

# Summary of Academic Progress Policy (Apprentices)

An alternative format of this summary is available. Please contact the Apprentice Enrolment and Support Team (AEST) by email on [apprentice-support@open.ac.uk](mailto:apprentice-support@open.ac.uk), or telephone (+44 (0) 300 303 4121). Welsh-speaking Apprentices are welcome to speak with a student support adviser in Welsh on +44 (0) 29 2047 1170.

## About the Academic Progress Policy (Apprentices)

The Academic Progress Policy describes what academic progress is and how it is monitored while you study with us. It sets out when academic study restrictions can be applied to Apprentices and how to ask our permission to study if a restriction has been applied to you.

### We will follow these principles

1. You are making sufficient academic progress if you have successfully completed your most recent undergraduate study.
2. Successful completion of study means that:
  - you have been awarded credit for an undergraduate module at Open University Level 1, 2 or 3 with a value of 30 credits or more
  - you have not withdrawn from the apprenticeship qualification.
3. If you are enrolled on more than one module in the same presentation, then successfully completing at least one module counts as sufficient academic progress under this policy.
4. We apply progressive academic progress statuses to your student record when you are not awarded any module credit within a presentation in which you were enrolled for study. These statuses are at risk, alert and restricted.
5. When you successfully complete a module all academic progress statuses are removed.

## **You need to be aware**

### **At risk status**

If you have not successfully completed any of your most recent undergraduate study within a presentation, you will be considered at risk of not making sufficient academic progress. We will notify you and your Employer.

### **Alert status**

If you already have at risk status and then do not successfully complete any study in your next presentation, we place you at 'alert' status. We will notify you and your Employer.

### **Restricted status**

If you already have alert status and then do not successfully complete any study in a third consecutive presentation we will restrict you from study. We will notify you and your Employer.

### **Applying for permission to study under restriction**

You need permission from your Employer and or Funding Provider to make an application to have restricted status lifted. Please read Section 4 of the [Academic Progress Policy \(Apprentices\)](#) for details. [Contact your AEST](#) for support when you need it.

## **Give Us Your Feedback**

If you have any comments about this policy summary document and how it might be improved, please share this with us, by emailing [student-policy-compliance@open.ac.uk](mailto:student-policy-compliance@open.ac.uk).

## **Document Information**

Short summary for Academic Progress Policy (Apprentices) effective from 1 August 2025.

Approved by: Delegate, Academic Services Director.

Date for review: March 2027.