**Scottish Dental Vocational Training and Equivalence Certification Committee**

**(SDVTECC)**

**Portfolio Checklist**

**Please use the following file structure: 01. Name GP21C, 02. Name Cover letter etc.**

**The following documents must be included – ✓**

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| --- | --- | --- | --- |
| **01.** | **Have you completed the eGP21c form?** |  |  |
| **02.** | **Cover letter and declarations** |  |  |
| **03.** | **Curriculum Vitae - Providing full career history and all periods worked in General Dental Practice in the NHS, indicating whether full or part-time, with details of days and time worked.** |  |  |
| **03.** | **Details of range and scope of all General Dental Practice work undertaken.** |  |  |
| **05.**  **05a.** | **Log of all CPD Courses –**  1. All applicants must provide a list of all CPD courses. The list must provide a description of each item of CPD completed and whether it is a GDC recommended subject. Include the title, date, topic, number of hours, venue and provider where applicable.  **CPD certificates**  2. All applicants must provide original documentary evidence for each course.  The importance of **attendance** at courses is emphasised; in-person courses and live/interactive webinars are preferred. Applicants should not rely solely on on-line certificates.  Basic Life Support/Management of Medical Emergencies is expected to be undertaken in person. |  |  |
| **06.** | **Personal Development Plan.** |  |  |
| **07.** | **Dental Reference Officer (DRO) Reports.** |  |  |
| **08.** | **Quality Improvement Activity/Significant Event Analysis Certificate - NES Approved.** |  |  |
| **09.** | **3 typed references –** The SDVTECC is unable to request references from referees and therefore it is up to the applicant to provide the typed references. All references should be on the structured reference form. |  |  |
| **10.** | **Copies of any further qualifications.** |  |  |

**Remember – If you provide all the necessary documentation with your application you make the task of the equivalence panel much more straightforward.**