Charles Institute of Technology Australia

HLT50512 Diploma of Dental Technology

(Superseded to HLT55115 Diploma of Dental Technology-Dec 2015)

Contents

Introduction

This information booklet is designed to provide you with information about the services provided by the Charles Institute of Technology. The booklet also explains our approach to providing you a safe, fair and supported environment to participate in training and assessment.

For specific information about the qualification you are undertaking such as the fees, course content and assessment dates, you need to refer to the relevant Course Brochure supplied separately.

About CIT

Charles Institute of Technology Australia Pty Ltd trading as Charles Institute of Technology (referred herein as CIT) is located at:

Level 3, 282 Victoria Ave
CHATSWOOD, NSW 2067
P O Box 5212 West Chatswood NSW 1515

Phone: 02 9411 1516
Email: info@cit.nsw.edu.au

CIT is conveniently close to all public transport (train & bus) and minutes from Chatswood Westfield Shoppingtown.
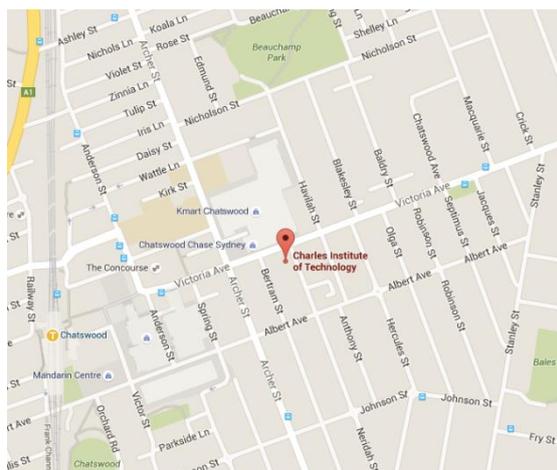
CIT is a Registered Training Organisation (RTO) that is registered under the authority of the National Vocational Education and Training Regulator Act 2011 in NSW. CIT deliver training and conduct assessments and issue nationally recognised qualifications in accordance with the Australian Quality Framework (AQF) and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students. These standards and codes are outlined in further detail later in the booklet.

CIT specialise in dental technology training and maintain very close professional links to the dental industry within Australia to ensure our training is at the leading edge of industry development.

Our mission

Charles Institute of Technology's mission is to deliver quality training assessment that meets the needs of learners (you) and industry.

Our expectation of you

CIT expects you:

- To contribute to learning in a harmonious and positive manner irrespective of gender, race, sexual preference, political affiliation, marital status, disability or religious belief.

- To comply with the rules and regulations of Charles Institute of Technology.

- To be honest and respectful. Do not plagiarise work or information and not conducting yourself in any way that may cause injury or offence to others.

- To be responsible for your own learning and development by participating actively and positively and by ensuring that you maintain progress with learning modules.

- To monitor your own progress by ensuring that assessment deadlines are observed.

- To utilise facilities and CIT publications with respect and to honour our copyrights and prevent our publication from being distributed to unauthorised persons.

- To respect other students and CIT staff members and their right to privacy and confidentiality.

Charles Institute of Technology seeks to provide an environment that is free from unacceptable behaviour and promotes a positive learning environment for all students.

Students are responsible to:

- Be informed of and comply with Commonwealth or State law
- Behaviour in a way that supports the freedom of other persons (students) to pursue their studies and participate in the activities of the institute
- Identify themselves truthfully
- Behaviour in a way that supports the safety or health of any other person
- Maintain the peace or good order of the institute
- Treat institute property with respect and prevent damage or destruction of property
- Behaviour in a way that supports the conduct of official institute meeting, ceremony, activity, class or examination/assessment
- Treat others with respect and not discriminate based on gender, race,

age, sexual preference or religious belief

- Be free from (not under the influence of) prohibited drugs and/or substances including alcohol during attendance at the institute
- Not trespass or knowingly entering any place within the premises of the institute that is out of bounds to students
- Give truthful information relating to student status
- Communicate in a way that demonstrates respect for others and is free from verbal abuse.

Introduction to Vocational Education and Training

What is VET?

Australia's Vocational Education and Training (VET) system is based on nationally endorsed industry training packages which identify specific skills and knowledge applied in the workplace. Candidates undertaking a VET qualification must demonstrate the skills and knowledge identified in a training package and be assessed as „competent" in the selected units of competency to be eligible for the award of the qualification.

National recognition

The qualifications and Statements of Attainment issued by CIT must be automatically recognised by all RTOs across Australia. In turn, CIT recognises the qualifications issued by RTOs in all other states and territories. This allows people to move around Australia from different employers and being confident that their qualification will be equally recognised.

What is competency based training?

Competency based training is training that develops the required skills, knowledge and attitudes to meet the competency standards that are set out in national Training Packages. Competence is the concept of performing workplace tasks to a specified standard of skills and knowledge.

Training Packages

Training Packages represent the national industry benchmarks for VET training. They set out the competencies to be achieved but do not state how the training should be delivered or the length of time taken.

This means that participants may complete their qualification in different amounts of time depending for example, on the amount of related workplace experience. Your teacher will make a judgment of your competency after reviewing all the different types of

assessment evidence you provide. The qualification offered by CIT is HLT50512 Diploma of Dental Technology. This qualification is contained within the HLT07 Health Training Package. This training package contains all current Australian vocational level health qualifications.

The Health Training Package can be downloaded from the National Training Information Services at: HLT07 Health Training Package online

For more information on Australia's VET system please visit www.training.com.au.

Results and certificates

On completing the training program with CIT, you will receive a nationally recognised qualification. The qualification is the HLT50512 Diploma of Dental Technology. This qualification is recognised within the Australian Qualifications Framework and is issued under authority of the National Vocational Education and Training Regulator Act 2011. Qualifications are formatted to a uniform standard to ensure they are valid documents and will be instantly recognised throughout Australia. A qualification issued by CIT will be accompanied by a transcript which will detail the units of competence issued within the qualification.

Where a student does not complete the entire course requirements, they may be entitled to receive a Statement of Attainment. A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more units of competency from nationally recognised qualification. A Statement of Attainment can be used as a basis for recognition of your current competence with other Registered Training Organisations within Australia.

A statement of results will be available to you upon request throughout your training. This will provide you information of your progress.

Dental Technician - Occupation description

The Diploma of Dental Technology is specifically designed to prepare you to work in industry as a Dental Technician.

Dental Technicians construct and repair dentures (false teeth) and other dental appliances including crowns and bridges. Dental Technicians work closely with Dental Prosthetists and Dentists in the construction, modification and repair of dentures and other dental appliances.

The Dental Technician's role includes a variety of duties that are focused on the

fabrication of fixed and removable dental appliances. They work closely with the practitioner and only have direct contact with the patient for the purpose of assessing an accurate colour shade for maximum aesthetics.

A Dental Technician is an essential member of the dental team who is highly skilled in the design, construction, repair and adjustment of a variety of dental appliances. They are health professionals who work from a written work order and direct communication with the Dental Prosthetist, Dentist or Specialist Dentist. The combined expertise of the technician and practitioner is needed to ensure that quality outcomes are achieved for the patients.

The Dental Technician translates two-dimensional design diagrams and written instructions into three-dimensional products according to accepted biological and mechanical principles, and can specialise their dental laboratory work to one or more areas of dentistry:

– Restoring natural teeth (crowns, inlays/onlays, veneers);

– Replacing teeth (bridges, partial and full dentures, dental implant prosthesis);

– Replacing oral soft and hard structures (aesthetic reconstruction);

– Moving, retaining and protecting teeth (orthodontics: mouthguards, splints, trays, stents); and

– Aligning the jaw position (orthognathics: TMJ, sleep apnoea, etc.).

A career in Dental Technology is a good position in the dental team if you like working with tools and equipment, can apply a high level of attention to detail and precision (accurate), have good time management (efficient) and possess good eye-hand coordination and manual dexterity. In addition, if you have an artistic ability to construct form and design you have some of the qualities that make you well suited to pursue a dental technician career.

As part of dental laboratory services, a Dental Technician career in Australia may include:

– Receive and interpret written orders from a dental prosthetist or dentist;

– Make plaster and stone models of the mouth and teeth from impressions that have been taken by a dental prosthetist or dentist;

– Construct custom impression trays for the dental prosthetist or dentist to use;

- Build up wax replicas of part or all of the mouth and/or teeth using the model;

- Replicate the jaw positions using the models on articulating equipment;

- Form, cut or mould plastic, metal or ceramic materials to make appliances using casting, CAD/CAM and thermoforming equipment;

- Use direct vision or specialised equipment to record tooth shades;

- Arrange artificial teeth for full or partial dentures;

- Use manual skills to construct ceramic restorations;

- Design and construct fixed and removable acrylic and metal orthodontic appliances

- Polish and finish all work prior to being placed in the patient's mouth; and

- Reline, repair or modify full or partial dentures.

Dental Technicians use a high degree of technical ability, training and skills that involve a diverse range of techniques that include plaster casting, laser welding, metal casting, metal polishing, wax modelling, ceramics, wire bending, electroplating and sandblasting. They are highly knowledgeable of the appropriate methods to construct the wide range of items and how to deal with the variety of materials.

A dental technology profession offers men and women of all ages, races and ethnic backgrounds exceptional dentistry career opportunities to work as technicians, educators, researchers, sales and marketing managers, inventors, editors and consultants in an array of flexible work schedules.

The majority of dental technicians are employed in commercial dental laboratories or self-employed as the owner of a dental laboratory. There is currently a strong demand for dental technicians in regional and rural locations in most states and territories of Australia.

Dental Technicians can work in commercial dental laboratories, private dental laboratories in general and specialist dental practices, hospitals, public sector dental health services and the armed forces as well as independently as a laboratory owner. Dental Technicians are able to concentrate their work to a particular area of dental technology that includes orthodontic/orthognathic, crown & bridge, cosmetics, general prostheses and implantology. Dental Technicians will provide their services to a number of local practitioners with some offering a postal service to work with dentists from a wide area. Advanced dental technology

positions within a laboratory appointed on experience include Senior/Chief Technician and Quality Controller.

Dental technology offers excellent career opportunities for the high school graduate and non-traditional student (i.e. an individual who is over 23 years of age, an individual seeking a career change or re-entry or an individual from a culturally diverse background).

To become a qualified Dental Technician and achieve a dental career, you need to gain a tertiary level qualification with the minimum standard being a two year Diploma in Dental Technology. Dental Technicians enter the workforce as a student dental technician.

Dental Technology is a global profession and there is a high demand for skilled dental technicians around the world. This demand is growing for those working in specific areas such as crown & bridge and associated work in response to the increasing occurrence of cosmetic dental surgery. A growing population in Australia and the demanding developments in technology create strong dental technicians employment opportunities.

Dental Technicians are artistic individuals who have a thorough understanding of dental materials science and use their skills to fabricate the form, colour and function of individual teeth or aesthetic functional prostheses for a patient. Although there have been a number of technological advances in this field, it is still a craft oriented profession as all such appliances are made largely by hand to a practitioner's work order.

A dental technology career offers personal satisfaction in providing the technical side of dentistry and providing people with better dental health through a multi-disciplinary dental team environment.

Requirements to receive the qualification are:

− To be awarded HLT50512 Diploma of Dental Technology from CIT you must complete 27 units of competence.

− This includes all twenty two (22) compulsory units and the five (5) elective units.

Legislative and Regulatory Responsibilities

CIT is required to operate in accordance with the laws of Australia. This means we comply with the requirements of legislative and regulatory requirements. The following legislation is a list of the Acts that CIT has recognised it has compliance responsibilities.

Commonwealth legislation

– Occupational Health and Safety Act 1991

– Education Services for Overseas Students (ESOS) Act 2000

– Human Rights and Equal Opportunity Act 1986

– Age Discrimination Act 2004 (Commonwealth)

– Disability Discrimination Act 1992

– Disability Standards for Education 2005

– Racial Discrimination Act 1975

– Racial Hatred Act 1995

– Sex Discrimination Act 1984

– Privacy Act 1988 and National Privacy Principles (2001)

– Workplace Relations Act 1996

– Skilling Australia's Workforce Act 2005

– Copyright Act 1968

– Trade Practices Act 1974

NSW based legislation

– National Vocational Education and Training Regulator Act 2011

– Workplace Injury Management and Workers Compensation Act 1998

– Occupational Health and Safety Act 2000

– Copyright Act, 1879 (as amended 2003)

– Privacy and Personal Information Protection Act 1998

– Fair Trading Act 1987

– Industrial Relations (Child Employment) Act 2006

Copies of all these legislative documents can be accessed at reception via the World Wide Web.

The National Code 2007

The National Code is a set of nationally consistent standards that governs the protection of overseas students and delivery of courses to those students by providers registered on CRICOS - the Commonwealth Register of Institutions and Courses for Overseas Students. Only CRICOS courses can be offered to international students studying in Australia on a student visa. The National Code is established under the *Education Services for Overseas Students (ESOS) Act 2000*. To become CRICOS-registered a provider must demonstrate that it

complies with the requirements of the National Code.

The ESOS Framework

The Charles Institute of Technology is committed to providing quality education and protecting your rights.

The Australian Government requires overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia"s laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the *Education Services for Overseas* (ESOS) *Act 2000* and the National Code

Protection for Overseas Students

Overseas students on a student visa, must study with an education provider and in a course that can be found on the Commonwealth register of Institutions and Courses for Overseas Students (CRICOS) at http://cricos.education.gov.au. CRICOS registration guarantees that the course and the education provider at which study is undertaken meet the high standards necessary for overseas students.

The ESOS framework protects student rights, including:

− The right to receive, before enrolling, current and accurate information about the courses, fees, modes of study and other information from a provider and the provider's agent

− The requirement to sign a written agreement with the provider before or as fees are paid, setting out the services to be provided, fees payable and information about refunds of course money. A copy of the written agreement will be kept by the student and the RTO

− The right to get the education paid for. The ESOS framework includes consumer protection that will allow students to receive a refund or to be placed in another course if the provider is unable to teach the course.

− The right to know:

- How to use the provider's student support services.
- Who the contact officer is for overseas students.
- How to apply for course credit.
- How to apply for enrolment deferment, enrolment suspension or cancellation.
- The provider's requirements for satisfactory progress in the courses of study.
- How attendance will be monitored.
- How to use the provider's complaints and appeals process.

The student responsibilities include:

- Satisfy the student visa condition.

- Maintain Overseas Student Health Cover (OSHC) for the period of the stay.

- Meet the terms of the written agreement with the provider.

- Inform the provider of any change of address.

- Maintain satisfactory course progress.

- Follow the provider"s attendance policy.

Commonwealth Register of Institutions and Courses for Overseas Students

The Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) is a database of more than 1100 Australian education institutions. Any education institution that recruits, enrols or teaches overseas students, must be registered on CRICOS.

Education institutions must also register each course they offer to overseas students.

Each institution and course registered on CRICOS has an identifying CRICOS number. The institution number must be shown on all promotional material offered to overseas students. If there is no number, then the institution may not be registered to teach overseas students.

To get registered an education institution must firstly satisfy state and territory government laws. However the Australian Government retains the final power to register a provider on CRICOS and must be satisfied they comply with the ESOS legislation.

To determine if an institution or course is registered on CRICOS, please check the publicly available website at: http://cricos.education.gov.au

Provider Registration and International Students Management System

The Provider Registration and International Students Management System (PRISMS) is a secure computer system that is the information source for CRICOS.

Education institutions and their courses are listed on PRISMS, as is each student studying in Australia on a student visa. That is because this system

interfaces with the Department of Immigration and Border Protection (DIBP) data.

Through PRISMS education institutions notify DIBP of each student's enrolment in a course. This should occur before the student applies for a student visa to study in Australia. The enrolment information generates an electronic Confirmation of Enrolment (CoE) as evidence of enrolment in a registered, full-time course. This CoE is a key requirement for DIBP to issue a student visa.

Education providers also use PRISMS to notify DIBP of students who may have breached the terms of their student visa - for example when the student has not been attending classes.

PRISMS have reduced visa fraud and ensured education institutions keep track of the students in their care.

Conditions of your visa

Permission to work arrangements

If you have been granted your student visa, you will receive permission to work with your visa grant. This will also apply to any family member travelling with you on your student visa. You are not allowed to work until your course has started and you can work up to 20 hours a week while your course is in session (not counting any work undertaken as a registered component of your course of study). However, you can work unlimited hours during scheduled course breaks. Your family members are not allowed to work until you begin the scheduled course. Family members are allowed to work up to 20 hours per week at all times after your course has commenced.

Further information about student visa conditions can be found at the Department of Immigration and Border Protection:
http://www.border.gov.au

Tax file number

You must obtain a Tax File Number to be able to work in Australia. This is available from the Australian Tax Office http://www.ato.gov.au/.

Living in Australia Costs

International students are required to demonstrate and/or declare that they have genuine access to sufficient funds to be granted a student visa. This includes funds to cover travel, tuition and living expenses. Applicants may have to demonstrate sufficient funds to cover these expenses for the first one, two or three years in Australia, depending on their Assessment Level (AL).

While international students are able to

supplement their income with money earned through part-time work in Australia, the "living costs" requirement helps to support the success of students in their studies by ensuring that they do not rely on such work to meet all their expenses.

From 1 January 2015, the basic rate of living costs under the Migration Regulations increased from the previous rate of $12,000 per year. Under these regulations prospective student visa applicants and their family members must have access to the following funds to meet the living costs requirements:

– $18 610 per year for the main student

– $6515 per year for the student's partner

– $3720 per year for the student's first child

– $2790 per year for every other child; and where required

– Demonstrate that the funds they are relying upon to meet the costs of studying in Australia will be genuinely available to them during their stay in Australia.

For further information go to:

www.studyinaustralia.gov.au

Notifying change of address – condition 8533

You must inform the Registrar of any change in contact address and phone and other relevant circumstances within 7 days of each change.

- Any relevant change in your address and circumstances such as marital status and residency **MUST** be passed on to the Registrar and DIBP. If you don't do this your visa may be **CANCELLED**.

- You are discouraged from changing your course in the first six months of your stay as an international student unless you remain with the same provider.

Satisfactory Academic Performance

Enrolled international students at CIT must make satisfactory academic progress for each semester of the course.

A report will be made to DIBP if enrolled students fail to make satisfactory academic progress.

Failed Units

You are usually only allowed to repeat the subject once, if you failed any subject.

You will not be able to move to the next stage of the course, if you failed a pre-requisite subject. You may then have to

repeat the whole stage again with the permission of the Head Teacher.

Schooling for dependants

In Australia children must attend school from five years of age until the completion of Year 10. Young people that have completed Year 10 must participate in full-time education, training or employment, (at least 25 hours per week) or a combination of these activities until they reach 17 years of age.

If you have school age dependents you will need to make arrangements for your children to enter school in Australia. Students from countries around the world enrol in New South Wales government, independent and private schools every year. NSW government schools are recognised for their excellent quality education programs.

You can choose from a wide range of schools in Sydney close to where you will be living. NSW government schools provide:

– An excellent, world-class standard of education from the largest education provider in Australia
– The opportunity to study alongside Australian students in a friendly, safe, multicultural environment

– A wide range of subjects, sporting and creative arts programs, leadership programs
– Professional, university trained teachers
– An environment that encourages students to express themselves, develop independent learning skills and to interact in the classroom and in the community
– Intensive English Language support for students of non-English speaking background

To assist you to locate a school suitable for your needs, the following web-links will provide a wealth of information about schooling options:

– NSW Public Schools – International Students.
http://www.schools.nsw.edu.au/gotoschool/intnl_students/index.php

– NSW Public Schools - Fees Schedule for Overseas Students.
http://www.schools.nsw.edu.au/media/downloads/schoolsweb/gotoschool/intnl_students/osstudntfees.pdf

– School Search – International Student Program.
http://www.detinternational.nsw.edu.au/schools/locator/sv/

- Association of Independent Schools of NSW. http://www2.aisnsw.edu.au/Pages/default.aspx

- Private Schools Directory for NSW. http://www.privateschoolsdirectory.com.au/sydney-schools.php

Further information about living in Australia is available at the Department of Immigration and Citizenship: http://www.immi.gov.au/living-in-australia/

The Department of Immigration and Citizenship also published The *Beginning a Life in Australia* booklet. This publication is filled with helpful information and is recommended reading. The booklet is available online at: www.immi.gov.au/living-in-australia/settle-in-australia/beginning-life

It is recommended that you view the booklet on a computer as it contains links to many websites that provide additional information.

Overseas Student Health Cover

It is a condition of your Student visa that you maintain adequate health insurance arrangements for the duration of your visa.

All international students are required to pay the OSHC for themselves and all dependent members of their family staying with them in Australia

If you are currently studying in Australia, then you must provide a copy of your health cover membership records showing your name, membership number and date of expiry.

It is the student´s responsibility to check the conditions of this health cover. Please refer to the provider's brochure or website www.ahm.com.au for more information.

The current 2011 OSHC charges are AUD420.00/ year for single student and AUD840.00/ year for family. Medical treatment in Australia is expensive and many of the unforeseen accident or sickness, your insurance will cover many of the expenses.

To cover you for the duration of the Diploma in Dental Technology you will need cover for a minimum of two years.

OSHC can help you to meet the costs of medical and hospital care if needed when in Australia. OSHC will also pay limited benefits for pharmaceuticals and ambulance services.

You can obtain OSHC through your referring education agent or alternatively you can obtain it through a recommended provider through CIT. You can also

purchase OSHC online by visiting the OSHC providers" websites.

You have the right to choose your own OSHC provider even where CIT makes a specific recommendation. It's your choice!

Course entry requirements

All international students applying to enter the Diploma of Dental Technology must:

- Be over the age of 18

- Be able to demonstrate good command of written and spoken English

- Have verified evidence of IELTS Level 5.5 or equivalent

- Have completed an equivalent secondary schooling level of a High School Certificate or can demonstrate suitable work or life experience.

- Meet the following 572 Student Visa – Vocational Education and Training (Sub-class) requirements:

  - Be of good character

  - Are of sound health

  - Have acceptable health insurance through the Overseas Student Health Cover (OSHC) for yourself

and members of your family unit accompanying you to Australia

- Have no outstanding debts to the Commonwealth of Australia

- Demonstrate the capacity to meet basic living costs requirements set by the Australian Government

International English Language Testing System (IELTS)

IELTS is the world's most recognised English language testing system. Students applying for a student visa will need to provide evidence that they meet the English language requirements set by the Australian Government and education provider. CIT course entry requirement is a minimum IELTS General Score of 5.5. A general score of 5.5 indicates that the person will have a partial command of the language, coping with overall meaning in most situations, though is likely to make many mistakes. The person should be able to handle basic communication in their own field.

CIT will require you to submit evidence of your IELTS proficiency (General Score of 5.5) or equivalent with your enrolment form. Applications for enrolment that are not accompanied with this evidence will not be accepted. To locate an IELTS

testing centre in your area, please visit the IELTS website for further information:

IELTS Testing Centre online search

Enrolment induction

All students will have an induction on their first day at CIT. At this time, information will be given to allow your stay to be as fruitful and successful as possible. Most of your questions will be answered at induction, however always feel free to ask about anything you are unsure about.

All students are required to complete a declaration of understanding. This will happen as part of your induction. This declaration is a statement that:

− You have understood and accept student requirements while at the institute.

− You understand and accept all the details provided in this handbook

− You have been offered the opportunity to request learning support.

Enrolment procedure

CIT undertakes to make training available to all persons who:

− Complete the CIT enrolment form (available on request);

− Agree to abide by CIT"s expectation of students; and

− Make suitable payment of fees before the commencement of training.

To enrol into a course as an overseas student at CIT, applicants must complete an International Student Enrolment Form.

The form should be completed in full and submitted by mail or fax with full payment to:

The Registrar
Charles Institute of Technology Australia
PO Box 5212, West Chatswood, 1515,
NSW, AUSTRALIA
Fax: 61 2 9411 1516

The application for enrolment must be accompanied by:

− evidence of IELTS proficiency (General Score of 5.5) or equivalent

− evidence of a High School Certificate or equivalent secondary schooling outcome

When we receive your application, our Registrar will review it for completeness.

If you are already in Australia and have not yet been assessed for English language proficiency, you should locate testing centre which are available throughout Australia.

IELTS Testing Centre online search

If you require support to prepare yourself for an IELTS assessment, you may consider attending a specialist course.

Verification of IELTS and Education Level

CIT reserves the right to validate the IELTS proficiency assessment and the submitted evidence of High School Certificate equivalence. Verification will be undertaken by:

− **IELTS proficiency.** CIT will utilise the IELTS TRF Verification Service to assess the validity of all evidence submitted of IELTS proficiency.

− **High School Certificate equivalence.** Where evidence submitted by an applicant does not clearly demonstrate the equivalence to the NSW High School Certificate, the applicant will be required to obtain a Certificate of Equivalent Qualification from the NSW Board of Studies.
NSW Board of Studies

Electronic Confirmation of Enrolment

Upon approval of your application, an electronic confirmation of enrolment (eCoe) will be generated and forwarded to Department of Immigration and Border Protection (DIBP) and yourself at the address provided on your application with

an official receipt for the fees paid (refer payment methods below). It is the applicant's responsibility to apply for a student visa. If your application is not complete, our Registrar will contact you.

When you receive your eCoe, it should be taken to the visa section of your nearest Australian Diplomatic Mission (i.e. Consulate, High Commission or Embassy) where you can make application for a student visa. (For information, go to www.dfat.gov.au/missions). You will be unable to apply for a student visa without the eCoe.

Successful Student Visa

If your student visa application is approved, you should contact CIT and provide evidence of approval. The Head Teacher will contact you to confirm your timetable, start date and all other arrangements for your study with CIT.

Unsuccessful Student Visa

If your student visa application is NOT approved, you must contact CIT and advise the Head Teacher and apply, in writing for a refund of student fees in accordance with our Fee Refund Policy.

Monitoring student attendance and progress

Under Standards 10 and 11 of the National Code 2007 of the ESOS Act 2000, international students are required to maintain satisfactory course progress and attendance in order to successfully complete their program within the duration specified in the Confirmation of Enrolment (CoE) letter. An education provider can only extend the expected duration of study in limited circumstances, through issuing a new CoE letter.

Satisfactory course progress is defined as a student successfully completing all required subjects in their program in order to achieve the qualification. Satisfactory course attendance is defined as a student attending at least 80% of scheduled course contact hours for each study period. International students must be in attendance at the college for **20 hours per week for a minimum of 36 weeks per year.** CIT monitors and records the course progress and attendance of students on a regular basis. We do this by monitoring successful completion of assessment tasks and class attendance via an attendance record that requires the student's signature at the start and end of a training day. A student who is identified as falling behind in successful assignment completion or having unacceptable attendance to

scheduled sessions will be managed via a range of intervention strategies.

An intervention strategy is an individual student plan developed by the Head Teacher aimed at improving the academic progress and attendance of a student. Intervention strategies may include additional learning support, counselling, development of study habits or adjustment to study program. CIT will do everything we can to assist students who want to learn and progress. If the intervention strategies do not result in any improvement, CIT will notify the student in writing of its intent to make a report to the Department of Education, Employment and Workplace Relations (DEPARTMENT OF EDUCATION AND TRAINING) and of their right to access the complaints and appeals processes. This report may result in the cancellation of the student visa by the Department of Immigration and Border Protection (DIBP).

Student deferral or suspension

Students, unable to attend for a period of time, may lodge an Application to Defer Studies for approval by the Chief Executive Officer. Deferment is granted once only and for a period no longer than six (6) months. The return date will be at the discretion of the institute. A re-entry fee will be charged.

Students will be advised of such at the deferment interview. An Application to recommence studies must be completed and approved by the Chief Executive Officer.

A students enrolment may only be deferred or suspended where compelling or compassionate circumstances exist

CIT appreciates that students experiencing difficult circumstances may need to temporarily take leave from their studies. Student visa holders are entitled to request a temporary deferment or suspension from their education provider where they have compassionate or compelling reasons to do so.

CIT will defer an international student"s studies for compassionate or compelling reasons under Standard 13 of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.

Compassionate or compelling circumstances are generally those that are beyond the control of the student, and which may affect their well-being or their progress such as a serious injury, illness, traumatic experience or the death of a close family member. It may also include when a student does not receive their visa in time, major political upheaval or a natural disaster in the student"s home country.

In these situations, the student is generally allowed to remain on a student visa, provided they are still enrolled in their course of study and intend to resume their studies.

CIT may also cancel or suspend the enrolment of a student for inappropriate behaviour. Where this occurs, the student will be notified in writing and be informed of their right to access the complaints and appeals processes.

Change of education provider

Under Standard 7 of the National Code 2007 of the ESOS Act 2000, international students are restricted from transferring between education providers prior to completing six months of their principal course of study, unless they are given a letter of release or can demonstrate exceptional circumstances. CIT will only consider issuing a letter of release to a student who has a valid enrolment offer from another registered education provider. Students must also complete an Application to Transfer between Registered Providers form and refer to the Fee Refunds Policy. If granted, a letter of release will be issued at no cost to the student. Where a letter of release is not granted, the student will be provided with written reasons for refusing the request, and be informed of their right to lodge an appeal.

Student amenities

There are many outlets nearby CIT. These provide access to:

- catering
- public transport
- toilet facilities
- tea and coffee area
- disabled access
- photocopying facilities
- telephones
- quiet study areas
- counselling and referral facilities

Student Support Services

CIT provides support to students to adjust to study and live in Australia to achieve their learning goals and to achieve satisfactory transition to life and study in a new environment, including information about legal services and emergency and health services.

http://www.studyinaustralia.gov.au/global/live-in-australia/support-services

Legal services:
Arnotts Lawyers
Suite 9, 22 Thomas St, Chatswood
Tel: (02) 9419 6355 www.arnotts.ne.au

Emergency & Health Services:
Chatswood Police Station
63 Archer St, Chatswood NSW 2067
Tel: (02) 9414 8499

Chatswood Medical & Dental Centre
270 Victoria Avenue
Chatswood NSW 2067
Phone: 02 9413 2222

Royal North Shore Hospital
Reserve Rd, St Leonards NSW 2065
Tel: (02) 9926 7111

Accommodation

CIT can help and provide assistance to overseas students in arranging suitable accommodation through our provider Homestay Network. Please ask CIT staff for an application form.
www.homestaynetwork.com.au

Sydney has many options for students including home stay, shared accommodation, serviced apartments and private leasing. Many of these accommodation options are close to CIT.

Student resources

CIT provides students with access to a comprehensive range of written, video, audio texts and resources. These materials may be borrowed for study use. Trainers will arrange for loans on request. Students are reminded to return the borrowed material by due dates and observe copyright laws when using resources. Students will be required to pay for loss or damage to resources.

Student counselling

It is important that students have access to a range of support mechanisms during their study. If students require assistance or counselling related to study or personal difficulties, they should speak initially with their trainer or Head Teacher for referral to our Welfare Counsellor.

The Welfare Counsellor can suggest access to specialised support for those who may need further external help. All discussions regarding this are in the strictest of confidence.

CIT Continuous improvement

CIT is committed to the continuous improvement of our training and assessment services, student services and management systems. Central to this commitment is our approach to continuous improvement and the procedures we apply to achieve systematic and sustained improvement.The primary method of reporting opportunities for improvement by students is via the continuous improvement reporting procedure. This procedure allows any person to raise a Continuous Improvement Report for consideration by the Academic Advisory Committee.

Often these reports will be generated after an opportunity for improvement has been identified by a staff member or student. The Continuous Improvement Report template is available at reception. You are encouraged to provide feedback to CIT so we can improve our services in the future.

Your language, literacy and numeracy skills

Language, literacy and numeracy skills are critical to almost all areas of work. This is particularly true in many vocations where language, literacy and numeracy skills influence the performance of workplace tasks such as measuring, weighing and comprehending written work instructions.

To support this approach CIT will:

– Support students during their study with training and assessment materials and strategies that are easily understood and suitable to the level of the workplace skills being delivered;Provide clear information to students about the detail of the language, literacy and numeracy assistance available;

Refer students to external language, literacy and numeracy support services that are beyond the support

– available within Charles Institute of Technology and where this level of support is assessed as necessary; and

– Negotiate an extension of time to complete training programs if necessary.

Your safety

CIT has a responsibility to meet its duty of care to staff, students and visitors by providing facilities and a safe and healthy learning environment in accordance with the *NSW Occupational Health Safety Act*.

Living away from home in Australia and in a different environment can sometimes cause problems that may affect your personal safety and wellbeing.

The following are some of those situations that may cause problems and some advice on how to avoid them.

Unsafe locations

World-wide, every city has some areas that may not be so safe. In your home city, you probably know of these areas and know how to avoid them. Sydney is the same. If you are not familiar of which areas to be careful of you can check with a trainer or Head Teacher.

Drugs and alcohol

In Australia, alcohol is readily available and legal for those over 18 years of age. Other substances such as marijuana, ecstasy, cocaine, etc. are not allowed by Australian law and you run the risk of legal and visa problems as well as health issues if you become involved in their use / dealing.

If you have any questions or concerns about these things, please check with your Head Teacher.

CIT is committed to providing you a safe environment in which to participate in training and assessment. The following guidelines are provided as a basis for safe practice in the training environment:

Know and observe details of emergency response and evacuation

- plans. Evacuation procedures are covered during student induction.

- No smoking within the CIT building. A designated smoking point is provided at the rear of the building.

- Report all potential hazards, accidents and near misses to the CIT staff; No consumption of alcohol on CIT premises or during contact hours;

- Keep training and assessment areas neat and tidy at all times;

- Seek assistance if you volunteer to lift items e.g. move furniture in a training area; and

- Observe hygiene standards particularly in eating and bathroom areas.

Electrical equipment

Within the CIT training dental laboratories, you will be using a wide range of electrical equipment. The following guidelines are to be applied:

- Electrical equipment that is not working should be reported to CIT staff immediately.

- Electrical work should only be performed by appropriately licensed electrician. Students are not to undertake any task related to fixing electrical equipment such as lighting or electrical training aids.

Fire safety

- CIT will communicate the procedures involved in evacuation and the location of fire equipment to students during student induction.

- Students are to be familiar with the location of all EXITS and fire extinguishers.

- Students are to attend and participate in annual fire safety sessions on fire safety procedures and the use of fire safety devices.

First aid

- Provision for first aid facilities is available.

- All accidents must be reported to CIT staff.

- The accident and any first aid provided must be recorded by staff involved.

Lifting

- Never attempt to lift anything that is beyond your capacity

- When lifting, always bend the knees and keep the back straight when picking up items.

- If you have experienced back problems in the past do not attempt to lift heavy objects at all. Ask someone else to do it for you.

Work and study areas

- Always ensure that all work areas are clean and clear of clutter so as to avoid the danger of accident by tripping or falling over.

- Place all rubbish in the bins provided.

Ensure that tea room bench spaces

- are left clean and tidy and that all dishes are washed.

- Do not sit or climb on any desks or tables.

Fairness and equity

CIT is committed to providing a fair and equitable environment for its students and visitors. Any discrimination or harassment of staff, students or visitors

because of their sex, pregnancy, race, colour, nationality, ethnic or ethno-religious background, marital status, physical or intellectual or psychiatric disability, homosexuality or age will not be tolerated and is illegal under the requirements of the Anti-Discrimination Act 1977.

You are responsible for:

- Ensuring non-discriminatory or harassing behaviour at all times to other students, staff or visitors to the school.

- Reporting any discriminatory behaviour or harassment to your teacher or head teacher.

Charles Institute of Technology is committed to ensuring that the training and assessment environment is free from discrimination and harassment. All CIT staff members (including contractors) will be informed that discrimination and harassment will not be tolerated under any circumstances.

In the event that discrimination and harassment is found to have occurred disciplinary action will be taken against any staff member who breaches this policy. Suspected criminal behaviour will be reported to police authorities immediately. Students should expect fair and friendly behaviour from CIT staff members and we apply complaint handling procedures advocated by the Australian Australian Human Rights Commission in 2008.

Students who feel that they have been discriminated against or harassed should report this information to a staff member of CIT that they feel they can trust. This will initiate a complaints handling procedure which will be fair and transparent and will protect your rights as a complainant. Alternatively, if a student wishes to report an instance of discrimination or harassment to an agency external to CIT, they are advised to contact the AHRC Complaints Info-line on 1300 656 419.

Access to your student file and record

You have the right to access your student file at any time. You may want to review previous assessment results to monitor your progress and confirm areas identified for improvement.

You can access you student file just by making a request to the CIT reception area. You will be asked to complete a register of access and the Registrar will provide you with the record to view (with the Registrar) and take copies if required. You will not be permitted to take the original student file away as this is our record of your training and assessment which we are required to retain. You are welcome to obtain copies of any document.

Your privacy

CIT takes the privacy of students very seriously and complies with all legislative requirements. These include the Privacy Act 1988 and National Privacy Principles.

Student information is only shared with external agencies such as registering authorities to meet compliance requirements as a Registered Training Organisation (RTO). All information shared is kept in the strictest confidence by both parties and is available on request.

In some cases we are required by law to make student information available to others such as the National Centre for Vocational Education and Research. In all other cases Charles Institute of Technology will seek the written permission of the student for such disclosure.

Course fees

Fees are payable when the student has signed the student agreement to signify their acceptance of enrolment offer made by Charles Institute of Technology. Fees must be paid in full within 14 days of receiving an invoice from CIT. CIT may discontinue training if fees are not paid as required. For a full list of current fees and charges please request a copy of CIT schedule of fees and charges.

Students are required to pay a registration fee of A$250* on application and a minimum 25% of total course fees on successful admission to a program. The balance of fees payable for the course must be paid at least 14 days prior to the commencement of each stage/ semester unless prior arrangements have been made and confirmed in writing.

The registration fee is non-refundable

The following table outlines the fees schedule:

- Application Fee (not refundable) A$250
- Tuition Fee A$30,000 ($7,500 per semester)
- Material Fee A$2,000 ($500 per semester)
- Overseas Student Health Cover
- Bank Transfer Fee A$30
- Recognition of Prior Learning Fee A$600 per unit
- Assessment (practical) re-sit fee A$350 per unit
- Assessment (theory) re-sit fee A$200 per unit
- Replacement of text book fee A$130

Student cancellation

Students who cancel their enrolment part way through a training program must notify CIT in writing at the soonest opportunity if consideration of fee reimbursement is required. Once CIT is notified a refund will be issued for the component of training not commenced. CIT is entitled to retain fees for any component of the course completed up until the point of notification by the student cancellation.

Replacement of text and learning resources

Students who require replacement of issued text or learning resources will be liable for additional charges to cover the cost of replacement. CIT purchases its text books via the Co-Op Bookshop which is an online book store. With postage and handling the cost of a replacement text is approximately A$130.00. Please refer to the Co-Op Bookshop for further details: www.coop-bookshop.com.au

Refunds

Students who cancel their enrolment before the commencement of a training program will be entitled to a full refund of fees paid. Requests for refunds will be processed and transacted at the end of each month in which the cancelation

notification was received.

Where a student cancels, CIT will not refund monies for the text unless a written request for a refund is received and CIT is satisfied that the text is in as-new condition.

A$100 processing fee applies to all refunds except when a student visa is refused or a CIT course is cancelled. Course fee refunds are calculated fromthe date a written refund application is received, on the following basis only:

- CIT will refund 100 percent of the course fee paid if your application for a visa to study in Australia is rejected.

- CIT will refund 100 percent of the course fee paid if the course you have enrolled in is cancelled by CIT.

- CIT will refund 70 percent of the course fee paid if you withdraw from the course 4 weeks (28 days) or more before the commencement date of course of study.

CIT will refund 50 percent of the course fee paid if you withdraw within the final 4 weeks (28 days) before

- the commencement date of course of study.

- There will be no course fee refund on or after the commencement date of course of study.

No refund will be paid to a third party unless the student indicates the name and address of the person to whom the refund should be paid. If no name and address is provided, the refund will be sent to the student"s home address.

All applications for refunds must be made using an application for refund of course fees. These are available from the Registrar.

If CIT cancels the course, the Institute will refund 100 percent of the tuition fees to the student.

If a student cancels the course prior to arrival in Australia, the Health Cover Premium paid will be refunded in full. The Premium is not refundable after arrival in Australia.

All refunds will be made in Australian dollars without any accrued interest.

If a student"s visa is cancelled due to poor attendance or any other form of misconduct, then no fee will be refunded.

CIT reserves the right to take further action under Australia"s Consumer Protection Laws.

Refunds approved in accordance with this

policy will be paid within four weeks of the Registrar receiving a written claim from a student.

There may be grounds for refunds under "Exceptional Circumstances" and which may affect either a full or partial refund of a student"s tuition fee, including:

– Death of a student or a close family member (parent, sibling, spouse or child)

– Political, civil or natural event

Where this policy does not adequately cover a particular circumstance, CIT may consider an individual"s case. The final decision rests with the Chief Executive Officer of CIT or his nominee.

Payment method

Charles Institute of Technology accepts payment for fees using:

– Electronic Funds Transfer (account details available on request)

– Cheque (made payable to Charles Institute of Technology)

– Bank Draft – all cheques drawn from overseas are to include the fees associated with the draft.

– International Money Transfer – must include funds to pay for the receipt of the money transfer.

Payment in cash is discouraged.

Making a complaint or an appeal

CIT is committed to providing a fair complaints and appeals process that includes access to an independent external body if necessary.

What is a complaint?

A complaint is negative feedback about services or staff which has not been resolved locally. A complaint may be received by CIT in any form and does not need to be formally documented by the complainant in order to be acted on. Complaints may be made by any person but are generally made by students and/or employers.

What is an appeal?

An appeal is an application by a student for reconsideration of an unfavourable decision or finding during training and/or assessment. An appeal must be made in writing and specify the particulars of the decision or finding in dispute. Appeals must be lodged within 28 days of informing the student of the decision or finding.

Early resolution or complaints and appeals

In all cases, issues that arise during training and assessment that are the

source of frustration or are in dispute should be resolved at the time they occur between the persons involved.

Complaint and appeals handling

CIT undertakes to apply the following principles to its complaints and appeals handling:

– A written record of all complaints and appeals is to be kept by CIT including all details of lodgement, response and resolution. A complainant or person lodging an appeal is to be provided an opportunity to formally present his or her case at minimal or no cost.

– Each complainant or person lodging an appeal may be accompanied and/or assisted by a support person at any relevant meeting.

– The handling of a complaint or appeal is to commence within 10 working days of the lodgement of the complaint / appeal and all reasonable measures are taken to finalise the process as soon as practicable.

– The complainant or person lodging an appeal is to be provided a written statement of the outcome, including details of the reasons for the outcome.

– The complainant or person lodging an appeal is to have the opportunity for a person or a body that is independent of CIT to review his or her complaint or appeal following the internal CIT complaint or appeals process. It is noted that a review of findings by an independent person or body will generally only relate to the appeals process and is less likely to be required in complaints handling.

– CIT shall maintain the enrolment of the complainant or person lodging an

appeal during the complaint or appeals process.

– Decisions or outcomes of the complaint or appeals process that find in the favour of the student or otherwise shall be implemented immediately.

– Complaints and appeals are to be handled in the strictest of confidence. No CIT representative is to disclose information to any person without the permission of the CIT Chief Executive Officer. Decisions to release information to third parties are only to be done after the complainant or person lodging the appeal has given permission for this to occur.

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– Complaints and appeals are to be considered on the basis of procedural fairness and lead to opportunities for improvement as a Continuous Improvement Report.

Complaint Process:

STEP 1. The issue should be raised directly with the trainer or, if preferred, with CIT staff.

If the complainant is unhappy with the result, they may then take formal action.

STEP 2. The complainant may raise the issue in writing with CIT or have CIT staff take notes regarding the complaint. After receiving the written/noted complaint, CIT will receipt the complaint and will arrange for a confidential personal interview as soon as practically possible, preferably within 48 hours.

This interview will attempt to resolve the complaint either between the parties involved or between the complainant and CIT.

If the complaint cannot be resolved to the satisfaction of the complainant the grievance will be forwarded to the Chief Executive Officer for actioning.

STEP 3. If the complaint is not resolved to your satisfaction you have the right to seek advice and make representations through other agencies. This requires

you to determine who to approach. CIT can help you to decide this as depending on the nature of the complaint it may relate to the following agencies:

– <u>Australian Skills Quality Authority (ASQA)</u>

– <u>The Office of Fair Trading</u>

– <u>Work Cover NSW</u>

<u>The Department of Immigration & Border Protection</u>

Recognition of your existing skills and knowledge

In accordance with the requirements of the Australian Quality Framework, CIT provides the opportunity for students to apply to have prior learning recognised toward a qualification or units of competence for which they are enrolled.

What is recognition?

Recognition involves the assessment of previously unrecognised skills and knowledge that an individual has achieved outside the formal education and training system. Recognition assesses this unrecognised learning against the requirements of a unit of competence, in respect of both entry requirements and outcomes to be achieved. By removing the need for duplication of learning, recognition encourages an individual to continue

upgrading their skills and knowledge through structured education and training towards formal qualifications and improved employment outcomes.

This has benefits for the individual and industry. Most importantly, it should be noted that recognition is just another form of assessment. Recognition guidelines

The following guidelines are to be followed when an application for recognition is received:

‒ Any student is entitled to apply for recognition in a course or qualification in which they are currently enrolled.

‒ Students may not apply for recognition for units of competence or a qualification which are not included in CIT"s scope of registration.

‒ Whilst students may apply for recognition at any time, they are encouraged to apply before commencing a training program. This will reduce unnecessary training and guide the student down a more efficient path to competence.

‒ Students who are currently enrolled in a training program are eligible to apply for recognition in that program at no additional charge.

‒ Assessment via recognition is to apply the principles of assessment and the rules of evidence.

‒ Recognition may only be awarded for whole units of competence.

‒ There is no RPL for international students with international qualifications.

Credit or advanced standing for your current competence

CIT acknowledges the requirement as an RTO to recognise the awards issued by other RTOs within Australia. This is limited to outcomes that are drawn from the national skills framework being units of competence awarded and accurately identified in statements of attainment and qualifications.

What is credit transfer?

Credit transfer is the recognition of learning achieved through formal education and training. Under the Australian Quality Training Framework, qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs. Credit Transfer allows a student to be awarded a unit of competency/module based on successful

completion of the unit which has been previously awarded.

Evidence requirements

An applicant will be required to present his or her statement of attainment or qualification for examination by CIT. These documents will provide the detail of what units of competence the applicant has been previously issued. Applicants must provide satisfactory evidence that the statement of attainment or qualification is theirs and that it has been issued by an Australian RTO. Statements of attainment or qualifications should be in the correct format as outlined in the Australian Qualifications Framework Implementation Handbook. The applicant is required to submit copies only which are certified as a true copies of the original by a Justice of the Peace (or equivalent).

Credit transfer guidelines

The following guidelines are to be followed in relation to credit transfers:

− Students may not apply for credit transfer for units of competence or qualification which are not included in CIT"s scope of registration.

− Students are encouraged to apply before commencing a training program. This will reduce unnecessary training and guide the

student down a more efficient path to competence.

− The student does not incur any fees for credit transfer and CIT does not receive any funding when credit transfer is granted.

− Credit transfer may only be awarded for whole units of competence. Where a mapping guide identifies a partial credit, this will not be considered for credit transfer and applicants will be advised to seek recognition.

Training arrangements

The course is delivered in a purpose designed Dental Technology learning institute. Training is primarily conducted face-to-face in both a classroom based (theoretical) and Dental Laboratory based (practical) environment. Training sessions are teacher led in group sizes of no more than 25 participants.

Practical sessions in the first stage will be supported by three teaching staff resulting in a student/teacher ratio of 1:8 and the final three stages will be supported by two teaching staff resulting in a student/teacher ratio of 1:12

The training program is undertaken using a planned schedule in order to coordinate multiple groups at different learning stages.

Dental laboratory sessions will include the

demonstration, explanation and practice of dental technology skills. This is undertaken in a fully functioning and equipped dental training laboratory which serves up to 25 participants at a time.

In addition to face-to-face learning, students will also complete self-paced study to assist them in building their professional knowledge.

Students will typically attend formal training sessions three days per week. Each day has scheduled training over seven hours resulting in 21 contact hours per week.

The course will be delivered over a two year period. The course will be delivered in four learning stages. The following identifies the learning stages and the sequence in which units of competence are to be delivered:

Stage One – 470 hrs
- HLTWHS300A Contribute to WHS processes

- HLTHIR501C Maintain an Effective Health Work Environment

- HLTIN301C Comply with infection control policies and procedures in health work

- BSBWOR301B Organise personal work priorities and development

- BSBIMN301A Organise workplace information

- BSBWOR204A Use business technology

- BSBADM311A Maintain business resources

- BSBCUS301A Deliver and monitor a service to customers

- HLTDT301D Construct models

- HLTDT302D Construct custom impression trays

- HLTDT303D Construct registration rims

- HLTDT304D Articulate models and transfer records

- HLTDT315D Construct thermoformed bases and appliances

- HLTFA311A Apply first aid

- HLTIN302C Process reusable instruments and equipment in health work

- Underpinning knowledge:

  Anatomy & Physiology Head & Neck 1 and Material Science 1

Stage Two – 370 hrs
- HLTDT508C Construct removable acrylic partial dentures

- HLTDT519C Construct simple complete removable acrylic dentures and appliances

- HLTDT507C Construct immediate dentures

- HLTDT518D Repair and modify dentures and appliances

- Underpinning knowledge:

  Anatomy & Physiology Head & Neck 2 and Material Science 2

Stage Three – 470 hrs
- HLTDT509D Construct cast metal alloy removable partial denture framework

- HLTDT510C Construct crown and bridge structures

- Underpinning knowledge:

  Material Science and

  Metallurgy

Stage Four – 450 hrs

- HLTDT513C Construct fixed restorations

- HLTDT512D Take tooth shades

- HLTDT514D Construct orthodontic appliances

- HLTDT511C Join alloy structures

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- HLTDT517D Construct oral splints

- HLTDT516C Construct indirect composite polymer fixed restorations

Assessment arrangements

'Competent' or 'Not Yet Competent'?
There are two possible assessment outcomes of competency based assessment either *'Competent'* that is you have demonstrated sufficient skills and knowledge or *'Not Yet Competent'.* If you receive a not yet competent result – it is not something to get worried about. Sometimes there are simple but important things that you may have overlooked but need to be covered. You will be given specific feedback on which aspects need to be reviewed or where further material needs to be supplied.

The assessment environment

At CIT, there is a strong focus in undertaking assessment as though you are working in a real dental laboratory. This approach is supported by our simulated laboratories and local policy and procedure. At times the environment will be busy and specific items of equipment will be in high demand. This reflects the actual workplace environment. This requires that you plan your activities and work cooperatively with other student to complete your work.

Assessment attempts

You will be allowed to resubmit each task for each assessment two times, subject to course completion timeframes. If after two submissions you are unable to demonstrate that you are competent in the unit or units of competency, Charles Institute of Technology may apply further charges for additional assessment.

Completion dates

These can vary and you will find a timetable provided to you which specifies assessment submission dates. You should work diligently to complete all assessment tasks on the due date.

Submitting authentic work

All work submitted must be your own work. CIT verifies this in the following ways:

– participant confirmation and declaration

– additional verbal questions given to participants on a random basis

– comparison of work style and quality for all work undertaken.

Referencing and plagiarism

Where you are making significant reference to the work of others you must acknowledge this by providing the name of the author and the publication information. If you do not acknowledge other authors you are incorrectly claiming work as your own. This is called plagiarism. In all Australian educational institutions plagiarism is unacceptable.

Graded assessment

CIT applies graded assessment for those students wanting to distinguish themselves through their hard work and technical skill. Graded assessment will only apply to six units of competence within the 27 units required to complete the Diploma of Dental Technology. The grades are identified as either a credit grade or a Distinction Grade.

Assessment methods

You are required to demonstrate your skills and knowledge across the applicable assessment tasks. Your teacher will gather sufficient assessment evidence from a range of sources using a number of different assessment methods. During the Diploma in Dental Technology, the following assessment methods are used:

– **Self-assessment** is conducted at the end of a learning stage. You will produce a dental component through learning activities. As each product is completed, you are required to self-appraise the quality of your work against specific technical criteria which will have been introduced during the learning stage. You will present your

work with the completed self-assessment to the teacher. The teacher will review your work and your appraisal and provide you with feedback to apply in following activities.

– **Direct observation** by the teacher of you performing the range of tasks applying different dental technology techniques. An example of these tasks is to construct crown and bridgework which will occur over a set period. Your performance is observed by the teacher and you are assessed against specific assessment criteria drawn from the applicable unit of competence.

– **Theory assessment** via the compilation of a number of short quizzes administered during the learning stage and a final assessment issued at the end of a learning stage. This theory assessment is administered in a classroom setting and is allocated approximately set time to complete. No references are allowed unless authorised by your teacher. You are required to satisfactorily answer all questions correctly. Where you provide an incorrect answer, the teacher will engage with you to improve that specific area of your knowledge.

– Self-paced assessment students will complete assignments contained in the self-paced learning package throughout the semester, the assessor will compare the performance of the student with the marking guidelines and criteria, also contained in the package in order to determine the student's knowledge of the course.