

Dear Potential Student

Thank you for contacting Dental Nursing Australia / DNA Kingston Training (sister organizations) for information regarding Dental Assisting (Dental Nursing) Courses. The nationally recognised Certificate IV in Dental Assisting programme delivered, Full-time (Flexible delivery), part-time and via correspondence all over Western Australia and is fully supported by the Australian Dental Association W.A. International Students are also welcome to enrol.

Our **graduates proudly sustain an extremely high employment rate**, due to our reputation and high quality training programmes, with 20 years of experience training in the Dental Profession. We are the largest training organization for Dental Auxiliary training in Western Australia.

Our intake of **students are Local and International** from all over Western Australia, Australia and the world, through Full-time (blended / flexible delivery), Part-time, Correspondence, Traineeships, VET for Secondary Students. Encompassing work experience and online learning to support the training needs of our Students.

Dental Nursing Australia / DNA Kingston Training are quality training providers and we are proud to have won the State Training Excellence Award "**Small Training Provider of the Year 2002**" and finalist 2003, (Commendation) in 2004, 2005 and 2007 with the Department of Training and Workforce Development.

We are also currently hold "**International Training Provider of the Year 2015**" reaching the finals in 2010, 2011 and 2016.

International Training Provider of the Year Finalist 2017 CISWA.



**Applications and enrolments are now being taken for 2019** Programmes for mid year intake commencing in July 2019 in Belmont and Mandurah. Applications are also being taken for 2020 Feb intake Mandurah. Belmont, Bunbury.

The Certificate IV in Dental Assisting programme, from the Health Training Package HLT15 is a National Recognized qualification.

- HLT45015 Certificate in IV Dental Assisting

Graduates, on completing this course, obtain skills in General Dental Assisting, Specialist Dental Assisting, Assisting in Dental Radiography, Theatre techniques, Oral Surgery, Dental Administration / Reception and Dental Health Promotion, providing you with one of the highest qualifications in Australia.

Students enrol in the Health Training Package qualification HLT45015 Certificate IV in Dental Assisting, as this is the direct entry level in Western Australia and is recommended for Government and Specialist Dentistry employment. The programme is very hands on with the latest equipment and instruments for practical training.

Dental Assisting (Dental Nursing) is a combination of theory and practical involving learning skills and knowledge to assist the Dentist treating patients to contribute to the quality of oral health care, working chairside with Dental Professionals such as the dental surgeons, dental hygienist, dental prosthetist, dental therapist or oral health therapist during oral health / dental care procedures.

Dental Assisting (Dental Nursing) includes maintaining high standards with infection control, knowledge of Dental procedures in the Dental Clinic, Caring and reassuring patients, assisting with practice administration and supporting professionalism in the dental sector.

The programme is very practically orientated, with students gaining essential hands on practical skills when they participate in the 50 hours scenarios and role playing in our real Dental Clinical environment at the college and 250 hours work experience, which DNA Kingston Training assist you with, making you ready for immediate employment.

Dental Assistants (Dental Nurse) position involves a great deal of patient care with duties to include:

- Care of patients
- Communication with patients
- Oral hygiene education and instruction for patients
- Reception, computer management, and management of practice
- Mixing materials
- Infection Control - use of autoclave, sterilising instruments
- Passing instruments and materials
- Preparation of surgery for each procedure
- Post-operative instructions for patients and care procedures
- Theatre skills and Hospital protocols for oral surgery procedures
- Specialist dentistry skills and knowledge in procedures and preparation

### **Career Opportunities from the Certificate IV in Dental Assisting**

The Dental Profession provide a wide variety of employment both part-time and full-time in the Government sector: Dental Health Services with children and adults (DHS) and Oral Health Centre of W.A. (OHCWA). Private dental practices in the suburbs and specialist dental practices in (Oral Surgery, Orthodontics, Prosthodontics, Endodontics, Periodontics, Paedodontics to name a few).

Careers are also available as a Dental Practice Manager, Dental Receptionist, Clinic Coordinator, Sterilization Manager, Dental Laboratory Assistant, Dental Technician, Oral Health Educator, WHS Health Officer. Certificate IV in Dental Assisting provides entrance to University (Conditions do apply) where further study options are available - example Health Sciences, Health Promotion, Nursing, Dental Therapy / Hygiene and Management.



### Training Colleges

Our modern training college (head office) is centrally located near transport, shops with free parking. 6 minutes from the CBD, main bus route to the airport (Bus every 15 minutes) and close to parks and the Swan River.

- **Head Office / College Belmont:** 63 Abernethy Road, Belmont
- **Mandurah:** Unit 6 / 7 Cnr Peel Street & Mandurah Terrace, Endeavour Centre,
- **Bunbury:** Bunbury Regional Trade Training Centre BRITC (Manea Senior College), Roberson Drive Bunbury Bypass,

### Staff expertise

Our staff are highly qualified and experienced, regarded as world class in the dental profession and provide a caring, supportive environment for learning. Our programs are very family orientated with training within school hours and school holidays off. Packaging and customisation of training is carried out for the individual student when parenting, personal issues or family commitments require you to miss areas of the programme.

### Excursions

Excursions are also included with visits to local hospitals, radiography clinics, dental technician laboratories, dental surgeries and numerous other centres of interest. An annual Dental Symposium is held in Perth, where students from all over the State attend.

## Guest Lectures

Guest Lectures from the dental profession are also rostered throughout the program to provide their expertise and share their knowledge in specialist areas of dentistry.

## Minimum entrance level required

The completion of Year 10, a C level in English and Maths **or** the demonstrated equivalent through employment, work experience, life experiences or courses attended.

## Personal Orientation

A personal orientation session is available to applicants requiring further information to understand Dental Assistants duties day to day, training programme structure, areas of future employment, the Dental Profession as a whole, including future educational and career opportunities.

## Delivery of the programme

Part time / Flexible mixed delivery - *Please note this programme is considered Full-time under Centrelink arrangements due to the programme unique structure.*

Students attend 2 (two) days a week face to face (class contact) delivery with project work, online learning and work experience to be accessed during the other three days, to fit the Students own days and time frames. Some work experience will be pre-arranged, though knowledge of these arrangements will be provided many months in advance.

Face to face (class contact) sessions are from 9.00 a.m. to 3.00 p.m. Generally two days a week. VET for secondary students may be one day a week with different scheduled programmes.

3 Days of training are provided to students with English as a second language, CALD students and those students who require additional practical tuition sessions.

Programmes follow the school terms, with school holidays off from class contact. (School holidays, may require additional work experience and project work to be completed. Students will be advised accordingly).

## Different Colleges and programmes have different days of delivery:

Belmont - Mon and Tue (February intake)

Belmont –Wed and Thur (July intake)

Bunbury -Thur and Fri (February intake)

Bunbury -Tue and Wed (July intake) subject to numbers

Mandurah - Thur and Fri (February intake)

Mandurah - Mon and Tue (July intake)

## Uniforms Books & Resources

The College will arrange all your books and uniforms on the Orientation day. The uniform includes a black tailored buttoned short sleeve top with logo and matching apron. Men will have a tailored black shirt with logo. Costs are incurred for Uniforms, Books and Workbook.

There are no application fees or enrolment fees. A payment of \$1,500.00 is required by Orientation day to secure your books, uniforms and commencement into the course. If students are having difficulty with this payment, if they could advise administration for alternative arrangements.

**Government funding** is generally available, though subject to conditions. Payment plans are also made available for Student tuition fees.

## Funding options and grants

Dental Nursing Australia / DNA Kingston Training delivers Nationally Recognised programs, who are preferred providers on the panel with the Department of Training and Work Force Development (DTWD). Students will be offered subsidised funding positions, though subject to DTWD numbers, eligibility and criteria. Students will also be eligible to apply for Austudy, Youth Allowance or "Transition to Work" schemes through agencies such as Centrelink, Centre care, Mission Employment and Job Futures.

Resource fees are charges for materials that are considered essential to a course or unit of study and which do not form part of the course fee. The resource fee covers materials purchased by DNA Kingston Training to be consumed or transformed by students in the course of instruction, such as materials, workbooks, module workbooks and course specific uniforms. Additional Items are items that are required to complete the course of study, but are retained by the student. This can include protective clothing, textbooks, and tools. Details of the additional items required for each course can be obtained from the College.

Government subsidised funding this qualification is eligible for government funding under Jobs and Skills WA. Jobs and Skills WA offers subsidised training places to eligible students. The Student tuition fees below are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as student service and resource fees. For further information visit <https://www.jobsandskills.wa.gov.au/>





Tuition fee of

<p><b>Cours</b></p>			
<p>Certifi Dent HLT45015</p>		<p>or \$420 for under 18 NOA</p>	



**Uniforms and Books**



<p><b>Purchased items</b></p>	<p><b>Price</b></p>
<p>Black buttoned through</p>	<p>\$ 95.00</p>
<p>Apron black with DNA logo</p>	<p>\$ 47.00</p>
<p>Safety Glasses</p>	<p>\$ 17.00</p>
<p>MDA Text book with resource disc</p>	<p>\$155.00</p>
<p>MDA Work Book</p>	<p>\$ 76.00</p>
<p>Online learning access and resources</p>	<p>\$ 0</p>
<p>Resource Fee – Excursions / materials</p>	<p>\$395.00</p>
<p>Hard copy printed modules - 36</p>	<p>\$ 19.00 each</p>



## Resource fees and other costs

Resources fees include your uniform, work books, resource workbook modules and the consumables used while you are studying. Safety equipment and your text book will be invoiced separately. It is estimated that the total cost for this will be \$1,469.00.

An initial payment of \$1,500.00 (is required prior to orientation day, the balance can be paid throughout the year by different payment plan options. Payment plan fees apply.

Should you have difficulty paying the initial fee, please contact to arrange some additional options.

## Enrolment Documents Required

- Proof of Identification
- Proof of Citizenship or Permanent Resident Status
- Proof of Concession Card (If applicable)
- Copy of Passport
- Copy of previous qualification
- Unique Student Identification Number (USI) – if you do not have one, please create one by going to the link <https://www.usi.gov.au/students/create-usi> - **Providing USI number is mandatory for the completion of enrolment procedure.**

If you have any problems gathering this information, we can assist you.

## Applications are open

If you should wish to apply please complete the Application form online and return with a copy of your Passport or Birth Certificate or Citizenship and your Highest Certificate of Education. If you have Health Care card, please also send the copy to us. (Scanned and emailed copies are acceptable) You can also apply by contacting [admin@dnakingtontraining.edu.au](mailto:admin@dnakingtontraining.edu.au) who will send out enrolment forms or phone 1300855503.

Online following the link below:

<http://www.dnakingtontraining.edu.au/student-application-form/>

Letters of Offer will be issued if your application has been successful.

## Correspondence Students

Correspondence training has been a very successful delivery mode for our training program for many years. Correspondence students are eligible for immediate commencement throughout the year and this course is recommended for Dental Assistants who are already in the profession, without a formal qualification and who are unable to access the part-time programs.

The program is run across Australia and includes rural and remote locations, as well as metropolitan areas. Each student is allocated a portfolio manager. Additional information packs are available for this delivery mode.

## International Students

### Certificate IV in Dental Assisting HLT45015 CRICOS No 092257B

Dental Assistants (Dental Nurses) is a very practical course assisting the Dentist treating patients to contribute to the quality of oral health care, working chairside with Dental Professionals such as the dental surgeons, dental hygienist, dental prosthetist, dental therapist or oral health therapist during oral health / dental care procedures. Dental Nurses are required all over the world. This training programme will prepare you for simple Dental treatment right thought to Dental Oral surgery.

The Dental Assistant (Dental Nurse) includes maintaining high standards with infection control, assisting with practice administration and supporting professionalism in the dental sector.

The programme is very practical orientated, with students gaining essential practical skills when they participate in the extensive 250 hours work experience which DNA Kingston assist you with, making you industry ready.

Dental Assistants (Dental Nurse) position involves a great deal of patient care with duties to include:

- Care of patients
- Communication with patients
- Oral hygiene education and instruction for patients
- Reception, computer management, and management of practice
- Mixing materials
- Infection Control - use of autoclave, sterilising instruments
- Passing instruments and materials
- Preparation of surgery for each procedure
- Post-operative instructions for patients and care procedures
- Theatre skills and Hospital protocols for oral surgery procedures
- Specialist dentistry skills and knowledge in procedures and preparation

#### Careers

Dental Assistant, Dental Nurse, Dental Practice Manager, Dental Theatre Nurse

Duration 4 terms + study breaks, total duration 52 weeks.

Can be packaged with other courses.

Work placement: 250 hours Study Mode Face to face delivery, theoretical and practical lessons, some online learning, 13 units of study

Rolling intakes available, integrated with Australian Students and life style.

Tuition: AUD\$12,000

Resource: AUD\$1,469 includes uniform, safety equipment, modules and excursions

Application fee: AUD\$200



## International entrance requirements

Academic: Australian year 10 or equivalent. English: IELTS 5.5 or equivalent. Students with IELTS below 5.5 can request packaged offer with English to meet visa entry requirements.

## Location

International Students attend the Belmont College, 63 Abernethy Road, Belmont, Western Australia. Free parking is available at the College and close to busy bus routes, parks, Swan river and airport.

## Pathways

Certificate IV in Dental Assisting + Diploma of Leadership and Management = 2 years - Dental Practice Manager

Certificate IV in Dental Assisting + Diploma of Dental Technology = 3 years

Please contact [Admin@dnakingstontraining.edu.au](mailto:Admin@dnakingstontraining.edu.au) as enrolment conditions will be different for International Students.

Further information on courses, policies and Student handbook is available on the web site.

A formal Orientation will be available on your first day to ensure you are well cared for and adjusted into your new training programme and future career.



## Recognition of Prior Learning (RPL)

Recognition of Prior learning provides an opportunity to receive recognition for past experiences in the dental profession or modules/courses you have achieved in the past. Course credits are also provided for Nationally Recognised qualifications. This involves an assessment requirement only and evidence of experience and currency.

## Graduations

Graduation / certificate ceremonies are all part of the training package, along with employment support, during the training and on graduation.

# Units of Competency

## HLT45015 Certificate IV in Dental Assisting

10 core unit and 4 electives (Electives subject to change depending on the cohort of Students and region)

UNIT CODE	CORE/ELECTIVE	UNIT NAME AND DESCRIPTION
HLTDEN001	Core	<p><b>Prepare for and assist with oral health care procedures</b></p> <p><i>This unit of competency describes the skills and knowledge required for a dental assistant to assist the operator by preparing the dental surgery including preparing necessary equipment, instruments and materials for oral health care procedures, and to assist the operator during the delivery of these procedures.</i></p> <p>modules include:</p> <ul style="list-style-type: none"> <li>• Introduction to Dentistry</li> <li>• Dental Anatomy</li> <li>• Clinical Dental Assisting</li> <li>• Charting</li> <li>• Legal and Ethical</li> <li>• Restorative Dentistry &amp; Materials</li> <li>• Preventive , Perio Intro</li> <li>• Exodontia</li> <li>• Histology</li> <li>• Oral Pathology</li> <li>• General Anatomy &amp; Physiology</li> <li>• Endodontics</li> </ul>
HLTDEN002	Core	<p><b>Assist with dental radiography</b></p> <p><i>This unit of competency describes the skills and knowledge required for a dental assistant to prepare patients for dental radiography. It also describes the skills and knowledge to process and mount conventional dental radiographs.</i></p>
HLTDEN003	Core	<p><b>Assist with administration in dental practice</b></p> <p><i>This unit of competency describes the skills and knowledge required for a dental assistant to assist the operator by managing appointments to suit the patient and the organisation, recording and reconciling payments, and maintaining patient records.</i></p>
HLTAID003	Core	<p><b>Provide First Aid</b></p> <p><i>This unit describes the skills and knowledge required to provide a first aid response to a casualty. The unit applies to all workers who may be required to provide a first aid response in a range of situations, including community and workplace settings.</i></p>
CHCCOM05	Core	<p><b>Communicate and work in health or community services</b></p> <p><i>This unit describes the skills and knowledge required to communicate effectively with clients, colleagues, management and other industry providers.</i></p> <p><i>This unit applies to a range of health and community service contexts where workers may communicate face-to-face, in writing or using digital media and work with limited responsibility under direct or indirect supervision.</i></p>

UNIT CODE	CORE/ELECTIVE	UNIT NAME AND DESCRIPTION
HLTINF001	Core	<p><b>Comply with infection prevention and control policies and procedures</b></p> <p><i>This unit describes the skills and knowledge required to follow organisational infection prevention and control procedures, including implementing standard and transmission-based precautions and responding to infection risks.</i></p>
HLTINF002	Core	<p><b>Process reusable medical devices and equipment</b></p> <p><i>This unit describes the skills and knowledge required to clean, sterilise and package reusable medical devices and equipment.</i></p> <p><i>This unit applies to workers in office based health practice settings such as general practitioner (GP) surgeries, dental practices and other environments where a limited range of sterilisation equipment may be available. They follow established procedures and work under general supervision.</i></p>
HLTINF003	Core	<p><b>Implement and monitor infection prevention and control policies and procedures</b></p> <p><i>This unit describes the skills and knowledge required to provide information about infection prevention and control procedures, integrate those procedures into work practices and monitor workplace performance.</i></p> <p><i>This unit applies to individuals working in health or direct client care contexts, who have a coordination, team leading or supervisory responsibility in relation to infection prevention and control.</i></p>
HLTWHS03	Core	<p><b>Maintain work health and safety</b></p> <p><i>This unit describes the skills and knowledge required to implement and monitor work health and safety (WHS) policies, procedures and work practices as part of a small work team.</i></p> <p><i>This unit applies to workers who have a key role in maintaining WHS in an organisation, including duty of care for other workers.</i></p>
CHCDIV001	Core	<p><b>Work with diverse people</b></p> <p><i>This unit describes the skills and knowledge required to work respectfully with people from diverse social and cultural groups and situations, including Aboriginal and/or Torres Strait Islander people.</i></p>
HLTDEN004	Elective	<p><b>Implement an individualized oral hygiene program</b></p> <p><i>This unit of competency describes the skills and knowledge required to implement an individualised oral hygiene program and promote oral health. This unit applies to dental assistants and to other health care workers who are actively involved in promoting the general well-being of patients through promotion of healthy eating habits and good oral health.</i></p>
HLTDEN010	Elective	<p><b>Implement an oral hygiene program for older people</b></p> <p><i>This unit of competency describes the skills and knowledge required to promote oral health for older people.</i></p> <p><i>This unit applies to dental assistants and to other health care workers who are actively involved in promoting the general well-being of older patients through the promotion of healthy eating habits and good oral health.</i></p>
HLTDEN011	Elective	<p><b>Implement an oral health promotion program</b></p> <p><i>This unit of competency describes the skills and knowledge required to provide an oral health promotion program.</i></p> <p><i>This unit applies to dental assistants and to other health care workers who are actively involved in promoting general well-being through the promotion of healthy eating habits and good oral health.</i></p>

UNIT CODE	CORE/ELECTIVE	UNIT NAME AND DESCRIPTION
HLTDEN013	Elective	<p><b>Allocate treatment appointments according to priority</b></p> <p><i>This unit of competency describes the skills and knowledge required for a dental assistant to provide an effective and efficient triaging service for patients seeking emergency dental care.</i></p>
HLTDA302D	Elective	<p><b>Construct models</b></p> <p><i>This unit of competency describes the skills and knowledge required for a dental assistant to create an accurate study model for the Dental Surgeon to utilize.</i></p>

**Specialist modules are embedded in the Certificate IV in Dental Assisting training**, to provide you with an additional edge of knowledge and skill.

- Periodontics
- Paedodontics
- Geriodontics
- Theatre techniques / Oral Surgery
- Pharmacology and Anesthesia
- Prosthodontics – Full Dentures / Partial Dentures
- Crown and Bridge
- Orthodontics
- Successful Practice management
- Medically compromised patients
- Emergencies in the Dental Practice
- Job seeking skills- Interview and C.V. writing techniques
- Advanced charting

### **Work experience / employment log book**

You will be provided with a log book to acknowledge work or work experience hours completed in a clinical dental environment and or activities associated with the Dental Assisting qualification that involve external assessment / activities.

Students are required to either successfully complete the Certificate III or Certificate IV in Dental Assisting with 250 hours work experience and 50 hours of scenario practical demonstration. These hours are part of the qualification requirements. The work experience provides you with a unique exposure to the Dental Profession and hence our programmes sit on very high employment rate after the first 10 weeks of Graduating.

For Government funded Students DNA Kingston Training will provide 100% work experience placements for the 250 hours. To attain these hours we work closely with you and the Dental Profession.

Many Students gain employment while they are studying, these hours are also used towards work experience hours.

Please note, for this to be successfully accomplished, Students must be committed to punctuality and 100% attendance to work experience placements.



### Work experience / employment support

Employment and work experience support is provided during and after completion of the formal training. The Dental profession contact directly with positions and we keep a log of advertised positions.

### Further information

Further information including fee schedule, policies and procedures, student handbook can be found on our web site [www.dnakingstontraining.edu.au](http://www.dnakingstontraining.edu.au)

Dental Nursing Australia / DNA Kingston Training take great pride in providing a supportive, enjoyable learning environment to meet the individuals' special needs in achieving a professional career and successful employment. We look forward to meeting you and sharing your training journey with you.

Should you require assistance with your application or require further information, or would like to pop in for an Orientation and meet the students and staff, please contact Administration - on **1300 855 503** or email to [\*\*admin@dnakingstontraining.edu.au\*\*](mailto:admin@dnakingstontraining.edu.au)

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





**Contact details:**

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Western Australia

Phone: +61 8 9479 4870

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Web: [www.dnakingstontraining.edu.au](http://www.dnakingstontraining.edu.au)

<http://www.facebook.com/dnakingston>

Provider Nos. 6811, 52256

CRICOS Provider No. 02899B



Yours sincerely

A stylized, handwritten signature in black ink.

Susan Lawton  
Director DNA Kingston Training / Dental Nursing Australia



**EMPOWER YOUR DREAMS - MAKE THEM HAPPEN**