Level 3 Qualifications in Diabetic Retinopathy Screening (7360)

Frequently asked questions
500/6895/7, 500/6892/1, 500/6891/X,
500/6897/0, 500/6896/9
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City & Guilds
1 Giltspur Street
London EC1A 9DD
T +44 (0)20 7294 2800    www.cityandguilds.com
F +44 (0)20 7294 2400    learnersupport@cityandguilds.com
Level 3 Qualifications in Diabetic Retinopathy Screening (7360)

Frequently asked questions
1 Section 1
1.1 Information for learners

Q1. Who is this qualification for?
The Level 3 Qualifications in Diabetic Retinopathy Screening are designed to meet the learning needs of all personnel involved in the identification of sight threatening diabetic retinopathy in a National Screening Programme. They are designed to encourage a multi-disciplinary and interprofessional focus for learners from a diverse range of backgrounds.

Q2. Are there any entry requirements?
Learners should not be entered for a qualification of the same type, content and level as that of a qualification they already hold. The UK four Nations specifications, although varying in detail, require that all staff involved in the respective National Screening Programmes are properly trained and accredited. As part of the assessment for this qualification, learners must have access to a work setting/placement. Consequently learners will normally be engaged to work in retinopathy screening and will be referred by the organisation contracted by the NHS to provide screening. This will presuppose the necessary literacy, numeracy and care skills required to undergo the training.

Q3. How many units are there?

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit title</th>
<th>Owner</th>
<th>QCA ref.</th>
<th>Level</th>
<th>Credit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>301</td>
<td>National Diabetic Retinopathy Screening Programmes, Principles, Processes and Protocols</td>
<td>City &amp; Guilds</td>
<td>R/600/2560</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>302</td>
<td>Diabetes and its relevance to retinopathy screening</td>
<td>City &amp; Guilds</td>
<td>J/600/2667</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>303</td>
<td>Anatomy, physiology and pathology of the eye and its clinical relevance</td>
<td>City &amp; Guilds</td>
<td>T/600/2700</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>304</td>
<td>Preparing the patient for retinopathy screening</td>
<td>City &amp; Guilds</td>
<td>L/600/2704</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>305</td>
<td>Measuring visual acuity and performing pharmacological dilatation</td>
<td>City &amp; Guilds</td>
<td>R/600/2705</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>306</td>
<td>Imaging the eye</td>
<td>City &amp; Guilds</td>
<td>F/600/2747</td>
<td>2</td>
<td>7</td>
</tr>
</tbody>
</table>
Q4. How many units do I need to do in order to complete the qualification?

The Level 3 Qualifications in Diabetic Retinopathy Screening have a different qualification structure to the previous Certificate in Diabetic Retinopathy Screening but retain the same units. Learners can now achieve a Diploma or a Certificate on the Framework and there is an opportunity for greater flexibility and a higher level of achievement. The table below shows the qualifications available, their credit value and the mandatory units required for achievement. Unlike the previous Certificate qualification, there is no provision for taking optional units which contribute to a new Certificate or Diploma qualification. Candidates may however still choose to take other stand-alone units in addition to the mandatory units required for a particular Certificate or Diploma.

<table>
<thead>
<tr>
<th>Title of Qualification</th>
<th>Mandatory Units</th>
<th>Credit value</th>
<th>Component module</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3 Certificate in Diabetic Retinopathy Screening (Imaging)</td>
<td>301, 302, 303, 304, 305, 306</td>
<td>35</td>
<td>901</td>
</tr>
<tr>
<td>Level 3 Certificate in Diabetic Retinopathy Screening (Grading)</td>
<td>301, 302, 303, 307, 308</td>
<td>33</td>
<td>902</td>
</tr>
<tr>
<td>Level 3 Certificate in Diabetic Retinopathy Screening (Administration)</td>
<td>301, 302, 309</td>
<td>21</td>
<td>903</td>
</tr>
<tr>
<td>Level 3 Diploma in Diabetic Retinopathy Screening</td>
<td>301, 302, 303, 304, 305, 306, 307</td>
<td>44</td>
<td>904</td>
</tr>
<tr>
<td>Level 3 Diploma in Diabetic Retinopathy Screening</td>
<td>301, 302, 303, 304, 305, 306, 307, 308</td>
<td>48</td>
<td>905</td>
</tr>
</tbody>
</table>

Q5. Can I claim credit or exemption for any units, based on my previous professional practice or qualifications?

Optometrists currently registered with the General Optical Council may claim exemption under APEL for unit 303 (Anatomy, physiology and pathology of the eye and its clinical relevance), unit 304 (Preparing the patient for retinopathy screening) and unit 305 (Measuring visual acuity and performing pharmacological dilatation). No other credits or exemptions are currently available.
Q6. Are there any tests or exams associated with this qualification?
Assessment for this qualification is by assignment only. Assessment will include practical demonstration of skills, case studies, invigilated feature identification and grading tests, diagram labelling, written short answer tests and scenario-based questions.

The invigilated tests in units 303, 307 and 308 are set as online tests. These are accessed through www.drsdiploma.org. Learners are able to complete practice questions and also sit the online tests via this website. When learners are ready to complete the online test they must contact the City & Guilds centre through which they are registered.

Q7. Where can I find more information on this and other related qualifications?
Further information on this and other City & Guilds qualifications can be found on our website www.cityandguilds.com.
Section 2

2.1 Information for centres

Q1. How do I claim for the correct Certificate or Diploma out of the five available for each learner?

Registration has been set up in a way which allows learners to access all the qualifications available within this suite by registering only once. In order to claim the relevant full certificates, centres should additionally enter the ‘Component module’ codes (i.e. 901 – 905) on Form ‘S’ or via Walled Garden as shown below.

<table>
<thead>
<tr>
<th>Title of Qualification</th>
<th>Component module</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3 Certificate in Diabetic Retinopathy Screening (Imaging)</td>
<td>901</td>
</tr>
<tr>
<td>Level 3 Certificate in Diabetic Retinopathy Screening (Grading)</td>
<td>902</td>
</tr>
<tr>
<td>Level 3 Certificate in Diabetic Retinopathy Screening (Administration)</td>
<td>903</td>
</tr>
<tr>
<td>Level 3 Diploma in Diabetic Retinopathy Screening</td>
<td>904</td>
</tr>
<tr>
<td>Level 3 Diploma in Diabetic Retinopathy Screening</td>
<td>905</td>
</tr>
</tbody>
</table>

Q2. I need to submit a funding request. What are the QCA reference numbers?

<table>
<thead>
<tr>
<th>Qualification name and level</th>
<th>QCA reference number</th>
<th>Last registration</th>
<th>Last certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3 Certificate in Diabetic Retinopathy Screening (Imaging)</td>
<td>500/6895/7</td>
<td>31/12/2010</td>
<td>31/12/2013</td>
</tr>
<tr>
<td>Level 3 Certificate in Diabetic Retinopathy Screening (Grading)</td>
<td>500/6892/1</td>
<td>31/12/2010</td>
<td>31/12/2013</td>
</tr>
<tr>
<td>Level 3 Certificate in Diabetic Retinopathy Screening (Administration)</td>
<td>500/6891/X</td>
<td>31/12/2010</td>
<td>31/12/2013</td>
</tr>
</tbody>
</table>
Q3. What documentation is available with this qualification?
City & Guilds provides the following publications and resources specifically for these qualifications:

<table>
<thead>
<tr>
<th>Description</th>
<th>How to access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information leaflet</td>
<td><a href="http://www.cityandguilds.com">www.cityandguilds.com</a></td>
</tr>
<tr>
<td>Fast track approval forms</td>
<td><a href="http://www.cityandguilds.com">www.cityandguilds.com</a></td>
</tr>
<tr>
<td>Assignment Guide</td>
<td><a href="http://www.cityandguilds.com">www.cityandguilds.com</a></td>
</tr>
<tr>
<td>Qualification handbook</td>
<td><a href="http://www.cityandguilds.com">www.cityandguilds.com</a></td>
</tr>
</tbody>
</table>

Q4. Are there any guided learning hours for this qualification?
Guided learning hours for each unit can be found in the qualification handbook. Below is a table showing them at a glance.

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>GLH</th>
</tr>
</thead>
<tbody>
<tr>
<td>301</td>
<td>30</td>
</tr>
<tr>
<td>302</td>
<td>30</td>
</tr>
<tr>
<td>303</td>
<td>60</td>
</tr>
<tr>
<td>304</td>
<td>20</td>
</tr>
<tr>
<td>305</td>
<td>30</td>
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<tr>
<td>306</td>
<td>60</td>
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<td>307</td>
<td>60</td>
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<tr>
<td>308</td>
<td>20</td>
</tr>
<tr>
<td>309</td>
<td>60</td>
</tr>
</tbody>
</table>
3 Section 3
3.1 Additional clarification and guidance on standards, assessment and process issues

Q1. How should Task C of unit 6 be planned for if learners work in contexts where there are likely to be few opportunities to screen non-Caucasian patients?

The learner is allowed to build up the portfolio over time, therefore allowing them to increase their chances of screening non-Caucasian patients.
In addition, the learner could be availed of an opportunity by their screening programme to gain experience in another programme setting which could potentially give them access to a non-Caucasian population.

Q2. Is there anything specific about these qualifications that I should be aware of?

Learners should be aware that the Qualifications in Diabetic Retinopathy Screening are UK wide awards. There are small differences in the implementation of screening in each devolved Nation (England, Scotland, Wales and Northern Ireland) and learners should be aware of this when answering the questions in units 301, 304, 305, 306, 307, 308 and 309. Where answers are applicable to all Nations the term “national” will be used. Where answers are specific to individual Nations the terms “your National” or “their National” will be used.

Q3. I have already registered for the Certificate in Diabetic Retinopathy Screening (7359). Do I need to transfer to the new qualification?

You do not need to transfer if you are already completing units that meet the requirements for the existing Certificate in Diabetic Retinopathy Screening, but you must complete the required units and claim for Certification a few weeks before the 31 August 2010 deadline.

If you wish to acquire either of the Diplomas or any of the Certificates within the new Level 3 Qualifications in Diabetic Retinopathy Screening, then you must register on the Qualifications in Diabetic Retinopathy Screening (7360) at an additional cost. Some units carried over from the previous (7359) qualification will be subject to the requirements of the (7360) qualification i.e. completing additional work to satisfy the unit outcomes.
## Useful contacts

<table>
<thead>
<tr>
<th>Type</th>
<th>Contact</th>
<th>Query</th>
</tr>
</thead>
</table>
| UK learners                 | T: +44 (0)20 7294 2800  
E: learnersupport@cityandguilds.com | • General qualification information                                   |
| International learners      | T: +44 (0)20 7294 2885  
F: +44 (0)20 7294 2413  
E: intcg@cityandguilds.com | • General qualification information                                   |
| Centres                     | T: +44 (0)20 7294 2787  
F: +44 (0)20 7294 2413  
E: centresupport@cityandguilds.com | • Exam entries  
• Registrations/enrolment  
• Certificates  
• Invoices  
• Missing or late exam materials  
• Nominal roll reports  
• Results |
| Single subject qualifications | T: +44 (0)20 7294 8080  
F: +44 (0)20 7294 2413  
F: +44 (0)20 7294 2404 (BB forms)  
E: singlesubjects@cityandguilds.com | • Exam entries  
• Results  
• Certification  
• Missing or late exam materials  
• Incorrect exam papers  
• Forms request (BB, results entry)  
• Exam date and time change |
| International awards        | T: +44 (0)20 7294 2885  
F: +44 (0)20 7294 2413  
E: intops@cityandguilds.com | • Results  
• Entries  
• Enrolments  
• Invoices  
• Missing or late exam materials  
• Nominal roll reports |
| Walled Garden               | T: +44 (0)20 7294 2840  
F: +44 (0)20 7294 2405  
E: walledgarden@cityandguilds.com | • Re-issue of password or username  
• Technical problems  
• Entries  
• Results  
• GOLA  
• Navigation  
• User/menu option problems |
| Employer                    | T: +44 (0)121 503 8993  
E: business_unit@cityandguilds.com | • Employer solutions  
• Mapping  
• Accreditation  
• Development Skills  
• Consultancy |
| Publications                | T: +44 (0)20 7294 2850  
F: +44 (0)20 7294 3387 | • Logbooks  
• Centre documents  
• Forms  
• Free literature |

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