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| **Unit code** | HLTOPD006 |
| **Unit title** | Assist with optical appliance selection and maintenance |
| **Modification History** | Release  | Comments |
| Release 1 | HLTOPD006 Assist with optical appliance selection and maintenance supersedes and is not equivalent to HLTOPD001 Provide advice on optical appliances. Change in unit outcome. Major changes in unit application, elements and performance evidence.Foundation skills made implicit. |
| **Application** | This unit of competency describes the skills and knowledge required to support workers in the optical industry with optical appliance selection and maintenance.It applies to optical assistants working under supervision, and optical dispensers who provide non-clinical support services to workers in optical industry. The unit does not include providing technical advice or dispensing prescriptions. 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** |  |
| **Unit sector** | Optical dispensing |
| **Elements** | **Performance criteria** |
| 1. Assist supervisor to select and prepare optical appliances  | 1.1 Consult with supervisor to gather and review client needs and preferences1.2 Identify and match suitable optical appliance materials, lens and frame types according to client needs and preferences.1.3 Document the findings and present to supervisor for review and reference. |
| 2. Maintain optical appliances | 2.1 Inspect optical appliance and consult with supervisor to determine optical appliance alignment, adjustment and repair needs2.2 Identify and refer repair work outside scope of own job role for specialised repair2.3 Perform minor repairs within the scope of own job role2.4 Make standard alignments and adjustments to optical appliances2.5 Consult with client to confirm optical appliance fit, comfort and functionality2.6 Record repairs performed according to organisational record management 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** | Supersedes and is not equivalent to HLTOPD001 Provide advice on optical appliances |
| **Links** | <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>  |

# Assessment Requirements template

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| **Title** | Assessment Requirements for HLTOPD006 Assist with optical appliance selection and maintenance |
| **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:* assisted supervisor with the selection of optical appliances for at least 5 clients according to their needs and preferences, including:
* at least 3 different lens types
* at least 3 different lens materials
* at least 3 different frame types
* at least 3 different frame materials
* completed each of the following maintenance tasks on metal frames, on at least one occasion:
	+ standard alignment and adjustment
	+ lens insertion
	+ tightened optical appliance screws
	+ replaced frame sides
	+ replaced frame fronts
	+ replaced pads
	+ replaced screws.
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| **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:* optical dispensing industry context, including:
* industry structure and characteristics
* connections between key industry stakeholders
* environments for optical practice
* processes and functions of optical dispensaries and laboratories
* terminology used to describe optical appliance types, features and uses
* basic anatomy and physiology of the eye, including:
* structure of the eye and how each part contributes to vision, including the processes of light refraction and image formation
* common disorders of the eye and the implications for optical appliance selection, including:
* cataracts
* glaucoma
* refractive errors, including myopia, hyperopia, astigmatism and presbyopia
* implant and refractive surgery
* processes and assessment of vision, colour vision and perception
* legal requirements and ethical considerations for providing support to clients, including:
* duty of care
* informed consent
* privacy, confidentiality and disclosure
* records management
* work role boundaries, roles and responsibilities of optical assistants, optical dispensers and optometrists
* criteria for referring optical appliances for specialised repairs
* work health and safety
* needs and preferences of different client groups
* children
* youth
* adults
* older people
* factors Influencing optical appliance selection, including:

o   the principles of cosmetics and fashion o   parameters of lifestyle and image * types and functions of lenses, including:
* single vision
* multifocal, including bifocal and trifocal
* progressive lenses
* myopia control lenses
* occupational lenses
* lens treatments, including:
* photochromic lenses
* polarised lenses
* antireflection (AR) and multicoated antireflection (MAR)
* types and performance characteristics of spectacle frames
* properties and applications of lens materials
* metal and shell frame materials, including:
* types, physical properties and aesthetic qualities
* handling techniques to prevent damage
* heating and manipulation methods
* standard adjustment and alignment methods
* minor repair and component replacement methods.
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| **Assessment conditions** | Assessment of performance evidence may be in a workplace setting or an environment that accurately represents a real workplace.The following conditions must be met for this unit:* use of suitable facilities, equipment and resources, including:
	+ optical frame adjusting tools
	+ optical frame heater
	+ organisational databases and product catalogues
	+ replacement frame parts
	+ spectacle frames
	+ spectacle lenses
* modelling of industry operating conditions, including:
	+ integration of time constraints
	+ integration of problem-solving activities.

Assessors must satisfy the current Standards for Registered Training Organisations (RTOs) /AQTF mandatory competency requirements for assessors. |
| **Links** | <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705> |