



COURSE BROCHURE



HLT35015 – Certificate III in Dental Assisting



About TrEd College

TrEd College is a Registered Training Organisation (RTO number 40797) registered with the Australian Skills and Qualifications Authority. Experts in the field of Health and Care industry, we are a training organisation that offers a range of Nationally Accredited training options designed to meet the needs of students/trainees, businesses and industry.

Our passion is to help people achieve their career goals by providing the highest standard of nationally endorsed qualifications for the Healthcare Industry in the Sydney Metropolitan area. Since 2009 we have been realizing this goal by developing and delivering programs and courses that arm our students with the skills, knowledge and experience to achieve their dreams and build successful, fulfilling and stable careers.

The Australian Healthcare Industry leads the world in its standards of excellence and is one of the primary engines of economic and jobs growth in this country. Australian qualified healthcare workers are sought after worldwide, opening professional horizons both at home and abroad. With all this opportunity awaiting, you need a training provider that you can rely on to ensure that you are ready to either embark on or expand your career in what is a dynamic, challenging and exciting field.

Our courses are carefully planned and constructed to deliver the most comprehensive, in-depth knowledge that meets or exceeds all regulatory requirements. Most importantly, we have assembled an outstanding group of dedicated instructors, drawing from exceptional talent in relevant industry sectors. Our staff have the depth and breadth of experience acquired from decades of practical experience. Moreover, they have the drive to impart that wisdom to the next generation of professionals that will drive the future of healthcare in Australia.

With exceptional courses and workshops in Nursing, Dental Assisting, Medical Administration, and more, TrEd College offers you the flexibility to chart your part in your chosen field and get your career off to a powerful start.

We believe that education requires a holistic approach, and are committed to ensuring that our students have everything that they need to thrive. Whether it's providing the practical or emotional support required to complete the course requirements, or find temporary work to support yourself while studying, our dedicated student welfare officers are there to support you every step of the way.

Our network of some of Australia's largest and most trusted healthcare service providers gives our students access to some of the most advanced and recognized resources in the country. As a student at TrEd College, you will have access to these organisations for academic support, in-course vocational placement and practical experience. The skills and networks that you develop will create a career pathway that will put you on the road to success and fulfilment in your professional life.

When you enroll in training through TrEd College, you are making a choice that will set you up for the next chapter in your journey with an organisation that will give you the respect, care, professionalism, inspiration and motivation that you need to excel.

Introduction to Certificate III in Dental Assisting

The Certificate III is an entry level qualification to establish your career in Dental Assisting. Workers in this role work independently and as part of a team, contributing to processes and procedures, taking responsibility for their own work. They possess strong communication and interpersonal skills, and a balanced application of customer service and technical skills, using discretion and judgment to adapt and transfer their skills to different situations.

Completion of this qualification will give you the skills and knowledge to work in all areas across Dental Practices, public or private health settings.

The units address the areas of Customer Service, Prepare and assist with oral health procedures, Infection Control, Assist in dental radiography, Work Health and Safety, and Medical Terminology.

As part of the Dental Assisting course, TrEd college arranges work placements within industry dental practices to give you an opportunity to gain practical and real-life experience in the workplace during your studies. During the work placement, you will develop valuable experience and skills in the industry prior to employment.

Occupational title: Dental/Oral Health Assistant/ Nurse

DURATION

The volume of learning for a Certificate III in Dental Assisting is 1200 – 2400. The amount of learning for this course is 1200 hours, comprising of:

- Face-to-face delivery (378.5 hours)
- Supervised practical skills development (85.5 hours)
- Unsupervised study (698 hours)
- Industry work placement (250 hours)

The course is conducted over a period of 24 weeks plus the work placement including term breaks on a full-time basis. However, the course may be completed earlier based on student's prior experience and knowledge.

Detailed Course Outline & Structure

There is a total of 11 units for this qualification

- 9 Core
- 2 Electives:

All electives chosen, contribute to a valid, industry-supported vocational outcome.

For a complete list of available elective units, refer to the HLT Health Training Package (Release 2.0) at <http://training.gov.au>

As a result of discussions with representatives within the health sector, a selection of elective units has been made.

Unit Code	Unit of Competency Name
Core units:	
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
HLTAID003	Provide first aid
HLTDEN001	Prepare for and assist with oral health care procedures
HLTDEN002	Assist with dental radiography
HLTDEN003	Assist with administration in dental practice
HLTINF001	Comply with infection prevention and control policies and procedures
HLTINF002	Process reusable medical devices and equipment

HLTWHS001	Participate in workplace health and safety
Elective units:	
BSBMED304	Assist in controlling stocks and supplies
BSBMED305	Care for reusable medical devices

Student Interview

All prospective students are required to attend a Student Interview. The face-to-face student interview is a great opportunity for you to ask our team any specific questions you may have about studying with us.

It also gives us an opportunity to get to know you, discuss your motivations for studying the Certificate III in Dental Assisting and any challenges you think you may have with study. This is the time we can help you develop a Support Plan to overcome any identified challenges, including Language, Literacy and Numeracy.

Entry Requirements

The entry requirements for HLT35015 – Certificate III in Dental Assisting course at TrEd College are as follows:

- You will need to be 18 years of age or over
- Have completed an equivalent secondary schooling level of a School Certificate or can demonstrate suitable work or life experience
- As part of their application, students must demonstrate their English language and mathematics proficiency by undertaking an LLN assessment

TrEd College ensures that the training delivered is to the standards required for further education and has implemented a variety of formative and summative assessment tools that will be implemented during the

qualification. These assessment tools assess various elements of a real/actual workplace in a simulated training environment. TrEd College meets the needs for workplace simulation by:

- Dedicated Dental Practices
- Dedicated computer lab
- Students prepare documentation requirements
- Working as a team (group work/assignments) fulfilling responsibilities and expectations of the job and workplace
- Assignments which include use of academic skills.

Suitable activities are provided to prepare all students for further education. Staff organizing learning activities have responsibilities that include:

- Ensuring that any special needs of students, particularly those students with a disability, are appropriately supported in consultation with support staff
- Ensuring that any additional personal information necessary for student wellbeing and support needs are provided (with student consultation and consent) in keeping with the Privacy and Personal Information Protection Act 1998
- TrEd College will ensure that students with special needs are provided with opportunities on the same basis as other students

National recognition

These competencies have been drawn from the nationally endorsed industry training package the Health Training Package (HLT15). On successfully completing the training and assessment, the qualification HLT35015 Certificate III in Dental Assisting will be issued. A transcript list all the units of competence will also be issued.

The qualification and units of competence are nationally recognized and provides individuals with a valuable qualification that can be applied throughout Australia. Successful graduates of this course will have the knowledge, skills and attitudes to competently undertake work within their scope of practice in a variety of health and aged care settings.

Program outline

Theory training occurs face-to-face with a variety of resources including workshops and through YouTube, websites and intranet resources. The trainer will implement different pedagogy/andragogy techniques within the training environment. For example, group activities, discussion groups, role-plays, case studies, practical demonstrations and guest speakers. Theory workshops have the following resources:

- Digital data projectors
- Training videos, handouts, electronic notes and reading material
- Reference books
- Broadband internet access for online resources and research.

The student's approximate workload is spread across four main activities:

The course is a classroom based delivery and the Duration of the course is 6 months (36 weeks).

Assessment requirements

Assessments are conducted face-to-face by TrEd College. TrEd College ensures that the Assessment Requirements for each Unit of Competency are adhered to and demonstrated in the student's evidence portfolio. Completed and submitted work will be assessed within ten (10) working days and feedback provided to the student as soon as possible thereafter. Where a student's work is assessed to be not yet competent, s/he will be provided with additional support, coaching or tutoring and the opportunity to re-submit the work.

Course Organisation

The program will be delivered face-to-face or blended delivery; at the College classroom. Students are required to attend clinical placements of 250 hours in a range of organisations.

A range of teaching and learning strategies will be used to deliver the competencies. These include:

- On-line learning
- Workshops
- Practical tasks
- Group work

TrEd College will ensure learners have every reasonable opportunity to complete their training program. TrEd College student support services ensure that students are provided with support to successfully achieve their study goals. TrEd College trainers and assessors participate in continuous professional development and are supported by the Director of Studies. This will include contemporary online learning including

- Community Door entraining <http://etraining.communitydoor.org.au/>
- Australian Resuscitation Council Online Course <http://resus.org.au/>
- WoundsWest <http://www.health.wa.gov.au/woundswest/education/>
- Primary Health Care Research & Information Service http://www.phcris.org.au/guides/about_phc.php
- NPS Medicine Wise Learning <http://learn.nps.org.au/>
- Healnet- including the Joanna Briggs Institute <http://healnet.edu.au/healnet>

This course will be delivered holistically through integration with other units of competency, rather than as a stand-alone learning program and includes assessment of employability skills that are embedded in the training package.

Will I need to undertake Clinical Placement?

Yes, it is a mandatory requirement for the course. Clinical placement consolidates the students' knowledge within the real Dental assisting environment, applying theory to practice. All applicants must be willing to undertake clinical placement in Dental practices during the program. Students are required to organize their own travel to and from these facilities.

Before commencing clinical placement, students must meet the following mandatory requirements:

- Have a current Australian First Aid Certificate (included in semester 1 classes)
- Show records of Hepatitis B vaccination or blood test results showing immunity (NB a complete vaccination course takes a minimum of three months to complete)
- Provide evidence of Tuberculosis screening
- Provide an Australian Federal Police Certificate indicating that the student has passed the Australian Federal Police (National) Check. If a student has a Disclosable Court Outcome registered against their name, we are unable to assist with placement as industry will not accept students without a clear record. This requirement is not negotiable.
- A Working with Children Check
- Read and sign a Student Undertaking, agreeing to notify the Department of Health in your state/territory if you are charged or convicted of any criminal offence after the date of issue of your National Police Certificate.
- Sign a Volunteer/Student Declaration relating to working with vulnerable people. Undertake Occupational Assessment, Screening and Vaccination against Infectious Diseases.
- Read the Code of Conduct for the Department of Health in your state/territory and sign a form stating that you have read and understood it.
- Please check the requirements of the Department of Health in your state/territory prior to enrolling. More information regarding these requirements will be available upon enrolment.
- Please note that students are responsible for arranging and paying for the Criminal Record Check, National Police Certificate, health screening and any necessary immunisations. Some of these requirements may take several months to complete.

Students are required to:

- Successfully complete 250 hours of clinical placement.
- Attend clinical placement each session to demonstrate the application of skills and knowledge within a workplace setting.
- Organize their own transport to and from the placement facilities.
- Organize leave with their employer (if applicable) to attend clinical placement.
- Plan financially for their unpaid clinical placement period.

Cancellation of Clinical Placements by Students

Organizing clinical placements is a complex and time-consuming exercise. We schedule windows of time in course timetables during which actual placement dates are determined after the course has commenced.

You are expected to make yourself available for the complete window of time scheduled for each placement. A cancellation fee may apply if you are unavailable for any placement window and you do not give us written notice of your unavailability more than 10 working days before the start of any placement window as indicated on your course timetable or as otherwise notified. This fee will be waived only under specific circumstances limited to:

- Medical condition preventing attendance at placement (doctor certificate required)
- Death of an immediate family member
- Unforeseen career obligations for immediate family members.

In the event you are unable to complete any scheduled placement you will not be permitted to continue in the course with your current group. We will work with you to determine the best course deferral option for you.

You should note that any course deferral (without a sickness certificate or equivalent) may incur a fee and could extend your completion date by as much as 12 months. We are also unable to guarantee that any cancelled placement will be available at the same host facility

IMPORTANT: These criteria for placement are not negotiable and if you fail to provide the necessary evidence to us in the timeframes we specify, your course progress and possibly completion will be at significant risk. You are strongly encouraged to pay attention to these requirements and to act on them as quickly as possible.

You will also need to ensure you are up to date regarding:

- Academic results (competency achieved in all academic assessments relevant to the area of clinical placement)
- Course fees
- Course attendance.

Immunisations Requirements

Health care workers may be exposed to and transmit vaccine-preventable diseases, therefore maintaining immunity in the health care worker population helps prevent transmission of vaccine preventable diseases to and from health care workers and patients. As stated previously, prior to undertaking clinical placements you will be required to be screened and vaccinated as per immunisations guidelines for health care workers to ensure your own personal safety and that of patients, staff and visitors from the potential threat of exposure to vaccine-preventable diseases all students.

To enable TrEd College to assess your vaccination status, to increase immunisations awareness and to update records, you will be required to provide documented evidence of your immunisations status.

The following is a list of recommended vaccines for health care students along with minimum acceptable evidence of immunity. This information is subject to change and we suggest you check these requirements at the time of your enrolment.

Disease	Minimum acceptable evidence of immunity
Influenza (Flu)	Documented evidence of influenza vaccination during the current influenza season. Confirmation of immunity post-vaccination is not required.
Measles, Mumps, Rubella (MMR)	Documented evidence of measles, mumps and rubella antibody (IgG) on serology <u>or</u> documented evidence of 2 measles vaccinations at least one month apart <u>or</u> born before 1966. Confirmation of immunity post-vaccination is not required.
Varicella Zoster (Chicken Pox)	Documented evidence of varicella antibody (IgG) on serology <u>or</u> documented evidence of varicella vaccination <u>or</u> a history of prior chickenpox or shingles (no documentation required for history of infection). Confirmation of immunity post-vaccination is not required.
Diphtheria, Tetanus and Pertussis	Documented evidence of a booster dose of diphtheria, tetanus and pertussis vaccine in the last 10 years. Confirmation of immunity post-vaccination is not required.
Poliomyelitis	History of vaccination with a primary course of 3 vaccinations (documentation is not required). Confirmation of immunity post-vaccination is not required.
Hepatitis B¹	Documented evidence of Hepatitis B core antibody <u>or</u> documented level of Hepatitis B surface antibody (>10mIU/ml) following completion of a course of Hepatitis B vaccine. Confirmation of immunity post-vaccination <u>is required</u> after completion of the vaccination course for all Health Care Workers.
<i>¹ It is a requirement that all students involved in patient care must have evidence of Hepatitis B immunisation. A full course of injections must be completed and serology report evidencing conversion obtained prior to your first clinical placement.</i>	

Hepatitis A²	Documented evidence of hepatitis A antibody on serology (IgG) <u>or</u> documented evidence of completed course of Hepatitis A vaccine. Confirmation of immunity post-vaccination is not required.
<i>² Applicable if you have worked in remote indigenous communities or with indigenous children in NT, QLD, SA and WA</i>	

Please Note: As a student health care worker, you also need to know your HIV and Hepatitis C status; however, you do not need to inform TrEd College of the result. If you have one or both infections you must seek

confidential medical and career advice from an infectious diseases specialist. All information provided by you will be treated confidentially and stored securely in accordance with the Commonwealth Privacy Act (1988).

If for cultural, religious or medical reasons you are unable or unwilling to be immunized in accordance with the guidelines set out by the Department of Health, your enrolment and consequent completion of the course may be suspended pending negotiations with host facilities to facilitate you on clinical placement.

We hold no jurisdiction over this matter and the negotiated result will be final. If hosts are not able to facilitate your placement you will not be able to meet the assessment requirements of the units of competence and as such your enrolment will be cancelled.

IMPORTANT: Your immunization status is a critical criterion for access to clinical placements. It can take several months to complete courses of immunization and you are strongly encouraged to commence this process with your health professional as soon as you decide to accept the offer of a place in this course. We cannot adjust course timetables for you if you fail to act on these requirements early enough and accept no liability for any negative impact on you that may arise

Course Attendance

As part of your course requirements, attendance is Mandatory also, attendance is important to your success and to ensure you don't fall behind academically. Students who regularly attend classes have better outcomes, including employment outcomes. Attendance provides you with the opportunity to develop your skills, knowledge and values required to demonstrate competence. You are required to notify your Educator prior to any training and / or assessment that you are unable to attend. You may be asked to provide a medical certificate. Our requirements for attendance are as follows:

- You are expected to attend sessions as indicated by the timetable.
- Attendance at scheduled in class sessions is compulsory and 100% attendance is required.
- Ensure you arrive 5-10 minutes before the scheduled start time. If you are unable to remain for the duration of the session, you should advise the Educator prior to the commencement of the session and sign out when leaving.
- Sessions often include exercises and activities that form part of the overall assessment for the unit. Sessions often involve individual student participation and therefore any time you miss a session may jeopardize your success and you may need to rebook the whole session to complete the requirements (additional cost may apply).
- If you are unable to attend pre-booked sessions for any reason, please notify your Educator by email (info@tredcollege.edu.au) or phoning Reception on 02 9870 7688 by 09:00 am on that day and leave a message.

- If you have missed too many contact sessions, you are likely to be not adequately prepared for assessment and/or clinical placement, which may create delays in your training pathway.
- If any assessment or skills laboratory session is missed due to absence, you will be issued a Not Yet Satisfactory (NYS) result (unless you present a medical certificate, or a prior arrangement has been negotiated with the Educator).

Clinical Placements and Pre-requisite Units

It is a pre-requisite of your clinical placement that all coursework including assessments is up to date; therefore, Clinical Placements will not be confirmed if you have any outstanding coursework or assessments. Where coursework or assessment evidence remains outstanding for such units you will not be permitted to continue in the course until those outstanding items have been satisfactorily

Course Progression and Unit Results

Course progress is monitored closely throughout the duration of each course. If you are at risk of not meeting course requirements you will be provided additional support and where appropriate a Support Plan will be implemented to assist you. You must achieve a result of Satisfactory (S) in all assessment tasks to receive a Competency Achieved (CA) outcome for the Unit overall. The result of Competency Achieved (CA) in each Unit must be attained to progress through the course and receive the full qualification on completion.

If you have received Not Yet Satisfactory (NYS) after your supplementary assessment (2nd attempt) for any assessments in a Unit you will receive a Unit result of Not Yet Competent (NYC).

Student Information

Detailed student information is available within our Participant Handbook which is supplied with the enrolment package. This booklet contains important information about a student's right and obligation such as their right to privacy, a safe training environment and right to complain or appeal an assessment decision. It is important that persons applying for enrolment have had an opportunity to review this information first. Please contact us and we can send this information to you straight away.

Note:

- All training tuition fees are exempt from the payment of GST. No GST included.
- RPL fees are the same as the fee listed above for completing the listed course.
- Please refer to the student handbook for the complete fee and refund policy

Student Fee Inclusions

Tuition fees for the course are inclusive of the following items:

- Tuition and classes
- Induction and orientation
- Student identification badge
- Manual handling certificate
- First Aid Certificate (HLTAID003)
- Student counselling and support
- Administration, insurances, placements and facilitation

Incidental Costs

Our Certificate III in Dental Assisting course involves some additional compulsory items which you will be responsible for paying for including:

- A Laptop computer for research and training purposes
- Immunisations / vaccination status report
- Australian Federal Police Certificate
- A Working with Children Check

IT Requirements

You will be required to utilise computers for this course so a basic understanding and knowledge of how to use the following is essential:

- Microsoft Windows XP or above
- File management (saving and opening files, uploading to and downloading from the internet)
- Microsoft Office 97 or above (MS Word)
- Internet browsing / searches
- Send / receive emails.

A BYOD (bring your own device) policy applies to our campuses. Wifi is available to all students, and you are responsible for providing your own suitable device and for all antivirus and other digital security protection for your device.

Contact us and take a positive step towards a rewarding career!

Phone: +61 2 9870 7688

Email: info@tredcollege.edu.au

Course Delivery Location: 17 Khartoum Road,
Macquarie Park NSW 2113 Australia

10-minute walk from Macquarie Park train station or Macquarie Uni train station,
5-minute walk from Macquarie Shopping Centre,
Bus stop at door, and street parking.