



# CERTIFICATE COURSES 2013





# DENTAL ASSISTANT training solutions

**For more course information contact us on:**

T: 02 4929 7411 | F: 02 4929 2488 E: [contact@datraining.com.au](mailto:contact@datraining.com.au)  
[www.dentalassistanttraining.com.au](http://www.dentalassistanttraining.com.au)

ABN: 83120 336 503 NTIS: 91426

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## TRAINING LOCATIONS

### **Newcastle**

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

### **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)*

# INTRODUCTION

## 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
- Enrolment fees more than \$1,000 are paid via instalments
- A support trainer for participants for the duration of their training

## TRAINING OPTIONS

Dental Assistant Training Solutions offers flexible training options including: online, classroom, distance learning with or without 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.

<b>Online Learning</b>	Study online anytime and anywhere.
<b>Classroom Training</b>	Undertake our full-time or part-time courses in modern training facilities that ensure you are work-ready in the quickest possible time.
<b>Distance Learning</b>	Work through our easy-to-follow study program at your own pace, supported by a trainer who will provide ongoing support.
<b>Workshops</b>	Designed for participants who don't work in a dental practice or require additional skills. Workshops provide intense practical applications in our modern training facilities.
<b>Recognition</b>	Ideal for a dental assistant who can demonstrate current workplace skills and knowledge relevant to the qualification you would like to obtain.
<b>Customised Training</b>	Talk to us about customised options to maximise training for your staff. Please see the Customised Training page in this booklet for more information.
<b>In-House Training</b>	Save time and money by having training delivered in your practice. Minimum numbers apply.
<b>Traineeships</b>	A great way to train staff with the additional benefits of Government Incentives for eligible participants (payable to the employer). Various training options available. Please see Traineeships page for more information.



NATIONALLY RECOGNISED  
TRAINING

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.

## How to Enrol

Complete the enrolment form in the middle of this brochure

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

The Australian Apprenticeship and Traineeship scheme is a Federal Government 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. In QLD - Certificate III in Dental Assisting for New Entrants Traineeships
1. In ACT - Certificate III in Dental Assisting and Certificate IV in Dental Assisting for New Entrant Traineeships
2. Nationally - Certificate III and 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.

For eligible participants, this training is funded by the NSW Government in partnership with the Commonwealth Government.

For eligible participants, this training is funded by the QLD Government through the Department of Education, Training and Employment.

## FINANCIAL BENEFITS OF TRAINEESHIPS

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 an 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.

## GENERAL INFORMATION ABOUT TRAINEESHIPS

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

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 in Dental Assisting full-time course option.

To check eligibility for either a new entrant or existing worker traineeship contact the Australian Apprenticeship Centre or visit their website.

[www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au)



## Certificate III in Dental Assisting (HLT31812)



### ONLINE LEARNING

enrol anytime

### CLASSROOM TRAINING

**Newcastle - Full-time**

3 June

**Newcastle - Part-time**

20 February, 16 October

**Sydney - Full-time**

11 June

**Sydney - Part-time**

6 February, 30 October

**Melbourne - Part-time**

11 February, 15 July

### DISTANCE LEARNING

enrol anytime

with or without workshops

### RECOGNITION

enrol anytime

Dates subject to change

## COURSE OUTLINE

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

<b>HLTHIR301C</b>	Communicate and work effectively in health
<b>HLTIN301C</b>	Comply with infection control policies and procedures
<b>HLTIN302C</b>	Process reusable instruments and equipment in health work
<b>HLTWHS200A</b>	Participate in WHS processes
<b>HLTDA303D</b>	Prepare for and assist with oral health care procedures
<b>HLTDA304D</b>	Assist with dental radiography
<b>HLTDA306D</b>	Assist with administration in a dental practice
<b>HLTFA311A</b>	Apply first aid

**Course Duration** - Up to 12 months.

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

**Who Should Attend** - This course is ideal for trainees and someone wanting to become a dental assistant.

### ONLINE LEARNING - \$2,500

Study online anytime and anywhere via comprehensive learner study guides, online tutorials plus interactive and logbook assessments.

### CLASSROOM TRAINING - \$3,000

Training Locations: Newcastle, Sydney, Melbourne

**Full-time** Intense 4 week block, followed by a mix of distance learning and workshops.

Trainees are not required to attend the workshops.

**Part-time** 3 days a week for 6 weeks.

### DISTANCE LEARNING – without workshops - \$2,500

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.

Practical and theory assignments are conducted at your own pace and a workplace logbook records your practical experience.

### DISTANCE LEARNING – with workshops - \$2,800

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. It is strongly advised that you obtain volunteer work placement during the 12 months of the course or seek employment after completing the theory assignment.

### RECOGNITION - \$1,000

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.

### NEW ENTRANT TRAINEESHIP - NSW - \$478 QLD - \$637 ACT - \$300 (subject to change)

For eligible participants, training is funded by the NSW Government in partnership with the Commonwealth Government.

For eligible participants, this training is funded by the QLD Government through the Department of Education, Training and Employment.

## Certificate IV in Dental Assisting (HLT43012)

### Oral Health Promotion – Specialty Units



#### ONLINE LEARNING

enrol anytime

#### DISTANCE LEARNING

enrol anytime  
with or without workshops

#### RECOGNITION

enrol anytime

Dates subject to change

### COURSE OUTLINE

The Certificate IV in Dental Assisting is a nationally recognised qualification and this structure is 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.

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.

<b>HLTIN403C</b>	Implement and monitor infection control policy and procedures
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<b>HLTWHS300A</b>	Contribute to WHS processes
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<b>HLTAMBFC301D</b>	Communicate with clients and colleagues to support health care
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<b>HLTDA407D</b>	Implement an individualised oral hygiene program
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<b>HLTDA413B</b>	Implement an oral hygiene program for older people
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<b>HLTDA414B</b>	Implement an oral health promotion program
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<b>BSBCMM401A</b>	Make a presentation
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**Course Duration** - Up to 2 years.

**Pre-requisite** - Participants must have the Certificate III in Dental Assisting or demonstrate current experience as a dental assistant. To demonstrate current experience you must undertake recognition for the Certificate III in Dental Assisting course content.

**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.

#### ONLINE LEARNING - \$2,500

Study online anytime and anywhere via comprehensive learner study guides, online tutorials plus interactive and logbook assessments.

#### DISTANCE LEARNING - \$2,100

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, workplace logbook and our trainers will regularly contact you throughout the course.

#### RECOGNITION - \$1,150

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 - NSW - \$478 ACT - \$300 (subject to change)

For eligible participants, training is funded by the NSW Government in partnership with the Commonwealth Government

## Certificate IV in Dental Assisting (HLT43012)

### Practice Administration – Specialty Units



#### CLASSROOM TRAINING

##### Newcastle

1 February, 15 March,  
12 April, 10 May,  
12 July, 9 August,  
13 September, 11 October

##### Sydney

14 February, 14 March,  
11 April, 9 May,  
13 June, 18 July,  
8 August, 12 September

##### Melbourne

15 February, 22 March,  
26 April, 24 May,  
28 June, 12 July,  
30 August, 27 September

#### DISTANCE LEARNING

enrol anytime  
with or without workshops

#### RECOGNITION

enrol anytime

Dates subject to change

#### COURSE OUTLINE

The Certificate IV in Dental Assisting is a nationally recognised qualification and this structure is designed to provide you with the knowledge and practical skills in Practice Administration.

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.

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.

<b>HLTIN403C</b>	Implement and monitor infection control policy and procedures
<b>HLTWHS300A</b>	Contribute to WHS processes
<b>HLTAMBFC301D</b>	Communicate with clients and colleagues to support health care
<b>BSBMED401B</b>	Manage patient record-keeping system
<b>BSBADM409A</b>	Coordinate business resources
<b>HLTCOM405D</b>	Administer a practice
<b>BSBFIA301A</b>	Maintain financial records

**Course Duration** - Up to 2 years.

**Pre-requisite** - Participants must have the Certificate III in Dental Assisting or demonstrate current experience as a dental assistant. To demonstrate current experience you must undertake recognition for the Certificate III in Dental Assisting course units.

**Who Should Attend** - Trainees or a person who is currently working as a dental assistant and wants to gain further knowledge in this specialty area.

#### CLASSROOM TRAINING - \$3,000

Training Locations: Newcastle, Sydney, Melbourne

1 day a month for 8 months with participants to attend all training days, unless recognition has been granted.

#### DISTANCE LEARNING - \$2,100

Self-paced learning supported by a comprehensive study guide. Ideal for a person who is unable to attend classroom training due to distance or work commitments. You will receive a comprehensive study and assessment guide, workplace logbook and our trainers will regularly contact you throughout the course.

#### RECOGNITION - \$1,150

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.

#### NEW ENTRANT TRAINEESHIP - NSW - \$478 ACT - \$300 (subject to change)

For eligible participants, training is funded by the NSW Government in partnership with the Commonwealth Government

## Certificate IV in Dental Assisting (HLT43012)

### Radiography – Specialty Units



#### ONLINE LEARNING

enrol anytime

#### CLASSROOM TRAINING

##### Newcastle

11 February, 11 March  
8 April, 13 May  
17 June, 8 July  
12 August, 16 September

##### Sydney

22 February, 22 March,  
19 April, 24 May,  
28 June, 26 July,  
23 August, 27 September

##### Melbourne

6 February, 6 March,  
3 April, 1 May,  
5 June, 3 July,  
7 August, 4 September

#### DISTANCE LEARNING

enrol anytime  
with or without workshops

#### RECOGNITION

enrol anytime

Dates subject to change

### COURSE OUTLINE

This nationally recognised qualification is structured and 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.

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.

HLTIN403C	Implement and monitor infection control policy and procedures
HLTWHS300A	Contribute to WHS processes
HLTAMBFC301D	Communicate with clients and colleagues to support health care
HLTDA410D	Apply the principles of radiation biology and protection in a dental practice
HLTDA411D	Prepare to expose a prescribed dental radiographic image
HLTDA412D	Produce a dental radiographic image
HLTHIR403C	Work effectively with culturally diverse clients and co-workers

**Course Duration** - Up to 2 years.

**Pre-requisite** - Participants must have the Certificate III in Dental Assisting or demonstrate current experience as a dental assistant. To demonstrate current experience you must undertake recognition for the Certificate III in Dental Assisting course content.

**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.

#### ONLINE LEARNING - \$2,500

Study online anytime and anywhere via comprehensive learner study guides, online tutorials plus interactive and logbook assessments.

#### CLASSROOM TRAINING - \$3,000

Training Locations: Newcastle, Sydney, Melbourne

1 day a month for 8 months with participants to attend all training days, unless recognition has been granted.

#### DISTANCE LEARNING - \$2,100

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. You will be required to have access to digital or film x-ray processing. Participants are required during the course to produce two full mouth series radiographs in one of the two processes.

#### RECOGNITION - \$1,150

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.

#### NEW ENTRANT TRAINEESHIP - NSW - \$478 ACT - \$300 (subject to change)

For eligible participants, training is funded by the NSW Government in partnership with the Commonwealth Government





# ENROLMENT FORM

Please complete all sections of this Enrolment Form

## Personal Details

Title  Mr  Mrs  Miss  Ms  Other

Surname \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Phone (Mob) \_\_\_\_\_ (Hm) \_\_\_\_\_ (Wk) \_\_\_\_\_

Please indicate whether you authorise Dental Assistant Training Solutions to contact you via sms with course confirmations  Yes  No

Email \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Country of Birth \_\_\_\_\_

## Employment

Employment:  Full-Time  Part-Time  Casual  Employer  Unemployed – Seeking Employment

I am currently employed by \_\_\_\_\_

Employer/Supervisor Name \_\_\_\_\_ Employer/Supervisor Phone \_\_\_\_\_

Employer/Supervisor Email \_\_\_\_\_

## Course Selection - Certificate Courses

Certificate III in Dental Assisting

Certificate IV in Dental Assisting  Practice Administration  Oral Health Promotion  Radiography

## Course Selection - Short Courses

Infection Control  Dental Implant Nursing  Workplace Mentoring  Customised Training

Dental Reception Skills - Morning Session  Dental Reception Skills - Afternoon Session

## Course Location

Newcastle  Sydney  Melbourne  Other \_\_\_\_\_

## Course Delivery

Online Learning  Classroom – Part-Time  Classroom – Full-Time  Distance Learning – With Workshops

Distance Learning – Without Workshops  Recognition of Prior Learning

Course Date/s \_\_\_\_\_

## 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 and ensure they are certified by a Justice of the Peace, Barrister, Dentist, Medical Practitioner, Pharmacist, Vet, Bank Manager or Member of Police Force.

What is your highest completed school level?

Year 12 or equivalent  Year 11 or equivalent  Year 10 or equivalent  Year 9 or equivalent

Year 8 or below  Never attended school

What level of qualification have you achieved?

Bachelor Degree or Higher Degree Level  Advanced or Associate Diploma  Diploma  Certificate IV

Certificate III  Certificate II  Certificate I  Other \_\_\_\_\_

Please turnover

## Student Details

Please complete the following – all information will be treated confidentially:

Please indicate if you agree for Dental Assistant Training Solutions to contact you with further information about our courses or for market research

Please indicate if you speak another language other than English as your first language. Which is: \_\_\_\_\_

If you are from a non-english speaking background, do you speak English:  Very Well  Well  Not Well  Not at all

Do you consider yourself to have a disability, impairment or long term condition?  Yes  No

If yes, please tick any applicable box listed below:

Vision  Intellectual  Acquired Brain Impairment  Hearing/Deaf  Medical Condition  Learning

Physical  Mental Illness  Other \_\_\_\_\_

Do you require assistance because of this disability, impairment or long term condition from a Trainer/Assessor?

Yes  No

Are you an Australian Aboriginal or Torres Strait Islander? (If applicable, tick both the second and third boxes).

No  Yes, Australian Aboriginal  Yes, Torres Strait Islander

Do you reside in Australia?  Yes  No

Are you?

An Australian citizen  New Zealand citizen  An Australian permanent resident

An Australian temporary visa holder. My visa sub-class is \_\_\_\_\_

## Checklist

Please check that you have attached certified copies of the following documents (do not send originals)

JP or equivalent certified copy of identification (passport, driver's licence or birth certificate)

Certificate III in Dental Assisting  Agreement and Authority Form (if applicable)  Current First Aid Certificate

## Payment Method

Total fee payable for selected course \$ \_\_\_\_\_

Is the total fee payable greater than \$1,000?

Yes. You must complete the Agreement and Authority Form.  No. You must complete the following section.

I wish to enrol in my selected course by paying the total short course fee of \$ \_\_\_\_\_

by the following method:

I enclose a cheque or money order made payable to Dental Assistant Training Solutions.

I authorise Dental Assistant Training Solutions to process the total course fee against the following credit card:

Card Type:  Mastercard  Visa      Expiry Date: \_ \_\_\_/\_ \_\_\_      Course Fee: \$ \_\_\_\_\_

Card No:

Name on Card: \_\_\_\_\_ Cardholder Signature: \_\_\_\_\_

## Declaration By Participant

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

Signed \_\_\_\_\_ Date \_ \_/ \_ \_/ \_ \_ \_ \_

## Send To

**Dental Assistant Training Solutions, Level 1 / 366 Hunter Street Newcastle NSW 2300**

**E: [contact@datraining.com.au](mailto:contact@datraining.com.au) | F: 02 4929 2488**

## Further Information

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) 4929 7411 or visit [dentalassistanttraining.com.au](http://dentalassistanttraining.com.au)

# INSTALMENT SCHEDULE

Please read the following conditions of agreement carefully before completing the Agreement and Authority Form.

1. The Instalment Schedule is only available where the fee is more than \$1,000. Where discounts are given, payments will be adjusted according to the amount payable. In the event that a discount reduces the enrolment fee to less than \$1,000 - full payment of fees will be required.
2. The initial payment and the Agreement and Authority Form must accompany the Enrolment Form.
3. Full payment of fees must be made in 3 instalments as set out in the Instalment Schedule.
4. Instalments must be paid in accordance with the scheduled dates on enrolment, 1 month and 2 months.
5. Failure to make a scheduled payment will result in the termination of the agreed Instalment Schedule, resulting in the full outstanding balance becoming immediately due and payable.
6. Withdrawal from a course after it has commenced does not cancel the obligation to make all payments under the Instalment Schedule. Please refer to the Cancellation and Refund Policy.

## Instalment Payments

Fee	Schedule of Payments	Enrolment	1 Month	2 Month
\$1,800	Within 3 Months	\$1,000	\$400	\$400
\$2,100		\$1,000	\$550	\$550
\$2,300		\$1,000	\$650	\$650
\$2,500		\$1,000	\$750	\$750
\$3,000		\$1,000	\$1,000	\$1,000

## Agreement and Authority Form

The Agreement and Authority Form must be submitted with the Enrolment Form, otherwise your enrolment may not be processed.

## Availability of Credit

It is your responsibility to ensure you have sufficient credit available to pay your fees. If your credit card payment is declined twice an administration fee of \$20.00 will apply.

## Recovery Action

Overdue debts will be referred to a Debt Collection Agency for recovery with all costs to be met by you.

# AGREEMENT AND AUTHORITY FORM

To be completed if course fee is over \$1,000

## Personal Details

Surname \_\_\_\_\_ First Name \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Phone (Mob) \_\_\_\_\_ (Hm) \_\_\_\_\_ (Wk) \_\_\_\_\_

Email \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Driver's Licence No \_\_\_\_\_

## Employer Details

to be completed if being paid by employer

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Company Address \_\_\_\_\_

\_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Total Course Fee: \$ \_\_\_\_\_

## Course Details

Name of course you are enrolling in \_\_\_\_\_

## Initial Payment

I wish to enrol in my chosen course by making an initial payment of \$ \_\_\_\_\_ (refer to Instalment Table)

I enclose cheque or money order made payable to Dental Assistant Training Solutions

I authorise Dental Assistant Training Solutions to process this payment against the following credit card:

Card Type:  Mastercard  Visa Expiry date \_\_\_\_/\_\_\_\_ Amount \$ \_\_\_\_\_

Card Number:

Name on Credit Card \_\_\_\_\_ Cardholder's Signature \_\_\_\_\_

## Ongoing Payments

I, \_\_\_\_\_, agree to forward 2 payments each of \$ \_\_\_\_\_ (refer to Instalment Table) by cheque or money order made out to Dental Assistant Training Solutions.

I authorise Dental Assistant Training Solutions to process 2 payments each of \$ \_\_\_\_\_ (refer to Instalment Table) against the following credit card.

Card Type:  Mastercard  Visa Expiry date \_\_\_\_/\_\_\_\_ Amount \$ \_\_\_\_\_

Card Number:

Name on Credit Card \_\_\_\_\_ Cardholder's Signature \_\_\_\_\_

## Conditions

1. I/We have received, read and understand the terms and conditions of the Dental Assistant Training Solutions Instalment Schedule.
2. I/We understand and agree that by agreeing to the Agreement I am committed to an agreed schedule and any failure to make payment will result in the termination of the agreed Instalment Schedule resulting in payment of an administration fee.
3. In the event I withdraw from my course, after it has commenced, I/we understand and agree that I/we are still liable for outstanding unpaid fees.
4. If I am the employer and the participant leaves my place of work I am responsible for all outstanding payments.
5. Details on this form may be used to collect outstanding debt through a collection agency at my expense.

Participant Signature \_\_\_\_\_ Date \_\_\_\_\_

Employer Signature \_\_\_\_\_ Date \_\_\_\_\_

(To be completed if being paid by employer)

# TERMS & CONDITIONS

## ENROLMENT CONDITIONS

You must enrol and pay the course fee, either in full if under \$1000 or as per the Instalment Schedule.

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.

Course dates are subject to change.

## MONEY MATTERS

Enrolment fee subject to change.

Where the enrolment fee is more than \$1,000 our Instalment Schedule is used to make payments in 3 installments.

A Tax Invoice and receipt will be issued.

## 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.

No refunds will be provided if cancellation of enrolment is less than 2 weeks before the commencement of a course. For cancellations between 2 and 3 weeks before the commencement of a course a 50% cancellation fee will be applied.

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.

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.

## 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

Some State Departments indicate you must be immunised for Hepatitis B and Tetanus, if your work involves contact or exposure to blood or bodily substances. Please check with the Department of Health in your state. You may be required to provide your trainer with your immunisation record.

## GRIEVANCES AND COMPLAINTS

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

## 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.

## 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 Workplace 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 3 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.

## Dental Assistant Training Solutions can offer customised training for your dental team.

Customised training can be a great alternative to traditional training methods as it provides participants with a tailored education experience, specific to the needs of your organisation.

### BENEFITS OF CUSTOMISED TRAINING

- **Relevant:** Customised training will provide your team with training designed to suit your specific needs which are relevant to your practice. We are able to develop in consultation with you, training that is specific to your organisation's needs and objectives.
- **Alignment:** Customised training provides practical and professional training options aligned with the culture, mission, values, and goals of your dental practice. We can work with you to benefit your ongoing organisational needs and develop a learning program for all your staff.
- **Cost Effective:** Customised training can be a cost effective way to improve performance and offer employees opportunities for growth and development.
- **Efficiency:** Customised training can be an efficient alternative to traditional training options as the training is designed for your practice. This ensures your team gets the most out of the time they are away from the practice.
- **Skills and Knowledge:** As the training is customised to your practice, your employees will be able to transfer their newly learned knowledge and skills to the workplace immediately, resulting in improved performance and productivity.
- **Timeliness and Flexibility:** We work with you. We offer training whenever or wherever it is convenient for you including during the day, evenings or weekends. Training sessions can be arranged to suit staff rosters, down-time and scheduled around other workplace activity.
- **Facilities:** Training can be delivered at your practice, offsite or at our purpose built training facilities in Newcastle, Melbourne and Sydney where we can offer catering and audio-visual equipment.

We understand that you want timely, relevant, cost effective and performance enhancing programs for your staff.

Our daily training rate includes the trainer, workshop manuals, customisation of the course content, certificates for participants, administration fees and our consultation services.

We are able to provide quality training programs that are nationally recognised or those that can simply address your organisational requirements. Our experienced trainers can advise you on the training options available and work with you to develop a tailored training program suitable for your practice and your team.

For more information please contact us on 02 4929 7411.

## Dental Implant Nursing - Introduction

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### COURSE DATES

#### Newcastle

15 April  
15 July  
25 November

#### Sydney

16 April  
9 July  
24 September

#### Melbourne

11 April  
25 July  
3 October

Dates subject to change

### 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.

- 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 dental implant nursing from coordinating the appointments to assisting the surgery. Previous experience with general and surgical extractions is recommended.

**ENROLMENT FEE** - Full day \$550 inc GST

Enrolment fee covers training material, lunch and refreshments.



## Dental Reception Skills

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### COURSE DATES

#### Newcastle

28 March

3 July

18 September

#### Sydney

5 March

7 May

3 September

10 December

#### Melbourne

15 March

21 June

13 September

Dates subject to change

### 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 - Dental 4 Windows.

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

Minimum numbers apply.

#### Who Should Attend

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

**ENROLMENT FEE** - Full day \$440 inc GST | Half day \$220 inc GST per session

Enrolment fee covers training material, workbook and refreshments.

Lunch is included for full day course

## Workplace Mentoring

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### COURSE DATES

#### Newcastle

30 January

29 May

24 October

#### Sydney

1 February

7 June

25 October

#### Melbourne

1 February

12 July

8 November

Dates subject to change

### COURSE OUTLINE

Half day – 9.00am to 1.00pm

- 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 including trainees 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.

**ENROLMENT FEE** - Half day \$275 inc GST

A discount of \$50 applies to participants with a trainee currently enrolled in a Certificate course with Dental Assistant Training Solutions.

Enrolment fee covers workbook and morning tea



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.

## Infection Control for the Dental Environment **Attracts 6 CPD Points**

### COURSE DATES

#### Newcastle

8 March  
17 May  
23 August  
13 December

#### Sydney

29 January  
12 March  
21 May  
20 August  
8 October

#### Melbourne

22 February  
31 May  
20 September  
15 November

Dates subject to change

### COURSE OUTLINE

Full day – 9.30am to 4.00pm

This 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.

This comprehensive training program covers major areas of concern relating to infection control in the dental environment.

- 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.

**ENROLMENT FEE** - Full day \$550 inc GST

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



# INTRODUCTION

## 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

## SHORT COURSE TRAINING OPTIONS

### Classroom Training

Undertake our full-time or part-time courses in modern training facilities that ensure you are work-ready in the quickest possible time.

### Customised Training

Talk to us about customised options to maximise training for your staff. Please see the Customised Training page in this booklet for more information.

### In-House Training

Save time and money by having training delivered in your practice. Minimum numbers apply.



## How to Enrol

Complete the enrolment form in the middle of this brochure



# DENTAL ASSISTANT training solutions

**For more course information contact us on:**

T: 02 4929 7411 | F: 02 4929 2488 E: [contact@datraining.com.au](mailto:contact@datraining.com.au)  
[www.dentalassistanttraining.com.au](http://www.dentalassistanttraining.com.au)

ABN: 83120 336 503 NTIS: 91426

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## TRAINING LOCATIONS

### **Newcastle**

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

### **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)*



DENTAL ASSISTANT  
training solutions

# SHORT COURSES 2013

