

Section 1

Surname

Please insert your current surname. It is also important that you tell us of any previous surname, particularly if your certificates are issued under another name.

ABDO Membership number

It is a requirement that you are a current ABDO member.

GOC Registration number

It is a requirement that you are registered with the GOC.

Email Address

This will be our main method of contacting you to confirm receipt of your application.

Evidence of qualifications

In order for your application to be processed, please ensure that you enclose evidence of your qualifications. Only **copies** of your highest qualification certificate should be sent - **do not send originals**.

Exemption

Exemptions may be available for those who have passed the required CL or LV Practice Paper (Evidence required of previous pass). See Section 2 (RPL) choose YES option.

Employment History

Please list all jobs within the optical industry within the last 5 years.

Fee Status

We need information from you to determine your fee status. If this section of the form is not complete the University will presume that for fee purposes, you are an overseas fee payer.

Funding

Student Finance is not available for the BSc (Hons) Vision Science programme. Some banks may provide a Professional Development loan.

Module Selection

You need to choose 3 optional units (detail of aims & assessments in application pack) at the point of application. If after studying the first 2 mandatory units you change your mind, then you can amend your choices by advising ABDO College Operational Services Team.

Academic Prose

You are required to produce an academic piece of writing relating to a recent dispense (spectacles or Contact Lens). 500 words (+/- 10%). Your essay should follow the standard academic conventions taking note of presentation and layout, academic style and language. For further information, see the additional information on page 3.

Reference

Your referee should be able to give his/her opinion as to your fitness for the above programme, including academic and professional suitability where possible. This should be someone who knows you in a professional capacity i.e. Line Manager or Team Leader.

Course fees

Fees are currently £805 per module. Payment for the mandatory modules (Academic Skills Development and Understanding Evidence Based Practice) is to be made at the time of application.

Course material will only be available through Blackboard once payment has been received. It is the student's responsibility to arrange the payment of course fees.

All fees are subject to change. In the event that you are not accepted onto the course, a full refund will be issued.

Application deadline

The application form with all necessary enclosures should be received by ABDO College no later than **28th July 2018**. Failure to meet this deadline will result in a delay in the processing of your application. **Successful applicants will be notified by 21st August 2018.**

Resignation/withdrawal from course studies

Once your place on the course is confirmed by ABDO College you will be liable to pay the fees, even if you subsequently withdraw from the course.

After confirmation but before official start date	Full Refund less £30 administration fee
Up to 2 weeks from the official start date	Full Refund less £30 administration fee
2 to 4 weeks from the official start date	75% of course fee less £30 administration fee
4 to 8 weeks from the official start date	50% of course fee less £30 administration fee
8 weeks after the official start date	No refund

Return address

Please send your completed application pack to:

The Courses Team, ABDO College, Godmersham Park, Godmersham, Canterbury, Kent CT4 7DT

Layout and Presentation

Use a **clear plain font** such as Arial or Calibri

- Line spacing should be **no less than 1.5 spaces, double spacing is ideal**
- **Do not indent** paragraphs
- **No headings, lists, bullet points, pictures, tables** should be included in the body of the text.

Academic Style

- It is expected of degree level work for it to be objective and impersonal

Be impersonal

- Avoid all personal pronouns
 - ◇ 'I', 'We', 'Our', 'You', 'he/she, his/her' etc.
 - ◇ Ensure that there are no references to self, even in impersonal language
 - ◇ The dispenser/the researcher/the author

Be inclusive

- Avoiding using 'his/her' has already been advised, pluralise to improve readability "their"

Use formal English

- In conversational English; slang and colloquialisms are commonplace. These should be avoided in academic writing.
- If in doubt, read the text aloud. If it sounds 'chatty' then the language can be improved

Avoid Contractions

- Contractions are when two words are shortened via use of an apostrophe
 - ◇ Don't Do not
- If terms are commonly abbreviated, write them out in full at first use followed by the abbreviation in brackets
 - ◇ The General Optical Council (GOC) state....
- You are then free to use the abbreviation

Be clear and concise

- Academic submissions have a very strict and limited word allowance. Avoid unnecessary words

Write First Draft

- Have someone read though the first draft and see if it makes sense to them
- Do not be afraid to move sections and to add/remove things
- Then write the 'final draft'

The Final Draft

- Have someone read though the 'final draft' first of all looking for spelling errors and any places that you may have slipped into 1st person; correct them.
- Then have it read though one more time to ensure that it flows well and is understandable

Proof reading

- Proof reading will highlight mistakes in your work that spell check may miss
- Do not rely entirely on auto correcting/spell checking software to find errors in your work