



# Conditions of Registration 2022/23 (Apprentices)

## Redundancy Policy Appendix

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## Summary of policy

The Redundancy Policy is an Appendix to the [Conditions of Registration 2022/23 \(Apprentices\)](#), and should be read in conjunction with the current version of this document. This policy outlines the support that The Open University will provide to you when studying an Open University qualification as part of an Apprenticeship Programme, in the event that you are made redundant by your Employer, prior to the end of your Open University Apprenticeship Programme.

In such an event, The Open University will support you to complete any individual academic module(s) which have already been started at the point that your employment is terminated. The Open University may also support you to complete any work-based module(s) being studied if it is feasible to do so. The Open University will undertake an assessment on a case-by-case basis to determine whether your specific work-based module can be completed after you are no longer in your current employment. This will be dependent on how much of the module has been completed, whether a regulator is involved and/or whether the work-based learning required can be adequately replicated without the need for a workplace environment.

### Summary of significant changes since last version

- a) New Sections added entitled “Commitment to Equality, Diversity and Inclusion at the Open University” and “Safe Space Reporting”.
- b) Main contact for apprentices updated from ‘your Apprenticeship Programme Delivery Manager’ to ‘the Apprenticeship Enrolment and Support Team’ throughout the policy.

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### Policies superseded by this document

This document presents the Redundancy Policy as an Appendix to the current version of the [Conditions of Registration 2022/23 \(Apprentices\)](#) for the first time.

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## Scope

### What this document covers

This Redundancy Policy Appendix applies to undergraduate and postgraduate Learners studying an Open University qualification as part of an Apprenticeship Programme in any of the four Nations of the United Kingdom.

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.

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### What this document does not cover

This Redundancy Policy Appendix does not apply to those who:

- a) have not yet been accepted on to an Open University qualification as part of an Apprenticeship Programme.
- b) leave their employment with their Apprenticeship Employer for any reason other than those stated in the Redundancy definition in the Glossary.

## Related Documentation

Refer to the following documentation in conjunction with this document:

- [Conditions of Registration 2022/23 \(Apprentices\)](#)
- [Fee Rules](#)

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## Open University Student Charter Values

This document aligns specifically with the following [Open University Student Charter](#) Values:

1. We treat each other with courtesy and respect, respecting the rights of individuals to hold different beliefs and views and to express them appropriately.
2. We value diversity and challenge inequalities and we are stronger for doing so.
4. We communicate with each other in ways which are clear, relevant, accurate and timely.
7. We act ethically and transparently, providing and making use of fair and open means to deal with our concerns and grievances, learning from them.
9. As Students, we share the responsibility for learning and make a commitment to study and research using the resources and support services available, upholding the highest standards of academic integrity.
10. As staff, we each play our role in enabling high quality learning and advancing knowledge and understanding through research and scholarly activity, ensuring every Student is supported.
11. We work to maintain and enhance the standards and reputation of our University recognising the contributions that all members make to its success.

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

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

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## Safe Space Reporting

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

### Introduction

This policy is an Appendix to the current version of the [Conditions of Registration 2022/23 \(Apprentices\)](#) and outlines the support that The Open University will provide to undergraduate and postgraduate Learners studying an Open University qualification as part of an Apprenticeship Programme in the event that you are made redundant by your Apprenticeship Employer.

This policy only applies when your contract with your Apprenticeship Employer has been terminated prior to the end of your Apprenticeship Programme.

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# Policy

## 1. Purpose

- 1.1 The purpose of this policy is to outline your position if you are currently studying an Apprenticeship Programme and you are made redundant by your Apprenticeship Employer.
- 1.2 This Policy will apply to any module(s) that you are studying if you are made redundant for any of the reasons stated in the Redundancy definition in the [Glossary](#) after the module start date.
- 1.3 The objectives of this policy are:
  - 1.3.1 To enable you to complete the study and assessment of the academic module(s) you are currently studying if you are made redundant by your Apprenticeship Employer. If you fail the module, you may be eligible to resit/resubmit as stated in the current version of the [Academic Regulations 2022/23 \(Apprentices\)](#) and if agreed by The Open University.
  - 1.3.2 , To enable you to continue to the end of the work-based learning module(s) you are currently studying if you are made redundant by your Apprenticeship Employer, if possible and agreed on an individual basis. If you fail the module, you may be eligible to resit/resubmit as stated in the current version of the [Academic Regulations 2022/23 \(Apprentices\)](#) and if agreed by The Open University.
  - 1.3.3 To enable you to complete your End Point Assessment where you have completed all the required apprenticeship programme components and/or qualifications in your Individual Learning Plan when you are made redundant.
  - 1.3.4. To enable you to complete your Functional Skills Qualification if you are currently studying this, when made redundant.

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## 2. Policy principles

- 2.1 The aim of the policy is to give you the best outcome to complete your current module(s) if you are made redundant by your Apprenticeship Employer, and to provide you with support when you first feel that you are at risk of redundancy. Please speak to your Practice Tutor or the Apprenticeship Enrolment and Support Team (AEST).
- 2.2 You will not be able to start any new module(s) that are linked to your Apprenticeship Programme, after The Open University has been notified of your redundancy.
- 2.3 If you become eligible to do so, you may subsequently register on a non-apprenticeship module or qualification by following the regulations and procedures in place at the time. We will maintain your record of study and if you are eligible to do so under the regulations and time limits that are in place, you may be able to count any credit you have been awarded in an earlier period of study to an Open University qualification. 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. For further information, please refer to Section J Ending Your Registration of the current version of the [Academic Regulations 2022/23 \(Apprentices\)](#), and contact the AEST for advice.
- 2.4 If you decide to withdraw from the module you are studying having been made redundant by your Employer, you must follow the guidance for ending your current registration in Section E Module Credit of the current version of the [Conditions of Registration 2022/23 \(Apprentices\)](#) and Section J Ending Your Registration of the current version of the [Academic Regulations 2022/23 \(Apprentices\)](#).

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- 2.5 If you register for any new modules to use in conjunction with the credit you have been awarded as an Apprentice in order to complete a different qualification, you will be classified as a standard Student as stated in Section E2 (The Open University's right to end your registration) of the current version of the [Conditions of Registration 2022/23 \(Apprentices\)](#). You will be subject to the current version of the [Conditions of Registration 2022/23](#) and [Fee Rules](#), and you will be liable to pay fees.
- 2.6 If you need guidance on this Policy, please speak to the AEST.
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### **3. Implementation and enforcement of procedure**

- 3.1 For more information and guidance please contact your Practice Tutor or the AEST.
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### **4. Methods of appeal**

- 4.1 If you are unhappy about the way in which we are applying this policy, you may use the [Student Complaints and Appeals](#) procedure to make a complaint.
- 4.2 The University also has a specific complaints procedure for submitting complaints in Welsh, in line with the Welsh Language Standards. Please refer to [Welsh Language Standards, Dealing with Complaints and Comments](#) for more details.

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## Glossary of terms

### Apprenticeship Employer

This means the company or organisation that employs you and participates in your Apprenticeship Programme according to the Funding Rules for the Nation in which you are studying.

### Redundancy

The statutory definition of redundancy (Employment Rights Act 1996) identifies three sets of circumstances (business closure, workplace closure, diminished requirements of the business for employees to do work of a particular kind) and an employee's dismissal can be considered to be by reason of redundancy if one of these circumstances is the reason for the dismissal.

Redundancy includes voluntary redundancy.

## Further clarification

If you need guidance on this Policy, please contact the AEST.

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

## Alternative format

If you require this Conditions of Registration, Apprentices, Redundancy Policy Appendix document in an alternative format, please contact the Student Support Team via [Contact Us](#) (phone +44 (0)300 303 5303), or via [StudentHome](#) if you are a current Open University Student.

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