

Off-the-job training



The Department for Education (DfE) have defined off-the-job training as:

'It is training which is received by the Apprentice within their practical period, during the apprentice's normal working hours, for the purpose of achieving the knowledge, skills and behaviours of the apprenticeship they are undertaking. By normal working hours we mean the hours for which the Apprentice would normally be paid, excluding overtime.'

As part of our commitment to excellent service for Dental Practices we would like to offer off the job training suggestions. These off the job training suggestions are to give an idea what the Apprentice should be completing during their off the job training time.

Some examples of off-the-job training are:

1. Live Lectures and online learning

Skills4Dental offer remote, live lectures along side face-to-face clinical observations for teaching and learning to develop dental knowledge, skills and behaviours (KSB's). Our Apprentices are required to attend all live lectures with Tutors to develop KSBs throughout the Apprenticeship journey. Skills4Dental offer revision sessions with a specialised tutor based on the mandatory examinations throughout the Dental Nursing Apprenticeship journey.

2. Simulations & Manufacturer Training

Apprentices will complete mandatory simulations covering First Aid and Oral Health Promotion throughout the Apprentice's journey. Also, if not undertaken in practice, simulations covering manual charting and impressions will also be required. The Apprentice should fully understand practice policies and manufacturer's instructions and the implementation of quality audits. These should be completed in the six hours training time and logged on BUD. Failing to log sufficient training hours will prevent progression and completion of the KSBs, as these are required to be certified a competent Dental Nurse and enable registration with the GDC.

3. Learning Support and Assignments

The assessment methods for the qualification within the apprenticeship standard for Dental Nursing consists of a portfolio of evidence and examinations. The portfolio of evidence is an accumulation of evidence that must be completed within the Apprentice's normal working hours. Written and oral questioning, case studies, work products, reflective accounts and professional discussions are examples of evidence, which must be completed in the six hours 'off the job' training. For the Dental Nursing Standard, the assignments must be completed in line with the delivery model to ensure the Apprentice does not fall behind on programme and achieves the competence of KSBs timely.

Off-the-job training does not include:

- English and maths training
- Progress reviews
- Training that takes place outside of the Apprentices working hours

Examples of off-the-job training:

Off-the-job training can consist of a range of varied activities, which will help develop the apprentice as a future employee of your business. Here are just a few examples:

Activities in the workplace



Planned activities through Skills4Dental

