



Association of British Dispensing Opticians



WCSM/ABDO GUIDANCE ON RECOGNITION OF PRIOR LEARNING (RPL)

1. How to apply for an exemption

All students have the opportunity to apply for an exemption. This does however have to be “backed up” by evidence (see section 3).

To apply for an exemption, the student must complete the attached form and explain in as much detail as possible, the reason they feel an exemption is appropriate. All evidence, if available, must accompany the form and be sent to:

ABDO Examinations and Registration
The Old Dairy
Godmersham Park
Godmersham
Canterbury
Kent CT4 7DT

The exemption form and evidence will be evaluated by the Principals Examiner for the relevant WCSM examination.

2. WCSM exemptions accepted

The following exemptions apply:

- **Level 3 Optical Support** – if the student has successfully completed **Unit 9 Supporting the Provision of Refractive Surgery** (Level 2) and **Unit 10 Spectacle Lens Production Methods** (Level 2) exemption will apply for **Unit 13** and **Unit 10** at **Level 3**.
- **Level 4 Diploma for Optical Assistants** – Exemptions may be granted if the student has successfully completed **Unit 1 The Legal Requirements in Optics** (Level 3) and **Unit 2 Managing People in Optics** (Level 3) or for **Unit 6 Mathematics for Optical Assistants** if it can be demonstrated the student has equivalent current knowledge or has achieved a certificate equivalent to grade C or above in GCSE mathematics within the last five years.
- **Level 4 Diploma for Optical Technicians** – If the student has successfully completed **Level 3 Mathematics for Optical Assistants** and **The Eye and the Principles of Optics**, exemption will apply for **Unit 1 and Unit 2 (Level 4)**

3. Evidence of Prior Learning

To qualify for exemptions we require evidence of prior learning. This can be in the following formats:

- Certificates/Diplomas
- Portfolio of work based assessment

This information must be sent to ABDO Examinations and Registration no later than four weeks prior to the examination date. Late submissions will not be expected and could invalidate the student's examination entry.

4. Confirmation of Exemptions

Once approval for exemptions has been granted by the Principal Examiner the student will be contacted, in writing and will be entered on to the relevant examination.

5. Exemption Refusal

Should an exemption be refused, a full letter of explanation will be sent out to the student. The letter will detail why the exemption has been refused and offer guidance and support on further learning and development options available.

6. Appeal Process

The student will have the opportunity to appeal the decision of refusal to an exemption and the following appeal process will be implemented:

- An appeal must set out the grounds for the appeal clearly and in detail. This must reach the ABDO Examinations and Registration offices two weeks prior to the examination date.
- An acknowledgement of receipt letter will be sent to the student immediately.
- The appeal will be forwarded to the Principal Examiner and a response will be produced in 7 days.
- If the appellant does not accept the findings, the appeal will then be referred to the Clerk at WCSM for a final decision in writing. The result will be sent to the appellant.
- If the appeal is upheld at any stage in this process, and in the opinion of the reviewers calls into question the integrity of this decision, the matter will be referred immediately to the WCSM Qualifications Committee for urgent consideration in consultation with the Clerk at WCSM and the Head of Examinations and Registration.



WCSM/ABDO



Recognition of Prior Learning Exemption Form

PERSONAL DETAILS

Mr Mrs Miss Ms

Surname:

Forenames:

Date of Birth (D/M/Y):

Unique Learning Number (ULN):

ABDO Number:

Home address:

Post Code:

Telephone Number: (incl. STD code)

Email:

EXAMINATION INFORMATION

I am applying for Examination

Examination date:

Venue:

EXEMPTION DETAILS

I wish to be exempt from:

Level 3 Level 4 Optical Technicians Level 4 Optical Assistants

I wish to be exempt from units:

I have attached evidence of my former training:

Evidence enclosed is:

(e.g. portfolio, certificate)

Please give a full explanation on why you feel the exemption should apply:

Signed: _____ Date: //

If necessary, please continue on a separate sheet