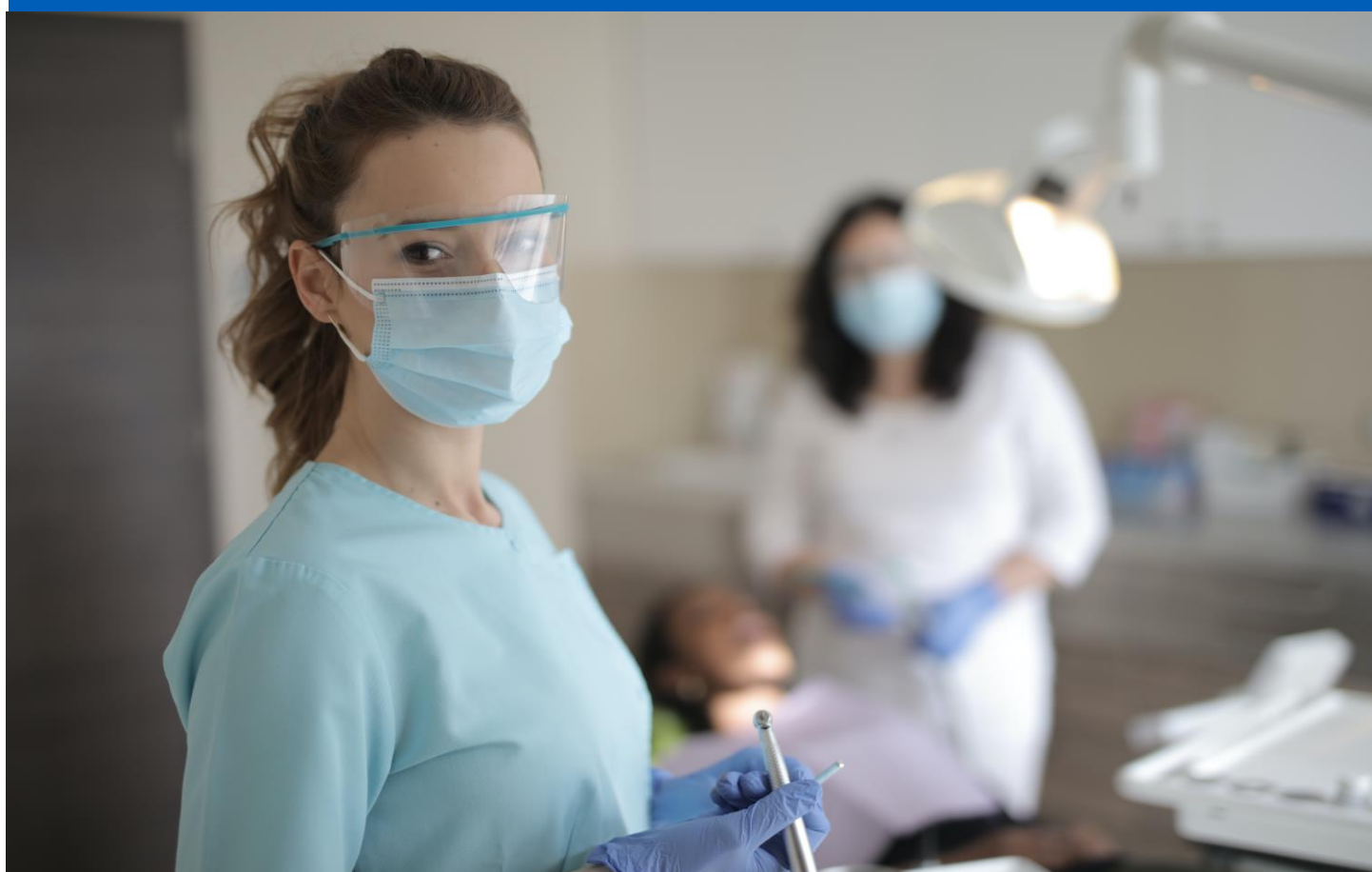


Dental Nurse Apprenticeship

Employer Guidance



A guide to the Dental Nurse Level 3 Apprenticeship

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About Dental Nurse Apprenticeship

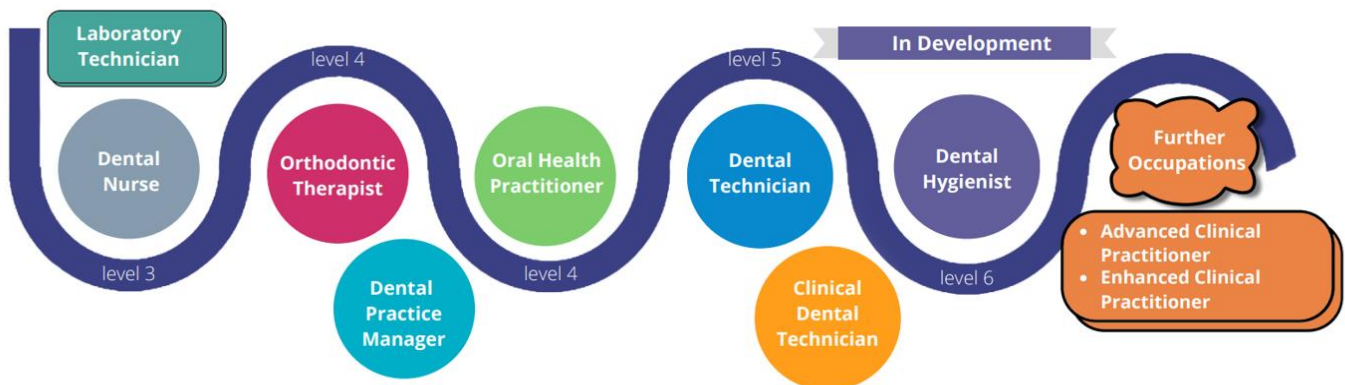
Dental nurses work in a clinical environment that could be located in a NHS general dental practice, hospital, private dental practice, specialist dental practice, community dental service or military dental clinic. An apprentice will predominately work with a dentist, dental hygienist, dental therapist, clinical dental technician or orthodontic therapist within a surgery environment with patients attending throughout the day.

Context

Apprenticeships are a key Government and HEE priority. With the introduction of the Apprenticeship Levy and Reforms in 2017. Specifically, HEE has been mandated to contribute to the development of apprenticeship standards in health and to date has worked with colleagues at the Institute for Apprenticeships and Skills for Health, as well as Trailblazer Chairs to develop over 80 health specific apprenticeship qualifications – including 9 apprenticeship standards that can be used as part of the dental pathway for employers and students to use.

- Dental Nurse
- Laboratory Technician (Dental)
- Oral Health Practitioner
- Orthodontic Therapist
- Clinical Dental Technician
- Dental Technician
- Enhanced Clinical Practitioner
- Advanced Clinical Practitioner

The suite of apprenticeships can support employers to build sustainable employment pipelines and pathways to support progression and development.



What is an apprenticeship?

Apprenticeships are work-based training programmes which are designed to help employers train people for specific job roles. At the same time, apprentices get a paying job with valuable training while they work towards a nationally recognised apprenticeship standard or framework.

Apprenticeship qualifications or standards range from levels 2-7. This is the equivalent of GCSE level up to master's degree level.

Anyone in England aged 16 years old and above, whether employed, unemployed or leaving school, can do an apprenticeship. There is no upper age limit.

What are the benefits?

Apprenticeships bring a number of tangible benefits to NHS and other organisations they can create skilled, motivated and qualified employees and, if used properly, can help to address skills shortages across the workforce. Apprenticeships allow employers to diversify and freshen up their workforce. 86% of employers say apprenticeships develop skills relevant to their organisation and 78% reported improved productivity.

Increased flexibility of the workforce

Develop your existing workforce

Apprenticeships have lower attrition rates

Attract and recruit from a wider pool of people in your local community

Recruit a more diverse and local workforce

Improve retention

Reduce training and recruitment costs

Create a flexible training route

Recruiting a more local workforce to improve staff retention

Apprenticeship Funding

How to access funding for apprenticeships

There are three ways to access funding to pay for apprenticeship training, this funding does not cover salary costs you will have to fund the apprentice's salary.

- 1. Apprenticeship Levy** Employers with a pay bill over £3 million each year, pay the apprenticeship levy. Levy paying employers can spend their apprenticeship levy funding on apprenticeship training.
- 2. Reserve government co-investment** If you don't pay the apprenticeship levy you can reserve funding, where the government pays 95% of the training costs and the employer pays the remaining 5%.
- 3. Levy Transfers** Levy paying employers can transfer some of their annual levy to other employers. These transfers cover 100% of the training costs of the apprenticeship (you still need to cover salary).

Apprenticeship levy explained

The apprenticeship levy was introduced as a government scheme to fund apprenticeships. Employers with a payroll of more than £3 million must pay a 0.5% levy on their total payroll. The levy is paid monthly through PAYE alongside income tax and national insurance contributions.

Levy contributions appear in a digital account which can be used by the employer to arrange and pay for apprenticeship training. The funds can only be spent on apprenticeship training.

After 24 months any unused levy funds expire and return to the government.

Organisations who don't pay apprenticeship levy

Employers with a payroll under £3million don't pay the apprenticeship levy, they are called "Non-levy-paying employers". They can still access apprenticeship funding though and can pay 5% of the apprenticeship course cost, and the government will cover the remaining 95% through the process of 'co-investment'.

Course Details

Dental Nurse Apprenticeship

Level: 3

Typical duration: 18 months

Maximum levy funding band: £6,000

The broad purpose of the occupation is to provide chair side support to all dental professionals and ensure high standards of cleanliness and infection control. Dental nurses prepare instruments, materials and medicaments for dental procedures, mix materials, sterilise instruments, keep records, note dictation, carry out stock control and ensure patient comfort and safety throughout their visit.

In their daily work, an employee in this occupation interacts with patients of all ages, other members of the dental team, other health professionals and representatives of organisations providing support services to the setting. Depending on the dental setting the dental nurse could also interact with schools, the prison service, community dental service, individuals in their own homes and those in care home settings.

An employee in this occupation will be responsible for providing care for people of all ages, different backgrounds, cultures and beliefs within a variety of clinical environments. Dental nurses must ensure that they only carry out a task, treatment or make decisions about a patient's care if they are appropriately trained, competent, indemnified and have the necessary skills. Dental nurses are registered professionals and work within the standards and scope of practice as defined by the General Dental Council Scope of Practice document.

Typical entry requirements

GCSE Grades A-C or Functional skills L2 or equivalent is required to complete the apprenticeship. Applicants who don't currently hold this qualification must complete within the first 8 months of the apprenticeship programme (this will be supported by the training provider).

Apprentices must be employed within a team where they can gain the relevant knowledge skills and behaviours outlined in the apprenticeship standard.

Procurement

To support the implementation of the Dental Nurse apprenticeship standard, the HEE Talent for Care Team facilitate a Managed Procurement Service which is managed and owned by Salisbury NHS Foundation Trust, to deliver a range of support for employers to increase their uptake of Apprenticeships.

There is no requirement for employers to use this framework as some employers may have already run their own procurement. This framework is designed to enable those who haven't

already procured (or who want to contract new providers) do so with minimum effort. **If you wish to use the framework, please contact Sft.commercial@nhs.net**

Course Providers

The following provider was awarded as part of a North West procurement for dental Nurse Apprenticeships. This provider has been quality assured by Salisbury NHS Foundation Trust and an expert panel.

Provider	Delivery overview
Aspiration Training	<p>The apprenticeship will run over 16 months, followed by a 3-month end point assessment period.</p> <p>The programme will be delivered virtually and will require apprentices to spend a minimum of 6 hours per week 'off the job learning'.</p> <p>Enrolments can be taken at any point throughout the year.</p>

Frequently Asked Questions

Can part time staff undertake the apprenticeship?

Yes, part time staff can undertake the apprenticeship. If an apprentice works less than fulltime the apprenticeship duration will be extended accordingly.

Can I use apprenticeship funding to pay for my apprentices' salary?

Apprenticeship levy, reservations and transfers do not cover salary costs your organisation will need to fund the apprentice's salary.

What does "off the job training" mean?

6 hours per week off the job training is the minimum amount of time that should be spent on occupational off-the-job training during an apprenticeship. Off-the-job training is a statutory requirement for an apprenticeship. It is training, which is received by the apprentice, during the apprentice's normal working hours for the purpose of achieving the knowledge, skills and behaviours of the approved apprenticeship referenced in the apprenticeship agreement.

How can I recruit an apprentice?

If you are interested in finding out more about recruiting and supporting apprentices then please complete the attached expression of interest form which can be found on the below link – <https://forms.office.com/r/qw2rg1j1RP>

One of the team will be in touch with you to support the process.

Links and Resources

[Healthcare Apprenticeship Standards online \(HASO\)](#)

[How to have Apprenticeship conversations with your board](#)

[What apprenticeships are and how to use them](#)

[Small employers – how to reserve funding](#)

[Procurement](#)

[English and maths functional skills guidance for employers](#)

[What is 20% off the job training](#)

Next Steps

Please complete the below expression of interest which can be found on the below link. Once we have this we can put you in touch with the provider who can support with recruitment and enrolment of apprentices. We can also support if you wish to apply for a levy transfer to fund the apprenticeship programme.

<https://forms.office.com/r/qw2rg1j1RP>