

OPTICAL DISPENSING CERTIFICATE IV *NRT

National code: HLT43507 Training Package: HLT07

TAFE NSW number: 18278

Overview

This qualification is designed to provide the skills and information necessary for the making and fitting of prescribed lenses and spectacles. It is for students employed as trainee optical dispensers, either by a licensed optical dispenser or a registered optometrist. You will need to have access to optical dispensing equipment in order to carry out the various activities required of the course.

*NRT – Nationally Recognised Training - this indicates that the course is an accredited course and is nationally recognised.

You can do this course as part of a traineeship.

For New Zealand citizens residing in New Zealand special commercial fees apply. Please see the attachment at the back of this Course Information Leaflet and follow the directions carefully.

Vocational outcomes

With this qualification you will be able to apply for jobs as optical dispensers.

This qualification is recognised in New South Wales for licensing as an optical dispenser and by the Optometrists' and Dispensing Opticians' Board of New Zealand. Trainee optical dispensers in New South Wales are required to have an Approval to Practise from the Optical Dispensers' Licensing Board while studying. Both NSW and New Zealand require completion of a Logbook. In NSW the book is available from the Optical Dispensers' Licensing Board.

In New Zealand, the Logbook is now referred to as the Record of Training, and is available through the Association of Dispensing Opticians New Zealand (ADONZ) and can be downloaded from their website www.adonz.co.nz, click on the student tab.

Students should contact their local authority for more information.

A number of professional bodies recognise this course as a formal professional development program. Further information may be obtained from the course manager, or consult your employer.

Entry requirements

The school leaving age is changing from 2010 and will impact on those who are under 17 wishing to enrol.

If you are:

- under 17
- left school at or after the end of 2009
- have not completed Year 10

You must contact your school or school region to seek approval to leave school and undertake a Year 10 equivalent qualification at TAFE.

More information for young people can be found on the OTEN website at www.oten.edu.au

Course applications will be assessed against the following criteria:

- You must have completed the NSW School Certificate (or equivalent from another educational authority).

- You will need access to resources required for practical training.
- New Zealand applicants must have completed sixth form Maths, English Grade 5 or better and one or more of physics, chemistry or biology at grade 5 or better.
- Students must have employment or access to an optical dispensary for on the job training. This will allow certain tasks to be completed.

All students are required to complete the forms attached: *Optical Dispensing Employer/Supervisor Statement* and *Prohibited Employment Declaration*.

The TAFE NSW fee and charges

The **annual** TAFE NSW fee and the full OTEN Student Materials and Handling Charge apply when enrolling or re-enrolling with OTEN before 1 June 2010.

Annual TAFE NSW fee	\$934
OTEN Student Materials and Handling Charge	\$50

You may choose to pay the 2010 annual TAFE NSW fee in two **equal** instalments. The first instalment and the full OTEN Student Materials and Handling Charge are paid on enrolment. TAFE NSW will send you an invoice for payment of the second instalment, which **must** be paid by 31 May 2010. This instalment must be paid regardless of the month you enrol. If you hand in all assignments, complete all tests and sit for any exams prior to 27 June 2010, you will not need to pay the second instalment.

If you enrol after 1 June 2010, you need to pay the mid-year rate for the TAFE NSW fee of \$438 plus the full OTEN Student Materials and Handling Charge.

You will need to submit assessments and tests so they are credited to your 2010 study record by 15 November 2010. This is regardless of the date you enrolled. If you have not finished and want to complete you will need to re-enrol and pay fees and charges.

Other associated costs:

You will need to buy additional text books (approximate cost \$155). The textbooks are: *Practical Optical Workshop* by David Wilson & Steve Stenersen, and *Practical Optical*

Dispensing by David Wilson OTEN. Available from:

The Optical Section
OTEN
51 Wentworth Rd
Strathfield NSW 2135

Phone: 02 9715 8735 Fax: 02 9715 8522

Additional learning resources may need to be purchased at an additional cost and these along with other reference materials are listed in your learning materials.

Attendance at some practical blocks will be required and additional fees apply for these. There are three compulsory practical blocks, as follows:

Practical Block 1: Covers Dispense Optical Appliances and Services- HLTOPD403A. This practical runs for 4 days and is an introduction to important functional dispensing skills.

Practical Block 2: Covers Perform Workshop Skills and Place Orders- HLTOPD407A, and Perform Edging and Fitting- HLTOPD402A. This practical runs for 5 days. The first 2 days are Perform Workshop Skills and Place Orders, the next 3 are Perform Edging and Fitting.

Practical Block 3: Covers Dispense Optical Appliances and Services- HLTOPD403A, and Dispense Atypical Prescriptions- HLTOPD404A. This practical runs for 4 days and includes the more advanced functional dispensing skills and the final practical assessment.

For Australian students the fee is \$395 per practical block. For New Zealand students the fee is \$950 NZ including GST for Practical Blocks 1 and 3 each, and \$1100 NZ including GST for Practical Block 2. The fee for each practical block is payable when first enrolling into the relevant unit and is non-refundable.

If you are a Temporary Visa Holder and you are eligible to enrol, you may need to pay additional tuition fees depending on your visa subclass number. Go to our website www.oten.edu.au for more information or phone Course Information on (02) 9715 8333 or 1300 362 346.

This course is suitable for study if you reside overseas. However special conditions apply if you are not an Australian citizen or Australian permanent resident. Visit the OTEN website at www.oten.edu.au.

Duration

This qualification has a duration of 800 nominal hours.

In general students need to complete this qualification within three years. However, students can complete with OTEN in less than this time.

You are encouraged to complete your course with the course timeframe, or earlier. In exceptional circumstances you may apply for an extension of study by contacting your teaching section.

Centrelink

Some students may be eligible for financial assistance from Centrelink. Applications for assistance are assessed by Centrelink, so you should contact your nearest Centrelink office to discuss your eligibility.

If you receive a Centrelink student payment to study, you are expected to **complete** your course within the **time allocated by Centrelink**. This time may be less than the time OTEN allows. You are also required to show consistent and regular **progress** through your course, and complete units regularly throughout your enrolment. If not, you may incur a Centrelink debt which you will have to repay.

Conditions of enrolment

It is a condition of your enrolment with OTEN that you actively participate in your studies. Active participation is submitting assessments, attending practical sessions if applicable, sitting exams or tests, submitting an application for recognition of prior learning, accessing activities and unit support pages on the Online Learning Support (OLS) website, completing units or making satisfactory progress in learner support and any other student interactions for a unit.

If you do not participate in your studies, future enrolment applications may be declined.

Structure

The qualification is completed by:

- a mixture of home study and on the job training
- attendance at some practical blocks will be required (See "Other associated costs" under the TAFE NSW fee and charges headline)

Units of Competency (units) in *italics* were not available at the time of printing this leaflet but could possibly become available throughout this academic year.

There are 14 units in this qualification that you need to study to gain the award and they come from 2 groups.

The first group consists of 11 compulsory units. Learners must complete all 11 units.

<i>Unit</i>	<i>Name</i>	<i>Hrs</i>
BSBCMN302A	Organise personal work priorities and development	20
BSBFLM403B	Implement effective workplace relationships	40
HLTCOM301B	Provide specific information to clients	20
HLTCOM405B	Administer a practice	50
HLTHIR301A	Communicate and work effectively in health	20
HLTOHS300A	Contribute to OHS processes	20
HLTOPD401A	Work effectively in the ophthalmic industry	30
HLTOPD403A	Dispense optical appliances and services	360
HLTOPD404A	Dispense atypical prescriptions	40
HLTOPD407A	Perform workshop skills and place orders	70
WRRS1B	Sell products and services	18

The second group consists of 4 units, from which learners must complete 3.

However, Unit *HLTOPD402A- Perform edging and fitting* is compulsory for all New Zealand citizens and residents.

<i>Unit</i>	<i>Name</i>	<i>Hrs</i>
HLTCOM503B	Manage a practice	50
HLTOPD402A	Perform edging and fitting	100
HLTOPD405A	Market and promote optical products and services	40
<i>CHCORG7B</i>	<i>Manage workplace issues</i>	50

If you are enrolling for the first time, your enrolment application should include the following:

Unit	Name	Hrs
HLTOPD401A	Work effectively in the ophthalmic industry	30
HLTHIR301A	Communicate and work effectively in health	20
HLTOHS300A	Contribute to OHS processes	20

You can request additional units to be added to your current enrolment, as you progressively complete the units you are initially enrolled into. Ring your teachers to order more units.

Recognition

TAFE NSW provides a means of assessing and recognising your previous learning and current work experience relevant to the course you wish to study.

For information on Recognition, including instructions on how to apply, visit

www.oten.edu.au and follow the Recognition link, or contact our **Recognition Helpdesk**.

- Ph: (02) 9715 8486 or 1300 362 165
- Email: oten.recognitionhelp@tafensw.edu.au

Please note: Some industries have their own legislative or licensing requirements. TAFE NSW recognition does not apply to these.

Embedded qualifications

This course does not have embedded qualifications.

Learning materials

OTEN will provide learning materials in this qualification in the form of:

- reading notes
- a study guide to a text book or other learning materials
- CD-Rom.

You will need your own scientific calculator.

You will also need to buy additional text books.

See "Other associated costs" under The TAFE NSW fee and charges.

You will need access to an optical dispensary and if you choose to study *Unit HLTOPD402A Perform edging and fitting* you will also need access to an edging and fitting workshop.

Employer obligations

Employers will be required to provide on the job support for students enrolled in the optical dispensing course.

This will include on the job training and supervised access to equipment (possibly including a fitting workshop) and provision of some lenses, frames and completed spectacles for projects in the practical subjects (these will be returned to students after marking).

Assessment

Assessment for this qualification is by:

- assignment work which you should send in to us on a regular basis
- practical projects
- written tests and practical assessment.

Refunds

Please enrol carefully, as refunds are only granted in exceptional circumstances. Refer to the OTEN Course and Career Guide for more information or the OTEN website www.oten.edu.au

For further assistance

The Counselling and Careers Services at OTEN may be able to help you to:

- clarify your career or educational goals
- choose an appropriate course (or courses) to achieve these goals.

Contact Counselling and Careers on
Ph: (02) 9715 8446 or 1300 655 993
Email: oten.counselling@tafensw.edu.au

OTEN also provides assistance through the:

- Disabilities Unit Ph: 1300 362 890
- Aboriginal Education and Training Unit Ph: 1300 888 010
- Multicultural Education and Support Unit Ph: 1800 637 535
- Traineeship Coordinator Ph: 1300 362 418
Email: oten.traineeship@tafensw.edu.au

Related courses

OTEN also offers:

- 18279 Certificate IV in Optical Technology.

To apply to enrol

It is important to read this Course Information Leaflet carefully, as well as the OTEN Course and Career Guide.

Complete the OTEN enrolment application form.

Complete the following attachments:

- *Optical Dispensing Employer/Supervisor Statement.*
- *Prohibited Employment Declaration.*

Attach your payment by cheque or money order (payable to OTEN), or include your credit card details to pay the TAFE NSW fee, the OTEN Student Materials and Handling Charge and any other associated costs and send to:

OTEN
Locked Bag 2012
Strathfield NSW 2135

For New Zealand citizens residing in New Zealand please see the attachment at the back of this Course Information Leaflet and follow the directions carefully.

For security reasons we do not accept cash.

Re-enrolling

If you are re-enrolling into the same course and paying by credit card, you can do so **either** online – go to www.tafensw.edu.au, log onto Student e-Services and follow the prompts **or** by phone – call the Re-enrolment Hotline between 9am and 5pm (Australian Eastern Standard Time) on 1300 881 114.

Enquiries

For further information on this qualification, contact the **Optical Section:**

Ph: (02) 9715 8735 or 1300 122 205
Email: oten.optical@tafensw.edu.au

Course information

Ph: (02) 9715 8333 or 1300 362 346
Fax: (02) 9715 8445
Email: oten.courseinfo@tafensw.edu.au

For the latest information on course availability visit the OTEN website www.oten.edu.au

OTEN

51 Wentworth Rd
Strathfield NSW 2135