

## **NEBDN Record of Experience – Employer Information and Guidance**

The RoE is a compulsory part of the National Certificate qualification, it is important that all employers are aware of its existence, and what their role is in providing suitable learning experiences for their student in the workplace.

The training centre should inform each employer of these points, either in the course information literature, or at an arranged information/induction event, which will be documented for audit purposes.

### **Employers can support students with the completion of their RoE by being aware that:**

Completion of the RoE is compulsory for all students before the National Certificate Examination

It is their responsibility to avoid any unnecessary hardship for the student; by ensuring access to suitable chairside procedures are available.

They should routinely provide constructive comments on the PERS that they sign and date, thus supporting a continuous learning experience for the student. It is important to provide positive reinforcement whenever possible.

Training Centres will be teaching students to 'best practice' standards at all times

Even in specialist practices e.g. orthodontics, students must be allowed access to all of the chairside procedures covered by the PERS. This may require allowing students to attend a colleagues practice to complete PERS for procedures that are not undertaken in the practice e.g. restorative dental procedure.

Successful completion of the RoE will require support from the workplace throughout the training course.

### **Storage of Completed Record of Experience**

The RoE can be used by Students as an ongoing reference tool once they have completed their training. It is the responsibility of the training centre to store fully completed RoEs for a period of three years following completion of the student's training.

After three years, students should be contacted by the training centre and asked to collect their RoE. Upon collection students should be informed that they need to hold their completed RoEs for a further four years.

Any uncollected RoEs can be destroyed after 18 months.