

Learning with a **Difference**



“There are three ingredients in the good life:
Learning, earning, and yearning.”

Christopher Morley

About Indigo Medical & Dental Training

Indigo Medical & Dental Training is a national Registered Training Organisation (RTO) that facilitates nationally recognised qualifications. What this means is that we are a provider of accredited training programmes which are highly recognised in the health industry, business industry sectors and throughout Australia.

We facilitate this training via:

- Individual Student enrolments
- Workplace Government Traineeships
- Group workshops

Many Registered Training Organisations offer large class delivery with high trainer to student ratios resulting in the student receiving very little direct attention. We have found that students who succeed most are those who have a recourse to call on at all times, and who are kept motivated and directed by an experienced, positive facilitator role model.

At Indigo Medical & Dental Training, we believe in creating a learning and development partnership with our students/clients through the provision of customised and personalised training. What this means is that you will receive the highest quality training for you/your staff, whilst complementing your specific work environment and requirements.

Our facilitation of the training programme is customised to suit the individual's learning style by utilising a personalised approach including ongoing guidance and the interactive engagement and support of the Training Assessor. This means that the student will receive one-on-one attention through regular in person meetings, emails and phone calls to keep them on the right track and guide them through their study. A Training Plan is formulated outlining the commencement and completion date for each unit and the final completion date for the training qualification.

As a result of this programme delivery, you will participate in a learning environment like no other that will allow you to reach your personal and professional potential.

The benefit of engaging Indigo Medical & Dental Training is that you can enrol at any time of the year – there are no set intake dates!

Indigo Medical & Dental Training facilitates:

- Qualification courses in medical, dental and business
- Accredited short workshops
- Indigo Infusion – highly motivating, engaging and interactive 2 hour workshops



Qualifications

We understand that no two students are the same so at Indigo Medical & Dental Training, we give students freedom of choice as to how they would like their training to be delivered i.e. as much or as little face to face interaction they would like from the Trainer.

We have a selection of 3 training delivery modes:

- Flexible delivery (delivered flexibly but unlimited phone and email support)
- Flexible delivery (delivered flexibly, unlimited phone/email support and 3 face to face visits from the Trainer)
- Flexible delivery (delivered flexibly, unlimited phone/email support and 4-5 face to face visits from the Trainer)

Please find listed below a description of each qualification that Indigo Medical & Dental Training facilitates:

Health

BSB201107 Certificate II in Business *(Medical Reception stream)*

This qualification provides the skills and knowledge to understand the role and responsibilities of a Medical Receptionist within the medical environment and how to effectively and efficiently provide a high standard of administration service to healthcare professionals, colleagues and patients within a general practice, specialist and hospital environment.

Certificate II in Business consists of 12 units of competency (including a choice of two elective units from the medical reception electives).

BSB31107 Certificate III in Business Administration (Medical)

This qualification provides the skills and knowledge to understand the role and responsibilities of a Medical Receptionist within the medical environment and how to effectively and efficiently provide a high standard of administration service to healthcare professionals, colleagues and patients within a general practice, specialist and hospital environment.

Certificate III in Business Administration (Medical) consists of 13 units of competency including 5 medical units.

HLT31807 Certificate III in Dental Assisting

This qualification 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.

Certificate III in Dental Assisting consists of 8 units of competency.

HLT43207 Certificate IV in Health Administration

This qualification is specifically designed for individuals wishing to work autonomously as a senior member of staff in an administrative team within the health environment.

This qualification will equip you with the skills and knowledge to perform a high level of administration skills/functions and enhance skills to further develop and/or progress into a supervisory position within the health environment.



You will gain an understanding of business and operational processes within the health environment and guidance/tools to take responsibility for the effective functioning and performance of the team and its work outcomes.

Certificate IV in Health Administration consists of 15 units of competency (selection of 10 elective units).

HLT43007 Certificate IV in Dental Assisting (Radiography)

This qualification provides the knowledge and skills necessary to provide an advanced level of chair-side assistance to the operator, including contributing to the quality of dental care provided through well developed communication skills.

This qualification provides you with the skills needed to interpret a request from a dental operator for a radiographic image and to produce the image in those states where Dental Assistants are allowed to undertake these tasks under State Dental Acts and regulations. The qualification includes patient preparation and positioning and selection of equipment requirements.

Certificate IV in Dental Assisting consists of 7 units of competency.

HLT43007 Certificate IV in Dental Assisting (Oral health)

This qualification provides the knowledge and skills necessary to provide an advanced level of chair-side assistance to the operator, including contributing to the quality of dental care provided through well developed communication skills, providing an oral health education programme that promotes good oral health as part of general good health as well as implementing and monitoring infection control policy and procedures.

Certificate IV in Dental Assisting consists of 7 units of competency.

HLT52007 Diploma of Practice Management

This qualification is an industry recognised qualification that has been designed specifically developed to cater for the healthcare industry. This qualification equips you in developing essential skills and knowledge required of a Manager to provide business and operational expertise in managing the functions within private practice to achieve the business goals and strategic direction.

You will learn how to effectively lead and performance manage a team, implement and monitor systems, prepare business and financial reports, marketing and business planning.

Diploma of Practice Management consists of 16 units of competency.



BSB40507 Certificate IV in Business Administration

This qualification is specifically designed to help you develop and enhance your administration and supervisory skills. Throughout the course, you will develop sound advanced word processing skills, learn how to review, enhance and implement administration systems and learn how to train other team members how to use these systems.

Certificate IV in Business Administration consists of 10 units of competency (selection of 5 elective units).

BSB40807 Certificate IV in Frontline Management

This qualification is specifically designed to develop and enhance leadership skills to people who may already be working as a supervisor or co-ordinator and/or who wish to further develop and progress into a supervisory position.

This qualification will equip you with the necessary knowledge, guidance and management tools to take responsibility for the effective functioning and performance of the team and its work outcomes.

Certificate IV in Frontline Management consists of 10 units of competency (selection of 6 elective units).

BSB41007 Certificate IV in Human Resources

This qualification is specifically designed for individuals who work in a range of support positions in human resources management. These may include all human resources functional areas and/or may be assigned responsibilities in units or business areas focused on discrete human resources functions, such as remuneration, workforce planning or human resources information systems.

Certificate IV in Human Resources consists of 10 units of competency (selection of 6 elective units).

BSB40607 Certificate IV in Business Sales

This qualification reflects the role of individuals who use well-developed business sales skills and a broad knowledge base in a wide variety of business sales contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources.

You will learn how to understand and manage a sell from inception through to completion - build client rapport, identify a sales opportunity, make a presentation, plan sales activities and follow up.

Certificate IV in Business Sales consists of 10 units of competency (selection of 9 elective units).

BSB51107 Diploma of Management

This qualification is specifically designed for individuals who are engaged to manage the work of others or to add value to or review management practices in various industries or organisational settings.

This qualification is offered to individuals who have experience in supervisory roles or management roles, but without formal supervision or management qualifications and would like to gain an understanding and/or further develop skills/knowledge in business management and operations.

Diploma of Management consists of 8 units of competency (selection of 3 elective units).

If you would like to receive a full course prospectus on any of our qualification courses, please contact our offices on our office numbers (Syd 02 9844 5496, Brisb 07 5591 9526, Melb 03 8648 6511) or email training@indigoconsulting.com.au



Traineeships

traineeships

Indigo Medical & Dental Training works in conjunction with an Australian Apprenticeship Centre to facilitate government traineeships.

The Australian Government is encouraging employers to up skill their employees in various qualifications and so are providing government training incentives to employers of up to \$4,000 for each eligible employee.

What this means is that employers are able to receive this \$4,000 funding by placing each of their eligible employees under a traineeship.

There are four parties involved during a traineeship:

1. A Government Apprenticeship Centre (we engage with MEGT)
2. Registered Training Organisation (Indigo Medical & Dental Training)
3. Employer (workplace)
4. Employee (student)

Government traineeships are available for Certificate III, IV and Diploma level qualifications for:

- New employees (3 months and less)
- Existing employees (employed longer than 3 months)

An employee would be eligible if (however, there may be variations and exceptions in some cases):

- Employed in a full time or part time capacity
- Permanent resident
- Has not obtained any qualifications in the last 7 years
- School leavers are able to have completed qualifications within 2 years of leaving school
- Commenced a qualification but never completed
- If an employee has completed a previous traineeship within the 7 year timeframe and has already received incentives, they are able to participate in a Diploma level traineeship only and still receive the funding

To ensure successful learning outcomes of the traineeship, Indigo Medical & Dental Training works closely with both the student and our clients to ensure that learned skills and knowledge are applied effectively and competently into the workplace setting.

A traineeship is a journey for all four parties. We pride ourselves on our high quality training, passion for learning and facilitation by our Trainers. We like to ensure that our students are actively engaged at all times during the learning journey as we believe that greater results are achieved by the student interacting and being accountable for their learning plus at the same time receiving personalised attention customised to their own learning style and needs.

We involve and communicate with the Workplace Supervisor/Manager at all times during this learning phase to provide feedback and communication as well as to evaluate and determine competency in the workplace.

If you would like to determine whether your employees are eligible for the training incentive or would like more information, please contact our offices on our office numbers (Syd 02 9844 5496, Brisb 07 5591 9526, Melb 03 8648 6511) or email training@indigoconsulting.com.au



Short Workshops

Indigo Medical & Dental Training conducts short accredited and non accredited workshops.

We conduct these workshops via:

- Flexible learning
- Group public workshops
- Workplace premises - we are able to facilitate training at your workplace customised to your specific needs and requirements

Medical Reception

Our Medical Reception training is an accredited course designed to give participants a 'real' understanding of the medical profession, the processes and procedures, and the duties and responsibilities involved when working as a Medical Receptionist in General Practice, Hospital, Private Specialist, and Allied Health practices.

This course teaches participants the importance of providing excellent customer service and care towards doctors, fellow colleagues and patients.

Upon successful completion of post course assessments, the following Statement of Attainments are issued:

BSBCMM201A Communicate in the workplace

BSBMED305B Prepare and process medical accounts

BSBMED301B Interpret and apply medical terminology appropriately

We offer our Medical Reception training via flexible learning, group workshops and at your workplace premises.

Medical Terminology

This workshop in medical terminology will equip participants with basic medical terms and knowledge of their meanings that they may use and adapt in a variety of healthcare settings. Participants will learn common medical word roots for body regions and organs and procedural word roots and will discover how to assemble word roots into their combining form to create medical terms. Medical terms for colours, numerical and directional terms will be covered, together with common medical symbols and notations. Participants will discover common medical terminology and associated diseases and medical conditions of the systems of the human body.

We offer our Medical Terminology workshops via flexible learning and group public workshops.

We also offer our Medical Terminology workshops to employers at their premises for small to large groups. The course is customised to the specific needs/requirements and group dynamics.

Upon successful completion of post course assessments, the following Statement of Attainment will be issued:

BSBMED301B Interpret and apply medical terminology appropriately

Senior First Aid

This workshop will provide 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 assistance.

You will be trained in first aid procedures that should enable you to assist an injured or ill person until medical aid is accessed.



Topics include:

- Management of the unresponsive victim
- Resuscitation
- Bleeding
- Respiratory emergencies
- Cardiac emergencies
- Fractures, soft tissue injuries
- Head injuries
- Diabetes, epilepsy/convulsions
- Envenomation, poisoning and thermal injuries

The course is delivered via self directed study via workbook and then attending an 8 hour face to face practical workshop.

Our First Aid workshops are offered via group public workshops at nominated locations.

However, in providing a high quality product and ease of training for businesses, this particular workshop has been specifically designed and customised to be facilitated on site at healthcare and business premises for their staff.

Medical Software Training

We provide introductory training on the following software packages:

- Pracsoft
- Best Practice
- Blue Chip
- Oasis

This training is delivered flexibly, group public workshops and can be conducted onsite at your workplace premises.

If you would like further information on our short workshops and our exciting new Indigo Infusion workshops, please contact our offices on our office numbers (Syd 02 9844 5496, Brisb 07 5591 9526, Melb 03 8648 6511) or email training@indigoconsulting.com.au



Indigo Infusion

Exciting New Concept! 2 hour workshops – conducted at your workplace premises and/or at our nominated group workshops.

Little down time for your staff to be out of the office – Excellent results!

It is known that Employers of Choice and successful businesses are ones that provide a learning and development environment, engage and motivate their team on an ongoing basis.

Indigo Infusion provides this answer.

Indigo Infusion workshops are an exciting new concept for workplace learning in which we deliver highly motivating, interactive learning sessions within a 2 hour time based around workplace learning and personal development.

We have a selection of workshops based around:

- Energy & Motivation
- Creativity & Innovation
- Calm & Balance

For example:

- Dynamic communication (with patients/clients and within the team)
- Customer Service Excellence
- Team building – togetherness for all staff
- Problem solving – managing problems with calm
- Leadership – how to be an inspirational leader
- Embracing change
- Thinking outside the box – using your creativity in the health setting
- Grow your business - understanding marketing concepts
- Stress Management

If you would like further information on our short workshops and our exciting new Indigo Infusion workshops, please contact our offices on our office numbers (Syd 02 9844 5496, Brisb 07 5591 9526, Melb 03 8648 6511) or email training@indigoconsulting.com.au

indigo infusion



“Whatever the mind of man can conceive
and believe it can achieve”

Napoleon Hill

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