



HLT35021 Certificate III in Dental Assisting

Course Information for applicants



Dental Assistants Professional Association Inc
PO Box 40, Westgate NSW 2048
RTO Provider Number: 90424

Training Centre: 4/116 Percival Road, Stanmore NSW 2048
Phone: 02 9569 3220
Email: info@dapa.asn.au
Web: www.dapa.asn.au

The Dental Assistants Professional Association (DAPA)

DAPA is the national peak membership body representing dental assistants throughout Australia. The association is a Registered Training Organisation (RTO) – Provider number 90424 – with the Australian Skills Quality Authority (ASQA). We have been providing training and support to dental assistants for over forty years. Our educators are highly qualified and skilled with extensive experience and currency in the dental industry. We offer nationally-accredited training and professional development courses through face to face delivery or distance education with workplace learning.

HLT35021 Certificate III in Dental Assisting

This is a nationally recognised qualification suitable for school leavers wanting to enter into a dental profession, mature age workers entering into or currently employed as dental assistants and those who enjoy working with people, have good manual dexterity, empathy and communication skills. The qualification is also available through a Traineeship pathway under the NSW Smart and Skilled Funding Program.

Entry requirements

Minimum educational entry level is a School Certificate (year 10) or equivalent.
Applicants must have a sound knowledge of English (minimum ESL 5.5) and be able to write and read documents in English and have a basic concept of maths to year 10.
Applicants may be required to complete an initial skills assessment / LLN test at their enrolment
Minimum age entry is 15 years. Proof of identification is required on enrolment
Students must be employed either full or part time in a dental surgery by week 6 to continue their studies to completion or at least have continued workplacement for a minimum of 350 hours.

Please note: Students not employed in a dental clinic by week 6, may defer their studies until workplacement or employment has been secured. It is a requirement of DAPA and the National Training Package that students be employed or have regular workplacement in a dental clinic for a minimum of 350 hours to gain on the job experience in dental assisting skills and to undertake assessment and log book entries.

It is the policy of the Association to accept entry without discrimination provided the language skills are demonstrated and there is no physical or psychological impediment for the student to be employed as a dental assistant. Applications are subject to a preliminary phone interview with the student.

Course Delivery

Face to face classroom delivery – courses are available at our training rooms in **Stanmore, Inner West Sydney**. Attendance is required various Wednesdays from 1.15pm until 7.30pm. Term and semester breaks are generally in line with public school vacations. Home study of approx 1-2 hours per week duration is recommended. Smaller class numbers allow individual attention and student learning difficulties are well catered for. The duration of the course is 9- 12 months. Enrolments can be organized throughout the year at appropriate unit entry dates.

Stanmore venue - Classes are usually held on **Wednesdays** at 4/116 Percival Rd, Stanmore
On-street parking is available in Stanmore or, if travelling by train, 5 minutes walking distance from Stanmore railway station. Entry to the venue is from Temple Street, opposite the Salisbury Hotel. A map is available on request. PLEASE NOTE FACE TO FACE DELIVERY IS NOT OFFERED THIS YEAR.

Distance learning (correspondence) – learn at your own pace and enroll at any time during the year. This option is available to dental assistants who are currently employed in the dental profession or new entrant trainees.

You will be allocated a trainer and all your learning resources sent to you. You are required to complete written assessments and email these to your tutor in a word document, for marking and comments. Your trainer works with you to explain and help you through the course content. At least one workplace visit and up to three visits will be conducted by our assessors and if geographically possible you may be asked to attend an assessment day at our Training Centre in Stanmore. Although you determine the duration of your course, we suggest that completion within 12 months or less is recommended and students should take no longer than two years to complete. You must have completed a minimum of 350 hours workplace experience to complete.

Flexible or blended learning - Students enrolled in distance learning are welcome to attend classroom sessions during the year to supplement their knowledge and experience. This allows a flexible delivery opportunity. A timetable of class sessions is provided. PLEASE NOTE FACE TO FACE DELIVERY IS NOT OFFERED THIS YEAR.

Recognition for prior experience and learning - is available to students who have considerable experience in dental assisting. Please contact our admin staff for further details.

Traineeships – The Dental Assistants Professional Association is approved to deliver training to new entrant trainees under the NSW Smart and Skilled State Funding Program. A Traineeship is a great way to start your career in dental assisting and study for your Certificate III in Dental Assisting qualification. Trainees may enroll in classroom based, distance learning or flexible delivery courses. See further details under TRAINEESHIPS page 8.

Qualification on completion

- ❖ A nationally-recognised certificate is issued to students successfully completing the course (all applicable course fees must be paid prior to issuing of qualification).
- ❖ All students are offered **free student membership** to the Dental Assistants Professional Association and entitled to associate membership discounts on courses and conventions and support for the duration of their studies.

Course Outline

The nationally-accredited qualification – **HLT35021 Certificate III in Dental Assisting** – provides the skills and knowledge needed to assist a dentist, dental hygienist or dental therapist during all health care procedures and help maintain high standards of infection control and safety in dental clinics.

The certificate consists of 8 compulsory units of competency and 2 electives, and you must successfully complete all ten units to be awarded the qualification.

Course Units (8 mandatory units):

CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
HLTDEN015	Prepare for and assist with dental procedures
HLTDEN016	Assist with dental radiography
HLTDEN017	Assist with administration in dental practice
HLTINF001	Comply with infection prevention and control policies and procedures
HLTINF002	Process reusable medical devices and equipment
HLTWHS001	Participate in workplace health and safety

Elective Units (2 units to be selected):

HLTSTE003	Sterilise loads
BSBTEC201	Use business software applications
HLTAID011	Provide First Aid*

* The Unit of Competency - HLTAID011 Provide First Aid - is not included in the distance delivery course. Students can attend the First Aid sessions at our Stanmore Training Centre or may choose to undertake an external course at their own cost. Classroom-based delivery includes this unit delivered by a qualified First Aid Trainer and Assessor with a recognised provider such as ReViva, St Johns or WorkCover. Proof of Statement of Attainment will be required. The student's First Aid Certificate must also be current at the completion of the course.

Note: if you already have successfully completed HLTAID003 Provide First Aid, choose this unit as one of your elective choices, and it is current at time of completion, this unit will be given RPL at no additional fee.

Overview of Units of Competency

CHCCOM005 Communicate and work in health or community services

This unit of competency describes the skills and knowledge required to work effectively with clients, colleagues, management and other industry providers.

Elements of Competence

- Communicate effectively with people
- Collaborate with colleagues
- Address constraints to communication
- Report problems to supervisor
- Complete workplace correspondence and documentation
- Contribute to continuous improvement

CHCDIV001 Work with diverse people

This unit describes the skills and knowledge required to work respectfully with people from diverse social and cultural groups and situations including Aboriginal and/or Torres Strait Islander people.

Elements of Competence

- Reflect on own perspectives
- Appreciate diversity and inclusiveness, and their benefits
- Communicate with people from diverse backgrounds and situations
- Promote understanding across diverse groups

HLTINF001 Comply with infection prevention and control policies and procedures

This unit describes the skills and knowledge required to follow organisational infection prevention and control procedures, including implementing standard and transmission based precautions and responding to infection risks.

Elements of Competence

- Follow standard and additional precautions for infection prevention and control
- Identify infection hazards and assess risks
- Follow procedures for managing risks associated with specific hazards

HLTINF002 Process reusable medical devices and equipment

This unit describes the skills and knowledge required to clean, sterilise and package reusable medical devices and equipment. This unit applies to workers in office based health practice settings such as general practitioner (GP) surgeries, dental practices and other environments where a limited range of sterilisation equipment may be available. They follow established procedures and work under general supervision.

Elements of Competence

- Prepare to clean used items
- Clean and dry used items
- Prepare and pack items for sterilisation
- Sterilise loads
- Comply with quality management requirements

HLTWHS001 Participate in workplace health and safety

This unit describes the skills and knowledge required to implement and monitor work health and safety (WHS) policies, procedures and work practices as part of a small work team.

Elements of Competence

- Contribute to workplace procedures for identifying hazards and controlling risks
- Implement policies and procedures into work team processes
- Support consultation, cooperation and communication

HLTDEN015 Prepare for and assist with dental procedures

This unit of competency describes the skills and knowledge required for a dental assistant to assist the operator by preparing the dental surgery including preparing necessary equipment, instruments and materials for oral health care procedures, and to assist the operator during the delivery of these procedures.

Elements of Competence

- Prepare the dental surgery for oral health care procedures
- Use dental terminology in communication within the health care setting
- Record personal, medical and dental details
- Assist the operator during oral health care procedures

- Maintain and store instruments, equipment materials and medicaments

HLTDEN016 Assist with dental radiography

This unit of competency describes the skills and knowledge required for a dental assistant to prepare patients for dental radiography. It also describes the skills and knowledge to process and mount conventional dental radiographs.

Elements of Competence

- Prepare for dental radiography
- Prepare equipment and materials for dental radiography
- Process and mount dental radiographs
- Maintain stock of unexposed radiographic film and chemicals
- Assure the quality of dental radiographic processing

HLTDEN017 Assist with administration in dental practice

This unit of competency describes the skills and knowledge required for a dental assistant to assist the operator by managing appointments to suit the patient and the organisation, recording and reconciling payments, and maintaining patient records.

Elements of Competence

- Communicate effectively with patients and other persons
- Respond appropriately to enquiries from patients and other visitors
- Allocate appointments appropriate to patient and organisation requirements
- Calculate and record basic financial transactions
- Handle cash and record financial transactions
- Maintain patient records
- Assist with patient recalls

Underpinning Knowledge

The following topics are included to provide the required underpinning knowledge in the units of competence:

Anatomy	Diet and nutrition
Dental anatomy	Dental Jurisprudence
Microbiology	Career options
Pathology	Specialist areas of dentistry
Oral pathology	Implant dentistry
Dental Pharmacology	Dentistry for the aging
Dental Instruments and materials	

Assessment

Assessments will be in the form of written, simulated workplace, verbal questioning, observation and workplace demonstration. Demonstration of competency based (practical skill demonstration) assessments will be conducted for all students throughout the year. A competency log book will be

given to all students. These log books should be completed by their employer or an approved supervisor and submitted to the course tutor before completing the course. These log books form part of the evidence required to show competency in the core units. Homework assignments and projects will also contribute to student assessments.

At least one and up to three workplace visits are conducted for the purpose of student assessment. This is by arrangement with the employer and student at a convenient time. Where suitable arrangements cannot be made, the DAPA will conduct practical assessments at an organised simulated environment or surgery.

Students who do not successfully complete all assessment tasks will be given an opportunity to be re-assessed. If a student does not complete all units of the qualification, a Statement of Attainment will be issued for any units fully completed. The Course Committee reserves the right to recommend discontinuation to any student deemed not to benefit from tuition in this course.

Traineeships

This qualification is available through a Traineeship pathway and in NSW, government funding is available under the Smart and Skilled program – an initiative of the NSW Government Vocational Education and Training department for both new entrants and existing workers in dental assisting. For students who are eligible for Traineeships, the NSW Government contributes to the cost of each course and the student pays the balance. Currently, the usual student co-payment has been removed and there is no charge, however for individual applicants holding a previous qualification or degree, this may vary. Payment plans and options are available. The DAPA is approved as a training provider to accept new entrant trainees under this program. Further information on traineeships and employer/employee funding is available from <https://smartandskilled.nsw.gov.au> or call 1300 772 104. Also contact your local Australian Apprenticeship Centre or the **DAPA office on 02 9569 3220** who will assist with contacts. School students in Year 10 or 11 are welcome to enrol in a School based traineeship program.

Recognition of Prior Learning (RPL)

Applicants who have extensive experience in dental assisting may apply for recognition of those skills. RPL is an assessment process that assesses the *individual's* formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a qualification. For further information contact the Administrative Officer.

Fee Payments and Refunds (reviewed annually in October) Private students

The current course fee for	Classroom Based Delivery is	\$4500.00
	Distance Delivery	\$4500.00
	Traineeship only from 2020*	\$ 0.00

*individual fees apply to student depending on their eligibility.
Average co-payment is usually \$1000.00 (presently this fee is waived)

These include: Course administration fee \$350.00

WHS Manual	\$ 40.00
Course textbook	\$140.00
USB resources	<u>\$ 30.00</u>
	<u>\$560.00</u>

***This amount is non refundable once enrolment is accepted
(does not apply to traineeships – see below for details)***

All course notes, handouts and materials are included in the total fee.

A deposit of \$900.00 is required to accompany the enrolment form.

If the student is not successful in gaining enrolment this will be fully refunded.

Payment plans are available – please discuss these with our office.

All deposit payments are placed in a holding account and not accessed until the commencement of the course when the student enrolment pack is distributed to learners. On commencement of the course the administration fee is withdrawn from the holding account and the remainder of deposit is held for refunds to eligible students for a period of three weeks.

Refunds

If a student is not successful in their application for enrolment, a full refund is given after the course commencement date.

If a student discontinues within 21 days of the course commencement, a refund is given less the administration fee of \$350.00 and the cost of the resources supplied of \$210.00 – a total fee of \$560.00.

If a student discontinues after 21 days from the commencement date no refund of the deposit is given as students will have received all the materials required for the first 2 units of competence as well as materials and equipment utilized. If the student discontinues after 21 days and before 90 days, and full fee has been paid, a pro-rata refund may be given. Students are liable for full payment of the course after 90 days should they discontinue after that date.

Traineeships

Enrollment fees under the Smart & Skilled program vary upon the eligibility of the student. This fee will be disclosed once eligibility is confirmed and student application information is collected. A fee payment plan is available and refund policy will be outlined in the enrollment process. The administration fee is not refundable once the trainee has been enrolled and received the course resources. Since 2020, a fee free initiative from NSW State Training Services had been introduced and there is currently no student administration fee payable.

Payment options

	Classroom Based Delivery	Distance Delivery
Deposit payable on enrolment (Includes administration fee and text book of \$560.00)	\$ 900.00	\$ 900.00
Installment 1 (due at week 4 after enrollment)	\$1200.00	\$1200.00
Installment 2 (due at week 10)	\$1200.00	\$1200.00
Installment 3 (due at week 16)	\$1200.00	\$1200.00
TOTAL	\$4500.00	\$4500.00

Installments are due and payable on the agreed dates.

Alternative payment plans can be discussed with our admin staff and altered to suit individual situations.

TRAINEESHIPS:

- For new entrant trainees fee calculated through the NSW Smart and Skilled application process is payable – where applicable
A travel charge may apply if more than 3 visits to the workplace are required for rural and remote areas.



Please enjoy your studies with us!

We are here to help you.

The DAPA Team

September 2021

HLT35021 Certificate III in Dental Assisting

I would be interested in receiving more information from the Dental Assistants Professional Association for the next enrolment of the Certificate III in Dental Assisting.

Name*: _____

Home address: _____

_____ Post Code: _____

Home phone: _____ Mob*: _____

Email*: _____

Employer's Name: _____

Work Address: _____

Work Phone; _____

Work Email: _____

Delivery mode: Distance learning

I am interested in more information on traineeship funding

Please email your response to Linda at info@dapa.asn.au

Or post your response to: DAPA, PO Box 40, WESTGATE NSW 2048

**mandatory*