Faculty of Life Sciences
Department of Health and Biosciences

Diploma of Dental Technology

Student Handbook and Program Guide
This handbook was developed by the
Department of Health and Biosciences
Faculty of Life Sciences
Royal Melbourne Institute of Technology

The intent of this handbook is to provide a handy resource of information for students to assist them in meeting the requirements of the university and program. Care has been taken to ensure the information contained herein is accurate and compatible with the university and program standards. Nevertheless it is difficult to ensure that all information in relation to university policies and procedures will remain accurate for the duration of the program. Students are therefore regularly consult the relevant RMIT student and program information web pages and take account of any student information email or print bulletins that may be provided throughout the program to ensure that they have access to the most current information.

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Enquiries should be made to:
   RMIT University  
   Department of Health and Biosciences  
   GPO Box 2476V  
   Melbourne 3001  
   Telephone: 61 3 9341 1400  
   Facsimile 61 3 9341 1401
Foreword

Welcome to the Department of Health and Biosciences

Our Department is part of the Faculty of Life Sciences and is committed to the provision of quality vocational education and training for a range of technical and patient service occupations in the health industry. As part of RMIT’s commitment to continuous quality improvement for the programs and other services which it provides, our Department has implemented a range of quality improvement strategies to ensure that our services adapt to the changing needs which continuously emerge in education, technology and the industry specific areas.

We have been providing courses for the dental technology industry since 1948. An important aspect for the success of the all programs offered by the Department is the collaboration and partnership between the Department, the industry and the learners. By working collaboratively these groups facilitate the implementation of education and training programs based on learning experiences which are appropriate, accessible, challenging and worthwhile. The learning experiences which you will participate in are designed to prepare you for:

- your specialised dental technology role in the dental health care team
- your responsibility for maintaining continuous professional development
- your role in the management changes which occur in workplace organisation, practice and procedures

Learners come to the program with a range of learning styles and needs and vocational expectations. The learning experiences provided in your course are designed to include a variety of learning strategies to:

- suit individual and group learning styles and needs
- prepare you for your role as a member of a work team
- focus on the required competencies identified in the curriculum.

As a learner your role is to ensure that you maximise the learning opportunities which are available to you. This will require that you make a personal commitment to achieving success in your studies by:

- applying sustained effort and motivation
- seeking appropriate assistance as required
- self-evaluation of your performance

To assist us meet your learning needs we hope that you will take the opportunity to provide regular feedback on your learning experiences to the course staff.

On behalf of the Department of Health and Biosciences and the Royal Melbourne Institute of Technology University I wish you an enjoyable and productive time during your studies of this course.

Louise Palmer

Head of Department
Introduction to the Department

This student handbook has been developed to provide you with an overview of the facilities and policies of the University and details of your course. The program detail information provided in this document should be supplemented by the information that provided in the course specific Study Guides which you will receive throughout the program. For further details relating to general university matters you should take the opportunity to read the information relating to the University’s services, facilities and policies which are outlined in the 2003 Student Diary and the RMIT Staff Student Handbook 2003.

We appreciate that this may seem a confusing number of sources of information, however each document has been provided for your benefit to assist in facilitating your learning. While your Group Coordinator will explain the role of each of these documents as part of the foundation course Orientation to College and Introduction to Industry, if at any time you require clarification on any issue you are encouraged to seek assistance from the education and/or administration staff and/or Head of Department.

The Department offers a range of courses in the education and training of health personnel. These courses include:

- Advanced Diploma in Myotherapy
- Diploma of Laboratory Technology (Pathology Testing)
- Diploma of Applied Science (Biotechnology)
- Diploma of Clinical Neurophysiology
- Certificate IV in Health (Nursing)
- Certificate IV in Health (Dental Technology)
- Diploma of Dental Health Work (Dental Technology)
- Certificate IV in Optical Dispensing
- Certificate IV in Pathology Collection
- Certificate III in Dental Assisting

We encourage liaison between staff and students of all programs as it helps to foster the team approach to health care. Department staff promote a learning environment which is competency based, student centred, flexible in its delivery and assessment and focussed on meeting the individual needs of its learners. We hope that you will maximise the learning opportunities that this approach offers so that you will find your studies with us both personally and professionally rewarding.


**General Course Description**

**Program Title:** Diploma of Dental Technology  

**Program Code:** C5144  

**Program Duration:** The Diploma of Dental Technology (Apprenticeship program) involves a total of four years concurrent on-the-job industrial experience in a dental laboratory whilst undertaking the off-job training at RMIT. The off-job training comprises a three year study program involving 390 nominal hours contact per year.

**Program Purpose:** Diploma of Dental Technology is designed to provide a broad-based training program for the learner to enable them to become a dental technician who provides support to dental and medical personnel in public hospitals, public dental clinics and private dental laboratories/clinics. Successful completion of the program will enable the participant to develop the knowledge and skills necessary to undertake technical work at the level (AQF level 5) in the field of dental laboratory technician. The four main areas of non-clinical dental technology are:

- Denture construction
- Cast partial denture fabrication
- Orthodontics
- Crown and bridge

In the dental laboratory field, where materials and techniques are applied to assist the dental profession to provide for patient/client needs, the dental laboratory technical officer is a functional member of a health care team. This course facilitates students in the development of the knowledge, skills and attitudes required for:

- practising dental technology using a holistic ‘client-centred’ approach
- producing accurate, reliable, reproducible results based on highly developed practical skills
- task and contingency management
- work team cooperation
- quality customer/client service
- adapting to changes in technology and work practices
- problem solving
- effective written and verbal communication
Health and safety issues are stressed throughout the program with a major focus on:

- accurate prosthesis fabrication procedures
- aseptic techniques
- quality control and quality assurance methodologies

**Entry Prerequisites:** Entry requirements to this program are consistent with the requirements of students enrolling in any apprenticeship program, that is, they must be employed as a trainee dental technician under a ‘Contract of Training’. For the Diploma of Dental Technology, students may be employed under the ‘Contract of Training’ in either a public or private dental laboratory prior to commencing the course.

Students also need to be able to demonstrate

- literacy and numeracy skills equivalent to successful completion of:
  - Year 12 VCE English (Units 3 and 4)
  - Year 11 VCE Mathematics (Units 1 and 2)
- oral communication skills in the English language sufficient to ensure understanding

Applicants without this background may be directed to bridging or supplementary programs that already exist in RMIT to acquire the necessary competencies in English, Mathematics or Communication. Additional supplementary programs in biology, study skills and basic computer skills are available should students need to develop competencies in these areas prior to enrolling in the course.
General Course Information

Semester Dates 2003:

Semester 1: 17th February 2003 to 27th June 2003
Semester 2: 14th July 2003 to 21st November 2003

Public Holidays for 2003 Academic Year:

Australia Day: Monday 27 January
Labour Day: Monday 10 March
Good Friday: Friday 18 April
Easter Monday: Monday 21 April
Anzac Day: Friday 25 April
Queen’s Birthday: Monday 9 June
Melbourne Cup Day: Tuesday 4 November

Fees for Students in 2003:

Enrolment Fees:

Tuition Fees: $ 290.00
Administration Fee: $ 30.00

*These fees are an approximate estimation; the actual cost of fees will be calculated upon enrolment.

TOTAL FEES: $ 320.00

Text Books:

The following are the recommended primary texts for the first year of the Diploma of Dental Technology:

Location of program

The administration office for the Diploma of Dental Technology is located at the City Campus in RMIT Building 154, 720 Swanston Street, South Carlton. Whilst most of your classes will be held in this building you will be required to attend some sessions in classrooms located on level 4, RMIT Building 51, on the corner of Cardigan and Victoria Street, South Carlton. A map of RMIT’s City campus is provided below to assist you in locating these, and other relevant locations.
Staff Contact Details:

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<th>Role</th>
<th>Telephone</th>
<th>Facsimile</th>
<th>Email</th>
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<tr>
<td>Head of Department</td>
<td>Ms Louise Palmer</td>
<td>9925 4274</td>
<td>9925 4144</td>
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<td></td>
<td><a href="mailto:louise.palmer@rmit.edu.au">louise.palmer@rmit.edu.au</a></td>
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<tr>
<td>Coordinators for Certificate IV in Dental Technology</td>
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<tr>
<td>Discipline Leader</td>
<td>Mr Ian Gibbs</td>
<td>9341 1407</td>
<td>9341 1401</td>
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<td><a href="mailto:ian.gibbs@rmit.edu.au">ian.gibbs@rmit.edu.au</a></td>
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<tr>
<td>1st Year Coordinator</td>
<td>Mr Simon Pearse</td>
<td>9341 1411</td>
<td>9341 1401</td>
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<td><a href="mailto:simon.pearse@rmit.edu.au">simon.pearse@rmit.edu.au</a></td>
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<tr>
<td>2nd Year Coordinator</td>
<td>Mr Craig McCracken</td>
<td>9341 1410</td>
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<td>3rd Year Coordinator</td>
<td>Mr Simon Pearse</td>
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<tr>
<td>Technical Officer</td>
<td>Ms Wendy Brakey</td>
<td>9341 1405</td>
<td>9341 1401</td>
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<td><a href="mailto:wendy.brakey@rmit.edu.au">wendy.brakey@rmit.edu.au</a></td>
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<tr>
<td>Building 154 Administration/Reception Officers</td>
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<td></td>
<td>Ms Minnie Parker</td>
<td>9341 1403</td>
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<td>Building 154 Occupational Health and Safety Representative</td>
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<td>Mr Ian Gibbs</td>
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Telephone Directory

This space is provided for you to record additional useful telephone contact numbers

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RMIT has a commitment to help students develop skills that will enhance their workplace and for future employment opportunities. It is important that students access and use information technology. Students are required to word process assignments, use Internet and email.

On enrolment each student has an email address provided for communication between RMIT and the student. Information on many aspects of the program such as timetables and course outlines will be made available on the RMIT website www.rmit.edu.au student email address is studentnumber@rmit.edu.au.

**Student Service Support Information**

**Counselling Service**
The Counselling Service consists of a team of educational and counselling psychologists whose role is to assist students to develop their full potential and achieve success in their studies at RMIT. The counsellors provide a free individual, confidential service. The service is available to students to discuss any wide range of problems and decisions that affect life at RMIT. This service may be accessed at City campus – Building 43. Telephone: 9925 4365 or 9925 4366

**Dental Service**
RMIT Union’s Dental Clinic provides subsidised dental care for students. The highly qualified staff operate the clinic Monday to Friday 8.45 am to 1.00 pm and 2.00 pm to 4.45 pm in Building 45, 33 Lygon Street, Carlton. To book an appointment bring your student card and the booking fee ($30). Telephone 9925 4876.

**Financial Advice**
The Student Financial Adviser can help you with a range of matters including: student loans, financial counselling, social security, deferment of fees. Bookshop grants are available to financially disadvantaged students. Students will be assessed by application and an interview with the Financial Adviser. You can contact the Financial Adviser in the Student Services Centre – Building 14. Telephone 9925 2963.

**Health Service**
The nursing staff provide a free service to all students and staff from 8.00 am to 6.00 pm Monday to Thursday during semesters and 9.00 am to 5.00 pm on Friday and TAFE student vacations. The services include:

- An emergency service and general medical care
- Immunisation programs e.g. Hep B
- Contraception advice and pregnancy testing
- Health promotion and education programs
• Nutrition and dietetics advice
• Needle and syringe exchange

The Health service doctors bulk-bill all clients. Please bring your Medicare card.

The Health Centre is located at Building 13 (City Campus). Telephone 9925 2297

Learning Skills Unit

The RMIT Learning Skills Unit (LSU) can provide assistance to help you do better in your program. Staff can help you gain skills in: essay and assignment writing, oral presentations, fast and efficient reading, spelling, English grammar, general study skills, touch typing, time management, maths and science. Both day and evening classes are offered as well as individual appointments and workshops. This is a free service located at level 3, Building 94 (City campus) 23 – 27 Cardigan Street, Carlton. Telephone: 9925 4488.

Muslim Prayer Rooms

The rooms are located in building 9, level 4 (rooftop). There are two separate rooms – male and female. Each room comes complete with ablution facility. Many of the United Muslim University Students (UMUS – RMIT) activities are centred there as well as weekly prayers. Telephone: 9925 1962. For further information visit International students website: www.international.rmit.edu.au

Housing Advisory Service

Information regarding temporary accommodation for students attending at RMIT can be located at www.housing.rmit.edu.au

Libraries

As soon as you enrol as an RMIT student you may use the facilities and services available at the five RMIT libraries. There are three city libraries:
• The Central Library – Building 8, Level 5, City
• The Business Information Centre – Building 108, level 5
• The Carlton (TAFE) Library – Building 94, level 3, 23 – 25 Cardigan Street, Carlton South

Two further libraries are situated at Bundoora
• Bundoora West Library – Building 210 (Hayes Building)
• Bundoora East Library Service Point – Building 251, Level 2.

For further information visit their website: www.lib.rmit.edu.au
General Information

All RMIT libraries provide extensive services, facilities, study space and comprehensive collections of print based resources, books, periodical and microform collections as well as audiovisual, electronic and multimedia resources to support your studies.

Information desk staff at every library can provide individual assistance and information skills training. Access to the ever expanding virtual library of electronic resources and networks including CD ROMs, data base products, full text electronic access to numerous journal titles and the RMIT Libraries’ on-line public access catalogues is also available.

Opening Hours

Refer to the web site: www.lib.rmit.edu.au

Library Guides

In block one students will be taken to the Carlton Library for an orientation visit as part of the induction into RMIT.

Library personnel are available at each library for assistance as well as written guides giving details of services, resources and opening hours.

Computer Facilities

All RMIT libraries and in particular the Carlton Library Cardigan Street have an extensive number of computers available for student use. These facilities are free of charge. They are both MAC and IBM computers, all computers have internet and email access. Printing costs 11c per page (A4 page black and White).

Loans

Books and some audiovisual materials can be borrowed but periodicals can not as they are for reference use only. To borrow books or materials from the libraries you will need to show your student card as this is also your library borrower’s card. All loans issued on your card are your responsibility and the library must be notified immediately if you lose your card. Please note that loan periods and the number of items you can borrow at any one time do vary depending on the material you wish to borrow.

CAVAL (Cooperative Action by Victorian Academic Libraries)

RMIT Libraries are part of this reciprocal borrowing program whereby students and staff of participating libraries are able to borrow material from other participating Victorian libraries. In order to borrow you must first register as a CAVAL reciprocal borrower at an RMIT library. If you borrow from another library you are subject to the borrowing conditions and regulations of that library. If you would like more details pick up a CAVAL brochure from one of the libraries.
**Penalties**
Strict penalties apply to books, which are overdue or not returned. Borrowing privileges may be suspended and a replacement and administrative charge may apply. A complete statement of borrowing conditions is available at the loans desk of any RMIT library.

**Photocopying**
All RMIT Libraries have card operated photocopiers for student use. The copiers all offer plain paper A4 copies, copy reduction and enlargement, multiple copying and contrast controls. Some copiers also provide A3 and transparency copies. Photocopying cards are required to be purchased. These are available from the library.

**Security**

**Personal Safety on Campus**
RMIT and the Student Union have been working closely to improve safety on campus for staff and students. While much work has been done to improve things, like making sure lighting on campus is adequate, it is extremely important for students to be aware of their personal safety studying at RMIT.

If you ever feel unsafe on campus, immediately contact RMIT security staff:
- City – Gatehouse (main office in Franklin street +) Telephone: 9925 2051 or 9925 2951, or
- Enisar Kasar Telephone: 9925 2723, or
- Judy Frost Telephone 9925 5633

**Theft**
Beware of thieves on campus at all times! Never leave your bags and belongings unattended, especially whilst researching in libraries. It is strongly recommended that bikes be secured by means of ‘hoops’ or ‘U bolts’ rather than chains or wires as the latter are often easily cut resulting in a very quick loss of bikes. At any time a theft is suspected report it immediately to the nearest area counter and then proceed to complete a report. Depending on the nature of a theft you will probably be advised to report to police at the nearest station to your home.

**Students Rights**
The Student Union aims to represent and safeguard students’ interests. It employs staff who provide advice, information and assistance to students with problems which may include: discipline (cheating, misconduct charges), appeals against assessment, special consideration, harassment of any kind, appeals against exclusion, unfair treatment, apprentice issues, health and safety issues etc.
The staff of the Student Union are able to help you to resolve problems in a variety of ways:

- Giving confidential advice
- Assisting in preparing submissions and documentation
- Supplying RMIT regulations and procedures
- Attending meetings with you and administrative or academic staff members
- Helping to clarify issues through discussion
- Identifying your options
- Referring you to appropriate services

All discussions are strictly confidential and no action will be taken without your explicit direction.

**Location:** City (TAFE) – Building 57, level 4. Telephone: 9925 4505

Or visit their website: [www.su.rmit.edu.au](http://www.su.rmit.edu.au)

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### Policies and Procedures for Students

**Responsibilities as a Learner**

The Department of Health and Biosciences adopts the philosophy of adult education in which the learner has ultimate responsibility for their individual achievement. While staff give all assistance possible, the student has responsibility for completion of assessments and advising staff of any problems they may be experiencing. The learning experiences provided will involve a variety of methods and will encourage the student to develop skills in research and presentation. Assessment will also be varied and will depend on the stated outcomes of the individual course.

- Students are required to conduct themselves at all times in a professional manner appropriate to their role as members of the dental team.
- All students are expected to conform to the University, Departmental and Course policies in relation to Equal opportunity, Sexual Harassment, Occupational Health and Safety and Infection Control.
- Attendance to all lessons tutorials and practical sessions as per the group timetable is compulsory.
- Actively participating in classroom discussions and practical sessions is an important part of overall assessment and enables students to learn together about the wider dental community.
- Appropriate dress code for classroom and participation in practical tasks. This applies to footwear and wearing of P.P.E (see appendix B Learner Performance Contract).
- Regularly completing and submitting assessment tasks gives an indication of your commitment and understanding of the requirements of the program and enables timely feedback to you from the marker/facilitator.
The student who is late to class must report to the administration office prior to entering the classroom. In some cases when a class has commenced a student will not be permitted to enter the classroom and will be required to reschedule the class time.

The late student must ensure the role is marked to reflect their presence and the actual time of arrival to class.

If you miss an assessment it is the students responsibility to contact the group coordinator to arrange a make-up class. No assessment tasks will be issued without attendance and participation in the required classroom activities.

Students experiencing difficulties either the assessments should in the first instance discuss the assessment with the facilitator and/or group coordinator.

It is highly recommended you provide feedback to your workplace supervisor/trainer of your progress in the course including any difficulties you may be experiencing.

Some courses require prerequisites, students must understand there are sound reasons for the sequencing of classes in the course. Failure to ‘keep up’ with the course requirements may present the student with difficulties in continuing with the program.

Students must ensure that their Workplace Training Record Book (detailing on-job training requirements) is kept up to date. The Workplace Training Record Book must be with you at all times in the workplace and while attending RMIT. A workplace assessment will not take place without a fully completed and signed Workplace Training Record Book.

Recognition of Prior Learning (RPL)

If you have already gained skills and knowledge relevant to this course through previous study, work experience or general life experience you may be eligible to have your learning recognised. General information and the University's policy on Recognition of Prior Learning (RPL) and Credit Transfer can be accessed at http://www.rmit.edu.au/course-admin/operating-procedures. (You will need to be logged in to view these documents.)

Mutual Recognition

RMIT University recognises and accepts any Australian Qualifications Framework qualifications and Statements of Attainment that are issued by other Registered Training Organisations. Credit will therefore be given for modules or units of competency for which an original official Certificate or Statement of Attainment is produced.
Attendance Requirements

It is a requirement that students undertaking internal studies, attend for all scheduled sessions unless RPL has been granted. In the event that RPL is granted the student must consult with the Course Group Coordinator to agree adjustments to their study program/training plan. If undertaking the course as part of a traineeship, in the event that attendance requirements are not met, the employer will be notified and the student will, in the first instance, be required to participate in a formal counselling session with the Course Coordinator and/or Workplace Supervisor. Continued failure to attend as required may result in preclusion from the course.

Late Arrival: Students arriving late are disruptive to the learning process of the class and may not be permitted to enter the classroom. Students must report to the reception office/group co-ordinator for your name to be recorded, informal counselling session and the possibility of rescheduling the class.

Absence due to ill health: If the student will be absent for off-the-job training they must telephone the Administration Officer (9341 1400) by 8.45 am on that day.

It is the responsibility of the student to contact the group coordinator to arrange catch-up sessions for classes for which they are absent. Private/personal appointments must not be made during scheduled off-the-job training sessions.

Change of Name/Address and other personal details

In the event that you change your personal details or employment details it is essential that you immediately notify the:

- Program Administration Officer (RMIT Building 154, reception area)
- Complete a Personal Details Variation form available from Building 154 Reception.
- Attach evidence e.g. marriage certificate, letter from your employer

Assessment

The Group Coordinator will expand and reinforce the Program Assessment Policy and each course facilitator will provide details specific to the course, which they are delivering.

The Diploma of Dental Technology is a competency-based program. To receive a grade of ‘pass’ (Pa) for a course you must be able to demonstrate the knowledge and skills required in each course of the program to the level (standard) required by the Industry.
You will be given two opportunities to achieve a minimum pass grade in each assessment for a course.

-if at the first attempt of an assessment item, your work is assessed as “resubmission required” (R/S) you will be given one further attempt to achieve competence in this course.

-if the resubmitted item does not meet the assessment requirements your work is assessed as “Competency not Achieved” (NC).

A notice of R/S and the assessment will be returned to you along with comments on the areas that need to be addressed. The due date for a R/S is always 2 weeks from receipt of notice.

Failure to adhere to the due date may result in a grade of fail being awarded for the course, which may affect your ability to continue your studies in the program. In the event that a grade of fail is awarded you will be required to re-enrol in the course to enable you to complete your studies.

Re-enrolment attracts additional fees.

At the discretion of the group coordinator, the NC result may be presented for discussion by the program facilitators and a supplementary assessment may be offered. If a supplementary assessment is undertaken and you achieve competence, you will receive a pass grade only for the course.

You must achieve a competence in all assessment tasks for the program (theory, practical and off-the-job components) to be awarded the diploma.

The assessment will be implemented in many forms including:

- Written assessment tasks
- Practical and tutorial assessments tasks
- Group and individual projects
- Practical demonstrations
- Oral presentations
- Interviews
- Role play
- Workplace Assessment

The style of assessment will provide you with:
Student Handbook

- Opportunities to demonstrate application of the necessary knowledge, attitudes and skills not just recall information
- Information on your progress throughout your course with an emphasis on encouraging you to monitor your own progress and plan your course of study
- An open system where standards are specified and the required level of competence is known beforehand

Written Assessment Presentation

The following conditions apply as a minimum standard for presentation of written assessment items:

- Your work must be presented on A4 size paper or in the appropriate learning guide
- All questions must be answered.
- Each page must be clearly labeled with your name, group and student numbers
- Information should be presented in a chronological and sequential manner
- Word-processing is a requirement and demonstrates a key IT competency (refer to the Meyer Key Competencies Appendix)
- Provide a 2.5 cm margin on the left hand side of the page.
- Leave two lines between each paragraph of an essay/report or short answer response.
- Use headings and numbering to clearly indicate which question you are answering.
- Ensure that all pages of your assignment are stapled together to avoid loss
- Ensure all material which is derived from another source (eg lecture notes, text books etc) is appropriately referenced (refer to the section on Plagiarism in this handbook)
- Each assessment task requires a separate coversheet, both white and yellow copies, with all details completed.

RMIT cannot accept any assessment task without a fully completed assessment coversheet attached.

- A plastic pocket maybe used to protect the contents of the assignment
- No thick binders, folders or spiral bound covers, as these cause problems with handling, storage and postage.

The course facilitator may issue further instructions.
Assessment Submission

- Assessments can be posted to:
  
  RMIT University  
  Department of Health and Biosciences  
  Diploma in Dental Technology  
  GPO BOX 2476V  
  MELBOURNE 3001

or hand delivered to Building 154 Reception, Level 3 720 Swanston Street Carlton South.

- You are encouraged to use the Assessment Receipt Slip (see Appendix) provided to maintain a record of your submission. Complete all details on both sides of the card including your address and place a postage stamp in the top right hand corner, as indicated. The slip will be posted to you when the Administration Office has received the assessment item. **Failure to include a postage stamp will mean that the receipt is not returned.**

- Assessment submissions (including the assessment cover sheet and if relevant the assessment receipt slip) must be contained in a clear plastic sleeve

- The due date identified for submission of assessment items is the last date for submission unless special consideration conditions apply. Failure to submit an item by the due date will result in a grade of ‘fail’ being awarded which may preclude your ability to progress with your studies in the course. Due date lists are issued to students at block one.

- It is not the policy of this Department to encourage ‘extensions’ for assessment submissions. (refer to the section on Special Consideration in this policy for details)

- If you are absent for an assessment you will be required to produce a medical certificate. (refer to the section on Special Consideration in this policy). It is your responsibility to arrange another assessment time.

- **It is strongly recommended you take a photocopy of your assessment in the event that a situation arises in which evidence of the completion of the assessment item is required.**

Student Academic Performance Counselling

Regular counseling sessions are held with students to enable review of their academic performance and general progress in the course. Attendance at these sessions is compulsory and the Workplace Training Record Book with the completed Workplace Supervisors Report must be presented at this time. Sessions are scheduled by negotiation with the Group Co-ordinator.
For students undertaking the traineeship program, your employer/workplace supervisor will be advised of your academic progress in the course.

**Workplace Training Record Book**

This student assessment tool is very important, and it is essential that the document is not lost. It provides:

- A guide to the employer and student of the training and experiences that should occur during the program.
- An ongoing mechanism to provide feedback to the student about their on the job achievements.
- The final record of achievement of workplace competency

Students will be issued this book at block one on commencement of the program. The Training Record Book is required at each block and will be monitored and/or updated by the Group Co-ordinator.

**Appealing an assessment outcome**

There is an appeals process available to all students. This policy can be accessed through the following web address: [www.su.rmit.edu.au/rights/](http://www.su.rmit.edu.au/rights/)

**Cheating**

Cheating will not be tolerated. Any occurrence will be severely dealt with. Employers and State/Territory training authorities will be notified.

**Plagiarism**

You are reminded that cheating, whether by fabrication, falsification of data, or plagiarism, is a very serious academic offence subject to university disciplinary procedures. Plagiarism is the presentation of the work, idea or creation of another person, without appropriate referencing, as though it is your own. Plagiarised material can be drawn from, and presented in, written, graphic and visual form, including electronic data and oral presentations. Plagiarism occurs when the origin of the material used in not appropriately cited; the use of another person's work or ideas must always be acknowledged. Failure to do so may result in charges of academic misconduct which carry a range of penalties including cancellation of results and exclusion from your
program. You are responsible for ensuring that your work is kept in a secure place and that it cannot be copied by another student. It is also a disciplinary offence for you to allow your work to be plagiarised by another student. You should be aware of your rights and responsibility regarding the use of copyright material. You should also be aware that all assessment tasks may be reproduced and/or communicated for the purpose of detecting plagiarism.

Special Consideration

You may apply for special consideration if you feel you have been disadvantaged in an examination or other form of assessment. Special consideration may be granted for circumstances where factors beyond your control have affected your academic performance. For example, you have been unable to attend practical assessments or presentations, hand in an assignment or you have not met an assessment deadline or have been unduly inhibited in your ability to perform the required task. The requirement for lodging an application for Special Consideration are:-

- Contact your group coordinator to discuss your needs
- Your application must be lodged with your Course Group Coordinator together with supporting evidence (eg. medical certificate) prior to, or within 48 hours of the schedule time of examination or assignment submission.
- Forms to support your special consideration application are available the administration office in Building 154 or by telephoning your group coordinator.
- Attach a letter to support you application outlining reasons and strategies to complete the assessment task.
- The letter must include a signature from your workplace supervisor/employer
- Note: this is an application only. Students should not assume Special Consideration is automatically granted and in some cases can be denied.
- You should advise the teaching department of any pre-existing disability or condition, which may affect your performance so that an appropriate form of assessment can be determined as early as possible in your course.

Note: Misreading the due date or assessment instructions will not entitle you to special consideration in assessment so be careful when checking your due dates, times and locations.
Study Requirements in addition to class time

It is recommended that every student spends approximately **5 hours** per week of their own time for study, to research and to complete assessment tasks. The following RMIT web addresses offer information on study techniques:

www.rmit.edu.au/lsu

www.counselling.rmit.edu.au

Classroom Learning Environment

It is the policy of the Department that, in the interest of maintaining an appropriate learning environment for others in your program, students **cannot** bring the following items into the classroom:

- Food or beverages (with the exception of drinking water or in situations where there are medical indications to the contrary)
- Active mobile phones – this includes pager and SMS features.

RMIT Policy and Procedures

It is recommended that all students refer to the RMIT website At [http://www.rmit.edu.au/](http://www.rmit.edu.au/)

**Equal Opportunity and Sexual Harassment**

Equal opportunity is about a ‘fair go’ for everyone. The Department is committed to providing an environment in which all students irrespective of gender, sexuality, ethnicity, disability, pregnancy, marital status etc are able to achieve appropriate access to and support for their education and training.

**Students with Disabilities**

RMIT provides the following support services for students with disabilities:

- Helping at times of course application, enrolment and orientation
- Assisting with physical access to buildings and special parking facilities
- Organising direct learning support; eg note takers, special tutors and signing interpreters for the deaf
- Providing special study materials and equipment, e.g. large print, ergonomic chair, tape recorder
• Negotiating alternative assessment and special examination consideration
• Liaising with students, academic staff and the University
• Liaising with external agencies e.g. TAC, CRS, and RVIB
• Assisting with other University related needs resulting from disability
These support services can be accessed by contacting
• City – Disability Liaison Unit, Building 43. Telephone 9925 4759 or 9925 4365/6

Sexual Harassment
Sexual harassment is against the law. RMIT has in place policies and procedures to educate the RMIT community and to deal with complaints about sexual harassment.

Sexual harassment covers a range of unwelcome behavior of a sexual nature, such as sexual comments, gestures, offensive images, demands of a sexual nature, repeated Requests to date, physical contact such as patting or pinching. Sexual harassment also includes behavior of a sexual nature by a member of staff, which as a student you may feel will have an effect on your grade or academic progress.

RMIT takes the issue of victimisation very seriously. All enquiries and complaints are dealt with confidentially. If you are experiencing a problem which you think might be sexual harassment contact:
• Your Group Coordinator
• Discipline Leader – City 9341 1407
• The Head of Department – City: 9925 4274
• A Student Union Rights Officer - City (TAFE): 9925 4768; or
• An RMIT Student Services Counselor – City (TAFE): 9925 4365

Occupational Health and Safety
RMIT recognises its duty and responsibility to provide and maintain an environment for its staff and students, which is safe, and without risk to health. The conduct and behavior of every person on University premises is expected to be such that they will take reasonable care for their own health and safety and for that of anyone else that may be affected by their actions. If you have a concern about safety at RMIT you should in the first instance discuss it with your Group Coordinator or if they cannot help you, the Head of Department should be consulted.

Accidents Involving Injury
ALL accidents involving injury, that are incurred while attending for off-the-job training, no matter how slight, must be reported immediately to the course facilitator, Group Coordinator and Occupational Health and Safety Representative
Safety Rules and Procedures for Practical Classes

In all practical classes staff and students must comply with the following:

1. All footwear shall be firm, well-constructed closed toe and heel shoes or boots. No thongs, sandals or slippers shall be allowed.
2. Personal protective equipment must be worn for all practical activities
3. Long hair must be tied back away from the face
4. Hands and arms must be free of jewellery
5. At the end of sessions (and during breaks), all electrical appliances must be switched off and unplugged. The premises will be locked by the teachers
6. Workbench tops, floors and sinks must be kept clean. Spilt materials or liquids must be wiped/swept immediately
7. All instruments and equipment must be returned clean to either teachers or technical
8. It is preferred that large bags are not to be taken into the classrooms. Lockers are provided for student use. Students are to provide their padlock and key
9. Safe working practices must be observed at all times during classes

General Safety and Emergency Rules and Procedures:

1. In situations where there is potential for cross-infection all standard precautions for infection control must be implemented.
2. All students must know the location and correct usage of fire fighting equipment – extinguishers, hoses and safety blankets. Interference with any form of fire fighting equipment will carry severe penalties
3. In the event of a fire or other life-threatening emergency, the Fire Warden for the Building will direct evacuation. If the Fire Warden is absent, the teacher responsible for the class or another staff member may give the order to evacuate. In such an event, students should take any valuables which can be secured immediately and without danger, and walk directly out of the building in an orderly manner via the nearest safe exit. Proceed to the indicated emergency assembly area a safe distance from the building and wait for the class teacher to check the roll and give further instructions. Under no circumstances may you re-enter the building until you are directed to do so by the teacher. Teacher(s) controlling the evacuation will search the building before leaving if this is feasible.
   During the day, or whenever students are present, all exit doors will be able to be readily opened from the inside and no means of egress (going out) will be obstructed
4. Eating and drinking is not permitted in any classrooms
5. Smoking is not permitted in any part of any building within the University
6. Running, wrestling or any form of rough play will not be tolerated
**Enforcement**

Any student who fails to comply with the above conditions will be denied access to the clinical settings and laboratories and thus not permitted to participate in learning activities. This may in some circumstances affect their ability to participate in some assessment activities. In the traineeship situation, employers will be notified of any breach of conditions. In extreme cases of breach of conditions a student would be suspended or expelled from classes.

**Staff Preparation Area (Building 154)**

It is Department policy that students may not enter the staff preparation area (unless, in the case of exceptional circumstances and accompanied by a staff member). This policy is designed to maintain a private and quiet study area in which staff can organise and prepare learning materials with limited disruptions.

**Student Cards**

Confirmation of enrolment statement must be produced in person at *The Hub* (Building 12, Level 4) for a photo and card to be issued. Your student card is issued for the duration of your program.

This card entitles you to use RMIT facilities and must be produced for identification purposes within RMIT when seeking services from the department office and when using the Library, Computer Centre and other campus facilities.

Note: Students will be charged a fee for the replacement of lost or stolen cards. Students are required to present identification when applying for a replacement card.

**Program Information**

For program information with details of individual courses access can be found on the RMIT website [www.rmit.edu.au](http://www.rmit.edu.au)
Appendices

A  Assessment Cover Sheet
# Appendix A

## Sample of an Assessment Cover Sheet

**Department of Health and Biosciences**

**Assessment Cover Sheet - Individual Work**

**Part A - To be completed by the student**

<table>
<thead>
<tr>
<th>Student Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Family Name:</strong></td>
</tr>
<tr>
<td><strong>Postal Address:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Title:</strong></td>
</tr>
<tr>
<td><strong>Program Code:</strong></td>
</tr>
<tr>
<td><strong>Course Title:</strong></td>
</tr>
<tr>
<td><strong>Course Code:</strong></td>
</tr>
<tr>
<td><strong>Teacher Name:</strong></td>
</tr>
<tr>
<td><strong>Class Code:</strong></td>
</tr>
<tr>
<td><strong>Assessment Title:</strong></td>
</tr>
<tr>
<td><strong>Due Date:</strong> / /</td>
</tr>
</tbody>
</table>

**Student Declaration and Statement of Authorship**

1. I hold a photocopy of this assignment which can be produced if the original is lost/damaged
2. This assignment is my original work and no part has been copied from any other student’s work or from any other source except where due acknowledgement is made
3. No part of this assignment has been written for me by any person except where such collaboration has been authorised by the lecturer/teacher concerned
4. I have not previously submitted this work for any other course/unit
5. I give permission for a copy of my marked work to be retained by the Department for review by external examiners
6. I understand that:
7. Plagiarism is the presentation of the work, idea or creation of another person as though it is one’s own. It is a form of cheating and is a very serious academic offence which may lead to expulsion from the University. Plagiarised material can be drawn from, and presented in, written, graphic and visual form, including electronic data and oral presentations. Plagiarism occurs when the origin of the material used is not appropriately cited.
8. Enabling plagiarism is the act of assisting or allowing another person to plagiarise or to copy one’s own work.

**Student Signature:**

Further information relating to the penalties for plagiarism which range from a notation on your student file to expulsion from the University, is contained in Regulation 6.1.1 Student Discipline and Academic Policy XXX.

**Part B - To be completed by the Assessor**

<table>
<thead>
<tr>
<th>Assessment Result Achieved:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Resubmission Required?</strong></td>
</tr>
<tr>
<td><strong>Circle appropriate option</strong></td>
</tr>
<tr>
<td><strong>YES</strong></td>
</tr>
<tr>
<td><strong>Date resubmission Sent:</strong> / /</td>
</tr>
</tbody>
</table>

**Feedback on Assessment:**

______________________________  
**Assessor’s Name:** _____________________  **Assessor’s Signature:** ___________________  **Date:** ____ / ____ / ____