Completion Guidance

Final Year Providers: Dispensing Optics (teaching out)

Annual Monitoring Return Form (AMR-FRM)

Introduction

This document includes guidance and tips to help you to complete the *Annual Monitoring Return Form* (AMR-FRM).

The General Optical Council (GOC) is required to "keep informed of the nature of the instruction given by any approved training establishment to persons training as optometrists or dispensing opticians and of the assessments on the results of which approved qualifications are granted", under s.13(1) Opticians Act 1989.

As part of our quality assurance and enhancement method (QAEM) of education establishments and qualifications (referred to as 'providers' or 'awarding organisations' (AOs)) all providers and AOs are required to demonstrate how they satisfy our requirements, currently listed in our education handbooks and/or the education and training requirements (ETR).

Please note that your AMR submission, including information that is or is not submitted, or non-compliance with the AMR process may result in the GOC undertaking additional quality assurance activities in relation to your qualification. This may include (but is not limited to):

- requesting additional information
- conducting a desktop review of the qualification, and / or
- a visit to the qualification by the GOC.

How to use the guidance

Please note that some forms contain 'missing' question numbers because some questions are not applicable to your qualification, and you are therefore not required to provide a response.

The GOC discloses information contained in AMR submission forms for use in the annual *UK Optical Education GOC Approved Qualifications Report* on a provider-by-provider basis restricted to year 1 cohort data. Other data in the report include totals for qualification providers and awarding organisations.

If you have any queries that are not answered in this document or if you require any further assistance, please contact the **Education Department** team via **education@optical.org**.

Section one – Submission details This section requests key information in relation to your qualification and the individuals responsible for the completion of the form.	
Form completion	
1.1	The name, including professional title of the person(s) with primary responsibility for compiling the information required and completing the form. This will usually be the programme leader.
1.2	The job title of the person(s) with primary responsibility for compiling the information and completing the form.
1.3	The email address of the person(s) with primary responsibility for compiling the information and completing the form.
1.4	The date that the form was completed.
Individual responsible for the qualification	
1.5	The professional title and name of the member of staff responsible for the qualification.
1.6	The job title of the member of staff responsible for the qualification.
1.7	The email address of the member of staff responsible for the qualification.
1.8	The date that the member of staff responsible for the qualification signed off the AMR-FRM.
Section two – risk and strategy	
Risks to achieving a successful closure	
2.19	Please provide details of what risks (if any) there are to achieving a successful closure to this programme and the mitigation plans in place to control these risks. **Please note:** If you have already completed and submitted a copy of the qualification discontinuation form to the Education Operations team, you do not need to complete this section. Please kindly confirm if you have submitted a discontinuation form (and the reference code if known) rather than leaving this box blank.
Section three – Qualification delivery	
Cohort	
3.10	Please provide details of the number of students in each cohort of the qualification for the 2024/25 and 2025/26 academic years. In recognition of the fact that student numbers may fluctuate in the early part of the academic year, qualifications may wish to provide this data as of 01 December 2024 rather than at the commencement of the 2025/26 academic year.
3.11	Where your qualification has multiple intakes within the reporting period, please provide further data here.
Section four – Attainment	
Student attainment	
4.1	Please provide the percentage of students that obtained each classification at the conclusion of their studies.

	Data submitted in this section should relate to students finishing their studies in the reporting period, e.g. students who graduated in June 2024. Where your qualification does not award degree classifications, please provide pass and fail percentages. Please check that data submitted in this section sums to 100%.
4.2	Where your qualification has multiple cohorts within the reporting period, please provide further data here.