



SKILLSIQ

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**Draft 1 - Certificate III in Dental
Assisting and Certificate IV in
Dental Assisting
Consultation Guide
November 2019**



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Introduction

SkillsIQ is a not-for-profit Skills Service Organisation (SSO) supporting industry in developing standards to equip the people-facing workforce with the right skills for jobs now and into the future. SkillsIQ is funded by the Department of Employment, Skills, Small and Family Business to support the Industry Reference Committees (IRCs) responsible for the development and maintenance of Training Packages in the following sectors:

- Community Services
- Health
- Local Government
- Public Sector
- Floristry
- Hairdressing and Beauty Services
- Funeral Services
- Retail Services
- Sport, Fitness and Recreation
- Tourism, Travel and Hospitality.

IRCs drive the process of Training Package development and are made up of people with experience, skills and knowledge of their particular industry sector. IRCs are responsible for the provision of strategic input and advice that represent the needs of their workforce, and for ensuring Training Package Products reflect those needs.

Project Background

The dental health sector has been evolving in line with global trends, national policy, regulations, technology, and health quality and safety practice developments. An increase in international competition, heightened infection control procedures, expanded integration with other sectors and an increase in demand for specialist services have consequently changed the scope of services offered by dental practices. As a result, the duties and skills requirements of dental support staff have also evolved.

The update of the nationally recognised Dental Assisting Training Package Products, currently packaged within the HLT Health Training Package, has been commissioned by the Australian Industry and Skills Committee (AISC) under the direction of the Dental IRC.

The IRC's recommendations have confirmed the key drivers contributing to the update of the packaging rules of the two qualifications, the update of twenty Units of Competency and the development of two new Units of Competency to align to the changing duties of existing and future job roles of all dental support staff, including dental assistants.

The following key gaps were identified during the Industry Skills Forecast consultation and have been considered during the Training Package update and development process:

- **Orthodontic dental assistance** – there has been an increase in demand for orthodontic dental services where dental assistants are involved in supporting orthodontic procedures.
- **Assisting in implant and surgical dental procedures** – an increase in specialist services such as dental implants, oral surgery and oral maxillofacial surgery has resulted

in additional duties for the dental assisting job roles to support these specialist procedures.

Technical Advisory Committees

To inform the update of the two Dental Assisting qualifications, fourteen Dental Assisting Units of Competency and six Oral Health Care Units of Competency, a Dental Assisting Technical Advisory Committee (TAC) was formed. The Dental Assisting TAC reports to the Dental IRC and is made up of stakeholders and subject matter experts from across Australia who provide:

- guidance at the national level to ensure Training Package Products are flexible and responsive to changing needs and practices
- specialist advice and strategic direction in relation to stakeholder feedback and issues relevant to their sector
- views and feedback on behalf of the sector/organisation they represent
- facilitation of communication and consultation with others, including other members of their organisations, association members and other networks.

The aim of the proposed updates is to ensure that the dental health sector and associated sectors (i.e. education, community services, etc.) are supported by a high-quality trained and skilled dental assisting workforce. Facilitating access to training in these specialist areas will support dental practices to improve efficiencies in operations, and also maximise patient health and safety in all dental services delivered.

Recommended Updates to the Qualifications

- Industry Skills Forecasts and stakeholder consultation have identified that the current structure and packaging of the qualifications, ***Certificate III and IV in Dental Assisting, do not include sufficient training in specialist instrument usage, infection prevention and control, or procedural/surgical support for the workforce in dental specialist fields***
- Both qualifications were updated simultaneously to ensure consistency in the update process and to further ensure that final outcomes are suitable and fit-for-purpose.
- Stakeholders have agreed to the following definitive packaging rules in terms of including Units relevant to the Dental Assistant:

Certificate III in Dental Assisting

- **Eleven core Units of Competency, as follows:**
 - *CHCCOM005 Communicate and work in health or community services*
 - *CHCDIV001 Work with diverse people*
 - *HLTAID003 Provide first aid*
 - *HLTDEN015 Prepare for and assist with oral health care procedures*
 - *HLTDEN016 Assist with dental radiography*
 - *HLTDEN017 Assist with administration in dental practice*
 - *HLTDEN028 Provide effective oral hygiene instruction to patients with an oral health treatment plan*
 - *HLTINF001 Comply with infection prevention and control policies and procedures*
 - *HLTINF002 Process reusable medical devices and equipment*
 - *HLTSTE003 Sterilise loads*

- *HLTWHS001 Participate in workplace health and safety*

Certificate IV in Dental Assisting

- Updated to include thirteen core and four elective Units of Competency to be selected from the following specialisations:
 - *Group A – Dental Radiography*
 - *Group B – Oral Health Education*
 - *Group C – General Anaesthesia, Conscious Sedation and Relative Analgesia*
 - *Group D – Technical Records*
 - *Group E – Dental Practice Administration*

Updates to the Units in the Qualification:

- The following thirteen Dental Assisting Units of Competency have been updated:
 - HLTDEN001 Prepare for and assist with oral health care procedures
 - HLTDEN002 Assist with dental radiography
 - HLTDEN003 Assist with administration in dental practice
 - HLTDEN004 Implement an individualised oral hygiene program
 - HLTDEN005 Assist in oral health care procedures during general anaesthesia
 - HLTDEN006 Assist in oral health care procedures during conscious sedation
 - HLTDEN007 Apply the principles of radiation biology and protection in dental practice
 - HLTDEN008 Prepare to expose a prescribed dental radiographic image
 - HLTDEN009 Produce a prescribed dental radiographic image
 - HLTDEN010 Implement an oral hygiene program for older people
 - HLTDEN011 Implement an oral health promotion program
 - HLTDEN012 Take an impression for study models
 - HLTDEN014 Take a clinical photograph
- The following Dental Assisting Unit of Competency has been recommended for deletion:
 - HLTDEN013 Allocate treatment appointments according to priority
- The following five Oral Health Care Units of Competency have been updated:
 - HLTOHC001 Recognise and respond to oral health issues
 - HLTOHC002 Inform and support patients and groups about oral health
 - HLTOHC003 Apply and manage use of basic oral health products
 - HLTOHC005 Use basic oral health screening tools
 - HLTOHC006 Apply fluoride varnish
- The following Oral Health Care Unit of Competency has been recommended for deletion:
 - HLTOHC004 Provide or assist with oral hygiene
- Two new Units of Competency have been developed to cover the following specialist areas:
 - HLTDEN028 Provide effective oral hygiene instruction to patients with an oral health treatment plan
 - HLTDEN029 Assist in oral health care procedures during relative analgesia

Consultation Activities and Timelines

National consultation for Draft 1 will be open from **1 November to 2 December 2019**. During this period, input will be sought on the following Training Package Products relating to the ***Certificate III and IV in Dental Assisting***:

- 2 qualifications
- 20 Units of Competency and associated Assessment Requirements.

SkillsIQ will be undertaking a number of key activities to engage community stakeholders and VET professionals. Further details are posted on the SkillsIQ website here:

<https://www.skillsiq.com.au/CurrentProjectsandCaseStudies>

Feedback can also be provided **online** via the SkillsIQ Feedback Forum, accessed at:

<https://www.skillsiq.com.au/FeedbackForum/TrainingPackages1/HLTHealth>

When accessing the Feedback Forum, please first refer to the 'How To' guide located on the page. It will provide directions for leaving and submitting comments.

Following the close of the consultation period, feedback received will be collated and evaluated. This feedback will inform the development of the Validation Draft.

To remain up-to-date with project developments, please subscribe to SkillsIQ at:

<http://www.skillsiq.com.au/Subscribetoournewsletter.aspx>

About this Consultation Guide

This Guide, which should be read in conjunction with the applicable Draft Training Package Products, provides:

- A list of Draft 1 Training Package Products (2 Qualifications, 20 Units of Competency and associated Assessment Requirements)
- Mapping of qualifications and Units
- Key consultation questions on which SkillsIQ seeks feedback to provide information to the IRC.

Contact Details

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List of Dental Assisting Qualifications

Qualification Code	Qualification Title
HLT35019	Certificate III in Dental Assisting
HLT45019	Certificate IV in Dental Assisting

List of Dental Skill Sets

Skill Set Title
Nil

List of Dental Assisting Units and Prerequisites

Unit Code	Unit Title	Prerequisite(s)
HLTDEN015	Prepare for and assist with oral health care procedures	Nil
HLTDEN016	Assist with dental radiography	Nil
HLTDEN017	Assist with administration in dental practice	Nil
HLTDEN018	Implement an individualised oral hygiene program	Nil
HLTDEN019	Assist in oral health care procedures during general anaesthesia	Nil
HLTDEN020	Assist in oral health care procedures during conscious sedation	Nil
HLTDEN021	Apply the principles of radiation biology and protection in dental practice	Nil
HLTDEN022	Prepare to expose a prescribed dental radiographic image	Nil
HLTDEN023	Produce a prescribed dental radiographic image	Nil
HLTDEN024	Implement an oral hygiene program for older people	Nil
HLTDEN025	Implement an oral health promotion program	Nil
HLTDEN026	Take an impression for study models	Nil
HLTDEN027	Take a clinical photograph	Nil
HLTDEN028	Provide effective oral hygiene instruction to patients with an oral health treatment plan	Nil
HLTDEN029	Assist in oral health care procedures during relative analgesia	Nil
HLTOHC007	Recognise and respond to oral health issues	Nil

Unit Code	Unit Title	Prerequisite(s)
HLTOHC008	Inform and support patients and groups about oral health	Nil
HLTOHC009	Apply and manage use of basic oral health products	Nil
HLTOHC010	Use basic oral health screening tools	Nil
HLTOHC011	Apply fluoride varnish	Nil

Qualification Mapping

A Qualification is mapped as equivalent (E) to another one when it provides the same skill and knowledge outcomes, including when:

- Core Units remain the same or are replaced by similar Units which provide the same skill and knowledge outcomes
- Numbers of electives remain the same or are raised or reduced slightly.

A Qualification is mapped as not equivalent (N) when it provides different skill and knowledge outcomes, including when:

- Units have been added to the core, which provide additional mandatory skill and knowledge outcomes
- Units have been removed from the core, which reduce mandatory skill and knowledge outcomes
- A significant number of additional elective Units are required
- Entry requirements are altered, creating significant differences to the structure of the qualification.

Previous Qualification Code and Title	New Qualification Code and Title	Comment in relation to Qualification E = equivalent N = not equivalent
HLT35015 Certificate III in Dental Assisting	HLT35019 Certificate III in Dental Assisting	N Updates to packaging rules Packaging of core Units changed Electives removed Updated Unit codes
HLT45015 Certificate IV in Dental Assisting	HLT45019 Certificate IV in Dental Assisting	N Number of Units required to complete the qualification has increased from 14 to 17 Updates to packaging rules Packaging of core Units changed Elective specialisations updated Updated Unit codes

Unit of Competency Mapping

A Unit of Competency is mapped as equivalent (E) when:

- It provides the same skill and knowledge outcomes
- Elements and associated Performance Criteria have remained the same, but are better expressed
- Knowledge Requirements have remained the same but are better expressed.

A Unit of Competency is mapped as not equivalent (N) when:

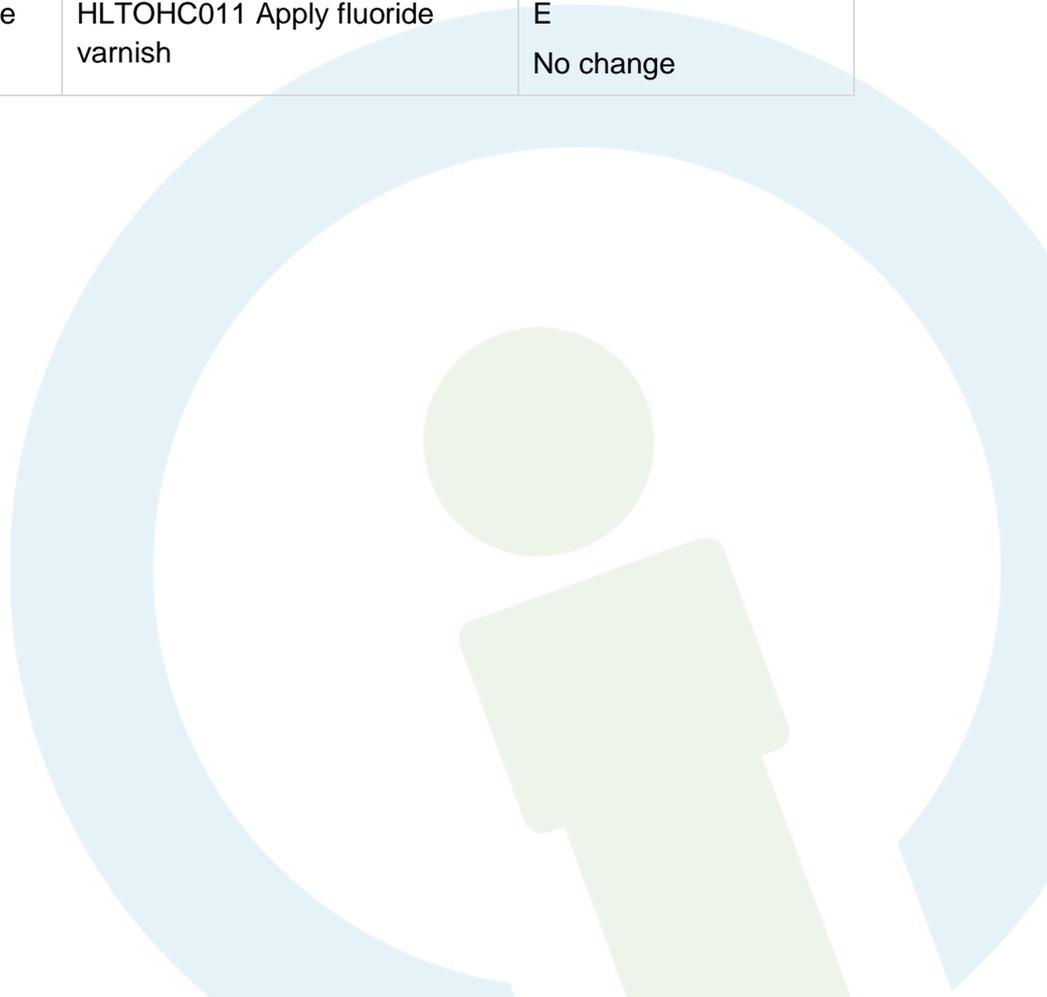
- It provides different skill and knowledge outcomes
- Elements and/or Performance Criteria have been added or removed
- Knowledge Requirements have been added or removed.

Previous Unit Code and Title	New Unit Code and Title	Comment in relation to Unit E = equivalent N = not equivalent
HLTDEN001 Prepare for and assist with oral health care procedures	HLTDEN015 Prepare for and assist with oral health care procedures	N Changes to Elements, Performance Criteria, Performance Evidence, Knowledge Evidence and Assessment Conditions
HLTDEN002 Assist with dental radiography	HLTDEN016 Assist with dental radiography	N Changes to Elements, Performance Criteria and Knowledge Evidence
HLTDEN003 Assist with administration in dental practice	HLTDEN017 Assist with administration in dental practice	N Changes to Elements, Performance Criteria, Performance Evidence and Knowledge Evidence
HLTDEN004 Implement an individualised oral hygiene program	HLTDEN018 Implement an individualised oral hygiene program	N Changes to Performance Evidence and Assessment Conditions
HLTDEN005 Assist in oral health care procedures during general anaesthesia	HLTDEN019 Assist in oral health care procedures during general anaesthesia	N Changes to Performance Criteria,

Previous Unit Code and Title	New Unit Code and Title	Comment in relation to Unit E = equivalent N = not equivalent
		Performance Evidence and Knowledge Evidence
HLTDEN006 Assist in oral health care procedures during conscious sedation	HLTDEN020 Assist in oral health care procedures during conscious sedation	N Changes to Performance Criteria
HLTDEN007 Apply the principles of radiation biology and protection in dental practice	HLTDEN021 Apply the principles of radiation biology and protection in dental practice	N Changes to Performance Criteria and Assessment Conditions
HLTDEN008 Prepare to expose a prescribed dental radiographic image	HLTDEN022 Prepare to expose a prescribed dental radiographic image	N Changes to Elements, Performance Criteria, Knowledge Evidence and Assessment Conditions
HLTDEN009 Produce a prescribed dental radiographic image	HLTDEN023 Produce a prescribed dental radiographic image	N Changes to Elements, Performance Criteria, Knowledge Evidence and Assessment Conditions
HLTDEN010 Implement an oral hygiene program for older people	HLTDEN024 Implement an oral hygiene program for older people	E Minor changes to Performance Criteria
HLTDEN011 Implement an oral health promotion program	HLTDEN025 Implement an oral health promotion program	N Changes to Elements, Performance Criteria and Assessment Conditions
HLTDEN012 Take an impression for study models	HLTDEN026 Take an impression for study models	N Changes to Performance Criteria, Performance Evidence, Knowledge

Previous Unit Code and Title	New Unit Code and Title	Comment in relation to Unit E = equivalent N = not equivalent
		Evidence and Assessment Conditions
HLTDEN013 Allocate treatment appointments according to priority	Deleted	Recommended for deletion Content covered in HLTDEN017 Assist with administration in dental practice
HLTDEN014 Take a clinical photograph	HLTDEN027 Take a clinical photograph	N Changes to Performance Criteria, Knowledge Evidence and Assessment Conditions
New Unit	HLTDEN028 Provide effective oral hygiene instruction to patients with an oral health treatment plan	
New Unit	HLTDEN029 Assist in oral health care procedures during relative analgesia	
HLTOHC001 Recognise and respond to oral health issues	HLTOHC007 Recognise and respond to oral health issues	E Minor change in Assessment Conditions
HLTOHC002 Inform and support patients and groups about oral health	HLTOHC008 Inform and support patients and groups about oral health	E No change
HLTOHC003 Apply and manage use of basic oral health products	HLTOHC009 Apply and manage use of basic oral health products	E Minor change in Assessment Conditions
HLTOHC004 Provide or assist with oral hygiene	Deleted	Recommended for deletion

Previous Unit Code and Title	New Unit Code and Title	Comment in relation to Unit E = equivalent N = not equivalent
HLTOHC005 Use basic oral health screening tools	HLTOHC0010 Use basic oral health screening tools	E No change
HLTOHC006 Apply fluoride varnish	HLTOHC011 Apply fluoride varnish	E No change



Questions for Consideration

The following series of questions have been developed to guide feedback for Draft 1 of the Dental Assisting Training Package Products.

HLTDEN029 Assist in oral health care procedures during relative analgesia

- Should *HLTDEN015 Prepare for and assist with oral health care procedures* be a prerequisite for this Unit?
- How many different health care procedures should be carried out under relative analgesia in the Performance Evidence for this unit?
- The Performance Evidence states that three oral health care procedures need to be carried out during the administration of relative analgesia. Should the procedures be carried out on three different patients for one episode of care or for one patient on one episode of care?
- It has been suggested that the learner needs to have competently assisted in three prior cases. Is this requirement feasible or are there any other requirements that should be in place?
- In relation to 'gases used for relative analgesia' stated in the Knowledge Evidence section, should there be evidence of correct storage and maintenance of the cylinders and machine, for example, checking whether cylinders need to be refilled?
- In the Assessment Conditions component, should learners have access to a defibrillator to meet the requirements of access to suitable equipment?

Suite of Units of Competency

- Are the packaging rules for the core and elective composition of Units attainable at a Certificate III and IV level?
- Are all draft Units required? Should any be deleted?
- Are there any essential prerequisites that should be nominated?
- Are there any additional Units of Competency required?

Titles and Application Statements - Units of Competency

- Does the Title reflect the skill being described? Could any be changed to better indicate what the Unit covers?
- Does the Application Statement provide a clear and accurate description of the skill being described?

Elements and Performance Criteria

- Do the Elements and Performance Criteria accurately describe what people do in Dental Assisting job roles? If not, what could be added?
- Do the Performance Criteria adequately describe the level of proficiency?

Performance Evidence

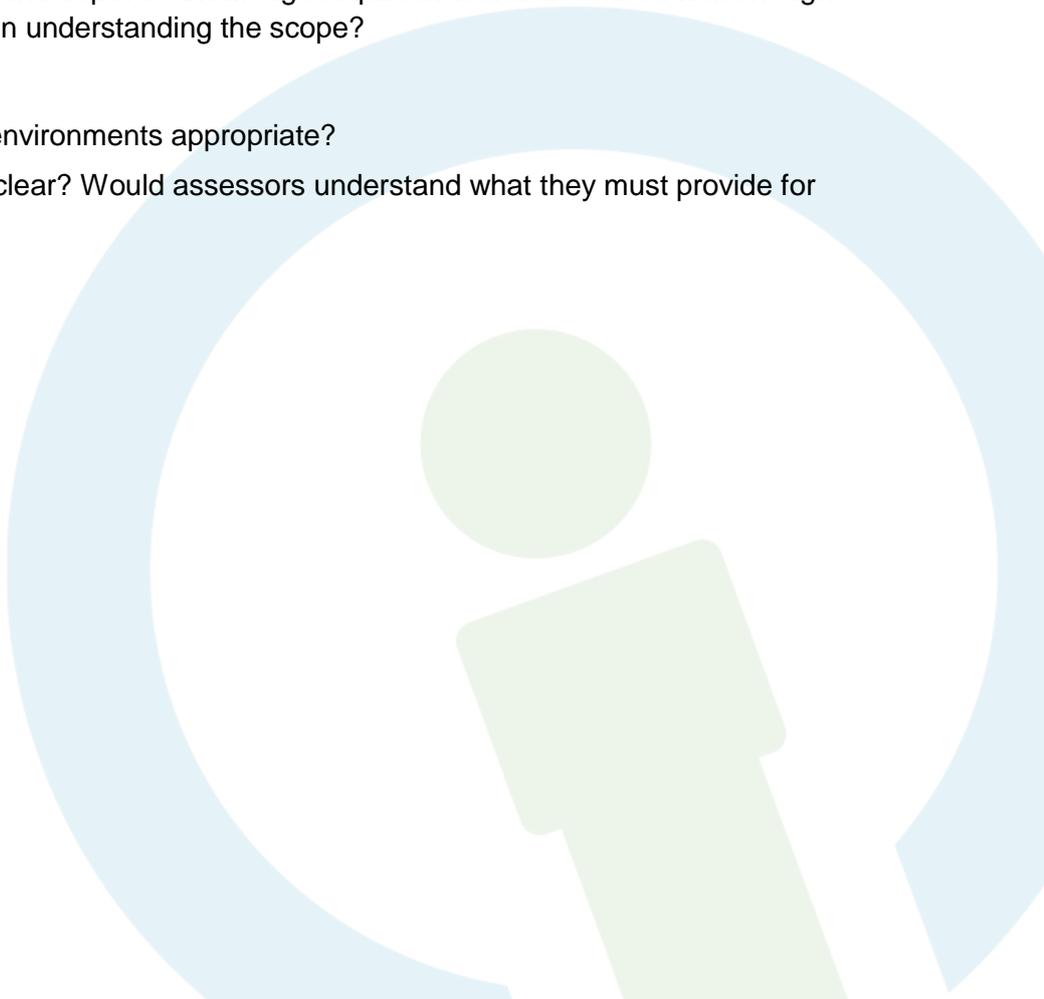
- Would the types of evidence prove that a person is competent in all the Unit outcomes, including Performance Criteria, Foundation Skills and Knowledge?
- Is the suggested volume (sufficiency) of evidence appropriate? Too little, too much?
- Are the statements clear? Would assessors understand exactly what they must do?

Knowledge Evidence

- What is the essential knowledge required of an individual in order to perform the tasks described in the Performance Criteria? Is the Knowledge Evidence requirement specific enough?
- Is there anything which should be added or deleted?
- What is the breadth and depth of knowledge required? Is this described well enough to assist assessors in understanding the scope?

Assessment Conditions

- Are the nominated environments appropriate?
- Are the statements clear? Would assessors understand what they must provide for assessment?



Appendix A: Training Package Unit of Competency Terminology Guide

Units of Competency specify the skills and knowledge a learner needs in order to complete a work task. Each Unit of Competency has associated Assessment Requirements, which detail what a learner must demonstrate and know in order to be deemed competent, along with any special conditions which apply to the assessment of competency.

UNIT CODE	Unique code which identifies the Unit of Competency
UNIT TITLE	The Unit Title is a brief statement of the outcome of the Unit of Competency, i.e. what is the task that learners will be able to complete once they are deemed competent
APPLICATION	The application summarises: <ul style="list-style-type: none"> • the content of the Unit of Competency and the skill area it addresses • any relationship with other Units of Competency • any licensing requirements or relevant legislation • the Unit of Competency's scope, purpose and operation in different contexts - for example, by showing how it applies in the workplace.
PREREQUISITE UNIT	Prerequisites are other Units of Competency or in some cases licences, etc. that a learner must complete before undertaking this Unit of Competency. This may be in order to provide underpinning skills or knowledge that is essential for a learner to undertake this Unit.
ELEMENTS	The Elements are the basic themes of the Unit of Competency. They describe the significant functions that form part of the work task that the Unit of Competency covers.
PERFORMANCE CRITERIA	The Performance Criteria specify the required steps that enable the learner to undertake the work task.
Assessment Requirements	
PERFORMANCE EVIDENCE	Identifies what a learner must demonstrate in order to be deemed competent at the work task.
KNOWLEDGE EVIDENCE	Identifies what a learner needs to know to perform the work task effectively.

**ASSESSMENT
CONDITIONS**

Assessment Conditions provide the context for the Unit of Competency, describing essential operating conditions that must be present for assessment, depending on the work situation, needs of the candidate, accessibility of the items required, and local industry and regional contexts.

They may specify any of the following:

- The conditions under which competency must be assessed including variables such as the assessment environment or necessary equipment or tools
- Whether or not the Unit must be assessed in the workplace or may also be assessed via simulation
- Resource implications, for example access to particular equipment, infrastructure or situations
- Any required characteristics of the assessor, e.g. whether the assessor must hold a higher qualification in that field, etc.