

## **Traineeships – Certificate III in Dental Assisting**

Pacific Smiles Staffing Solutions has been approved by the NSW Apprenticeship and Traineeship Training Program to deliver the Certificate III in Dental Assisting in NSW as a traineeship, either in the classroom or through distance learning.

Traineeships are a contractual arrangement between an employer, an employee and an approved Registered Training Organisation that is managed by an Australian Apprenticeship Centre and monitored by the State Training Centre.

Trainees must complete a Training Logbook and the RTO must undertake workplace visits throughout the traineeship to provide guidance and support to both the trainee and the employer.

**Dentists can receive incentives of up to \$4,000 for an eligible new entrant trainee.**

**The enrolment fee for a new entrant trainee is currently \$404 as the training costs are subsidised by the State Training Centre.**

### **Who is eligible for a traineeship?**

- A new employee, either full-time or part-time, who does not hold a Certificate III or higher level qualification that is less than 7 years old.
- A new employee who has completed a Certificate II or III as part of their Higher School Certificate.
- A new employee who has commenced a qualification, at any level, but has not completed it.
- A new employee who commenced a traineeship but terminated it before completion.
- A casual employee who moves into a permanent part-time or full-time position within 12 months of commencing with the practice, and does not hold a Certificate III or high level qualification that is less than 7 years old.

If a new employee has an overseas qualification, eligibility will be determined by the State Training Centre on an individual basis.

### **Definition of a new employee**

A person who has been employed as a dental assistant whether they have been recruited as a trainee dental assistant or not, irrespective of age.

### **Is there a time frame for signing up a trainee?**

Yes. A new employee must be signed up within 3 months of commencing employment or changing from casual to permanent employment.

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