



The course is conducted at the Dental Assistants Professional Centre, 116 Percival Road, (entrance in Temple Street) at Stanmore.

Student interviews and induction will take place shortly after the closing date (noted below), on **Wednesday February 7 at 2pm**. The course will commence on the **14th of February 2007** with a full day session from **9.15am to 3.30pm**. Normal sessions thereafter are from **2pm until 8pm Wednesdays**.

Course Fee: \$2,400.00 **Deposit required: \$1,000.00** No GST is charged.

The balance must be paid no later than April 30 2007. Instalment should be not less than **\$100**.

Receipts will be issued and should be kept safe for tax purposes.

Should you discontinue from the course **rebates** will only be available for **three weeks** after the commencement of the course. An administration fee will be deducted for expenses already incurred.

As stated in the information pamphlet it is a requirement of the course to have a current Senior First Aid Certificate. For the convenience of students this 18 hour course will be incorporated in the time table. If you already possess a valid certificate, the current cost of the training session will be discounted off the total fee. Photocopy of the certificate as proof will be required.

Please note this important information:

- ❖ The course duration is one academic year (11 months), part-time. Full attendance at lectures and tutorials is mandatory. This includes Saturday Tutorials. A medical certificate or Statutory Declaration is required for absence due to ill health. Any annual leave should coincide with term vacations.
- ❖ Punctuality is the hallmark of a good dental assistant. You are expected to be in class at the designated time at the beginning of class and after the supper break.
- ❖ Assessment of the practical component of this course is on-going in line with competency based training. You will receive notice of when these are to take place. There will also be at least one workplace visit during your training. Your employer's/supervisor's involvement with your studies is regarded as essential and will be very much appreciated. You will receive a Log book to be handed in at work to enable your supervisor to record the competencies you have achieved on the job.
- ❖ There will be three (3) written assessments each, after term vacations. They will be based on work covered during the previous term's lectures plus other work which may require further study.
- ❖ To help you with your studies there are tutors/mentors available. You will receive a list of names to enable you to maintain regular contact throughout the year.
- ❖ Any difficulties or concerns you may have should be discussed with teachers or a tutor before they become problems. You will always be given a fair hearing. If we can't deal with it we will refer you to someone who may be able to help. In line with our privacy policy no information about you will be divulged to a third party without your agreement.
- ❖ Any breaches of rules and requirements will be dealt with in complete privacy and impartially. The Course Committee reserves the right to recommend discontinuation to any student deemed not to benefit from tuition in this course.
- ❖ You will be given the opportunity to demonstrate competencies you have already achieved or any knowledge you have gained from other courses following assessment. Exemption may be granted for these.
- ❖ It is the policy of the Association to accept entry without discrimination provided the necessary language skills are demonstrated and there is no physical or psychological impediment for the student to be employed as a dental assistant.

Full details of all the above and a description of our policies will be available to you in the Student Manual handed out at the commencement of the course. You will be required to read this and retain it to refer to when necessary.

Please enclose a brief hand written statement with your application and deposit outlining why you would like to join this course. Places are strictly limited so preference will be given to early applications.

Any questions? Need more details? Please call Kathy Vern-Barnett on 9427 6162 if you need further information.

Closing date for registration: 19th . January 2007

APPLICATION FORM

for the

Certificate III in Dental Assisting Course 2007

Please post or fax to: **The Course Co-ordinator NSW Dental Assistants' Association**
C/- 497 Mowbray Road, Lane Cove NSW 2066
(02) 9427 6162

Credit card transactions may be faxed to 9427 6162

Surname _____ Given Names _____

Date of Birth _____ Length of Experience as a D.A. _____

Home Address _____ Post Code _____

Telephone No. (Home): _____ Fax: _____ Mobile: _____

Email: _____

Employer's Name _____

Work Address _____ Post Code _____

Telephone No. (Work): _____ Fax: _____

Other qualifications and relevant experience for which exemption may be given : _____

Signature _____ Date _____

Enclosed cheque or money order for \$ _____

Please make cheque payable to NSW Dental Assistants' (Professional) Association

OR Please charge my _____ MASTERCARD [] VISA CARD []

CARD NUMBER: _____ Expiry date: ____/____

Cardholder's name (please print): _____

Paying deposit of \$1,000.00 OR full fee of \$2,400.00 (please circle)

Receipt to be made out to: _____

Please note: In the event that an applicant is unsuccessful in gaining a place in the course the deposit will be refunded in full.

In case of discontinuation after the starting date refunds can only be given within three weeks of the commencement of the course. An administration fee of \$60 will be deducted for expenses already incurred. The Manual of Dental Assisting (included in registration fee) may be purchased separately for \$97.00 plus postage & handling

Commencement date for 2007 Course Wednesday, 14th February, 9:15am