



Australian Government

HLTOPD005 Process and manage optical appliance orders

Release: 1

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Modification History

Release	Comments
Release 1	This version was released in <i>HLT Health Training Package release 2.0</i> and meets the requirements of the 2012 Standards for Training Packages. Significant changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency requirements. Significant change to knowledge evidence. Removed prerequisite.

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.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements define 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

ELEMENT**PERFORMANCE CRITERIA**

Elements define the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element

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

The Foundation Skills describe those required skills (language, literacy, numeracy and

employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>

Assessment Requirements for HLTOPD005 Process and manage optical appliance orders

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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 10 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 10 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 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 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

- 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

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