

# DENTAL ASSISTANT COURSES

January to December 2012



al assist  
ssistant • de  
al assistant •  
ssistant • dent  
al assistant •  
ssistant • den  
al assistant  
al assist



**DENTAL ASSISTANT**  
training solutions

[www.dentalassistanttraining.com.au](http://www.dentalassistanttraining.com.au)

## CONTENTS:

Introduction .....	1
Traineeships .....	2
Certificate Courses .....	4
Short Courses .....	8
Classroom Course Timetable .....	12
Terms and Conditions .....	13
Enrolment Form .....	14



PO Box 2246 Greenhills NSW 2323  
P: 02 4930 2083 | F: 02 4930 2099  
[www.dentalassistantraining.com.au](http://www.dentalassistantraining.com.au)

## About Dental Assistant Training Solutions

Dental Assistant Training Solutions is a Registered Training Organisation (RTO), registered by the national regulatory body, Australian Skills Quality Authority (ASQA). We specialise in training for the dental industry delivering nationally recognised qualifications and short courses.

Dental Assistant Training Solutions is approved to deliver training as part of the Australian Apprenticeship and Traineeship scheme.

## About Our Training

Dental Assistant Training Solutions offers:

- Modern training facilities with fully operational surgeries and sterilisation rooms
- Small class sizes
- Highly experienced trainers who are also actively involved in the dental industry
- A payment plan option for enrolment fees more than \$1,000
- A support trainer for Distance Learners for the duration of their training
- Placement on our website for Recent Graduates, making it easier for graduates and prospective employers to connect

## Training Options

Dental Assistant Training Solutions offers flexible training options: including classroom, distance learning, distance learning with workshops and recognition of current work skills. We provide participants with every opportunity to successfully complete their training by providing on-going support, by trainers and assessors, throughout the course in person, by phone, mail, fax or email.

CLASSROOM TRAINING	Undertake our full-time or part-time course in modern training facilities that ensure you are work-ready in the quickest possible time.
DISTANCE LEARNING	Work through our easy-to-follow study program at your own pace, supported by a trainer who will provide on-going support.
WORKSHOPS	For distance learners, who don't work in a dental practice, providing intense practical applications in our modern training facilities.
RECOGNITION	Ideal for a Dental Assistant who can demonstrate current workplace skills and knowledge relevant to the qualification you would like to obtain. No assessments required.
CUSTOMISED TRAINING	Talk to us about customised options to maximise training for your staff.
IN-HOUSE TRAINING	Save time and money by having training delivered in your practice. Minimum numbers apply.
TRAINEESHIPS	A great way to train staff. Select one of our training options and receive up to \$4,000 in government incentives.
GROUP DISCOUNTS	Available when you enrol 6 or more people at one time.

## 2-for-1 Training Option

Experienced Dental Assistants can undertake our Certificate IV in Dental Assisting course even if you don't have a Certificate III in Dental Assisting qualification. This means for a single enrolment fee you can obtain both the Certificate III and the Certificate IV qualifications.

## Customised Training for Practices

We will work with you to ensure your training dollar is maximised through the tailoring of our courses to suit your business needs. We can also conduct training at your practice, great for when you want to develop your staff but minimise the down time.

## Classroom & Workshop Locations

### Hunter

Level 1 / 366 Hunter Street  
Newcastle NSW 2300  
(a short walk from Civic Station)

Level 1 / 6 Molly Morgan Drive  
Greenhills NSW 2323

### Sydney

Level 11 / 33 York Street  
Sydney NSW 2000  
(a short walk from Wynyard Station)

### Melbourne

Level 1 / 360 Bourke Street  
Melbourne VIC 3000  
(just off Bourke Street Mall)

**HOW TO ENROL**  
Complete the enrolment form at the back of this brochure.



Where you see this logo, the accompanying qualification is part of the Australian Quality Framework, and is nationally recognised. These courses are accredited by ASQA.

## Traineeships

Dental Assistant Training Solutions has been successfully providing training under the Australian Apprenticeship and Traineeship scheme for some time now.

The Australian Apprenticeship and Traineeship scheme is a federal initiative helping to reduce future skill shortages. The government encourages employers to invest in skills for the future of their industry by making training an affordable option through the provision of incentives and reduced training fees.

Dental Assistant Training Solutions currently has approval to deliver the following nationally recognised qualifications through the Australian Apprenticeship and Traineeship scheme:

- 1: In NSW - Certificate III in Dental Assisting and Certificate IV in Dental Assisting for New Entrant Traineeships
- 2: Nationally - Certificate IV in Dental Assisting for Existing Worker Traineeships

**A New Entrant Traineeship** is available for a Dental Assistant who has been employed less than 3 months on a part or full-time basis and meets the eligibility criteria. *A new Dental Assistant must be signed up for the traineeship within the first 3 months of commencing employment or changing from casual to permanent employment.*

**An Existing Worker Traineeship** is available for a Dental Assistant who has been employed more than 3 months on a casual, part or full-time basis and meets the eligibility criteria.

## Financial Benefits of Traineeships – as at 1 October 2011

Certificate III and Certificate IV in Dental Assisting are available as traineeships for both new and existing Dental Assistants, with each eligible Dental Assistant attracting up to a \$4,000 incentive for the employing Dentist.

Where a trainee has completed a qualification at a level below the one to be undertaken the incentive may be reduced and this will be determined by the Australian Apprenticeship Centre on a case-by-case basis.

The incentive is paid in two instalments: the first is paid 3 months after commencement of the traineeship and the second is paid at the successful completion of the traineeship. The Australian Apprenticeship Centre will forward the Practitioner claim forms which must be signed by both the Practitioner and the trainee.

	CERTIFICATE III CLASSROOM OPTION	CERTIFICATE III DISTANCE LEARNING OR EMPLOYMENT BASED	CERTIFICATE IV CLASSROOM OPTION	CERTIFICATE IV DISTANCE LEARNING OR EMPLOYMENT BASED
<b>EMPLOYER INCENTIVE AVAILABLE</b>	\$4,000	\$4,000	\$4,000	\$4,000
<b>NEW ENTRANT ENROLMENT FEE</b>	\$436	\$436	\$436	\$436
<b>EXISTING WORKER ENROLMENT FEE</b>	Not eligible for traineeship	Not eligible for traineeship	\$2,500	\$1,750

## General Information About Traineeships

A traineeship can commence at any time and training can be undertaken in the classroom, totally on the job or a mix of both.

A traineeship is a contractual agreement between the employing Practitioner, the trainee and the training company, for the purpose of supporting the trainee to achieve a qualification.

A traineeship may be completed sooner than the contracted term depending on a trainee's prior experience or training. A traineeship can also be extended, following consideration by the State Training Services if, for example, the trainee has a long-term illness or extended leave.

A traineeship can be cancelled if the Practitioner feels the trainee is not meeting his/her obligation to study and develop skills required for the qualification.

A person doesn't have to be recruited as a trainee to undertake a traineeship. A traineeship doesn't regulate the wages a Practitioner wishes to pay the trainee, provided it is equal to or greater than the applicable award.

There is no limit to the number of trainees a Practitioner can have at any time, although it is important that sufficient and appropriate supervision is available.

An employer is required to provide three hours per week paid release 'from normal work duties' for the trainee to undertake training related to the traineeship, complete assignments and meet with the trainer and/or workplace assessor. A trainee will meet the 'release from normal work duties' requirement if they attend our Certificate III full-time course option.

## Traineeships Eligibility Checklist

The following checklist will allow you to quickly gauge your Dental Assistant's eligibility for either a New Entrant or Existing Worker Traineeship. Each traineeship application is reviewed individually by the Australian Apprenticeship Centre and Dental Assistant Training Solutions is happy to assist you with any questions you may have.

### To be eligible for a New Entrant Traineeship, a Dental Assistant:

- Has been employed for less than 3 months on a part-time or full-time basis, or has been employed as a casual for less than 12 months and has moved to part-time or full-time employment within the last 3 months
- Has not previously completed a traineeship
- Has not completed a Certificate IV or higher level qualification that is less than 7 years old
- Is an Australian Citizen or a permanent resident or a New Zealand passport holder who has resided in Australia for more than 6 months

### To be eligible for an Existing Worker Traineeship, a Dental Assistant:

- Has been employed for more than 3 months
- Is employed on a casual, part-time or full-time basis
- Has not completed a Certificate IV or higher level qualification that is less than 7 years old
- Is an Australian Citizen or a permanent resident or a New Zealand passport holder who has resided in Australia for more than 6 months

TRAINEESHIPS  
Investing in the future  
workforce for the  
dental industry

# CERTIFICATE COURSES



[www.dentalassistanttraining.com.au](http://www.dentalassistanttraining.com.au)

## Certificate III in Dental Assisting (HLT31807)



COURSE OUTLINE	COURSE DATES																
<p>The Certificate III in Dental Assisting is a nationally recognised qualification designed to provide you with the knowledge and practical skills required to be an integral part of the patient-care team. Dental Assisting is a wonderful career with many options for advancement and qualified Dental Assistants are highly sought after. Our training is predominately 70% hands-on and provides you with the skills and knowledge required by the modern Dental Assistant.</p> <p>This qualification has 8 units that you must complete, with assessments being a mix of theory assignments and practical assessments conducted in the workplace or our training venues:</p> <p><b>Course Content</b></p> <table border="0"> <tr><td>HLTHIR301A</td><td>Communicate and work effectively in health</td></tr> <tr><td>HLTIN301A</td><td>Comply with infection control policies and procedures in health work</td></tr> <tr><td>HLTIN302A</td><td>Process reusable instruments and equipment in health work</td></tr> <tr><td>HLTOHS200A</td><td>Participate in OHS processes</td></tr> <tr><td>HLTDA303B</td><td>Prepare for and assist with oral health care procedures</td></tr> <tr><td>HLTDA304B</td><td>Assist with dental radiography</td></tr> <tr><td>HLTDA306B</td><td>Assist with administration in a dental practice</td></tr> <tr><td>HLTFA301A</td><td>Apply basic first aid</td></tr> </table> <p><b>Pre-requisite</b></p> <p>It is recommended that participants organise immunisation for Hepatitis B and Tetanus before commencing work in a dental practice.</p> <p><b>Who Should Attend</b></p> <p>This course is ideal for trainees and someone wanting to become a Dental Assistant.</p>	HLTHIR301A	Communicate and work effectively in health	HLTIN301A	Comply with infection control policies and procedures in health work	HLTIN302A	Process reusable instruments and equipment in health work	HLTOHS200A	Participate in OHS processes	HLTDA303B	Prepare for and assist with oral health care procedures	HLTDA304B	Assist with dental radiography	HLTDA306B	Assist with administration in a dental practice	HLTFA301A	Apply basic first aid	<p><b>CLASSROOM TRAINING</b></p> <p><b>Hunter – 301CH</b> Full-time 6 February to 2 March 12 June to 6 July 29 October to 23 November</p> <p><b>Part-time</b> 5 March to 5 June 16 July to 16 October</p> <p><b>Sydney – 301CS</b> Full-time 6 February to 2 March 29 October to 23 November</p> <p><b>Part-time</b> 5 March to 5 June 16 July to 16 October</p> <p><b>Melbourne – 301CM</b> Part-time 13 February to 8 May 16 July to 2 October</p>
HLTHIR301A	Communicate and work effectively in health																
HLTIN301A	Comply with infection control policies and procedures in health work																
HLTIN302A	Process reusable instruments and equipment in health work																
HLTOHS200A	Participate in OHS processes																
HLTDA303B	Prepare for and assist with oral health care procedures																
HLTDA304B	Assist with dental radiography																
HLTDA306B	Assist with administration in a dental practice																
HLTFA301A	Apply basic first aid																
<p><b>CLASSROOM TRAINING</b> Enrolment Fee: \$2,500 Codes: 301CH Hunter 301CS Sydney 301CM Melbourne</p> <p><b>Full-time - 5 days/week</b> Intense 4-week block followed by a mix of distance learning and workshops. Trainees are not required to attend the workshops.</p> <p><b>Part-time - 2 days/week</b> 2 days a week for 12 weeks. Classes are not conducted in school holidays.</p> <p><b>DISTANCE LEARNING – without workshops</b> Enrolment Fee: \$1,500 Code: 301D Self-paced learning supported by a comprehensive study guide. Ideal for trainees or a person who is unable to attend classroom due to distance or work commitments. Practical and theory assignments are conducted at your own pace and practical assessments conducted in the workplace.</p> <p><b>DISTANCE LEARNING – with workshops</b> Enrolment Fee: \$1,950 Code: 302D Self-paced learning supported by a comprehensive study guide, combined with workshops that provide ample practice for a person who doesn't work in a dental practice.</p> <p><b>RECOGNITION</b> Enrolment Fee: \$500 Code: 301R 6 month enrolment period to demonstrate current work skills. This option is suitable for a Dental Assistant who has been working for some time and would like to gain formal recognition for their experience.</p> <p><b>NEW ENTRANT TRAINEESHIP</b> Enrolment Fee: \$436 Code: Use code for desired training option</p>	<p><b>DISTANCE LEARNING – 301D</b> Enrol anytime</p> <p><b>DISTANCE LEARNING – 302D</b> Enrol anytime</p> <p><b>Workshop Dates:</b></p> <p><b>Hunter</b> 8, 15, 22, 29 March 18, 25 July; 1, 8 August 3, 4, 5, 6 December</p> <p><b>Sydney</b> 7, 14, 21, 28 March 18, 25 July; 1, 8 August 3, 4, 5, 6 December</p> <p><b>Melbourne</b> 1, 8, 15, 22 March 7, 14, 21, 28 June 8, 15, 22, 29 November</p> <p><b>RECOGNITION – 301R</b> Enrol anytime</p>																

## Certificate IV in Dental Assisting (HLT43007) Oral Health Promotion – Specialty Units



### COURSE OUTLINE

The Certificate IV in Dental Assisting is a nationally recognised qualification designed to provide you with the knowledge and practical skills in Oral Health Promotion.

This course provides you with the knowledge and skills to develop prevention strategies, provide appropriate advice and information to clients, implement a prevention program and promote oral health to target groups of all ages.

#### Course Content

This qualification has 7 units: 3 core units and 4 units specific to the specialty area of Oral Health Promotion. Assessments are a mix of theory, practical or simulated activities.

HLTIN403A	Implement and monitor infection control
HLTOHS300A	Contribute to OHS processes
HLTAMBFC301B	Communicate with clients and colleagues to support health care
HLTDA409A	Implement an individualised oral hygiene program
HLTDA413A	Implement an oral hygiene program for older people
HLTDA414A	Implement an oral health promotion program
BSBMKG407A	Make a presentation

#### Pre-requisite

Participants must have the Certificate III in Dental Assisting or demonstrate current experience as a Dental Assistant.

#### 2-for-1 Training Option

Experienced Dental Assistants can undertake our Certificate IV in Dental Assisting course even if you don't have a Certificate III in Dental Assisting qualification. This means for a single enrolment fee you can obtain both the Certificate III and the Certificate IV qualifications.

#### Who Should Attend

Trainees and a person who is currently working as a Dental Assistant and wants to gain further knowledge in this specialty area.

#### DISTANCE LEARNING

**Enrolment Fee: \$1,750**

**Code: 402D**

Self-paced learning supported by a comprehensive study guide. Ideal for trainees.

#### RECOGNITION

**Enrolment Fee: \$500**

**Code: 402R**

6 month enrolment period to demonstrate current work skills. This option is suitable for a Dental Assistant who has been working for some time, in the oral health promotion field, and would like to gain formal recognition for their experience.

#### NEW ENTRANT TRAINEESHIP

**Enrolment Fee: \$436**

**Code: Use code for desired training option**

### COURSE DATES

#### DISTANCE LEARNING - 402D

Enrol anytime

#### RECOGNITION - 402R

Enrol anytime

## Certificate IV in Dental Assisting (HLT43007) Practice Administration – Specialty Units



COURSE OUTLINE	COURSE DATES														
<p>The Certificate IV in Dental Assisting is a nationally recognised qualification designed to provide you with the knowledge and practical skills in Practice Administration.</p> <p>This course provides you with the operational and interpersonal skills to effectively manage a practice: basic budgeting, rosters and payroll, recruiting staff, developing and managing a team and managing performance.</p> <p><b>Course Content</b> This qualification has 7 units: 3 core units and 4 units specific to the specialty area of Practice Administration. Assessments are a mix of theory, practical or simulated activities.</p> <table border="0"> <tr><td>HLTIN403B</td><td>Implement and monitor infection control</td></tr> <tr><td>HLTOHS300A</td><td>Contribute to OHS processes</td></tr> <tr><td>HLTAMBFC301B</td><td>Communicate with clients and colleagues to support health care</td></tr> <tr><td>BSBMED401A</td><td>Manage patient record-keeping system</td></tr> <tr><td>BSBMED402A</td><td>Control stocks and supplies</td></tr> <tr><td>HLTCOM405B</td><td>Administer a practice</td></tr> <tr><td>BSBCMN308A</td><td>Maintain financial records</td></tr> </table> <p><b>Pre-requisite</b> Participants must have the Certificate III in Dental Assisting or demonstrate current experience as a Dental Assistant.</p> <p><b>2-for-1 Training Option</b> Experienced Dental Assistants can undertake our Certificate IV in Dental Assisting course even if you don't have a Certificate III in Dental Assisting qualification. This means for a single enrolment fee you can obtain both the Certificate III and the Certificate IV qualifications.</p> <p><b>Who Should Attend</b> Trainees or a person who is currently working as a Dental Assistant and wants to gain further knowledge in this specialty area.</p>	HLTIN403B	Implement and monitor infection control	HLTOHS300A	Contribute to OHS processes	HLTAMBFC301B	Communicate with clients and colleagues to support health care	BSBMED401A	Manage patient record-keeping system	BSBMED402A	Control stocks and supplies	HLTCOM405B	Administer a practice	BSBCMN308A	Maintain financial records	<p><b>CLASSROOM TRAINING</b></p> <p><b>Hunter – 401CH</b> <b>February to August</b> <b>Training Dates:</b> 3 February 2 March 30 March 27 April 25 May 22 June 20 July 17 August</p> <p><b>Sydney – 401CS</b> <b>February to August</b> <b>Training Dates:</b> 8 February 7 March 4 April 2 May 30 May 27 June 25 July 22 August</p> <p><b>Melbourne – 401CM</b> <b>February to August</b> <b>Training Dates:</b> 17 February 16 March 13 April 11 May 8 June 6 July 3 August 31 August</p>
HLTIN403B	Implement and monitor infection control														
HLTOHS300A	Contribute to OHS processes														
HLTAMBFC301B	Communicate with clients and colleagues to support health care														
BSBMED401A	Manage patient record-keeping system														
BSBMED402A	Control stocks and supplies														
HLTCOM405B	Administer a practice														
BSBCMN308A	Maintain financial records														
<p><b>CLASSROOM TRAINING</b> <b>Enrolment Fee: \$2,500</b> <b>Codes: 401CH Hunter</b> <b>401CS Sydney</b> <b>401CM Melbourne</b></p> <p>1 day a month for 8 months as per listed training dates with students to attend all training days, unless recognition has been granted.</p>															
<p><b>DISTANCE LEARNING</b> <b>Enrolment Fee: \$1,750</b> <b>Code: 401D</b></p> <p>Self-paced learning supported by a comprehensive study guide. Ideal for trainees or a person who is unable to attend classroom training due to distance or work commitments. You will receive a comprehensive study and assessment guide and our trainers will regularly contact you throughout the course.</p>	<p><b>DISTANCE LEARNING – 401D</b> Enrol anytime</p>														
<p><b>RECOGNITION</b> <b>Enrolment Fee: \$500</b> <b>Code: 401R</b></p> <p>6 month enrolment period to demonstrate current work skills. This option is suitable for a Dental Assistant who has been working for some time as a Practice Manager, and would like to gain formal recognition for their experience.</p>	<p><b>RECOGNITION – 401R</b> Enrol anytime</p>														
<p><b>NEW ENTRANT TRAINEESHIP</b> <b>Enrolment Fee: \$436</b> <b>Code: Use code for desired training option</b></p>															

## Certificate IV in Dental Assisting (HLT43007) Radiography – Specialty Units



COURSE OUTLINE	COURSE DATES
<p>This nationally recognised qualification is designed to provide you with the knowledge and practical skills to take intra-oral and extra-oral images for patients under instruction from the Dentist. This qualification meets the academic requirements for a Dental Assisting Radiographer licence, which can be applied for through the appropriate Government agency in your state of study.</p> <p><b>Course Content</b> This qualification has 7 units: 3 core units and 4 units specific to the specialty area of Radiography. Assessments are a mix of theory, practical or simulated activities.</p> <p>HLTIN403B      Implement and monitor infection control                      HLTTOHS300A      Contribute to OHS processes                      HLTAMBFC301B      Communicate with clients and colleagues to support health care                      HLTDA410B      Apply the principles of radiation biology and protection in dental practice                      HLTDA411B      Prepare to expose a prescribed dental radiographic image                      HLTDA412B      Produce a dental radiographic image                      HLTHIR403B      Work effectively with culturally diverse clients and co-workers</p> <p><b>Pre-requisite</b> Participants must have the Certificate III in Dental Assisting or demonstrate current experience as a Dental Assistant.</p> <p><b>2-for-1 Training Option</b> Experienced Dental Assistants can undertake our Certificate IV in Dental Assisting course even if you don't have a Certificate III in Dental Assisting qualification. This means for a single enrolment fee you can obtain both the Certificate III and the Certificate IV qualifications.</p> <p><b>Who Should Attend</b> Trainees and a person who is currently working as a Dental Assistant and wants to gain further knowledge in this specialty area.</p>	<p><b><u>CLASSROOM TRAINING</u></b></p> <p><b>Hunter – 403CH</b> February to August <b>Training Dates:</b> 17 February 16 March 13 April 11 May 8 June 6 July 3 August 31 August</p> <p><b>Sydney – 403CS</b> February to September <b>Training Dates:</b> 22 February 21 March 18 April 16 May 13 June 11 July 8 August 5 September</p> <p><b>Melbourne – 403CM</b> February to August <b>Training Dates:</b> 8 February 7 March 4 April 2 May 30 May 27 June 25 July 22 August</p> <hr/> <p><b><u>DISTANCE LEARNING – 403D</u></b> Enrol anytime</p> <hr/> <p><b><u>RECOGNITION – 403R</u></b> Enrol anytime</p>
<p><b><u>CLASSROOM TRAINING</u></b> <b>Enrolment Fee: \$2,500</b> <b>Codes: 403CH Hunter</b>           <b>403CS Sydney</b>           <b>403CM Melbourne</b></p> <p>1 day a month for 8 months as per listed training dates with students to attend all training days, unless recognition has been granted.</p> <p><b><u>DISTANCE LEARNING</u></b> <b>Enrolment Fee: \$1,750</b> <b>Code: 403D</b> Self-paced learning supported by a comprehensive study guide. Ideal for trainees or a person who is unable to attend classroom training due to distance or work commitments. You may be required to attend practical workshops.</p> <p><b><u>RECOGNITION</u></b> <b>Enrolment Fee: \$500</b> <b>Code: 403R</b> 6 month enrolment period to demonstrate current work skills. This option is suitable for a person who holds an overseas qualification that has previously allowed them to set and take radiographs or a Dental Assistant who would like to update their old qualification.</p> <p><b><u>NEW ENTRANT TRAINEESHIP</u></b> <b>Enrolment Fee: \$436</b> <b>Code: Use code for desired training option</b></p>	



## HOW TO ENROL IN CERTIFICATE COURSES

Complete the enrolment form  
at the back of this brochure.

# SHORT COURSES



DENTAL ASSISTANT  
training solutions

[www.dentalassistantraining.com.au](http://www.dentalassistantraining.com.au)

## Short Courses

We understand that ongoing professional development enhances skills and workplace practice. Dental Assistant Training Solutions offer a range of courses that can be undertaken in our training centres or in your dental practice.

Our trainers are specialists in their field and are committed to delivering training that is underpinned by up-to-date knowledge, principles and practices.

### Continual Professional Development (CPD) Points

Our 1 day Infection Control Course has been approved to attract 6 CPD points. This is an excellent course for ensuring all team members comply with the Australian Standards and ADA guidelines, making it a valuable annual professional development event for all practices.

#### INFECTION CONTROL FOR THE DENTAL ENVIRONMENT – Attracts 6 CPD points

##### Course Outline

Full day – 9.30am to 4.00pm

This comprehensive training program covers major areas of concern relating to infection control in the dental environment, looking at:

- Basic infection control strategies
- Disease transmission
- Applying effective work practices
- Hazards and risks
- Instrument reprocessing and sterilisation
- Successful infection control management

**Talk to us about having this training delivered at your practice. Minimum numbers apply.**

##### Who Should Attend

A Dental Assistant or Practice wishing to ensure infection control practices meet current requirements.

##### Course Dates:

###### Hunter - 501CH

9 March, 16 May, 22 August, 12 December

###### Sydney - 501CS

2 February, 5 April, 17 May, 22 August, 24 October

###### Melbourne - 501CM

3 February, 25 May, 17 August, 12 October

##### Enrolment Fee

Full day \$300

Enrolment fee covers training material, workbook, PPE, lunch and refreshments.

#### DENTAL RECEPTION SKILLS

##### Course Outline

This course is available as a 1 full day course or 2 half day sessions:

1 day – 9.30am to 4.00pm

Session 1 – 9.30am to 12.30pm

Session 2 – 1.00pm to 4.00pm

##### Session 1 - Creating a welcoming environment

This session looks at effective communication skills and techniques when dealing with clients either in person or on the telephone. It covers creating a positive first impression, active listening, dealing with difficult situations and dealing with patients from all walks of life, from the young to the elderly. It also looks at ways to create a pleasant, welcoming and safe reception area for patients of all ages.

##### Session 2 - Managing the appointment book

This session looks at effective management of the appointment book to minimise gaps. It also looks at confidentiality and privacy issues as well as one of the Patient Management Systems currently on the market.

##### Practice-based training

Please contact us if you would like this training delivered in your practice.

##### Who Should Attend

Anyone who works at the dental reception desk and would like to develop or enhance their skills.

##### Course Dates:

###### Hunter - 502CH

7 March, 6 June, 7 September

###### Sydney - 502CS

8 March, 6 June, 20 September, 11 December

###### Melbourne - 502CM

23 March, 22 June, 21 September

##### Enrolment Fee

Full day \$300

Half day \$150 per session

Enrolment fee covers training material, workbook and refreshments. Lunch is included for full day course.

## DENTAL IMPLANT NURSING

### Course Outline

Full day – 9.30am to 4.00pm

A comprehensive course, including a practical session, which prepares you to assist with this increasingly popular treatment.

### Course content

- Implant surgery – vs – conventional restorative surgery
- Gathering a patient's personal and medical history
- Coordinating the treatment plan
- The need for a sterile environment
- Infection control
- Setting up the surgery
- Assisting the Practitioner
- Cleaning up the surgery

### Who Should Attend

A Dental Assistant wishing to learn the many aspects of assisting with this increasingly popular treatment from coordinating the appointments to assisting the surgery. Previous experience with general and surgical extractions is recommended.

### Course Dates:

#### Hunter - 503CH

5 March, 16 July, 10 December

#### Sydney - 503CS

1 February, 19 July, 10 October

#### Melbourne - 503CM

29 March, 13 June, 26 October

### Enrolment Fee

Full day \$300

Enrolment fee covers training material, lunch and refreshments.

## DENTAL ASSISTANT REFRESHER

### Course Outline

2 days in one week - 9.30am to 4.00pm

### Course content

- Infection control principles and procedures
- Occupational Health and Safety principles and procedures
- Sterilising and processing instruments
- Materials and equipment
- Instrument ID and surgery preparation
- Charting and radiography

It is recommended that participants organise immunisation for Hepatitis B and Tetanus before commencing work in a dental practice.

### Who Should Attend

A person who has been out of the workplace for some time and would like to be up-to-date with the latest products, technologies and infection control requirements.

### Course Dates:

#### Hunter - 505CH

21 and 23 March  
30 May and 1 June  
12 and 14 September

#### Sydney - 505CS

22 and 23 March  
30 and 31 May  
12 and 13 September

### Enrolment Fee

2 full days \$350

Enrolment fee covers training material, workbook, PPE, lunch and refreshments.

## WORKPLACE MENTORING

### Course Outline

Half day – 9.00am to 1.00pm

### Course content

- Preferred learning styles of adults
- Principles of adult learning
- Observation techniques
- Questioning techniques
- Competency based learning principles
- Giving constructive feedback

### Who Should Attend

A person who provides training to new staff and would like to develop their knowledge of adult-learning principles as well as techniques for training staff in the workplace and giving constructive feedback.

### Course Dates:

#### Hunter - 504CH

22 February, 15 June, 24 August

#### Sydney - 504CS

19 January, 21 June, 18 October

#### Melbourne - 504CM

22 February, 20 June, 17 October

### Enrolment Fee

Half day \$150

Enrolment fee covers workbook and morning tea.

## HOW TO ENROL IN SHORT COURSES

Complete the enrolment form  
at the back of this brochure.

# TIMETABULAR AND ENROLMENT



DENTAL ASSISTANT  
training solutions

[www.dentalassistanttraining.com.au](http://www.dentalassistanttraining.com.au)

## CLASSROOM COURSE TIMETABLE

### CERTIFICATE COURSES

Certificate III in Dental Assisting HLT31807 - Full-time course	Certificate III in Dental Assisting HLT31807 - Part-time course	Certificate III in Dental Assisting HLT31807 - Distance Learning Workshops
<b>Hunter – 301CH</b> 6 February, 12 June, 29 October  <b>Sydney – 301CS</b> 6 February, 29 October	<b>Hunter – 301CH</b> 5 March, 16 July  <b>Sydney – 301CS</b> 5 March, 16 July  <b>Melbourne – 301CM</b> 13 February, 16 July	<b>Hunter – 302D</b> 8, 15, 22, 29 March 18, 25 July and 1, 8 August 3, 4, 5, 6 December  <b>Sydney – 302D</b> 7, 14, 21, 28 March 18, 25 July and 1, 8 August 3, 4, 5, 6 December  <b>Melbourne – 302D</b> 1, 8, 15, 22 March 7, 14, 21, 28 June 8, 15, 22, 29 November
Certificate IV – Practice Administration HLT43007	Certificate IV – Radiography HLT43007	
<b>Hunter – 401CH</b> 3 February  <b>Sydney – 401CS</b> 8 February  <b>Melbourne – 401CM</b> 17 February	<b>Hunter – 403CH</b> 17 February  <b>Sydney – 403CS</b> 22 February  <b>Melbourne – 403CM</b> 8 February	
SHORT COURSES		
Infection Control	Dental Reception Skills	Dental Implant Nursing
<b>Hunter – 501CH</b> 9 March, 16 May, 22 August, 12 December  <b>Sydney – 501CS</b> 2 February, 5 April, 17 May, 22 August, 24 October  <b>Melbourne – 501CM</b> 3 February, 25 May, 17 August, 12 October	<b>Hunter – 502CH</b> 7 March, 6 June, 7 September  <b>Sydney – 502CS</b> 8 March, 6 June, 20 September, 11 December  <b>Melbourne – 502CM</b> 23 March, 22 June, 21 September	<b>Hunter – 503CH</b> 5 March, 16 July, 10 December  <b>Sydney – 503CS</b> 1 February, 19 July, 10 October  <b>Melbourne – 503CM</b> 29 March, 13 June, 26 October
Workplace Mentoring	Dental Assistant Refresher	
<b>Hunter – 504CH</b> 22 February, 15 June, 24 August  <b>Sydney – 504CS</b> 19 January, 21 June, 18 October  <b>Melbourne – 504CM</b> 22 February, 20 June, 17 October	<b>Hunter – 505CH</b> 21 March, 30 May, 12 September  <b>Sydney – 505CS</b> 22 March, 30 May, 12 September	

# Terms and Conditions

## Enrolment Conditions

You must enrol and pay the course fee, either in full or the initial payment under our payment plan, before the course commences.

Dental Assistant Training Solutions reserves the right to adjust and tailor the contents of courses to meet customer needs.

Enrolments for the Certificate III and the Certificate IV in Dental Assisting are limited to Australian citizens, permanent residents or New Zealand passport holders who have lived in Australia for more than 6 months. Short courses are open to everyone.

## Money Matters

Where the enrolment fee is more than \$1,000 our Payment Plan Option can be used to make payments in 3 instalments.

The enrolment form is a Tax Invoice and an additional invoice can't be issued. A receipt will be issued on request.

## Group Discounts

Group discounts are available for all courses with the exception of enrolment fees for New Entrant Traineeships.

## Cancellations and Refunds

Deferment of an enrolment to a later course will be considered in extenuating circumstances. Applications for deferment will be reviewed on a case-by-case basis.

All requests for refunds must be submitted in writing.

Courses may be cancelled when there are insufficient enrolments. When Dental Assistant Training Solutions cancels a course, participants will be entitled to a full refund or transfer to a future course.

Cancellation of enrolment more than 7 days before the commencement of a course will incur a 20% cancellation fee.

Cancellation of enrolment less than 7 days before the commencement of a course will incur a 50% cancellation fee.

There will be no refund for cancellation of enrolment after the course has commenced or if a participant's enrolment is terminated due to serious misconduct.

There will be no refund for Recognition Enrolments once the enrolment confirmation letter has been forwarded to the student

## Access and Equity

Dental Assistant Training Solutions is committed to ensuring a participant has every opportunity to successfully complete training and will endeavour to accommodate the needs of all course participants.

## Clothing

You may be required to wear black or navy long pants, a white shirt or blouse and closed-in shoes if you are undertaking practical sessions in a surgery and sterilisation area.

## Immunisation

Under NSW Department of Health regulation you must be immunised for Hepatitis B and Tetanus, if your work involves contact or exposure to blood or bodily substances. You may be required to provide your trainer with your immunisation record.

## Counselling

Dental Assistant Training Solutions encourages you to seek assistance from your trainer or assessor if you are having difficulty meeting your training commitments.

Dental Assistant Training Solutions trainers and assessors are not trained counsellors and cannot provide counselling services in relation to problems of a personal nature. They can, however, help you identify an appropriate service.

## Grievances and Complaints

Dental Assistant Training Solutions treats all grievances and complaints seriously and processes all reported incidents within a very strict timeframe with respect and confidentiality.

## Language, Literacy and Numeracy (LLN)

Dental Assistant Training Solutions will provide additional support or refer a participant to a LLN support provider if he/she experiences difficulties in reading, writing and mathematical concepts.

## Drugs and Alcohol

Dental Assistant Training Solutions has a no drug or alcohol consumption policy and any participant perceived to be under the influence of these substances whilst undertaking training or assessment will be subject to disciplinary action. This may include suspension, expulsion or any other penalty.

## Personal Safety and Emergency Procedures

Dental Assistant Training Solutions is required, under state Occupational Health and Safety Acts to provide a safe and healthy training environment. A course participant must accept responsibility for their own personal safety and ensure he/she does not do anything that would put themselves, other participants, a trainer or an assessor at risk of harm.

In the event of an incident that requires medical attention, an ambulance will be called. Ambulance and medical expenses related to the incident will be your responsibility. Dental Assistant Training Solutions accepts no responsibility for these.

## Recognition Application

Recognition may be given if you are able to provide evidence of prior learning or current workplace practice. Qualifications from other RTOs will not be accepted for the purpose of recognition if they are not certified copies or if they are more than 5 years old unless you can provide evidence of currency of practice.

## Serious Misconduct

Serious misconduct will not be tolerated and will result in a participant being temporarily suspended pending investigation that may lead to the enrolment being terminated. Serious misconduct refers to violence of any kind, bullying and harassment, theft, misuse or damage to facilities, equipment and training materials, attendance under the influence of alcohol or drugs, including the inappropriate use of legal drugs.

## Other

All trademarks and logos are registered to their respective companies.

# Enrolment Form

Please retain a copy of this form which is a tax invoice upon receipt of payment

## TAX INVOICE

Dental Assistant Training Solutions P/L  
ABN 83 120 336 503 | RTO Registration ID 91426

**For Office Use ONLY**

**Student ID:** \_\_\_\_\_

### Personal Details

Title \_\_\_\_\_ Last Name \_\_\_\_\_ Other Names \_\_\_\_\_  
Address \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_  
Phone (h) \_\_\_\_\_ Phone (w) \_\_\_\_\_ Mobile \_\_\_\_\_  
Email \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Country of Birth \_\_\_\_\_

### Employment

Full-time employee  Part-time employee  Casual employee  Employer  Unemployed – seeking employment

### I am currently employed by

**Experience**  I have a Certificate III in Dental Assisting qualification  I am currently employed as a Dental Assistant  
 I have a current Senior First Aid Certificate **Please attach copy of certificate/s to enrolment form**

Code	Course Name	Location	Start Date	Fee
				\$
				\$

To enrol, please provide Dental Assistant Training Solutions with the following information.

### Are you:

an Australian citizen  a permanent resident  
 a New Zealand passport holder who has been in Australia for at least 6 months  
 an Aboriginal  a Torres Strait Islander

### Are you from:

an English speaking background  
 a non-English speaking background and speak English:  very well  
 well  
 not well  
 not at all

### Do you have a permanent or significant disability that will require special assistance?

No  Yes *Please indicate:*  Hearing/deaf  
 Acquired Brain Impairment  Learning Mental Illness  
 Intellectual Medical Condition  Visual  
 Physical  Other \_\_\_\_\_

### What level of qualifications have you achieved?

Bachelor Degree or Higher Degree Level  
 Advanced Diploma or Associate Diploma  
 Diploma  Certificate IV  Certificate III  
 Certificate II  Certificate I  Miscellaneous Education

### Which of the following best describes your reasons for undertaking this course/program?

For personal interest  To get a job  
 Career change  For self development  
 To get a better job or promotion  To get into another course of study  
 To develop my existing skills  It was a requirement of my job

### What is your highest completed school year?

Year 9 or lower  Year 10  Year 11  Year 12

### What year did you complete school?

Are you still attending school?  Yes  No

*Protecting your privacy - Information submitted on this enrolment form may be used by Dental Assistant Training Solutions or other authorised organisations for the purposes of general student administration, communication, state and national reporting, program monitoring and evaluation. The information may be disclosed to the National Centre for Vocational Education Research (NCVER) and/or an agency authorised to undertake surveys. Information provided will be held securely and disposed of securely when no longer needed. You may access your personal information by contacting us on (02) 4930 2083.*

Discount Voucher <b>(Must be attached to form)</b>	\$
<b>Total Fee</b>	\$

### PAYMENT METHOD

Payment Plan  
**(Must be attached to enrolment form)**  
 Cheque or Money Order **(Please attach)**  
Please make payable to Dental Assistant Training Solutions  
 Mastercard  Visa

Name: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

Card No: \_\_\_\_\_

Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Amount: \$ \_\_\_\_\_

Declaration by enrollee: I wish to undertake this program and have read, understood and accept the terms and conditions.

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### SEND TO

**Dental Assistant Training Solutions**  
PO Box 2246  
GREENHILLS NSW 2323

E: contact@datraining.com.au

F: 02 4930 2099



DENTAL ASSISTANT  
training solutions

PO Box 2246 Greenhills NSW 2323  
P: 02 4930 2083 | F: 02 4930 2099  
[www.dentalassistantraining.com.au](http://www.dentalassistantraining.com.au)