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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.

<table>
<thead>
<tr>
<th>CLASSROOM TRAINING</th>
<th>Undertake our full-time or part-time course in modern training facilities that ensure you are work-ready in the quickest possible time.</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISTANCE LEARNING</td>
<td>Work through our easy-to-follow study program at your own pace, supported by a trainer who will provide on-going support.</td>
</tr>
<tr>
<td>WORKSHOPS</td>
<td>For distance learners, who don’t work in a dental practice, providing intense practical applications in our modern training facilities.</td>
</tr>
<tr>
<td>RECOGNITION</td>
<td>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.</td>
</tr>
<tr>
<td>CUSTOMISED TRAINING</td>
<td>Talk to us about customised options to maximise training for your staff.</td>
</tr>
<tr>
<td>IN-HOUSE TRAINING</td>
<td>Save time and money by having training delivered in your practice. Minimum numbers apply.</td>
</tr>
<tr>
<td>TRAINEESHIPS</td>
<td>A great way to train staff. Select one of our training options and receive up to $4,000 in government incentives.</td>
</tr>
<tr>
<td>GROUP DISCOUNTS</td>
<td>Available when you enrol 6 or more people at one time.</td>
</tr>
</tbody>
</table>

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.
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.

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

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.

www.dentalassistanttraining.com.au
Traineeships

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
# Certificate III in Dental Assisting (HLT31807)

## COURSE OUTLINE

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.

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:

<table>
<thead>
<tr>
<th>Course Content</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTHIP301A Comunicate and work effectively in health</td>
<td></td>
</tr>
<tr>
<td>HLTIN301A Comply with infection control policies and procedures in health work</td>
<td></td>
</tr>
<tr>
<td>HLTIN302A Process reusable instruments and equipment in health work</td>
<td></td>
</tr>
<tr>
<td>HLTDAS03B Prepare for and assist with oral health care procedures</td>
<td></td>
</tr>
<tr>
<td>HLTDAS04B Assist with dental radiography</td>
<td></td>
</tr>
<tr>
<td>HLTDAS05B Assist with administration in a dental practice</td>
<td></td>
</tr>
<tr>
<td>HLTFAS01A Apply basic first aid</td>
<td></td>
</tr>
</tbody>
</table>

## 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.

## CLASSROOM TRAINING

<table>
<thead>
<tr>
<th>Enrolment Fee: $2,500</th>
<th>Codes: 301CH Hunter, 301CS Sydney, 301CM Melbourne</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time - 5 days/week</td>
<td>Intense 4-week block followed by a mix of distance learning and workshops. Trainees are not required to attend the workshops.</td>
</tr>
<tr>
<td>Part-time - 2 days/week</td>
<td>2 days a week for 12 weeks. Classes are not conducted in school holidays.</td>
</tr>
</tbody>
</table>

## DISTANCE LEARNING – without workshops

<table>
<thead>
<tr>
<th>Enrolment Fee: $1,500</th>
<th>Code: 301D</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

## DISTANCE LEARNING – with workshops

<table>
<thead>
<tr>
<th>Enrolment Fee: $1,950</th>
<th>Code: 302D</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

## RECOGNITION

<table>
<thead>
<tr>
<th>Enrolment Fee: $500</th>
<th>Code: 301R</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

## NEW ENTRANT TRAINEESHIP

| Enrolment Fee: $436 | Code: Use code for desired training option |

## CLASS Dates

<table>
<thead>
<tr>
<th>CLASSROOM TRAINING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hunter – 301CH</td>
</tr>
<tr>
<td>Full-time</td>
</tr>
<tr>
<td>6 February to 2 March</td>
</tr>
<tr>
<td>12 June to 6 July</td>
</tr>
<tr>
<td>29 October to 23 November</td>
</tr>
<tr>
<td>Part-time</td>
</tr>
<tr>
<td>5 March to 5 June</td>
</tr>
<tr>
<td>16 July to 16 October</td>
</tr>
<tr>
<td>Sydney – 301CS</td>
</tr>
<tr>
<td>Full-time</td>
</tr>
<tr>
<td>6 February to 2 March</td>
</tr>
<tr>
<td>29 October to 23 November</td>
</tr>
<tr>
<td>Part-time</td>
</tr>
<tr>
<td>5 March to 5 June</td>
</tr>
<tr>
<td>16 July to 16 October</td>
</tr>
<tr>
<td>Melbourne – 301CM</td>
</tr>
<tr>
<td>Part-time</td>
</tr>
<tr>
<td>13 February to 8 May</td>
</tr>
<tr>
<td>16 July to 2 October</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DISTANCE LEARNING – 301D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrol anytime</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DISTANCE LEARNING – 302D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrol anytime</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Workshop Dates:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hunter</td>
</tr>
<tr>
<td>8, 15, 22, 29 March</td>
</tr>
<tr>
<td>18, 25 July; 1, 8 August</td>
</tr>
<tr>
<td>3, 4, 5, 6 December</td>
</tr>
<tr>
<td>Sydney</td>
</tr>
<tr>
<td>7, 14, 21, 28 March</td>
</tr>
<tr>
<td>18, 25 July; 1, 8 August</td>
</tr>
<tr>
<td>3, 4, 5, 6 December</td>
</tr>
<tr>
<td>Melbourne</td>
</tr>
<tr>
<td>1, 8, 15, 22 March</td>
</tr>
<tr>
<td>7, 14, 21, 28 June</td>
</tr>
<tr>
<td>8, 15, 22, 29 November</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RECOGNITION – 301R</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrol anytime</td>
</tr>
</tbody>
</table>
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
- HLTCHS300A 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
Certificate IV in Dental Assisting (HLT43007)
Practice Administration – 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 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.

**Course Content**

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.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTINA403B</td>
<td>Implement and monitor infection control</td>
</tr>
<tr>
<td>HLTOHS300A</td>
<td>Contribute to OHS processes</td>
</tr>
<tr>
<td>HLTABFC301B</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>BSBCM308A</td>
<td>Maintain financial records</td>
</tr>
</tbody>
</table>

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

**CLASSROOM TRAINING**

<table>
<thead>
<tr>
<th>Location</th>
<th>Dates</th>
<th>Enrolment Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hunter</td>
<td>3 February, 2 March, 30 March, 27 April, 25 May, 22 June, 20 July, 17 August</td>
<td>$2,500</td>
</tr>
<tr>
<td>Sydney</td>
<td>8 February, 7 March, 4 April, 2 May, 30 May, 27 June, 25 July, 22 August</td>
<td>$2,500</td>
</tr>
<tr>
<td>Melbourne</td>
<td>17 February, 16 March, 13 April, 11 May, 8 June, 6 July, 3 August, 31 August</td>
<td>$2,500</td>
</tr>
</tbody>
</table>

**DISTANCE LEARNING**

<table>
<thead>
<tr>
<th>Code</th>
<th>Enrolment Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>401D</td>
<td>$1,750</td>
</tr>
</tbody>
</table>

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.

**RECOGNITION**

<table>
<thead>
<tr>
<th>Code</th>
<th>Enrolment Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>401R</td>
<td>$500</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Code</th>
<th>Enrolment Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use code for desired training option</td>
<td>$436</td>
</tr>
</tbody>
</table>

www.dentalassistanttraining.com.au
Certificate Courses

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

COURSE OUTLINE

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.

Course Content

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.

- HLTIN403B Implement and monitor infection control
- HLTNS300A Contribute to OHS processes
- HLTMABFC301B 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

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.

COURSE DATES

CLASSROOM TRAINING

Hunter – 403CH
February to August
Training Dates:
17 February
16 March
13 April
11 May
8 June
6 July
3 August
31 August

Sydney – 403CS
February to September
Training Dates:
22 February
21 March
18 April
16 May
13 June
11 July
8 August
5 September

Melbourne – 403CM
February to August
Training Dates:
8 February
7 March
4 April
2 May
30 May
27 June
25 July
22 August

DISTANCE LEARNING

Enrolment Fee: $1,750
Code: 403D
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.

RECOGNITION

Enrolment Fee: $500
Code: 403R
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

Enrolment Fee: $436
Code: Use code for desired training option

www.dentalassistanttraining.com.au
HOW TO ENROL IN CERTIFICATE COURSES
Complete the enrolment form at the back of this brochure.

www.dentalassistanttraining.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

<table>
<thead>
<tr>
<th>Course Outline</th>
<th>Who Should Attend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full day – 9.30am to 4.00pm</td>
<td>A Dental Assistant or Practice wishing to ensure infection control practices meet current requirements.</td>
</tr>
</tbody>
</table>

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.**

<table>
<thead>
<tr>
<th>Course Dates:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hunter - 501CH</td>
</tr>
<tr>
<td>9 March, 16 May, 22 August, 12 December</td>
</tr>
<tr>
<td>Sydney - 501CS</td>
</tr>
<tr>
<td>2 February, 5 April, 17 May, 22 August, 24 October</td>
</tr>
<tr>
<td>Melbourne - 501CM</td>
</tr>
<tr>
<td>3 February, 25 May, 17 August, 12 October</td>
</tr>
</tbody>
</table>

**Enrolment Fee**

Full day $300

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

### DENTAL RECEPTION SKILLS

<table>
<thead>
<tr>
<th>Course Outline</th>
<th>Who Should Attend</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course is available as a 1 full day course or 2 half day sessions:</td>
<td></td>
</tr>
<tr>
<td>1 day – 9.30am to 4.00pm</td>
<td></td>
</tr>
<tr>
<td>Session 1 – 9.30am to 12.30pm</td>
<td></td>
</tr>
<tr>
<td>Session 2 – 1.00pm to 4.00pm</td>
<td></td>
</tr>
<tr>
<td>Session 1 - Creating a welcoming environment</td>
<td></td>
</tr>
<tr>
<td>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.</td>
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<tr>
<td>Session 2 - Managing the appointment book</td>
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<tr>
<td>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.</td>
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<tr>
<td>Practice-based training</td>
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<tr>
<td>Please contact us if you would like this training delivered in your practice.</td>
<td></td>
</tr>
</tbody>
</table>

**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.
# Short Courses

## 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.

Short Courses

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.
# Certificate Courses Timetable

## Certificate III in Dental Assisting
- **HLT31807 - Full-time course**
  - **Hunter – 301CH**
    - 6 February, 12 June, 29 October
  - **Sydney – 301CS**
    - 6 February, 29 October
  - **Melbourne – 301CM**
    - 13 February, 16 July

- **Certificate III in Dental Assisting - Part-time course**
  - **Hunter – 301CH**
    - 5 March, 16 July
  - **Sydney – 301CS**
    - 5 March, 16 July
  - **Melbourne – 301CM**
    - 13 February, 16 July

- **Certificate III in Dental Assisting - Distance Learning Workshops**
  - **Hunter – 302D**
    - 8, 15, 22, 29 March
    - 18, 25 July and 1, 8 August
    - 3, 4, 5, 6 December
  - **Sydney – 302D**
    - 7, 14, 21, 28 March
    - 18, 25 July and 1, 8 August
    - 3, 4, 5, 6 December
  - **Melbourne – 302D**
    - 1, 8, 15, 22 March
    - 7, 14, 21, 28 June
    - 8, 15, 22, 29 November

## Certificate IV in Practice Administration
- **HLT43007**
  - **Hunter – 401CH**
    - 3 February
  - **Sydney – 401CS**
    - 8 February
  - **Melbourne – 401CM**
    - 17 February

## Certificate IV in Radiography
- **HLT43007**
  - **Hunter – 403CH**
    - 17 February
  - **Sydney – 403CS**
    - 22 February
  - **Melbourne – 403CM**
    - 8 February

## Short Courses
### Infection Control
- **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

### Dental Reception Skills
- **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

### Dental Implant Nursing
- **Hunter – 503CH**
  - 5 March, 16 July, 10 December
- **Sydney – 503CS**
  - 1 February, 19 July, 10 October
- **Melbourne – 503CM**
  - 29 March, 13 June, 26 October

### Workplace Mentoring
- **Hunter – 504CH**
  - 22 February, 15 June, 24 August
- **Sydney – 504CS**
  - 19 January, 21 June, 18 October
- **Melbourne – 504CM**
  - 22 February, 20 June, 17 October

### Dental Assistant Refresher
- **Hunter – 505CH**
  - 21 March, 30 May, 12 September
- **Sydney – 505CS**
  - 22 March, 30 May, 12 September

www.dentalassistanttraining.com.au
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 themself, 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

**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

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Location</th>
<th>Start Date</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

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 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

Discount Voucher
(Must be attached to form)

Total Fee

**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

www.dentalassistanttraining.com.au