



# Academic Regulations 2018/19 (Apprentices)



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# Summary of Regulations

These are the Regulations which apply to qualifications studied as part of an Open University Apprenticeship Programme.

The regulations in this document set out how you become an Apprentice of The Open University, how we award academic credit if you complete a module successfully, what you have to do to progress through an Open University qualification and how to meet the academic requirements for the award of a qualification. They include information about the structure of Open University qualifications, how and why we may make changes to courses, study restrictions for academic reasons, and time limits for completing your qualification. They also set out the circumstances in which you will cease to be an Open University Apprentice studying a qualification including where you, your Employer or The Open University are entitled to end the relationship before you have completed all of your intended studies.

You should also refer to the specific regulations governing your apprenticeship qualification.

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## Summary of significant changes since last version

Academic Regulations (Apprentices) was a new version of the Academic Regulations (Taught Courses) produced specifically for Open University Apprentices. On publication of the Academic Regulations 2019/20 (Apprentices), this document has retrospectively been renamed Academic Regulations 2018/19 (Apprentices).

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## Policies superseded by this document

This is a new policy document first published in August 2018. This is an Apprentice-specific version of the [Academic Regulations 2018/19 \(Taught Courses\)](#). Apprentices who began their Apprenticeship Programme with The Open University before publication of this document, and who were previously covered by the standard version of the [Academic Regulations 2018/19 \(Taught Courses\)](#) may now refer to this document.

# Scope

## What this document covers

These Regulations apply to all students who are registered on an Open University Apprenticeship Programme to study a qualification that starts from the academic year 2018/19 onwards.

- a) These Regulations apply to all academic studies undertaken as part of an Apprenticeship Programme, for which study commenced in or after the academic year 2018/19 and will continue to apply for so long as you remain registered for that qualification and are an Apprentice with The Open University.

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- b) If you register for a qualification in a subsequent academic year, including re-registering for the apprenticeship qualification you were studying previously through an Apprenticeship Programme, the regulations in force at the time of that registration will apply to that further study.
- c) As an Apprentice, you cannot change your qualification within the Apprenticeship Programme itself, unless expressly agreed by your Employer, The Open University, and your Funding Provider rules (if applicable). This may have implications on your ability to continue with the Apprenticeship Programme. If you change your qualification, the regulations that apply will be those that apply at the date of the change.
- d) If you register for a qualification or any modules outside of the Apprenticeship Programme, you will be liable to pay module fees as governed by the [Fee Rules](#), and must abide by all other regulations applicable to Open University students, including the standard [Academic Regulations 2018/19 \(Taught Courses\)](#). The regulations that will apply to your qualification will be those in force at the date you register for the further qualification.
- e) If you wish to count credit awarded from the study of a module within a previous qualification, towards the credit requirements of a new qualification, the regulations that will apply will be those in force at the date you register for the new qualification; not those in force at the time you studied the module (if different).

Throughout these Regulations, ‘we/us/our’ refers to The Open University, and ‘you/your’ refers to any Apprentice who falls under the scope of the Regulations.

## What this document does not cover

These Regulations do not apply to students who:

- have registered for a non-apprenticeship qualification;
- are sponsored by an employer as part of an employer-supported non-apprenticeship programme;
- are studying a non-work-based learning taught course;
- have registered for a research degree (who should refer to the [Research Degree Regulations](#));
- have registered for a standalone module;
- have registered for a short course;
- are studying at other academic institutions or with professional bodies, companies or other organisations towards a qualification that is validated by The Open University. If you fall into this category, you will be covered by the regulations of the organisation with which you are studying.

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If you are not studying for an apprenticeship or if you change your qualification, the standard [Academic Regulations 2018/19 \(Taught Courses\)](#) will apply to you.

## Related Documentation

Refer to the following documentation in conjunction with this document:

- [Academic Progress Policy 2018/19 \(Apprentices\)](#)
- [Academic Regulations 2018/19 \(Taught Courses\)](#)
- [Apprenticeship Framework \(Scottish Apprentices\)](#)
- [Apprenticeship Privacy Notice \(English Apprentices\)](#)
- [Apprenticeship Standards \(English Apprentices\)](#)
- [Assessment Handbook](#)
- [Code of Practice for Student Assessment](#)
- [Code of Practice for Student Discipline](#)
- [Conditions of Registration 2018/19](#)
- Any Registration Documentation which governs your Apprenticeship Programme (as specified by your Apprenticeship Programme Funding Provider). A complete list of Registration Documentation cannot be provided within this document due to Apprenticeship Programme and Funding Provider rules being under development. You can contact your relevant Open University Office for up-to-date information on the Registration Documentation related to your Nation:
  - [The Open University Apprenticeships team](#),
  - [The Open University Apprenticeships team in Scotland](#) (+44 (0) 131 226 3851),
  - [The Open University in Wales](#) (029 2047 1170), and
  - [The Open University in Northern Ireland](#) (+44 (0) 2890 245025).
- Funding Provider rules, examples of which may include:
  - English Apprentices: Education and Skills Funding Agency (ESFA)
  - Scottish Apprentices: Skills Development Scotland (SDS)
  - Northern Ireland Apprentices: Department for the Economy (DfE)
- [Safeguarding Policy – Protecting children and vulnerable adults](#)
- [Student Privacy Notice](#)
- [Working out your Class of Honours](#)

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- The specific regulations for your apprenticeship qualification (available through your Apprenticeship Programme Delivery Manager – APDM, or equivalent contact)

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## The Open University Student Charter Principles

This policy aligns with the following [Open University Student Charter](#) Principles:

- Principle 2: We aim to inspire and enable learning
- Principle 4: We work together to secure the University’s mission and to promote the University’s values

## Introduction

These Regulations set out what you have to do to become and remain an Apprentice studying a qualification as part of an Open University Apprenticeship Programme. These Regulations govern the academic qualification within the Apprenticeship Programme.

If you withdraw or are withdrawn from your Apprenticeship Programme for any reason and wish to register for a non-apprenticeship qualification, the standard [Academic Regulations 2018/19 \(Taught Courses\)](#) document will apply to you.

Section G of this document presents regulations which are specific to undergraduate apprenticeship qualifications. Section H presents regulations which are specific to postgraduate apprenticeship qualifications.

You should also refer to the specific regulations governing your apprenticeship qualification, which set out the detailed academic requirements that you will have to meet including any exceptions to the general rules set out in these Regulations. The specific regulations for your apprenticeship qualification are available through your Apprenticeship Programme Delivery Manager (APDM), or equivalent contact as noted within the “Apprenticeship Programme Delivery Manager” definition of the Glossary of Terms.

These Regulations and, unless stated otherwise, all of the rules, regulations (with the exception of the specific qualification regulations available through your APDM), policies and procedures referred to in these Regulations are available from the [Student Policies and Regulations](#) section of The Open University website.

The Academic Regulations 2018/19 (Apprentices) has been produced to combine both those regulations which govern your study for an academic qualification at the Open University, and those external regulations provided by your apprenticeship Funding Provider which govern your Apprenticeship Programme. We acknowledge that these Regulations are heavily influenced by external apprenticeship regulations which are amended on an ongoing basis. Wherever possible, these Regulations will be reviewed and revised to reflect any changes to the external governing environment. In any instances where an external regulatory change impacts upon a Regulation listed within this document, your APDM at The Open University (or equivalent contact) will be able to advise on the most up-to-date rules

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which govern your personal circumstances as an Open University Apprentice. You can also contact your relevant Open University Office for up-to-date information:

- [The Open University Apprenticeships team](#),
- [The Open University Apprenticeships team in Scotland](#) (+44 (0) 131 226 3851),
- [The Open University in Wales](#) (029 2047 1170), and
- [The Open University in Northern Ireland](#) (+44 (0) 2890 245025).

These Regulations have been produced in line with current external rules published by the Education and Skills Funding Agency specifically for English Apprentices. Regulations governing apprenticeships within other Nations (Scotland, Wales and Northern Ireland) will be provided by your Funding Provider, and therefore exact rules or terminology may differ to those presented within these Regulations. Wherever possible, these Regulations will be reviewed and revised to reflect any changes to the external governing environment across all Nations. If you are an Apprentice studying for a qualification in a Nation other than England, your APDM or equivalent contact will be able to advise on the most up-to-date funding rules governing your personal circumstances. You can also contact your relevant Open University Office for up-to-date information on the funding rules related to your Nation:

- [The Open University Apprenticeships team](#),
- [The Open University Apprenticeships team in Scotland](#) (+44 (0) 131 226 3851),
- [The Open University in Wales](#) (029 2047 1170), and
- [The Open University in Northern Ireland](#) (+44 (0) 2890 245025).

For specific guidance on how this policy may relate to your personal circumstances, please contact your APDM or equivalent contact.

Unfamiliar terms are explained in a Glossary of Terms at the end of this document.

## **Section A: The authority of The Open University to make regulations**

### **A1 Making academic regulations**

- a) The Royal Charter and Statutes of The Open University set out our legal status and powers as a University. They give the Senate authority for academic matters and the power to make regulations and rules regarding all students (including Open University Apprentices) who are studying a taught course, the registration and enrolment of students, continuation of study, content of studies, teaching or supervision of students, assessment of students, award of Open University credit and credit awarded in Recognition of Prior Learning (RPL credit), structure and content of qualifications, and the award and classification of a qualification. The Senate may delegate the power to make and vary the academic regulations.

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## **A2 Making assessment rules**

- a) The Senate sets the rules governing assessment for any module, certificate, diploma, degree or other qualification of the Open University. These are set out in the [Code of Practice for Student Assessment](#) and in the assessment handbooks and specific regulations governing individual qualifications.
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## **A3 Language of instruction, teaching, assessment and administration**

- a) Unless the Senate says otherwise, or when the Welsh Language Standards compliance Notice issued under Section 44 of the Welsh Language (Wales) Measure 2011 applies, English will be the language that is used for and in all tuition, materials, residential schools, student support, examinations, assessment and administration in The Open University.
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## **A4 Communicating regulations**

- a) Regulations approved by the Senate will be published on The Open University website.

# **Section B: Changes to regulations and curriculum**

## **B1 Changes to these Regulations**

### **B1.1 The circumstances when we may make changes**

- a) It may be necessary, or desirable, to make changes in the relationship between The Open University, its Apprentices and their Employer during your studies. We may amend regulations and rules, or the way in which we apply them, in order to:
- Improve the experience of students,
  - Ensure the efficient and economic use of Open University resources,
  - Comply with changes in legal or regulatory requirements,
  - Maintain the reputation, good standing and academic standards of The Open University,
  - Correct errors or improve clarity and accessibility of regulations,
  - Take advantage of new technologies, methods, ideas and opportunities.

### **B1.2 How changes will be made**

- a) Where such changes are to be made, The Open University will follow its rules for governance approval of those changes including, where appropriate, consultation with students or their representative bodies, and Employers.

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### **B1.3 Notice of changes**

- a) We will give reasonable notice of changes to the regulations and rules, and the date they take effect.
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## **B2 Changes to Open University apprenticeship curriculum and qualifications**

### **B2.1 Changes to Modules**

- a) We will not normally make changes to a module for students who are enrolled on that module.
- b) A change to a module on which you are enrolled will normally only be made if it is required immediately in order to correct a significant error or omission, as the result of a legal or regulatory requirement or in order to meet the requirements of a validating or accrediting body.
- c) Where a change is made to a module on which you are enrolled, you will be given as much notice as possible of the change. If you or your Employer no longer wish to continue with the new module, you would need to withdraw from the Apprenticeship Programme (see Section J2).
- d) Modules on which students are not yet enrolled may be changed or withdrawn at short notice.

### **B2.2 Changes to Qualifications**

- a) Availability of modules:
  - (i) Your registration for a qualification (as part of an Apprenticeship Programme) will enable us to enrol you on the modules required to complete the qualification. The modules that are available to count towards your qualification are set out in the Module Descriptors that you receive when you register for the Apprenticeship Programme.
  - (ii) If you have not completed your qualification during the time that the modules indicated at the date of registration are available as noted in paragraph B2.2a(i), we will continue to make available sufficient academically appropriate modules to enable you to complete your qualification, subject to any notice given of a change to the structure or study requirements of that qualification, or for its withdrawal. Apprenticeship qualifications have Planned Start and End Dates (as defined within the “Apprenticeship Duration/ Planned Start and End Dates” definition of the Glossary of Terms). The Apprenticeship Programme (including the qualification) must be completed within these dates.
  - (iii) The Open University continually seeks to enhance its students’ experience and ensure that courses remain valid, relevant and current. The modules that are

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made available in future will reflect those aims and may therefore not include the same subject content, teaching or assessment methods as the modules available at the commencement of your qualification. Modules on which students are not yet enrolled may also be amended in any of the circumstances listed in B1.1.

- b) Changes in the structure or study requirements of a qualification:
- (i) A change to the structure or study requirements of a qualification on which you are registered will normally only be made if the change is required immediately in order to correct a significant error or omission, as the result of a legal or regulatory requirement or in order to meet the requirements of a validating or accrediting body.
  - (ii) We will not normally make changes to the structure or study requirements of a qualification for students who are registered on an apprentice qualification.
  - (iii) In line with our aim to enhance our students' experience and ensure that courses remain valid, relevant and current, and in any of the circumstances listed in B1.1, we may make changes to the structure of our qualifications. These may include the balance between core, options and free choice modules (if applicable); the balance between coursework and examination or other forms and types of assessment; the order of study and rules for progression through the qualification; and the requirements for attendance at or participation in specified learning activities.
  - (iv) Where a change is made to the structure or study requirements of a qualification on which you are registered, you will be given as much notice as possible of the change. If you or your Employer no longer wish to continue with the new structure or study requirements, you would need to withdraw from the Apprenticeship Programme (see Section J2).

### **B2.3 Withdrawal of apprenticeship qualifications**

- a) In line with our aim to ensure that courses remain valid, relevant and current, we may withdraw qualifications that will cease to meet those requirements. We may also withdraw a qualification if it has become uneconomic to continue to offer that qualification or its constituent modules, or if there is a strategic decision to change the curriculum or how it is delivered.
- b) If you are registered for an apprenticeship qualification and we have decided to withdraw that qualification, you will still be able to complete it if you successfully pass all related assessments, academic, and practice or work-based modules as specified in the individual qualification description within the withdrawal period. If the period for withdrawal is shorter than that of the qualification time limit or the planned Apprenticeship Duration, then the withdrawal date will take precedence.

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# Section C: Becoming a student of The Open University

## C1 Requirement for registration

- a) In order to be registered as an Open University student and study an Open University qualification as an Apprentice, you must register for a qualification as part of an Apprenticeship Programme.

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## C2 What you have to do to register

### C2.1 Eligibility to register

- a) You may register as an Apprentice if you meet the requirements set out in Section C4 under these Regulations in conjunction with the terms of all agreements required by your Funding Provider, and any rules of your Funding Provider.

### C2.2 Provision of information

- a) You and/or your Employer must provide us with any information we ask you for that it is reasonable for us to know in order to establish your eligibility to register. Any information you provide must be accurate and you must not omit anything which might result in us being misled as to your eligibility. Your information will only be used for the purposes set out in our [Student Privacy Notice](#) and [Apprenticeship Privacy Notice](#) (for English Apprentices).

### C2.3 Registration Procedure and Conditions of Registration

- a) You must follow the registration procedure sent to you/your Employer by the Apprenticeship Operations Delivery Team (AODT) or by the related Faculty for your qualification.
- b) You and your Employer will be required to complete registration documents in order to study with The Open University as an Apprentice. A complete list of Registration Documentation cannot be provided within this document due to Apprenticeship Programme and Funding Provider rules being under development. You can contact your relevant Open University Office for up-to-date information on the Registration Documentation related to your Nation:
- [The Open University Apprenticeships team](#),
  - [The Open University Apprenticeships team in Scotland](#) (+44 (0)131 226 3851),
  - [The Open University in Wales](#) (029 2047 1170), and
  - [The Open University in Northern Ireland](#) (+44 (0) 2890 245025).

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- c) In England, you must agree to all sections relevant to ‘Apprenticeships in England’ within our [Conditions of Registration](#).

## **C2.4 Fees and other charges**

- a) In England, your Employer must pay or agree to pay any fees and other charges that are due as set out in the Apprenticeship Training Services Agreement (Employer Written Agreement).
  - b) If your Employer does not pay your tuition fees or any other charges when they become due, we may withdraw your registration.
  - c) In Scotland, if SDS do not confirm your eligibility for funding, The Open University will withdraw your registration.
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## **C3 Effect of registration**

### **C3.1 Entitlement to study**

- a) As an Apprentice registered for a qualification as part of an Apprenticeship Programme, you are entitled to the material, tuition and assessment for the relevant modules to enable you to complete your qualification.

### **C3.2 Entitlement to award of credit and qualifications**

- a) You will only be awarded credit for a module for which you are enrolled and upon successful completion of the academic requirements for that module. You may count the credit from modules that you have completed successfully towards an Open University qualification, subject to the rules set out within these Regulations, and in the specific regulations for your apprenticeship qualification.

### **C3.3 Exceptional circumstances**

- a) We will take all reasonable steps to provide the educational services that you have registered to receive. However, there may be circumstances outside of our control where we are unable to provide those services in full or in part for reasons such as fire, flood, pandemic, terrorist acts or industrial disputes. Where those, or similar, circumstances arise we will minimise disruption so far as we are reasonably able and, wherever practicable, will provide you with reasonable alternative arrangements to continue with your studies.
- b) We may have to postpone, re-locate, re-structure or cancel tutorials, forums, day schools, residential schools and other teaching sessions, assessments or examinations due to the occurrence of an event or circumstance beyond our reasonable control including, but not limited to, industrial action, whether on the part of The Open University’s staff or otherwise, short notice absence of teaching or other staff, short notice unavailability of premises, facilities or materials. We will make all

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reasonable efforts to inform you of any such changes as early as possible and to provide reasonable alternative arrangements wherever practicable to do so.

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## **C4 Requirements for registration**

### **C4.1 General Requirements**

a) **Eligibility**

Your eligibility to register on an Apprenticeship Programme is governed by the funding rules set by your Funding Provider.

b) **Age**

You must be 16 or over at the start of your apprenticeship.

c) **Study restrictions**

You cannot be enrolled for modules which exceed the study restrictions set out in Section D1.

d) **Suspension**

You will not be enrolled on any module while you are suspended or temporarily expelled from The Open University under the provisions of the [Code of Practice for Student Discipline](#).

e) **Expulsion**

You will not be enrolled on any module if you are permanently expelled from The Open University under the provisions of the [Code of Practice for Student Discipline](#).

f) **Health, Safety, Safeguarding and Equality**

We may apply conditions to your qualification registration or module enrolment or refuse it entirely if, in our opinion, it is reasonably necessary to do so in order to comply with our duties:

- to protect the health and safety of students, staff, contractors and members of the public;
- with respect to the safeguarding of young persons or vulnerable adults, in line with our [Safeguarding Policy – Protecting children and vulnerable adults](#);
- to comply with our obligations under the Equality Act 2010; and
- any other statutory duty or obligation, or any order of a court or other authorised body made for the protection of the public, any section of the public or any individual.

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## C4.2 Academic requirements for registration

- a) The Senate can agree entry requirements for any qualification or module, which you would have to meet in order to be eligible to register. Any academic requirements decided upon by the Senate under this regulation will be set out on the [Open University Business and Apprenticeships website](#) or within the specific regulations for your apprenticeship qualification, as appropriate.

## C4.3 Vocational and professional requirements for registration

- a) Any vocational and professional requirements are set out by your Funding Provider.
- b) In England these requirements are available through the relevant Apprenticeship Standard and can be viewed on the [Institute for Apprenticeships Website](#). In Scotland, the requirements are available through the Apprenticeship Framework, and can be viewed on the [Skills Development Scotland](#) website. Information on the vocational and professional requirements within other Nations will be available from your Funding Provider. You can contact your relevant Open University Office for up-to-date information on the registration requirements related to your Nation:
- [The Open University Apprenticeships team](#),
  - [The Open University Apprenticeships team in Scotland](#) (+44 (0) 131 226 3851),
  - [The Open University in Wales](#) (029 2047 1170), and
  - [The Open University in Northern Ireland](#) (+44 (0) 2890 245025).

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## C5 Counting Open University credit awarded before you register for a qualification

- a) If you have completed any Open University credit before being registered onto an Open University Apprenticeship Programme, and this credit is valid and countable towards your apprenticeship qualification, it may be possible to count this credit towards your apprenticeship qualification if this has been agreed by the relevant Teaching Committee for your qualification and your Practice Tutor.
- b) Section F4 of the standard [Academic Regulations 2018/19 \(Taught Courses\)](#) provides the rules around how to count Open University credit towards your qualification.

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## C6 Counting Open University credit towards more than one qualification

- a) If you have completed Open University credit before being registered onto an Open University Apprenticeship Programme, and this credit is valid and countable towards your apprenticeship qualification, it might be possible to count this Open University credit towards more than one qualification. This will be subject to meeting the unique

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study requirements and the curriculum requirements for each qualification, and if this has been negotiated with the relevant Teaching Committee for your qualification and your Practice Tutor.

- b) Section H of the standard [Academic Regulations 2018/19 \(Taught Courses\)](#) provides the regulations around unique study rules, and the maximum reuse of credit for undergraduate and postgraduate qualifications.

## Section D: Module enrolment

We will enrol you for modules as required to achieve your qualification, provided you have met any eligibility requirements in the specific regulations for your apprenticeship qualification (available through your APDM or equivalent contact).

### D1 Study restrictions for academic reasons

- a) At any one time, you must not be enrolled to study modules that are worth a total of more than 120 credits unless this is a specific requirement of your apprenticeship qualification. The 120 credit limit excludes credit for postponed examinations, and examination resits and resubmissions.
- b) You will not be eligible to be enrolled for further modules unless you have made sufficient academic progress in your previous undergraduate studies. Your Apprenticeship Programme Delivery Manager and Practice Tutor will be able to advise whether you are making suitable progress, and will be able to support you in making an application for permission to undertake further study if you are not deemed to be making suitable progress. Full rules and procedures are set out within the [Academic Progress Policy 2018/19 \(Apprentices\)](#). If you are unable to successfully complete a module, this may have implications on your ability to continue with the Apprenticeship Programme (as detailed in Section D3 and Section J3).

### D2 Modules with pre-requisite or co-requisite requirements

#### D2.1 The pre-requisite or co-requisite requirement

- a) Some modules, referred to as principal modules, have pre-requisite requirements. This means that you can only study them if you have completed another specified module first. Other principal modules have co-requisite requirements, which means that you can only study them if you have studied another specified module ('the co-requisite module') either prior to the start of the principal module, or will be studying it at the same time as the principal module.
- b) In order to study the principal module, you must either:
- (i) (for pre-requisite modules) have been awarded credit for the pre-requisite

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module before the start date of the principal module; or completed study of the pre-requisite module and the result, including the result for a resit or resubmission, is not available before the start date of the principal module; or

- (ii) (for co-requisite modules) on the start date of the principal module be enrolled on the co-requisite module for a presentation which starts on that date or which started at an earlier date and is not yet completed; or
  - (iii) have been exempted from the requirement to study that module as a pre-requisite or co-requisite by a decision of the Teaching Committee responsible for the module; or
  - (iv) have been awarded credit in Recognition of Prior Learning which specifically exempts you from the pre-requisite or co-requisite module; or
  - (v) have provided evidence of prior learning and/or experience which has been approved as exempting you from studying the pre-requisite or co-requisite module, or from the requirement to study that module as a pre-requisite or co-requisite.
- c) If you have been exempted from the requirement to study a module as a pre-requisite or co-requisite, but not from studying a principal module which is compulsory within your qualification, you will still be required to achieve credit for the principal module in order to be awarded the qualification.

## **D2.2 Effect of non-completion of a pre-requisite or co-requisite module**

- a) If you have started to study a module with pre-requisite requirements but you do not subsequently achieve credit for the pre-requisite module you may (unless the specific regulations for your apprenticeship qualification state otherwise) continue to study that module.
- b) If you have started to study a module with co-requisite requirements and you do not successfully complete study of the co-requisite module you may (unless the specific regulations for your apprenticeship qualification state otherwise) continue to study that module.

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## **D3 Restrictions on repeating study of modules**

- a) As an Apprentice, your academic right to repeat study of a module will be subject to the consent of your Employer (who may be required to fund the repeated module study), your APDM (or equivalent contact at The Open University), and these Regulations. You should discuss your options with your APDM and your Employer. Your APDM may also be required to liaise with your Funding Provider for approval.
- b) If you are not entitled to repeat study of a module under these Regulations, or it is not agreed by your APDM (or equivalent contact at The Open University) and Employer,

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this may have implications on your ability to continue with the Apprenticeship Programme.

- c) If you have been awarded credit for a module, you are not allowed to repeat study of that module.

## **Section E: Module credit**

### **E1 Award of credit**

#### **E1.1 Criteria for award of credit**

- a) We will award you module credit if you successfully meet the requirements for the completion of that module. The requirements may include reaching a certain performance standard during the module and its examinable component (where applicable), successfully completing a competency based work-based learning element, attending a residential school, participation in specified learning and assessment activities, and meeting specified professional standards.

#### **E1.2 Residential school element**

- a) If a module includes a residential school element, you must satisfactorily complete the residential school or an Alternative Learning Experience (where available), in order to be awarded module credit.

#### **E1.3 Specified learning and assessment activities**

- a) As part of your Apprenticeship Programme you may be required to attend, carry out or participate in a specified activity at a specified place and time, an End-Point Assessment, a set number of hours of work-based learning or practice hours, Functional Skills study, or participate in an online activity during a specified period. You must carry out or participate in those activities to a satisfactory standard, or fulfil the requirement to carry out a specified number of hours of work-based learning or practice, in order to be awarded module credit.

#### **E1.4 Specified professional standards**

- a) You may need to satisfactorily demonstrate and maintain standards for suitability or fitness to practise as specified by an appropriate professional body. You must meet those standards in order to be awarded module credit.

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### **E2 Value and level of credit**

- a) Each module has a credit value and an Open University level of study (e.g. 60 credits, OU first level). We will award the appropriate number of credits to you when you have successfully completed a module for which you have been enrolled. You will need to complete a specified total number of credits made up of credit from

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modules at specified Open University levels in order to complete your qualification, as described in the specific qualification regulations for your apprenticeship qualification (available through your APDM or equivalent contact).

- b) Modules are assigned the following levels of study: for Undergraduate modules, first, second, or third level; for Postgraduate modules, Postgraduate level; for Access modules which do not form part of the credit requirements for qualifications, Level 0.

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### **E3 Grade of credit**

- a) We may award you module credit with a grade as set out in the [Assessment Handbook](#).

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### **E4 Failure of a module**

- a) We will consider you to have failed a module that you are enrolled for if you do not fulfil the academic and other relevant requirements for successful completion of the module. You will not be awarded credit for a module that you have failed. This might have implications for your eligibility to enrol for further modules in line with the [Academic Progress Policy 2018/19 \(Apprentices\)](#) and Section D1 of these Regulations. If you are unable to successfully complete a module, this may have implications on your ability to continue with the Apprenticeship Programme (in line with Section D3 and Section J3).

## **Section F: Recognition of Prior Learning (RPL) and Credit Transfer**

### **F1 The Approved Scheme for Recognition of Prior Learning (RPL)**

#### **F1.1 Summary of scheme**

- a) Recognition of Prior Learning (RPL) involves recognition of prior learning, experience and/or assessment. There are two types of RPL which may be recognised by The Open University: Certificated Prior Learning (RPCL) and Experiential Prior Learning (RPEL).
- b) In the majority of qualifications which permit RPL, we award credit for *certificated* prior learning (RPCL). This means that we make an award of Open University credit in recognition of Higher Education study you have successfully completed at another institution. To be eligible for Recognition of Prior Certificated Learning (RPCL), your prior learning must have been formally assessed and certificated, and approved as eligible for Open University credit by the Senate. The level and content of the study must be appropriate for The Open University qualification concerned and all applications are subject to academic judgement. An individual award will confirm the number of credits awarded, the form of exemption approved and the modules within

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the qualification to which the credit may be applied. An award of RPCL credit may also be referred to as 'Credit Transfer'.

- c) The specific regulations for your apprenticeship qualification will specify whether credit transfer is permitted for your qualification and if so, will also stipulate the maximum permitted award of RPL credit and the maximum age of RPL credit.
- d) All RPL applications will be subject to academic scrutiny to ensure their relevance to the apprenticeship qualification, and must be facilitated through the Apprenticeship Operations Delivery Team (AODT).
- d) Some apprenticeship qualifications recognise Prior *Experiential* (or *Work Based*) Learning (RPEL/WBL), which is non-certificated or awarded by a Professional, Statutory or Regulatory Body (PSRB), but not simultaneously awarded by another recognised Higher Education Institution. The specific regulations for your apprenticeship qualification will indicate whether this is possible for your qualification.

### **F1.2 Forms of RPL credit**

- a) For apprenticeship qualifications, RPL credit will be awarded in the form of either:
  - (i) Module exemption, exempting you from studying a particular Open University module. There must be an adequate match between the learning outcomes of your previous study and those of the Open University module in the context of the Open University qualification.
  - (ii) General credit exemption, exempting you from studying a number of modules in a qualification. The learning outcomes of your previous study must align with the learning outcomes of the overall Open University qualification or the relevant Stage of the Open University qualification.

### **F1.3 Age of RPL credit awarded**

- a) You will only be awarded RPL credit if your prior study has been completed within a timescale appropriate to the Open University qualification. For Open University apprenticeship qualifications this will be up to a maximum of 16 years prior to the start of study on your qualification. Age limits on awards of RPL credit which are shorter than the maximum age limits will be stated within the specific regulations for your apprenticeship qualification.

### **F1.4 Time limit to complete qualifications with RPL Credit**

- a) The Open University specifies time limits within which all undergraduate qualifications (including those within an apprenticeship) must be completed. Table 1 shows the maximum time limits for the completion of undergraduate qualifications where RPL credit is used. The time you have to complete the required Open University credit will depend on the amount of RPL credit awarded and number of credits still to complete.

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- b) Your qualification may have shorter time limits than The Open University maximum, which will be set out in the specific qualification regulations for your apprenticeship qualification.

**Table 1: Time limit for completing undergraduate qualifications with RPL credit**

Number of credits still to complete	Time limit for completion of these credits
30-60	4 years
90-120	7 years
150-180	9 years
210-240	12 years
270-300	14 years
330 or more	16 years

- c) If you are studying a postgraduate qualification, any time limit which includes RPL credit will also be stated in the specific qualification regulations.
- d) For Apprentices, the Apprenticeship Duration will take precedence over Open University maximum time limits for completion of the academic qualification. Apprenticeship qualifications have Planned Start and End Dates (as defined within the “Apprenticeship Duration/ Planned Start and End Dates” definition of the Glossary of Terms). The Apprenticeship Programme (including the qualification) must be completed within these dates.

## **F2 RPL Restrictions**

### **F2.1 Award of credit to a specified qualification in a specific academic year**

- a) Any award of RPL credit will be made towards a specific Open University qualification commenced in a specific academic year and may only be counted toward that qualification and if you commence your study within that academic year.
- b) If you postpone study until another academic year, you may need to apply for your award to be reassessed due to potential changes to the structure or academic content of your qualification. You will be advised if your award of credit remains valid, is due to expire or needs to be reassessed.
- c) If your Funding Provider permits, and you receive approval to change your qualification to a related qualification within the Apprenticeship Programme as described in Sections G5 and H5 of this document (permissible only under restricted circumstances with the prior consent of your Employer and APDM or equivalent contact); or if you withdraw from the Apprenticeship Programme with agreement from your Employer and subsequently choose to undertake further non-apprenticeship study as a self-funding Open University student, you may need to apply for your

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award to be reassessed. This may have implications on your ability to continue with the Apprenticeship Programme.

## **F2.2 Applicable regulations in force**

- a) If you apply for an award of RPL credit, you must follow the regulations that are in force at the time of the application. If you ask us to reassess a previous award, you will follow the regulations in force at the time that you ask for the reassessment.

## **F2.3 Restrictions to prevent overlap in subject matter**

- a) If we award general credit exemption, you may be given a limited choice of available Open University modules (if there is a significant overlap in learning outcomes of the studies for which you were awarded the general credit exemption and the content of any Open University modules).

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## **F3 Applying for an award of RPL Credit**

### **F3.1 How and when to apply**

- a) To apply for an award of Open University RPL credit, you must use the relevant form provided during the registration process. You will normally be asked to provide independent evidence in support of the application which could include:
- Evidence of the award of credit and the date of the award;
  - The identity and nature of the awarding institution and its authority to award credit;
  - The academic level and content of the previous study. This might be in the form of a certificate, academic transcript and/or learning outcomes.

### **F3.2 Applying to have more than one period of previous study assessed**

- a) You may provide evidence of two or more periods of study to support an application for an award of RPL credit. In line with the regulations for particular qualifications, we may or may not take account of more than one period of study when considering an award. There must be no significant overlap in content between the periods of study. The total award of RPL credit must not be more than the maximum permitted for the particular Open University qualification concerned.

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## **F4 Abandoning an award of RPL credit**

- a) If you receive an award of RPL credit towards a particular Open University qualification, you may abandon all or part of it before the qualification is awarded and in line with any other conditions that may be set. Note that abandoning credit awarded in recognition of RPL must be in agreement with your Employer and your

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APDM or equivalent contact, and would result in an increase in duration of the Apprenticeship Programme and funding required. This may also make conflict with the rules of your Funding Provider.

## **Section G: Regulations applicable to undergraduate qualifications**

### **G1 Who these Regulations apply to**

- a) These Regulations apply to Apprentices who are studying for an academic undergraduate qualification of The Open University as part of an Apprenticeship Programme.
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### **G2 Registration**

#### **G2.1 Registration for a qualification**

- a) You must be registered for a qualification in order to be awarded it.

#### **G2.2 Restriction on multiple qualification registration**

- a) You may only be registered for one Open University qualification at any one time. You are however permitted to register for additional non-Open University qualifications as specified as part of your Apprenticeship Programme (for example, Functional Skills qualifications).
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### **G3 Enrolling on modules studied as part of your qualification**

#### **G3.1 Entitlement**

- a) When you are registered for a qualification, you will be enrolled for modules which will enable you to achieve that qualification. The exact modules will be subject to the circumstances in which The Open University may make changes to curriculum and qualifications, as set out in Section B.
- b) Subject to the specific regulations for your apprenticeship qualification, you may count credit you are awarded:
- for any module for which you are enrolled;
  - for any module for which you were previously registered or enrolled which is eligible to be counted.

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## **G3.2 Module enrolment**

- a) Once you are registered for a qualification as part of an Apprenticeship Programme, you may, subject to these Regulations, be enrolled for modules which will count towards that qualification. These will be modules that are specified as available in the enrolment process and in the Module Descriptor for your qualification (subject to any changes specified in paragraph G3.1a).
- b) While you are registered as an Open University Apprentice, study for a module outside of the Apprenticeship Programme is only permissible with agreement from your APDM or equivalent contact (who will review all current requirements of the Apprenticeship Programme), your Employer, and in line with Open University study limit rules (Section D1). If your APDM or equivalent contact, Employer, and the study limit rules (as specified in Section D1) permit you to register for any standalone modules 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](#)) and abide by all other regulations applicable to Open University students.
- c) If you are eligible to study an additional module (as per paragraph G3.2b) that is not specified as available within the qualification you are studying through the Apprenticeship Programme, you must register for that module as a standalone course outside of the apprenticeship and you will not be able to count any credit awarded for that module towards your registered qualification and Apprenticeship Programme unless exceptional permission is given by the Teaching Committee for the qualification.
- d) The Module Descriptor information available when you register onto the qualification will show you the available compulsory and core option modules (if applicable to your qualification) that are required for each Stage of your qualification, the order in which they should be studied and whether there are any pre-requisite or co-requisite requirements (see Section D2).

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## **G4 Qualification Stages, Study order and Progression**

### **G4.1 Qualification stages**

- a) If your qualification has a credit value of 120 credits or more, the modules which comprise that qualification will be assigned to a Stage of the qualification, in addition to a level of credit. Each Stage will normally be made up of modules at the equivalent level, so Stage 1 will usually be made up of 120 credits from first level modules.
- b) A qualification may have up to 4 Stages that should each be studied in the prescribed sequence.
- c) Each Stage will comprise of a minimum of 120 credits for modules included in that Stage or RPL credit awarded.

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- d) A Stage will be completed when you have met all the credit requirements for that Stage and any other requirements as set out within the specific regulations for your apprenticeship qualification (available through your APDM or equivalent contact).

## **G4.2 Commencement of studies**

### **G4.2.1 General requirement to start at Stage 1**

- a) You will commence your studies towards your qualification by becoming enrolled on one or more Stage 1 modules. You can start at a Stage other than 1 if you have agreed this with the Teaching Committee for the qualification and if:
- (i) you are counting Open University credit awarded prior to registration for the qualification that meets the requirements for Stage 1; or
  - (ii) you are counting an award of RPL credit that meets the requirements for Stage 1; or
  - (iii) you are counting a combination of the two (a-i and a-ii).

## **G4.3 Specified order of study**

- a) Stages of qualifications must be studied in order (from Stage 1 through to 3 or 4, dependent on your qualification) and you must meet the rules for progression between Stages as set out in Section G4.4 unless your qualification permits otherwise in the specific qualification regulations.
- b) If you are counting Open University credit that was awarded before registering for the qualification, or an award of RPL credit, or if you are changing your study route within the qualification (permissible only in exceptional circumstances with explicit agreement from your Employer and APDM or equivalent contact), the remaining credit must be studied in the specified order, unless exceptional permission is given by the Teaching Committee for the qualification.

## **G4.4 Progression**

### **G4.4.1 Progression between Stages**

- a) You will need to meet the requirements for progression from one Stage of your qualification to the next, unless the specific regulations for your apprenticeship qualification state otherwise. If you have been awarded all of the credit within a Stage of your qualification, you will usually have met the University progression requirement unless the specific regulations for your apprenticeship qualification specify any additional progression rules. The structure of some apprenticeship qualifications means that it is not possible to complete all of the credit in one Stage before starting modules in the next Stage. If this applies, you will need to meet one of the requirements in G4.4.2 or G4.4.3.

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- (i) You may be enrolled on a module at Stage 2 (if any) if you have met the requirements for progression from Stage 1 or you meet the criteria in G4.4.2 or G4.4.3 below.
- (ii) You may be enrolled on a module at Stage 3 (if any) if you have met the requirements for progression from Stage 2 unless you meet the criteria in G4.4.2 or G4.4.3 below.
- (iii) You may be enrolled on a module at Stage 4 (if any) if you have met the requirements for progression from Stage 3 unless you meet the criteria in paragraph G4.4.2 or G4.4.3 below.

#### **G4.4.2 Criteria for progression**

- a) If you have not met the requirements for progression, you will be permitted to study at the next Stage of a qualification if you have been awarded at least 60 credits for the previous Stage of the qualification **and** either:
  - (i) you are enrolled on the final module in a Stage and that module will not be completed, or the module result will not be available, prior to the start of the next Stage; or
  - (ii) you have completed study of the remaining modules for that Stage subject only to a discretionary postponement or outstanding resit or resubmission of the examinable component.
- b) If you are permitted to remain enrolled after the start date on a next Stage module pending a result for a module in a previous Stage and do not subsequently achieve the award of credit for the previous Stage module, you will be permitted to complete the next Stage module on which you are enrolled. However, you will not be enrolled for any further modules at the higher Stage until you have completed, or are repeating study of the outstanding credit at the lower Stage with the permission of your Employer and your APDM or equivalent contact at The Open University. This is the case even if you are awarded credit for the next Stage module.
- c) You will not be enrolled for a module at Stage 3 of your registered qualification until you have completed the credit requirement for Stage 1 of that qualification unless the specific regulations for your apprenticeship qualification state otherwise.
- d) You will not be enrolled for a module at Stage 4 of your registered qualification until you have completed the credit requirement for Stage 1 and 2 of that qualification unless the specific regulations for your apprenticeship qualification state otherwise.

#### **G4.4.3 Exceptions from progression requirements**

- a) We may also exceptionally permit progression with the approval of the relevant Teaching Committee.

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## **G5 Changing your study plans for exceptional or personal reasons**

- a) As an Apprentice, you cannot change your qualification unless expressly agreed by your Employer, The Open University, and your Funding Provider (if applicable). The Funding Provider rules according to your Nation must also permit this change. This may have implications on your ability to continue with the Apprenticeship Programme. If you change your qualification, the regulations at the date of the change will apply.
- b) As an Apprentice you have limited options to take a Break in Learning or make a Change in Study Plan due to guidance laid down by your Funding Provider.
  - i) For English apprentices, any Change in Study Plan and Break in Learning will only be permitted in exceptional circumstances or for personal reasons.
  - ii) If you are an Apprentice studying within another Nation, an agreed Change in Study Plan or Break in Learning may have an impact on your continuation of the Apprenticeship Programme and you should speak to your APDM or equivalent contact at the Open University who will be able to advise on your available options and liaise with your Funding Provider for approval if appropriate. This may require your withdrawal from the programme.
- c) In order to request a Change in Study Plan or Break in Learning, you must have written permission/agreement from your Employer and you must discuss your options with both your Employer and your APDM or equivalent contact at the Open University, who will liaise with your Funding Provider for approval if appropriate.

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## **G6 Time limits for completion of apprenticeship qualifications**

- a) Your Funding Provider will set rules which restrict your flexibility to study towards qualifications over an extended period of time. As an Apprentice, the Apprenticeship Programme will have a Planned Start and End Date to ensure compliance with rules or guidance set by your Funding Provider and the appropriate Apprenticeship Standard related to your programme (in England), or Apprenticeship Framework (in Scotland).
- b) You must complete your apprenticeship (including the qualification) within this Apprenticeship Duration unless additional arrangements have been agreed under exceptional circumstances with your Employer and APDM or equivalent contact, and with the permission of your Funding Provider if required (see Sections G5 and H5 for further details). Further details on where to find your Apprenticeship Duration/Planned Start and End Dates are listed within the “Apprenticeship Duration/Planned Start and End Dates” definition of the Glossary of Terms. Your planned Apprenticeship Duration, and Planned Start and End Dates take precedence over any other Open University academic time limits.

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## G6.1 Open University academic time limits

- a) Although the planned Apprenticeship Duration takes precedence over all other time limits, The Open University also specifies academic time limits under which all registered qualifications must be completed to ensure coherence of academic study, external credibility and satisfactory academic progress.
- b) Unless the specific regulations for your apprenticeship qualification state otherwise, the time limit within which you must complete your qualification starts at the earliest of:
- (i) the start date of the first module. This includes any modules that you fail, defer or withdraw from; or
  - (ii) if you are counting Open University credit that was awarded prior to registration for the qualification, the start date of the earliest module for which you are counting credit; or
  - (iii) if you are counting an award of RPL credit, the start date allocated to you will be based upon the date your credit is awarded. If your credit is awarded between 1 January and 31 August your start date will be 30 November. If your credit is awarded between 1 September and 31 December your start date will be 31 August of the following year.
- c) Subject to any specific requirements of your qualification and your apprenticeship Start and End Dates/Duration, academic maximum time limits for all undergraduate qualifications are as follows (Table 2):

**Table 2: Maximum time limit for completion of qualifications**

Number of credits and qualification	Time limit for completion of qualification
60-credit certificates	4 years
120-credit certificates of HE	7 years
120-credit diploma	7 years
240-credit foundation degree	12 years
240-credit diplomas of HE	12 years
300-credit Bachelor's (Ordinary) degrees	16 years
360-credit Bachelor's degrees with Honours	16 years
480-credit Bachelor's Honours degree	16 years
480-credit Integrated Master's degree	16 years

- d) Where specific academic time limit requirements are shorter than the maximum academic qualification time limits listed here, these will be stated in the specific regulations governing your qualification. You must also comply with any time limits for counting modules towards qualifications.

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- e) In exceptional circumstances, a Teaching Committee may allow you to exceed the qualification time limits set out in the specific regulations for your apprenticeship qualification.
- f) If you do not achieve the credit required for your qualification within the set Open University time limit, you will not normally be eligible to be awarded the qualification. You may be eligible for any other qualification that you meet the requirements for within the time limit applicable to that other qualification.
- g) If you are counting an award of RPL credit within your qualification, you should refer to the additional information about time limits based upon the amount of credit still to complete as detailed in Table 1 in Section F of these Regulations.
- h) **Apprenticeship time limits take precedence over any other Open University academic time limits as described in Section G6.** Module study for a qualification outside of the Apprenticeship Programme and Planned Start and End Dates, and independent of the Employer will incur fee liability (as defined within The Open University [Fee Rules](#)) and you would be subject to all other regulations applicable to Open University students

## G7 Classification of Honours Degrees

- a) Undergraduate Bachelor's degrees with Honours, and Scottish 480 credit Undergraduate Bachelor's degrees with Honours are awarded with a classification. The classes of Honours which will be awarded are:
  - first class
  - upper second class (2:1)
  - lower second class (2:2)
  - third class.

No other undergraduate qualifications are classified.

### G7.1 How classification is calculated

- a) The majority of undergraduate modules are awarded with pass grades as one of: Distinction (1; the highest grade), Pass grade 2, Pass grade 3, or Pass grade 4 (the lowest grade). Module result grades approved for graded modules at postgraduate level are: Distinction, Merit and Pass.
- b) Not all of the credit included in your qualification will count towards your classification. Detailed information is included in Section G7.2.
- c) The classification of your qualification will be automatically awarded in accordance with the Open University scheme of classification. There are two elements in the Honours classification scheme:

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- (i) The Weighted Grade Credit score (explained in Section G7.3); and
  - (ii) A Quality Assurance Test (explained in Section G7.4).
- d) You must meet the appropriate thresholds of **both** elements of the scheme to be awarded a particular classification. If you do not meet the minimum threshold for one of the elements, you will be awarded the lower classification.

## **G7.2 Which credit will count towards your classification**

- a) This section explains which credit will be used in the calculation of your Weighted Grade Credit score as part of the award of your classification. Only credit used in the calculation of your Weighted Grade Credit score is eligible for use in the Quality Assurance Test.

### **G7.2.1 360 credits Undergraduate Bachelor’s Degree with Honours (not Scotland)**

- a) If you have completed 360 credits for an Undergraduate Bachelor’s Degree with Honours (not available in Scotland), including 120 credits of first level modules in Stage 1, 120 credits of second level modules in Stage 2 and 120 credits of third level modules in Stage 3:
- (i) We will use 240 credits from result grades from Open University modules – 120 credits of Open University second level modules from Stage 2 and 120 credits of Open University third level modules from Stage 3.

### **G7.2.2 480 credits Scottish Undergraduate Bachelor’s Degree with Honours**

- a) If you have completed 480 credits for a Scottish 480 credit Undergraduate Bachelor’s Degree with Honours:
- (i) We will use 240 credits from result grades from Open University modules, of which at least 120 credits will be Open University third level and a further 120 credits at Open University second level or above. The Stage credit which will be used for classification will be included in the specific regulations governing your apprenticeship qualification.

### **G7.2.3 360 credits Undergraduate Bachelor’s Degree with Honours (not Scotland), with Exceptional Stage Credit**

- a) You might be permitted to complete 360 credits in an Undergraduate Bachelor’s Degree with Honours (not available in Scotland) which includes Exceptional Stage Credit. For some qualifications, Open University second level credit studied in Stage 1 may count towards the classification requirements. In other qualifications, Open University third level credits studied in Stage 2 may count towards the classification requirements with either single or double weighting.
- b) The Teaching Committee will determine how such modules will count within classification, irrespective of the Stage in which the module is included. The credit

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that will be used for classification will be included in the specific regulations governing your apprenticeship qualification.

#### **G7.2.4 Qualifications including RPL credit**

- a) If you have completed your qualification with an award of RPL credit, your performance in any work for which an award of RPL credit has been made is not taken into account in classification. See Section F for more information about RPL.
- b) If you have less than 240 credits of Open University study because of RPL credit, your classification will be based on reduced thresholds to reflect the reduced amount of Open University credit you have studied, as per Section G7.7.

#### **G7.3 Calculation of Weighted Grade Credit score**

- a) Your Weighted Grade Credit score is calculated from the grades you have achieved from a maximum of 240 credits from Open University modules at second level or above (see Section G7.2 for information on which modules will be used in this calculation).
- b) Your module grades are multiplied by the credit value of that module. For 360 credit Undergraduate Bachelor's Degrees with Honours, and Scottish 480 credit Undergraduate Bachelor's Degrees with Honours, modules which are included in the highest Stage of your qualification will be double-weighted.
- c) The total of this calculation is referred to as your Weighted Grade Credit score and this score is the first element of the classification calculation.
- d) If you have less than 240 credits of Open University study because of RPL credit, your classification will be based on reduced thresholds to reflect the reduced amount of Open University credit studied, as per Section G7.7.

#### **G7.4 Quality Assurance Test**

- a) In the Quality Assurance Test we check that your best result from 60 credits of the highest level of modules studied is as good as, or better than, the class of Honours indicated by the range in which your weighted grade credits sits. If your best module result is of a lower grade than your Weighted Grade Credit score, you will be awarded the lower classification.

#### **G7.5 Calculation of Classification for 360 credit Undergraduate Bachelor's Degrees with Honours (not available in Scotland)**

- a) To calculate your Weighted Grade Credit score for an Undergraduate Bachelor's Degree with Honours, we multiply the credit value by your grade for Open University second or third level modules included in Stage 2 of your qualification; and we multiply the credit value by your grade x 2 for Open University third level modules included in Stage 3 as per Table 3. Third level credit within Stage 3 is therefore double-weighted.

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- b) The total Weighted Grade Credit score based on 240 credits will be between 360 and 1440.

**Table 3: Weighted Grade Credit calculation table for 360-credit Bachelor's Degrees with Honours**

Module Level and Stage	Credit size	Grade	Weighting	Calculation	Weighted grade credit
Third level included in Stage 3	60	1	Double	60 x (1x2)	120
		2	Double	60 x (2x2)	240
		3	Double	60 x (3x2)	360
		4	Double	60 x (4x2)	480
Third level included in Stage 3	30	1	Double	30 x (1x2)	60
		2	Double	30 x (2x2)	120
		3	Double	30 x (3x2)	180
		4	Double	30 x (4x2)	240
Second level or Third level included in Stage 2	60	1	Single	60 x 1	60
		2	Single	60 x 2	120
		3	Single	60 x 3	180
		4	Single	60 x 4	240
Second level or Third level included in Stage 2	30	1	Single	30 x 1	30
		2	Single	30 x 2	60
		3	Single	30 x 3	90
		4	Single	30 x 4	120

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**Table 4: Weighted Grade Credit ranges (240 credits) for 360-credit Bachelor's degrees with Honours**

<b>Classification Element 1</b>	<b>Weighted Grade Credits range</b>
First Class	630 or less
Upper Second Class (2:1)	Between 631 and 900
Lower Second Class (2:2)	Between 901 and 1170
Third Class	Between 1171 and 1440

**Table 5: Quality Assurance Test thresholds for 360-credit Bachelor's degrees with Honours**

<b>Classification Element 2</b>	<b>Highest Grade Requirement</b>
First Class	at least 60 credits at Distinction grade
Upper Second Class (2:1)	at least 60 credits at Grade 2 Pass or Merit Grade or higher
Lower Second Class (2:2)	at least 60 credits at Grade 3 Pass or higher
Third Class	at least 60 credits at Grade 4 Pass or Pass Grade or higher

### **G7.6 Calculation of Classification for Scottish 480 credit Undergraduate Bachelor's Degrees with Honours**

- a) To calculate your Weighted Grade Credit score for a Scottish 480 credit Undergraduate Bachelor's Degree with Honours we will use 240 credits from result grades from Open University modules, of which at least 120 credits will be at Open University third level and a further 120 credits at Open University second level or above. Depending on the study route you have followed and the specific Stage-based rules for your qualification, the second and third level modules may be from Stages 2, 3 or 4. The Stage credit which will be used for classification and the Stage weightings will be included in the specific regulations for your apprenticeship qualification.
- b) The total Weighted Grade Credit score based on 240 credits will be between 360 and 1440.

**Table 6: Weighted Grade Credit ranges (240 credits) for 480-credit Scottish Bachelor's degrees with Honours**

<b>Classification Element 1</b>	<b>Weighted Grade Credits range</b>
First Class	630 or less
Upper Second Class (2:1)	Between 631 and 900
Lower Second Class (2:2)	Between 901 and 1170
Third Class	Between 1171 and 1440

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**Table 7: Quality Assurance Test thresholds for 480-credit Scottish Bachelor's degrees with Honours**

<b>Classification Element 2</b>	<b>Highest Grade Requirement</b>
First Class	at least 60 credits at Distinction grade
Upper Second Class (2:1)	at least 60 credits at Grade 2 Pass or Merit Grade or higher
Lower Second Class (2:2)	at least 60 credits at Grade 3 Pass or higher
Third Class	at least 60 credits at Grade 4 Pass or Pass Grade or higher

**G7.7 Reduced Weighted Grade Credit ranges for Undergraduate Bachelor's Degrees with Honours and Scottish 480 credit Undergraduate Bachelor's Degrees with Honours awarded with RPL credit**

- a) The weighted grade credit ranges for the first element of classification are reduced pro-rata if you have been awarded RPL credit that means you have less than the full 240 credits of graded Open University modules at Open University second level or higher available to classify your Undergraduate Bachelor's Degree with Honours, or Scottish 480 credit Undergraduate Bachelor's Degree with Honours.

**Table 8: Reduced Weighted Grade Credit ranges (less than 240 credits) for 360-credit Bachelor's degrees and 480-credit Scottish Bachelor's degrees with Honours**

Amount of graded Open University Credit available	Weighted Grade Credit range			
	First Class	Upper Second class (2:1)	Lower Second Class (2:2)	Third Class
210	330 to 577.5	577.6 to 825	825.1 to 1072.5	1072.6 to 1320
180	300 to 525	525.1 to 750	750.1 to 975	975.1 to 1200
150	270 to 472.5	472.6 to 675	675.1 to 877.5	877.6 to 1080
120	240 to 420	420.1 to 600	600.1 to 780	780.1 to 960

- b) You must also meet the relevant Quality Assurance Test thresholds in Section G7.5 or Section G7.6.

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# Section H: Regulations applicable to postgraduate qualifications

## H1 Who these Regulations apply to

- a) These Regulations apply to Apprentices who are studying for an academic postgraduate qualification of The Open University as part of an Apprenticeship Programme. Regulations for postgraduate qualifications studied outside of the Apprenticeship Programme (declared postgraduate qualifications) are presented within the standard [Academic Regulations 2018/19 \(Taught Courses\)](#).

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## H2 Registration

- a) You must be registered for a qualification in order to be awarded it.

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## H3 Enrolling on modules studied as part of your qualification

### H3.1 Entitlement

- a) When you are registered for a qualification as part of an Apprenticeship Programme, you will be enrolled for modules that will enable you to achieve that qualification. The exact modules will be subject to the circumstances in which the Open University may make changes to curriculum and qualifications, as detailed in Section B2.
- b) Subject to the specific regulations governing your qualification, you may count credit you are awarded:
- for any module for which you are enrolled;
  - for any module for which you were previously registered or enrolled which is eligible to be counted.

### H3.2 Module enrolment

- a) Once you are registered for a qualification as part of an Apprenticeship Programme you may, subject to these Regulations, be enrolled for modules which will count towards that qualification. These will be modules that are specified as available in the enrolment process and in the Module Descriptor for your qualification (subject to any changes specified in paragraph H3.1a).
- b) While you are registered as an Open University Apprentice, study for a module outside of the Apprenticeship Programme is only permissible with agreement from your APDM or equivalent contact (who will review all current requirements of the Apprenticeship Programme), your Employer, and in line with Open University study limit rules (Section D1). If your APDM or equivalent contact, Employer, and the study limit rules (as specified in Section D1) permit you to register for any standalone

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modules 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](#)) and abide by all other regulations applicable to Open University students.

- c) If you are eligible to study an additional module (as per paragraph H3.2b) that is not specified as available within the qualification you are studying through the Apprenticeship Programme, you must register for that module as a standalone course outside of the apprenticeship and you will not be able to count any credit awarded for that module towards your registered qualification and Apprenticeship Programme unless exceptional permission is given by the Teaching Committee for the qualification.
- d) The Module Descriptor information available when you register onto the qualification will show you the available compulsory and core option modules (if applicable to your qualification) that are included for each Stage of your qualification, the order in which they should be studied and whether there are any pre-requisite or co-requisite requirements (see Section D2).

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#### **H4 Time limit for completion of postgraduate qualifications**

- a) Your Funding Provider will set rules which restrict your flexibility to study towards qualifications over an extended period of time. As an Apprentice, the Apprenticeship Programme will have a Planned Start and End Date to ensure compliance with rules or guidance set by your Funding Provider and the appropriate Apprenticeship Standard related to your programme (in England), or Apprenticeship Framework (in Scotland).
- b) You must complete your apprenticeship (including the qualification), within this Apprenticeship Duration unless additional arrangements have been agreed under exceptional circumstances with your Employer and APDM or equivalent contact, and with the permission of your Funding Provider if required (see Sections G5 and H5 for further details). Further details on where to find your Apprenticeship Duration/ Planned Start and End Dates are listed within the “Apprenticeship Duration/ Planned Start and End Dates” definition of the Glossary of Terms. Your planned Apprenticeship Duration, and Planned Start and End Dates take precedence over any other Open University academic time limits.
- c) If your qualification has an academic time limit for completion, this will be included in the specific regulations for your apprenticeship qualification.
- d) Credit awarded for a specified module may cease to be countable towards a qualification at a specified point in time after the final presentation of that module.

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#### **H5 Changing your study plans for exceptional or personal reasons**

- a) As an Apprentice, you cannot change your qualification within the apprenticeship itself, unless expressly agreed by your Employer, The Open University, and your

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Funding Provider (if applicable). The Funding Provider rules according to your Nation must also permit this change. This may have implications on your ability to continue with the Apprenticeship Programme. If you change your qualification, the regulations at the date of the change will apply.

- b) As an Apprentice you have limited options to take a Break in Learning or make a Change in Study Plan due to guidance laid down by your Funding Provider.
  - i) For English Apprentices, any Change in Study Plan and Break in Learning will only be permitted in exceptional circumstances or for personal reasons.
  - ii) If you are an Apprentice studying within another Nation, an agreed Change in Study Plan or Break in Learning may have an impact on your continuation of the Apprenticeship Programme and you should speak to your APDM or equivalent contact at the Open University who will be able to advise on your available options and liaise with your Funding Provider for approval if appropriate. This may require your withdrawal from the programme.
- c) In order to request a Change in Study Plan or a Break in Learning, you must have written permission/agreement from your Employer and you must discuss your options with both your Employer and your APDM or equivalent contact at the Open University, who will liaise with your Funding Provider for approval if appropriate.

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## **H6 Dissertations and Projects**

### **H6.1 Material used for another qualification**

- a) You may not submit material that you have included in a previous submission for a Master's Degree or other academic qualification awarded by The Open University or any other awarding body. You may refer to this material in your dissertation or project as long as you reference it in the dissertation or project and in the accompanying statement.

### **H6.2 Submission of dissertation or project and accompanying statement**

- a) You must submit your dissertation or project in accordance with the deadline and format requirements. You must submit a statement specifying what part, if any, of the material you have previously used for another degree or qualification, awarded by The Open University or any other awarding body. If you are submitting joint work, you must say what your contribution is.

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## **H7 Classification**

- a) If a postgraduate qualification has a classification scheme, this will be included in the specific regulations governing that apprenticeship qualification.

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## **H7.1 Classification of postgraduate qualifications and the reuse of module credit**

- a) You may, subject to the conditions in Section C6, be able to count Postgraduate Level modules that have already been included in a qualification towards the credit requirement of a subsequent qualification (such as that studied through an Apprenticeship Programme). However, modules that have been used to classify a first taught Master's degree cannot be used to classify a later taught Master's degree.

## **Section I: Award of qualifications**

- a) When you are registered on a qualification, you will either be awarded or offered an award of a qualification when you have successfully completed all of the appropriate requirements. For degree qualifications, you will need to formally accept this offer of an award.

### **I1 Eligibility**

#### **I1.1 Eligibility by completion of Open University modules**

- a) If you are registered on a qualification, you will be awarded this once you have successfully completed the requirements set out in the specific regulations for your apprenticeship qualification. You may count awarded credit towards your qualification from any module that is eligible to be counted in the specification for that qualification.

#### **I1.2 Excluded combinations**

- a) Within a particular qualification, credit cannot be counted from a module that is designated as an excluded combination with another module, or module exemption RPL credit.

#### **I1.3 Specified professional standards**

- a) An award of a qualification may be subject to satisfactory demonstration and maintenance of standards for suitability or fitness to practise specified by an appropriate professional body. If this is the case, you must meet those standards in order to be awarded that qualification. If you do not meet these standards, you may still be awarded a different qualification to which all of the credit you have been awarded can count.

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### **I2 Eligibility by exceptional arrangements**

- a) We may also exceptionally award a qualification on the recommendation of the Module Results and Qualifications Classification Panel following either:

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- (i) an award of Aegrotat Credit;
- (ii) an award of higher level credit which has been counted down with the approval of the Teaching Committee; or
- (iii) an award of credit from modules not normally included in the qualification which have been assessed by the Teaching Committee as demonstrating appropriate learning outcomes.

### **I3 Name of qualification**

#### **I3.1 Name and letters**

- a) The specific regulations for your apprenticeship qualification will confirm the name of the qualification and the letters that holders of the qualification are permitted to use after their names once that qualification has been conferred. If your qualification can have more than one name, this will be indicated in the specific regulations for your apprenticeship qualification.

#### **I3.2 Honours degrees**

- a) An undergraduate degree may be awarded with or without Honours (an Ordinary degree) in line with the specific regulations for your apprenticeship qualification. If a degree with Honours is awarded, the classification is determined in line with those regulations and Section G7 of these Regulations.

### **I4 Date of award of your academic qualification**

- a) There are four dates where qualifications are awarded each year, known as qualification dates. These are 31 March, 31 July, 30 September and 31 December.
- b) Your qualification will be awarded on the first qualification date after you become eligible for your qualification, having met the credit requirement and successfully completed all required modules.

#### **I4.1 End Date for the Apprenticeship Programme**

- a) The Academic Qualification date is different to the Planned End Date for your Apprenticeship Programme.
- b) In England your Commitment Statement and Individual Learning Plan will state the Planned End Date of your apprenticeship. You are expected (as agreed to in the Commitment Statement) to continue with your apprenticeship until the End-Point Assessment has been completed (if applicable to your Apprenticeship Programme).
- c) For Apprentices studying in other Nations, you should refer to the relevant documents specified by the Funding Provider for details of the Planned End Date for your apprenticeship. Further details on where to find your Apprenticeship Duration/

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Planned Start and End Dates are listed within the “Apprenticeship Duration/ Planned Start and End Dates” definition of the Glossary of Terms.

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## **I5 Accepting an offer of an academic qualification**

- a) For some qualifications, including degrees, when you become eligible you will receive a formal offer of an award of the qualification, and will be asked to confirm that you accept the offer.
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## **I6 Conferral of qualifications**

### **I6.1 Conferral**

- a) Your qualification will be formally conferred at a meeting of congregation (the Senate and Council), following which your certificate will be issued.

### **I6.2 Student names and conferral**

- a) Your certificate will be issued in the name that we hold on our records at the point when your qualification is conferred. Certificates will not be amended or reissued in a different name if a change of name is notified after the date your qualification is conferred except in the case of an error by The Open University in recording your personal details, or if a valid request is made under the Gender Recognition Act 2004. Any duplicate certificates will be issued in the same name as the original certificate (unless amended for the reasons listed earlier), even if a change of name has subsequently been notified.
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## **I7 Rescinding qualifications**

- a) Qualifications conferred by The Open University will not normally be rescinded. However we may agree to rescind a qualification in order for a student to claim a higher level qualification that they have met the credit requirements for but are unable to meet the unique study and/or qualification designation rules due to a previously awarded qualification. Qualifications may also very exceptionally be rescinded on the recommendation of the Module Results and Qualifications Classification Panel.

## **Section J: Ending your registration**

### **J1 Duration of registration as a student**

- a) If you are registered for a qualification as part of an Apprenticeship Programme, you are a registered student of The Open University during the period you remain registered for that qualification.

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## **J2 Your right to withdraw registration**

### **J2.1 Withdrawing from your apprenticeship**

- a) You or your Employer may withdraw you from the Apprenticeship Programme at any time. This will result in immediate withdrawal of your registration on the qualification.
- b) Withdrawal will take effect only if you follow the specified withdrawal procedure as discussed with your APDM or equivalent contact. Your employer must provide confirmation of the withdrawal in writing. If the specified withdrawal procedure is not followed, your registration on the Apprenticeship Programme will continue and your Funder/Employer must continue to pay any fees and other charges that are due as set out in your contractual or registration documentation (see the definition “Contractual or registration documentation” within the Glossary of Terms).
- c) If you or your Employer withdraw from the Apprenticeship Programme you will be unable to continue studying for any module that you have registered for or begun studying, unless you are permitted to transfer your Apprenticeship Programme to another Employer in accordance with your Funding Provider rules. If you wish to continue to study any module that you have enrolled on, your withdrawal from the apprenticeship must occur after completing the module. If you are eligible, you may be able to count that module credit towards another qualification that you register for outside of the Apprenticeship Programme.
- d) A change in Employer may have implications for your ability to continue with the Apprenticeship Programme. If you wish to change your Employer and continue studying for your apprenticeship qualification you will need to discuss your options with your APDM (or other equivalent contact).
- e) If you or your Employer withdraw from the Apprenticeship Programme and your qualification registration and module enrolment are withdrawn as a result, you will cease to be a registered student of The Open University.

### **J2.2 Registering for another qualification outside of the Apprenticeship Programme**

- a) Registration onto modules that are studied towards a non-apprenticeship qualification will be subject to the standard regulations and [Fee Rules](#), and you will be liable to pay fees.

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## **J3 Our right to end your registration**

- a) We may end your registration if:
  - (i) your Employer or Funding Provider does not pay your tuition fees when they become due;

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- (ii) you do not meet or cease to meet any of the requirements set out in Section C, or your Funding Provider rules;
  - (iii) you have been enrolled for module(s) within a registered qualification but you do not successfully complete your current modules, your enrolment for future modules and your registration on the Apprenticeship Programme may be withdrawn;
  - (iv) you have been enrolled for module(s) within a registered qualification but you do not meet either the progression requirements or the progression criteria in Section G4.4, your registration on the Apprenticeship Programme may be withdrawn;
  - (v) you have been enrolled but not yet commenced study for module(s) with pre-requisite or co-requisite requirements and you do not successfully meet those requirements, your enrolment for those module(s) and your registration on the Apprenticeship Programme may be withdrawn (see Section D2 for further details);
  - (vi) You will be unable to complete your registered qualification within the time limits specified in Section G6 (undergraduate qualifications), Section H4 (postgraduate qualifications) or within your apprenticeship Planned Start and End Dates, without exceeding the study restrictions set out in Section D1;
  - (vii) You are expelled or suspended from the Open University under the [Code of Practice for Student Discipline](#);
  - (viii) We terminate the Apprenticeship Written Agreement in accordance with its terms.
- b) We may withdraw your registration or apply conditions to your continued registration if, in our opinion, it is reasonably necessary to do so in line with our duties to:
- (i) protect the health and safety of students, staff, contractors and members of the public,
  - (ii) respect the safeguarding of young persons or vulnerable adults, in accordance with our [Safeguarding Policy – Protecting children and vulnerable adults](#),
  - (iii) comply with our obligations under the Equality Act 2010,
  - (iv) comply with any other statutory duty or obligation or any order of a court or other authorised body made for the protection of the public, any section of the public or any individual.

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## **J4 Effect of withdrawn registration**

- a) If your enrolment for a module is ended by withdrawal, you will no longer receive the material, tuition and assessment for the relevant module and you will not be eligible for the award of any credit for that module.
- b) If your registration for a qualification is ended by withdrawal, you will no longer be able to count credit towards it.

### **J4.1 Entitlement to re-register**

- a) If you become eligible to do so, you may subsequently register on a module or qualification, by following the regulations and procedures in force at the time. We will maintain your record of study and if you are eligible to do so under the regulations and time limits in force at the time, you may be able to count any credit you have been awarded in an earlier period of study to an Open University qualification.
- b) If you wish to re-register on a qualification as part of an apprenticeship, you must meet the requirements of registration as set out within these Regulations and in line with your apprenticeship Funding Provider (see the “Registration” definition within the Glossary of Terms section).

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## Glossary of terms

### **Aegrotat Credit**

An Aegrotat is an award of credit that may under certain conditions be awarded posthumously, or if a student is too ill to complete the assessment for module(s) that comprise up to 20% of the credit requirement for a qualification. An Aegrotat can only be awarded where there is evidence that the student no longer has capacity to study.

### **Alternative Learning Experience (ALE)**

If due to exceptional circumstances you are unable to attend any of the available dates for any residential school (if applicable to your apprenticeship qualification), you can ask to be transferred instead to the Alternative Learning Experience (ALE: where available). ALEs take many forms and may involve a written assignment, an online project or computer conferencing. ALEs are designed to deliver the same core learning outcomes but cannot fully replicate the breadth of learning opportunities offered at residential schools.

### **Apprentice**

An Apprentice is a student 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.

### **Apprenticeship Duration/ Planned Start and End Date**

As an Apprentice, the Apprenticeship Programme will have a Planned Start and End Date to ensure compliance with guidelines set by your Funding Provider and the appropriate Apprenticeship Standard related to your programme, or Apprenticeship Framework:

- i) For English Apprentices, the Planned Start and End Dates for your Apprenticeship Programme are detailed within your Commitment Statement, Individual Learning Plan, and Individual Learner Record.
- ii) For Apprentices studying within other Nations, the exact nature of the documentation may vary in line with the requirements of your Funding Provider. At the time of publication, the following information was available:
  - For Apprentices studying in Scotland, your Planned Start and End Dates will be detailed within your Tripartite Agreement and Individual Learning Plan.

You can contact your relevant Open University Office for up-to-date information on the registration documentation related to your Nation:

- [The Open University Apprenticeships team](#),
- [The Open University Apprenticeships team in Scotland](#) (+44 (0) 131 226 3851),
- [The Open University in Wales](#) (029 2047 1170), and
- [The Open University in Northern Ireland](#) (+44 (0) 2890 245025).

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## **Apprenticeship Frameworks**

These are documents provided by Skills Development Scotland (SDS) for each specific Apprenticeship Programme, to guide the content and structure of Scottish Graduate Apprenticeships.

## **Apprenticeship Operations Delivery Team (AODT)**

The AODT team sit within the Business Development Unit of The Open University and are responsible for the delivery of The Open University's Apprenticeship Programme. The team manage the registration and contractual process, Funding Provider compliance and returns, Open University policy compliance, tracking of Apprentice's progress from start to completion of the End-Point Assessment (if applicable), Employer support, invoicing of additional fees (if applicable), supporting faculties on degree delivery, identifying and responding to Employer/Apprentice issues, capturing and responding to apprenticeship related feedback.

## **Apprenticeship Programme**

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

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

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

## **Apprenticeship Programme Delivery Manager (APDM)**

APDMs are part of the AODT and are allocated a cohort of Employers whom they support throughout their Apprenticeship Programme. The APDM offers support and advice on recruitment, registration, eligibility; act as the conduit between the Employer and the OU; and provide support to line managers/workplace mentors and Apprentices. APDMs review, track and respond to Apprentice progression by working with the Employer, the Apprentice and the Faculty to achieve successful completion. The APDM also collects and acts upon feedback from the Employer and the Apprentice.

APDMs have been listed within this document as a first point of contact for brevity, in line with Apprenticeship Programmes within England and Scotland. For other Nations and some faculty areas, your most appropriate contact may be your Staff Tutor, Education Manager, or Faculty Co-ordinator.

## **Apprenticeship Standards**

In England, Apprenticeship Standards detail what an Apprentice will be doing under each Apprenticeship Programme and the skills required of them, by job role. Standards are listed on the [Institute for Apprenticeships \(IFA\) website](#).

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## Apprenticeship Written Agreement

In England, apprenticeships are regulated by the Government's Education and Skills Funding Agency (ESFA) and therefore all parties must abide by the ESFA's funding rules. The ESFA states that a signed Written Agreement must be in place between the Employer and the training provider prior to commencement of the apprenticeship. In accordance with this funding rule, The Open University has developed a standard Written Agreement which covers the terms and conditions of our relationship and gives details of the cost, payment schedule and the Apprentices who are covered by the Written Agreement, and the Apprenticeship Standard under which they are studying.

Examples of this documentation will vary according to your Nation. A complete list of Written Agreement documentation for Nations other than England cannot be provided within this document due to Apprenticeship Programme and Funding Provider Rules being under development.

You can contact your relevant Open University Office for up-to-date information on the registration documentation related to your Nation:

- [The Open University Apprenticeships team](#),
- [The Open University Apprenticeships team in Scotland](#) (+44 (0) 131 226 3851),
- [The Open University in Wales](#) (029 2047 1170), and
- [The Open University in Northern Ireland](#) (+44 (0) 2890 245025).

## BA/BSc with Honours

The Open University's Bachelor of Arts (BA) and Bachelor of Science (BSc) Honours degrees require 360 credits of study, with at least 240 credits above Open University first level, and at least 120 credits at Open University third level.

## BA/BSc with Honours (Scotland)

In addition to standard Honours degrees, the University offers some 480 credit Honours degrees in order to meet specific requirements of professional bodies in Scotland. If you withdraw from your Honours degree in Scotland before completion and have achieved 360 credits, you might be eligible to be awarded an exit qualification of a BA/BSc Ordinary degree.

## Break in Learning/ Change in Study Plan

For English Apprentices, a Break in Learning is a period of time during an Apprenticeship Programme when an individual is not continuing with their apprenticeship but has told their employer beforehand that they intend to resume their apprenticeship in the future. This may be due to circumstances such as illness, pregnancy or another reason which makes an Apprentice temporarily unable to continue with the apprenticeship.

For Apprentices within other Nations (e.g. Scotland) who request a Change in Study Plan, this will be processed differently and may have an effect on your ability to continue studying for the Apprenticeship Programme.

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## Certificate of Higher Education

A certificate of higher education (CertHE) is an undergraduate qualification of at least 120 credits, including 60 credits at Open University first level and 60 credits at Open University first level or above.

## Commitment Statement

A Commitment Statement is a statement held by the main provider (The Open University), the Apprentice and their Employer. The Commitment Statement sets out how the Apprentice will be supported to successful achievement of the apprenticeship. It must be signed by the Apprentice, their Employer and the main provider (The Open University), and all three parties must retain a current signed and dated version.

## Contractual or registration documentation

Any contractual or registration documentation which governs your Apprenticeship Programme (as specified by your Apprenticeship Programme Funding Provider).

A complete list of contractual and/or registration documentation cannot be provided within this document due to Apprenticeship Programme and Funding Provider Rules being under development. You can contact your relevant Open University Office for up-to-date information on the contractual and/or registration documentation related to your Nation:

- [The Open University Apprenticeships team](#),
- [The Open University Apprenticeships team in Scotland](#) (+44 (0) 131 226 3851),
- [The Open University in Wales](#) (029 2047 1170), and
- [The Open University in Northern Ireland](#) (+44 (0) 2890 245025)

## Credit/Credits

Credit is a means of quantifying and recognising learning; it is the 'value' attached to the courses you study. Each module is assigned a credit value, which is related to the workload required to successfully complete it. For academic (rather than work-based) modules, one credit represents about 10 hours of study. When you successfully complete a module you will be awarded credits, so if you pass a 60-credit module you will be awarded 60 credits. Some modules may have a zero credit value as necessitated by the Apprenticeship Programme.

## Department for the Economy (DfE)

DfE is a Funding Provider for Northern Ireland Apprenticeships. The Department for the Economy (Northern Ireland) is a devolved Northern Ireland government department responsible for economic policy development, enterprise, innovation, energy, telecoms, tourism, health and safety at work, Insolvency Service, consumer affairs, and labour market and economic statistics services, learning and research, skills training and promoting good employment practice.

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## **Diploma of Higher Education**

A diploma of higher education (DipHE) is an undergraduate qualification of at least 240 credits including at least 120 credits at Open University second level or above.

## **Education and Skills Funding Agency (ESFA)**

The ESFA is a Funding Provider for English Apprenticeships. The ESFA brings together the former responsibilities of the Education Funding Agency (EFA) and Skills Funding Agency (SFA) to create a single agency accountable for funding education and skills for children, young people and adults.

## **End-Point Assessment**

In England, an End-Point Assessment assesses an Apprentice's knowledge, skills and behaviours at the end of the Apprenticeship Programme to confirm that the Apprentice has met the requirements of the approved Apprenticeship Standard being followed. The End-Point Assessment is carried out by an Apprentice Assessment Organisation. An End-Point Assessment is not required for Apprentices studying within Scotland.

## **Enrolment**

Enrolment is the process by which a student who is registered for a qualification is allocated to a module which will be studied as part of that qualification. For Apprentices, the enrolment process will be implemented by The Open University on their behalf.

## **Examinable component**

An examinable component may be an assignment, examination, dissertation or project.

## **Foundation Degree**

In England, a foundation degree is an undergraduate qualification of at least 240 credits including at least 120 credits at Open University second level.

## **Functional Skills**

Applied practical skills in English, maths and ICT that provide the individual with the essential knowledge, skills and understanding to enable them to operate effectively and independently in life and work.

## **Funding Provider/ Funding Body**

The Funding Provider will vary according to the Nation in which you are studying. Funding Providers set down a list of rules by which the Apprenticeship Programme must run, which supersede any Open University Academic Rules within this document. While every effort has been made to account for external Funding Provider rules, and these Regulations will be reviewed on a regular basis: your APDM or equivalent contact will be able to provide the most up-to-date information according to your circumstances.

Funding Providers may include:

- European Social Fund (ESF)
- **England:** The Education and Skills Funding Agency (ESFA)

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- **Scotland:** Skills Development Scotland (SDS)
- **Northern Ireland:** Department for the Economy (DfE)

### **Individual Learner Record**

This contains information that allows providers to collect, return and check data on Apprentices, which must be submitted regularly to the ESFA.

### **Individual Learning Plan**

This is an agreed plan between The Open University and the Apprentice which features what is due to be studied and when. It will record the milestones that should be reached. It is an ongoing plan that will be updated regularly.

### **Institute for Apprenticeships (IfA)**

The IfA oversees the development of Apprenticeship Programmes in England, and carries out supportive and advisory functions, which focus on ensuring that Apprentices have the skills, knowledge and behaviours to make a significant contribution to their job role, sector and employer. The IfA website presents the Apprenticeship Standards which guide English Apprenticeship programmes.

### **Level**

Modules offered by The Open University are assigned a level of study. For undergraduate modules, these are expressed as first, second and third levels. For postgraduate modules, these are at postgraduate level.

### **Module**

A module is a self-contained unit of teaching, learning and assessment which may be studied in combination to form qualifications. Each module is assigned a credit value and level of study. Apprentices will be registered onto a specific qualification, and will be enrolled by Open University staff onto all specified modules as required to complete the qualification.

### **Module Descriptor**

A module descriptor presents a breakdown of the modules an Apprentice can expect to study as part of their apprenticeship qualification, including any additional requirements.

### **Practice Tutor**

This is an Open University staff member who helps to integrate learning into the workplace across the entire programme and supports the delivery of the work-based learning modules. Apprentices and their line managers will be visited by a Practice Tutor at least four times per year.

### **Postgraduate Certificate**

A postgraduate certificate is a postgraduate qualification of at least 60 credits of Postgraduate Level study.

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## **Postgraduate Diploma**

A postgraduate diploma is a postgraduate qualification, normally of a minimum of 120 credits of Postgraduate Level study, although individual qualifications may permit up to 30 credits of study at Open University third level.

## **Postgraduate Master's Degree**

The Open University awards postgraduate degrees of Master of Arts (MA), Master of Science (MSc) and Master of Business Administration (MBA) to Apprentices who successfully complete their academic study.

The Open University's Master's degrees are postgraduate qualifications, normally of a minimum of 180 credits of Postgraduate Level study, although some individual qualifications may permit up to 30 credits of study at Open University third level.

## **Postgraduate student**

A postgraduate student is a student who is registered for a qualification designated as an apprenticeship postgraduate qualification.

## **Recognition of Prior Learning (RPL)**

RPL involves any form of recognition of any kind of prior learning and/or assessment. There are two types of RPL which you might be offered: Certificated Prior Learning (RPCL) and Experiential Prior Learning (RPEL).

You might see RPL referred to as "Credit Transfer" within other parts of the University (for example the Credit Transfer team, or within the specific regulations for your apprenticeship qualification). See Section F for more information on RPL.

## **Recognition of Prior Certificated Learning (RPCL, also known as Credit Transfer)**

If you have previously studied elsewhere and your studies were completed at the same academic level as Open University modules, we may be able to award you RPCL credit towards an Open University qualification. This will allow you to use your previous study instead of completing more Open University modules. RPCL involves the identification, assessment and formal acknowledgement of learning and achievement that has occurred prior to the start of your qualification, and for which you have been awarded credit. This may include Continuing Professional Development (CPD) and vendor courses, for example.

## **Recognition of Prior Experiential or Work-Based Learning (RPEL/WBL):**

Occasionally, some courses may award you credit for prior experiential or work-based learning, whether non-certificated or awarded by a Professional, Statutory or Regulatory Body (PSRB), but not simultaneously awarded by another recognised Higher Education Institution. The specific regulations for your apprenticeship qualification will specify whether this is available for your qualification.

RPEL involves the identification, assessment and formal acknowledgement of learning and achievement that occurred prior to the start of your qualification, but not in the context of

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formal education or training. This may include work experience, voluntary activity or other occupational learning and is not usually certificated.

## **Registered Qualification**

A registered qualification is a qualification that you have formally registered to study, are enrolled on modules for, and are counting credit towards. In England, this qualification will form one part of your Apprenticeship Programme.

## **Registration**

Registration is the process by which you become a student of The Open University. Subject to these Regulations and any funding rules of the Funding Provider for your Nation, you may register for a qualification as part of an Apprenticeship Programme. Registration for an Apprenticeship Programme will be completed by the prospective Apprentice and countersigned by their Employer.

You must also agree to the sections relevant to Apprentices within our [Conditions of Registration 2018/19](#).

## **Repeating study of a module (retaking a module)**

If you fail a module and are not eligible for a resit/resubmission; or if you then fail the resit/resubmission, you cannot be eligible to be awarded credit unless you repeat study of the module. This involves repeating all assessed tasks such as Tutor-Marked Assignments (TMAs) and exams. You will only be permitted to repeat study of a module with the consent of your Employer and/or Funding Provider, and APDM or equivalent contact, in line with the restrictions on repeating study of modules as set out within these Regulations (Section D3).

## **Resit and resubmission**

In order to pass a module, you may be required to pass an exam or an end-of-module assessment (EMA) either in conjunction with or in addition to the continuous assessment assignments. If you fail this element of the module you may (in some circumstances) be offered an opportunity to resit (exam) or resubmit (EMA). However, module passes achieved following a resit or resubmission will be capped at the lowest grade of pass.

If you are eligible to resit an exam or resubmit an EMA, you will be offered one opportunity for a resit or resubmission.

## **Skills Development Scotland (SDS)**

SDS is a Funding Provider for Scottish Graduate Apprenticeships. It is the national skills agency of Scotland.

## **Stage**

Undergraduate qualifications of 120 credits or more are divided into Stages which are made up of modules. Each Stage will include 120 credits and will normally be made up of modules at the equivalent level, so Stage 1 will usually be made up of 120 credits from Open University first level modules.

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Stages of some qualifications may include modules of different levels. This is referred to as Exceptional Stage Credit and details will be included in the specific regulations for your apprenticeship qualification if applicable.

Postgraduate qualifications may also include Stages of 60 or 120 credits. If this applies, details will be set out in the specific regulations governing the qualification.

### **Structure of a qualification**

The structure of a qualification describes the components of that qualification and how they fit together. It includes the Stages and the way that the modules within each stage are designated as compulsory, core options, options or free choice. The majority of modules making up apprenticeship qualifications will be compulsory, and these modules must be studied for the qualification to be awarded. Core option modules are those which are chosen from a restricted set of options, and together with the compulsory modules address all of the specific learning outcomes of a qualification. Optional modules are a group of module choices from which a specified number of credits must be counted. Free choice indicates that a specified number of credits at an appropriate level can be counted from a wide range of modules offered by The Open University.

### **Student of The Open University**

For the purposes of these Regulations, you are a student of The Open University if you are currently registered for a qualification as part of an Open University Apprenticeship Programme.

### **Undergraduate Bachelor's degrees**

The Open University awards undergraduate degrees of Bachelor of Arts (BA) and Bachelor of Science (BSc) to Apprentices who successfully complete their academic study.

### **Undergraduate student**

An undergraduate student is a student who is registered for a qualification designated as an apprenticeship undergraduate qualification.

### **Unique Study**

Unique study is Open University module credit which has not previously been counted towards an Open University qualification. All qualifications have a unique study requirement. Credit which has only been counted towards undergraduate qualifications of less than 120 credits may be treated as unique study for the purposes of completing a Bachelor's degree.

### **“We/us/our”**

Throughout the *Academic Regulations (Apprentices)*, “we/us/our” refers to The Open University.

### **“You/your”**

Throughout the *Academic Regulations (Apprentices)*, “you/your” refers to any Apprentice who falls under the scope of the regulations.

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For specific guidance on how these Regulations may relate to your personal circumstances, please contact your APDM or equivalent contact.

If you have any comments about this policy document and how it might be improved, please submit these to [APG-Policy-Team@open.ac.uk](mailto:APG-Policy-Team@open.ac.uk).

## Alternative format

If you require this document in an alternative format, please contact your dedicated APDM or equivalent contact.

If you are not yet studying with the Open University as an Apprentice, you can contact [The Open University Apprenticeships team](#) for this document in an alternative format.

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