

September 2008

Dear Applicant

Thank you for your interest in becoming a Trainer on the Northern Ireland Vocational Training & General Professional Training Schemes.

Please find enclosed an application pack which includes an application form, job description personnel specification, plus further relevant information which will assist you in your application. Also enclosed is Practice Assessment documentation. Section 1 of this document must be completed and returned to NIMDTA by the closing date at the latest. You may wish to submit this information now and a practice assessment will be organised as soon as possible. (Practices inspected for entry to the 2008/2009 VT schemes and the 2008/2010 GPT schemes and were deemed suitable as training environments will not need to undergo assessment this year).

**Please remember that this is a two-stage process. Stage 1 of the process is the assessment of the practice as a suitable training environment and this stage must be completed before interview. All documentation must be received by the closing date. Early application will mean that stage 1 can be completed and successful completion of this stage will mean more time for you to prepare for interview.**

I would take this opportunity to draw your attention particularly to the personnel specification which details the skills, abilities and experience necessary to successfully undertake the duties of these posts. The criteria for short-listing will be derived from the personnel specification and the information provided in your application form will be assessed against this criteria. It is therefore essential that you clearly show how you match each requirement on the personnel specification. Depending on the response to the advertisement it may be necessary to increase the short-listing criteria to reduce the number of applicants to more manageable numbers for interview.

Please note that all sections of the application form must be fully completed. It is essential that the Equal Opportunities Monitoring Form attached to the back of the form is also completed. Failure to comply with these requirements will result in your application being rejected. Candidates should also note that any attempt to influence the panels decision either directly or indirectly will result in disqualification.

The closing date and time for receipt of completed application forms is **Thursday 29 January 2009 at 4.00pm.** It is your responsibility to make sure that your completed application is delivered to the Agency by the time and date stated. It is our recent experience that a first class stamp may not be enough to ensure the application form arrives on time.

When short-listing and subsequent interviewing has been completed, you will be advised of the outcome of your application at each stage of the process.

May I take this opportunity on behalf of the Agency to thank you for the interest you have expressed on this occasion.

If you have any queries relating to the documentation enclosed, please do not hesitate to contact, Neale Armstrong, Siobhan Cushley or Alison Johnston in respect of VT applications and Adrian Farquharson or Matthew Preston for GPT queries. All of the Advisers can be contacted at the above address or by telephoning Belfast (028) 90400017.

Yours faithfully

A handwritten signature in cursive script that reads "Lesley Whan".

**Lesley Whan**  
**Dental Training Co-ordinator**

Encs