

Dear Applicant,

Thank you for requesting details regarding the Certificate IV in Dental Reception and the Diploma in Dental Practice Management.

Both courses are Nationally Accredited and are available by correspondence. The Australian Dental Association has viewed the curriculum.

The courses are currently being placed for DEACA accreditation (Dental Assistants Education Council of Australia) and are being released nationally.

Exact Dental Software (Software of Excellence Australia) is also part of the accredited programme.

Recognition of Prior Learning and Recognition of Current Competencies will enable most Dental Assistants, Dental Receptionists and Dental Practice Managers to be fast tracked or be awarded the associated modules involved. This will reduce the programme considerably for Dental Staff already in the Dental Profession and provides them with recognition for their past achievements.

The programmes are self paced with flexible delivery and time frame completion.

The courses have been developed in individual accredited modules. When a module is completed you will receive a certificate of attainment. On completion of the course you will receive the associated certificate for your qualification.

Assessment processes are varied and involve practical exercises, assignment exercises, written assignments, reports, short assessment papers, projects, observation and oral questions.

Many of the modules are National Generic Modules which articulate with other industries – e.g. Business Management, Medical Reception/Management courses.

The cost of the Reception programme is \$990.00 and the Diploma programme is \$990.00. Payment plans are available through Dental Nursing Australia on request.

Please find enclosed an outline of the subjects involved with the programmes.

Should you require further information or enrolment forms please contact Susan Lawton on 1300 8555 03 / 9792 4440 or Email: admin@dentalnursingaustralia.com

We hope we have assisted you to further your career options in the Dental Profession.

Yours sincerely

Susan Lawton

Director

Kingston Training and Employment Pty Ltd