

**HLT35021
Certificate III in
Dental Assisting**

The national Dental Assistant training specialist and membership organisation.

- + Ensuring students gain direct access to their peak industry representative body.
- + Providing access to industry specialists, networking events and thought leadership.

ENROL NOW!
A rewarding career
with pathways for
advancement

INTRODUCTION

About The Dental Assistants Professional Association (DAPA)

The association is a registered training organisation with the Australian Skills Quality Authority (ASQA) National provider no 90424. We have been providing training & support to dental assistants for over forty years. Our educators are highly qualified and skilled with extensive experience and currency in the dental industry. DAPA offer accredited and professional development courses through classroom delivery or distance learning - or a blend of both these options.

Target Students

HLT35021 Certificate III in Dental Assisting is a nationally recognised qualification DAPA offers that is targeted to:

- school students
- school leavers wanting to enter the dental profession,
- mature age workers entering or currently employed as dental assistants and
- those who enjoy working with people, have good manual dexterity, empathy, and communication skills.

Eligibility requirements

- Minimum 15 years of age
- Candidates must have a sound knowledge of English (minimum ESL 5.5), be able to write and read documents in English, a basic concept of maths to Year 10 level and be able to complete an initial skills assessment / LLND check at enrolment
- Students should be employed either full or part time in a dental surgery by week 6, to continue their studies to completion, as a minimum 350 hours of work are required to successfully complete this qualification
- Industry may require students to have recommended vaccinations
- 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.

Qualification on completion

A nationally recognised certificate is issued to students successfully completing the course.

DAPA Membership

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 Delivery Options

Classroom Learning*

Courses are available at our training rooms in Stanmore, Sydney. Attendance is required one half- day per week. Term and semester breaks are generally in line with public school vacations. Home study of approx. 1-2 hours per week duration is recommended. Our trainers and assessors will visit your workplace to conduct some assessment tasks and observe your skills in the workplace.

Full attendance at lectures is mandatory as is punctuality for attendance at class sessions.

*subject to minimum numbers

Distance Learning

Once you enrol you will be allocated a trainer and assessor, a timetable of tasks and dates of scheduled completion, and the learning resources and assessment tasks. You are required to complete written assessments and submit these to your trainer for marking and comments. Your trainer works with you to tutor and help you through the course content.

Our trainers and assessors will visit your workplace to conduct some assessment tasks and observe your skills in the workplace.

Duration

The duration of the course is typically 12 months, but may vary depending on the delivery mode, how many hours you are employed in the workplace, and training contract requirements. For more information, please speak to a DAPA representative.

ENROLMENT OPTIONS

Government Funded Programs

Traineeships

DAPA can Deliver and Assess HLT35021 Certificate III in Dental Assisting Nationally. Currently this qualification is listed on the Australian Apprenticeships Priority List as a priority occupation as part of the Australian Apprenticeships Incentive System. Students and employers who are looking to enrol in this qualification as a Traineeship may be eligible for government funded incentives*.

Support includes a wage subsidy for employers and financial support to Australian Apprentices in priority occupations*.

For more information on these incentives please visit <https://www.apprenticeshipsupport.com.au/Employers/Incentives-and-Funding>

NSW State Funded Programs

NSW Smart and Skilled[^]

There are NSW government funded programs DAPA has approval to deliver under the HLT35021 Certificate III in Dental Assisting. This includes Fee Free Traineeships[‡], Entitlement Full Qualifications[^], and Skilling for Recovery[§] delivery for eligible students*[^].

Fee free traineeships[‡] and School Based Traineeship*[‡], Entitlement Full Qualifications[^], and Skilling for Recovery[§] are currently funded programs under the NSW Governments Smart and Skilled Program and available to eligible NSW students. Further details on eligibility are available from our office, the NSW Smart and Skilled website <https://education.nsw.gov.au/skills-nsw>, or by phone at 1300 772 104^{‡*§^}

[^]This training is subsidised by the NSW government.

Private Students

DAPA can Deliver and Assess HLT35021 Certificate III in Dental Assisting Nationally. Learners can enrol in this qualification as a private student, and details on the course fees for this arrangement are listed under Course Fees. More information on program scheduling will be determined on an individual basis. Contact our office for more information.

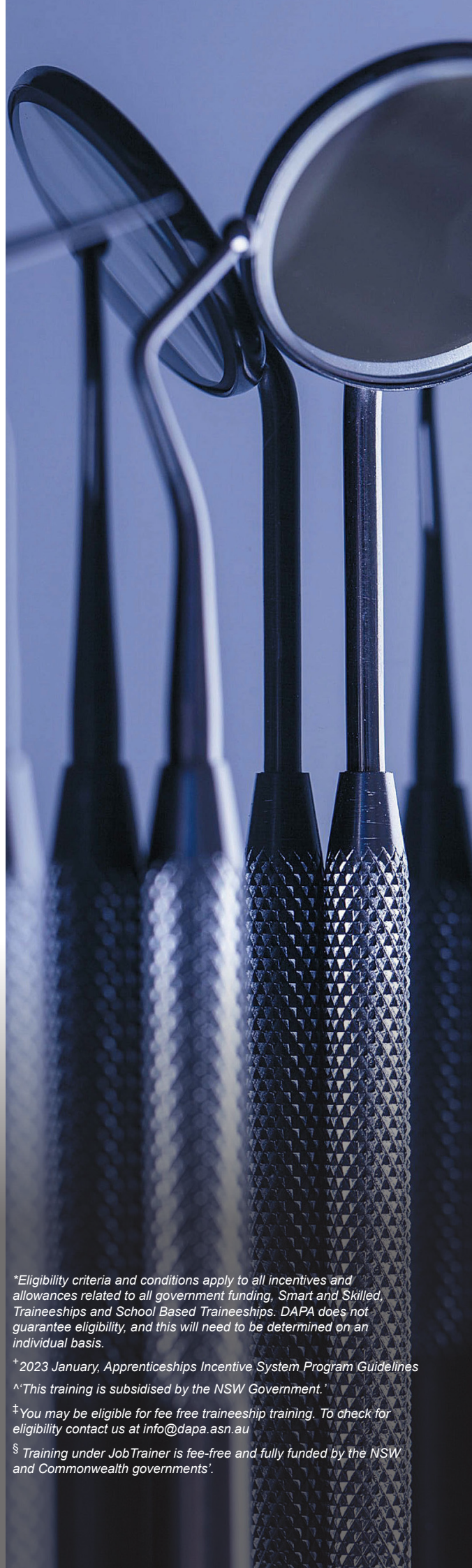
**Eligibility criteria and conditions apply to all incentives and allowances related to all government funding, Smart and Skilled, Traineeships and School Based Traineeships. DAPA does not guarantee eligibility, and this will need to be determined on an individual basis.*

[‡]2023 January, Apprenticeships Incentive System Program Guidelines

[^]This training is subsidised by the NSW Government.

[‡]You may be eligible for fee free traineeship training. To check for eligibility contact us at info@dapa.asn.au

[§] Training under JobTrainer is fee-free and fully funded by the NSW and Commonwealth governments.



COURSE OUTLINE

The national 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 maintain a high standard of infection control and safety in dental clinics.

The qualification consists of 8 compulsory (core) units of competency, and 2 elective units. You must successfully complete all ten units to be awarded the qualification. A minimum of 350 hours work placement must be completed for this course.

Recommended course duration is 12 months.

HLT35021 Certificate III in Dental Assisting

- Core Units (compulsory)

CHCCOM005

Communicate and work in health or community services

CHCDIV001

Work with diverse people

HLTWHS001

Participate in workplace health and safety

HLTINF006

Apply basic principles and practices of infection prevention and control

HLTINF002

Process reusable medical devices and equipment

HLTDEN015

Prepare for and assist with dental procedures

HLTDEN016

Assist with dental radiography

HLTDEN017

Assist with administration in dental practice

- Electives (choice of 2)

BSBTEC201

Use business software applications

BSBTWK201

Work effectively with others

HLTAID011*

Provide First Aid



*The Unit of Competency - HLTAID011 Provide First Aid - is not included in the course. Students may undertake an external course at their own cost. Proof of Statement of Attainment will be required by DAPA administration for you to obtain a Credit Transfer for that unit. The student's First Aid Certificate must also be current at the completion of the full course.

TESTIMONIALS

The Dental Assistants Professional Association has been providing training and support to dental assistants for over forty years and has been a Registered Training Organisation (RTO) since 2004. Its alumni of skilled DAs continue to grow each year in the HLT35021 Certificate III in Dental Assisting with a high completion rate.

Below are what some graduates have said:

'DAPA were great! And amazing to communicate with. Would recommend looking into it.'

Sharna, DAPA graduate 2018

'DAPA was the best choice I made. They had so much more knowledge and practical skills.'

Taylor Balzer, DAPA graduate 2019

'DAPA were very helpful throughout my course, always checking in and providing lots of feedback. Course was straightforward and easy to follow. Prac exams were not stressful.'

Abbey, DAPA graduate 2020

'I was very supported throughout the duration of the course. My trainer helped me after hours and was very kind in the practical assessments to calm my nerves.'

Jacynta-Lee Peters, DAPA graduate 2020

'I felt comfortable throughout the whole course. I'm happy with how far I've come and I thank my tutor for being patient and helpful. I'm glad to say I'll soon be a qualified dental assistant!'

Jenae Anne Rose, 2020

'I wanted to personally write you an email of this news of completion and thank each one of you for all the assistance I received. You are all amazing in your careers and I was very pleased to have completed my certificate with DAPA.'

- Lily McArthur, DAPA graduate 2021



CAREER PATHWAYS



COURSE INFORMATION

Assessments

Assessments will be in the form of written, simulated workplace, verbal questioning, observation and workplace demonstration. Demonstration of competency (practical skill demonstration) assessments will be conducted throughout the year.

There will be some theory questions and a number of skill assessments. 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 supervisor by the last week of the final unit. These log books form part of the evidence required to show competency in the core units.

At least two workplace visits are conducted for the purpose of student assessment. Additional visits by the trainer are scheduled as required. 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.

Reassessments

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 may 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.

Recognition for Prior Learning

Applicants who have extensive experience in dental assisting may apply for recognition of those skills. Recognition for Prior Learning (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 DAPA administration upon application.

Credit Transfer

On enrolment into a training program, students are encouraged to provide a copy of their statements of attainment and certificates. Where the student has previously achieved a unit of competency that is included in DAPA's program, DAPA will grant credit for the student. For further information contact DAPA administration upon application.

Course Venue

The Classroom Learning stream is held on-site at the DAPA National Training Facility at Stanmore in Sydney's inner western suburbs. The facility is in a central location, close to public transport and only 15 minutes from the CBD. Stanmore rail station is a 2 minute walk and there is plenty of on-street parking for those who drive.

DAPA National Training Facility

Suite 4, 116 Percival Road, Stanmore NSW 2048
(Entry via Temple Street)



DAPA Staff

The office staff at our National Training facility welcome your enquiries and can be contacted on **02 9569 3220** or by email info@dapa.asn.au. All trainers are highly qualified with extensive experience in the dental profession and have current industry involvement. Each student has direct access to their trainer and to the Course Coordinator for assistance.

COURSE FEES & REFUNDS

Course Fees - Government Funded Programs

Traineeships

HLT35021 Certificate III in Dental Assisting is currently listed on the Australian Apprenticeships Priority List as a priority occupation as part of the Australian Apprenticeships Incentive System. Students and employers who are looking to enrol in this qualification as a Traineeship may be eligible for government funded incentives*.

For more information on these incentives please visit <https://www.apprenticeshipsupport.com.au/Employers/Incentives-and-Funding>

NSW Smart and Skilled[^]

Currently, there are government funded programs DAPA is approved to deliver, and available through NSW Smart and Skilled Fee Free Traineeships, School based Traineeship, Entitlement Full Qualification, and Skilling for Recovery for eligible student.^{*†^‡§}

Please also refer to the Smart and Skilled Fee Administration Policy and School Based Apprenticeship and Traineeship Program Fee Administration Policy for more information on NSW Smart and Skilled funding located at <https://www.nsw.gov.au/education-and-training/vocational/funding/policies-smart-skilled>.

Please note, DAPA make no guarantee you will be eligible for any program, and this will need to be assessed and determined on an individual basis, prior to enrolment.

**Eligibility criteria and conditions apply to all incentives and allowances related to all government funding, Smart and Skilled, Traineeships and School Based Traineeships. DAPA does not guarantee eligibility, and this will need to be determined on an individual basis.*

†2023 January, Apprenticeships Incentive System Program Guidelines

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Course Fees - Private Students

HLT35021 CERTIFICATE III IN DENTAL ASSISTING

Course Fee**	\$4,500
Payment by instalment plan available	
Deposit payable upon Enrolment	\$1,000
3 instalments of \$1,000.00	\$3,000
1 Instalment of \$500	\$500
Total	\$4,500

**2022-23 price subject to change

The course fee includes:

Course Administration	\$300.00
Total Non-Refundable Fee	\$300.00

The course fees include an administration fee and materials component, as set out above. This component of the fee structure is **non-refundable once enrolment has commenced**. All course fees, handouts and assessment materials are included in the total fee.

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 Course Administration fee of \$300.00.

If a student discontinues after 21 days from course commencement, no refund of the deposit is given. If the student discontinues after 21 days but before 90 days have elapsed and the 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 time.

All deposit payments are placed in a holding account and not accessed until the commencement of the course when the student enrolment pack is issued. 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 (21 days).

Contact Us

National Office & Training Facility

4/116 Percival Road, Stanmore NSW 2048
(Entry via Temple Street)

PO Box 40 Westgate NSW 2048

Tel/Fax: 02 9569 3220

Email: info@dapa.asn.au

www.dapa.asn.au

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