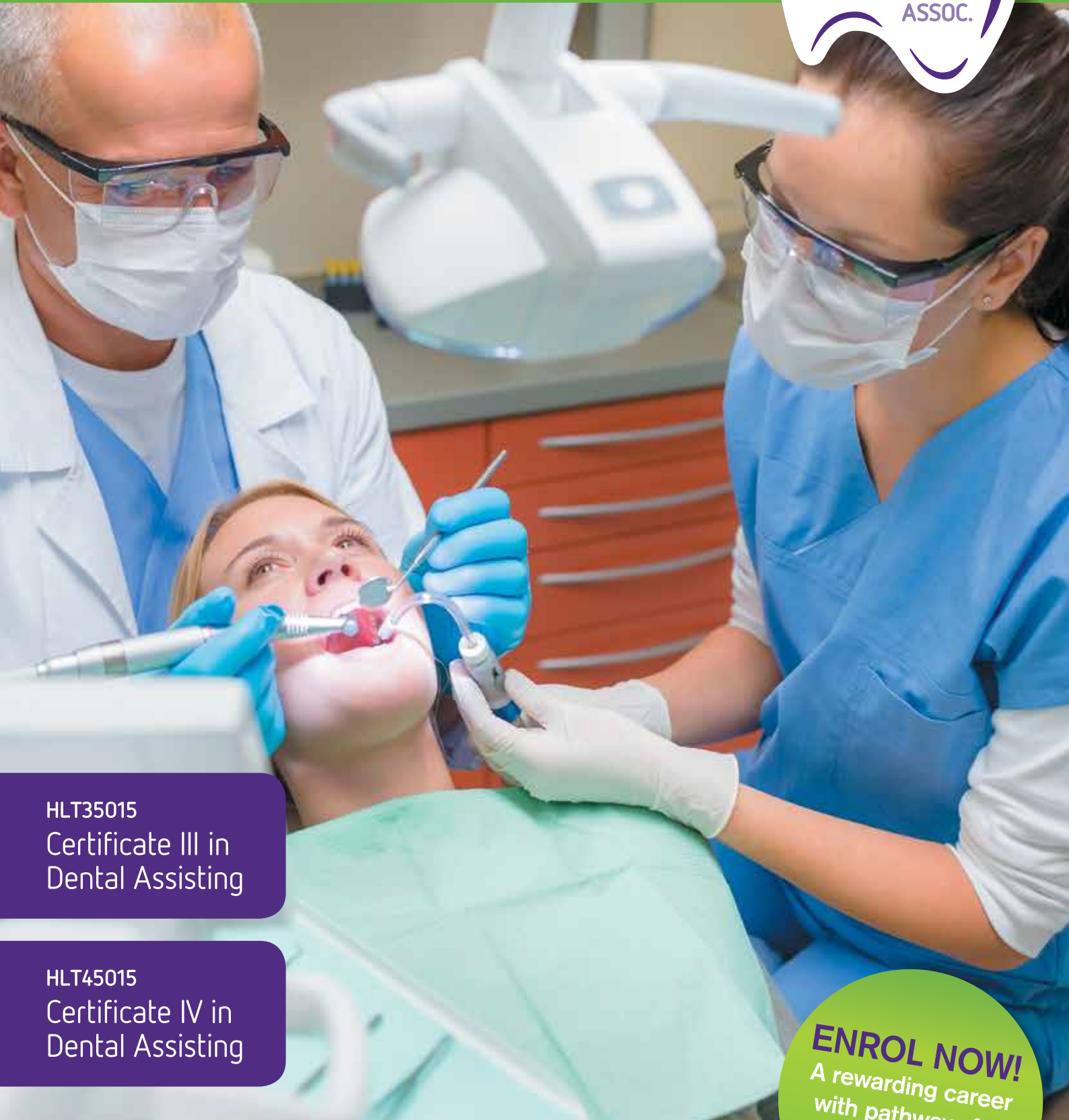


Course Information

DENTAL
ASSISTANTS
PROFESSIONAL
ASSOC.



HLT35015
Certificate III in
Dental Assisting

HLT45015
Certificate IV in
Dental Assisting

ENROL NOW!
A rewarding career
with pathways for
advancement

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.

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.

HLT35015 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 the Traineeship pathway.

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.
- Proof of identification is required on enrolment.
- Students should be employed either full or part time in a dental surgery by Week 6 to continue their studies to completion.
- Work placement is essential to gain the practical skills and competence required for this course. A minimum of 300 hours work placement is required to successfully complete this qualification.
- 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 interview with the student.
- Students should have immunisation for Tetanus and Hepatitis B in order to work in the Health Industry.
- Recognition for Prior Learning (RPL) and experience is available. Refer to the Course Information section of this brochure for more details.

Qualification on completion

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

Traineeships

The Dental Assistants Professional Association is approved by the Department of Industry to deliver training to new entrant trainees under the Smart & Skilled Traineeship Program in NSW.

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 enrol in Classroom Learning, Distance Learning or Blended Learning streams. For students who are eligible for Traineeships, the NSW Government contributes to the cost of each course and the student pays the balance. Further details available from our office or the Smart & Skilled website at smartandskilled.nsw.gov.au or contact **1300 772 104**.

Certificate III in Dental Assisting is also approved as a **school based traineeship**. School students in Years 10, 11 and 12 may enroll in this course and units will contribute towards their HSC. Successful completion of this course will mean the student will be job ready to enter the workforce as a qualified dental assistant.

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. Smaller class numbers allow individual attention and student learning difficulties are well catered for.

The duration of the course is 9 months. Full attendance at lectures is mandatory as is punctuality for attendance at class sessions.

Distance Learning

Learn at your own pace and enroll at any time during the year. This option is available to experienced dental assistants who are currently employed in the dental profession or new entrant trainees.

You will be allocated a tutor/mentor and all your learning resources sent to you. You are required to complete written assessments and send these to your tutor for marking and comments. Your tutor works with you to explain and help you through the course content.

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

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.



COURSE OUTLINE

The national qualification, **Certificate III in Dental Assisting (HLT35015)**, 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 **nine compulsory (core) units** of competency, and **two elective units**. You must successfully complete all eleven units to be awarded the qualification. A minimum of 300 hours work placement must be completed for this course. Students are encouraged to seek their own work placement, however DAPA can assist students in this process.

Recommended course duration is 12 months.

HLT35015 Certificate III in Dental Assisting - Core Units (compulsory)

CHCCOM005

Communicate and work in health or community services

CHCCDIV001

Work with diverse people

HLTINF001

Comply with infection prevention and control policies and procedures

HLTINF002

Process reusable medical devices and equipment

HLTWHS001

Participate in workplace health and safety

HLTDEN001

Prepare for and assist with oral health care procedures

HLTDEN002

Assist with dental radiography

HLTDEN003

Assist with administration in dental practice

HLTAID003

Provide first aid

Elective units

Students can choose 2 elective units from a selection offered by the course provider.

HLT45015 Certificate IV in Dental Assisting

reflects the role of workers who provide an advanced level of assistance to a dental practitioner and contributes to the quality of oral health care. Students enrolling in this qualification require a minimum of 300 hours of work placement.

Assessment for this course requires demonstration of competent patient management and interaction so employment and experience in a dental practice is strongly advised. Core units for Certificate III are included in the Certificate IV course.

The Course consists of **ten core units** and **four elective units** consisting of

- at least 3 units must be from those units listed under Groups A, B, C, D or E
- up to 1 unit from any endorsed Training Package or accredited course – these units must be relevant to the work outcome

- Core Units (10 compulsory)

CHCCOM005

Communicate and work in health or community services

CHCCDIV001

Work with diverse people

HLTINF001

Comply with infection prevention and control policies and procedures

HLTINF002

Process reusable medical devices and equipment

HLTINF003

Implement and monitor infection prevention and control policies and procedures

HLTWHS001

Participate in workplace health and safety

HLTDEN001

Prepare for and assist with oral health care procedures

HLTDEN002

Assist with dental radiography

HLTDEN003

Assist with administration in dental practice

HLTAID003

Provide first aid

Elective units (4 required)

Group A electives

– RADIOGRAPHY specialisation

HLTDEN007

Apply the principles of radiation biology and protection in dental practice

HLTDEN008

Prepare to expose a prescribed dental radiographic image

HLTDEN009

Produce a prescribed dental radiographic image

Group B electives

– ORAL HEALTH PROMOTION specialisation

HLTDEN004

Implement an individualised oral hygiene program

HLTDEN010

Implement an oral hygiene program for older people

HLTDEN011

Implement an oral health promotion program

Group D electives

– TECHNICAL RECORDS specialisation

HLTDEN012

Take an impression for study models

HLTDEN014

Take a clinical photograph

HLTDET001

Construct models

HLTDET002

Construct custom impression trays

Group E electives

– DENTAL PRACTICE ADMINISTRATION WORK specialisation

HLTDEN013

Allocate treatment appointments according to priority

BSBADM409

Coordinate business resources

BSBMED401

Manage patient recordkeeping system

Other Elective units may include

BSBADM409

Coordinate business resources

BSBMED401

Manage patient recordkeeping system

HLTDET005

Construct thermoformed bases and appliances

HLTOHC001

Recognise and respond to oral health issues

HLTOHC002

Inform and support patients and groups about oral health

HLTOHC003

Apply and manage use of basic oral health products

HLTOHC004

Provide or assist with oral hygiene

BSBMED301

Interpret and apply medical terminology appropriately

TAEDEL301A

Provide work skill instruction

TLIP5037A

Develop workplace policy and procedures

Please note – DAPA does not offer all these elective units. A selection of available elective units will be provided to the applicant on enrolment



NATIONALLY RECOGNISED
TRAINING

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.

Failure to complete

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 the Course Co-ordinator upon application.

Traineeships

In NSW, from 1 January 2015, Smart and Skilled provides eligible students with an entitlement to government subsidised training up to and including Certificate III. Student co-payment is individually calculated according to eligibility. Payment plans are available for student fee co-payment.

Course Fees - Private Students

CERTIFICATE III IN DENTAL ASSISTING

Course Fee	\$4,500.00
-------------------	------------

Payment by instalment plan available.

Deposit payable upon Enrolment	\$900.00
--------------------------------	----------

8 instalments of \$450.00	\$3,600.00
---------------------------	------------

TOTAL	\$ 4,500.00
--------------	--------------------

CERTIFICATE IV IN DENTAL ASSISTING

Course Fee	\$4,700.00
-------------------	------------

Payment by instalment plan available.

Deposit payable upon Enrolment	\$900.00
--------------------------------	----------

8 instalments of \$475.00	\$3,800.00
---------------------------	------------

TOTAL	\$ 4,700.00
--------------	--------------------

NSW TRAINEESHIPS – eligibility requirements apply

Course Fee

Course fee will depend on eligibility. The average student co-payment is \$1000.00 (instalment payment plans can apply) and Dept of Industry contributes the balance of the course fee.

The Course fees include

Administration & Materials

Course Administration Fee	\$350.00
---------------------------	----------

WH&S Manual	\$40.00
-------------	---------

Course Textbook	\$160.00
-----------------	----------

Course Resources	\$40.00
------------------	---------

Total Non-Refundable Fee	\$ 590.00
---------------------------------	------------------

The Course Fees include an Administration & Materials component, as set out above. This component of the fee structure **is non-refundable once enrolment has commenced.**

All course notes, handouts and materials are included in the total fee. A deposit of \$900.00 is required to accompany the enrolment form.

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 and Materials Fee of \$540.00.

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).

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 tutor and to the Course Coordinator for assistance.

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)



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

- + Nationally Recognised Training
- + Accredited Courses
- + Seminars & Workshops
- + Regional Roadshows
- + CPD Programs
- + In-house Training
- + Networking Events
- + Employment Assistance

