School of Life and Medical Sciences

Title of Programme: Initial Year Optometry
Programme Code: LMIYSOP

For Collaborative: External Validation at City and Islington College

Programme Specification

This programme specification is relevant to students entering:
21 September 2020

Associate Dean of School (Academic Quality Assurance):
Philomena Shaughnessy

Signature

A programme specification is a collection of key information about a programme of study (or course). It identifies the aims and learning outcomes of the programme, lists the modules that make up each stage (or year) of the programme, and the teaching, learning and assessment methods used by teaching staff. It also describes the structure of the programme, its progression requirements and any programme-specific regulations. This information is therefore useful to potential students to help them choose the right programme of study, to current students on the programme, and to staff teaching and administering the programme.

Summary of amendments to the programme

<table>
<thead>
<tr>
<th>Section</th>
<th>Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1 E</td>
<td>A Head of School who is based at the college’s Centre for Applied Science</td>
</tr>
</tbody>
</table>

If you have any queries regarding the changes please email AOO@herts.ac.uk
Programme Specification Initial Year Optometry

This programme specification (PS) is designed for prospective students, enrolled students, academic staff and potential employers. It provides a concise summary of the main features of the programme and the intended learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. More detailed information on the teaching, learning and assessment methods, learning outcomes and content for each module can be found in Definitive Module Documents (DMDs) and Module Guides.

Section 1

<table>
<thead>
<tr>
<th>Awarding Institution/Body</th>
<th>University of Hertfordshire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Institution</td>
<td>City and Islington College</td>
</tr>
<tr>
<td>University/partner campuses</td>
<td>Centre for Applied Sciences (Angel)</td>
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<td>Final Qualification</td>
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<td>All Final Award titles</td>
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A. Programme Rationale

The Initial Year in Optometry is an innovative programme that combines both academic study and work-based learning, giving students a thorough grounding specific to the professions of optometry and ophthalmic dispensing, and at the same time provides invaluable exposure to industry, thereby supporting student employability. The Initial Year in Optometry offers an alternative pathway to entry onto the MOptom Programme*, but also supports progression onto the BSc (Hons) Biosciences* and BSc (Hons) Mathematics* at the University of Hertfordshire for successful students. Students are taught the basic principles of Ophthalmic Lenses and Dispensing and will be prepared for study at Undergraduate Level. The programme comprises of two semesters. In Semester A students will develop their maths and academic skills and will be introduced to Anatomy and Physiology and Ophthalmic Lenses. In Semester B students will further explore Ophthalmic Lenses and Dispensing and this will include work-based learning, which is embedded in the module Professional Practice. This will serve to further develop students’ dispensing and communication skills. All teaching will take place at the Centre for Applied Sciences at City and Islington College, which is equipped with optics laboratories and a range of specialist equipment and resources.

*Entry onto each of these University of Hertfordshire programmes is subject to students fulfilling the progression requirements detailed in section D of the Programme Specification.

B. Educational Aims of the Programme

The programme has been devised in accordance with the University’s graduate attributes of programmes of study as set out in UPR TL03.

Additionally this programme aims to:
• To provide students with the knowledge and understanding required to study at Undergraduate Level
• To provide Education and Training to equip students with the basic skills and attributes required to work in Optometric Practice
• To provide a range of teaching and learning methods that will both challenge and stimulate students intellectually.
# C. Intended Learning Outcomes

The programme provides opportunities for students to develop and demonstrate knowledge and understanding, skills and other attributes in the following areas. The programme outcomes are referenced to the QAA benchmark statements for Optometry (2015) and the Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (2014) and relate to the typical student. Additionally, the SEEC Credit Level Descriptors for Further and Higher Education (2016) have been used as a guiding framework for curriculum design.

<table>
<thead>
<tr>
<th>Knowledge and Understanding</th>
<th>Teaching and learning methods</th>
<th>Assessment strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1 - The key concepts and skills fundamental to science and Ophthalmic Dispensing</td>
<td>Acquisition of knowledge and understanding is through a combination of lectures, seminars, small group teaching, guided online study and self-directed learning.</td>
<td>Knowledge and understanding are assessed through a combination of coursework (including essay, portfolio and online tests) and exams. Formative assessment will be embedded in various activities in seminars and workshops.</td>
</tr>
<tr>
<td>A2 - The specific knowledge and skills appropriate to entry at level 4 of the MOptom Programme</td>
<td>Throughout, the learner is encouraged to undertake independent study both to supplement and consolidate what is being taught/learnt and to broaden their individual knowledge and understanding of the subject.</td>
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<tr>
<td>A3 - Solve a range of numerical problems using a range of mathematical methods</td>
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<tr>
<td>A4 - Evaluate and report scientific information, showing independent thought in modules.</td>
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<td></td>
</tr>
<tr>
<td><strong>Intellectual skills</strong></td>
<td><strong>Teaching and learning methods</strong></td>
<td><strong>Assessment strategy</strong></td>
</tr>
<tr>
<td>B1 - Demonstrate the ability to make connections between theory and practice.</td>
<td>Intellectual skills are developed through the methods and strategies outlined on Section A above. Critical analysis and problem-solving skills are further developed through small group work and tutorial support. Throughout, the learner is encouraged to develop intellectual skills further by independent study</td>
<td></td>
</tr>
<tr>
<td>B2 - Demonstrate problem solving skills in dealing with complex information.</td>
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</tr>
<tr>
<td>B3 - Apply established analysis and enquiry techniques to Ophthalmic Dispensing practice</td>
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</tr>
<tr>
<td><strong>Practical skills</strong></td>
<td><strong>Teaching and learning methods</strong></td>
<td><strong>Assessment strategy</strong></td>
</tr>
<tr>
<td>C1 - Demonstrate effective communication skills through the application of a range of skills using</td>
<td>Practical skills are developed during the Ophthalmic Dispensing and Ophthalmic Lenses practical classes.</td>
<td>Practical skills are assessed through practical examinations in the</td>
</tr>
</tbody>
</table>
English as the primary language of communication

C2- Demonstrate a high level of skills and aptitude in the use of electronic state-of-the-art technical equipment

C3- Demonstrate skills in the prescription and dispensing of optical appliances

Transferable skills

<table>
<thead>
<tr>
<th>Transferable skills</th>
<th>Teaching and learning methods</th>
<th>Assessment strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>D1 - Demonstrate a high level of interpersonal and communication skills</td>
<td>Transferable skills are developed through the methods and strategies outlined in A, B and C above.</td>
<td>Transferable skills are assessed through the methods and strategies outlined in A, B and C above. Reflection will be assessed in the portfolio component of the Professional Practice module.</td>
</tr>
<tr>
<td>D2 - Operate as an effective leader or team member as part of an inter-professional, multi-agency team that can clarify roles and responsibilities and handle conflicting agendas and opinions.</td>
<td>Throughout, the learner is encouraged to develop transferable skills by maintaining a record of evidence and completing a personal development plan.</td>
<td></td>
</tr>
<tr>
<td>D3 - Reflect upon, identify and solve intellectual and professional problems using the full range of professional resources available.</td>
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<td></td>
</tr>
</tbody>
</table>
D. Programme Structures, Features, Levels, Modules, and Credits

The programme is offered in full time (1 year) mode.

The programme does not lead to a formal award, but successful completion permits progression to Year 1 of the MOptom run at the University of Hertfordshire, subject to meeting the specified progression criteria (please see below for details).

Intake is normally in Semester A (September).

Professional and Statutory Regulatory Bodies
Not applicable.

Programme Structure
The programme structure and progression information below (Table 1) is provided for the completion of the Initial Year (Year 0) Optometry. The Programme Learning Outcomes detailed above are developed and assessed through the constituent modules. Table 2 identifies where each learning outcome is assessed.

Table 1 Outline Programme Structure

<table>
<thead>
<tr>
<th>Mode of study</th>
<th>Full Time</th>
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<tr>
<td>Entry point</td>
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<tr>
<td>Level</td>
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<table>
<thead>
<tr>
<th>Compulsory Modules</th>
<th>Module Title</th>
<th>Module Code</th>
<th>Credit Points</th>
<th>Language of Delivery</th>
<th>% Examination</th>
<th>% Coursework</th>
<th>% Practical</th>
<th>Semesters</th>
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</thead>
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<tr>
<td></td>
<td>Academic Skills</td>
<td>0FHH0072</td>
<td>15</td>
<td>English</td>
<td>0</td>
<td>100</td>
<td>0</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>Anatomy &amp; Physiology</td>
<td>0FHH0070</td>
<td>15</td>
<td>English</td>
<td>100</td>
<td>0</td>
<td>0</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>Mathematics for Optics</td>
<td>0FHH0069</td>
<td>15</td>
<td>English</td>
<td>100</td>
<td>0</td>
<td>0</td>
<td>A</td>
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<tr>
<td></td>
<td>Ophthalmic Lenses</td>
<td>0FHH0068</td>
<td>30</td>
<td>English</td>
<td>80</td>
<td>0</td>
<td>20</td>
<td>A/B</td>
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<tr>
<td></td>
<td>Geometrical Optics</td>
<td>0FHH0071</td>
<td>15</td>
<td>English</td>
<td>100</td>
<td>0</td>
<td>0</td>
<td>B</td>
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<tr>
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<td>Ophthalmic Dispensing</td>
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<td>English</td>
<td>0</td>
<td>100</td>
<td>0</td>
<td>B</td>
</tr>
</tbody>
</table>

Progression Requirements

Progression onto Level 4 of the MOptom at University of Hertfordshire normally requires students to:
- achieve an average grade of 75% across the year, with no less than 40% achieved in each constituent module
- successfully complete an interview by the University of Hertfordshire and City and Islington College
- satisfactory Occupational Health clearance and Enhanced Disclosure and Barring Service (DBS) checks

Progression onto Level 4 of the BSc (Hons) Biosciences at University of Hertfordshire normally requires students to:
- achieve an average grade of 50% across the year

Progression onto Level 4 of the BSc (Hons) Mathematics normally requires the following:
- A-level Mathematics at (old) grade C or higher
- Two additional A-levels at combined (old) grades CD or higher
• A pass at 70% or more in the CIC “Mathematics for Optics” module
• A pass at 70% or more in the CIC “Geometric Optics” module
• A pass at 50% or more in each of the remaining Initial Year in Optometry modules

Proposed equivalences to A-level mathematics will be considered only on a case-by-case basis, and may not always be accepted for progression purposes.

Programme-specific assessment regulations

The programme complies with the University’s academic regulations (in particular, UPR AS11, UPR AS12/UPR AS13 (delete as applicable) and UPR AS14) with the exception of those listed below, which have been approved by the University:

• Normally 100% attendance is required for practical lab sessions and placements, where normally 80% minimum attendance is required for all lectures and seminars.
• Failure to meet the specified attendance requirements for labs, placements and seminars/lectures detailed within the DMDs can result in failure of that module and may lead to students being withdrawn completely from the programme.

E. Management of Programme & Support for student learning.

Management
The programme is managed and administered through:
• A Head of School who is based at the college’s Centre for Applied Science
• A Programme Manager to help students understand the course structure.
• A Personal Tutor to provide pastoral and academic support.
• A University of Hertfordshire Collaborative Partnership Leader to liaise between the College and University
• Module Co-ordinators to help students understand the aims, outcomes and organization of the modules
• Student representatives on programme management teams
• University of Hertfordshire Collaborative Partnerships Unit
• Associate Dean Academic Quality Assurance for the School of Life and Medical Sciences
• Head of Department School of Life and Medical Sciences
• Dean of School Life and Medical Sciences

Support
Students are supported by:
• An induction at the beginning of each new academic session
• Personal Tutors to provide pastoral and academic support
• Canvas, Talis (UH), a versatile on-line inter-active intranet and learning environment
• Guided student-centred learning on the College’s VLE (Moodle)
• Access to extensive digital and print collections of information resources
• Attractive modern study environments and a Learning Resources Centre
• College Disability Co-ordinators
• College Careers Service
• College Student Services

F. Other sources of information

In addition to this Programme Specification, the University and City and Islington College publish guidance to registered students on the programme and its constituent modules:
• A Programme (or Student) Handbook;
• A Definitive Module Document (DMD) for each constituent module;
• A Module Guide for each constituent module.

The Ask Herts website provides information on a wide range of resources and services available at the University of Hertfordshire including academic support, accommodation, fees, funding, visas, wellbeing services and student societies.

As a condition of registration, all students of the University of Hertfordshire are required to comply with the University’s rules, regulations and procedures. These are published in a series of documents called ‘University Policies and Regulations’ (UPRs). The University requires that all students consult these documents which are available on-line, on the UPR web site, at: http://www.herts.ac.uk/secreg/upr/. In particular, UPR SA07 ‘Regulations and Advice for Students’ Particular Attention - Index’ provides information on the UPRs that contain the academic regulations of particular relevance for undergraduate and taught postgraduate students.

In accordance with section 4(5) of the Higher Education and Research Act 2017 (HERA), the UK Office for Students (OfS) has registered the University of Hertfordshire in the register of English higher education providers. The Register can be viewed at: https://www.officeforstudents.org.uk/advice-and-guidance/the-register/the-ofs-register/. Furthermore, the OfS has judged that the University of Hertfordshire delivers consistently outstanding teaching, learning and outcomes for its students. It is of the highest quality found in the UK. Consequently, the University received a Gold award in the 2018 Teaching Excellence and Student Outcomes (TEF) exercise. This award was made in June 2018 and is valid for up to 3 years. The TEF panel’s report and conclusions can be accessed at: https://www.officeforstudents.org.uk/advice-and-guidance/teaching/tef-outcomes/#/provider/10007147

The UK Quality Assurance Agency for Higher Education (QAA) has also confirmed the quality and standards of provision at City and Islington College. The team of QAA reviewers visited City and Islington College in 2012/13 and judged that its academic standards, the quality and enhancement of its students’ learning experience, and the quality of information about this learning experience all meet UK expectations http://www.qaa.ac.uk/reviews-and-reports/provider?UKPRN=10007455#.W0GbpK5j-Uk

G. Entry requirements

The normal entry requirements for the programme are:

• A minimum of 5 GCSE’s including English Language, Mathematics, and a Science all at grade 5 or above or an equivalent qualification.

• 88 UCAS Tariff points, including A-Levels in 2 science subjects, which equates to CCD at A-Level. A minimum grade C must be obtained in either Biology or Mathematics A-Level.

• A 2 hour small group interview to include individual questions and a group exercise. Applicants will be asked a mixture of questions, a proportion of which will be competency based. Criteria for selection include demonstrative competence in
  o communication skills; and
  o critical thinking ability.

• An International English Language Testing system minimum score of 6.5 with a minimum of 6.5 in each category for all international students.

• Satisfactory Occupational Health clearance and Enhanced Disclosure and Barring Service (DBS) checks

The programme is subject to the University’s Principles, Policies and Regulations for the Admission of Students to Undergraduate and Taught Postgraduate Programmes (in UPR SA03), along with associated
procedures. These will take account of University policy and guidelines for assessing accredited prior
certificated learning (APCL) and accredited prior experiential learning (APEL).

If you would like this information in an alternative format please contact: icadmin@herts.ac.uk

If you wish to receive a copy of the latest Programme Annual Monitoring and Evaluation Report (AMER) and/or the External Examiner’s Report for the programme, please email a request to aqo@herts.ac.uk
Initial Year Optometry

Table 2: Development of Intended Programme Learning Outcomes in the Constituent Modules

This map identifies where the programme learning outcomes are assessed in the constituent modules. It provides (i) an aid to academic staff in understanding how individual modules contribute to the programme aims (ii) a checklist for quality control purposes and (iii) a means to help students monitor their own learning, personal and professional development as the programme progresses.

<table>
<thead>
<tr>
<th>Module Title</th>
<th>Module Code</th>
<th>A1</th>
<th>A2</th>
<th>A3</th>
<th>A4</th>
<th>B1</th>
<th>B2</th>
<th>B3</th>
<th>C1</th>
<th>C2</th>
<th>C3</th>
<th>D1</th>
<th>D2</th>
<th>D3</th>
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**KEY TO PROGRAMME LEARNING OUTCOMES**

**Knowledge and Understanding**
A1. The key concepts and skills fundamental to science and Optometry
A2. The specific knowledge and skills appropriate to entry the MOptom Programme
A3. Solve a range of numerical problems using a range of mathematical methods
A4. Evaluate and report technical information, showing independent thought in modules.

**Intellectual Skills**
B1. Demonstrate the ability to make connections between theory and practice.

**Practical Skills**
C1. Demonstrate effective communication skills through the application of a range of skills using English as the primary language of communication
C2. Demonstrate a high level of skills and aptitude in the use of electronic state-of-the-art technical equipment
C3. Demonstrate advanced skills in the prescription and dispensing of optical appliances

**Transferable Skills**
D1. Demonstrate a high level of interpersonal and communication skills
B2. Demonstrate problem solving skills in dealing with complex information

B3. Apply established analysis and enquiry techniques to Ophthalmic Dispensing practice

D2. Operate as an effective leader or team member as part of an inter-professional, multi-agency team that can clarify roles and responsibilities and handle conflicting agendas and opinions.

D3. Reflect upon, identify and solve intellectual and professional problems using the full range of professional resources available
Section 2

Programme management

Relevant QAA subject benchmarking statements
Optometry (2015)

Type of programme
Undergraduate

Date of validation/last periodic review
November 2017

Date of production/last revision of PS
June 2020

Relevant to level/cohort
September 2020

Administrative School
School of Life and Medical Sciences

Table 3 Course structure

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course description</th>
<th>HECOS</th>
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<tr>
<td>LMICIYSOP</td>
<td>Initial Year Optometry</td>
<td>100036</td>
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