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**Optical Dispensing Qualification Review**

**Draft Training Products**

**4th-16th November 2024**

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# HLT478XX Certificate IV in Optical Dispensing

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| **Qualification code** | HLT478XX |
| **Qualification title** | *Certificate IV in Optical Dispensing* |
| **Qualification description** | This qualification reflects the role of optical dispensers who dispense and supply optical appliances as prescribed by optometrists and/or ophthalmologists in accordance with Australian standards. Optical dispensers practice in a range of environments including optical dispensaries, optometric practices and laboratories. They may be self-employed or employed by another optical dispenser, an optometrist, a major optical dispensing company or other retailers.  To achieve this qualification, the candidate must have completed at least XX hours of work as detailed in the Assessment Requirements of units of competency.  *No licensing, legislative, regulatory or certification requirements apply to this qualification at the time of publication.*  *Note this qualification supports industry accreditation as a dispensing optician in New Zealand.* |
| **Entry requirements** | Nil |
| **Packaging Rules** | Total number of units = 14   * 10 core units * 4 elective units, of which   + 2 elective units must be selected from the elective units listed below   + for the remaining 2 elective units may be selected from this or any other currently endorsed Training Package qualification or accredited course.   All electives chosen must contribute to a valid, industry-supported vocational outcome. |
| **Qualification mapping information** | *No equivalent qualification.* |
| **Links** | Link to Companion Volume Implementation Guide.  <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705> |

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| **Core Units** | |
| CHCCOM005 | Communicate and work in health or community services |
| CHCDIV001 | Work with diverse people |
| HLTINF000X | Apply basic principles and practices of infection control in the workplace |
| HLTOPD001X | Provide advice on optical appliances |
| HLTOPD002X | Dispense optical appliances |
| HLTOPD003X | Dispense atypical prescriptions |
| HLTOPD005X | Process and manage optical appliance orders |
| HLTWHS001 | Participate in workplace health and safety |
| BSBOPS304 | Deliver and monitor a service to customers |
| SIRXSLS001 | Sell to retail customer |

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| **Elective Units** | |
| **Optical Units** |  |
| HLTOPD004X | Edge and fit ophthalmic appliances |
| HLTOPDXXX | Assist in assessing and managing Myopia |
| HLTOPDXXX | Dispense optical appliances to children |
| Other electives |  |
| BSBOPS301 | Maintain Business Resources |
| BSBOPS404 | Implement customer service strategies |
| BSBPEF402 | Develop personal work priorities |
| SIRWSLS002 | Analyse and achieve sales targets |
| SIRXCEG001 | Engage the customer |
| SIRXCEG008 | Manage disrespectful, aggresive or abusive customers |
| SIRRINV001 | Receive and handle retail stock |
| SIRRMER003 | Coordinate visual merchandising activities |
| SIRXTAD003 | Coach others for success |
| MSS407026 | Lead a process to determine and solve root cause for a complex problem |
| MSMSUP390 | Use structured problem-solving tools (Release 2) |
| BSBOPS305 | Process customer complaints |

# HLTSS0000X Advanced Optical Dispensing Skill Set

| *HLTSS0000X* | *Advanced Optical Dispensing Skill Set* |
| --- | --- |
| Modification History | *Release 1* |
| Description | *A set of skills for providing advanced optical dispensing services to clients* |
| Pathways Information | *These units provide credit towards …. which qualifications* |
| Licensing/Regulatory Information | *No occupational licensing, certification or specific legislative requirements apply to this Skill Set at the time of publication.* |
| Skill Set Requirements | *HLTOPD004X Edge and fit ophthalmic appliances*  *HLTOPD0000X Assist in assessing and managing Myopia*  *HLTOPD0000X Dispense optical appliances to children* |
| Target Group | *This skill set is for individuals with existing experience or qualifications in optical dispensing seeking to broaden or deepen their skills.* |
| Suggested words for Statement of Attainment |  |

# HLTOPD001X Provide advice on optical appliances

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| **Unit code** | HLTOPD001 |
| **Unit title** | Provide advice on optical appliances |
| **Application** | This unit describes the skills and knowledge required to determine client optical needs from prescriptions, and provide detailed technical advice on appliances.  This unit applies to optical dispensers who work according to prescriptions provided by optometrists or ophthalmologists.  The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice. |
| **Pre-requisite unit** | N/A |
| **Competency field** | N/A |
| **Unit sector** | N/A |
| **Elements** | **Performance criteria** |
| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Determine client optical needs | 1.1 Access and correctly interpret prescription or customer record  1.2 Determine style and performance requirements in consultation with the client  1.3 Take and record accurate client measurements  1.4 Identify particular challenges or special needs of the client in relation to product options  1.5 Identify opportunities to suggest new or innovative products  1.6 Select products that meet client optical needs |
| 2. Provide appliance information to client | 2.1 Provide accurate and current style and performance details about available appliance options  2.2 Explain how the optical appliance will meet visual, functional and cosmetic needs  2.3 Provide accurate details of product costs  2.4 Involve the client in the decision making process and provide opportunities to ask questions and discuss concerns  2.5 Record advice provided according to organisation requirements |
| **Foundation skills**  *Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.* | |
| **Range of conditions**  *N/A* | |
| **Unit mapping information** | *No equivalent unit.* |
| **Links** | <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705> |
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Assessment Requirements template

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| **Title** | Assessment Requirements for HLTOPD001 - Provide advice on optical appliances |
| **Performance evidence** | The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:   * provided advice on optical appliances to at least 15 different clients of varying ages and genders * provided advice on both spectacles and contact lenses * provided sound technical advice on options to clients taking account of: * weight * lens thickness * centration * curvature |
| **Knowledge evidence** | The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:   * industry context for provision of advice on optical appliances, including: * industry structure and profile * interrelationships between different parts of the industry * modes of optical practice * how dispensaries and laboratories operate * terminology used to describe optical appliances, their features and use * legal and ethical considerations for providing optical advice to clients: * duty of care * informed consent * privacy, confidentiality and disclosure * records management * work role boundaries – responsibilities and limitations of different industry roles * work health and safety * needs of different client groups * children * youth * older people * measuring techniques and requirements * Gender -based requirements of adults including Frame Design and Style Preferences , Frame Design and Style Preferences * ways to assist clients select the most appropriate optical appliance, including: * how to assess the clients needs and interpret the requirements of different types of prescription * the principles of cosmetics and fashion to spectacle selection * the important parameters of lifestyle and image in the selection of spectacles * how to select suitable frames for clients and their prescription * how to select a suitable lens and lens treatment for the client * the inter-pupillary distance and multifocal fitting heights * basic facial fitting and adjustment of spectacle frames and mounts * concepts and principles behind the design of spectacle lenses including: * different categories of lenses and frames * examples of current lens designs * how lens aberrations can be corrected or reduced * how to determine and specify appropriate lens design * the design and performance of spectacle lenses * the function of aspheric lens designs * the six main types of aberrations which are encountered in specific lenses * types of spectacle frames and their performance characteristics * Advancements in client measurements and recommending innovating products including: * Digital measurement devices (ike iPad-based measurement apps integrated with lens manufacturer software) * 3D facial scanning (cameras or mobile applications to create a 3D model of the client’s face, ensuring the frames fit perfectly in terms of comfort, style, and lens positioning.)  Augmented Reality (AR) for Frame Selection (o help customers virtually try on frames.) * Automated Lens Selection Tools (can automatically recommend products like blue light-blocking lenses or progressive lenses based on the customer's digital usage or other habits.) |
| **Assessment conditions** | Skills must have been demonstrated in the workplace with the addition of simulations and scenarios where the full range of contexts and situations have not been provided in the workplace. The following conditions must be met for this unit:   * use of suitable facilities, equipment and resources, including: * back vertex distance (BVD) gauge or rule * frame adjusting tools * opticians lens measure * parallel rule or equivalent * pupillary distance (PD) rule * pupillometer * spectacle frames * spectacle lenses * modelling of industry operating conditions, including provision of services to the general public   Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors. |
| **Links** | <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705> |

# HLTOPD002 Dispense optical appliances

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| **Unit code** | HLTOPD002 |
| **Unit title** | Dispense optical appliances |
| **Application** | This unit describes the skills and knowledge required to use specialised optical knowledge to confirm and check appliance selection, fit appliances and follow procedures to complete the dispensing process.  This unit applies to optical dispensers who work according to prescriptions provided by optometrists or ophthalmologists.  The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice*.* |
| **Pre-requisite unit** | N/A |
| **Competency field** | Optical Technology |
| **Unit sector** | N/A |
| **Elements** | **Performance criteria** |
| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Confirm appliance selection | 1.1 Check appliance selection against prescription details or customer record  1.2 Confirm selection with client  1.3 Gain consent from client for fitting where applicable |
| 2. Fit optical appliances | 2.1 Organise required fitting equipment and materials  2.2 Provided opportunity to select frames/styles  2.3 Correctly interpret technical aspects of customer requirements from records  2.4 Follow standard fitting procedures and take account of special client needs  2.5 Adjust frames to client to optimise visual performance  2.56Ensure optical appliances meet hygiene standards including cleaning equipment and infection control procedures  2.7 Evaluate clients satisfaction and resolve issues |
| 3. Instruct client on wear and care | 3.1 Provide client with details about how to wear the appliance  3.2 Offer information about appliance care routines |
| 4. Finalise dispensing process | 4.1 Complete financial transactions in accordance with relevant policies and procedures  4.2 Follow correct procedures for client rebates  4.3 Complete and store records in accordance with relevant policies, procedures and confidentiality requirements  4.4 Offer follow up services in accordance with organisation procedures |
| **Foundation skills**  *Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.* | |
| **Range of conditions**  N/A | |
| **Unit mapping information** | *No equivalent unit.* |
| **Links** | <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705> |
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Assessment Requirements template

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| **Title** | Assessment Requirements for HLTOPD002 - Dispense optical appliances |
| **Performance evidence** | The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:   * performed the activities outlined in the performance criteria of this unit during a period of at least 100 hours of direct client contact work * dispensed optical appliances to at least 15 different clients of varying ages and genders, of which two should be older people |
| **Knowledge evidence** | The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:   * legal and ethical considerations for dispensing optical advice to clients: * duty of care * informed consent * privacy, confidentiality and disclosure * records management * work role boundaries – responsibilities and limitations * work health and safety * how to interpret and transpose an optical prescription * anatomy and physiology of the eyes, including: * common disorders of the eye such as cataracts, glaucoma and refractive errors (e.g., myopia, hyperopia). * structure of the human eye and i and how each part contributes to vision, including the processes of light refraction and image formation * the procedures involved in cataract extraction with intra-ocular lenses, including multifocal and toric IOL and factors that may influence the dispensing process * implant and refractive surgery * basic theory of light, including: * basic calculation of angles of incidence, refraction, deviation and critical angles * how light is propagated and how commonly observed effects may occur * various light-induced phenomena * ophthalmic prism, including: * effects of ophthalmic prism upon the eyes, and the need for ophthalmic prism in prescriptions * solving by both calculation and graphical methods, a variety of prism problems * the relationship between lens power, decentration and prism * the use of a tangent scale to measure ophthalmic prism * effect produced by varying the index, diameter, prismatic specifications, or form of a lens * the processes and assessment of vision, colour vision and perception * optical calculations and measurements, including measurements to determine the inter-pupillary distance and fitting heights for all lenses * effects produced by varying the index, diameter, prismatic specifications and form of a lens * features of spherical lenses and their suitability for different customers, including: * concepts of vergence and their use in optical calculations * how to construct diagrams to illustrate image formation using simple ray-tracing techniques * refractive effects of a lens as the sum of its 2 surface powers * refractive properties of spherical lens surfaces * features of astigmatic lenses and their suitability for different customers, including: * how to perform calculations related to the application of astigmatic lenses in optical prescriptions * formulae required to calculate the centre and edge thickness of spherical and astigmatic lenses * nature of astigmatism * the difference between cylindrical and sphero-cylindrical for astigmatic conditions * various forms of astigmatic lenses * features of contact lenses and their suitability for different customers, including: * acceptable hygiene standards * examples of causes of wearing problems and lens hygiene and the correct procedures for lens maintenance * relevant Quality Assurance Standards * the correct methods of contact lens handling, insertion and removal * the parameters of contact lenses from prescription data supplied * how lenses are manufactured * features and options for multifocal and progressive lenses * commonly occurring problems and potential solutions in a dispensing situation * requirements of dispensing spectacles to clients with special or complex needs, including: * commonly occurring problems in a dispensing situation and possible solutions * the appropriate action to be taken according to prescription requirements and the needs of the client * visual screening * how to determine criteria influencing dispensing procedures necessary for aspheric lenses * referral protocol and procedures * health fund and rebate requirements |
| **Assessment conditions** | Skills must have been demonstrated in the workplace with the addition of simulations and scenarios where the full range of contexts and situations have not been provided in the workplace. The following conditions must be met for this unit:   * use of suitable facilities, equipment and resources, including: * back vertex distance (BVD) gauge or rule * frame adjusting tools * opticians lens measure * thickness callipers * parallel rule or equivalent * millimetre rule or pupillary distance (PD) rule * pupillometer * spectacle frames * spectacle lenses * modelling of industry operating conditions, including provision of services to the general public   Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors. |
| **Links** | <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705> |

# HLTOPD003 Dispense atypical prescriptions

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| **Unit code** | HLTOPD003 |
| **Unit title** | Dispense atypical prescriptions |
| **Application** | This unit describes the skills and knowledge required to evaluate client needs, take measurements and make calculations to facilitate effective dispensing for atypical prescriptions, including for low vision clients. Low vision occurs when, after accurate refraction and the provision of spectacles or contact lenses to correct the refractive error, good visual acuity is not achievable.  This unit applies to optical dispensers who work according to prescriptions provided by optometrists or ophthalmologists.  The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Au*stralian/New Zealand standards and industry codes of practice.* |
| **Pre-requisite unit** | N/A |
| **Competency field** | Optical Technology |
| **Unit sector** | N/A |
| **Elements** | **Performance criteria** |
| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Evaluate client needs | 1.1 Interpret the parameters of atypical prescriptions and transpose as required  1.2 Analyse the prescription and identify areas of freedom and constraints  1.3 Assess the individual needs and requirements of the client  1.4 Select possible frame, lens and treatment combinations to suit individual requirements based on principles of low vision aid selection, depending on client’s needs |
| 2. Determine specifications for atypical prescriptions | 2.1 Take accurate measurements and make calculations necessary to accurately dispense atypical prescriptions  2.2 Select option that best meets cosmetic, optical and functional needs  2.3 Determine the correct working distance for low vision aids |
| 3. Fit frames and lenses for atypical prescriptions | 3.1 Organise required fitting equipment and materials  3.2 Select and specify appropriate bevelling and edging requirements to enhance the cosmetics and quality of the spectacles  3.3 Select appropriate lens treatments or additional requirements to maximise the visual performance and enhance the quality of the finished spectacles  3.4 Measure and specify the most appropriate lens fitting criteria  3.5 Ensure the quality of the finished spectacles  3.6 Fit and adjust the spectacles to client needs |
| 4. Instruct client on wear and care | 4.1 Provide client with details about how to wear the appliance  4.2 Offer information about appliance care routines  4.3 Reinforce and support advice provided by low vision practitioner on correct use of low-vision aids |
| 5. Finalise dispensing process | 5.1 Complete financial transactions in accordance with relevant policies and procedures  5.2 Follow correct procedures for client rebates  5.3 Complete and store records in accordance with relevant policies, procedures and confidentiality requirements  5.4 Offer follow up services in accordance with organisation procedures |
| **Foundation skills**  *Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.* | |
| **Range of conditions**  N/A | |
| **Unit mapping information** | *No equivalent unit.* |
| **Links** | <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705> |
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Assessment Requirements template

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| **Title** | Assessment Requirements for HLTOPD003 - Dispense atypical prescriptions |
| **Performance evidence** | The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:   * dispensed optical appliances in response to at least 5 different atypical prescription needs or varying ages and genders * determined the criteria for atypical dispensing, including making accurate calculations for the following: * change in vertex distance * compensated power (Fc) * effective power (Fe) * effectivity * prescriptions requiring compensations * calculated differential prismatic effect and compensation using different sized segments, Fresnel prisms, or slab off bifocals * calculated field of view and determine ways to improve the field of view * calculated spectacle magnification and determine ways to reduce the effects of aniseikonia * compounded and resolved prism |
| **Knowledge evidence** | The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:   * legal and ethical considerations for dispensing optical advice to clients: * duty of care * informed consent * privacy, confidentiality and disclosure * records management * work role boundaries – responsibilities and limitations * work health and safety * requirements of dispensing spectacles to clients with special or complex needs, including: * low vision, what it is, and how various aids may be used to assist such clients * types of atypical prescriptions, how to interpret and transpose them, including: * anisometropia * aphakia * high ametropia * prism * features and capabilities of aphakic lenses including: * aspheric lens design * centering * compensating for vertex distance change * edging/bevelling profile * full field lens design * general problems associated with dispensing aphakic lenses including jack-in-the-box effect and ring scotoma * lenticular designs * field of view and its impact on atypical dispensing, including: * apparent versus real * aspheric lenses * calculations * high minus corrections * high plus corrections * features of high ametropia including: * back vertex power (F’v) front vertex power (Fv) * compensated surface power * corrections * prescription requirements and constraints * thick lens power * types * high minus lenses and negative lenticulars and how they are used, including: * centering * compensating for vertex distance change * dispensing high index materials * edging/bevelling profile * high index materials * lenticular types and designs * surface reflections and the need for anti-reflection and multi-coatings * high prismatic corrections and how they are achieved, including: * edging/bevelling profile * fresnels and their use * high horizontal prism * high vertical prism * ways to respond to aniso and antimetropia including: * base curve selection * correcting vertical imbalance problems * effects of lens form (shape) * effects of thickness * prism differential * features of spectacle magnification including: * effects on visual acuity * positive compared to negative lenses * retinal image size |
| **Assessment conditions** | Skills must have been demonstrated in the workplace with the addition of simulations and scenarios where the full range of contexts and situations have not been provided in the workplace The following conditions must be met for this unit:   * use of suitable facilities, equipment and resources, including: * vertex distance calculator (disc or table/chart) * vertex distance rule * vertex distance calliper (distometer type) * lens measure * pupillary distance (PD) rule * pupillometer * thickness callipers * modelling of industry operating conditions, including integration of problem solving activities   Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors. |
| **Links** | <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705> |

# HLTOPD004 Edge and fit opthalmic appliances

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| **Unit code** | HLTOPD004 |
| **Unit title** | Edge and fit ophthalmic appliances |
| **Application** | This unit describes the skills and knowledge required to perform edging and fitting of spectacle lenses and to apply techniques, treatments and processes to finish or repair spectacle frames and lenses.  This unit applies to optical dispensers who work according to prescriptions provided by optometrists or ophthalmologists.  The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Austr*alian/New Zealand standards and industry codes of practice.* |
| **Pre-requisite unit** | N/A |
| **Competency field** | Optical Technology |
| **Unit sector** | N/A |
| **Elements** | **Performance criteria** |
| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Prepare for edging and fitting | 1.1 Access and correctly interpret required information and prescriptions  1.2 Prepare and check equipment and instruments for operational readiness  1.3 Select and prepare personal protective equipment as required |
| 2. Perform edging and fitting | 2.1 Edge lenses following the tolerances allowed by Australian standards  2.2 Produce accurate formers  2.3 Use special hand-edging techniques to modify lenses for change-overs and centring corrections  2.4 Edge, drill, groove and mount spectacle lenses to frames  2.5 Edge, drill and mount spectacle lenses to rimless frames |
| 3. Adjust and repair frames and lenses | 3.1 Repair and modify spectacle frames to meet client needs  3.2 Complete standard alignment of frames to required standards  3.3 Produce tinted lenses to required standards |
| 4. Utilise computer technology | 4.1 Select appropriate technology and software applications to achieve the requirements of the task  4.2 Adjust workspace, furniture and equipment to suit the ergonomic requirements of the user  4.3 Use technology according to organisation requirements and in a way which promotes a safe work environment  4.4 Carry out or arrange routine maintenance in order to ensure that equipment is maintained in accordance with manufacturer’s instructions and organisation requirements  4.5 Identify equipment faults and take action in accordance with manufacturer’s instructions or by reporting fault to designated person |
| 5. Conduct final checking procedures against Australian standards | 5.1 Determine any axis or centring error and apply Australian standards tolerances.  5.2 Verify powers, axes and centration by checking the spectacles on the focimeter  5.3 Check lens surface for scratching and aberrations  5.4 Adjust the frame to standard alignment  5.5 Check metal framed spectacles for strain and reduce as required  5.6 Clean spectacles using appropriate cleaners  5.7 Clean, maintain and store equipment in accordance with manufacturers requirements and infection control procedures  5.8 Accurately document procedures undertaken according to organisation procedure |
| **Foundation skills**  *Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.* | |
| **Range of conditions**  N/A | |
| **Unit mapping information** | *No equivalent unit.* |
| **Links** | <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705> |
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Assessment Requirements template

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| **Title** | Assessment Requirements for [HLTOPD004 - Edge and fit ophthalmic appliances] |
| **Performance evidence** | The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:   * edged and fitted at least 10 pairs of spectacles to Australian standards, demonstrating the appropriate handling of the following types of frames and materials: * nylon (nyl-tag) rimless * metal full rim * plastic full rim * automatically edged lenses using: * former cutting * blocking/chucking systems * machine operation * drilling * grooving * hand edged lenses using: * hand bevelling techniques * safety chamfering * changeovers * addressed common lens problems: * rectifying off-axis lenses * reducing unwanted vertical and/or horizontal prism * repaired and modified spectacle frames, including: * alignment * refitting nylon * re-pinning and riveting joints * sink joints * soldering metal frames * undertaking frame part replacements * undertake digital fame tracing * used the features of a manual focimeter for the following tasks: * correct neutralisation * determination of additions * determination of axes * determination of centration * determination of powers * determination of prism * accurately calculated minimum size uncut (MSU) using centration chart and by calculation to allow for papillary distance (PD) and decentration for prism * made templates and eliminated errors using: * hand techniques * machine techniques * tinted lenses to match tint samples * mounted lenses |
| **Knowledge evidence** | The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:   * Australian standards tolerances * transmission and absorption data and its role in edging and fitting * properties of lenses, including: * refractive index * abbe value * specific gravity * impact resistance * transmission and absorption * features and use of impact resistant safety lenses including: * advantages and disadvantages * Australian standards for both general purpose and industrial use * evaluation of materials including glass, CR-39 (allyl diglycol carbonate), trivex, higher index plastics, polycarbonate and laminates * impact resistance * impact testing requirements, conditions and procedures * principles and processing of chemical toughening * problems and special lens requirements * filter and tinted lens processes including: * Australian standards requirements * plastic lens tinting including dyes and tint types, equipment, preparation, problems and solutions * transmission testing including equipment and instrumentation, equipment limitations and Australian standards * vacuum coatings and their use, including: * absorptive (tinted) coatings * handling, cleaning and care of coatings * manufacturing processes * multiple layer antireflection (AR) coatings * single AR coating * the effects of surface reflections and ghost images on lenses * edging and fitting glazing techniques * frame measurement systems including boxing and datum * features of different frames and rims and how to work with them: * different frame materials and their scope of use * techniques for working with frames and rims heating, manipulation, adjusting, handling and repair * rimless types * drilled rimless frames * standard nylon rims * nasal cut and nasal add techniques * features and functions of edging and fitting equipment: * automatic edgers * calibration and checking tools * focimeters (lensmeters) * frame alignment tools * hand edging equipment * marking/centration devices * edging wheel designs and characteristics * machine designs * current and emerging software applications used in the optical dispensing environment |
| **Assessment conditions** | Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions. The following conditions must be met for this unit:   * use of suitable facilities, equipment and resources, including: * automatic edgers * hand edgers * blockers * markers * focimeters (lensmeters) * nylon groover * drill * clavulus * parallel rules * millimetre (PD) rules * frame tools * frames * lenses * adhesive and protection pads/films * formers * frame heater * soldering unit * tint bath * dyes * modelling of industry operating conditions, including: * integration of time constraints * integration of problem solving activities   Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors. |
| **Links** | <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705> |

# HLTOPD005 Process and manage optical appliance orders

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| **Unit code** | HLTOPD005 |
| **Unit title** | Process and manage optical appliance orders |
| **Application** | This unit describes the skills and knowledge required to use specialised optical knowledge to place, check and service orders for spectacle frames and lenses.  This unit applies to optical dispensers who work according to prescriptions provided by optometrists or ophthalmologists.  The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice. |
| **Pre-requisite unit** | N/A |
| **Competency field** | Optical Technology |
| **Unit sector** | N/A |
| **Elements** | **Performance criteria** |
| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Place optical appliance orders | 1.1 Interpret and transpose optical prescriptions  1.2 Identify and follow up on discrepancies  1.3 Complete ordering procedures using correct optical terminology and documentation  1.4 Respond to technical queries about optical appliance orders |
| 2. Check optical appliance orders | 2.1 Verify details of order received against client record  2.2 Organise required equipment and materials  2.3 Check the spectacles on the focimeter to identify and verify powers, axes and centration  2.4 Determine any axis or centring error and apply Australian standards tolerances  2.5 Check lens surface for scratching and aberrations  2.6 Adjust frames to standard alignment and check for strain as appropriate  2.7 Clean spectacles using cleaning agents suited to the material  2.8 Fit appliances from checked orders to client |
| 3. Service optical appliance orders | 3.1 Identify maintenance and adjustment requirements for optical appliances  3.2 Make minor repairs and identify when work needs to be referred to specialist frame repairer  3.3 Make standard frame adjustments to optical appliances  3.4 Fit and edge lenses according to scope of own job role and organisation requirements |
| 4. Maintain equipment | 4.1 Clean equipment and attachments in accordance with manufacturer's recommendations and infection control procedures  4.2 Complete routine maintenance procedures on equipment in accordance with manufacturer's requirements  4.3 Store equipment and attachments in accordance with manufacturer's recommendations and organisation policies and procedures |
| **Foundation skills**  *Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.* | |
| **Range of conditions**  N/A | |
| **Unit mapping information** | *No equivalent unit.* |
| **Links** | <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705> |
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Assessment Requirements template

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| **Title** | Assessment Requirements for HLTOPD005 - Process and manage optical appliance orders |
| **Performance evidence** | The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:   * transposed at least 15 different prescriptions * placed orders for all of the following processes and materials and frames * spectacle lens edging * plastic frames * metal frames * nylon (nyl-tag) rimless * tinted lenses * checked at least 15 different orders using focimeter, other equipment and standard checking processes, including: * calculated minimum size uncut (MSU) using centration chart and by calculation to allow for PD and decentration for prism * identified completed spectacle lens thickness * used problem solving techniques in reducing unwanted vertical and/or horizontal prism and rectifying off-axis lenses * interpreted transmission and absorption data including manufacturer’s transmission curves * corrected neutralisation * determined: * additions * axes * centration * powers * prism * edged and fitted 4 lenses, including: * single vision * bifocal and/or progressive * completed all of the following minor repairs, adjustments and frame part replacements: * repaired and serviced nylon rims * lens insertion * fitted frame * soldered metal frames * replaced:   + temples   + fronts   + pads   + screws |
| **Knowledge evidence** | The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:   * manufacturer transmission curves and how to interpret them * transmission and absorption data and how to interpret * nature of vacuum coatings on lenses, including: * absorptive (tinted) coatings * handling, cleaning and care of coatings * manufacturing processes * multiple layer anti-reflection (AR) coatings * single AR coating * surface reflections and ghost images * filter and tinted lens processes including: * Australian standards * transmission testing including equipment and instrumentation, equipment limitations and Australian standards * properties of lenses: * curve selection and thickness considerations * Australian standards requirements * frame measurement systems, including boxing and datum * drilled rimless frames including mounts and rimless types and equipment needed * scope of metal and plastic frame material including: * heating * manipulation * adjusting * handling * repair * standard nylon rims including the equipment needed * impact resistant safety lenses including: * advantages and disadvantages * Australian standards for both general purpose and industrial use * evaluation of materials including glass, CR-39 (allyl diglycol carbonate), trivex, higher index plastics, polycarbonate and laminates * impact resistance * lens glazing and grooving techniques * automatic edging processes including: * machine designs * machine operation * edging and fitting techniques for single vision and bifocal/progressive lenses * scope of routine maintenance for optical equipment * workplace processes for equipment maintenance: * routine checking of equipment * preparation of a maintenance program * encouraging feedback from work colleagues * regular back-ups of data * keeping a log book of detected faults * regular occupational health and safety inspections * checking that repairs have been carried out * current and emerging technology used in optical work |
| **Assessment conditions** | Skills must have been demonstrated in the workplace with the addition of simulations and scenarios where the full range of contexts and situations have not been provided in the workplace The following conditions must be met for this unit:   * use of suitable facilities, equipment and resources, including: * automatic edgers * hand edgers * blockers * markers * focimeters (lensmeters) * nylon groover * drill * parallel rules * papillary distance (PD) or millimetre rules * frame tools * frames * lenses * adhesive and protection pads/films * formers * frame heater * soldering unit * modelling of industry operating conditions, including: * integration of time constraints * integration of problem solving activities   Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors. |
| **Links** | <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705> |

# HLTOPDXXX Assist in assessing and managing myopia

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| **Unit code** | HLTOPDXXX |
| **Unit title** | Assist in assessing and managing myopia |
| **Application** | This unit describes the skills and knowledge required to determine client’s Myopia- related optical needs from prescriptions, provide detailed technical advice and dispensing corrective lenses tailored for myopic patients.  This unit applies to optical dispensers who work according to prescriptions provided by optometrists or ophthalmologists.  The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice. |
| **Pre-requisite unit** | HLTOPD001 Provide advice on optical appliances  HLTOPD002 Dispense optical appliances  HLTOPD003 Dispense atypical prescriptions |
| **Competency field** |  |
| **Unit sector** | Optical Dispensing |
| **Elements** | **Performance criteria** |
| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Interpret Prescriptions for Myopia | 1.1 Interpret optical prescriptions accurately, ensuring lens power and specifications align with the patient's myopia correction needs.  1.2 Communicate with prescribing professionals when clarification or additional information is needed to ensure precise interpretation of the prescription for myopia management.  1.3 Record and communicate any findings related to co-existing visual conditions, such as astigmatism. |
| 1. Provide Tailored Optical Advice | 2.1 Advise patients on suitable optical appliances including spectacles and contact lenses.  2.2 Explain the benefits and limitations of different lens options  2.3 Discuss the differences between standard and premium lens coatings (e.g., anti-reflective, blue light blocking).  2.4 Provide recommendations for lens materials based on patient needs |
| 1. Perform Accurate Measurements | 3.1 Measure and document essential parameters for myopic prescriptions, including pupillary distance (PD) and fitting height, ensuring precision.  3.2 Adjust frames to achieve optimal comfort and fit for the patient, including assessing the angle of tilt as needed.  3.3 Utilize tools to measure optical prism when indicated, contributing to the overall fitting process. |
| 1. Provide education and support | 4.1 Discuss myopia management strategies with patients, including lifestyle changes and the importance of regular eye examinations.  4.2 Provide educational materials about myopia, including treatment options and the potential for progression.  4.3 Explain the significance of outdoor activities and their potential benefits in myopia control. |
| 1. Follow Up and Adjustments | 5.1 Schedule follow-up appointments for patients to assess their adaptation to new optical appliances and make any necessary adjustments.  5.2 Collect patient feedback on their satisfaction with prescribed eyewear and address any concerns they may express.  5.2 Monitor changes in the patient's visual status, communicating any relevant information back to the supervising optometrist or ophthalmologist. |
| **Foundation skills**   |  |  | | --- | --- | | **SKILL** | **DESCRIPTION** | | Numeracy | performing accurate measurements, such as pupillary distance (PD) and fitting height. | | Communication Skills | effectively conveying complex information about myopia, treatment options, and proper eyewear usage to patients. | | Technological skills | operate optical equipment and tools for measurement and lens fitting. | | Organisational Skills | managing patient records, appointments, and follow-up care efficiently. | | |
| **Range of conditions**  N/A | |
| **Unit mapping information** | *No equivalent unit.* |
| **Links** | <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705> |
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Assessment Requirements template

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| **Title** | Assessment Requirements for HLTOPDXXX- Assist in assessing and managing Myopia |
| **Performance evidence** | The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has performed the following for at least 2 myopic patients:   * A comprehensive eye examination to assess myopia severity and related visual issues * Advise patients on suitable optical appliances, including spectacles and contact lenses. * Accurately measure and record parameters necessary for prescription * Educate patients about their vision and myopia management strategies |
| **Knowledge evidence** | The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit. This includes knowledge of:   * Definition and types of myopia * Causes and risk factors, including genetic and environmental influences. * Implications of untreated myopia on eye health. * Different types of corrective lenses (single vision, bifocals, multifocals) and their suitability for myopic patients. * Understanding lens designs specifically for myopia, including aspheric lenses and high-index materials. * Adjusting frames and lenses for optimal comfort and vision correction in myopic patients. * Fitting techniques and follow-up care for myopia management with contact lenses. * Troubleshooting common dispensing issues related to myopic lenses. * Overview of recent advancements in myopia control, such as myopia management lenses and pharmaceuticals. * Information on orthokeratology and myopia management programs that focus on slowing myopia progression. * Strategies for educating patients about myopia and the importance of regular eye exams * Updates on current research regarding myopia, its treatment, and management strategies. |
| **Assessment conditions** | Skills must have been demonstrated in the workplace with the addition of simulations and scenarios where the full range of contexts and situations have not been provided in the workplace. The following conditions must be met for this unit:  use of suitable facilities, equipment and resources, including:  Measurement Tools such as \_\_\_\_\_\_\_\_\_ Optical Instruments such as \_\_\_\_\_\_\_\_\_\_  Dispensing Equipment such as \_\_\_\_\_\_\_\_\_  Educational Materials Computer and software for recording patient information |
| **Links** | https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705 |

# HLTOPDXXX Dispense optical appliances to children

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| **Unit code** | HLTOPDXXX |
| **Unit title** | Dispense optical appliances to children |
| **Application** | This unit describes the skills and knowledge required to used specialised optical knowledge to confirm and check appliance selection, fit appliances to children up to 16 years of age and follow procedures to complete the dispensing process. It Includes:  *No licensing, legislative or certification requirements apply to this unit at the time of publication.* |
| **Pre-requisite unit** | HLTOPD001X Provide advice on optical applicances  HLTOPD002 Dispense optical appliances  HLTOPD003 Dispense atypical prescriptions |
| **Competency field** | Used only when the Training Package developer wishes to categorise a set of units within a Training Package in relation to a type of work. |
| **Unit sector** | Used only when the Training Package developer wishes to categorise a set of units within a Training Package in relation to an industry sector. |
| **Elements** | **Performance criteria** |
| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Interpret Prescriptions for Children | 1.1 Verify the accuracy of prescriptions provided by optometrists or ophthalmologists.  1.2 Identify the specific vision correction needs of children, including prescriptions for myopia, hyperopia, or astigmatism.  1.3 Identify any specialized lens requirements, such as high-index lenses for stronger prescriptions. |
| 2. Recommend Child-Friendly Frame Options | 2.1 Assess the child’s facial structure to suggest frames that provide a comfortable and secure fit.  2.2 Consider materials that are lightweight, durable, and flexible, suitable for active children.  2.3 Offer frame styles that appeal to children’s preferences while meeting their vision needs.  2.4 Discuss additional lens features, such as impact resistance and anti-scratch coatings. |
| 3. Adjust and Fit Eyewear | 3.1 Properly adjust frame alignment to ensure it sits comfortably on the child’s face.  3.2 Ensure lenses are correctly positioned in relation to the child’s pupils for optimal vision.  3.3 Make final adjustments for a secure fit that prevents slipping during physical activities.  3.4 Evaluate whether frame adjustments need to accommodate growth or facial changes. |
| 4. Communicate with Children and Parents | 4.1 Explain the importance of proper eyewear care, including cleaning and storage, in simple terms.  4.2 Educate children on how to wear and handle their glasses, ensuring they understand proper usage.  4.3 Offer guidance to parents on managing eyewear adjustments and regular check-ups as the child grows.  4.4 Address any concerns or questions from both children and parents regarding eyewear functionality and comfort. |
| **Foundation skills**   |  |  | | --- | --- | | Skill | Description | | Reading | Interpret technical requirements of prescriptions | | Writing | Recording details of concern and patients’ records | | Numeracy skills | Performing accurate measurements, such as pupillary distance (PD) and fitting height. | | Communication skills | Effectively conveying eyeware usage and maintenance routines | | Technological skills | Operate optical equipment and tools for measurement and fitting. | | Organisational skills | Managing patient records, appointments and follow-up care efficiently | | |
| **Range of conditions**  N/A | |
| **Unit mapping information** | *No equivalent unit.* |
| **Links** | <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705> |
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Assessment Requirements template

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| **Title** | HLTXXX Dispense optical appliances to children |
| **Performance evidence** | The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:   * dispensed optical appliances to at least 5 children of different ages. |
| **Knowledge evidence** | The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:   * Developmental Vision Needs in Children * Child-Friendly Frame Materials and Design * Lens Types and Treatments for Children * Understanding of Paediatric Eye Health and Safety * Fit and Adjustment for Children's Eyewear * Behavioural Considerations When Working with Children * Legal and Ethical Considerations such as Working with children check and privacy regulations * Effective Communication with Parents/Guardians * Impact of Digital Devices on Children's Vision * Growth and Prescription Changes * Special Considerations for Children with Disabilities * Eyewear Durability and Care Guidance |
| **Assessment conditions** | Skills must have been demonstrated in the workplace with the addition of simulations and scenarios where the full range of contexts and situations have not been provided in the workplace. The following conditions must be met for this unit:   * Use of suitable facilities, equipment and resources including: * back vertex distance (BVD) gauge or rule * frame adjusting tools * opticians lens measure * thickness callipers * parallel rule or equivalent * millimetre rule or pupillary (PD) rule * Pupillometer * spectacle frames * spectacle lenses   modelling of industry operating conditions, including provision of to the general public  Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors. |
| **Links** | <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705> |