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Alternative format

If you require this Academic Progress Policy (Apprentices) document in an alternative format, please contact the Apprentice Enrolment and Support Team (AEST).

Welsh-speaking Apprentices may speak with a student adviser in Welsh on (029) 2047 1170, should they wish to do so.

Summary of policy

This policy defines:

- What constitutes sufficient academic progress for Apprentices to be able to continue studying for their apprenticeship qualification
- How academic progress is monitored
- How and when study restrictions are applied to Apprentices
- How to apply for permission to undertake further study if a study restriction has been applied, and who to obtain permission from.

Scope

What this policy covers

This policy applies to Apprentices studying undergraduate modules at Open University Level 1, 2 or 3 ('undergraduate study') towards an apprenticeship qualification. There is a separate Academic Progress policy for other Students and Learners.

This policy may be updated throughout the year to correct errors, improve clarity or accessibility, or to reflect changes in legal or regulatory requirements. If these amendments occur after you have registered, you will be notified by email of any significant changes to this policy.

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What this policy does not cover

The rules on monitoring academic progress within this document do not apply to Apprentices studying postgraduate modules, or Students or Learners studying other modules, microcredentials, vocational qualifications or standalone courses.

If you were studying on an apprenticeship programme, but are returning to study on a non-apprenticeship route, the [Academic Progress Policy 2024/25 \(Taught Courses\)](#) will now apply to you.

The Open University Student Charter Values

[The Student Charter](#) was developed in partnership by The Open University and the Open University Students Association (OUSA). It sets out our shared values and the commitments we make to each other as a community of students and staff.

This policy has been developed with the Student Charter values as its foundation.

Introduction

When you register for a qualification as part of an Apprenticeship Programme, The Open University will enrol you onto the modules required to complete that qualification. We will continue to enrol you onto each module as required, as long as you are making sufficient academic progress in your studies.

This policy explains the rules for determining whether you have made sufficient academic progress in relation to the rule in The Open University's [Academic Regulations 2024/25 \(Apprentices\)](#) D1(b).

This policy also outlines the guidance and support you will be offered to help you to apply to return to study following a study restriction, and who (if applicable) is required to provide permission for you to continue to study as an Apprentice.

If you return to study outside of the Apprenticeship Programme, you will be required to self-fund any fees as advertised on the Open University website and governed by the [Fee Rules](#). You will also be expected to conform with all regulations applicable to Open University Students.

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For specific guidance on how this policy may relate to your personal circumstances, please contact the Apprentice Enrolment and Support Team (AEST). Welsh-speaking Apprentices may speak to a student adviser in Welsh on 029 2047 1170, should they wish to do so.

Policy

1 Purpose

- 1.1 The purpose of this policy is to explain how we monitor whether sufficient academic progress is being made by individual Apprentices, and how we apply study restrictions to those Apprentices who experience repeated difficulties in successfully completing study. It also explains how to apply to return to study an apprenticeship qualification following a study restriction.

2 Principles of Academic Progress

- 2.1 You will be deemed to be making sufficient academic progress in the context of this policy if you have successfully completed your most recent undergraduate study.
- 2.2 As an Apprentice, we will enrol you onto the modules required to complete your apprenticeship qualification. Successful completion of study means that we have enrolled you on an undergraduate module at Open University Level 1, 2 or 3 with a value of 30 credits or more, and that from the start date of that module, you have remained enrolled on it until the end date, that you are awarded credit for the module, and you are not withdrawn from the apprenticeship qualification during that time.
- 2.3 If you are enrolled on multiple modules in the same presentation, successful completion of one eligible module will mean you will be deemed to be making sufficient academic progress in the context of this policy, even if you do not successfully complete the remaining module(s) being studied in that presentation.

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- 2.4 Your eligibility to request a postponement of an examination or submission of an examinable component, will require the consent of your Employer and/or Funding Provider.

Postponement may have implications on your ability to continue with the Apprenticeship Programme. If you postpone an examination or submission of an examinable component, and/or receive a 'Fail: Resit' or 'Fail: Resubmission' result and are subsequently awarded credit for either the postponed module or following your resit or resubmission, you will be considered to have successfully completed your study in the context of this policy.

- 2.5 You will be considered to have **not** successfully completed a module if you have been withdrawn from the Apprenticeship Programme, you are deferred from the module after it begins, or if you receive a fail result for the module in either your first attempt or a resit or resubmission attempt. The Open University will contact you and your Employer if you fail an undergraduate module, because this may have implications on your ability to continue with the Apprenticeship Programme.
- 2.6 We will monitor the number of presentations in which you do not complete a module successfully. How we do this and what actions will be taken as a result are set out in Section 3 of this policy.

3 How academic progress is monitored

3.1 If you stop studying or fail all undergraduate module(s) in a single presentation.

- 3.1.1 If you have not successfully completed your most recent undergraduate study, you will be considered to be 'at risk' of not making sufficient academic progress, and both you and your Employer will be notified by the University. If permitted by your Employer and/or Funding Provider, we will enrol you for another module.
- 3.1.2 You will no longer be deemed 'at risk' when you have successfully completed a module at Open University Level 1 or above (including postgraduate level modules) with a value of 30 credits or more. Stopping study or failing one or more undergraduate modules may however have implications on your ability to continue with the Apprenticeship Programme, and your Employer and/or Funding Provider will be required to provide permission for you to continue.

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3.2 If you stop studying or fail all undergraduate module(s) in two consecutive presentations.

- 3.2.1 If you are considered to be ‘at risk’, and we have enrolled you for further undergraduate study as required for completion of your apprenticeship qualification, but do not successfully complete that study, you will be placed at ‘alert’ status. You will receive notification that you are now at ‘alert’ status, and we will record this on your study record. Both you and your Employer will be notified of your ‘alert’ status by the University. The Apprentice Enrolment and Support Team will be able to provide you with advice and guidance about your plans for future study.
- 3.2.2 If you are placed at ‘alert’ status and your Employer and/or Funding Provider permits you to continue on the Apprenticeship Programme, we will enrol you for another module, but you will also be informed that you must complete your next undergraduate module successfully in order to continue freely with your studies in the future.
- 3.2.3 You will no longer be at ‘alert’ status or considered to be ‘at risk’ when you have successfully completed a module at Open University Level 1 or above (including postgraduate modules) with a value of 30 credits or more. Stopping study or failing one or more undergraduate modules may however have implications on your ability to continue with the Apprenticeship Programme, and your Employer and/or Funding Provider will be required to provide permission for you to continue.
- 3.2.4 An ‘alert’ status applied under these rules will show on your study record only for as long as it is in place, and once it is cleared, it will not be retained. This means it will not appear on any certificate, transcript, or other document issued on completion of your studies. If you think that an “alert” status has been applied incorrectly, or has not been cleared as expected, you should contact the Apprentice Enrolment and Support Team for an explanation and advice on next steps.

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3.3 If you stop studying or fail all undergraduate module(s) in three consecutive presentations.

- 3.3.1 If you are at 'alert' status and we have enrolled you for further undergraduate study as required for completion of the apprenticeship qualification, but you do not successfully complete that study, you will be considered to not be making sufficient academic progress under Regulation D2.1 (b) within the [Academic Regulations](#). This is because you will have not successfully completed any modules for which you were enrolled for in three consecutive presentations. You and your Employer will receive notification from the University that you are now at 'restricted' status.
- 3.3.2 We will record a "restricted status on your study record, and both you and your Employer will be notified that you are not eligible to continue studying on the Apprenticeship Programme unless your application to return to study is approved as set out in Section 4 of this policy.
- 3.3.3 If, when you reach 'restricted' status, we have enrolled you on a module that has not yet started, your enrolment will be withdrawn.
- 3.3.4 If you are placed at 'restricted' status after the start date of a module that you are currently studying, and your Employer and/or Funding Provider permits you to continue on the Apprenticeship Programme, you may continue to study that module. If you successfully complete that module and it is at Open University Level 1 or above (including postgraduate modules) with a value of 30 credits or more, you will be deemed to be making sufficient academic progress and the 'restricted' status will be removed.
- 3.3.5 A 'restricted' status applied under these rules will show on your study record only for as long as it is in place. Once it is cleared, it will not be retained. This means that it will not appear on any certificate, transcript, or other document issued on completion of your studies. If you think that a "restricted" status has been applied incorrectly or has not been cleared as expected, you should contact the Apprentice Enrolment and Support Team for an explanation and advice on next steps.

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4 Applying for permission to undertake further study whilst you are at ‘restricted’ status

- 4.1 If you are placed at ‘restricted’ status, we will not enrol you on further modules unless you are given permission by the University to do so.
- 4.2 ‘Restricted’ status will remain in place for all further undergraduate study at Open University Levels 1, 2 and 3, unless you make an application for your ‘restricted’ status to be formally lifted.
- 4.3 You will need permission from your Employer and/or Funding Provider to make an application to have your ‘restricted’ status formally lifted if you wish to study further undergraduate modules and remain on your apprenticeship qualification. The application process requires you to reflect on the reasons you did not successfully complete your previous study, and how your circumstances or approach to study have changed and/or improved. The Open University may approve your application for further study if your application demonstrates you have the potential to succeed with future study.
- 4.4 The Apprentice Enrolment and Support Team (or equivalent Nation contact) and your Practice Tutor will be able to support you in making an application for permission to undertake further study. As part of this process, the Apprentice Enrolment and Support Team (or equivalent Nation contact) will liaise with you, your Employer and your Practice Tutor to review your suitability for requesting the restriction to be lifted. Your application will be reviewed and assessed by an Educational Adviser (relevant to your academic study area), who will determine whether your ‘restricted’ status can be lifted, to allow you to continue to study on the Apprenticeship Programme.

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- 4.5 If you are given permission to continue to study whilst are placed at 'restricted' status, this permission may be limited to the study of a specified module, level or category of modules. There may also be a limit to the amount of credit you may study at one time. A limit may be applied where, in the academic judgement of The Open University, it would increase the potential for successful completion of further study.
- 4.6 If you are given permission to study whilst you are placed at 'restricted' status, the restriction will remain in place during that period of study and will only be removed on the successful completion of a module at Open University Level 1 or above (including postgraduate modules) with a value of 30 credits or more. If you think that a 'restricted' status has been applied incorrectly or has not been cleared as expected, you should contact the Apprentice Enrolment and Support Team for an explanation and advice on next steps.
- 4.7 If you do not successfully complete an Open University module that you have been given permission to study whilst placed at 'restricted' status, you will remain at restricted status. You may make a further application for permission to study with the express permission of your Employer and/or Funding Provider if you feel that there are new reasons that were not considered in any earlier application which mean you will be successful with future study.

Commitment to Equality, Diversity, and Inclusion at The Open University

Our policies are inclusive of all Open University Students, Learners, Enquirers and Alumni, regardless of age, civil status, dependency or caring status, care experience, disability, family status, gender, gender identity, gender reassignment, marital status, marriage and civil partnerships, membership of the Traveller community, political opinion, pregnancy and maternity, race, religion or belief, socio-economic background, sex, sexual orientation or trades union membership status.

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Safe Space Reporting

The Open University is committed to creating a diverse and inclusive environment in which everyone feels safe and is treated with dignity and respect. Unlawful discrimination of any kind across The Open University will not be tolerated. Safe Space Reporting is available through [an online tool](#) through which staff, students, learners and visitors are encouraged to report incidents of assault, bullying, harassment, hate crime, or sexual harassment. It also provides information about what you can do if these incidents happen to you or to someone you know, and where you can find support.

Glossary

Alert

You will be placed at 'alert' status if you have not successfully completed any undergraduate module you were enrolled on at Open University Level 1, 2 or 3 with a value of 30 credits or more, in two successive presentations. If you are placed at 'alert' status and you are permitted by your Employer and/or Funding Provider to continue the Apprenticeship Programme, we will enrol you for another module, but you will also be informed that you must complete your next module successfully in order to continue freely your studies in the future.

Apprentice

An Apprentice is a Learner aged 16 or over, who is registered on an Apprenticeship Programme which combines working with studying for a work-based, academic or combined undergraduate or taught postgraduate qualification. They are in paid employment for the duration of their apprenticeship.

Apprentice Enrolment and Support Team (AEST)

The Apprentice Enrolment and Support Team (AEST) provides support to apprentices throughout their Apprenticeship journey. The Apprentice Enrolment and Support Team comprises a team of Senior Advisers who offer advice and support for a range of queries apprentices may have whilst studying their modules, including advice on an upcoming assignment or exam, navigation around the University online learning platforms, or when experiencing difficult circumstances that are having an impact on their studies.

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The Apprentice Enrolment and Support Team will liaise with other teams across the University, to ensure the right information, help and support is provided to an apprentice.

The Apprentice Enrolment and Support Team is listed within this policy as a first point of contact for brevity, in line with Apprenticeship Programmes in England, Scotland and Wales.

Email: apprentice-support@open.ac.uk Telephone: 0300 3034121

For Apprentices in Northern Ireland, your most appropriate contact may be your Staff Tutor, Education Manager, or Faculty Co-ordinator.

Welsh-speaking Apprentices may speak with a support adviser in Welsh on (029) 2047 1170, should they wish to do so.

Apprenticeship Programme

Apprenticeship Programmes vary by Nation. Your Apprenticeship Programme will have Start and Planned End Dates, and a predicted duration.

In England, Apprenticeship Programmes follow an Apprenticeship Standard (approved by the Education and Skills Funding Agency (ESFA) and the Institute for Apprenticeships and Technical Education (IfATE)). It is a skills development programme that accompanies a job including training and an End-Point Assessment (EPA), leading to an Apprenticeship qualification.

In Scotland, Apprentices follow the Apprenticeship Framework (approved by the Skills Development Scotland (SDS)) and consists of only the set qualification.

In Wales, Apprentices follow an Apprenticeship Framework (approved by Instructus and Welsh Government) which consists of only the set qualification. Apprentices are required to complete their Apprenticeships through evidenced on and off the job training.

At Risk

You will be considered to be 'at risk' of not making sufficient academic progress if you have not successfully completed your most recent undergraduate study. If you are permitted by your Employer and/or Funding Provider to continue on the Apprenticeship Programme, we will enrol you for another module whilst "at risk".

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Completion of study/module

Successful completion of study means that having been enrolled on an undergraduate module at Open University Level 1, 2 or 3 with a value of 30 credits or more, you remain enrolled on that module from the start date until the end date and are awarded credit for it. You will be considered to have not successfully completed a module if you have been withdrawn from the module and/or the Apprenticeship Programme, or you are deferred from the module after it begins, or you receive a fail result for the module in either your first attempt or a resit or resubmission attempt.

Restricted

You will be placed at 'restricted' status if you have not successfully completed any undergraduate module you were enrolled on at Open University Level 1, 2 or 3 with a value of 30 credits or more, in three successive presentations. Restricted status is applied because you are not making sufficient academic progress. If you are placed at 'restricted' status, you will be notified that we will not enrol you for further Open University study towards your apprenticeship qualification unless an application to return to study is supported by your Employer and/or Funding Providers, and approved by the University.

Related Documentation

Refer to the following documentation in conjunction with this document:

[Academic Regulations 2024/25\(Apprentices\)](#)

Further Clarification

If you have any queries about the content provided within this document, please contact the Apprentice Enrolment and Support Team (AEST) for England, Scotland and Wales.

Email: apprentice-support@open.ac.uk Telephone: 0300 3034121

For Apprentices in Northern Ireland your most appropriate contact may be your Staff Tutor, Education Manager, or Faculty Co-ordinator.

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Depending on the information you share with us, we may carry out our statutory obligation to inform other internal departments such as the Safeguarding Referrals Team or the Prevent Coordinator. We may also share relevant information with external parties. For further information please read and ensure you understand the [Safeguarding – Ensuring the Safety of Children and Vulnerable/Protected Adults policy](#) and the [Prevent Principles](#). Please contact the Apprentice Enrolment and Support Team to discuss anything that is not clear.

Feedback

Comments and feedback about this policy and how it might be improved are welcomed.

Please submit these to SPR-Policy-Team@open.ac.uk.

Policies superseded by this document

Academic Progress Policy 2024/25 (Apprentices) replaces the Academic Progress Policy 2023/24 (Apprentices) with effect from 1 August 2024.

Summary of significant changes since 2023/24 version

- a) The Apprentice Enrolment and Support Team now supports all Apprentices in England, Scotland and Wales. Contact details have been amended to reflect this.
- b) The document has been revised for clarity, and students/learners advised to make contact if they do not understand why a status has been applied and/or remains in place.

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