

## Frequently Asked Questions

### Dental Nurse Apprenticeship Standard (England)

**1. What is the current Dental Nurse apprenticeship standard and where can I find it?**

The current standard is Dental Nurse (Integrated) v1.2 with Assessment Plan version AP04. It can be found [here](#)

**2. When was the current apprenticeship standard published?**

This standard was published on 02 December 2020

**3. What does this mean now for Apprenticeships starts on or after 02 December 2020?**

IfATE policy is usually that ALL new starts on or after the date of publication of a new standard or assessment plan, MUST start on the new version. In this case IfATE has published a dispensation which allows a little flexibility. This can be found [here](#) and is also outlined below.

For those apprentices who started their apprenticeships and ILR start dates range between 02 December 2021 and 28 January 2021, there are 2 choices:

- a) Apprentices MAY register on a standalone qualification ie 5234-01 and complete the previous version of the assessment plan. This means that the apprentice will need to be registered separately on the qualification AND the separate EPA product ie 9752-22. Or,
- b) Apprentices MAY transfer their ILR details to the new integrated apprenticeship standard and register on the new integrated qualification ie 4238-12 Level 3 Extended Diploma in Dental Nursing.

ALL starts on or after 29 January 2021 MUST be on the new Dental nurse (integrated) standard and new integrated qualification.

**4. We have started some apprentices between 02 December 2020 and 28 January 2021. How do we know they are on the correct version and qualification?**

Please refer to the answer to Question 3.

**5. What is the difference between the previous version of the assessment plan which we use the 5234-01 qualification for and the new Dental Nurse (integrated) standard?**

In the previous version, the registrations, assessments for the on-programme part of the apprenticeship and the EPA were completely separate. The apprentice achieved their qualification prior to Gateway, which allowed them to apply for GDC registration. Some apprentices did not complete their EPA.

In the new dental nurse (integrated) standard, the EPA forms part of the 4238-12 Level 3 Extended Diploma in Dental Nursing qualification and therefore neither can be achieved separately. This means that the qualification is NOT achieved until after the EPA had been successfully completed.

**6. We started apprentices between 02 December 2020 and 28 January registered on 5234-01 – what do we need to do?**

If your apprentices wish to remain on the 5234-01 and separate EPA then they are permitted to do this. If they wish to use the new integrated standard then you can transfer them over to the new standard.

**7. Which version of the standard should apprentices who started on or after 29 January 2021 be working towards?**

The new dental nurse integrated standard, the version which is on the IfATE website [here](#)

**8. Which City & Guilds qualification supports the new Dental Nurse (Integrated standard)?**

The 4238-12 City & Guilds Level 3 Extended Diploma in Dental Nursing. Details, qualification handbook, EPA pack, sample questions and Fast Track approval form can be found [here under 4238-12 tab](#)

**9. We started apprentices on the 5234-01 on or after 02 December 2020 and we would like to transfer them to the new standard and qualification, is this possible?**

Yes. You will need to ensure that the new qualification (4238-12) is included in the ILR return. You can then make a registration on the 4238-12 qualification, providing you have approval for this.

**10. Can we get a refund for our registration on 5234-01 if we register our apprentice on the new 4238-12?**

Yes, you will be credited for the original registration fee once you have registered on the new qualification 4238-12.

Please email customer services [centresupport@cityandguilds.com](mailto:centresupport@cityandguilds.com) using the Subject Title **5234-01 Dental Nursing registration credit request**.

Requests will be processed following our established process providing they are with customer services by the **21 May 2021**

**11. How do we get approval for the 4238-12?**

There are two forms to complete.

- If centres are already offering 5234-01, then a Fast Track approval form can be completed. This can be found on the 4238 web page [here under 4238-12 tab](#). Please complete and return this following the instructions on the form. A QAP is required for new centres.
- An EPA application form which can be found on Walled Garden. Please search for 4238-12. This is required in all cases.

These forms will be processed together and approval cannot be granted without both forms being processed.

**12. How do we register learners on 4238-12?**

Registrations are made in EPAPro.

**13. Where can I find out more about EPA Pro?**

Our EPA Service web page contains information about EPA Pro. You can request support from this webpage and our team will be happy to help you. [City & Guilds EPA Service](#)

**14. Is the 4238-12 on the Learning Aims Reference Service (LARS)?**

Yes, however the qualification itself is not funded; it is the apprenticeship standard that is funded. The qualifications LARS code is needed for ILR returns.

## 5234-01 and 4238-03 Diplomas in Dental Nursing

### 15. Why is there another qualification, 4238-03?

We have developed a second qualification to replace the 5234-01. The 4238-03 Level 3 Diploma in Dental Nursing has been designed as a standalone qualification for those learners who:

- are not completing an apprenticeship in England
- who work in Wales or Northern Ireland.

### 16. How do I get approval for the 4238-03?

If you are an existing 5234-01 centre you will have been automatically approved for 4238-03.

If not then you will need to complete a Qualification Approval Form (QAP).

### 17. When will 5234-01 close for registrations and certifications?

We are planning to close the 5234-01 qualification for registrations by 31 July 2021. **Please ensure all of your 5234 learners are registered prior to this date.** Learners registered on 5234-01 by 31 July 2021 will have until 31 July 2024 to certificate. EQA activity will continue for the 5234 and all assessments by the Evolve Tests will be available whilst there are uncertificated learners and until the end certification date.

### 18. Will the 4238-03 standalone qualification be funded in England?

We have made a funding application to the ESFA (Education and Skills Funding Agency) and have been informed that:

- The 5234-01 will continue to be funded until the 31 July 2021
- The new 4238-03 will NOT be funded until 01 August 2021.

Although this is disappointing from the new qualification perspective this was the most sensible option. The qualifications funding information is expected to be published for contract year 2021-22 in April 2021.

### 19. Can we still register learners for the 4238-03?

Yes, however, they will not be eligible for government funding unless they start on or after 01 August 2021. If you offer full cost recovery, then learners will not be affected and may register and complete the new qualification as soon as they need to. It is open for registrations.

### 20. Is the 4238-03 available in Wales and Northern Ireland?

The new standalone 4238-03 level 3 Diploma in Dental Nursing has already been approved for funding in Wales. Please see the link below [QiW database](#). The qualification has been submitted to CCEA for accreditation for use in Northern Ireland. We would expect to have confirmation of CCEA approval in June 2021.

**21. Will the new 4238-03 qualification be included in the apprenticeship frameworks in Wales and NI?**

**For Wales** - the 4238-03 has been submitted to be included in the new apprenticeship framework, which we have been told is with Welsh Government for approval.

**For Northern Ireland** – once the 4238-03 is approved by CCEA we will follow the process to have it included in the NI Apprenticeship Framework.

**22. How does City & Guilds confirm certification of learners with the General Dental Council?**

City & Guilds has a data sharing agreement with the GDC which complies with GDPR. Certification data is shared on a regular, usually weekly basis to ensure that we can confirm learners who have achieved their qualification and therefore when they apply to join the GDC register, their certification is authenticated.

We have had an increasing number of queries from the GDC where learners' names have been different on their certificates to those used on official ID eg driving licenses. There have also been some discrepancies with Dates of Birth. This has meant that we have had to go back to the centre and in most cases certificates have had to be reissued.

**Please ensure that the learner's name entered at enrolment matches the ID the learner intends to use as proof of identity when they apply to the GDC register. Please also ensure that dates of birth are checked against evidence provided by the learner.** If there are errors and we need to ask centres to change learner personal information required for enrolment so we can then issue a certificate with the correct personal data, then this adds considerable time to the GDC registration process.

**23. Adaptations for the 5234-01 qualification for academic year 2020-21** are included in the Health & Care Adaptations document at the link below.

[Qualification Adaptations Year 2020-21](#)

As part of supporting learners to certificate where possible, we have **removed the re-sit restriction for the period covered by the adaptations**. This applies to any learner who wishes to re-sit one of the Evolve Tests in the 5234 and centres do not need to notify City & Guilds of this. This is a temporary position and will be reviewed in the summer.

**24. Do learners still have to evidence a simulation of CPR in the 5234-01 and 4238?**

Yes, they do. This must either be observed by the assessor or an expert witness. This activity can be observed remotely as it is a simulated activity. First Aid Training

is permitted to continue as long as Covid-19 guidelines are followed. An example of this can be found on the [First Aid AO Forum website](#)

**25. Are there any adaptations agreed for the 4238 qualifications?**

Not at this time. There is already flexibility within the new qualifications to use both Expert Witnesses and assessor observation to observe practice. Centres should prioritise the use of Expert Witness Testimony where there are issues with assessor access to the workplace. Simulated activity is also acceptable where this is detailed in the evidence requirements of units. As these qualifications are very new, teaching and learning activities should also be prioritised. We will continue to monitor this situation and provide further advice should we need to.