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Alternative format

If you require this document in an alternative format, please contact the Apprenticeship Enrolment and Support Team via phone +44 (0)300 303 4121, or apprentice-support@open.ac.uk.

Scope

What this document covers

This Supplementary Agreement applies to Learners that have been accepted on to the Police Constable Degree Apprenticeship (PCDA) and Police Community Support Officer Apprenticeship (PCSO-A) only and sets out the additional terms relating to study of a PCDA or PCSO-A.

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

What this document does not cover

This Supplementary Agreement does not apply to any Learners or Students other than those accepted on to a PCDA or PCSO-A, including Learners on other Apprenticeships, including students on the Degree Holder Entry Programme (DHEP).

All Students and Learners not covered by this document should refer to the [Student Policies and Regulations webpage](#) to access the Conditions of Registration or Terms and Conditions that apply to them. If you need any help, please contact us by emailing general-enquiries@open.ac.uk.

Supplementary Agreements superseded by this document

The Conditions of Registration Supplementary Agreement (Policing) 2022/23.

This document is a Supplementary Agreement to the [Conditions of Registration for Apprentices](#). The terms and conditions in this Supplementary Agreement take precedence over the Conditions of Registration where these differ. A summary of significant changes from the previous version can be found in [Summary of significant changes](#).

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Related Documentation

Refer to this document in conjunction with:

- [Conditions of Registration for Apprentices](#)
- [Disability Discrimination Act 1995](#) for Northern Ireland
- [Equality Act 2010](#) for England Scotland and Wales
- [Fitness to Practise Policy](#)
- [Student Privacy Notice](#)
- [The College of Policing Code of Ethics](#)

Qualification-specific regulations for your Police Constable Degree Apprenticeship qualification or Police Community Support Officer Apprenticeship

Introduction

This document sets out the additional terms agreed with The Open University relating to your study towards a Police Constable Degree Apprenticeship (PCDA) or Police Community Support Officer Apprenticeship (PCSO-A) qualification. It is the Supplementary Agreement referred to in the [Conditions of Registration for Apprentices](#) and should be read in conjunction with those Conditions and the rules, regulations and policies referred to within them and in this agreement. By registering for a PCDA or PCSO-A qualification, you are agreeing to these terms.

This Supplementary Agreement is effective from the date your registration for your PCDA or PCSO-A qualification is confirmed by the University and will continue to apply until you have either completed your qualification, or your registration has lapsed or been cancelled, whichever occurs first.

For specific guidance on how this agreement may relate to your personal circumstances, please contact your Apprenticeship Enrolment and Support Team (AEST).

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Main terms of the Supplementary Agreement

1 Professional Standards and Fitness to Practise Procedures

1.1 By entering into this Supplementary Agreement you explicitly acknowledge that you understand and agree to be bound by [The College of Policing Code of Ethics](#) set by [The College of Policing](#) which apply to all Learners studying for the PCDA or PCSO-A qualification. This means that:

- a) If a concern is raised that you are not achieving or maintaining those standards at a level appropriate to the stage of your studies for the PCDA or PCSO-A qualification, you may be referred under The Open University's [Fitness to Practise Policy](#).
- b) You agree to notify The Open University as soon as practicable of any matter which may give rise to any concern about your ability to meet [The College of Policing Code of Ethics](#), referring any such matter verbally, electronically or in writing to your Apprenticeship Enrolment and Support Team (AEST).

1.2 If a PCDA or PCSO-A qualification has been awarded and any matters occurring before the award of the qualification subsequently come to light that, in the opinion of an Fitness to Practise panel, ought to have been declared and would have resulted in the withholding of the PCDA or PCSO-A qualification, the matter shall be referred to the University's Central Disciplinary Committee who has the power to withdraw the degree or certificate of higher education qualification.

1.3 If the PCDA or PCSO-A qualification is not awarded, you may be offered an alternative Open University qualification for which you have met the credit requirements, provided you are not subject to other disciplinary sanctions.

2 Termination of Employment

2.1 If your employment is terminated for any reason during your apprenticeship, please contact your Practice Tutor or AEST as soon as possible, as this will affect your ability to continue with your programme of learning.

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3 Information sharing and Data Protection

3.1 Please see The Open University's [Student Privacy Notice](#) for full information on how data is collected and used by The Open University. There are some additional points that relate to this Supplementary Agreement. By entering into this Supplementary Agreement, please note that:

- a) The Open University will share information about your academic performance and professional standards relating to your study for a PCDA or PCSO-A qualification with your Employer Police Force. In particular, information about issues relating to your conduct may be shared where it might affect your professional suitability or fitness to practise and your continued employment. Your Employer Police Force has the right to deal with employment related matters under their own procedures, independently to The Open University's [Fitness to Practise Policy](#), however this may also be invoked in respect of those matters.
- b) The Open University may consider any concern through its [Fitness to Practise Policy](#) and this may lead to conditions being applied to your continued registration on the programme, your suspension, deregistration from the programme, or your expulsion from The Open University.
- c) Information about your health and any declared disability may be shared with your Employer Police Force in order to comply with obligations under the Equality Act 2010 in England, Scotland and Wales, or the Disability Discrimination Act 1995 for Northern Ireland, to provide reasonable adjustments. Additionally, data may be shared so that neither you nor members of the public are put at risk while you carry out your duties.
- d) The Open University will keep any information that had been shared secure, and will process all data in line with the [Student Privacy Notice](#). Your Employer Police Force will store and process information in accordance with their Privacy Notices.
- e) Your Employer Police Force may notify The Open University of any matters that might raise concerns about your ability to meet the professional standards of [The College of Policing](#).

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4 Withdrawing from or deferring your studies

4.1 If you intend to defer or withdraw from your PCDA or PCSO-A qualification before it is completed, you should discuss this with the AEST and Employer Police Force. If you have deferred a module, the AEST, in turn, will liaise with your Employer Police Force, who may be liable for any additional fees when you resume studying the module.

Summary of significant changes since last version

There are a number of significant changes from the previous version of this policy. These are:

- a) Addition of new section “Alternative format”
- b) Clarification in section “What this document does not cover” to confirm that students on the Degree Holder Entry Programme (DHEP) are not in scope
- c) Addition of paragraph in section “What this document does not cover” signposting students out of scope to the Student Policies and Regulations webpage
- d) Movement of section “Summary of significant changes since last version” to later in the policy document
- e) Removal of the Apprenticeship Privacy Notice from section “Related Documentation”
- f) Removal of section “Open University Student Charter Values”
- g) Removal of section “Commitment to Equality, Diversity and Inclusion at The Open University
- h) Removal of section “Safe Space reporting”
- i) Replacement of Apprenticeship Programme Delivery Manager (APDM) as contact point with Apprenticeship Enrolment and Support Team (AEST)
- j) Removal of section “Summary of the main terms of the Supplementary Agreement”
- k) General renumbering of sections and clauses

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- l) Removal of Apprenticeship Privacy Notice from clause 3.1 and 3.1 d)
- m) Amendment of title of section “Glossary of terms” to “Glossary”
- n) Replacement of term Apprenticeship Programme Delivery Manager (APDM) with Apprenticeship Enrolment and Support Team (AEST) in the Glossary
- o) Addition of new section “Feedback”
- p) Addition of contact details for the AEST (Apprenticeship Enrolment and Support Team) have been added

Glossary

Apprenticeship Enrolment and Support Team (AEST)

The Apprenticeship Enrolment and Support Team (AEST) provides support to apprentices throughout their Apprenticeship journey. The Open University’s team of Senior Advisers offer advice and support for a range of queries apprentices may have whilst studying their modules, including advice on an upcoming assignment or exam, navigation around the OU online learning platforms, or when experiencing difficult circumstances that are having an impact on their studies. The AEST can reach out to a wide range of support teams within The Open University to help support our apprentices.

Employer Police Force

This term for the purpose of this agreement refers to the Police Force working in partnership with the Open University that has employed you as an apprentice to complete the Police Constable Degree Apprenticeship.

Practice Tutor

This refers to the individual appointed by The Open University to provide support, guidance and quality assurance in respect of an apprentice’s learning in practice and the Employer Police Force’s assessment of the apprentice’s competence throughout the PCDA or PCSO-A qualification.

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Feedback

Comments and feedback about this policy document and how it might be improved are welcomed. Please submit these to SPR-Policy-Team@open.ac.uk.

Further clarification

If you have any queries around the content provided within this document and how to interpret it, please contact your AEST.

AEST (Apprenticeship Enrolment and Support Team) (for apprentices in England, Scotland and Wales)

Email apprentice-support@open.ac.uk

Phone +44 (0)300 303 4121

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