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**Course Information Brochure**  
**Certificate III**  
**in**  
**Dental Assisting**  
**HLT31807**



**Indigo Medical & Dental Training Pty Ltd**  
**Level 2, Suite 1A, Gordon Executive Centre,**  
**802 Pacific Highway,**  
**Gordon NSW 2072**  
**Tel: 02 9844 5496 Fax: 02 8212 9547**  
**Email: [training@indigoconsulting.com.au](mailto:training@indigoconsulting.com.au)**

## Training Provider

Indigo Medical & Dental Training Pty Ltd is a National Registered Training Organisation that provides accredited and non accredited training courses and qualifications for the medical and dental profession Australia-wide. Our Training Administration Head Office is located at Bundall, QLD, but we also have offices located in Sydney and Melbourne.

Our Training Assessors have extensive experience working within the dental industry, possess Certificate IV in Workplace Training & Assessment TAA and have conducted group workshops/training in Introduction to Dental Assisting and Certificate III in Dental Assisting.

## Training Provider Relevant Contacts

Please contact our Sydney office for all enquiries relating to receiving an enrolment pack, enrolling in Certificate III in Dental Assisting HLT31807 and course unit material.

### Training Administration Office - Sydney

Bernadette Beach  
Director

Glenys Stabback  
National Training Manager

Indigo Medical & Dental Training Pty Ltd  
Level 2, Suite 1A, Gordon Executive Centre  
802 Pacific Highway, Gordon NSW 2072  
Tel: 02 9844 5496 Fax: 8212 9547

### Queensland Office

Indigo Medical & Dental Training Pty Ltd  
Level 15, Corporate One Centre  
2 Corporate Court, Bundall QLD 4217  
Tel: 07 5591 9526 Fax: 02 8212 9547

### Melbourne Office

Indigo Medical & Dental Training Pty Ltd  
Lvl 13, 200 Queen St, Melbourne VIC 3000  
Tel: 03 8648 6511 Fax: 02 8212 9547

### **Our Training Assessors**

Sandi Foley – NSW, WA  
Email: [sfoley\\_indigo@ymail.com](mailto:sfoley_indigo@ymail.com)

Carol Bleakley – QLD  
Email: [cblea@bigpond.net.au](mailto:cblea@bigpond.net.au)

Teresa Davine – VIC, SA, TAS  
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Amanda Edkins – NSW, QLD, VIC, WA, TAS  
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Ros Carey – NSW, QLD, VIC, WA, TAS  
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## Course Outline

Certificate III in Dental Assisting HLT31807 consists of 8 Units of Competency (including 1 Unit First Aid), comprising of both clinical and non clinical units. To be awarded the qualification Certificate III in Dental Assisting (HLT31807), you must successfully complete the 9 Units of Competency as well as possess a current valid First Aid certificate.

This course provides the skills and knowledge to understand the role and responsibilities of a Dental Assistant within general practice and how to effectively and efficiently provide a high standard of assistance to a Dentist, Dental Hygienist or Dental Therapist during oral health care procedures.

We offer the Certificate III in Dental Assisting HLT31807 to:-

- Dental Assistants currently employed within the dental industry
- Dental Assistant Traineeships (working in conjunction with MEGT providing government incentives to private practices)
- Jobseekers wishing to enter the dental industry (however, only a limited number of non-clinical units may be completed. The clinical units must be completed whilst working in a dental practice before the Certificate III in Dental Assisting will be awarded.)

## Course Core Units (Units of Competency)

The following core units form part of the Certificate III in Dental Assisting HLT31807 as well as required knowledge obtained in practical situations in the workplace environment.

HLTH1R301A	Communicate and work effectively in health
HLT1N301A	Comply within infection control policies and procedures in health work
HLT1N302A	Process reusable instruments and equipment in health work
HLTOHS200A	Participate in OHS processes
HLTDA303B	Prepare for and assist with oral health care procedures
HLTDA304B	Assist with dental radiography
HLTDA306B	Assist with administration in dental practice
HLTFA301B	Apply First Aid

**Please Note: The unit HLTFA301B – Apply First Aid must be completed before the Certificate III in Dental Assisting is awarded. First Aid is NOT included in the price of the course. This unit may be completed at any time during the course. Course dates/times can be provided by request.**

## Course Entry Requirements

- Sound literacy skills
- Minimum Year 10 School Certificate equivalent
- Currently working as a Dental Assistant in a full time, part time, casual or voluntary basis.

## Recognition of Prior Learning

Recognition of Prior Learning may be awarded in relation to course units upon proof of recognised prior learning of relevant skills and knowledge.

## Course Duration

Certificate III in Dental Assisting HLT31807 comprises of study time of 520 hours and is recommended to be completed within a one year period, however, extension of this period may be considered after written application from the Student stating reason for extension of time.

Students may complete the course in a shorter period of time.

## Course Delivery & Course Fee

To ensure our course delivery provides flexibility, customisation and meets the expectation and needs of students, we have three delivery options to choose from:-

### **Flexible Learning - Option 2 (as detailed on Enrolment Form)**

**\$2,500**

This course will be delivered by a combination of flexible learning & face to face meetings. The Student will receive:

- A customised Training Plan to ensure completion in the nominated timeframe
- Unlimited support from a Trainer Assessor via email/phone/Skype.
- A minimum of 3 face to face meetings
- Access to video workshops (where applicable)
- Access to our Online Forum (available from 2011)

## **Traineeship Package**

**\$3,200**

Our traineeships are fully customised to ensure that Trainees receive personalised and customised training with relevance to the Trainee's role within the workplace. The Traineeship Training Programme is delivered by flexible delivery, however, Trainees and employers will receive not only the service outlined below, but have the additional option in being able to personalise the training programme to meet the Trainee's own needs, goals and learning style.

- A Trainer Assessor who will work closely with the Workplace Supervisor and Trainee for the duration of the course
- Unlimited support from a Trainer Assessor via email/phone/Skype
- Regular email contact from the Trainer Assessor to both the Trainee and the Workplace Supervisor to ensure that the Trainee is meeting their course commitments and to discuss Trainee's progress and implementation of skills/knowledge into the workplace setting
- A minimum of 4 workplace visits (if a workplace is not geographically placed to conduct workplace visits, video calls will be conducted)
- Online forum (available from 2011)
- Regular face to face meetings in the workplace at a time that is convenient to the Trainee and Workplace Supervisor
- Video workshops throughout the course

An Administration Fee of \$200 is payable by Students upon enrolment.

Payment plans are available for this qualification.

The Student is appointed a personal Trainer Assessor. One course unit will be forwarded to the Student for completion before proceeding to the next unit. The course delivery will consist of reading material, activities, online assessments and written assessment tasks which will be completed both in the workplace setting (if employed) and in the Student's own time.

## Qualification

On successful completion of the 8 Units of Competency, you will be awarded the qualification Certificate III in Dental Assisting HLT31807.

If you only complete certain Units of Competency, you will receive a Statement of Attainment for the units successfully completed.

## Description of Course Units

### **HLTHIR301A – Communicate and work effectively in health**

This Unit of Competency describes the skills and knowledge required to work effectively in a health setting with clients, staff, visitors, suppliers and others to meet established work requirements.

#### Unit Topics

- Work ethically
- Communicate effectively in a health setting
- Practice high standards of personal hygiene
- Promote a positive approach to health
- Maintain professional work standards
- Work effectively within the health care system
- Take responsibility for personal skill development

### **HLTIN301A – Comply with infection control policies and procedures in health work**

This Unit of Competency describes the skills and knowledge required for workers to comply with infection control policies and procedures. All procedures must be carried out in accordance with current infection control guidelines, Australian and New Zealand Standards for maintaining infection control and the policies and procedures of the organisation.

#### Unit Topics

- Follow infection control guidelines
- Identify and respond to infection risks
- Maintain personal hygiene
- Use personal protective equipment
- Limit contamination
- Handle, package, label, store, transport and dispose of clinical and other waste
- Clean environmental surfaces

### **HLTIN302A – Process reusable instruments and equipment in health work**

This Unit of Competency describes the skills and knowledge required for workers in the health care setting to clean and sterilise reusable instruments and equipment and to maintain associated environments. All procedures must be carried out in accordance with current infection control guidelines, Australia and New Zealand Standards and the policies and procedures of the health care establishment.

#### Unit Topics

- Prepare to clean used items
- Clean and dry used items
- Prepare and pack items for sterilisation
- Sterilise loads
- Maintain sterilising equipment

### **HLTOHS200A – Participate in OH&S processes**

This unit specifies the workplace performance required for an entry level employee to participate in OH&S processes in the workplace, in order to ensure their own health and safety at work, as well as that of others in the workplace who may be affected by their actions.

#### Unit Topics

- Plan and prepare to work safely
- Conduct work safely
- Participate in OH&S consultative activities
- Follow emergency response procedures

### **HLTDA303B – Prepare for an assist with oral health care procedures**

This Unit of Competency describes the skills and knowledge required for a Dental Assistant to assist the operator by preparing the dental surgery, including preparation of necessary equipment, instruments and materials, for oral health care procedures and to assist the operator during the delivery of these procedures.

#### Unit Topics

- Prepare the dental surgery for oral health care procedures
- Use dental terminology in communication within the health care setting
- Record personal, medical and dental details
- Select and prepare the syringe safely for local anaesthesia
- Assist the operator during oral health care procedures
- Maintain and store instruments, equipment, materials and medicaments

### **HLTDA304B – Assist with dental radiography**

This Unit of Competency describes the skills and knowledge required for a Dental Assistant to assist the operator by preparing clients, equipment and materials for dental radiography, to protect themselves, the client, other members of the dental team and the public from the hazards associated with ionising radiation and to process and mount dental radiographs to diagnostic and quality assurance standards.

#### Unit Topics

- Prepare client for dental radiography
- Prepare equipment and materials for dental radiography
- Process and mount dental radiographs
- Maintain stock of unexposed radiographic film and chemicals
- Assure the quality of dental radiographic processing

### **HLTDA306B – Assist with administration in dental practice**

This Unit of Competency describes the skills and knowledge required for a Dental Assistant to assist the operator by maintaining appointments to suit the client and the organisation, to record and reconcile payments and to maintain client records.

#### Unit Topics

- Communicate effectively with clients and other persons
- Respond appropriately to enquiries from clients and visitors
- Allocate appointments appropriate to client and organisation requirements
- Calculate and record basic financial transactions
- Handle cash and record financial transactions
- Maintain client records
- Assist with client recalls

### **HLTFA301B – Apply First Aid**

This Unit of Competency describes the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance.

**Please note that Apply First Aid is NOT conducted or paid for by Indigo Medical & Dental Training Pty Ltd. Indigo Medical & Dental Training can organise Students to attend a First Aid workshop to obtain a First Aid Certificate if necessary, but the Student will be responsible for payment of the First Aid course.**

## Unit Topics

- Assess the situation
- Apply first aid procedures
- Communicate details of the incident
- Evaluate own performance

Demonstration of all performance criteria is to be under the guidance and direction of the dentist or dental specialist.

All procedures are carried out in accordance with infection control guidelines, occupational health and safety policies, Australian and New Zealand Standards and legislative requirements as they relate to the Dental Assistant's specific job role.

## **PAYMENT OF COURSE FEES**

To enrol in Certificate III in Dental Assisting, please complete an Enrolment Form and email, fax to 02 8212 9547 or mail to:

Indigo Medical & Dental Training  
PO Box 3731  
Tuggerah NSW 2259

Payments can be made via credit card, direct deposit or cheque.

### **Payment Plan Options**

We offer **payment plan options** for all our qualification courses. An initial deposit is paid upon enrolment followed by two (2) payments made thereafter during the duration of the course. A payment plan schedule will be issued upon enrolment detailing the due date each month.

A non refundable Administration Fee of \$200 is payable by all Students. This Administration Fee covers the administrative cost of the course and course materials.

Course fees received by Indigo Medical & Dental Training Pty Ltd are not accessed and are maintained in an account until the Student commences the course. Refunds are available to Students in accordance with government guidelines and fair and proper standards.



***Helping You on Your Journey to  
Become a Qualified  
Dental Assistant***

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