

# DENTAL ASSISTING (ORAL HEALTH EDUCATION) CERTIFICATE IV

**National code: HLT40602 Training package: HLT02**  
**TAFE NSW number: 3056**

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## Overview

This qualification aims to provide the Certificate III qualified dental assistant with the information, practical training and skills necessary to instruct patients in oral hygiene in a clinical environment, and present dental health education to community groups.

The emphasis is on communicating suitable oral hygiene methods, dietary advice and preventive measures in clinical and community environments, and gaining an awareness of dental health issues that arise within the community.

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 fulfils the requirements of the nationally recognised Certificate IV in Dental Assisting (Oral Health Education).

## Entry requirements

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

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

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 students through this workplace experience.

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

- *Proof of workplace experience form*
- *Other Payment Form for Oral Health Education 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.

<b>Annual TAFE NSW fee</b>	<b>\$816</b>
<b>OTEN Student Materials and Handling Charge</b>	<b>\$50</b>

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 (\$250). 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 the Oral Health 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](http://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](http://www.tafensw.edu.au/oten)

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

### Duration

This qualification has a duration of 135 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.

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 course 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.

## Structure

There are 4 units/modules in this qualification.

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 4 days duration and workplace experience
- a compulsory workplace logbook which is a component for successful course completion.

The practical sessions will be held at Randwick and St Leonards in Sydney. The practical fee covers the cost of consumables, use of equipment and hire during the practical sessions. These practical sessions must be paid for in advance. Please fill in the payment section on the attached form, carefully read the refund policy, and included this payment with your enrolment.

Travel and accommodation costs are not included in this fee.

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:

<b>Module No</b>	<b>Unit of Competence</b>	<b>Name</b>	<b>Hrs</b>
9713G	BSBMKG407A	Make a Presentation	23
	Make a presentation		

8389A	BSZ404A	Train Small Groups	30
	Train small groups		
3056A	HLTDA7A	Clinical Competency	55
	Implement an oral health education program		
3056B	HLTDA7A	Community Oral Health	27
	Implement an oral health education program		

## 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](mailto: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 of:

- printed lesson notes
- clinical log book.

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

- two practical assessments
- participation at practical workshops
- 1 written test
- on the job training and assessment.

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](http://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
- 3054 Certificate IV in Dental Assisting (Dental Radiography)
- 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 Oral Health Education 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](mailto: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](mailto: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](http://www.tafensw.edu.au/oten)

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