

DENTAL ASSISTING (DENTAL RADIOGRAPHY) CERTIFICATE IV

National code: HLT40702 Training package: HLT02
TAFE NSW Number: 3054

Overview

At the completion of this qualification, students will be able to take intra-oral and extra-oral radiographs for patients under instruction from the dental operator. This course aims to provide the practising, Certificate III qualified dental assistant, with the information, practical training and skills necessary to carry out the role of dental assistant radiographer.

Applying the knowledge of how Xrays are produced and studying the internal and external parts of the dental Xray machine will give learners the underpinning theoretical knowledge to progress to practical skills. Theoretical and practical skills including radiation hygiene, identifying the factors that affect image quality and complying with legal requirements for dental radiography are included.

Successful completion of the qualification will enable learners to apply to the appropriate authority for a licence to take intra-oral and extra-oral dental radiographs in the state of NSW.

This qualification is accredited under the Australian Qualifications Framework (AQF), a nationally agreed framework which identifies the qualifications available in three sectors of education: schools, vocational education and training, and higher education.

Vocational outcomes

This qualification meets the academic requirements for a Dental Assisting Radiographer license, set by the Radiation Advisory Council to the Environment Protection Authority in the state of NSW. Students from other states should check their own state authority for licensing requirements.

Entry requirements

Students applying to enrol in this qualification must have completed Certificate III in Dental Assisting and must have access to a dental practice.

Please note: Entry requirements are the minimum qualifications, attributes, skills and/or experience that students must have to enter a course.

Please enclose with your enrolment application, certified photocopies of your Certificate III in Dental Assisting qualification, which have been endorsed by a Justice of the Peace as having sighted the original.

Selection criteria will be applied if demand exceeds the supply of places. This qualification is open to practising dental assistants who are employed as dental assistants and are able to gain on the job experience. Employers must pledge their support to allow and to supervise the student through workplace experience.

All students are required to complete and submit the attached forms:

- *Proof of workplace experience form*
- *Other Payment Form for Dental radiography practical*
- *Prohibited employment declaration form.*

Enrolment applications will automatically be rejected if forms are incomplete.

Most usually, supervisors of NSW Department of Health Dental Clinics require students on work placement experience to be immunised against Hepatitis B. Some supervisors may also require students to provide evidence of successful immunisation before accepting them for work placement experience.

Many dentists in private practice may also require students to be immunised against Hepatitis B.

The TAFE NSW fee and charges

The **annual** TAFE NSW fee and the full OTEN Student Materials and Handling Charge apply when enrolling with OTEN before 31 May 2007. OTEN allows you to '*study @ your own pace*', so we recommend that you pay the 2007 annual TAFE NSW fee for your course when you apply to enrol.

Annual TAFE NSW fee	\$816
OTEN Student Materials and Handling Charge	\$50

You may choose to pay the 2007 annual TAFE NSW fee in two **equal** instalments. The first instalment and the full OTEN Student Materials and Handling Charge are paid on enrolment. TAFE NSW will send you an invoice for payment of the second instalment which **must** be paid by 31 May 2007. This instalment must be paid regardless of the month you enrol and the amount of study you have completed prior to 31 May 2007.

If you enrol after 31 May 2007, you need to pay the mid year rate for the TAFE NSW fee of \$408 plus the full OTEN Student Materials and Handling Charge.

No matter which month of the year you enrol, if you have not finished all of your units/modules to complete your qualification by 15 November, you will need to re-enrol and pay the TAFE NSW fee and the OTEN Student Materials and Handling Charge again for the next OTEN academic year.

Other associated costs:

There are compulsory practical components as part of this course (\$800). You will be required to pay these costs in addition to your payment of the TAFE NSW fee and the OTEN Student Materials and Handling Charge.

Payment should be made at time of enrolment.

Refer to the attachment: *Other Payment Form for Dental radiography practical*.

Additional reference materials are listed in your learning materials.

If you are a Temporary Visa Holder and you are eligible to enrol, you may need to pay additional tuition fees depending on your visa subclass number. Go to the *Students on Visas* page on our website www.tafensw.edu.au/oten for more information or phone Course Information on (02) 9715 8333 or 1300 362 346.

This qualification is suitable for study if you reside overseas. However if you are not an Australian citizen or Australian permanent resident, you will need to pay commercial fees. Details of fees are available on the *Overseas Students* page on the OTEN website at www.tafensw.edu.au/oten

Although the course is suitable for overseas students, you are required to attend the 2 practical sessions of this course in Australia.

Duration

This qualification has a duration of 152 nominal hours.

Most OTEN students would find that they have to do extra hours of study for this qualification due to the nature of distance education.

In general students need to complete this qualification within 1 year.

However, students can complete with OTEN in less than the completion time above.

An extension to the OTEN qualification completion time may be available in special circumstances. Students will need to apply in writing to their teaching section.

Centrelink

This qualification may not be appropriate for students who wish to receive a student payment from Centrelink. You will need to discuss the qualification duration with Centrelink.

If you receive a Centrelink student payment to study, you are expected to **complete** your qualification within the **time allocated by Centrelink**. This time may be less than the time OTEN allows. You are also required to show consistent and regular **progress** through your course, and complete units/modules regularly throughout your enrolment. If not, you may incur a Centrelink debt which you will have to pay.

Conditions of enrolment

It is a condition of your enrolment with OTEN that you actively participate in your studies. Active participation is: submitting assignments, attending practical sessions if applicable, completing units/modules, applying for recognition, sitting tests and exams, or making satisfactory progress in tutorial support.

If you do not participate in your studies, future enrolment applications may be declined.

Learning and Assessment in the Workplace

TAFE NSW has a responsibility to protect members of the public (and the students themselves) from being harmed by students taking part in workplace or simulated Workplace Learning.

Students who participate in Workplace Learning will receive a copy of the *OTEN Student Code of Conduct and Information for Students Participating in Workplace Learning*.

Your teacher can provide you with more information about this policy if it is applicable to your course.

Working with Vulnerable People

TAFE NSW has a responsibility to protect members of the public, in particular people in vulnerable circumstances, from being harmed by students who come in contact with them while doing practical and workplace activities in specific courses and units/modules.

A *Prohibited employment declaration* must be signed by students in courses where contact will be made with children.

To prepare for this possibility we have attached a *Prohibited employment declaration* form to this Course Information Leaflet for you to complete and attach to your application.

Students who are unsure whether their past behaviour would prevent them from fully participating in a course or affect their employment options, can discuss the matter with a member of TAFE NSW Counselling and Careers Service Staff. The OTEN Counselling & Careers Service can be contacted on Ph: (02) 9715 8446 or 1300 655 993.

In some circumstances you may be required to sign a consent form for criminal record check and to pay for the check to be carried out.

Structure

There are 3 units/modules in this qualification.

To complete this qualification the units/modules must be completed within the defined duration. You will need to plan your study to ensure you progressively enrol and complete all required units/modules within this time.

All of the units/modules are compulsory.

The qualification is completed by:

- studying at home at your own pace
- assignment work which you send in to us for comment and assessment
- attendance at 2 compulsory practical sessions of 2 - 3 days duration and workplace experience
- a compulsory workplace logbook which is a component for successful course completion.

The two practical sessions will be held at the ADA centre in St Leonards, Sydney. The practical fee covers the cost of consumables and equipment usage and hire, during the practical session. Travel and accommodation costs are not included in this fee. These practical sessions must be paid for in advance. Please fill in the payment section on the attached form and carefully read the refund policy.

All of the units/modules needed to complete this qualification are available through OTEN.

The course has been developed to enable learners to satisfy the requirements for the qualification by completing the following groups of units/modules:

Module No	Unit of Competence	Name	Hrs
3054A	HLTDA10A Apply the principles of radiation biology and protection in dental practice	Radiographic Principles	25
3054B	HLTDA11A Prepare to expose a prescribed dental radiographic image	Radiographic Preparation	45
3054C	HLTDA12A Produce a dental radiographic image	Radiographic Production	82

Recognition

TAFE NSW recognises the skills and knowledge that you have gained through previous studies, work and life experiences. If you are granted recognition in a unit/module, you do not have to study that unit/module.

For a recognition pack, contact our **Recognition Helpdesk**.

- Ph: (02) 9715 8486 or 1300 362 165
- Email: oten.recognitionhelp@tafensw.edu.au

Please note: Some industries have their own legislative or licensing requirements. TAFE NSW recognition does not apply to these.

Embedded qualifications

This course does not have embedded qualifications.

Learning materials

OTEN will provide learning materials in this qualification in the form

- printed lesson notes
- clinical log book will be provided for work experience use.

Additional reference materials are listed in your learning materials.

See "Other associated costs" under The TAFE NSW fee and charges.

Assessment

Assessment for this qualification is by:

- assignment work which you should send in to us on a regular basis
- three practical assessments
- participation at 2 practical sessions
- two written tests
- on the job training.

You will receive more information about assessment in the *Assessment Guide* for each unit after enrolment.

Refunds

Please enrol carefully, as refunds are only granted in exceptional circumstances. Refer to the OTEN Course and Career Guide for more information or the OTEN website www.tafensw.edu.au/oten

For further assistance

The Counselling and Careers Services at OTEN may be able to help you to:

- clarify your career or educational goals
- choose an appropriate course (or courses) to achieve these goals.

Contact Counselling and Careers on Ph: (02) 9715 8446 or 1300 655 993.

OTEN also provides assistance through the:

- Disabilities Unit Ph: 1300 362 890
- Aboriginal Student Support and Development Unit Ph: 1300 362 890
- Multicultural Education and Support Unit Ph: 1800 637 535.

Related courses

OTEN also offers:

- 3053 Certificate III in Dental Assisting
- 3056 Certificate IV in Dental Assisting (Oral Health Education)
- 17022 Certificate IV in Dental Assisting (During General Anaesthesia & Conscious Sedation)
- 24044 TAFE PLUS Statement in Dental Assisting (Pouring Dental Impressions).

To apply to enrol

It is important to read this Course Information Leaflet carefully, as well as the OTEN Course and Career Guide.

Complete the OTEN enrolment application form.

Complete the following attachments:

- *Proof of workplace experience form*
- *Other Payment Form for Dental radiography practical*
- *Prohibited employment declaration form.*

Attach your payment by cheque or money order, or include your credit card details to pay the TAFE NSW fee, the OTEN Student Materials and Handling Charge and any other associated costs and send to:

OTEN
Locked Bag 2012
Strathfield NSW 2135

For security reasons we do not accept cash.

Enquiries

For further information on this qualification, call the **Dental Assisting teaching section**

Ph: (02) 9715 8533 or 1300 652 947
Email: oten.dental@tafensw.edu.au

Course information

Ph: (02) 9715 8333 or 1300 362 346
Fax: (02) 9715 8445
Email: oten.courseinfo@tafensw.edu.au

Enrolment into most courses is open until early August. However, courses may be closed before this date if places are filled. For the latest information on course availability visit the OTEN website www.tafensw.edu.au/oten

OTEN

51 Wentworth Rd
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