

# Apprenticeships

 Colosseum Dental  
CDUK ACAD-EMY



# Off-the-Job Training

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Off-the-job training is a mandatory component of all UK apprenticeship programmes. It includes planned, purposeful learning that happens during paid working hours but outside an apprentice's normal day-to-day responsibilities. All activity must directly support the knowledge, skills and behaviours set out in the relevant apprenticeship standard.

## Examples of off-the-job training activities

*(Applicable across apprenticeship levels)*

Off-the-job training may include a wide range of structured learning activities, such as:

- Attending training provider-led sessions or internal CPD linked to the apprentice's role
- Taking part in face-to-face or virtual classroom teaching
- Completing webinars or online learning modules provided by the training provider
- E-learning on topics such as dental anatomy, oral health, infection prevention or leadership
- Participating in hands-on skills workshops using simulators or dummy heads
- Shadowing colleagues in alternative roles within the practice to broaden understanding
- Receiving coaching or mentoring from experienced or senior dental colleagues
- Observing specialist treatments or procedures outside the apprentice's usual duties
- Producing reflective logs or case studies based on clinical or workplace learning
- Joining group learning sessions or professional discussion forums
- Carrying out independent research into areas such as NHS regulations, dental legislation or compliance requirements
- Preparing for assessments, including assignments, coursework, functional skills or end-point assessment revision
- Completing tasks or learning activities set by a tutor or assessor
- Attending professional networking opportunities, such as apprentice forums or employer panels
- Contributing to internal audits or service improvement initiatives
- Observing meetings with external stakeholders, including NHS commissioners, suppliers or CQC preparation sessions
- Attending dental exhibitions, conferences or events, such as the British Dental Conference
- Taking part in formal progress reviews with the training provider
- Joining structured 'lunch and learn' sessions

# Role Specific Examples

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## Level 3 Dental Nurse

- Shadowing a dentist or hygienist and reflecting on observed procedures
- Training in the preparation and mixing of dental materials, under supervision
- Learning to use dental software systems and digital radiography tools
- Supporting oral health promotion activities and reviewing delivery techniques
- Observing dental treatments and discussing clinical protocols and best practice

## Level 4 Practice Manager

- Reviewing and helping to update practice policies, such as complaints procedures or GDPR documentation
- Attending leadership, people management or operational management development sessions
- Practising performance reviews or simulated HR conversations
- Supporting financial planning or budgeting exercises with the finance team
- Training in marketing approaches or patient experience improvement initiatives
- Reviewing CQC requirements and producing draft action or improvement plans
- Leading mock risk assessments or compliance audits
- Evaluating and refining rota management or appointment scheduling systems



### The following activities do not qualify:

- Routine / standard job duties
- Learning carried out outside contracted working hours
- Chairside support during treatments
- Reception duties, cleaning tasks or instrument decontamination (unless a new skill is being formally taught and assessed)
- Homework or independent study completed in personal time (this supports learning but does not contribute towards the 20% requirement)