

Annual Review of Competence Progression (ARCP)  
**Restorative Dentistry – Trainee Checklist**

Academic Trainees: <ul style="list-style-type: none"> <li>Academic Progress Report (upload under "Other Evidence")</li> <li>Academic Supervisor's Report</li> </ul>	<input type="checkbox"/>
Clinical Case Submissions: <ul style="list-style-type: none"> <li>Upload 5 completed cases with supervisor reflections and comments</li> </ul>	<input type="checkbox"/>
Competency based document uploaded	<input type="checkbox"/>
Curriculum milestone document uploaded	<input type="checkbox"/>
CV Update: <ul style="list-style-type: none"> <li>Ensure your CV is current with relevant experience, qualifications, and achievements</li> </ul>	<input type="checkbox"/>
Exam Sitting & Completion: <ul style="list-style-type: none"> <li>Indicate planned exam dates (if applicable)</li> <li>If within 4 months of completing training and have passed the final exam, upload the exam pass confirmation letter</li> </ul>	<input type="checkbox"/>
Form R (Part A & B) – see link below	<input type="checkbox"/>
Generic curriculum portfolio uploaded	<input type="checkbox"/>
OOP Update Requirement: <ul style="list-style-type: none"> <li>If on OOP, complete an OOP update form instead of the ES report.</li> <li>Discuss scheduling if on maternity leave, as ARCP timing may be uncertain</li> </ul>	<input type="checkbox"/>
Result of annual MSF uploaded	<input type="checkbox"/>
Structured ES Report: <ul style="list-style-type: none"> <li>Must include at least 2 clinical supervisors' reports per 6 months of training</li> </ul>	<input type="checkbox"/>
Summary of course/meetings attended	<input type="checkbox"/>
Logbook Summary: <ul style="list-style-type: none"> <li>Upload summary to ISCP using NHSE form.</li> <li>Detail items completed in each trainee year and present cumulative totals</li> </ul>	<input type="checkbox"/>
Summary of Research /Audit	<input type="checkbox"/>
Trainee Assessment Form (confidential)*	<input type="checkbox"/>
Work-Based Assessments (WBAs): <ul style="list-style-type: none"> <li>Minimum of 5 Mini-CBD, 5 Mini-CEX, and 5 DOPS required</li> </ul>	<input type="checkbox"/>

**Useful links:**

PGMDE Support Portal (PSP) - [here](#).

Form R 2025/26 - [here](#).

ePortfolio (ISCP) - [here](#).

ISCP helpdesk - [here](#).

Dental Gold Guide 2023 - [here](#).

If you require further assistance, please reach out via [this support link](#).

\*Trainee Assessment Form (confidential). Please submit the completed form exclusively to the PGMDE Support Portal (PSP); it should not be uploaded to ISCP.

To submit your Trainee Assessment Form click [here](#).

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To ensure a smooth ARCP process, it is essential that your e-Portfolio is up to date. Please upload all required evidence at least two weeks before the specified date. The Educational Supervisor's Report is vital – failure to provide it will result in an automatic outcome 5. Similarly, Clinical Supervisor (CS) Reports require a minimum of two reports or comments for every six months of training.

Meeting this deadline allows panel members to review evidence in advance, ensuring a well-structured discussion and consistent outcome assessments. Failure to complete the required documentation may prevent the panel from reviewing your progress, potentially delaying your advancement to the next stage of training.

All listed items must be uploaded to ISCP, except for the **Trainee Assessment Form**, which remains a separate document.

To maintain an accurate training and CCST record, all current and former LTFT trainees, as well as those who have taken time away from training, must complete and upload the CCST calculator to their ePortfolio. The calculator and guidance are attached.

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**After the ARCP**

The Panel Chair will document your ARCP outcome and feedback in your e-portfolio. Arrange a meeting with your ES soon after the ARCP to review the outcome, plan your next training stage, and complete the sign-off process. If you receive a non-standard outcome (2, 3, or 4), your TPD may also request a meeting.

The review process is mandatory and must occur at least once a year, six months after starting training, within three months of completion, or following an adverse outcome from a previous RCP. Failure to upload the required documentation may prevent the panel from reviewing your progress, potentially hindering your advancement to the next stage of training. An alternative annual review date can only be arranged in exceptional circumstances.