

Contents

Alternative Format	3
Introduction	3
Scope	4
What this Supplementary Agreement covers	4
What this Supplementary Agreement does not cover	4
Support and Information	4
How to contact us	4
Bullying, Harassment & Sexual Misconduct.....	5
Reporting Bullying and Harassment.....	5
Main terms of the Supplementary Agreement	5
1 Professional Standards and Fitness to Practise Procedures	5
2 Termination of Employment.....	6
3 Information sharing and Data Protection	7
4 Withdrawing from or deferring your studies	9
Definitions	9
Related Policies and Legislation	10
Refer to this document in conjunction with:.....	10
Welsh language standards.....	10
Our Student Charter Values.....	11
Our commitment to Equality Diversity and Inclusion	11
Charity Statement	11
About this Document	11
Summary of significant changes since last version	11

Supplementary Agreements superseded by this document.....	12
Document Information.....	12

Alternative Format

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

Welsh-speaking 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 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 Open University and will continue to apply until you have either completed your qualification, or your registration has lapsed or been cancelled, whichever occurs first.

A [list of Definitions](#) is included to explain the terms used in this document.

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

For specific guidance on how this agreement may relate to your personal circumstances, please contact the [Apprentice Enrolment and Support Team \(AEST\)](#).

Scope

What this Supplementary Agreement covers

This Supplementary Agreement applies to Apprentices who 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.

What this Supplementary Agreement does not cover

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

All Apprentices, Students and Learners not covered by this Supplementary Agreement should refer to the [Student Policies and Regulations website](#) 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.

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. Rydym yn croesawu cyswllt yn Gymraeg.

Your Apprentice Enrolment and Support Team (AEST)

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

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.

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 [Code of Ethics](#) set by [The College of Policing](#) which applies to all Apprentices 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 our [Fitness to Practise Procedure](#).

- b) You agree to notify us as soon as practicable of any matter that 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 the [Apprentice Enrolment and Support Team](#).
- 1.2 Apprentices studying for the PCDA or PCSO-A qualifications will go through a recruitment process with their Employer Police Force and will need to satisfy all relevant requirements and conditions stipulated by their Force. To remain on the qualification, you will need to continue to meet all the requirements of your Employer Police Force; failure to do so may result in your place being withdrawn.
- 1.3 If a PCDA or PCSO-A qualification has been awarded, and any matters of concern that occurred before the qualification was awarded subsequently come to light that in the opinion of a 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 our Central Disciplinary Committee. The Central Disciplinary Committee has the power to withdraw the degree or certificate of higher education qualification.
- 1.4 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 the [Apprentice Enrolment and Support Team](#) as soon as possible, as this will affect your ability to continue with your programme of learning.

3 Information sharing and Data Protection

- 3.1 When you register on your policing apprenticeship programme, we collect and record certain personal information from you. The personal information you have supplied will be used to verify and obtain your Employer Police Force Provided Identities (i.e., your work email address, work mobile number and work address). If you are required to share your Employer Police Force Provided Identities with us, you will be informed of how to do this.
- 3.2 Once we have received your Employer Police Force Provided Identities, we amend our student systems to reflect the Employer Police Force Provided Identity details as your primary contact details. This will include recording your primary address as your Employer Police Force's headquarters. Personal information such as your home address and email address will be retained within a secure area in our systems, but these details will not be used to communicate with you whilst you are studying your apprenticeship programme. We retain your personal information as we have a regulatory duty to report certain information to Higher Education Statistics Agency (HESA). Should you leave your Employer Police Force and your apprenticeship programme, we will be able to contact you using your personal information with your consent, about any other studies you may wish to undertake with us.
- 3.3 Please see our [Student Privacy Notice](#) for full information on how we collect and use your data. There are some additional points that relate to this Supplementary Agreement. By entering into this Supplementary Agreement, please note that:
- a) We 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 our [Fitness to Practise Procedure](#), however this may also be invoked in respect of those matters.

- b) Information about your health and any disability you tell us about may be shared with your Employer Police Force in order to comply with obligations under the [Equality Act 2010](#) (for England, Scotland and Wales), and both the Disability Discrimination Act 1995 (Amendment) Regulations (Northern Ireland) 2004 and Section 75 of the [Northern Ireland Act 1998](#) 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.
- c) We 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.
- d) We may consider any concern shared with us (including from your employer, a member of Open University staff, an Open University student or by a member of the public) through our [Fitness to Practise Procedure](#), 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.
- e) Your Employer Police Force may notify us of any matters that might raise concerns about your ability to meet the professional standards of [The College of Policing](#).

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 [Apprentice Enrolment and Support Team](#) and with your Employer Police Force. If you have deferred a module, the Apprentice Enrolment and Support Team will liaise with your Employer Police Force, who may be liable for any additional fees when you resume studying the module.

Definitions

Apprentice Enrolment and Support Team (AEST)

The Apprentice Enrolment and Support Team (AEST) provides support to apprentices throughout their Apprenticeship journey. The Apprentice Enrolment and Support Team comprises a team of Senior Advisers who offer advice and support for a range of queries apprentices may have whilst studying their modules, including advice on upcoming assignments or exams, navigation around our online learning platforms, or when experiencing difficult circumstances that are having an impact on their studies. The Apprentice Enrolment and Support Team will liaise with other teams across the University, to ensure the right information, help and support is provided to an apprentice.

Employer Police Force

For the purpose of this agreement, this refers to the Police Force working in partnership with us that has employed you as an Apprentice to complete the Police Constable Degree Apprenticeship or Police Community Support Officer Apprenticeship.

Practice Tutor

The individual appointed by us 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.

Related Policies and Legislation

Refer to this document in conjunction with:

- [The College of Policing Code of Ethics](#)
- [Conditions of Registration for Apprentices](#)
- [Disability Discrimination Act 1995 \(Amendment\) Regulations \(Northern Ireland\) 2004](#) and Section 75 of the [Northern Ireland Act 1998](#) for Northern Ireland
- [Equality Act 2010](#) for England Scotland and Wales
- [Fitness to Practise Procedure](#)
- Qualification-specific regulations for your Police Constable Degree Apprenticeship qualification, or the Police Community Support Officer Apprenticeship
- [Student Privacy Notice](#)

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 is called the [Open University's Welsh language standards](#).

This means that you can speak to our student recruitment and support team 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 us 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 a number of significant changes from the previous version of this policy.

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) References to the 'Glossary' has been amended to 'Definitions'.
- c) New paragraph defining the use of 'we', 'us' and 'our' within this document.

- d) References to 'The Open University' throughout this document have been replaced by 'we', 'us' or 'our' to improve readability.
- e) Removal of paragraph in 'Scope' stating that The University will notify Students by email of any significant changes to this document.
- f) Clarification in the 'Scope' stating that PCEP students are also not covered by this Supplementary Agreement.
- g) New section 'Bullying, Harassment & Sexual Misconduct'.
- h) Section 'Safe Space Reporting' has been renamed to 'Reporting Bullying and Harassment', with references to 'Safe Space Reporting' amended to 'Report + Support'.
- i) Significant amendments to section 3 to better clarify how The Open University will use a student's personal information and Employer Police Force Provided Identity.
- j) Updates throughout document to references of UK equality legislation.
- k) 'Glossary' section has been renamed to 'Definitions'.
- l) Reference to 'The Open University Students Association' has been amended to 'The Open University Students Union'.

Supplementary Agreements superseded by this document

This document replaces the previous version of The Conditions of Registration Supplementary Agreement (Policing) 2024/25.

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.

Document Information

Version number: 1.0

Approved by: Delegate of Director, Academic Services

Effective from: 1 August 2025

Date for review: 1 March 2026