

Distance Learning Courses  
Nationally Accredited Qualifications



# **Level 2 and Level 3 Certificates in Optical Production Processes**

for those who manufacture Spectacles  
or Contact Lenses



THE WORSHIPFUL COMPANY OF  
SPECTACLE MAKERS

The Education and  
Examination Fund

# A Career Progression Path for optical technicians



## Recognising Expertise and Skills



At both Level 2 and Level 3, the Worshipful Company of Spectacle Makers' (WCSM) courses and qualifications in Optical Production Processes offer those working in the manufacture of spectacles or contact lenses the opportunity to develop their knowledge step by step, gain nationally recognised qualifications and enhance their careers.

These training programmes and qualifications enable operators and technicians to build on their existing skills and knowledge, and become an even greater asset to the production unit. They become more confident, more competent and more motivated, and give a higher quality of input to the process.

A skilled workforce aids staff retention and boosts customer satisfaction.

The Level 2 Certificate (L2OPP) has been designed to give operators and technicians the key technical and operational knowledge of the production process from order entry to despatch. For those manufacturing spectacles there are options for glazing or surfacing, and for those working in contact lens manufacture, options for lathe cut or moulded processes.

The Level 3 (L3OPP) helps those wanting to build on their existing abilities and expand their knowledge further. It is ideal for senior operators or technicians and supervisors, and is the next step for progression within the optical industry. It provides the underlying knowledge of supervisory skills, and teaches how to assure the quality and output of the process. As with the Level 2 qualification, there are options for spectacles and contact lenses.

Both these qualifications are different to the well known Level 4 Certificate for Optical Technicians. Being set at a lower level, they do not require the individual to master difficult mathematics. On the other hand, they do offer ideal stepping stones to the Level 4 qualification, which is recognised as the gold standard for spectacle manufacturing technicians.

## Courses to suit workplace demands

The WCSM training programmes are tutor-supported distance learning courses, and start in September and February each year. They are designed to fit easily into even the busiest job schedule and lifestyle.

After enrolment on either the Level 2 or Level 3 Course, a tutor is assigned and the course material and work sheets are sent out. A personal tutor will take students through each module at a pace and time to suit them. There are no fixed days for study but typically students find they need a few hours each week. The training complements the learning obtained in the production unit or workplace.

The course for the Level 2 Certificate in Optical Production Processes (L2OPP) requires no prior academic qualifications, just basic numeracy and literacy skills.

The Level 3 course (L3OPP) is a step up from the Level 2 and it is helpful if those taking it have passed the Level 2 Certificate, although it is not mandatory.

Anyone who feels they already possess the required skills can enter an examination without starting or completing the course.



## Level 2 Syllabus

### 1 Induction Unit

- Provides a foundation of knowledge of the industry
- How the optical industry operates from the optometrist/dispensing optician through manufacturing to the patient/consumer

### 2 Mandatory Units

- The preparation required to produce spectacles or contact lenses
- Despatching orders
- Meeting safety, health and environment requirements in the workplace
- Contributing to the efficiency and effectiveness of work
- Creating, maintaining and developing effective working relationships

### 3 Spectacle Manufacturing Units

The core unit plus two other units, of which one must be surfacing or glazing.

- Core optical knowledge and spectacle lens design
- Producing and finishing spectacle lenses (surfacing)
- Producing and finishing spectacles (glazing)



- Receiving, storing and monitoring stock
- Carrying out specialist lens treatments (eg vacuum coating)
- Providing an optical repair service
- Starting up and maintaining a machine-based production process

### 4 Contact Lens Manufacturing Units

The core unit plus two other units of which one must be lathe cut or moulded.

- Core optical knowledge and contact lens design
- Processing lathe-cut contact lenses
- Processing moulded contact lenses
- Receiving storing and monitoring stock
- Starting up and maintaining a machine-based production process

## Level 3 Syllabus

### 1 Mandatory Units

- Processing optical work instructions and providing a technical liaison service
- Complying with statutory regulations and organisational requirements in optical manufacturing
- Allocating and monitoring the progress and quality of work in optical manufacturing

### 2 Supervisory Units

Choose 2 units from

- Solving processing problems in optical manufacturing
- Managing your personal development in optical manufacturing
- Recruiting and selecting people for optical manufacturing
- Encouraging innovation in optical manufacturing

### 3 Spectacle Manufacturing Units

Choose 1 unit from

- Assuring the quality of uncut spectacle lenses
- Assuring the quality of spectacles

Plus 2 more units from

- Assuring the quality of uncut spectacle lenses
- Assuring the quality of spectacles
- Producing specialist spectacles
- Carrying out specialist spectacle lens treatments
- Setting up precision optical manufacturing machinery

### 4 Contact Lens Manufacturing Units

- Setting up precision optical manufacturing machinery
- Assuring the quality of contact lenses



## Examinations and qualifications

The Level 2 and 3 Certificates in Optical Production Processes are qualifications recognised by Ofqual in England and other UK regulatory bodies and so are highly valued by both employees and employers.

Examinations are normally held in June and December at venues across the UK and Ireland, or in the workplace.

The Level 2 examination consists of two 2-hour papers that cover firstly the mandatory units and secondly the optional units. Each can be taken as a written paper or by e-assessment, that is taking the paper on-line in the workplace. The questions, format and time allowed are identical whichever method is chosen.

The Level 3 examination consists of three written papers, paper one for the mandatory units, paper 2 for the spectacle or contact lens units and paper 3 for the supervisory units. All papers are taken on the same day. There is no e-assessment available.

## Taking the Level 2 examination on-line

The Level 2 Certificate in Optical Production Processes examination can now be taken on-line in the place where the candidate works. The advantages are:

- **the examination is taken on a familiar computer in the workplace**
- **there is no time lost or expense incurred travelling to an examination centre**
- **examination day nerves are reduced**

To conform to the standards of the regulatory bodies and WCSM procedures, the computer used for the examination must conform to minimum technical specifications and be secured with downloadable software. Naturally the candidate must have no access to books, notes, mobile phones or other study aids during the examination and an approved person must certify that the examination was taken unaided. An external auditor may visit, unannounced, to check that procedures are being followed.

Candidates will need to tackle a 3-question trial some time before taking the on-line examination to help them become familiar with the on-line format.

## Enrolment

To enrol for a course or examination, complete the application form on the back of this brochure and send it with a cheque to the WCSM. All course costs are covered by a one-off payment. The current fees are available by e-mailing or writing to the WCSM or by visiting the website: [www.spectaclemakers.com](http://www.spectaclemakers.com)

## Certification

Those who gain a qualification will be presented with the prestigious certificate in the historic Apothecaries' Hall in the City of London or, if preferred, receive it by post.

### What people say

*"The Level 2 OPP Qualification has been ideal for experienced employees in providing certificated recognition of their knowledge and those that are less experienced get a lot from the course."*

**Jim Beard, Hoya Lens UK**

*"As a specialist contact lens company our highly skilled production staff are an important asset and we welcomed the opportunity to invest in the further technician training provided by these excellent courses."*

**William Thomas,  
David Thomas Contact Lenses**

*"The course modules considerably broadened my knowledge of a wide*

*range of optical topics from administration to health and safety. It definitely complemented my existing contact lens knowledge and the training I receive from my Company."*

**Stephen Hanwell,  
Contact Lens Technician**

*"Staff who completed the Certificate in Optical Production Processes have widened their optical knowledge and become more motivated and focussed in their day to day roles. They have benefited from the experience, become a more integral part of the company and further developed their own careers."*

**John Conway,  
Seiko Optical and FMO**

# Enrolment Form

## Level 2 and Level 3 Certificates in Optical Production Processes

Please enrol me on (TICK AS APPROPRIATE)

- Level 2 Optical Production Processes Course**
- Level 2 Optical Production Processes Examination**
- Level 3 Optical Production Processes Course** (expected Jan 2010)
- Level 3 Optical Production Processes Examination**

### Personal Details

---

Forename	Surname	Title
Address		Postcode
Home Telephone	Work Telephone	
Date of Birth	Email	
How long have you worked in optical manufacturing?		
Your Signature	Date	

### Employer's Details

---

Employer's Contact Name	Position
Company	
Address	
Postcode	
Email	
Employer's Signature	Date

### Please invoice my company for my fee of £

I enclose my payment of £.....made payable to: **The WCSM Education and Examination Fund**

Please note there are no refunds for courses not completed.  
Please allow 14 days for delivery of your course starter pack

The Worshipful Company of Spectacle Makers' E&E Fund  
Apothecaries' Hall, Black Friars Lane, London, EC4V 6EL  
Telephone 020 7236 2932 / 8645 Fax 020 7329 3249  
Email administrator@spectaclemakers.com