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Alternative Format

If you require this Conditions of Registration 2025/26 (Apprentices): Redundancy Policy Appendix document in an alternative format please [Contact Us](#) (visit www.open.ac.uk/contact), telephone us on +44 (0)300 303 5303, or get in touch with the Apprentice Enrolment and Support Team (AEST) by email on apprentice-support@open.ac.uk, or telephone (+44 (0) 300 303 4121).

Welsh-speaking Students and Learners are welcome to speak with a student support adviser in Welsh on +44 (0) 29 2047 1170. Rydym yn croesawu cyswllt yn Gymraeg.

Introduction

This policy is an Appendix to the [Conditions of Registration 2025/26 \(Apprentices\)](#) and sets out the support that The Open University will provide to undergraduate and postgraduate Apprentices studying an Open University qualification as part of an Apprenticeship Programme in the event that you are made redundant by your Apprenticeship Employer.

An employee's dismissal can be considered to be a redundancy if one or more of the following circumstances defined in the [Employment Rights Act 1996](#) is the reason for the dismissal:

- The closing of a business.
- The closing of a workplace.
- Reduced business need for employees to do work of a particular kind.

Redundancy includes voluntary redundancy.

In such an event, The Open University will try to support you to complete any individual academic module(s) that have already been started at the point your employment is terminated. However, for Apprentices in England, your ability to continue on a registered module will be determined by how far through the apprenticeship you are. If you are more than 75% through your apprenticeship, the Department for Education (DfE) will fund the remainder of your programme of study.

If you are less than 75% through your apprenticeship, the DfE will fund your studies for 12 weeks.

The Open University may also support you to complete any work-based module(s) being studied if it is feasible to do so. We 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.

This policy only applies when your contract with your Apprenticeship Employer has been terminated prior to the end of your Apprenticeship Programme. If you are concerned that you may be at risk of redundancy, you should contact the [Apprentice Enrolment and Support Team](#) to discuss the options available to you.

Throughout this document, where you see references to 'we', 'us', or 'our' this means The Open University. 'You' refers to you as the Student or Apprentice.

Scope

What this document covers

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

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 [list of Definitions](#).

Support and Information

How to contact us

If you have any queries around the content provided within this document and how to interpret it, please [Contact Us](#). To check our contact details, please see [Open University Offices](#).

Welsh-speaking Learners are welcome to speak with a student support adviser in Welsh on +44 (0) 29 2047 1170.

Your Apprentice Enrolment and Support Team (AEST)

Your Apprentice Enrolment and Support Team (AEST) phone number and email contact can be found on [StudentHome](#) or Help Centre [Your contacts](#).

Your Nation Office

To check the latest contact details please see [Open University offices](#).

If you are a Learner in Ireland, Wales or Scotland please contact your Nation Office:

The Open University in Ireland

110 Victoria Street

Belfast

BT1 3GN

Phone +44 (0)28 9032 3718

The Open University in Scotland

10 Drumsheugh Gardens

Edinburgh

EH3 7QJ

Phone +44 (0)131 226 3851

The Open University in Wales

18 Custom House Street

Cardiff

CF10 1AP

Phone +44 (0)29 2047 1170

Rydym yn croesawu cyswllt yn Gymraeg.

Bullying, Harassment & Sexual Misconduct

We are dedicated to fostering a welcoming and inclusive environment for everyone; for this reason, we do not tolerate bullying, harassment, or sexual misconduct. We are committed to investigating issues of concern and will take appropriate disciplinary actions when necessary to ensure that our students and staff feel safe and respected when working with one another.

Information, support tools and resources for students and staff are available through the webpage [Bullying, harassment & sexual misconduct: it's never OK](#). Through this page you can also report any concerns about bullying, harassment or sexual misconduct that you have experienced or have witnessed.

Reporting Bullying and Harassment

The Open University is committed to creating a diverse and inclusive environment where everyone feels safe and is treated with dignity and respect. Unlawful discrimination of any kind across The Open University will not be tolerated. We encourage students, learners, visitors and staff to report incidents of assault, bullying harassment, hate crime or sexual harassment through [Report + Support](#).

This platform also provides information about what you can do if you or someone you know experiences such incidents, and where you can find support.

Policy

1. Purpose

- 1.1 The purpose of this policy is to outline your position if you are 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 [list of Definitions](#) after the module start date.
- 1.3 The objectives of this policy are to enable you where possible:
 - 1.3.1 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 2025/26 \(Apprentices\)](#), and if agreed by us.
 - 1.3.2 To continue to the end of the 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 2025/26 \(Apprentices\)](#), and if agreed by us.
 - 1.3.3 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 complete your Functional Skills Qualification if you are currently studying this, when made redundant.

2. Policy principles

- 2.1 The aim of the policy is to enable you, where possible, to complete your current module(s) if you are made redundant by your Apprenticeship Employer, and to provide you with support when you are first made aware that you might be at risk of redundancy. Please speak with your Practice Tutor or the Apprentice Enrolment and Support Team.
- 2.2 You will not be able to start any new module(s) that are linked to your Apprenticeship Programme after we have 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 towards a non-apprenticeship Open University qualification. Registration onto modules that are studied towards a non-apprenticeship qualification will be subject to the standard [Academic Regulations](#), [Conditions of Registration \(Taught Courses\)](#) 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 2025/26 \(Apprentices\)](#), and contact the Apprentice Enrolment and Support Team 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 J “Ending Your Registration” of the current version of the [Academic Regulations 2025/26 \(Apprentices\)](#).
- 2.5 If you register for any new non-apprenticeship 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 “Our right to end your registration” of the current version of the [Conditions of Registration 2025/26 \(Apprentices\)](#).

You will be subject to the current version of the [Conditions of Registration \(Taught Courses\) 2025/26](#) and [Fee Rules](#), and you will be liable to pay fees.

- 2.6 If you need guidance on this Policy, please speak with the Apprentice Enrolment and Support Team.

3. Implementation and enforcement of procedure

- 3.1 For more information and guidance, please contact your Practice Tutor or the Apprentice Enrolment and Support Team.

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. A Welsh language version of this procedure is also available. Mae fersiwn Gymraeg o'r polisi hwn ar gael.

- 4.2 We also have a specific complaints procedure for complaints relating to Welsh Language Standards. Please refer to [Welsh Language Standards, Dealing with Complaints and Comments](#) for more details. A Welsh language version of this procedure is also available. Mae fersiwn Gymraeg o'r polisi hwn ar gael.

Definitions

Apprenticeship Employer

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.

Department for Education (DfE)

The Department for Education is responsible for children's services and education, including early years, schools, higher and further education policy, apprenticeships and wider skills in England. Apprenticeships in England are regulated by the DfE, therefore all parties must abide by the DfE's funding rules.

Redundancy

Your dismissal comes under the statutory definition from the Employment Rights Act, 1996 if you experience redundancy because of:

- the closing of a business
- the closure of a workplace
- reduced business need for employees to do work of a particular kind.

Redundancy also includes voluntary redundancy.

Related Policies and Legislation

Refer to the following documentation in conjunction with this document:

- [Conditions of Registration 2025/26 \(Apprentices\)](#)
- [Fee Rules](#)

Welsh language standards

[Safonau'r Gymraeg \(Welsh Language Standards\)](#)

We are one of several universities named in the Welsh Language (Wales) Measure 2011. This means that any students in Wales can expect to receive certain services from the Open University in Welsh. These are outlined in what's called the [Open University's Welsh language standards](#).

This means that you can speak to our study advisors in Wales in Welsh or contact the university in Welsh. You can find out more about your rights as a Welsh language user on the [Open University in Wales website](#).

Our Student Charter Values

The [Student Charter](#) was developed jointly by The Open University and the Open University Students Union. It is a declaration of our shared values and the commitments we make to each other. This document has been developed with the Student Charter values as its foundation.

Our commitment to Equality Diversity and Inclusion

Our commitment to equality and inclusion is embedded in all that we do and reflects our mission to be open to people, places, methods and ideas. We celebrate diversity and the strengths that it brings, whilst challenging under-representation and differences in outcomes within our institution. We promote and manage equality and diversity to meet both our strategic goals and our statutory equality duties. We achieve this in many ways, including the development of inclusive policy.

Charity Statement

The Open University is incorporated by Royal Charter (RC 000391), an exempt charity in England and Wales and a charity registered in Scotland (SC 038302). The Open University is authorised and regulated by the Financial Conduct Authority in relation to its secondary activity of credit broking.

About this Document

Summary of significant changes since last version

There are several significant changes from the previous version of this document. These are:

- a) General restructuring of the document to align with the new Student Policy template, including new sections 'Alternative Format' and 'How to contact us', and moving list of related policies and legislation to the end of the document.
- b) Removal of the 'Summary' section of the document, with relevant text moved into the 'Introduction' section.
- c) Amendment to the definition of redundancy in the Introduction.
- d) New paragraph defining the use of 'we', 'us' and 'our' within this document.
- e) References to 'The Open University' throughout this document have been replaced by 'we', 'us' or 'our' to improve readability.
- f) References to the 'Glossary' has been amended to 'Definitions'.

- g) New section 'Bullying, Harassment & Sexual Misconduct'.
- h) Minor amendments to clause 1.3.2 to improve clarity; its meaning has not been changed.
- i) Updates throughout document replacing terminology 'vulnerable adults' with 'at risk adults'.
- j) Minor amendment to clause 2.1 to clarify that The Open University will enable students, where possible, to complete their current module in the event of redundancy.
- k) Minor amendments to clause 4.2 to improve clarity; its meaning has not been changed.
- l) 'Glossary' section has been renamed to 'Definitions'.
- m) New definition for 'Department for Education (DfE)'.
- n) Removal of definition for 'The Education and Skills Funding Agency (ESFA)'.
- o) Amendment to definition for 'Redundancy'.
- p) Section 'Safe Space Reporting' has been renamed to 'Reporting Bullying and Harassment', with references to 'Safe Space Reporting' amended to 'Report + Support'.
- q) Reference to 'The Open University Students Association' has been amended to 'The Open University Students Union'.

Policies superseded by this document

This document presents the Redundancy Policy as an Appendix to the current version of the [Conditions of Registration 2025/26 \(Apprentices\)](#).

Document Information

Version number: 1.0

Approved by: Delegate of Director, Academic Services

Effective from: 1 August 2025

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