

Applicant Guidance

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

September 2020

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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 2020 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 process outlined below. 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). There is no shortlisting and all eligible applicants will be guaranteed a slot at the SJT. Applicants will be considered for appointment across the whole of the UK based on their performance and rank from the SJT.

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. **Updated post descriptions will be available for 2020**

preferences on the [DCTNRO Website](#) by Monday 11th May 2020. It is the responsibility of Local Offices to ensure that these post 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](#) (general information about the administration of national recruitment processes).

The DCTNRO strongly recommend the use of a desktop or laptop computer through the recruitment process, as opposed to any mobile or tablet device. All recruitment websites are optimised for desktop and laptop computers. It is also recommended that applicants check that they have actioned and/or saved what they want when certain decisions are required.

1.1 Evaluation of the Recruitment Process

Anonymous data from the recruitment process 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 Universal Job Match on **Tuesday 14th January 2020**.

Advertisements will appear on the Oriel Recruitment System and applications will be accepted from 10 am (UK time) on **Tuesday 21st January 2020** until 4 pm (UK time) on **Thursday 13th February 2020**. Applications must be made through the Oriel system; applications will not be accepted in any other way. Oriel can be accessed [here](#).

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.

Please be aware that the Oriel system does not support internet browsers that have reached the end of their product support lifecycle.

3. Communications Regarding an Application

Contact regarding your DCT application will mostly be via direct messaging through Oriel and occasionally via direct email/telephone.

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.**

Please make sure that you are using an email account that you can access at any time and will not be blocked by your employer's IT security system. If you are uncertain about this, you should check with your IT department at work or your dental practice.

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

From Monday 11th May 2020, 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 from their specific 'post description', which will be available on

the [DCTNRO website](#) by Monday 11th May 2020. 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 into 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 by each HEE Local Office, NES, NIMDTA or HEIW, the main Trusts and NHS Boards in each of those areas, transport links to home and so on.

Preferencing of DCT Programmes will close on **Friday 12th June 2020 at 5 pm (UK time)**.

The DCT Programmes that are preferenced by applicants will be used to make offers, subject to the successful completion of the selection process.

4.1 Eligibility for the UK Dental Performers List/NHS List/NI Dental List

There will be some preferences that will require an applicant to be eligible for entry on to the relevant UK Dental Performers List/NHS List/NI Dental List in order to take up the post. There will be a question on the application form that will ask if you are eligible for entry on to a UK Dental Performers List/NHS List/NI Dental List. 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 UK Dental Performers List/NHS List/NI Dental List then you must move all the relevant preferences to 'not wanted' 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.**

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 registrants' to 'not wanted' 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.

5. Deferment of Start Date

Deferments to start date will only be considered for statutory reasons such as maternity leave or ill health. Deferment for any other reason will not be permitted. If you wish to request a deferment to your start date, you must declare this in your application form and contact your employing region as soon as possible after an offer is accepted.

6. GIS and Adjustments under the Equality Act 2010

Any applicant that has a disability as defined in the Equality Act (2010) can request to be considered for assessment under the Guaranteed Interview Scheme (GIS) and also request reasonable adjustments at the SJT. The DCTNRO will honour any GIS requests in line with the guidance, which states, if an applicant meets the minimum eligibility criteria and provides evidence to substantiate the information they have put in their application form; an assessment will be offered, and attempts made to accommodate any requested reasonable adjustments at the SJT.

There are sections on the application form where applicants can input information relating to GIS and reasonable adjustments. If you received an approval email (05.03.2020) for a reasonable adjustment at the SJT, the DCTNRO should have been in touch with you about this.

Specific information relating to reasonable adjustments for the SJT can be found in section 11 of this guide.

7. Special Circumstances

Applicants wishing to be considered for special circumstances pre-allocation should ensure that they state this by emailing mdrs.nationalrecruitment@hee.nhs.uk and submit supporting evidence by email. Requests for consideration of special circumstances received in any other way will not be accepted.

It is important you review the [Dental Recruitment Applicant Handbook](#) (pages 13-15) for full details of the eligibility criteria and administrative process.

8. Right to work in the UK

Please refer to page 12 and Appendix 2 in the [Dental Recruitment Applicant Handbook](#) for further information and guidance.

9. 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.

9.1 Evidence of Communication Skills for UK Dental Performers/NHS List/Ni Dental List

Please refer to pages 10-11 of the [Dental Recruitment Applicant Handbook](#) for information relating to this.

9.2 Evidence of Dental Foundation/Vocational Training for Entry into DCT1

Please refer to the [DCT1 Person Specification](#) for the eligibility criteria relating to evidence of dental foundation/vocational training. No alternative methods of Dental Foundation/Vocational Training proof are accepted by the DCTNRO.

If you need to provide a Certificate of Basic Professional Capabilities, please refer to the form and applicant guidance, which can be downloaded from the [DCT NRO website](#). This will need to be uploaded to your Oriel account via the *Document Upload*

dashboard as *supporting evidence* and attached to your application *at the point of application*.

Failure to upload a complete and valid Certificate of Basic Professional Capabilities at the time of submission will prevent your application progressing.

9.3 Evidence of Dental Core Training or Equivalent - Entry into DCT2

As stated in the [DCT2 Person Specification](#), applicants must have evidence of successful completion of a UK Dental Core Training Year 1 (DCT1) or equivalent at time of post commencement. Please see below for posts considered to be equivalent to DCT and posts NOT considered to be equivalent to DCT.

9.4 Evidence of Dental Core Training or Equivalent - Entry into DCT3

As stated in the [DCT3 Person Specification](#), applicants must have evidence of successful completion of a UK Dental Core Training Year 2 (DCT2) or equivalent at time of post commencement. Please see below for posts considered to be equivalent to DCT and posts NOT considered to be equivalent to DCT.

9.5 DCT Equivalence

If you believe you can provide evidence of DCT1 OR DCT2 equivalence, this must be clearly stated on your application form and you must upload the '[Educational Supervisor Letter of Support](#)'. This will need to be uploaded to your Oriel account via the *Document Upload* dashboard as *supporting evidence* and attached to your application *at the point of application*.

Failure to upload this evidence at the time of submission will prevent your application progressing. Equivalence is deemed as follows:

"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 10 months by the time of appointment e.g. the start date of the DCT programme.

9.5.1 Posts considered to be equivalent to DCT

- Senior House Officer (SHO) posts which have had prospective regional Postgraduate Dental Dean's approval.
- General Professional training posts/Longitudinal posts.
- Other hospital, general dental practice or community junior training posts where the individual has a designated supervisor who 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.
- Overseas posts where the individual has a designated supervisor who undertakes work-based assessment and develops according to a personal development plan set at the beginning of a training period and has a record of appropriate competence progression review (as identified in the [UK DCT Curriculum](#)).
- Previous training should include hands on clinical dental experience or involve training in oral pathology, radiology, oral microbiology or dental public health.

9.5.2 Posts not considered to be equivalent to DCT

- 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.

9.6 Employment History & Longitudinal Posts

In some regions, Longitudinal posts exist which are a two-year combined Dental Foundation Training and Dental Core Training programme. For the purposes of recording this accurately in the employment history section of your application, please list this post at DCT1 level and two years in length, noting in the description field it is a Longitudinal post.

9.7 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 11th February 2020**. Please complete the Fitness to Practise Declaration form, which can be downloaded from the [DCT NRO website](#) 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. Please refer to pages 11-12 of the [Dental Recruitment Applicant Handbook](#) for further information.

9.8 National Training/Deanery Reference Number (NTN/DRN)

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

9.9 Reapplication to Dental Training

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

9.9.1 Support for Reapplication to DCT

If you have previously resigned or been 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 Oriel account via the *Document Upload* dashboard as *supporting evidence* and attached to your application *at the point of application*.

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

10.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.

If you are required to do this, in order to help the DCTNRO you should:

- Ensure that the document is uploaded as a whole and not in separate pages
- Ensure that the document is appropriately labelled to allow the DCTNRO to understand what it is they will be opening
- Ensure that the document is uploaded into the correct document section

The DCTNRO reserve the right to request re-submission of documentation if the above rules are not followed.

11.Situational Judgement Test (SJT)

11.1 Introduction

The Situational Judgement Test (SJT) is a computer-based assessment that has been fully researched and evaluated and has shown to have high predictive validity. It is delivered in partnership with Work Psychology Group and Pearson VUE, which has been designed to assess some of the essential competences outlined in the Dental Core Training (DCT) Person Specifications.

11.2 Sitting the SJT

All applicants who apply to DCT in any given recruitment year are required to sit the SJT. There are no exceptions or exemptions to this requirement. Your SJT outcome **cannot** be carried over into successive recruitment years.

In light of the current suspension of exam delivery at Pearson VUE-owned and operated Professional Centers (PPCs) throughout the UK and other countries, the SJT will be delivered using Pearson VUE's OnVUE online testing solution. This will allow the SJT to be delivered directly to applicants, negating the need to travel to a test centre.

The SJT will be temporarily hosted on the UK Foundation Programme (UKFP) testing platform and applicants should disregard any UKFP branding that may be visible.

The SJT window will run from **Monday 1st June to Wednesday 17th June 2020 (inclusive)**.

11.3 Structure of the SJT

The SJT will be taken under exam conditions and the timings are detailed below in minutes:

	Tutorial	SJT	Total
Standard Time	15	115	130
Applicants with approved additional time	15	145	160

Applicants will be assessed on the following non-academic, professional attributes expected of a trainee soon to enter Dental Core Training:

- Appraisal and Decision Making
- Coping with Pressure
- Critical Thinking
- Professionalism
- Patient Centred Care

The time remaining on your SJT is denoted by an onscreen countdown timer.

Pearson VUE offer a generic tutorial to aid you in familiarising yourself with the controls and screen layouts in advance of the test. This tutorial can be undertaken at <https://wsr.pearsonvue.com/athena/athena.asp>

11.4 Adjustments under the Equality Act 2010

The Dental Core Training National Recruitment Office (DCTNRO) are aware of the requirements of the Equality Act 2010 and the need to make reasonable adjustments to accommodate applicants, provided these are made known in advance. If you received an approval email (05.03.2020) for a reasonable adjustment at the SJT, the DCTNRO will have been in touch with you about this.

11.5 Registering/Scheduling an Appointment for the SJT

All applicants who have been assessed as demonstrating evidence of eligibility against the essential criteria outlined in the national DCT Person Specifications/section 9 of this guidance document and have an Oriel status of 'longlisted' will be invited to sit the SJT. **Before Monday 4th May 2020, you will receive an email inviting you to register, with very specific account credentials, for a NEW Pearson VUE account on the UK Foundation Programme (UKFP) testing platform.** It is vital that you

follow these instructions carefully in order to ensure you correctly register. **This also applies to applicants with approved reasonable adjustments.**

Failure to register will result in you being unable to sit the SJT and your DCT application will be withdrawn.

Booking will open at 6 am on Monday 4th May 2020 and close at 5.59 am on Monday 11th May 2020. Failure to book an appointment by 5.59 am on Monday 11th May 2020 may result in your DCT application not progressing further.

11.5.1 OnVUE Minimum Requirements

Before booking an exam, applicants should ensure that their equipment and environment meet Pearson VUE's required specification for the successful delivery of an online proctored exam.

You should visit <https://home.pearsonvue.com/ukfp/onvue> and run the system test to ensure that the device you intend to use to sit the SJT meets the minimum specification requirement. You should also ensure that your testing environment is a quiet, private location with a strong and reliable internet connection.

It is strongly recommended that you avoid sitting the exam at work or on a work computer as it is likely that your employer's strict network security / firewall will disrupt the online SJT delivery.

You are also strongly advised to familiarise yourself with Pearson VUE's policies and procedures which are also available in the above link and must be strictly adhered to. You should be aware that any violation of policies and procedures will result in the immediate termination of your exam and withdrawal of your DCT application.

11.5.2 Booking a Test

If you are invited to the SJT, you will be required to log into your already created UKFP Pearson VUE account and select 'At a home or office' when asked 'How do you want to take your exam?' Use the self-service functionality to book the SJT at a date and time of your choosing, subject to availability within the specified testing window. The only exception to this is if you have an approved special accommodation (reasonable adjustment) under the Equality Act 2010; in this instance, you will have been contacted by the DCTNRO separately to make these arrangements. **Applicants with approved reasonable adjustments should ensure that they complete the registration process outlined above before Monday 4th May 2020.**

It is important that you read all information presented to you when booking the SJT on the Pearson VUE website, so that you are fully prepared for sitting the SJT at home.

11.5.3 Confirmation of test booking

Once you have booked your test, you will receive an automated confirmation email to your registered email address. If you do not receive confirmation, log into your Pearson VUE account to confirm if the booking process was completed in its entirety. Applicants with approved reasonable adjustments will also receive a confirmation email once Pearson VUE have scheduled the SJT on their behalf.

11.6 Admission Policy

The SJT is proctored in English only. There is not an option for local language proctoring for this exam. All applicants are advised to log into their accounts 30 minutes ahead of their scheduled appointment time to start the check in process, run through ID authentication protocols using artificial intelligence and to allow for any troubleshooting. If you are more than 15 minutes late after your scheduled exam time you will be unable to begin your exam.

To log into your account:

- Visit <https://home.pearsonvue.com/ukfp> and click on the 'Sign In' button
- Click on your scheduled exam under 'Purchased Online Exams'
- Click "Begin Exam" and follow the on-screen prompts to complete the check-in process
- Once you have completed the check in process, you will be contacted by a Proctor to begin your exam.

Please note that you are required to have a clean and clutter free workstation. During check in, the Proctor will ask you to perform a room and desk scan using your webcam and will inspect any materials near your workstation.

If a third party is detected in the physical room where you are seated during the test, the test will be immediately terminated, and your DCT application will be withdrawn.

11.6.1 Identification (ID) Requirements

The identification (ID) requirements for the online proctored SJT differs to the requirements for the SJT delivered at a test centre. Please see below for the details:

Please be prepared to show one (1) valid form of unexpired, Government-issued personal ID. The Government-issued ID must have your signature and photo.

The first name and surname on the registration must match the names on the Government issued ID exactly. **If your identification is not considered valid you will not be permitted to complete the SJT.**

Examples of acceptable identification are:

- Passport
- Driver's license
- Military ID (including spouse and dependents)
- Identification card (national or local)
- Registration card (such as green card, permanent resident, visa)

Please note that Pearson VUE are **unable** to accept the following ID's for an online proctored exam.

- Renewal forms with expired ID's
- Government-issued name change documents with Government ID.

11.6.2 Alternative ID documents & Name Discrepancies

If you are unable to present any of the documents listed above or, your registered first name and surname does not match EXACTLY with the ID that you intend to present on the day of your test, you must contact the DCTNRO at the earliest opportunity by emailing DCTNRO@hee.nhs.uk for further advice.

Failure to notify the DCTNRO of any discrepancies will result in you not being permitted to sit the test.

11.6.3 Breaks and refreshments

There are no scheduled breaks during the delivery of the SJT and therefore, breaks are not allowed during the test for any reason. If you leave your device during your exam the Pearson VUE proctor will end your session and you will be unable to continue testing and this will result in the automatic withdrawal of your application.

You are advised take a comfort break prior to the commencement of your exam.

If you require refreshments, water in a clear glass is allowed during testing however, eating, smoking, and chewing gum are prohibited.

11.7 Reschedule Policy

If you wish to reschedule your test, you may do this via your UKFP Pearson VUE account. If you are an applicant with a pre-approved reasonable adjustment, and wish to reschedule your test, please contact Pearson VUE customer services via <https://home.pearsonvue.com/ukfp/contact> and advise that you have a booked DCT SJT via your UKFP OnVUE account.

You must reschedule SJT appointments at least 48 hours before the appointment.

11.8 Cancellation Policy

If you wish to cancel your test, you may do this via your UKFP Pearson VUE account. If you are an applicant with a pre-approved reasonable adjustment, and wish to cancel your test, please contact Pearson VUE customer services via <https://home.pearsonvue.com/ukfp/contact> and advise that you have a booked DCT SJT via your UKFP OnVUE account.

You must cancel SJT appointments at least 48 hours before the appointment.

11.9 Missed Appointment

If you miss your test (or try to cancel/reschedule and cannot do this via your online account) you must contact the DCTNRO at DCTNRO@hee.nhs.uk immediately.

You will **not be able to re-book online** via self-service **without first being re-authorised** by the DCTNRO. You should be aware that availability is likely to be limited at this point and that you may be required to select disagreeable appointment times.

Regrettably, the DCTNRO will be unable to accommodate you if you miss an appointment on the final day of the SJT window, **i.e. Wednesday 17th June 2020.**

11.10 SJT Score

Your SJT score will be the final score you receive as part of the DCT recruitment process and thus your overall rank. The raw SJT scores for DCT applicants are equated. This is to ensure that the final SJT score accounts for the differences between papers.

11.10.1 SJT Outcomes

Applicants will be notified of their SJT result as per the 'Feedback to Applicants' deadline, which is detailed on the [DCT NRO website](#). You will receive your score in line

with the feedback process described in section 18 of this guide.

11.10.2 Appealing the Outcome

All applicants will receive feedback which will notify them of their SJT result. The score awarded is final and cannot be reviewed, re-marked or disputed. There is no appeals process.

If you feel your DCT application has not been managed correctly and have evidence of a failure in the process, there is a national complaints policy and procedure. You should explore this route if you have any concerns about your application. A copy of the policy can be located on the [DCT NRO website](#).

11.11 Applicant Expenses

Expenses incurred by applicants undertaking the SJT will **not** be reimbursed by the DCTNRO.

11.12 Revision Materials

None of the DCT question writers take part in or endorse any preparation courses or books. The DCTNRO understands that applicants may wish to revise and prepare for the SJT with each other in small groups. However, sharing information about the SJT is unacceptable and is viewed as unprofessional behaviour.

12. Tie Breaks

On an annual basis, new SJT items are piloted within the operational test paper sat by candidates. These questions do not contribute to applicants' SJT scores, but the ones that are of high quality, based on psychometric analysis, are used in future tests. In the event of a tie, applicants will be ranked based on their score on the pilot items. However, only the high quality items (i.e. that will be used in future tests) will contribute to the 'tie break' score.

12.1 Appointability Threshold

For an applicant to be deemed 'appointable', there is a minimum score that they must achieve. This threshold has been determined based on past data and ensures that those who scored significantly lower than average are identified. It is expected that a relatively small number of applicants will be deemed unappointable as a result of this cut score.

13. References

Referees should be contacted at the earliest opportunity to confirm that they are happy to support the application and provide a reference. You are required to give details of your last three clinical or educational supervisors from your current post, your previous post and the post before that.

Please note: *If you are applying to DCT1 it is understood you will likely not be able to provide 3 clinical or educational supervisors as referees. Please therefore use referees from your undergraduate studies if required.*

All offers made will be on the condition of the offered region receiving three satisfactory references.

13.1 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.

13.2 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.

13.3 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.

14 Outcome following SJT

All applicants will be notified of their final outcome, i.e. appointable or unappointable, on **Tuesday 30th June 2020**. Further detailed feedback about performance will come at a later date as described in section 18.

14.1 Appealing the Outcome

The outcome is final and cannot be reviewed, re-marked or disputed. There is no appeals process.

If you feel your application has not been managed correctly and have evidence of a failure in the process, there is a national complaints policy and procedure. You should explore this route if you have any concerns about your application. A copy of the policy can be located on the [DCTNRO website](#).

15 Offers

All offers will be made via Oriel by the DCTNRO. Offers received in any other way will be deemed invalid. If you are made an offer, you will need to respond to this on Oriel.

Applicants will be ranked nationally, in a single list, based on their performance in the SJT. Offers are made in rank order based on this national ranking.

Initial offers will be released on **Tuesday 30th June 2020**. Please do not contact the DCTNRO about offers prior to this date, as it could delay the release.

You will be given 48 hours (exclusive of weekends) to respond to an offer and have the options to accept (accept/accept with upgrades) or decline. If you fail to respond to an offer within the 48-hour window you will be deemed to have declined the offer and your application status will change to 'offer expired'.

Once you have accepted a post, you will not receive any further offers this round (i.e. it will withdraw you from any other applications you have in the same recruitment round).

Offers that are declined will be reoffered in rank order to other applicants.

For further detailed information on the offers process, please refer to section 6 of the [Dental Recruitment Applicant Handbook](#).

Please note:

- There will not be the option to hold offers for 2020 DCT recruitment.
- Offers will continue to be recycled until all available posts have been accepted or the pool of successful applicants has been exhausted (whichever happens sooner).

- Applicants whose immigration status would require an employer to obtain a Certificate of Sponsorship can only be made an offer if there are no remaining suitable UK/EEA applicants (see section 8).
- Applicants who let their offer expire (and are withdrawn from the recruitment process) can be reinstated if they contact the DCTNRO; however, their original offer cannot be guaranteed.

15.1 Withdrawing from an Offer

Due to potential patient impact the DCTNRO strongly discourage applicants from accepting an offer if there is a potential for them to withdraw at a later date. However, it is appreciated that at times this is necessary due to a change in circumstances.

Important:

The DCTNRO considers it unprofessional to withdraw from an offer at very short notice, i.e. less than one month prior to the start date, as patient safety may be affected if there is insufficient cover within a unit.

Therefore, applicants must take up any post that they have formally accepted and work the contractual notice period before leaving a job, unless the employer has reasonable time to make other arrangements.

16 Upgrading of Offers

If you rank highly enough to be made an offer, this will be made to the highest ranked Training Programme preference that is available when your final rank is reached. If this Training Programme offer is suitable for you and you do not want to be considered for any other preferences you have ranked higher, you can choose to simply accept it.

However, applicants do have the option of getting one of their higher ranked DCT programme preferences, should they become available, by opting into upgrading. The upgrading option is available to all offers that have been accepted, but not where an offer has been declined. An applicant who has accepted an offer can opt in or out of upgrading at any time during the window which runs until **1.00pm (UK time) on Monday 6th July 2020**. Please be aware that due to the ranking of your DCT programme preferences you may move into a different HEE Local Office, NES, NIMDTA or HEIW if you are upgraded.

If you opt into upgrading and a higher preferenced offer becomes available, the upgrade will be automatic. You will be placed in the higher preferenced post without the DCTNRO making any further contact with you and you will not be given 48 hours to decide whether you wish to accept or decline the new post. If an upgrade is made,

the previously accepted post will be released and will be reoffered to another applicant.

Once you have been upgraded you will be sent an automated message through Oriel to inform you of this. Details of the upgrade made will be available in the relevant section on Oriel.

Once the upgrade deadline has passed, no further upgrades will be offered, even if one of your higher preferred DCT programmes becomes available at a later date.

16.1 Offer Exchanges/Enhanced Preferences

Due to the revised timeline for 2020 DCT recruitment, there will be insufficient time to re-open preferencing in between each iteration of offers. Therefore, after preferencing of DCT programmes closes on Friday 12th June 2020, your preferences cannot be changed and these will be used, along with your final selection rank to determine which offer, if any, you receive.

17 Clearing

Due to the Single Transferable Score model that is being used in DCT recruitment there will be no option for clearing. Therefore, if you do not receive an offer in this round of recruitment it will be for one of two reasons:

1. All of your DCT programme preferences have been accepted before your rank is reached (this could happen even if you are considered appointable in the process).
2. You were unsuccessful in the recruitment process (you will be notified if this is the case).

18 Feedback

Applicants will be given feedback throughout the recruitment process and will not need to make a formal request to receive it.

Applicants that are rejected at the longlisting stage will be advised of the reason why their application was rejected and **SJT feedback will be released by Friday 10th July.**

SJT feedback will consist of the applicant's SJT score, SJT band (with descriptors), minimum score required for appointability and individual ranking. There is no further feedback that can be provided.

19 Remaining vacancies

Any vacancies that are left unfilled at the end of this process will be handed back to the HEE Local Office, NES, NIMDTA or HEIW for local recruitment. There will be no more posts entered into national recruitment until 2021.

In England, any Trust posts advertised and appointed after the national recruitment round will be Locum Appointment for Service (LAS) posts and not training posts.

20 Offers of Employment & Pre-Employment Checks

The offer and allocation of a Training Programme referred to above is NOT an offer of employment. An employment contract detailing the terms and conditions of employment will be issued by the responsible employing organisation and is made subject to satisfactory pre-employment checks. Your offer of employment will include the name of your employer, the start date and length of the period of employment, the location, the hours, the minimum rate of remuneration and the notice period applicable.

Information regarding pay, hours, sick pay and annual leave entitlements, notice period, study leave, pension scheme etc. are set out in the national terms and conditions available from NHS Employers. Individual HEE Local Office, NES, NIMDTA or HEIW websites may also provide additional local information and links to individual employer websites.

The employing organisation carry out a number of pre-employment checks before an offer of employment can be confirmed. These will include verification of identity, registration and qualifications, right to work (immigration), employment history and employment reference checks, a Disclosure and Barring Service (DBS) check and an occupational health check. Some of these (verification of identify, registration and qualifications and right to work for example) may also be undertaken by the HEE Local Offices, NES, NIMDTA or HEIW during the recruitment process.

Important: Applicants should not attempt to contact an employing Trust/Health Board until they have confirmed their placement, i.e. they have accepted the offer without upgrades, or the upgrade deadline has passed.