

Scottish Dental Vocational Training Equivalence and Certification Committee (SDVTECC)

**CATEGORY – E
EXPERIENCE EQUIVALENT TO
VOCATIONAL/FOUNDATION TRAINING**

APPLICANT GUIDANCE

Contents

Introduction	3
Aims and Objectives	4
Format of Evidence	5
Portfolio Guidance	6
Portfolio Format	7 - 10
Application Outcomes	11
Appendix 1 - Checklist for Applicants	12
Appendix 2 - Continuing Professional Development Log	13 - 14
Appendix 3 - Example Personal Development Plan	18 - 22
Appendix 4 - Reference Form	23 - 27

BEFORE PROCEEDING PLEASE NOTE

- Applicants must have at least 12 months **NHS**, full-time equivalent, postgraduate clinical experience to the scope of a dentist, at the time of application.
- Making a false declaration in this application will result in a negative outcome and consideration being given to you being referred to the GDC.
- GDPR - Please ensure there is no patient identifiable documentation included within the portfolio of evidence. This includes hospital numbers, NHS numbers and, of course, names and dates of birth (evidence should be redacted appropriately *NB marker pens are often ineffective at masking*

Introduction

The following information is for dentists who wish to make an application for a Vocational Training number on the grounds that they have obtained experience and training which should be regarded as equivalent to Vocational Training.

A dentist who wishes to join an NHS Board dental list needs to have a Vocational Training number. If a dentist is unable to apply for a Vocational Training number on the grounds that they have either completed a course of vocational training, or are exempt from the requirement to do so, they may apply for a Vocational Training number on the grounds of equivalence. When a dentist considers that they have acquired experience and training which should be regarded as equivalent to vocational training, they can apply to the Scottish Dental Vocational Training Equivalence and Certification Committee (SDVTECC) for a Vocational Training number.

Aims and Objectives of Vocational Training

Overall aims

1. To enhance clinical and administrative competence and promote high standards through relevant postgraduate training to meet the needs of unsupervised general dental practice, and in particular:

- (a) to enable trainees to practise and improve their skills.
- (b) to introduce trainees to all aspects of general dental practice.
- (c) to identify a trainee's personal strengths and weaknesses and balance them through a planned programme of training.
- (d) to promote oral health of, and quality dental care for patients.
- (e) to develop further and implement peer and self-review, and promote awareness of the need for professional education, training and audit as a continuing process.

Objectives

2. To enable the Trainee:

- (a) to make competent and confident professional decisions, including decisions for referrals to other services.
- (b) to demonstrate that they are working within the guidelines regarding the ethics and confidentiality of general dental practice.
- (c) to implement regulations and guidelines for the delivery of safe practice.
- (d) to know how to obtain appropriate advice on, and practical experience of, legal and financial aspects of practice.
- (e) to demonstrate that they have acquired skill and knowledge in the psychology of care of patients and can work successfully as a member of a practice team.
- (f) to demonstrate the necessary knowledge and skills to organise and manage a practice.

The Committee Meeting

The committee is always chaired by a general dental practitioner and has two other members; at least one of whom is also a general dental practitioner.

The application is judged on the information submitted by the dentist, and the responsibility is on the dentist to show that they have acquired the necessary experience and training. The committee will seek equivalence to each element of the aim and objectives of vocational training.

When the application is received SDVTECC will acknowledge receipt of the application and advise if further documentation should be submitted, the date on which the committee will meet to consider the application, and the date by which the additional documentation is required. The regulations require the committee to meet within 12 weeks of the completed application being received.

Format of Evidence

Applicants are required to submit their evidence in the form of a portfolio to The Scottish Dental Vocational Training and Equivalence Certificate Committee (SDVTECC) Secretariat – DentalVTNumbers@nes.scot.nhs.uk.

To achieve a successful outcome, it is essential that you follow the guidelines contained within this document. Failure to comply with this guidance may result in an application being considered as incomplete, in which case it will not be assessed.

The information below should support applicants and help ensure that their application will progress to a Panel for consideration.

Your Portfolio

This guide illustrates the kind of evidence that is expected and the order in which this should be presented in your portfolio. This document details:

- The evidence you must include in your portfolio.
- The order in which evidence must be presented in your portfolio.
- Closing date
 - Applications and full portfolios must be received before 4pm on the closing date to be considered for the next relevant meeting.
 - Applications or incomplete portfolios received after 4pm on the closing date will not be considered until the following meeting.

If you have any queries or require help with your application please contact the Dental Vocational Training Secretariat at dentalvtnumbers@nes.scot.nhs.uk.

Portfolio Guidance

The Portfolio is compiled of sections. The overall order of the sections within the portfolio are laid out in the “Portfolio Order” below.

Applicants **MUST** follow the points below when compiling their portfolio:

- We DO NOT ACCEPT documents from Google Drive or other file sharing applications.
- **Portfolio Timelines** - Please ensure that any dates you state in your application are accurate.
- **Portfolio size** - Portfolios should be succinct and relevant to the sections being assessed. Inclusion of unnecessary or unhelpful material ***may result in your portfolio being returned for review.***
- **Structure of your portfolio – A portfolio checklist**, see Appendix 1, should be submitted as part of your portfolio. The checklist will simplify the assessment process.
- **Format of Portfolio** - Please submit your documents as PDFs.
- **Saving your documents**
 - When saving your documents please name each individual attachment using the format – initial, surname document name.
- The following are examples of this format: A N Other CV, A N Other CPD Log

Portfolio Order

Please note that additional guidance on the contents of portfolio sections is contained in the appendices to this document. The relevant appendix number is detailed within the table below.

SECTION	
eGP21C	Please complete the online form using the following link: eGP21C application form. This will be submitted automatically to the Dental VT Number mailbox.
Portfolio Checklist	Please see Appendix 1.
Cover Letter	A cover letter should provide a short introduction to the applicant and include a brief summary of what the applicant has done so far in their career, what they are currently doing, why they are applying, and their future plans. It should inform the Committee why the applicant feels that they have acquired the necessary experience, skills and training to be considered as equivalent to Vocational Training.
Curriculum Vitae	This must include dates of all employment since qualifying (in chronological order, newest to oldest). You must state whether posts were full or part time and must include your working hours. If part-time, the number of sessions and hours worked must be clearly stated. If you have had any career breaks please also provide start and finish dates, for example: Maternity Leave, Mandatory National Service, Caring for a family member etc.
General Dental Practice Experience	All periods of primary dental care should be highlighted. Details of the range and scope of NHS general dental practice undertaken should include clinical elements, managerial elements, continuing care, and which of these encompassed a wide range of age groups. For example, SDVTECC will need to know if the applicant has carried out the full range of general dental practice, or they have specialised in one area such as oral surgery or orthodontics. SDVTECC will also need to know if the applicant has been involved in the management and training of staff. Please note with the change to the regulations (2004), only training and experience gained in the five years immediately prior to the application will be deemed valid (see Scottish Statutory Instrument 2004 No. 292 The National Health Service (Vocational Training for General Dental Practitioners) (Scotland) Regulations 2004, Section on Applications for vocational training numbers 2.(1)(ii)).

Continuing Professional Development Log	SDVTECC requires that the majority of CPD courses should be face to face events or live webinars. • Please put courses in chronological order, latest to oldest. • Your log should contain all GDC recommended* postgraduate courses and any additional courses undertaken over the last 5 years. • You MUST provide the information on the following CPD Log template (Appendix 2). *The GDC eCPD guidance document and website pages detail the recommended subjects for all dental professionals. It also states that dental professionals must complete CPD relevant to their field(s) of practice. • It requires all registrants to: • Keep and regularly update a Personal Development Plan (PDP) • Keep and regularly update a log of Continuing Professional Development (CPD) • Keep evidence of CPD (Certificates) PLEASE NOTE Dental vocational training in Scotland covers all of the recommended subjects as well as a broad range of subjects that span the GDC Development outcomes detailed in the guidance. It is therefore expected that anyone applying under equivalence be able to evidence a similar commitment to CPD in recent years and an ongoing commitment within their PDP.
Continuing Professional Development Certificates	All Vocational Dental Practitioner CPD is NHS Education for Scotland approved. In order to award a VT Number your CPD should be of a similar standard. • Please only provide certificates for courses that you have included in the above section. • All original CPD certificates must be provided in chronological order (latest to oldest) and combined into one PDF. • Please make sure your certificates are not password protected as this will stop them from being combined.
Personal Development Plan	A Personal Development Plan (PDP) must be included. This should include the recommended subjects as per the GDC. You should also include previous completion dates, future renewal dates. It should provide reflection on personal learning, clinical performance and areas of development to help plan for personal, educational and career progression. An example PDP can be found at Appendix 3.

	SDVTECC recommends using the template provided by the GDC at the link below. It also provides guidance on how to create a PDP. • Guidance and a template can be accessed at: Creating a personal development plan to deliver your professional learning and development needs • PDP should directly relate to competencies.
Postgraduate Qualifications	The following evidence could be included: • Additional degrees. Stated relevance to dentistry. • MJDF / MFDS or equivalent – status indicated including evidence of the constituent parts completed e.g. MFDS Part 1/Part 2 • Other qualifications. Stated relevance to core competencies. • Postgraduate Prizes / Awards. Stated relevance to core competencies.
Quality Improvement (QI)	Please submit certification of approved quality improvement projects. All QI projects (audit or significant event analysis) must be a minimum of 5 hours and be NES-approved (see Quality Improvement Activity Turas Learn (nhs.scot)). A copy of your completion certificate from NES must be provided. Quality Improvement activity in dental practice is an NHS terms and conditions of service requirement. It should be noted that it is compulsory under the VT programme in Scotland for trainees to complete at least one quality improvement project. The SDVTECC Committee will acknowledge completion of the 2025-2028 (Year 1) Quality Improvement Activity, however it is not accepted as part of the above QI projects. PLEASE NOTE: The NES Portal is no longer open to all dentists. To ensure that your audit application or your eSEA report is not rejected, you will need to email the QI Hub, in advance of any applications you intend to submit to make them aware that you are going to be submitting an application to the equivalence panel. If you do not do so, your project will not be accepted and will be rejected, slowing down your equivalence application. Please email: QI.Hub@nes.scot.nhs.uk stating your name, your GDC number and your Health Board and if possible, the date that you intend to submit your QI project. This will ensure that your project is not rejected and is either reviewed and approved (audit) or reviewed and certified (eSEA). • In the section include a summary of the QI project; and whether you were the lead investigator or how you contributed.

Dental Reference Officer (DRO) Reports	A copy of any DRO Reports must be provided if available. You MUST make sure that any patient identifiable details are redacted.
References	You must provide three references from dentally qualified professional colleagues (i.e. not from Dental Care Professionals) who have known you professionally for a minimum of nine months and who are able to testify as to your clinical ability and fitness to practise. References should be from your current or most recent employer. Only references pertaining to clinical experience undertaken in the last five years will be considered. We are unable to accept references from relatives. All References must be submitted on the SDVTECC structured reference form (Appendix 4) The reference should provide full details of their clinical ability as a safe independent practitioner within NHS dentistry. References should provide information on the following areas – • Caries • Patient care • Radiography • Treatment planning • Quality of clinical work • Professionalism Referees should email their reference directly to DentalVTNumbers@nes.scot.nhs.uk and mark as CONFIDENTIAL. The subject line should include the applicant's full name and their GDC number. e.g. - CONFIDENTIAL REFERENCE FOR MR/MRS XXXX GDC NO 00000.

Application Outcomes

Successful Applications

If the Committee agree to award a VT Number then the decision will be sent by email to you within 10 working days of the meeting. A copy of the letter will be sent to the appropriate Health Board. If you have been granted a VT number, it will be valid from the date of the letter.

Unsuccessful Applications

If the Committee refuse to issue you a VT number, you will receive a letter by email detailing the reasons for refusal and advising if re-application is recommended.

While every effort is made to issue the decision after the meeting there will be occasions when this does not happen and the Secretariat will communicate this to you.

Please note that we are unable to advise you of the committee's decision by telephone.

Reapplication

If you have been refused a VT Number, please discuss the response with your practice principal and take the time to reflect on the feedback provided.

If you decide to re-apply at a future meeting please follow the instructions below:

- Complete a new eGP21C Form.
- Provide an updated cover letter.
- Provide an updated CV.
- Only provide evidence which has been highlighted in your refusal letter.
- If the Committee have requested new references, please make sure that they are updated before re-applying.

If your re-application will be made three months after receiving a refusal letter, then the Committee requires new references.

APPENDIX 1

Scottish Dental Vocational Training and Equivalence Certification Committee (SDVTECC)

Portfolio Checklist

It is your responsibility to ensure that the document is completed correctly and that all information is provided. Failure to do so could result in your application being rejected.

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

Please use the following file structure: 01. Initial Surname GP21C, 02. Name Cover letter etc.
The following documents must be included – ✓

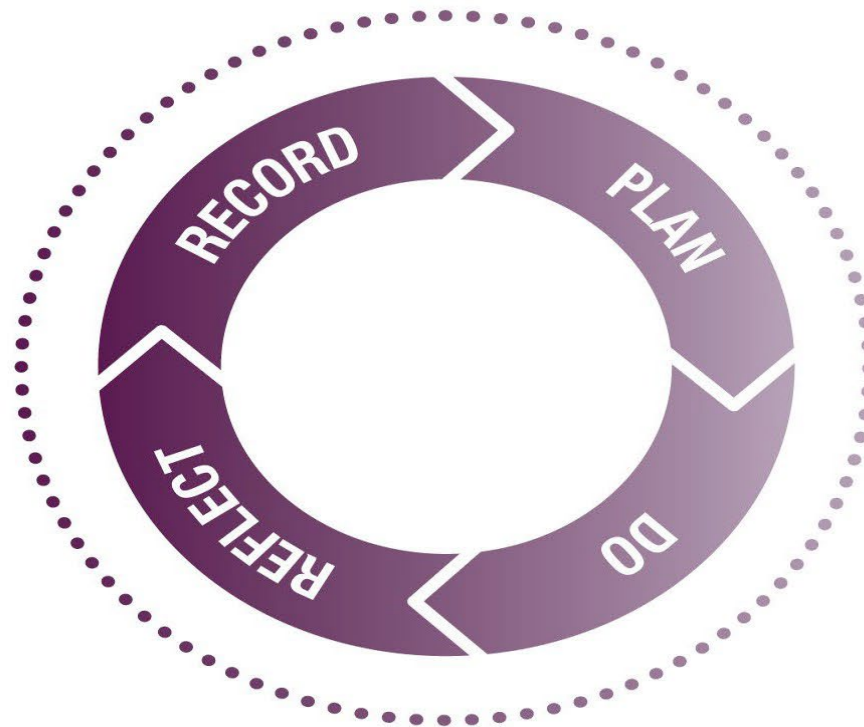
01.	Have you completed the eGP21c form?	
02.	Cover letter and declarations	
02a.	General Dental Practice Experience - Details of range and scope of all General Dental Practice work undertaken.	
03.	Curriculum Vitae - Providing full career history and all periods worked in General Dental Practice in the NHS, indicating whether full or part-time, with details of days and time worked.	
04.	Continuing Professional Development Log – 1. All applicants must provide a list of all CPD courses. Please use Appendix 2. •	
04a.	CPD certificates 1. 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.	
05.	Personal Development Plan. Please also include copies of any further qualifications.	
06.	Dental Reference Officer (DRO) Reports. If available.	
07.	Quality Improvement Activity/Significant Event Analysis Certificate - NES Approved.	
08.	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 Appendix 4.	

Name:

[illegible]

[illegible]

GDC template



CPD guidance



The personal development plan (PDP)

The PDP is designed for you to carefully consider your role as a dental professional, and what CPD will give you maximum benefit for maintaining and developing your practice in your current and future areas of work. The GDC encourages you to regularly review your plan as it relates to your role and daily practice.

For the GDC, your PDP **must include**:

- 1) The CPD you plan to undertake during your cycle, which must include CPD that is relevant to your current or intended field(s) of practice;
- 2) The anticipated development outcomes that will link to each activity;
- 3) The timeframes within which you expect to complete your CPD over your cycle.

Please note: The PDP is for your personal use.

Having a PDP in place assures the GDC that your CPD activity supports your work as a dental professional. The GDC may ask to see your PDP to check you are keeping records which meet the minimum requirements as set out above. Beyond this, the details within the PDP are not evaluated

The development outcomes:

You must make sure each planned and completed activity has at least one outcome (A, B, C, D) linked. It is possible for some CPD activities to link to multiple outcomes. The GDC encourages you to choose CPD to cover all four development outcomes in your cycle, however this is not a compulsory requirement.

Development Outcome	Example of CPD content
A. Effective communication with patients, the dental team, and others across dentistry, including when obtaining consent, dealing with complaints, and raising concerns when patients are at risk;	• Communication skills • Consent • Complaints handling • Raising concerns • Safeguarding
B. Effective management of self, and effective management of others or effective work with others in the dental team, in the interests of patients at all times; providing constructive leadership where appropriate;	• Effective practice management • Business management • Team working

C. Maintenance and development of knowledge and skill within your field of practice;	• Clinical and technical areas of study • Radiography • Cross infection control • Medical emergencies and CPR
	• CPD on quality assurance for MHRA • CPD specific for your daily role(s) • Upskilling opportunities
D. Maintenance of skills, behaviours and attitudes which maintain patient confidence in you and the dental profession and put patients' interests first.	• Ethical and legal issues and developments • Professional behaviours • Equality and diversity training

The GDC's PDP template

The GDC has provided a PDP template which we think helps professionals think clearly about their individual learning and development needs, based on their field of practice. **However, you are free to choose any other tools or templates instead, to help you get the most out of your CPD.** You may create your own, use one created by your employer, colleagues, associations, professional bodies etc., as long as the GDC's requirements are met.

Remember, you may wish to update and modify your PDP throughout your cycle. For example, if you come across a CPD course that you would find useful but had not planned for in your initial PDP, you can go back to your PDP and update it.

The GDC template consists of two parts:

- Field of practice - to help you analyse all aspects of your professional practice, and to stimulate you to think more widely about your learning and maintenance needs. Please refer to the full guidance for professionals [on our website](#) for more information on field of practice.
- Personal development plan - to help you plan your activity in a meaningful and targeted way, reflecting your field of practice and linking to the development outcomes.

To see examples of how the templates may be utilised, please see the PDP examples document [on our website](#). Please note these examples are not intended to demonstrate a full PDP, but just to give examples of how professionals may plan their activity depending on their title, roles and patients.

Name: **EXAMPLE PDP**

Registration number: **XXXXXXX**

My field of practice

My registrant title(s) and cycle period:	My work setting(s):	Any additional roles, qualifications or professional interests:	My patient population:
<i>List each title you are registered under, your cycle period and total hours needed.</i>	<i>What is your place(s) of work and its environment? Different settings may require you to undertake certain roles and skills.</i>	<i>Do you have additional roles, qualifications, specialties or areas of focus/interest? Do any of these need continual learning or maintenance?</i>	<i>What are the oral health and management needs of patients in your care? Does this change across your work settings?</i>
Dentist For example: Current Cycle Jan 2023 to end of 2027 100 hrs required in total Currently in year 3 (2025) To date logged 48 hrs NOTE 1	For example: General Dental Practice (Mainly NHS with some Private work) 8 surgery practice in xxxxxxxxx within XXXXX Health Board	This is specific to each applicant	Describe your patient population, and the level of disease they experience. If you work in different locations, complete for each location, making it clear which location you are referring to.

My personal development plan

What do I need to learn or maintain for this cycle?	How does this relate to my field of practice?	Which development outcome does it link to?	What benefit will this have to my work?	How will I meet this learning or maintenance need?	When will I complete the activity?
<i>What skills or knowledge have you identified that need developing or maintaining? Are there any gaps that need</i>	<i>Why have you identified this, how does it relate to your daily job, patients or tasks?</i>	<i>A, B, C or D (see development outcomes table above)</i>	<i>How will CPD activity in this area help you to maintain or improve your daily work and/or care for patients?</i>	<i>What activities could you do to help meet your learning and maintenance needs?</i>	<i>What are your target dates for review and completion?</i>

addressing?					
TOPIC For example: Medical Emergencies NOTE 2	NOTE 3			Annual whole team training in practice by an approved course leader who provides 3 hours of CPD annually	Annually, at least 2hrs CPR in practice training Undertaken 6.11.2023 CPR in practice training undertaken 13.11.2024 CPR in practice training undertaken 12.11.2025 Renew by November 2026
Radiography and Radiation Protection IR(ME)R and IRR				In-person Course provided by NES	Ongoing throughout career (5hrs required per cycle) 5hrs completed July 2024 Renew in 2027
Oral Cancer: early detection					For example: Every 2 years Last completed June 2024 Renew by June 2026
Communication skills					For example: Every 3 years Last completed April 2023 Renew by April 2026
"Personal interests": For example: Photography					NOTE 4

NOTES:

Please note that a PDP is NOT a historic CPD log, but they are inter-related, and there should not be discrepancies between them. For example, If the PDP states that “Medical Emergencies” should be completed by June 2025, then there should be an entry in the CPD log and a certificate provided to confirm this was carried out

NOTE 1

CPD activity, and therefore a PDP must comply with the GDC requirements eg the total hours required, the frequency you must undertake certain subjects, and the rules regarding minimum hours.

NOTE 2

For an application to SDVTECC, we expect a PDP to include ALL the GDC “highly recommended” and “recommended” subjects. This is beneficial as it makes it easier to keep track of when these subjects need to be renewed. In addition, Record Keeping, Consent and Communication, and GDPR/Confidentiality should also be included.

NOTE 3

The second, third and fourth columns should be completed with personalized responses.

NOTE 4

Each individual can decide how frequently to undertake/renew their “personal” subjects. Previous completion dates, and when renewal is planned should be included. Sometimes, this may have a broader time scale e.g. mid 2026, or the third quarter of 2026, depending upon the topic.

APPENDIX 4

Scottish Dental Vocational Training Equivalence and Certification Committee (SDVTECC)

Structured Reference

The dentist to whom this reference refers has applied to SDVTECC for a Vocational Training (VT) number. NHS Education for Scotland has developed a process of certification which seeks to identify and establish that the applicant has the required skills and experience of a general dental practitioner who has recently undertaken vocational training in Scotland. Please complete this form as comprehensively as possible. The aim is to receive your professional view of the applicant's clinical ability as a safe independent practitioner with reference to specific attributes.

Your comments will be made available to members of the equivalence committee and to the applicant on request.

If you require a copy of the applicant's application in order to provide a reference, please contact the applicant directly. The aims and objectives of Vocational Training are available on our website:

<https://nes.scot.nhs.uk/our-work/dental-vocational-training-number/>

Yours sincerely

Pauline Stanhope-Jones
Chairperson
SDVTECC

PLEASE NOTE - All answers in the sections below must be typed.

SDVTECC APPLICANT – STRUCTURED REFERENCE FORM

Name of Applicant:	
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Referee Details:

Name:		Date:	
Signature:		GDC Number:	
Position Held			
Name of general practice or hospital			
Contact Tel Number			
Email			
Please confirm that you have knowledge of the applicant's clinical ability in a postgraduate work setting. (Tick as appropriate)		YES	NO
How long have you known the applicant?			
Please provide the dates during which you worked with or supervised the applicant.		Start Date:	
		Finish Date:	
In what capacity do you know the applicant (Tick as appropriate):			
Supervising Consultant VT Trainer Educational Supervisor			
Clinical Trainer Practice Principal			
Other (Please specify):			

Practice/Hospital address and contact details -

SUMMARY

In the boxes below please give a summary view of your professional opinion as to the suitability of this applicant. You should provide -

- Full details of their clinical ability as a safe independent practitioner and information on their experience.
 - Specific examples where appropriate.
- **Note** - An incomplete reference may delay the application and subsequent award of a vocational training number.

1. Caries Recognition, Diagnosis and Management (Please type your response)

2. Patient Care (Please type your response)

3. Radiography (Please type your response)

4. Treatment Planning (Please type your response)

5. Quality of Clinical Work (Please type your response)

6. Professionalism (Please type your response)

Thank you for taking the time to complete this reference. Please send the reference to dentalvtnumbers@nes.scot.nhs.uk.

You should mark it as confidential and include the applicant's full name in the subject line and their GDC number.

EG - CONFIDENTIAL REFERENCE FOR MR/MRS XXXX GDC NO 00000

Public Services Delivery Scotland

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