

Summary of Changes

This document summarises the changes in the national and local SOPs, comparing the 2024-25 versions and the 2025-26 versions.

The National SOPs Covering Letter outlines the high-level changes, including a list of which SOPs are now also applicable to Dental PGDiTs.

National/ Local	SOP Title	Detail of the change
National	Acting-up SOP	<ul style="list-style-type: none">• Inclusion of dentistry trainees and relevant guidance (Dental Gold Guide, GDC).• More comprehensive trainee data required in the application.• If applying for an opportunity outside the UK, the trainee will need to consult the out of programme policy and submit an application.• Reinforced ongoing compliance with revalidation and ARCP during acting up.
Local	Acting-up SOP	<ul style="list-style-type: none">• Includes Dentistry
National	ARCP SOP	<ul style="list-style-type: none">• Includes Dentistry• New clause on Accelerated Training: 'Accelerating a trainee's stage of training... must be planned, documented, and discussed at as early stage as possible but no later than the penultimate ARCP'• 2025 SOP clarifies that reasonable adjustments must be made to support panel members attending panels (previously focused only on trainees)

		<ul style="list-style-type: none"> Outcome 5s can be reviewed remotely, which is not explicitly stated in 2024 SOP
Local	ARCP Operational Guidance	<ul style="list-style-type: none"> Updates throughout document to reflect the inclusion of Dentistry in national ARCP SOP Updated clause on accelerated training as per national SOP Updated clause on reasonable adjustments as per national SOP
Local	Dental RCP Guidance	<ul style="list-style-type: none"> Updated to reflect publication of Dental Gold Guide 2025 Inclusion of new COPDEND guidance on APEL and Acceleration of Training
National	ARCP Appeals SOP	<ul style="list-style-type: none"> 2025 version adds that the Appeal Panel Chair is responsible for completing the new ARCP outcome form.
Local	Appeals SOP	<ul style="list-style-type: none"> Updated the team responsible from Revalidation to Appeals Removed sections that were no longer relevant and not included in National SOP Changed the name of the Request to Review/Appeal form to Request to Review form The process has been streamlined and all documentation has been updated to align with the SOP
National	Complaints SOP	<ul style="list-style-type: none"> No major procedural changes between 2024 and 2025 versions.
National	Dental IDT SOP	<ul style="list-style-type: none"> No copy of previous SOP saved to compare
National	Educator Development SOP	<ul style="list-style-type: none"> Includes Dentistry

National	Lay Representative SOP	<ul style="list-style-type: none"> • Changes detailed following the IR35 exercise, changing access to training (to ESR) and reimbursement (using Easy Expenses) • 2025 version condensed to 18 pages, focusing more on role clarity and recruitment communications.
Local	Recruitment and Management of Lay Reps SOP	<ul style="list-style-type: none"> • Updated the booking a LR, reimbursement and e-Learning processes to align with the National SOP.
National	LTFT SOP	<ul style="list-style-type: none"> • Includes Dentistry • 2025 SOP: Adds that WTE should be calculated and negotiated over the full training year, aligning with the current GMC position statement.
Local	LTFT SOP	<ul style="list-style-type: none"> • Clarified approval process, added no fault reason under exception, and amended LEP to Employer/Host Trust.
National	Management of TIS Documents	<ul style="list-style-type: none"> • Improved clarity around document tagging, file size limits, and deletion protocols. • Specifies deleting records from all locations (SharePoint, mailboxes) after upload to TIS Docs
Local	TIS Trainee Filing Structure Guidance	<ul style="list-style-type: none"> • Updated to include clearer references to the policy transition date • Name change to reflect national SOP
National	Management of Fellowships	<ul style="list-style-type: none"> • 2025 clarifies that Postgraduate Deans (not just fund holders) determine recruitment method.

		<ul style="list-style-type: none"> • 2025 version adds PGD must ensure onboarding for NHSE-based work (e.g. access to systems/software)
National	MTI SOP	<ul style="list-style-type: none"> • Minor changes but not to process <ul style="list-style-type: none"> ○ Broader context and clarity around roles (AoMRC, NACPDE)
National	NTN Withdrawal SOP	<ul style="list-style-type: none"> • Includes Dentistry
National	OOP SOP	<ul style="list-style-type: none"> • Includes Dentistry <ul style="list-style-type: none"> ○ Dental trainee to use their own forms and follow Dental guidance • 2025 version adds trainees on OOP can apply to IDT but cannot transfer until they return to programme. • 2025 SOP: Clarifies that OOPP is not currently available to dental trainees. • 2025 SOP: OOPR and OOPP are not normally permitted in the final year of training. 2024 version says 'may be considered'.
Local	OOP SOP	<ul style="list-style-type: none"> • Inclusion of an Intent form as appendix for STP and Dental (pending decision from Primary Care) • Update of STP email addresses
National	Period of Grace SOP	<ul style="list-style-type: none"> • Includes Dentistry
Local	Period of Grace SOP	<ul style="list-style-type: none"> • Dentistry was added in last version. • Updated Gold Guide Edition

		<ul style="list-style-type: none"> Updated intention form – email addresses
National	Principles for Training of ARCP and Appeal Panel Training SOP	<ul style="list-style-type: none"> Includes Dentistry
National	Professional Support SOP	<ul style="list-style-type: none"> The 2025 SOP explicitly acknowledges the unique needs of IMGs, enhancing inclusivity. Includes Dentistry
National	Quality Reporting SOP	<ul style="list-style-type: none"> The 2025 version adds clarification on nationally coordinated interventions and their publication on the NHS England Learning Hub. Reports should be published within 50 days, rather than 3 months
National	Recruitment of Clinical Faculty SOP	<ul style="list-style-type: none"> Includes Dentistry 2025 version: requirement that all regions must use nationally agreed standardised job descriptions where appropriate.
National	Revalidation SOP	<ul style="list-style-type: none"> 2025: Emphasizes ensuring ARCP panels have all relevant revalidation and fitness to practice matters, including Form R Part A & B.
National	Rotational Management SOP	<ul style="list-style-type: none"> Added “Local offices should ensure they review the associated Process Alignment Group (PAG) document with regards to Trainee Information System (TIS) implications”
Local	Trust Funded Posts	<ul style="list-style-type: none"> Merged into Distribution and Amendment of Training SOP

Local	Distribution and Amendment of Training	<ul style="list-style-type: none"> • Merged the Trust Funded SOP into this document • Addition of Recording of Post Funding section • Addition of TDI responsibility and stakeholder responsibilities • Addition of Foundation guidance
Local	Relocation and Travel Expenses	<ul style="list-style-type: none"> • No changes made
Local	Neurodiversity Support	<ul style="list-style-type: none"> • Guidance updated to reflect changes to consent process and eligibility for an assessment for those with a prior diagnosis.
Local	Written Communication	<ul style="list-style-type: none"> • Updated to reflect new team names, wider scope to include all written communications, merged Shared Communications Principles and Website Principles documents into the Written Comms SOP
Local	Longitudinal Integrated GP Training Operational Guidance	<ul style="list-style-type: none"> • The pilot is currently paused (the remaining participants in the pilot will finish Feb 2026), pending a wider review/pilots of future GP training structures. Propose to remove SOP from website in the interim.
Local	Deferrals	<ul style="list-style-type: none"> • Updated to reflect publication of Dental Gold Guide 2025 • Changed reference from Local YH Sponsorship Team to National Sponsorship Team
Local	IDT SOP	<ul style="list-style-type: none"> • Yorkshire and the Humber Process for Inter Deanery Transfers (IDTs) on TIS document added as an appendix