

1. Title of the certificate <sup>(1)</sup>**Tannhelsesekretær**<sup>(1)</sup> In the original language2. Translated title of the certificate <sup>(1)</sup>**Dental Health Secretary Skills**<sup>(1)</sup> If applicable. This translation has no legal status.

## 3. Profile of skills and competences

The dental secretary is able to assist in treatment and participate in preventive dental health work and the prevention of infections and contagions at a dental clinic. The dental secretary has knowledge of the teeth and the anatomy and physiology of the oral cavity, and about tooth and oral cavity illnesses. He or she is able to inform customers about diet, oral hygiene, medication and treatment. Furthermore, the dental secretary is able to prepare and assist in dental treatment, take x-rays, carry out simple laboratory work and practical protection against infections and contagion. The dental secretary is able to plan, carry out, assess and document own work tasks. He or she is able to provide customer service, motivate, care for patients with odontophobia and help patients cooperate. He or she is able to carry out work in line with current rules, regulations, professional ethics and guidelines, and based on the principles of universal design. The dental secretary is able to work in according with current rules for Environment, Health, and Safety.

4. Range of occupations accessible to the holder of the certificate <sup>(1)</sup><sup>(1)</sup> If applicable**(\*) Explanatory note**

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

More information available at: <http://europass.cedefop.eu.int>

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### 5. Official basis of the certificate

<b>Name and status of the body awarding the certificate</b> Certificate issued by the school	<b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b> The Royal Norwegian Ministry of Education and Research
<b>Level of the certificate (national or international)</b> EU classification level 4 in the European qualification framework Correspond with upper secondary level, ISCED 3	<b>Grading scale / Pass requirements</b> A scale from 1 to 17
<b>Access to next level of education/training</b> The training/education together with further instruction in common core subjects qualify the candidate for admission to higher education	<b>International agreements</b> Directive 2005/36/EC on the recognition of professional qualifications which entered into force on 20 October 2007
<b>Legal basis</b> Act of 17 July 1998 no 61 relating to Primary and Secondary Education (The Education Act), Regulation of 23 June 2006 no 724 relating to the Education Act. Regulation of 25 June 1999 no 708 relating to the Principles, Core Curriculum and Quality Framework of Primary and Secondary Education and Training	

### 6. Officially recognised ways of acquiring the certificate

Description of vocational education and training received	Percentage of total programme (%)	Duration (hours/ weeks/months/years)
School-based	100%	3 years
Workplace-based	0%	0 years
Accredited prior learning		
<b>Total duration of the education/ training leading to the certificate</b>		
<b>Entry requirements</b> Completed Primary school		
<b>Additional information</b> The training takes place 3 years in a school. This comprises a total of 644 hours in Common core subjects, 1879 hours in Common programme subjects, 421 hours vocational specialization, 140 hours optional programme subjects.		
<b>More information (including a description of the national qualifications system) available at:</b> <a href="http://www.europass.no/fagbeskrivelser">http://www.europass.no/fagbeskrivelser</a>		
<b>National reference point</b>		