

**THE WORSHIPFUL COMPANY
OF
SPECTACLE MAKERS**



**LEVEL 4 DIPLOMA
FOR
OPTICAL TECHNICIANS**

QUALIFICATION HANDBOOK

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WCSM Level 4 Diploma for Optical Technicians

Qualification Objective

This qualification has been developed for technicians employed in optical manufacturing to develop the skills and knowledge to carry out all functions associated with the job role.

Learners can choose between Surfacing or Glazing pathways.

Throughout this document, the term 'learner' is used to refer to the person seeking to gain the qualification.

Entry requirements

There are no specific entry requirements.

Customer Service Statement

See relevant sections of the Customer Service Statement at:

<http://www.spectaclemakers.com/awardsandtraining/customer-service-statement.htm>

for details of:

Equal opportunities policy
Reasonable adjustments
Special considerations
Complaints and appeals procedures.

Progression

There are opportunities for the learner to progress to the ABDO Level 6 Diploma in Ophthalmic Dispensing.

Training

Training courses are provided by ABDO College and details can be found on their website@

www.abdocollege.org.uk

Other training providers may offer support for this qualification.

Learner registration

To register for the qualification contact info@abdocollege.org.uk

Tel: 01227 738829 option 1 to obtain details of scheduled training and examination dates

Assessment

To obtain the diploma, learners must pass each of four interrelated examinations; written papers for both Parts I & II, a practical project (Part II) and a practical examination (Part II).

Part I Examination at the end of year one

- Three-hour written paper on Units 1 and 2 (Split clearly between the units)
- Two and half hour written paper on Unit 3

Part II Examination at the end of year two

- Three-hour written paper on Units 4, 5 and 6 (Split clearly between the units)
- Three-hour written paper on Units 7, 10 and 11 (Split clearly between the units)
- Practical examination on Units 8 or 9 depending on the learner's chosen pathway made up of:

Practical Project – each learner will be assigned tasks, in the form of a project, to be completed by arrangement with the examiners.

- (a) Unit 8 - Glazing or
- (b) Unit 9 - Surfacing

Each task will be timed and supervised. Records of timing, etc. and completed tasks are to be submitted to the examiners.

Viva and Practical Examination to include

- (a) A viva examination (2 x 20 minutes) on –
 - (i) Workshop practices and problem solving
- (b) A practical examination (60 minutes) on –
 - (i) The measurement of frames
 - (ii) The description of frames
 - (iii) Repairs and setting up
- (c) A practical examination (90 minutes) on the verification of completed spectacles, the use of the focimeter, recording lens power and laying off of lenses for glazing

The pass mark for each unit is 50%. If a candidate fails any unit, the unit can be retaken on its own, at specified times within five years.

Grading

Successful learners will be awarded a Pass for each unit. A pass in units is required to achieve the qualification. There are no grades.

Should all units not be achieved learners will be awarded credit certificates for the units passed.

Personal Learner Record and Unique Learner Number

The Personal Learner Record (PLR) logs achievement of units and qualifications provided that the learner has received a Unique Learner Number (ULN). The ULN enables learners to have access to their PLR and for them to give access to training providers and/or employers to enable them to view their records as evidence of achievement.

When a learner registers for a qualification with WCSM they will be asked to provide their ULN. Where learners do not possess a ULN we can assist them in obtaining one if they wish their subsequent achievements to be entered on to the PLR.

Level 4 Diploma for Optical Technicians

Structure

Learners must gain 98 credits by achieving all mandatory units and either of the pathway units.

Unit title	Level	Credit
Mandatory unit's year 1		
Mathematics for optical manufacturing	3	7
The eye and the principles of optics	3	9
The properties of ophthalmic lenses	4	12
Mandatory unit's year 2		
The theory of lens surfacing	4	10
The properties of ophthalmic lenses	5	12
Spectacle lens materials	4	9
The properties of spectacle frames and glazing	4	12
Spectacle lens treatments	4	10
The spectacle industry and standards	3	5
Pathway for surfacing		
Optical workshop tasks and surfacing spectacle lenses	5	12
Pathway for glazing		
Optical workshop tasks and glazing spectacle frames	5	12

Unit 1

Title	Mathematics for optical manufacturing	
Level	3	
Credit	7	
Learning Outcomes	Assessment Criteria	
<i>The learner will:</i>	<i>The learner can:</i>	
1. Understand how to perform arithmetical calculations.	1.1 Perform arithmetical operations	
2. Know how to use a scientific calculator to solve mathematical problems in optical manufacturing.	2.1 Perform arithmetical operations in sequence using mathematical priorities 2.2 Store stages of a calculation in the calculator memory 2.3 Change the sign of a number or function 2.4 Simplify calculations involving indices 2.5 Convert angles, sines, cosines and tangents 2.6 Ascribe a value to percentages. 2.7 Convert between angles in decimal form to degrees, minutes and seconds 2.8 Ascribe a value to reciprocals	
3. Understand the principles of geometry	3.1 Describe the properties of a circle using appropriate terminology 3.2 Calculate the parameters of a circle 3.3 State the rationale for triangle similarity or congruency 3.4 Define the parameters of triangles 3.5 Calculate the parameters of triangles	
4. Know how to apply the principles of geometry	4.1 Calculate or state with justification angles in a plane figure 4.2 Calculate the volumes of three - dimensional geometric figures.	
5. Be able to extract information from line and bar graphs	5.1 Draw a line graph from a table of data 5.2 Draw a bar graph from a table of data 5.3 Extract graphical data 5.4 Interpret graphical data	
6. Solve problems involving algebraic expressions	6.1 Solve linear equations 6.2 Ascribe a value to algebraic expressions using algebraic substitution	
Additional Information about the unit		
Unit Aim(s)	In this unit the learner will be able to understand and apply the mathematical principles used in the optical workshop.	NOS Ref:

Unit 2

Title	The eye and the principles of optics	
Level	3	
Credit	9	
Learning Outcomes	Assessment Criteria	
<i>The learner will:</i>	<i>The learner can:</i>	
1. Understand the anatomical structure of the eye and how it relates to refractive errors	1.1 Identify the anatomical structures of the eye 1.2 Describe the functions of the anatomical structures of the eye. 1.3 Describe refractive errors in the eye 1.4 Describe the correction of refractive errors in the eye 1.5 Illustrate the correction of refractive errors in the eye.	
2. Understand the nature of light and the importance of the electromagnetic spectrum to vision	2.1 Describe the theories concerning the nature of light. 2.2 State how velocity, frequency and wavelength of light are related 2.3 Perform calculations involving velocity, frequency and wavelength of light. 2.4 Explain what is meant by the 'Electromagnetic Spectrum'. 2.5 Describe the classification of wavelength ranges. 2.6 Describe the dispersion of light, using appropriate illustrations 2.7 Explain the formulae that demonstrates the behaviour of light when dispersed 2.8 Perform calculations concerning the behaviour of light when dispersed	
3. Understand the reflection of light when incident at plane and curved surfaces.	3.1 State the laws of reflection 3.2 Describe reflection at plane surfaces, using appropriate illustrations 3.3 Use formulae to demonstrate the behaviour of light when reflected at plane surfaces 3.4 Perform calculations concerning reflected light at plane surfaces. 3.5 Describe reflection at curved surfaces, using appropriate illustrations 3.6 Use formulae to demonstrate the	

	behaviour of light when reflected at curved surfaces 3.7 Perform calculations concerning reflected light at curved surfaces.	
4. Understand the refraction of light when incident at plane and curved surfaces	4.1 State the laws of refraction 4.2 Define refractive index 4.3 Describe refraction at plane surfaces, using appropriate illustrations 4.4 Use formulae to demonstrate the behaviour of light when refracted at plane surfaces 4.5 Perform calculations concerning refracted light at plane surfaces. 4.6 Describe refraction at curved surfaces, using appropriate illustrations 4.7 Use formulae to demonstrate the behaviour of light when refracted at curved surfaces 4.8 Perform calculations concerning refracted light at curved surfaces.	
Additional Information about the unit		
Unit Aim(s)	In this unit the learner will understand the structure of the eye and the principles upon which sight-correcting lenses are based	NOS Ref:

Unit 3

Title	The properties of ophthalmic lenses	
Level	4	
Credit	12	
Learning Outcomes	Assessment Criteria	
<i>The learner will:</i>	<i>The learner can:</i>	
1. Understand spherical lenses	1.1 Describe the properties of spherical lens surfaces 1.2 Perform calculations concerning spherical lens surfaces 1.3 Analyse the characteristics of spherical lenses, using the appropriate sign convention, illustrations and formulae. 1.4 Perform calculations concerning the characteristics of spherical lenses	
2. Understand astigmatic lenses	2.1 Describe the properties of astigmatic lens surfaces 2.2 Perform calculations concerning astigmatic lens surfaces 2.3 Describe characteristics of astigmatic lenses, using the appropriate sign convention, illustrations and formulae. 2.4 Perform calculations concerning the characteristics of astigmatic lenses	
3. Understand prisms in single vision lenses	3.1 Define an ophthalmic prism 3.2 Define the terms relating to ophthalmic prisms. 3.3 Analyse the properties of ophthalmic prisms, using illustrations and formulae 3.4 Perform calculations concerning ophthalmic prisms.	
4. Understand prismatic effects in single vision lenses	4.1 Analyse the relationship between decentration and prismatic effect in spherical single vision lenses, using illustrations, formulae 4.2 Perform calculations concerning prismatic effects in spherical single vision lenses. 4.3 Analyse the relationship between decentration and prismatic effect in toric single vision lenses, using illustrations, formulae. 4.4 Perform calculations concerning prismatic	

	effects in astigmatic single vision lenses.	
5. Understand lens thickness	5.1 Calculate the thicknesses of single vision lenses. 5.2 Calculate the thicknesses of plano-prisms 5.3 Explain the principles of handheld instruments used to measure lens power. 5.4 Explain the principles of handheld instruments used to measure thickness.	
Additional Information about the unit		
Unit Aim(s)	The learner will understand the properties of spherical, astigmatic lenses and prisms and prismatic effects.	NOS Ref:

Unit 4

Title	The Theory of Lens Surfacing	
Level	4	
Credit	10	
Learning Outcomes	Assessment Criteria	
<i>The learner will:</i>	<i>The learner can:</i>	
1. Understand the principles of surface generation	1.1 Describe the principles of the surface generation of spherical surfaces 1.2 Describe the principles of the surface generation of toroidal surfaces 1.3 List the sequence of processes leading to the finished lens. 1.4 Describe the importance of each step in the processes of surface generation.	
2. Know how prescription orders are progressed through a lens production process.	2.1 Describe the progression of a lens order through a lens production process. 2.2 Describe the inputs (process requirements before the start) of the lens manufacturing process 2.3 Describe the outputs (process requirements at the end) of the lens manufacturing process	
3. Know the standards used to surface ophthalmic lenses.	3.1 Describe the finishing of surfaced lenses. 3.2 Describe the verification of surfaced lenses, using calculations and illustrations where relevant. 3.3 Describe the quality inspection procedures used to verify surfaced lenses. 3.4 Describe the types of faults in surface generation 3.5 Analyse how to correct faults in surface generation	
Additional Information about the unit		
Unit Aim(s)	In this unit the learner will gain an understanding of the surface generation of spherical and toric lenses and the processes and standards involved.	NOS Ref:

Unit 5

Title	The properties of ophthalmic lenses	
Level	5	
Credit	12	
Learning Outcomes	Assessment Criteria	
<i>The learner will:</i>	<i>The learner can:</i>	
1. Understand the importance of vertex distance in the computation of spectacle power	1.1 Define vertex distance 1.2 Explain the relevance of 'vertex power' to the 'far point'. 1.3 Explain, with illustrations, the relationship between focal power and vertex distance. 1.4 Perform calculations involving focal length and vertex distance 1.5 Explain how vertex distance impacts the computation of spectacle lenses	
2. Understand the relationship of vertex power to lens thickness	2.1 Explain what is meant by 'vertex power allowance'. 2.2. Explain what is meant by 'accurate transposition'. 2.3 Explain the influence of lens thickness upon power	
3. Know the optical and physical properties of single vision and complex lenses.	3.1 Compare and contrast the physical properties of single vision lenses, using illustrations where relevant. 3.2 Compare and contrast the optical properties of complex lenses, using illustrations where relevant.	
4. Know the optical and physical properties of multifocal lenses.	4.1 Explain the terms relating to multifocal lenses. 4.2 Describe multifocal lens designs. 4.3 Compare and contrast the manufacturing processes of multifocals. 4.4 Compare and contrast the optical and physical performance of multifocal lenses. 4.5 Calculate prismatic effects in the reading portion of bifocals and trifocals 4.6 Describe prism controlled bifocals, using calculations and illustrations where appropriate.	
5. Demonstrate the relationship between prismatic effect and decentration.	5.1 Calculate prismatic effect at a point on a single vision, bifocal or trifocal lens. 5.2 Find decentration to produce prism.	

6. Perform thickness and surface power calculations from given lens specifications.	6.1 Calculate the thickness at any point on a spectacle lens from a given specification. 6.2 Perform the calculations required at any stage of spectacle lens manufacture.	
7. Understand the principles of lens design.	7.1 Use the history and development of the progressive power lens (PPL) to inform a description of current PPL designs. 7.2 Describe the aberrations which can affect the image formed by a spectacle lens 7.3 Analyse the implications of aberrations for lens design. 7.4 Explain the importance of 'far point sphere' on lens design 7.5 Explain the importance of 'centre of rotation of the eye' on lens design 7.6 Explain the use of aspherical and atoroidal surfaces on lens design 7.7 Explain the purpose of compensating a prescription	
Additional Information about the unit		
Unit Aim(s)	In this unit the learner will understand the essential design principles of spectacle lenses and how these relate to processes used in spectacle lens manufacture.	NOS Ref:

Unit 6

Title	Spectacle lens materials	
Level	4	
Credit	9	
Learning Outcomes	Assessment Criteria	
<i>The learner will:</i>	<i>The learner can:</i>	
1. Know the range of spectacle lens materials	1.1 List the materials that are currently used for manufacturing spectacle lenses.	
2. Know the properties of spectacle lens materials	2.1 Describe the physical properties of spectacle lens materials 2.2 Describe the optical properties of spectacle lens materials	
3. Understand the relevance of spectacle lens materials in spectacle prescriptions	3.1 Compare and contrast the properties of spectacle lens materials for a spectacle prescription. 3.2 Analyse the practical consequences of using different materials for a spectacle prescription. 3.3 Analyse the optical implications to the spectacle wearer of using materials with differing properties for a given spectacle prescription. 3.4 Analyse the mechanical implications to the spectacle wearer of using materials with differing properties for a given spectacle prescription.	
Additional Information about the unit		
Unit Aim(s)	To understand the properties of spectacle lens materials and what makes them suitable for manufacture and the wearer.	NOS Ref:

Unit 7

Title	The Properties of Spectacle Frames and Glazing	
Level	4	
Credit	12	
Learning Outcomes	Assessment Criteria	
<i>The learner will:</i>	<i>The learner can:</i>	
1. Understand the terms relating to spectacle frames	1.1 Describe the construction of spectacle frames using annotated illustrations. 1.2 Define the terms used to classify frame types. 1.3 Describe the applications of the different types of spectacle frames including the appropriateness in special situations.	
2. Be able to measure spectacle frames	2.1 Define frame component measurements using annotated illustrations where appropriate. 2.2 Describe the taking of measurements of spectacle frame designs. 2.3 Analyse the importance of accurate measurements 2.4 Describe how the lens shape influences frame design	
3. Understand the properties of spectacle frame materials	3.1 List metal frame materials 3.2 Describe the properties of metal frame materials 3.3 List non-metal frame materials 3.4 Describe the properties of non-metal frame materials	
4. Understand the limitations of spectacle frame materials	4.1 Describe the limitations of metal frame materials 4.2 Describe the limitations of non-metal frame materials 4.3 Specify the precautions when manipulating and glazing spectacle frames. 4.4 Evaluate frame materials for use in specialised appliances 4.5 Describe the polishing processes for non-metal spectacle frames 4.6 Analyse the options for repairing metal frames 4.7 Analyse the options for repairing non-metal frames	

5. Understand the techniques of glazing	5.1 Describe the glazing methods for metal frames. 5.2 Describe the glazing methods for non-metal frames. 5.3 Describe the glazing methods for rimless frames. 5.4 Describe the glazing methods for special ophthalmic appliances.	
6. Understand spectacle frame manufacture	6.1 Describe the manufacturing process of metal spectacle frames 6.2 Describe the manufacturing process of non-metal spectacle frames 6.3 Analyse the advantages and disadvantages of the frame material to the manufacturing process. 6.4 Describe the importance of CE marking of frames	
7. Understand the types and applications of optical appliances	7.1 Describe the construction of optical appliances using annotated illustrations. 7.2 Define the terms used to classify optical appliances. 7.3 Describe the applications of the different types of optical appliances including the appropriateness in special situations.	
Additional Information about the unit		
Unit Aim(s)	In this unit the learner will understand the properties, applications and the process of the manufacture of spectacle frames and the glazing techniques available to the technician.	NOS Ref:

Unit 8

Title	Optical workshop tasks and glazing spectacle frames	
Level	5	
Credit	12	
Learning Outcomes	Assessment Criteria	
<i>The learner will:</i>	<i>The learner can:</i>	
1. Be able to adjust spectacle frames.	1.1 Identify the material(s) from which a given spectacle frame is made. 1.2 Measure existing parameters of a spectacle frame 1.3 Adjust a spectacle frame to a given specification	
2. Be able to perform work on a spectacle frame	2.1 Carry out a specified repair to a spectacle frame to a given specification 2.2 Carry out a specified amendment to a spectacle frame	
3. Be able to edge and glaze a pair of lenses into a spectacle frame	3.1 Lay off lenses for glazing to a given specification 3.2 Prepare glazing machinery to edge lenses 3.3 Edge the lenses using glazing machinery 3.4 Hand edge the lenses to fit the spectacle frame 3.5 Set up finished spectacles ready for verification and dispatch 3.6 Inspect the finished spectacles 3.7 Provide a report on the finished spectacles 3.8 Lay off a pair of non-standard lenses for glazing	
4. Will be able to verify spectacles against a written order, referring to British and European Standards.	4.1 Use ophthalmic instruments to verify the ordered parameters of finished spectacles against the specifications. 4.2 Compare frame specifications with the measured frame parameters to ensure within British and European Standard tolerances 4.3 Take appropriate action if the frame is outside British and European tolerances. 4.4 Compare lens specifications with the measured lens parameters to ensure within British and European Standard tolerances 4.5 Take appropriate action if the lenses are outside British and European tolerances.	

<p>5. Know how to replicate complex spectacles.</p>	<p>5.1 Write out the prescriptions of complex lenses 5.2 Identify the form of any given complex lens 5.3 Identify the type of any given complex lens 5.4 Measure the parameters of any given complex lens 5.5 Identify the type of any given spectacle frame. 5.6 Identify the specifications of any given spectacle frame. 5.7 Identify (type and manufacturer) of any given progressive power lens 5.8 Restore the markings of any given progressive power lens.</p>
<p>Additional Information about the unit</p>	
<p>Unit Aim(s)</p>	<p>In this unit the learner will be able to complete a full range of tasks in an optical workshop, and perform non-routine glazing.</p> <p>NOS Ref:</p>

Unit 9

Title	Optical workshop tasks and surfacing spectacle lenses	
Level	5	
Credit	12	
Learning Outcomes	Assessment Criteria	
<i>The learner will:</i>	<i>The learner can:</i>	
1. Be able to adjust spectacle frames.	1.1 Identify the material(s) from which a given spectacle frame is made. 1.2 Measure existing parameters of a spectacle frame 1.3 Adjust a spectacle frame to a given specification	
2. Be able to perform work on a spectacle frame	2.1 Carry out a specified repair to a spectacle frame to a given specification 2.2 Carry out a specified amendment to a spectacle frame	
3. Be able to lay-off (mark-up) a complex lens for glazing	3.1 Lay off complex lenses for glazing	
4. Be able to surface a complex spectacle lens	4.1 Select and mark up a semi-finished blank appropriate to specified spectacle prescription 4.2 Mount selected blank ('block') for surfacing 4.3 Develop surfacing instructions from calculations. 4.4 Prepare surfacing machinery 4.5 Manufacture the lens to given tolerances. 4.6 Inspect the surfaced lens for faults 4.7 Provide an inspection report	
5. Be able to verify spectacles against a written order, referring to British and European Standards.	5.1 Use ophthalmic instruments to verify the ordered parameters of finished spectacles against the specifications. 5.2 Compare frame specifications with the measured frame parameters to ensure within British and European Standard tolerances 5.3 Take appropriate action if the frame is outside British and European tolerances. 5.4 Compare lens specifications with the measured lens parameters to ensure within British and European Standard tolerances 5.5 Take appropriate action if the lenses are	

	outside British and European tolerances.	
6. Be able to replicate complex spectacles.	6.1 Write out the prescriptions of complex lenses 6.2 Identify the form of any given complex lens 6.3 Identify the type of any given complex lens 6.4 Measure the parameters of any given complex lens 6.5 Identify the type of any given spectacle frame. 6.6 Identify the specifications of any given spectacle frame. 6.7 Identify (type and manufacturer) of any given progressive power lens 6.8 Restore the markings of any given progressive power lens.	
Additional Information about the unit		
Unit Aim(s)	In this unit the learner will be able to complete a full range of tasks in an optical workshop, and perform non-routine surfacing.	NOS Ref:

Unit 10

Title	Spectacle Lens Treatments	
Level	4	
Credit	10	
Learning Outcomes	Assessment Criteria	
<i>The learner will:</i>	<i>The learner can:</i>	
1. Know the reasons for coating a spectacle lens	1.1 List the coatings which might be found on a spectacle lens 1.2 Explain the reason(s) a lens might require a coating. 1.3 Analyse the uses of different lens coatings	
2. Understand reflectance and its consequences for the spectacle wearer.	2.1 Define reflectance 2.2 Describe the relationship between reflectance and refractive index 2.3 Use calculations to show how refractive index impacts reflectance.	
3. Understand the principles, action and manufacture of lens coatings.	3.1 Explain the principles of single anti-reflection coatings. 3.2 Explain the purpose of multi-layer anti-reflection coatings. 3.3 Detail the composition of each layer of a stacked coating 3.4 Detail the function of each layer of a stacked coating 3.5 Describe the lens coating process 3.6 Describe the manufacturing conditions required in the lens coating process.	
4. Understand the principles, action and manufacture of tinted lenses and filters.	4.1 Define luminous transmittance. 4.2 Describe the types of spectacle tints and filters, 4.3 Describe the classification of reflective or absorptive filters. 4.4 Explain the principles of tinted lenses and filters 4.5 Use calculations to demonstrate the effect of tinted lenses and filters 4.6 Outline the ISO standards for tinted lenses. 4.7 Describe the manufacture of tinted spectacle lenses and filters.	

Additional Information about the unit		
Unit Aim(s)	In this unit the learner will gain an understanding of the theory, advantages and practical application of spectacle coating and tinting and ISO Standards.	NOS Ref:

Unit 11

Title	The spectacle industry and standards	
Level	3	
Credit	5	
Learning Outcomes	Assessment Criteria	
<i>The learner will:</i>	<i>The learner can:</i>	
1. Understand the structure of the ophthalmic profession.	1.1 Outline the roles of clinical ophthalmic professionals. 1.2 Outline the qualification pathways for ophthalmic professionals 1.3 Outline the roles of personnel within ophthalmic manufacturing.	
2. Understand the types and structures of ophthalmic manufacturing organisations and the key elements and processes for success.	2.1 Classify the range of optical manufacturing organisations 2.2 Describe the key inputs of a manufacturing process 2.3 Describe the key outputs of a manufacturing process 2.4 Construct a generic flowchart of the progress of orders through a spectacle manufacturing process.	
3. Know the agencies, British and European Standards which influence and regulate the ophthalmic profession and industry	3.1 Describe the regulatory bodies within optics. 3.2 Describe the trade associations within optics. 3.3 Describe the professional associations within optics. 3.4 Describe the Standards to which optical manufacturing must adhere.	
4. Be able to demonstrate knowledge of British and European standards relating to spectacle prescriptions and manufacture.	4.1 Interpret a spectacle prescription written in British Standard notation. 4.2 Quote Standard numbers which govern key procedures and products in spectacle lens manufacturing 4.3 Explain the significance of the standards that govern the key procedures and products in spectacle lens manufacturing	
5. Understand the importance of protective eyewear.	5.1 Describe the ISO standards relating to protective eyewear 5.2 Explain the situations when protective eyewear is required	

	5.3 Describe the types of protective eyewear	
Additional Information about the unit		
Unit Aim(s)	To understand the UK optical industry, standards and profession, the organizations involved and how the processes work to produce high standards for the UK consumer	NOS Ref: