

# NZ Certificate in Health and Wellbeing (Level 3) Dental Assistance



**Work-based** learning supported by **online** and **paper-based** learning resources and assessments

70 credits

Expected duration:  
12 months

Ideal for:

- Dental or Oral Health Assistants employed in a range of settings including hospital, community, school and private practice

## Programme overview

### **This programme leads to the New Zealand Certificate in Health and Wellbeing (Level 3) (Dental Assistance strand) qualification.**

The Dental Assistance programme develops the skills and knowledge to provide quality support to dentists including patient care and the running of a dental practice. It is targeted at people who are employed as Dental or Oral Health Assistants in a range of settings including hospital, community, school and private practice.

## How the learning is delivered and assessed

This programme is delivered in the workplace, with the support of the employer and Careerforce.

Online learning and assessment can be completed through Aka Toi, Careerforce's online learning platform which includes interactive learning activities, theory content and assessment. Paper-based learning and assessment resources are also available. These can be customised to your organisation. Employers should contact the Workplace Advisor to find out more about accessing our resources.

## Workplace and learner requirements

**Workplace:** The employer is responsible for coordinating the learner's on-job training activities and support in the workplace. Employers are encouraged to work alongside Careerforce to support staff to remain motivated and successful in their learning journey.

**Learner:** Learners are encouraged to try to manage their work and training commitments as best they can and complete them within the timeframe agreed between themselves, their assessor and their employer. Learners are required to achieve at least 10 credits per calendar year.

## Learner support

Learners who enrol in a Careerforce programme receive a series of supports to help keep them proactive, engaged and successful in their learning.

## Learning outcomes:

- Assisting dentists with oral healthcare procedures.
- Preparing equipment and instruments required for oral healthcare procedures, including sterilisation procedures.
- Describing tooth notation and anatomy, dental caries, periodontal disease and chart teeth and restorations.
- Performing clerical and administrative duties.
- Applying professional and ethical behaviour.
- Assisting and preparing patients for treatment.
- Applying infection prevention and control processes and procedures.

## Literacy and numeracy support

Difficulties with learning can be a barrier to success. The Tertiary Education Commission (TEC) requires that workplace training includes identifying learners who may need extra support on their learning journey. Learners may be required to complete a literacy and numeracy assessment as part of this programme.

## Grants and funding available

Several grants and funding options are available to help meet the costs of attaining Careerforce qualifications. You can view these options at [careerforce.org.nz/fees-funding](https://careerforce.org.nz/fees-funding)

## How to get started

Workplaces can enrol learners at any time, but first:

- The employer and learner must agree to the suitability of the programme to complete.
- Contact the Careerforce Workplace Advisor for your region at [careerforce.org.nz/cwa](https://careerforce.org.nz/cwa)

**Scan the QR code to find out more:**

See the fees, entry criteria and other information about this programme on our website.

