you to familiarise yourself with the online system.

It is imperative that you provide a **valid email address** when completing the application form. All information and correspondence regarding the recruitment process will be sent to the email address you provide. Please ensure your inbox is kept clear to receive emails and that you check your emails regularly (please check Junk filters). This e-mail address should also be valid after final exams and up to the point of taking up your training post, as further information will continue to be sent to you. This is why Dental school email accounts are not valid.

When creating your Oriel account, a confirmation email will be sent to the address you provide. Please ensure that you keep your logins safe and secure. If you enter your password incorrectly 5 times, your account will be locked.

If you get locked out of your account, please contact nationalrecruitment@nes.scot.nhs.uk for assistance.

If you have any other queries or concerns about the application form process or have difficulty uploading documents, please contact the Dental Recruitment Team **no later than Wednesday 12th March 5pm** via our service desk [Recruitment Query - HR Trainee Services - Jira Service Management](#)

Searching for the TVT vacancy

In order to view a vacancy, go to <https://www.oriel.nhs.uk/Web/Vacancies>. You can search for a specific vacancy using any combination of the Specialty/Sub-specialty, Post type and Training grade filters.

Saving Information on the Application Form

Once you have found the vacancy to which you wish to apply, click on it. This displays the vacancy advert. From here, click on “Apply Here” to begin your application. Use the “Next” and “Previous” buttons to navigate from page to page of the application form. You can use the tick box displayed alongside PAGE TRACKER near the top of the application form to mark a page as completed. Each time you successfully complete a page of the application form and move on to the next page, a green confirmation message box is displayed at the top of the screen to inform you that your progress has been saved. Please note you will not be allowed to proceed to the next page if the previous page is not completed.



Submitting your Application Form

Mandatory fields are marked with a * symbol. The application form must be completed in **FULL**. Please take time and care in completing the application form and read the questions carefully.

At any time during the completion of an application form, you can save your progress by clicking on the Save button, which is displayed at the top of the application form. When you have saved your progress, a green confirmation message box is displayed at the top of the screen to inform you that your changes have been successfully saved. If you wish to exit your application, click on the Home button, which is also displayed at the top of the screen. Remember, you should avoid using the browser back button to return to the rest of the Oriel system. For security reasons, the online recruitment system will **automatically log you out if you have not used your computer for over 60 minutes** (a ‘count-down’ is displayed at the top of each page as shown below). Please ensure you save your application regularly. When you have completed all the pages of your application form, and have uploaded the relevant documents, you can submit your application form.

APPLICATION PAGE: 1 of 10

[▶ Personal](#) [Eligibility](#) [Fitness](#) [References](#) [Competences](#) [Employment](#) [Evidence](#) [Supporting](#) [Preferences](#)Session will time out in **58:53 minutes.** (Note: you cannot save this page after your session has expired)

Your application form will become read-only once it has been submitted. You will not be able to edit most of the information provided in your application form once it has been submitted. The following will remain editable: contact details.

Please note: Most recruitment communications will be via Oriel message direct to your Oriel account. Any communications will also be sent by e-mail, so you must provide an active email address. Please ensure you check your Oriel account regularly for messages throughout the recruitment process.

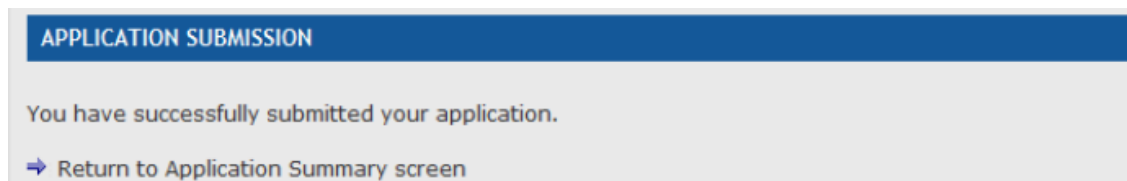
Your contact details can be updated within the "My Profile" section.

To update your profile, Exit this form and select the  icon in the main menu.

See advice in the [Applicant Guide](#) concerning the best email addresses to use in your application form.

On the final page of the Application form, the Declaration page, a "Submit Application here" button is displayed. Click on this to submit. Once you have successfully submitted your application, a confirmation page is displayed.

You must ensure you submit your application before the closing date



Remember: You have not applied for a Therapist Vocational Training (TVT) post until your application and your supporting documents have been submitted. You will receive email confirmation from Oriel confirming your application has been submitted.

Section 5 – Application Form: Advice for Completing Each Section

Do not leave your application until the last minute! Completing an application form will take some time and includes uploading documents.

Complete all questions to the best of your knowledge paying attention to the grammar, presentation and content of your answers, as this will be assessed at long listing. Use your own experiences and answer in your own words.

Please refer to the relevant criteria listed on the Person Specification when completing the sections of your application form detailed below.

Personal Screening

Candidates must agree to submit one application only which they must complete themselves. Candidates should be aware that plagiarism will not be tolerated. Where there is any concern surrounding the authenticity of an answer the panel reserves the right to investigate this matter further.

The NES Dental Recruitment team will need to contact you during the recruitment process; please provide a valid contact email address and telephone number under Contact Information. Please note that the majority of correspondence will be issued via email. Please ensure you provide a postal address from which you will be able to collect mail until July 2025. You must notify us of any changes to your name or address. Health Boards or Dental Recruitment may issue important pre-employment correspondence to successful candidates via the postal service.

Disability and special arrangements

NHS Education for Scotland (NES) is "Disability Confident", and as such we provide job opportunities for disabled people. NES operates a Guaranteed Interview Scheme (GIS), which means that if you have a disability, and meet the minimum criteria outlined within the Person Specification, you will be guaranteed an interview during visitation. The information you provide will not be used to inform any recruitment and selection outcomes.

Information is requested in this section under the "Disability" sub-section. Although completing this sub-section is entirely optional, it would be extremely useful as this will provide the required support once a post has been obtained.

Special Circumstances & Deferred Start Date

These are not relevant to the vocational training process and should be marked as '**NO**'

Eligibility to apply

The Professional Registration of the application is where you declare if you hold or will be eligible to hold **full** registration with the UK GDC. Please note this information is not used as part of your application but is passed onto your employer if you are successful.

Under the Language Skills sub-section, if your undergraduate training was not in English, you will be asked to provide details of your International English Testing System (IELTS) score. You must have achieved as a minimum the following scores in the academic International English Language Testing System (IELTS) in a single sitting within 24 months at time of application: Overall 7.0, Speaking 6.5, Listening 6.5, Reading 6.5, Writing 6.5. We may accept IELTS test scores that are more than two years old if you can provide evidence to demonstrate that you have maintained your English language proficiency during that time.

Information is requested on immigration status to ensure that all applicants are eligible to work in the UK prior to commencement of the training programme. This information will not be used in the recruitment and selection process; if you have any questions when filling out this section, please refer to:

<https://www.gov.uk/government/organisations/uk-visas-and-immigration> in the first instance.

Criminal Records and Fitness to Practice

It is vitally important that you read, understand and answer the questions asked in this section by ticking each box. Please read the notes below carefully before completing this part of the form. If you require further information, please contact [our service desk](#). All enquiries will be treated in strict confidence.

References

References are not required during the application process. Please proceed to the next page of the application form. *Please note – you may be asked to provide a reference during the visitation period, please see section 6*

Competences

You are required to demonstrate that you will have a qualification permitted by GDC to meet registration requirements with the GDC as a dental therapist**, or equivalent, by start of the training programme on 1st September 2025. You can find further information here: [Dental therapy and dental hygiene](#)

Employment History

You should provide details of relevant dental experience only in this section. If you have no employment history, check the box and proceed to the next section. Details of any future-dated periods of work experience should not be included on your application form. Please make sure the dates and duration of posts are accurate, that you give the proper job titles, sector and the employer's full details. Please do not include any work experience not related to dental.

You are not required to complete the section relating to gaps in employment as part of your application.

Evidence of Selection Criteria

You are not required to complete this section of the application. Please proceed to the next page of the application form.

Supporting Information

You will be required to upload the documents to this tab of the application form to confirm your identity.

Acceptable ID Documents (choose 1)

- Valid passport - You must provide a copy of any page that provides details of nationality, your photograph, date of birth, signature, date of expiry.
- UK full or provisional photo card driver's license
- National ID card or other documentation relating to immigration status and permission to work – You must provide a copy of any page that provides details of nationality, your photograph, date of birth, signature, date of expiry or biometric details.

If you cannot provide one of these documents alongside your application, please contact the Dental Recruitment Team

Preferences

Preferencing is not required as part of recruitment to TVT.

Equality and Diversity Monitoring Form

All details will remain anonymous and not be available to the trainers. We want to ensure that there are no barriers to joining Vocational Training and to be as fully inclusive as possible. One way we can ensure this is to analyse all the data provided in this section and ensure that training opportunities are being accessed by as wide a community as possible. The equal opportunities monitoring form will be detached from the rest of the online application and will be used for monitoring purposes only.

Declarations

You are not required to upload any documents to this section of the application form. Please read this section carefully, before agreeing to the declaration and submitting your application. Pressing the submit button at the bottom of the page will automatically submit your application. By pressing the submit button you are confirming that you understand you will NOT be able to add, amend or remove ANY information entered against this application once submission has occurred. If you have any queries about completing the application form, please contact the NES HR Trainee Services team no later than 12 pm 12 March 2025 by going to the Service Desk [here](#) and submitting a support request.

Remember: You have not applied for a post until your application has been submitted. If you do not receive confirmation within one hour of your submission, please contact the Dental Recruitment Team: [Recruitment Query - HR Trainee Services - Jira Service Management](#)

Section 6 – References

TVT applicants are not required to submit references within their Oriel application, however, may be asked to provide trainers with a reference during the visitation period and we would advise that you obtain 2 references in advance of the visitation period

When contacting your referees please ensure that:

- You do not use family members as referees
- Referees must be able to comment on your clinical ability as a student Referees know you sufficiently well to be able to complete the reference on your behalf
- You give the referees as much advance warning as possible. Remember, if your referee is a clinician at the Dental School, he/ she may be a referee for a number of people.

Please use the structured reference template provided on our [website](#). Please also note, if you successfully match to a training post, you will be asked to provide further references during the performance listing and onboarding process. Details will be provided at that time.

Section 7 – Visitation

In Scotland, applicants have the opportunity to visit prospective trainers at their practices or communicate through online platforms during a defined visitation period.

Once visitation opens, you will be able to view the available Trainers on the NES Dental Trainer Information System (DTIS). You are responsible for contacting trainers to arrange interviews. To enable this, you must:

- Review the Trainers Prospectus
- Contact Trainers to arrange a visit

Trainer Prospectus

The Trainer prospectus include details of the trainer, practice, their arrangements for training and details of how to contact them. The prospectuses are available on the NES Dental Trainer Information System (DTIS). You will be sent a link to this and have access when visitation opens.

Once DTIS has been published, in the profile area you can search for a particular trainer or training practice using the following filter categories:

- Trainer Name
- Trainer Type (select Therapy)
- Region
- Map
- Direct Appointments Only

Visitation Period

Successful recruitment into Therapist Vocational Training (TVT) is dependent on matching with a Trainer. It is therefore very important that Trainers get to know you prior to the end of visitation. It is your responsibility to look up trainers and contact them to arrange interviews. Applicants who are not matched in the first round of recruitment will be put through to the clearing process, if there are posts available.

You should endeavor to make contact with all of your preferred Trainers to arrange a visit to the practice and an interview and to discuss the opportunities for employment with them. This is to maximise your chances to get on to their preferred list of candidates.

Good practice during visitation

- **This is a competitive process, and you should take some time to think about how to set yourself apart from other applicants.**
- **The VT training period is an important time in your career. You should try to ask questions, which will help you to decide whether it is the right practice for you!**
- **You should ensure to allow plenty of time to travel to and from the training practices. The responsibilities for all travel arrangements are with the candidate and we advise that you plan carefully. Please note travel expenses will not be reimbursed.**
- **Before going to interview, it is a good idea to think about what you want from your training programme and about the type of environment in which you will perform best. To help you do this, try reading this information booklet again. Also reread the Trainers' practice profiles, as this might help you focus on areas of interest and questions you could ask when you meet the Trainers. These may include asking about any special interests and typical cases seen in the practice.**

Curriculum Vitae (CV)

Some trainers will ask you to submit a CV, therefore as part of your preparation, you should think carefully about your CV. Your CV is your opportunity to give the trainer information about yourself. There is no standard format for a CV, but you should take time to prepare it and put in as much relevant information as you can to separate you from the crowd! You should write your CV and tailor it to the job you are applying for. To do this, you should research the work of the training practice and identify your best personal traits and qualifications that match with the job requirements and training practice. This will help to ensure that your CV will catch the attention of the prospective trainer. Most CVs contain the contact details for at least two referees.

Your CV may include:

- Personal details – name, address, contact details (email, mobile) Education – include dental school, any relevant training courses that you have attended
- Qualifications Skills – give evidence of transferable skills you have acquired such as time management, organisational and communication skills etc.

- Interests – activities where you have leadership or responsibility, or which involve you in relating to others in a team will be of particular interest. It may also be useful to mention any specific areas of dentistry you are keen to explore in your career
- Additional information, e.g. awards, travel

NB: In order to for trainers to offer you a post via the DTIS system, they will need to know your **Oriel Pin number**. You will be allocated a pin number when you set up your Oriel account. You can find this by going to My Profile and then select Personal Info & Activity as shown in the picture below.

It will not be possible for Trainers to appoint you without this number.

The screenshot shows the 'MY PROFILE' page with the 'Personal Info & Activity' section expanded. The 'PERSONAL INFO' section contains the following fields:

Title*	Last name*	First name*	Last login date	Oriel PIN
[Redacted]	[Redacted]	[Redacted]	26th March 2019 - 11:28	00390249

An 'Edit' button is visible to the right of the 'PERSONAL INFO' section. A 'Logout' button is also visible on the left side of the profile page.

Section 8 – Matching & Offers

For TVT, trainers will make appointments to their training practice via Direct Appointment. This means, once a trainer has decided to appoint you to a post, they will let NES know via DTIS. If you are offered a direct appointment by a trainer, Dental Recruitment will contact you directly with further information and instructions on how to proceed. Direct appointments can be made throughout the visitation window by trainers, from Monday, 19th May 2025 at 10am.

Please note that during the visitation window, direct appointments are time sensitive and you will have 48 hours to respond to the offer before it will be rescinded, therefore ask that you ensure you are checking your emails and are responding promptly during this window.

The TVT recruitment process does not require any preference lists.

Clearing

If you are not matched with a trainer at the end of visitation, and there are posts available, you will enter the clearing process. You will need to view the NES Dental Trainer Information System, where you can access a list of remaining training practices. You may contact the practices directly for further information about available posts and to discuss interview arrangements. As the clearing stage progresses and appointments are made, the details of training practices will be removed from the Practice Prospectus so that you will know which practices are still available. The Dental Recruitment Team will provide further information about clearing to unmatched applicants at that time.

Successful Match to Trainer

If you have been successfully matched to a trainer you will receive an email from dental_recruitment@nes.scot.nhs.uk regarding the next steps of the onboarding process, including information on what pre-employment checks you are required to complete. Please make sure that you complete the necessary paperwork in a timely manner to avoid any delays in starting your training.

Please be advised that the offer of a post is to be conditional upon all pre-employment checks, including successfully graduating from Dental School, having full GDC registration, and obtaining the right to work in the UK by post commencement. As part of the listing process, your local health board will contact you directly with a form to complete. Once you receive your exam results, you must progress your registration with the GDC as soon as possible. We would recommend that you have this fully completed and ready to post to the GDC, at the earliest opportunity. Those who delay sending this to the GDC risk not being able to start work and losing their post

If you accept an offer this means you are 100% satisfied to complete your Vocational Training with this trainer, which will be in accordance with any information provided by the trainer during the visitation period with regard to terms and conditions of employment and specific base training site location. By accepting a conditional offer of a place on the training programme you are agreeing to take up that place; and enter into a contract of employment with the matched trainer. The offer is conditional upon a contract of employment being agreed directly between you and the trainer. Important to note, accepting an offer from NES via direct appointment from your trainer does not constitute an offer of employment.

Failure to pass Final Exams

All posts are allocated on the condition that individuals pass their final year exams and can attain full GDC registration by post commencement. Unfortunately, some students do not pass these exams and cannot therefore take up their post. If you have been appointed to a training post, but have failed your final exams, please contact your trainer and the Dental Recruitment team by going to the [NES Service Desk](#) and submitting a support request as soon as possible.