

Orientation Training Course (OTC)

ADDITIONAL EXPERIENCE SESSIONS

OTC MOCK EXAM

Clinical Education and Training Unit



dental health
services victoria
oral health for better health

OTC MOCK EXAM

OTC is able to offer a two- day MOCK EXAM for all candidates who are willing to test their skills and abilities before sitting ADC practical examination. The offer is open to all past OTC participants as well as those who have not attended any of our programs. ADC Exam confirmation letter/portal advices print out will be required at the time of application.

Over two consecutive days the candidates will be tested on all tasks normally tested during ADC examination. Marking will be done by two or more experienced assessors/demonstrators after each day in the absence of the candidate. The detailed written feedback on each task will be given at the conclusion of the examination to each of the candidates.

Dates:

The exam will be conducted over two consecutive days from 8.15/8.30 am till 5.00 pm.
Exact dates and application closing dates will be advertised on OTC website

<https://www.dhsv.org.au/careers/otc>

Venue:

Second floor Teaching Clinic, The Royal Dental Hospital of Melbourne
720 Swanston Street, Carlton, Vic. 3053

This venue has been one of the chosen examination venues for many years. The mock exam will be conducted in the clinical environment. The candidates will be working on manikins mounted in the dental chairs and have access to all relevant instruments, equipment and materials. Infection control protocols must be followed as per dental clinic environment.

What is provided:

All candidates will have a full set of appropriate teeth mounted in the model.

Personal protective equipment (gowns, masks and gloves) will be provided.

Candidate must bring own safety glasses and, if required, magnification loupes.

All candidates will be required to bring their own sets of burs for tooth preparation and restoration finishing/polishing. Although amalgam capsules (SDI Permite), composite resin (Tetric, Gradia), temporary crown material (Protemp Garant), impression material (Optosil), rubber dam (IsoDam) and radiographic films will be provided, candidate are permitted to bring own dental materials if they wish. Own hand pieces, hand instruments, matrices, rubber dam kits, radiographic holders are not permitted.

Fees: \$1,300.00 incl. GST - Ex OTC candidates (previously enrolled to any practical or theory course excluding Radiography session) -

\$1,500.00 incl. GST - New candidate, previously not enrolled to OTC course

How to enroll to OTC MOCK EXAM:

The OTC MOCK EXAM will take place provided there are enough candidates enrolled.

Fill attached application form and provide relevant documentation including payment details. The candidates previously enrolled to OTC course in 2015 do not need to attach documentation other than practical ADC examination confirmation.

A \$500 non -refundable deposit will be charged at the time of application. If the number of applicants is too low, and the OTC MOCK EXAM is cancelled ,the deposit will not be charged.

We will acknowledge your application. The final confirmation of details will be e-mailed 3 weeks before the exam.

Additonal Experience Sessions

Dental Radiography

Dental Radiography session may be offered to the past and current OTC participants and candidates not enrolled to any of the OTC courses. The following sessions may be offered :

- Radiography practice on manikin **with demonstration** - fee \$500 can be split if two candidates attend same session
- Radiography practice **without demonstration** - only for past OTC candidates who attended clinical based program (5- week, 8 -week of 16- week)- fee \$300.00 can be split between two candidates attending same session.

Every attempt is made to pair up applicants to minimize the cost for the candidates, but it cannot be guaranteed. Full payment is required at the time of application as it can be reduced if another candidate is found to share the same session. If you prefer to have one-to-one session, please make a note in your application.

All sessions may be available depending on timetable of the scheduled programs. Full fee is payable before the session . Note that the confirmed sessions can be cancelled or rescheduled due to unforeseen circumstances. The applicant will be notified of the change, alternative dates may be offered or fee reimbursed, if the applicant is unable to attend on alternative day.

Dates:

All applicants first must contact OTC office and confirm the dates of the sessions. A completed application must be received by the OTC office within 10 days , otherwise the session may be offered to another applicant.

Application process:

All candidates must send completed application including:

Application form

Acceptance of Offer part 1 and part 2 (payment forms)

Authorization form if someone else pays on behalf of the applicant

Recent ADC letter confirming date of the exam .

All new candidates must attached required documents as listed in the Application form

Past OTC candidate who attended the program in 2015 or later do not need to resend the required documents.

Venue:

The Royal Dental Hospital of Melbourne, second floor Teaching Clinic
720 Swanston Street, Carlton, Vic.3053

Report to OTC Office 5-10 minutes before your scheduled session. You may ask the second floor receptionist for directions to the OTC Office.

All materials and equipment (films and variety of holders), PPE (gown, masks and gloves) will be provided.

Ensure appropriate dress code: no denim jeans, no open toe shoes or runners are allowed in the clinical area.

Additonal Experience Sessions

Additional practical session on the manikins

Additional practical session on the manikin may be offered to the candidates currently attending 3-week Restorative Dentistry Course or external candidates , when the clinical chairs are available. The session will give the opportunity to practice restorative procedures in the clinical environment.

Dates:

All applicants first must contact OTC office and confirm the dates of the sessions. A completed application must be received by the OTC office within 10 days, otherwise the sessions may be offered to another applicant.

Fees:

The fee covers fully use of the dental chair, handpieces, instrument and dental materials required to complete all the tasks and partially cover cost of plastic teeth and demonstrators' assistance.

\$150.00 per 3-hour session - candidates currently enrolled to 3-week restorative Dentistry course

(no additional teeth are supplied)

\$1,500.00- five 3-hour sessions including all equipment, materials and one set of plastic teeth and some demonstrator's assistance

\$2,300.00 -ten 3-hour sessions including all equipment, materials and one set of plastic teeth and some demonstrator's assistance

\$500 deposit is required at the time of application for longer courses (5-10 sessions)

Application process:

All candidates must send completed application includingg:

Application form

Acceptance of Offer part 1 and part 2 (payment forms)

Authorization form if someone else pays on behalf of the applicant

Recent ADC letter confirming date of the exam .

All new candidates must attached required documents as listed in the Application form

Past OTC candidate who attended the program in 2015 or later do not need to resend the required documents.

Application will be acknowledged and sessions confirmed. Additional correspondence may be e-mailed within few days before the first session, if required.

Venue:

The Royal Dental Hospital of Melbourne, second floor Teaching Clinic
720 Swanston Street, Carlton, Vic.3053

All materials and equipment, PPE (gown, masks and gloves) will be provided.

Ensure appropriate dress code: no denim jeans, no open toe shoes or runners are allowed in the clinical area.

APPLICATION

1. Places on any of our courses will not be considered/ reserved until a complete application form, including full payment and required attachments, is received by the office. We do not accept scanned/ faxed applications.
2. Applications for any course will not be accepted without a current Australian Dental Council number.
3. Additional Experience - No refund of fees/deposit will apply if applicant withdraws at any time after confirmation of the session(s)
4. Payment of Fees:

Fees for Additional Experience sessions will be required in full upon acceptance into applicable program. Details will be sent at time of acceptance.

If you intend to make payment via internet or a direct bank transfer, it is preferable to advise OTC (via email) prior to undertaking the transfer so that an Invoice Number can be provided -this will enable us to allocate the transaction to the appropriate candidate.

You MUST advise the OTC office (by email) once transfer is undertaken. Email should include date of transfer and receipt number, so that this can be forwarded to our finance department.

Return application to:

Postal Address:

Melbourne Orientation Training Courses (OTC),
The Royal Dental Hospital of Melbourne
GPO Box 1273L
Melbourne 3001

Street Address: **(preferred)**

Melbourne Orientation Training Courses (OTC),
The Royal Dental Hospital of Melbourne
2nd Floor,
720 Swanston Street,
Carlton 3053

For further information contact the OTC office on: otc@dhsv.org.au, Phone: +61 3 9341 1177



Attach THREE
Passport size
photos (apprx 3.5cm
x 3.5cm) - use
paperclip

Application form

Additional Experience Sessions . OTC Mock Exam

Personal details & educational background:

NAME: Mr / Mrs / Ms / Dr
(Family name) (Given names)

GENDER: M / F

ADDRESS:
POSTCODE:

EMAIL: **TEL NO:** ()

MOBILE NO: **FAX NO:** ()

DATE OF BIRTH: **AUSTRALIAN DENTAL COUNCIL REF NO:** /

AUSTRALIAN RESIDENCY AND VISA STATUS:

DENTAL DEGREE/S: Please note the University / Country and level of Qualification / Year of completion

 Year Completed

General Information:

(a) **When will you sit the Australian Dental Council Examinations?**

.....
 (Date of ADC examination) Venue if known)

(b) **How did you become aware of the OTC courses?**

- | | |
|--|--|
| (1) <input type="checkbox"/> You are past OTC student | (2) <input type="checkbox"/> Referred by an OTC student |
| (3) <input type="checkbox"/> Referred by outside organisation, eg. ADC | (4) <input type="checkbox"/> Other Source, please list details below |

.....



Documents to be attached:

1. Letter from the ADC noting your eligibility to proceed with the ADC examination process.
2. Copy of letter giving date / series / venue of when you are sitting the ADC clinical examination - if you have already been allocated an examination venue or examination series.
3. Copy of your WRITTEN EXAMINATION results (only if you have already sat this examination).
4. A certified copy of your Dental Degree, with English translation (if applicable)
5. Copy of your OET / IELTS result, if available
6. Copy of the page in your passport showing your eligibility to remain in Australia.
7. Deposit of \$500.00 as either a cheque / money order or if paying via credit card, complete section in Part 2, Payment Form – please circle method of payment. Applications without this deposit will be considered INCOMPLETE and no place will be reserved until deposit is received.
8. Three Passport size photos, with your surname printed on the back – paper clip to top of application form. (eg 3.5 cm x 3.5 cm photos) – do not staple.

Additional Experience sessions

Please specify your needs and tick appropriate box :

- Radiography session with demonstration** on:.....
- Radiography session without demonstration** on.....
 (session shared with.....)
- Additional practical sessions on manikin** on.....

- OTC MOCK EXAM** on.....
- Other**

Signature of the applicant:.....

Date:.....

Additional Experience Sessions

Acceptance of offer Part 1

I
 (print name)

accept the offer of entry to the Melbourne Orientation Training Course conducted by Dental Health Services Victoria (The Royal Dental Hospital of Melbourne) and attend additional experience session(s):
 (please tick box):

- Preclinical Radiography with the demonstration (fee \$500.00 for 3-hour session)
- Preclinical Radiography practice without demonstration (Fee \$300.00 for 3-hour session)
- Additional Experience practical session on the manikin (fee: \$150.00 per three hour sessions)
- OTC MOCK EXAM (Fee : \$1,500.00 or \$1,300.00 if ex OTC participant)
- Other
 ON (DATES)

I understand that the following clauses will apply: (please tick boxes)

- The fee will only be refunded if the course/session I have applied for is cancelled or no places are available
- The fee will become a cancellation fee I withdraw from any course following notification of acceptance of an available place.
- If I choose not to attend the course as timetabled, there will be no refund of fees once the course has commenced.
- A claim for a refund of the course fees will not be considered after the course has commenced.
- The course, or any part of the course as timetabled may be changed or cancelled at the discretion of DHSV, which will accept NO liability for any costs incurred by the applicants in regards to visa, travel and accommodation.

.....
 (Signature of candidate)

Date:

Melbourne Orientation Training Course
 Education and Training Unit

Date:



Additional Experience Sessions

Acceptance of offer Part 2

Personal Details:

Surname: Mr / Mrs / Ms / Dr

Given Names:

Gender: M / F

Address:

Postcode:

Home phone: Mobile:

Fax No: Email Date of Birth:

Payment Details:

\$
Please enter amount

AMOUNT TO BE WITHDRAWN FROM CREDIT CARD AS ENTERED BELOW: **Payment in full** for this course is due approximately SIX weeks prior to commencement of each course and must be received by the CETU/OTC Unit, (The Royal Dental Hospital of Melbourne, 720 Swanston St, Carlton VIC 3053) by the due date as noted in your acceptance letter. Payments by cheque for the deposit are to be made out to **The Royal Dental Hospital of Melbourne**. Your deposit is not in addition to the full course fee. Full details for the payment method for course fee will be sent with Acceptance of Offer Letter.

Payment can be made by: (please circle method you are using) VISA / MASTERCARD INTERNET BANKING

CHEQUE / MONEY ORDER (please attach)

CARD NO

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

-

CARDHOLDERS NAME: Expiry Date: ____/____

CARDHOLDER'S SIGNATURE:

Deposit/withdrawal fee:

- I authorize DHSV/RDHM to deduct the above sum from my credit card as per the above details. This fee will only be deducted at the time of acceptance into the program applied for, and will be considered as a withdrawal fee should an applicant withdraw. (Refer Part A for payment details)
- Attached is my cheque/postal note (please circle)

PLEASE NOTE:

If you wish to pay by internet banking or make the payment at your local bank, contact the OTC office and banking details will be provided. Once transfer is undertaken, you MUST advise OTC (preferably via email) as we have no way of allocating fees transferred unless notification is received, this should include date of transfer and receipt number).

If your fees are being paid by someone other than yourself, ie. husband/wife/friend, refer to information attached - "Authorization to Pay on Behalf of Candidate".

Note: At the time of application only the deposit is required, not full payment.

If payment is being made by someone other than the candidate, the form below must be completed for each payment transaction.

Authorisation to pay on behalf of candidate

(a) I agree to pay the sum of
(name of person paying fees)

\$ on behalf of (name of candidate)

If you require payment to be made on an alternate date, or not before a certain date,
please specify:

(b) I authorize Dental Health Services Victoria, The Royal Dental Hospital of Melbourne to debit my credit card on their behalf of the above
candidate - details as listed on Part 2 Acceptance Form.

CARDHOLDERS NAME:
(please print)

CARDHOLDER'S SIGNATURE:

CARDHOLDER'S HOME ADDRESS:
.....

CARDHOLDER'S PHONE NUMBER AND EMAIL ADDRESS:
.....

(c) Signature Date:

This form must be completed each time a transaction is undertaken if two card holders are paying,
ie. one for the deposit and one for the course fee. (two forms to be completed)

Upon completion of the transaction you will be notified accordingly – via email.

Please ensure that the credit card details are entered on the Part 2 Form, including the Expiry Date and that the person whose credit card is being used, signs the Part 2 Form in the appropriate place.