

The Community Dental Business Group (CDBG)

Guidance on the Indicative Training Budget (ITB)

Background

The CDBG brings together representatives of Welsh Government, NHS Wales Employers, Health Boards and the British Dental Association (BDA) Wales to work in partnership on issues affecting the CDS workforce and service delivery in Wales.

Improving recruitment and retention of CDS dentists is a key focus of our work. Encouraging Health Boards to support and fund the professional development of CDS dentists (to the mutual benefit of the dentist and the Service) is one of the means by which we believe this can be achieved.

All dentists employed under the [Community Dental Service \(CDS\) Wales Terms and Conditions of Service](#) are eligible to receive an Indicative Training Budget (ITB). This guidance document provides clarification on the principles governing access to and use of this important benefit of employment in the CDS. It is intended to support Health Boards, clinical managers, and dentists in making best use of the ITB to benefit both individual professional development and the wider service.

Guidance

The value of the ITB is reviewed annually and increased in line with cost of living rises recommended by the DDRB (Doctors' and Dentists' Review Body).¹

The ITB is a budget 'per dentist', regardless of whether the dentist is full-time or part-time. The budget is not pro-rated for part-time staff. Every dentist is entitled to the same indicative amount.

The budget is intended to support training and development opportunities identified through the annual appraisal process. It is not designed to cover mandatory training requirements, which should be funded separately.

Appropriate uses may include:

- attendance at courses, conferences, and workshops
- access to structured development programmes; and
- funding travel and accommodation costs associated with accessing training opportunities.

¹ The value of the budget for the financial year 2025-26 is £1,072

Flexibility is a key principle. The ITB can be utilised retrospectively or prospectively, enabling support for training undertaken outside of a single financial year. The focus should be on meeting relevant training and development needs rather than restricting spending to a fixed period.

Health Boards, clinical managers, and dentists are encouraged to work together to ensure this budget is used effectively for the mutual benefit of individuals and the service.

Clinical managers should encourage dentists to access their ITB and apply the budget flexibly and pragmatically, recognising that its purpose is to enhance both individual professional growth and service quality.

Managers and leaders within the CDS should support dentists in identifying and accessing training opportunities that align with service priorities and individual development plans.

The processes for approval of requests and reimbursement should be straightforward and transparent.

CDS dentists should engage constructively with the annual appraisal process as the foundation for identifying training and development needs. They should actively explore and propose suitable opportunities where the indicative budget could be used. Dentist should also consider how training and development activities can contribute to both personal career development and improved patient care.

Examples of how the ITB may be used

Dr. A works three days per week. They wish to attend a two-day national clinical skills conference, including overnight accommodation and travel. The full indicative budget applies, even though Dr. A is part-time. Costs are covered in line with the budget entitlement.

Dr. B undertakes a postgraduate qualification that runs over two years, with staged payments for tuition. The indicative budget may be applied retrospectively and prospectively, ensuring costs are met without being restricted to a single year's allocation.

Dr. C identifies a specialist course not available locally. The ITB can be used to cover both the course fee and associated travel/accommodation, supporting access to training that would otherwise be impractical.