



# Employer Handbook

Level 4 Oral Health Practitioner Apprenticeship

# In this handbook

Introduction to apprenticeships	3
Who is Tempdent?	3
Benefits of apprenticeships	4
Eligibility	4
The learner journey	5
Supporting your learner	6
Commitment	7
Additional support	8
Protected apprenticeship time	10
Here to help you	11

This guide contains everything you need to know about supporting an apprentice with Tempdent. You'll find out exactly how it all works and understand your commitment as a manager and how you can support your apprentice.

We hope you are as excited for this journey as we are!



# Introduction to apprenticeships

An apprenticeship is a paid job where an employee learns and gains valuable experiences. Alongside on-the-job training, apprentices complete Tutor and self-led learning with a training provider like Tempdent, a college or university, which leads to a nationally recognised qualification.



Learning on-the-job



Developing skills, knowledge and behaviours



Minimum of 12 months



Includes End-Point Assessment

## Who is Tempdent

Tempdent is the UK's leading dental training provider and recruitment agency, with over 25 years of expertise. Our industry-leading apprenticeships and qualifications continue to shape the future of the dental profession. Our team of dedicated and experienced Tutors guide thousands of Apprentices through to successful qualification each year, leaning into learners' individual needs to consistently achieve the highest pass rates across the UK at 99.8%.



# Benefits of apprenticeships



Nationally recognised qualification



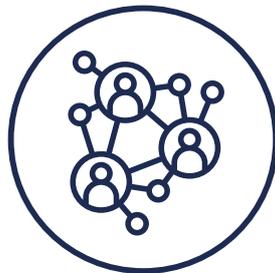
Earn while you learn



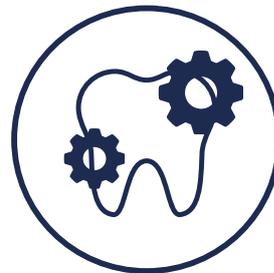
Clear progression routes



Build confidence in your role



Network across your wider business



Gain transferrable skills



## Eligibility

For a learner to be eligible for a Tempdent apprenticeship, the following must apply:

- Must be 16+ years of age.
- Be employed as a Dental Nurse for a minimum of 30 hours per week.
- Not currently in another form of education.

# The learner journey

Here's an overview of what your apprentice's journey will look like:

## Tutor Assessor

Your apprentice's Tutor Assessor will be their main point of contact. As a qualified Dental Hygienist or Dental Therapist, they will guide your apprentice through to successfully complete their apprenticeship.

## Functional Skills

If your apprentice lacks valid Maths or English qualifications, they must achieve Level 2 Functional Skills. We run dedicated webinars for each subject to guide your apprentice to completion of their Functional Skills.

## On-programme

Throughout the apprenticeship, learners will complete an e-portfolio via e-learning, collaborative workshops and consolidation activities.

## Gateway

You, your apprentice and their Tutor Assessor will meet for a 'gateway discussion' to decide whether the apprentice is ready for their End Point Assessment.

## End Point Assessment

During the EPA, the e-portfolio your apprentice has built throughout their apprenticeship will be quality assured, they will also sit an exam, an observation and a professional discussion.

## Final Results

Your apprentice will become a qualified Oral Health Practitioner and receive a certificate. Congratulations are in order!



# Supporting your learners

## We're proud of our incredible team

Our dedicated and expert Tutor Assessors are second to none! Every year, our Tutors guide thousands of apprentices through their dental apprenticeships to qualification - we have a 99.8% pass rate! They are here to fully support your apprentice alongside you, and are on hand if you or your apprentice have any questions.

We provide four Skills Labs throughout the course, where apprentices will undergo practical training in pairs, at purpose built labs across the country.



Tutor Assessors have sector experience and knowledge to support the delivery of the apprenticeship through 1-2-1 sessions and collaborative teaching workshops.

📍 London  
Manchester  
Somerset



As a manager, you have visibility of your learner's progress on the learning platform, Bud, enabling you to support and encourage them throughout their course.



As a manager, you will be expected to meet with the Tutor Assessor and learner every 8-10 weeks for progress reviews. This is an ESFA requirement.

The Tutor Assessor will maintain weekly contact with the learner through phone, email, videos calls and our online learning system, Bud.

# Commitment

All apprentices must have access to a laptop or computer with speakers, a microphone and reliable internet connection.

## Your commitment

Managers should be there to support learners throughout the apprenticeship and will be asked to:

- Assign a GDC registered mentor to your apprentice before the course starts.
- Attend and contribute to the learner's enrolment appointment.
- Ensure that your apprentice attends 100% of the workshops, skills labs and exams and you put time aside on a regular basis for them to attend support sessions with their assessor.
- Take the time to regularly check their progress, so you can support them in achieving their qualification.
- Be available to speak to your apprentice's dedicated Tutor Assessor during working hours, to get feedback on their progress.
- Provide the opportunity for the apprentice to work within the full range of treatments required in order to complete the course.
- Discuss the support the learner will require.

## Learner's commitment

- Complete all enrolment tasks and attend all enrolment meetings.
- Complete work within the agreed timescales.
- Attend all progress reviews and monthly calls with your Tutor Assessor.
- To provide at least 48 hours notice to postpone or cancel meetings.
- Complete Functional Skills, Maths and English if they do not have an equivalent qualification.
- Commit to the entire apprenticeship and achieve the qualification.

## Our commitment

We will be there to guide your learner through the apprenticeship as well as be on hand to answer any questions they might have. We will:

- Support your apprentice through enrolment onto the apprenticeship.
- Meet regularly with the learner to ensure their progress and understanding of the course content.
- Provide 8- 10 weekly progress reviews.
- Provide you with your own personal Bud log-in to view your apprentice's progress at any time you choose.
- Ensure you and your apprentice receive information, advice and guidance throughout the learning process and receive the highest standard of support and expertise.
- Support your learner through the end point assessment and through to qualification.

## Additional Support - Bud



We want every apprentice to have a fantastic experience. Our online learning platform, Bud, allows you and your learner to access all of the resources that you will need.

- Tutor communication.
- Learner progress tracking.
- Learners can update their journals.
- Easy to access by phone, laptop, tablet or desktop.
- Real-time data and reporting.
- Sign off digitally.
- Learner content includes videos, audio, activities.
- Bite-size learning for the learner.

# Additional support - Functional Skills



All apprentices who are not exempt from Functional Skills must attend weekly Maths and/or English webinars, along with additional support sessions if needed, beyond their off-the-job training.

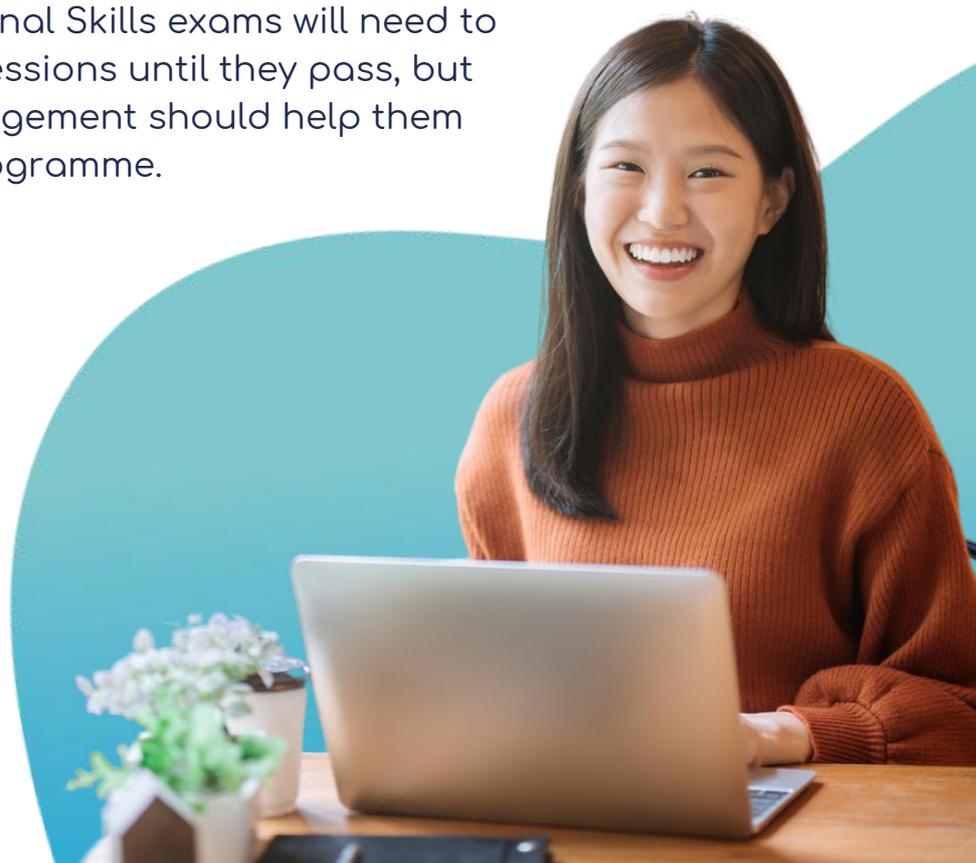
Attendance at these sessions is mandatory and prepares the apprentice for their assessments, leading up to the exam.

Apprentices required to complete Functional Skills Maths and/or English must attend 15 live webinar sessions per subject.

Functional Skills training requires apprentices to be released from surgery for at least two sessions per week (one session if only taking one subject), in addition to their six hours of off-the-job training, as Functional Skills cannot be counted towards this requirement per ESFA funding rules.

Employers will receive an email with the specific dates their apprentices must attend, which are also included in the course timetable. Apprentices who do not pass their Functional Skills exams will need to attend further support sessions until they pass, but full attendance and engagement should help them succeed early in their programme.

If your apprentice requires additional support for any exams, please speak with the tutor or assessor to arrange the necessary assistance.



# Additional support - Protected Apprenticeship Time

Protected apprenticeship time is a statutory requirement for an apprenticeship. It's learning that your apprentice completes during their normal working hours, for the purpose of achieving new knowledge, skills and behaviours.



- ✓ Apprentices must use this time to complete activities that are outside of their usual working role.
- ✓ The activities must focus on teaching new skills and knowledge, not assessing existing skills.
- ! Protected apprenticeship time is also commonly referred to as “off-the-job training”

6.3  
hours  
per week

## How much protected apprenticeship time is needed?

A minimum of 6.3 working hours should be spent on protected apprenticeship time per week. Please note, protected apprenticeship time must only take place during paid hours, not overtime. Importantly, these hours are flexible and do not need to be completed evenly each week. As long as the total minimum of 326 hours is met by the end of the programme, the distribution of hours is entirely within your control.

## What activities count as protected apprenticeship time?

- The teaching of theory and knowledge.
- Practical skills training.
- Completing work-based projects.
- Building a portfolio.
- Learning support.
- Completing assessments or assignments.
- Shadowing and mentoring.
- Industry visits and exhibitions.
- Online blended learning.
- Practical skills taught within the Skills Labs.

# We are here to help you

For general enquiries:  
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