



# Apprenticeships Guide

for dental careers

CDUK ACAD-EMY

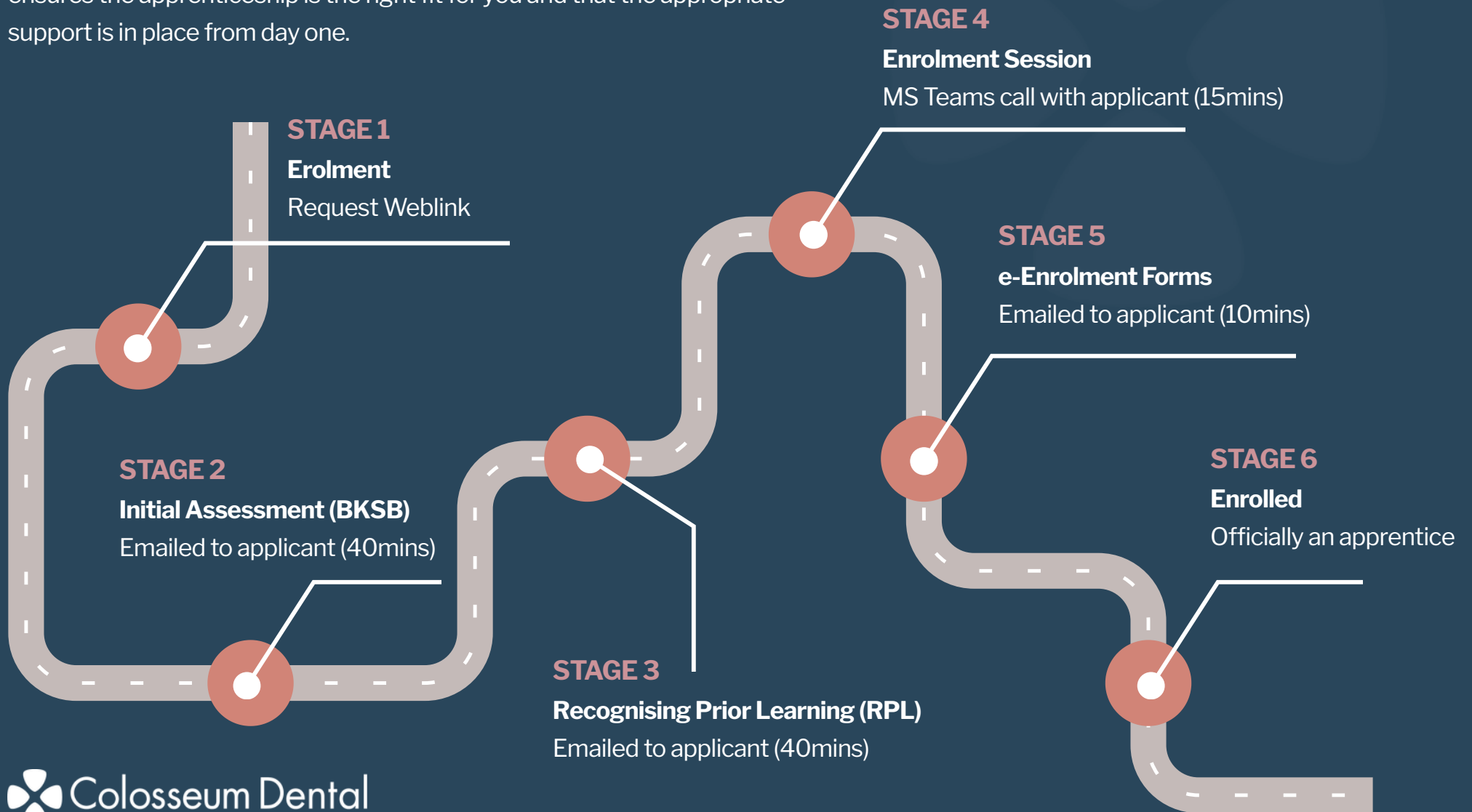
 Colosseum Dental



# Enrollment Journey

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Our enrolment process is designed to be clear, supportive and easy to follow. It ensures the apprenticeship is the right fit for you and that the appropriate support is in place from day one.



# Stage 1 - Introduction

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Within your first seven days following enrolment, you'll be invited to join an Introduction to Poultec webinar delivered via Microsoft Teams. This session usually lasts between 30 and 45 minutes and is designed to help you feel informed, confident and ready to begin your apprenticeship. This session is a valuable opportunity to ask questions and gain a clear understanding of how everything will work from the very start of your apprenticeship.

During the session, we'll provide an overview of how your apprenticeship will operate and outline the support available to you. Topics covered include:

## **An introduction with our training provider:**

- Your Learner Code of Conduct
- What your apprenticeship programme involves
- An overview of Cognassist and how it supports your learning
- Guidance on using your e-portfolio (OneFile)
- Understanding off-the-job (OTJ) training and monthly journals
- An introduction to the End-Point Assessment (EPA)
- How taught sessions and classes are delivered
- What to expect from meetings with your tutor
- Information, Advice and Guidance (IAG) available to you
- Reviews involving your tutor and line manager
- Functional Skills requirements, where applicable

We'll also introduce key policies and essential topics to ensure you feel safe, supported and well-informed throughout your apprenticeship, including:

- Safeguarding and Prevent
- Health and safety
- Equality, diversity and British values
- Data protection (GDPR)
- Healthy living and mental wellbeing

# Stage 2 - Meet Your Tutor

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During your first month, you'll have an individual meeting with your tutor. This will usually be held via Microsoft Teams, or face to face where appropriate, and will last approximately 45 minutes to one hour.

This meeting provides a more detailed introduction to your specific apprenticeship and helps you understand what to expect over the coming months. During the session, your tutor will talk you through:

- An overview of your apprenticeship standard, including the knowledge, skills and behaviours you'll develop
- How assessment works, including observations, professional discussions, written questions and expert witness testimonies
- The End-Point Assessment (EPA) and how you'll be supported to prepare for it
- How regular reviews with your tutor and employer will be carried out
- Your training plan and how future meetings will be scheduled
- Taught sessions or class timetables, including how to register and attend
- Off-the-job (OTJ) training requirements and how to record your learning
- English and maths requirements, including Functional Skills where applicable
- Any additional assessments, such as induction activities, skills assessments, pre-screening or Cognassist
- The support available to you throughout your apprenticeship

This meeting is your chance to ask questions, discuss your role and make sure you fully understand your programme and what's expected of you. Your tutor will be your main point of contact throughout the apprenticeship, making this an important first step in building a strong working relationship.



## At least 1 of the following 3 EVERY month:

- Live Teams webinar (1h – 1h 30)
- 1-2-1 Teams call with tutor (1h – 1h 30)
- Face-to-face visit (assessment dependant)

## How Your Apprenticeship Works (In-Learning)

### 1. Off the Job Hours

A mandatory amount of learning directly related to the apprenticeship standard, completed outside the apprentice's usual role during working hours, or given back as overtime or TOIL.

- Recorded and Evidenced: The employer, apprentice, and training provider share responsibility for accurately recording and evidencing all OTJ hours.
- The minimum training requirement will be a specified total number of OTJ hours for each individual apprenticeship standard.
- Hours can be taken evenly throughout the programme, or in periods/chunks as agreed with the employer and training provider.

### 2. Tripartite Review – Teams or Face 2 Face

- Your line manager or an employer representative will be invited. If they are unable to attend, they will be asked to provide feedback which will be used to support in setting SMART targets.
- The review is based on them as an employee, within their role, rather than purely on progress made with their apprenticeship

### 3. Journals

Your OneFile journal is a monthly record of your learning and progress throughout your apprenticeship. It's completed jointly by you and your tutor and demonstrates how your skills develop over time. Keeping it up to date helps your tutor support you effectively and ensures you get the most from your apprenticeship.

### 4. Functional Skills - A Summarised Overview

Some apprentices will need to complete Functional Skills in English and maths, based on age, prior attainment, apprenticeship level and initial assessment outcomes.

#### Apprentices aged 16–18 at the start of the programme

**If the apprentice has not achieved GCSE Grade 4/C or above in English and/or Math:**

**Level 2 Apprentices must:** Achieve Level 1 Functional Skills Attempt Level 2 Functional Skills where there is enough time remaining on the programme Passing Level 2 is not required to complete the apprenticeship

**Level 3 (and above) Apprentices must:** Apprentices must achieve Level 2 Functional Skills in English and / or Maths to complete the apprenticeship Initial assessment results determine the starting level (Level 1 or Level 2), but the completion requirements remain the same.

**If the apprentice has achieved GCSE Grade 3/D:**

**Level 2 Apprentices must:** Work towards and attempt Level 2 Functional Skills Passing Functional Skills is not required to complete the apprenticeship

**Level 3 (and above) Apprentices must:** Achieve Level 2 Functional Skills to complete the apprenticeship

## Apprentices aged 19+ at the start of the programme

Functional Skills are optional for apprentices aged 19+, subject to agreement between the apprentice and employer.

### Opting In

The apprentice may choose to study Functional Skills at:

- Entry Level, Level 1 or Level 2
- Functional Skills do not need to be passed to complete the apprenticeship
- The apprentice can proceed directly to End-Point Assessment (EPA) regardless of outcome

### Opting Out

- The apprentice proceeds directly to EPA
- No requirement to study or pass Functional Skills

Any decision to opt in or out should be made collaboratively by the apprentice and employer, based on role expectations and future development plans.

Important: English and maths are embedded into all apprenticeship programmes for every learner, whether or not a Functional Skills aim is attached, through learning activities, assessment and feedback.



# Stage 4 - End Point Assessment

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The End Point Assessment (EPA) is the final part of your apprenticeship and confirms the knowledge, skills and behaviours you've developed during your programme.

The EPA normally involves more than one assessment activity rather than a single test. The specific assessment methods are detailed in your apprenticeship standard and may include:

- A professional discussion with an independent assessor
- Observation of you performing your role
- A work-based project or assignment
- A presentation followed by questions
- A portfolio-based interview
- A written or multiple-choice test, where required

**Your tutor will support and prepare you for each element of the EPA, ensuring you understand what to expect and feel confident when completing your final assessment.**



# Stage 5 - Certification

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Once you have successfully completed your apprenticeship and passed your End-Point Assessment (EPA), you'll receive your apprenticeship certificate. This certificate confirms that you've met the requirements of the apprenticeship standard and formally recognises the knowledge, skills and behaviours you've gained throughout your programme.

## **PARS – Professional Apprenticeship Recognition Scheme**

After completing your apprenticeship, you may be eligible to apply for recognition through the Professional Apprenticeship Recognition Scheme (PARS), delivered by the Association of Apprentices.

PARS is an optional recognition scheme and requires a separate application and payment. Successful applicants are awarded post-nominal letters, allowing them to formally acknowledge their apprenticeship achievement.

You can find further information about PARS here, or scan the QR code : <https://associationofapprentices.org.uk/pars/>



During your apprenticeship, you'll complete a series of Focus Months, each centred around an important theme designed to support your safety, wellbeing and awareness.

## Three areas of focus

### Health & Wellbeing

- Physical & mental wellbeing
- Stress & sleep
- Healthy choices
- Safe working habits
- Support resources

### British Values

- Democracy
- Rule of law
- Individual liberty
- Respect & tolerance
- Applying these to life

### Safeguarding

- Staying safe
- Recognising risks
- Online safety
- Safe relationships
- 'Prevent' awareness

## What to expect each month

As part of each Focus Month, your tutor will explore the theme through practical workplace examples, short discussions and reflective activities. The content is embedded into your regular learning, including online lessons, tutor meetings, face-to-face visits and reviews, making it a seamless part of your apprenticeship.



Throughout your apprenticeship, you'll have access to Information, Advice and Guidance (IAG) to support your career development, work, learning and wellbeing. This support is available for the duration of your programme and is designed to help you make informed choices and feel confident as you progress.

## Who provides IAG?

Your tutor will be your main point of contact for day-to-day guidance. They can support you with managing your workload, understanding workplace expectations, developing your skills, exploring progression opportunities and signposting you to additional support where needed.

Each sector also has a qualified IAG Champion who can provide advice on career pathways, future roles, qualification routes and opportunities within your industry.

You can also access confidential, one-to-one support from an independent Level 6 qualified CIAG adviser. This service can help with career planning, next steps, CVs, applications and any personal or work-related concerns.

## Industry Webinars

You'll have access to a library of recorded industry webinars featuring guest speakers. These sessions share real career experiences, outline workplace expectations and highlight progression opportunities. They can be accessed at any time and are regularly updated using employer feedback to ensure content remains relevant.

## IAG is designed to support you across four key areas:

- **Career:** Understanding progression options and planning next steps
- **Work:** Building confidence and managing workplace challenges
- **Study:** Organising learning and developing effective study skills
- **Life:** Supporting wellbeing, resilience and access to specialist services

## Impartial Career Advice

For advice and guidance on apprenticeships at Colosseum Dental, send an email to our friendly recruitment team:

**[recruitment@colosseumdental.co.uk](mailto:recruitment@colosseumdental.co.uk)**