



Kingston
Training and Employment Pty Ltd

Dear Applicant,

Thank you for contacting Kingston Training and Employment regarding Medical Reception. We are a Registered Training Organization under the new AQTF Accreditation and have won the State Excellence Award from the Department of Education and Training "Small Training Provider of the Year 2002" and reached the finals for 2003.

The **Introduction to Medical Reception** contains Nationally Accredited units which can be utilized towards the Nationally Accredited **Certificate III** (Business Administration) BSB30201 (**Medical Reception**). Medical Reception courses are currently delivered by Part-time and Correspondence modes with online learning and assessment to be established in the near future.

Kingston Training and Employment Pty Ltd trading also as Dental Nursing Australia provides training in Dental Assisting courses full-time, part-time, correspondence and traineeships. Accredited courses in Cert IV Dental Reception, Diploma in Dental Practice Management with additional post graduate courses in Radiography, Infection Control and Exact Dental Software. Kingston is also the W.A., trainer, installer and support service for Exact Dental Software systems.

Graduates on completing our courses will be equipped for immediate employment in the Private or Government sector of the Medical Profession Australia wide.

The correspondence course is structured into individual modules, self paced learning. The student will complete exercises, workbook outlines, assignments, short answer assessments, reports, verbal assessments and practical assessments.

Lecturers are freely available for advice and support and will visit you on your work placement for additional support and guidance, along with assessing your practical achievements.

Recognition of Prior Learning or Recognition of Current Competencies will take into account experience, employment, personal achievements and other training you have been involved with. This enables you to be recognized for skills and knowledge you have already attained towards these courses. You are able to receive credit for those modules, which provides you with an opportunity to fast track through the programmes.

The **Introduction to Medical Reception** is run over 5 weeks, attending class one day a week, every Tuesday (Bunbury), Thursday for (Mandurah) and (Geraldton) to be advised, over the 5 weeks from 9.00 a.m. to 3.00 p.m. *Some evening classes are organized throughout the year.*

Cost- \$400.00 to be paid on the first day. Please return your application form as soon as possible as classes tend to fill quickly. Once you have placed your application form your enrolment will be confirmed by mail and you will be provided with further details regarding the programme, parking, payment process, stationary requirements, facilities etc.

Enrolment fee \$42.00, Books approx \$40.00

On successful completion of the 5 weeks you will receive a Statement of Attainment. You would then be eligible to apply for positions in Medical Reception.

Courses: Courses run at intervals throughout the year. Generally 4 courses a year.

Venues: Unit 1, No 76 Spencer Street Bunbury (*Dental Nursing Australia Training Centre*)
Unit 7, 2D Peel Street Endeavour Centre Mandurah (*Dental Nursing Australia Training Centre*), 8 Grosvenor Close, Woorree Geraldton (*Progressive Training Centre*)

The Introduction to Medical Reception and Cert III Business Administration (Medical Reception) are registered under Austudy. As such some students will find they will be eligible for financial assistance through employment agencies or Centrelink.

You can then build on your Introduction to Medical Reception and enrol in the Certificate III Business Administration (Medical Reception) or select modules you feel will enhance your employment and skills in the Medical Reception sector.

A number of the units in the Introduction to Medical Reception can be utilized towards the Certificate III in Medical Reception.

The Certificate III programmes generally take 6 to 12 months depending on the individuals learning capabilities and previous practical experience. Very motivated and self directed Students, who have also gained employment may complete the programmes in less time.

The cost of the Certificate III Medical Reception programme is \$1,200.00. Payment plans can be arranged for students with financial restraints. A deposit of \$450.00 will be required once enrolled.

Book requirements vary depending on the programmes enrolled. Kingston will organize all Text book requirements and arrange payment plans if necessary.

Kingston can also arrange and supply uniforms at a cost of \$65.00 for a tailored blouse.

The Graduation Evenings are generally a gala event held in the local Resorts. You would receive an invitation to attend the graduation along with your colleagues, friends and family to celebrate your achievements.

Kingston employs eight lectures, all of which are highly qualified in Training & Assessment with a minimum of 8 years experience in either the Medical or Dental Profession (*Average experience 20 years*). All staff are extremely enthusiastic and supportive of all issues of the training programmes. They are located in Perth, Rockingham, Bunbury, Mandurah, Busselton and Geraldton.

For the latest course hard copy information booklet and application forms or if require assistance with your application please phone Susan on 1300 8555 03 / 9792 4440, Email: admin@dentalnursingaustralia.com or go visit our Web site for further information and application forms: **www.dentalnursingaustralia.com**

We look forward to receiving your application and wish you well with your future endeavours in the Health Profession.

Yours sincerely

Susan Lawton

Director

Kingston Training and Employment Pty Ltd