

FAQS on Mandatory Training

1. How do I get to Dundee Dental Education Centre (DDEC)?

Mandatory Training will take place at Dundee Dental Education Centre, Frankland Building, Smalls Wynd, Dundee, DD1 4HN Telephone: 01382 425771 the Centre is open Monday – Friday.

By clicking [here](#) you will find the University of Dundee Campus Map. The Frankland Building is located at University Building **9**.

Parking on the campus is for permit holders only. The nearest public car park is Hunter Street North or Hunter Street South or Debenhams/Overgate City Centre which is a short walk away from DDEC.

Certification

1. How do I get a completion certificate?

Your Mandatory Training Certificate will be emailed to you as a PDF following completion of all parts required of the course, passing your medical emergencies session and passing the Test of Knowledge assessment.

2. How long is the certificate valid for?

The certificate is valid for 12 months from the date of completion of the Test of Knowledge.

3. Is the Mandatory Training Certificate the same as NES CPD Certificates?

No. The CPD certification for the course can be accessed via the portal under 'vCPD record' on your account. The Mandatory Training Certificate is **ONLY** issued by email once the TOK and other parts of the course are completed and passed.

4. Where do I send my Mandatory Training Certificate?

The health board where you are applying for a list number will ask for a copy of the Mandatory Training Certificate. Please follow their direction on how to send this as part of your application.

Test of Knowledge (TOK)

1. When can I start practicing this?

Once you have been emailed your TOK log in details and a link to the TOK from the Dental Assessment Unit you can start to practice the test. There are no limits on how many times you can practice. NES encourages you to practice as much as possible before both the Mandatory Training days and your actual assessment date. Please refer to TOK guidelines which are issued along with your username and password.

2. Is there Pre-Course Preparation I can do?

A full list of all pre-course reading and information is available on the NES website.

3. If I fail the TOK how soon can I repeat?

If you fail 3 times on the day you can apply to repeat the test at one of our assessment centres on another date. You will need to pass the TOK in a practice session ahead of sitting this following assessment. Full details on the requirements of sitting the TOK assessment are available in the guidance document issued with your username and password.

4. *Can I change my TOK booking?*

We do not encourage you to change bookings once they have been made. Centre space is limited and so we cannot accommodate changes at short notice.

5. *Can I ask the administrators/presenters for help on the TOK assessment questions?*

Administration support is for technical issues only. Please do not request answers to the questions from the administration team. Presenters of MT will not answer questions from TOK Portfolio but will discuss around the topic.

6. *What ID is appropriate for my TOK invigilated assessment?*

A valid passport, driving license or a university matriculation card with photo ID is acceptable. You will not be permitted to sit the assessment without your identity being validated by a staff member of NES.

7. *What happens if I repeatedly fail TOK?*

You can book up to three invigilated sessions in total within 6 weeks. If, in the highly unlikely event that you have not been able to achieve the required pass mark by this time, you will be required to attend a subsequent Part 1 (if applicable) and/or Part 2 Mandatory Training course at a future date.

Course Applications

1. *Which parts do I need attend?*

Please refer to the guidance on this website or contact your local HB for advice on which part you need to attend.

2. *If I am unable to attend all required parts of the course can I repeat the other elements elsewhere?*

No. You must complete all elements as part of Mandatory Training on the course itself.

3. *Who do I contact with queries regarding Mandatory Training?*

Please use mandatory.training@nes.scot.nhs.uk for queries. Please also read all information associated with your portal booking as this will guide you on what is required for the course.

4. *Am I entitled to a GP214?*

Dentists who meet the requirements for GP214 will have one issued manually. It is not anticipated that the majority of those attending the course would be entitled to claim on a GP214 as they would not be listed on Sub- Part A of the first part of the dental list at the time of attendance.

5. *Can I work without MT or start MT after I have a job?*

No. You cannot be listed on the NHS without completing MT, unless you match the criteria of already being in post, holding a VT number and being listed within the last twelve months. You can work privately without MT.

6. *GDC Registration*

GDC Registration is recommended. We would not advise participating in this course if your registration is not near completion as the certificate is only valid for one year.

Miscellaneous

1. Can I purchase copies of the SDCEP Guidance Documents?

SDCEP Guidance documents are available for download on the SDCEP Website www.sdcep.org.uk
Copies for the assessment will be provided onsite. You will not be permitted to use your own.

2. CPR Sessions are hands on.

You are required to show competency before you successfully pass the session.

3. Special Dietary Requirements

If you have any special dietary requirements, please notify Leigh Anderson –
Leigh.Anderson@nes.scot.nhs.uk 7 days in advance. If you have any other special requirements,
please notify as above.