



Meeting All Your Recruitment And Training Needs

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Introduction to Tempdent



Tempdent Recruitment and Training has been established since 1996 and continues to be one of the UK’s leading and successful recruitment agency and training provider.

We have grown from a small recruitment agency working solely in London to a National Recruitment and Training Company that operates across the UK, whilst at the same time maintaining our personal and friendly approach.

The secret to our continued success has been that, as a specialised dental company, we understand the needs of the dental profession and our dedicated team of highly experienced recruitment consultants and training staff ensure your experience with us meets and exceeds your expectations.

We look forward to working with you.

Lorraine

**Lorraine Nadel
Managing Director**



The staff and management at Tempdent are a pleasure to work with – they are committed and supportive and go out of their way to find solutions to our needs, whether that be an individual learner need, or a strategic development need. Nothing is ever too much trouble. We have developed a strong partnership which continues to evolve and I would have no hesitation in recommending them!



Marie Dufty
Oasis – The Dental People
*Learning & Development
Manager*



I just wanted to email you and say that the team of Dental Nurses managed by Elaine were truly brilliant at the show. The DN’s were extremely professional, ensuring every delegate received individual care and attention whilst maintaining a high level of cleanliness within their brushing booth area.



Karen Kemp
Philips UK
*Senior Sales Manager
UK & IRL*

Tempdent Recruitment Agency

Our clients range from dental practices, hospitals, corporate companies and dental supplies companies. We place the following staff on both a temporary and permanent, part time or full time basis.

- Dentists
- Hygienists/ Therapists
- Dental Nurses
- Dental Receptionists
- Practice Managers/ Area Managers
- Treatment Co-ordinators
- Specialist Dental Staff
- Dental Sales Staff



We've used several agencies over the years but since finding Tempdent and Trish Worall it has taken the stress out of employing new staff. They listen and understand our needs as a practice to put the best candidates forward. I cant praise them highly enough for an excellent service. We use them for all our mandatory CQC courses too. Margaret is brilliant and makes the day interesting and fun for the team.

*Charlotte
Smilecare Dental Clinic
Practice Manager*



How to place a permanent vacancy

1

Contact our recruitment team with the details of your vacancy or upload your vacancy on our website.

2

Our highly skilled recruitment consultants will carry out a thorough search and selection process through our extensive existing candidate database, and will advertise your vacancy as appropriate.

3

You can expect to receive CVs of candidates that match the skills set of your vacancy within 24 hours of placing the vacancy with us.

4

Your dedicated recruitment consultant will arrange interviews, trials, follow ups and will ensure a smooth time efficient recruitment process.

All our candidates are thoroughly vetted through:

- ✓ 1:1 interview
- ✓ Skills proficiency tests
- ✓ Detailed compliance checks and documentation
- ✓ Reference checks

*We are aware that recruiting a new member for your team can be time consuming and stressful.
By placing your vacancy with us you can be assured of a professional and successful outcome.*

How to place a temp booking

1

Contact our recruitment team with the details of your booking by phone or by emailing bookings@tempdent.co.uk. Alternatively you can complete the temp booking form on our website.

2

Our highly skilled temp recruitment consultants will carry out a thorough search and selection process through our extensive existing temp candidate database and will provide you with a name for your booking there and then.

3

We carry out detailed interviews, skills assessments and compliance checks of all our temp candidates. We have an extensive team of temp candidates, many of whom have been working with us for a number of years.

Our temp desk operate:

- ✓ Same day bookings
- ✓ Out of hours
- ✓ Weekend
- ✓ Specialist staff
- ✓ Highly competitive rates

Our temp desk is contactable out of working hours to ensure that we meet your needs for all same day or short notice bookings.

Have a favourite?

Let us know and we will try to ensure that they are booked with you !

Just a note to congratulate your hard working temps for all their hard work – they have worked under difficult circumstances and have been very efficient, keeping the clinics running. We are all very grateful to have them !.

*Margaret Sullivan
Charing Cross Hospital
Oral Surgery Dept*



How to apply for temp and perm positions

1

You can either phone, email or register on our website and one of our experienced recruitment consultants will arrange an interview with the recruitment consultant that can best support you.

2

You will be given instant access to all of our job boards and the most current and up to-date vacancies on a daily basis.

3

Whether you decide to temp, look for perm work, or both, we will provide you with jobs that are most suited to your needs.

4

You will be supported every step of the way by our experienced and friendly recruitment team, whether it is with negotiating a perm salary, assisting with work permits or CRB checks.

Temping

- Excellent rates of pay
- Immediate and continuous supply of work across the UK.
- Flexible working hours
- Weekly pay
- Free CPD courses
- Discounted training courses
- Recommendation bonuses
- Temp of the month scheme (financial bonus)

I temp with Tempdent 4-5 days a week and have to say they are the best agency because they always have work for me and pay weekly on time. They also pay holidays and free CPD Courses. Tempdent is a well organised company and always ready to help me. Maryam and Marika are two lovely ladies that arrange the bookings for me.

I'm very happy working for them

Gabriela Rojas
Temp Tempdent
Dental Nurse

I have dealt with Tempdent for several years on a temporary basis and Trish has found me my last two permanent jobs. Tempdent and Trish Worall are a fantastic agency to deal with providing a very professional service. Trish is very committed to her role as permanent consultant and takes time to listen to her candidates needs. They are by far the best agency I have ever dealt with – thank you for all your help over the years and finding me my dream job

Chantelle Waite
Perm Recruitment Candidate

Permanent

- Extensive database of current job vacancies across the UK.
- Dedicated recruitment consultant who will support you through entire job search process.
- Exclusive first access to all new jobs that come in on a daily basis.

At Tempdent you will be safe in knowledge that you will have immediate access to a large selection of jobs across the UK, and will receive the individual and personal service that is unique to Tempdent

Tempdent Training Centre

Our training centre delivers qualifications and short courses to the entire dental profession across the UK.

Our courses are delivered either through our bespoke online **e-learning** platforms; or from our **modern training centres**; or bespoke training directly in the **comfort of your own practice**.



Our **success rates are consistently very high** and are always well above national average. The quality of our training has been continually independently verified by Ofsted (grade 2, Nov 2013), City and Guilds, The National Examining Board for Dental Nurses, The Institute of Leadership and Management (ILM) and The Skills Funding Agency (SFA) to ensure the continued success and quality of our provision.



Our courses are **affordable and accessible** to everyone and many are **government funded**.

We deliver the following courses

- National Diploma for Dental Nurses
- Dental Nursing Apprenticeship Level 3
- National Diploma Revision classes
- Certificate in Dental Radiography
- Certificate in Oral Health Education
- Certificate in Dental Sedation Nursing
- Certificate in Orthodontic Nursing
- Dental Practice Manager Apprenticeship
- CPD courses – a variety of verifiable core and other dental CPD courses for the entire dental team.
- CPR with Medical Emergencies/ AED,
- First Aid Appointed Person
- Manual Handling
- Other short courses for dental nurses ie Implants, Orthodontics, Sedation, Endodontics, Oral Surgery
- English and Maths Functional Skills levels 1 and 2

(Please see page 7 to 10 for further course details)

How to book a course

1

You can either phone, email or book for one of our courses on our website and one of our experienced training team will phone to discuss your individual needs.

2

To book onto one of our qualification courses you will be required to complete an application form and undertake Initial Assessment tests (short, timed assessments in Maths, English and Dental) and an interview which is conducted either face to face, by telephone or via skype. CPD and other short courses do not require interviews and Initial Assessments – you can just book there and then!

3

Once you have booked your course/ been accepted onto a qualification course we will provide you with an acceptance letter and start date & discuss course fees/ government funding options.

It was a well organised and very informative course. Julie is one of the best tutors I have come across. It has been a pleasure attending her lectures. I am extremely satisfied with this experience.

- Online courses across the **UK**, with 2-3 blended regional workshops.
- Learn in the comfort of your own practice.
- Evening and weekend courses available.
- Excellent success rates and progression opportunities.
- Quality assured Ofsted inspected training provision.
- Government funded and competitively priced training courses.



The course is helping me a lot at work because what I'm learning in class I am taking into my work place and improving my skills.





Our Courses

National Diploma for Dental Nurses

- This programme can be delivered online (with 3 regional workshops) or as classroom based. You must be employed as a dental nurse for this qualification
- Duration of course is 12 months
- At Tempdent you can choose from either daytime, evening or weekend classes or online/ blended learning.
- All candidates will need to be working as a dental nurse and complete a Record of Experience (a portfolio that is completed by yourself and your employer) for entry into the examination.
- The course ends in a final written examination which is held in April and November each year, and the candidates that pass this written examination will be invited to the OSCEs which are held every January and June where your practical and oral skills are assessed.
- Tempdent is an accredited by the NEBDN to deliver this course.

Do you have an Apprenticeship Trainee Vacancy to advertise?

*Why not speak to one of our training team, as we can deliver this service **FREE** of charge for your practice.*

Dental Nursing Apprenticeship Level 3

This programme is delivered either via our online platform or at our training centre
The 4 components of the Dental Practice Manager Apprenticeship are;

- Diploma in Dental Nursing
- End Point Assessment – consisting on a synoptic project and interview
- Functional Skills English & Maths level2 qualifications (unless exempt. Typical exemptions include Maths and English GCSEs grade A-C)
- Course duration is 18 months - 2 years.
- Combination of classroom/webinar training and workplace based assessments.
- Government funding and learner loans available – subject to eligibility.

National Diploma Revision Classes

- Only recommended for dental nurses who have sat the National Diploma exam previously.
- Written and OSCE or OSCE only revision classes available.
- Difficult topics revised and exam format and style tips given.
- Intakes dependent on individual revision required.

Certificate in Oral Health Education

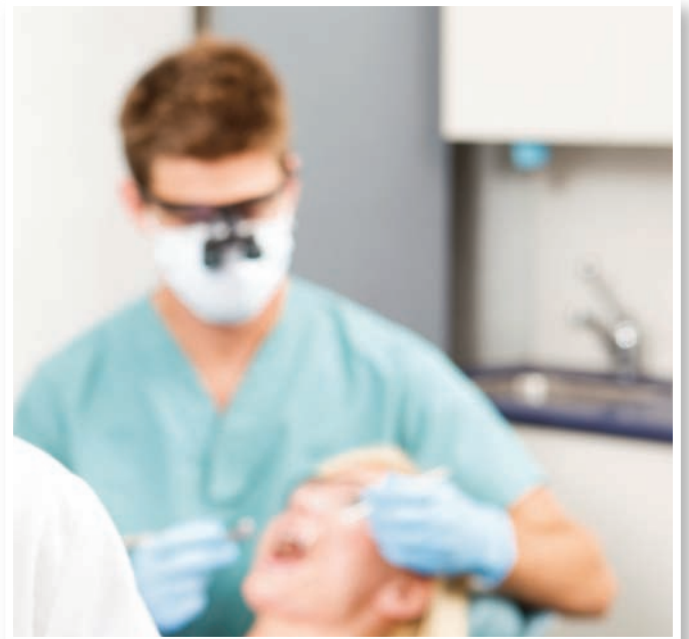
- Post-registration dental nurse qualification for GDC registered dental nurses.
- Ideal stepping stone into becoming a hygienist or teacher
- 8 month course – one evening per fortnight or one Saturday per month
- Record of Competence for 10 patients, including 2 case studies
- 1.5 hour written exam
- Intakes April & October

Certificate in Dental Sedation Nursing

- A post registration course for GDC registered dental nurses
- 6 month course held on one Saturday per month
- This qualification is suitable for dental nurses who assist in the surgery during routine conscious sedation. Assessment includes a written examination and successful completion of a work based record of Competence in either Inhalation or Intravenous sedation
- Intakes March and September

Thank you for all the help and support you have given to me through out this course and a big thank you also to everyone at temp dent. It's been a lovely pleasure in having the opportunity to learn from this company whom have provided us with excellent support and great facilities in order for us to get through the course.

Amna Bibi
Online Advanced
Apprenticeship student



Certificate in Dental Radiography

- A post registration course for GDC registered dental nurses
- 6 month course – delivered via our online platform or at our training centre one evening per fortnight or one Saturday per month
- Complete a Record of Competence for 50 radiographs (Intra and extra oral radiographs) and 3 case studies
- 1.5 hour written exam
- This course culminates in the dental nurse being able to take radiographs once qualified
- Intakes March or September

Certificate in Orthodontic Nursing

- A Post registration course for GDC registered dental nurses
- This qualification is suitable for dental nurses who assist in Orthodontic procedures
- 8 month course held on one Saturday per month
- Record of Competence for 50 patients, including 2 case studies
- 1.5 hour written exam
- Intakes April & October

English and Maths Functional Skills Level 1 and 2 qualifications

- GCSE equivalent qualifications
- Each course is delivered over 3 hours each on a weekly basis at our North London Training Centre
- Approx 3 months to achieve each qualification (dependant on level and ability)
- Government funding and Learner Loans available
(subject to eligibility)



Dental Practice Management Apprenticeship

This programme is delivered either via our online platform or at our training centre. The 4 components of the Dental Practice Manager Apprenticeship are;

- The level 4 ILM Certificate in Leadership and Management
- Portfolio of workplace activity
- End Point Assessment – consisting on a synoptic project and interview
- Functional Skills English & Maths level 2 qualifications (unless exempt. Typical exemptions include Maths and English GCSEs grade A-C)
- Course duration is 2 years
- Combination of classroom/webinar training and workplace based assessments.
- Government funding and learner loans available – subject to eligibility.



Very interesting, well presented, good handouts and friendly tutor. Margaret is very knowledgeable and answered all my questions thoroughly. Awesome class!



**Birwood Dental Care
Inhouse CPD session**

CPD for the entire dental team

- In line with the Statutory Register for dental nurses dentists and hygienists to undertake CPD hours, Tempdent have devised a series of CPD verifiable courses. You may either purchase them individually or we can devise a package bespoke to your practice.
- Each course is run at Tempdent's **North London premises, via our online platform** and all our CPD courses can be run in **your workplace** to include the whole team.
- Most of the courses last between half a day to 1 full day.

The CPD courses that we offer are as follows:

- Cross infection and Decontamination control
- CPR and Medical Emergencies
- Automated External Defibrillator
- Radiography IR(ME)R
- Radiography IR(ME)R Practitioner Update
- Safeguarding to levels 2 and 3
- Oral Cancer and Habit Cessation Advice
- Complaints Handling, Law and Ethics
- Dental Records, Compliance, Confidentiality and The Data Protection Act
- Mental Capacity Act and Consent
- First Aid Appointed Person (1 day) (certified for 3 years)
- First Aid at Work (3 full days) (certified for 3 years)
- Manual Handling
- Patient Management
- Orthodontics
- Health and Safety
- Fire Safety
- Customer Service
- Management
- GDC CPD Management
- Reflective Practice
- Oral Health Trends



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&
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Approved Centre



Apprenticeships

ilm
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