

# Conditions of Registration 2023/24

## Supplementary Agreement for PGCE Students Postgraduate Certificate in Education (Wales)

### Contents

Alternative format.....	2
Scope .....	2
Related Documentation.....	3
Introduction.....	4
Main terms of the Supplementary Agreement .....	5
1 Requirement to disclose criminal convictions, legal restrictions, conditions, and disciplinary matters .....	5
2 Code of Conduct and Fitness to Practise Procedures.....	6
3 Teaching Commitment.....	8
4 Fees or Costs of Study .....	10
5 Termination of Agreement with Partner School by The Open University .....	11
6 Cancelling or Withdrawing your Registration.....	11
7 Your Studies .....	13
8 Changing Your Study (Deferring your studies or Taking a Study Break) .....	14
9 Information sharing and Data Protection .....	15
10 Summary of significant changes since last version .....	16
Glossary.....	17
Further clarification .....	21
The Open University in Wales.....	21
I siaradwyr Cymraeg .....	21
Feedback.....	21
Appendix A .....	22

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The Open University is incorporated by Royal Charter (RC 000391), an exempt charity in England & 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.

## Alternative format

If you require this document in an alternative format, please contact The Open University in Wales by phone +44 (0)29 2047 1170 or email [wales-support@open.ac.uk](mailto:wales-support@open.ac.uk).

**Mae fersiwn Gymraeg o'r polisi hwn ar gael.**

A Welsh language version of this policy is also available.

## Scope

### What this document covers

This Supplementary Agreement applies to Students who have been accepted on to The Open University's Postgraduate Certificate in Education (PGCE) (Wales) programme. It sets out the additional terms relating to the study of a PGCE (Wales) qualification under both routes available: the Salaried Route and the Part-Time Route.

Students studying the PGCE (Wales) Salaried Route are paid members of staff in a school, with costs of study fully funded by the Welsh Government via a 'training grant' and a non-qualified teacher salary paid by their employing organisation. They will be both Students of The Open University and employees of their Employer school. They will need to register with the Regulatory Body (the Education Workforce Council, EWC) as a School Learning Support Worker before they commence their PGCE, and will need to comply with the [EWC Code of Professional Conduct and Practice](#).

Salaried Students undertake practice learning periods in school concurrently with academic study and employment. Practice learning is assessed by mentors, school coordinators, and practice tutors; more information on these roles is given in the [Glossary](#).

Students studying through the Part-Time Route will be self-funded, undertaking practice learning periods dependent upon their circumstances and in agreement with partner schools. Similar to salaried Students, practice learning will be assessed by mentors, school coordinators and practice tutors.

On successful award of the PGCE (Wales) qualification, The Open University will notify the EWC of recommendation for Qualified Teacher Status (QTS).

This Supplementary Agreement may be updated throughout the year to correct errors, improve clarity or accessibility, or 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.

Version number: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 1 August 2023	Date for review: March 2024

## What this document does not cover

This Supplementary Agreement does **not** apply to:

- Students who have not yet been accepted on to The Open University's PGCE (Wales) programme.
- All other modules, qualifications, or programmes outside of the PGCE programme.

All Students and Learners not covered by this Supplementary Agreement 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](mailto:general-enquiries@open.ac.uk)

## Supplementary Agreements superseded by this document

This document replaces the previous version of [Conditions of Registration Supplementary Agreement \(PGCE\) 2022/23](#). This document is a Supplementary Agreement to the main [Conditions of Registration](#). 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 [Section 10](#).

## Related Documentation

Refer to the following documentation in conjunction with this document:

### Documents that govern your study:

- [Conditions of Registration](#)
- [Fitness to Practise Procedure](#)
- [Fitness to Study](#)
- [Qualification-specific regulations for the PGCE](#)

### Information sharing and Data Protection:

- [Student Privacy Notice](#)

Version number: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 1 August 2023	Date for review: March 2024

# Introduction

This document sets out the additional terms agreed with The Open University relating to your study towards the PGCE (Wales). It should be read together with the [Conditions of Registration](#) document and the rules, regulations, and policies referred to therein and in this agreement.

By registering for the PGCE (Wales) you are agreeing to the terms specified in the [Conditions of Registration](#) (except in the instances listed in Table 1 below) along with those additionally listed within this document. A [Glossary](#) is included to explain any terms that may be unfamiliar to you.

**Table 1: Exceptions to the Conditions of Registration for PGCE Routes**

Section of Conditions of Registration 2023/24	Exceptions for PGCE Salaried Route	Exceptions for PGCE Part-Time Route
Section A: Your agreement to register	<p>A1.c) the “Admission of Applicants under the Age of 18” policy does not apply as the programme will not admit anyone under 18.</p> <p>A2 Requirement to disclose criminal convictions, legal restrictions and conditions is replaced by Section 1.1 in this PGCE Supplementary Agreement</p>	<p>A1.c) the “Admission of Applicants under the Age of 18” policy does not apply as the programme will not admit anyone under 18.</p> <p>A2 Requirement to disclose criminal convictions, legal restrictions and conditions is replaced by Section 1.1 in this PGCE Supplementary Agreement</p>
Section B: Your fees	Section B Your Fees is replaced by Section 4 in this PGCE Supplementary Agreement	Section B Your Fees is replaced by Section 4 in this PGCE Supplementary Agreement
Section E: Cancelling or Withdrawing your registration	E1 How to cancel or withdraw your registration is replaced by Section 6 in this PGCE Supplementary Agreement	E1 How to cancel or withdraw your registration is replaced by Section 6 in this PGCE Supplementary Agreement

Version number: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 1 August 2023	Date for review: March 2024

This Agreement is effective from the date you registered for your PGCE and will continue to apply until you have either completed your qualification, or your registration has lapsed or been cancelled, whichever occurs first.

Students can only register for the PGCE (Wales) through Student Recruitment and Support (SRS) in The Open University in Wales.

For specific guidance on how this agreement may relate to your personal circumstances, please contact the PGCE team at [Wales-PGCE@open.ac.uk](mailto:Wales-PGCE@open.ac.uk).

## **Main terms of the Supplementary Agreement**

### **1 Requirement to disclose criminal convictions, legal restrictions, conditions, and disciplinary matters**

- 1.1 You must disclose any criminal conviction prior to registration or at any point that you become subject to a criminal conviction during your studies. It is highly likely that any criminal conviction will preclude you from studying the PGCE (Wales) at The Open University, but each case will be considered individually.
- 1.2 All Students must have a Disclosure and Barring Scheme (DBS) clearance certificate before they are allowed into a school for teaching experience. Students who are currently, or become subject to an order, restriction, or arrangement imposed by a court or by an authorised body, must make the Director of PGCE Programme in Wales or their delegate aware immediately of any conditions which may prevent them from fully engaging with their course and the wider University community. In such circumstances, you may be obliged to stop studying the PGCE (Wales) qualification because you will be in breach of the Code of Conduct and Practice (see section 2 below). This disclosure helps us fulfil our safeguarding obligation and includes those who are subject to Sex Offender Registration and Sexual Harm Prevention Orders.

Version number: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 1 August 2023	Date for review: March 2024

1.3 You must disclose the outcome of any disciplinary procedure you have been subject to which contravenes the [EWC Code of Professional Conduct and Practice](#). You must disclose this information during the application process or at any point that you become subject to a disciplinary procedure during your studies. Failure to do so may result in your application being withdrawn or your studies being terminated. The Director of PGCE Programme in Wales will assess the outcome of the disciplinary procedure and will decide whether this warrants the withdrawal of your application or termination of your studies.

## 2 Code of Conduct and Fitness to Practise Procedures

2.1 By entering into this Supplementary Agreement, you explicitly acknowledge that you understand and agree to be bound by the revised Code of Conduct and Practice (effective from 1 September 2019) set by the Regulatory Authority, the Education Workforce Council (EWC): [EWC Code of Professional Conduct and Practice](#).

Salaried Students will also need to [formally register with EWC](#) as a School Learning Support Worker.

This means that:

a) If a concern is raised that you are not achieving or maintaining the expectations of the Code at a level appropriate to the stage of your studies for the PGCE (Wales) qualification and other means of support have not proved sufficient, you may be referred under The Open University's [Fitness to Practise Procedure](#).

This may result in:

- conditions being applied for you to continue to study for a PGCE;
- suspension from study for a PGCE;
- termination of registration for a PGCE;
- the withholding of the award of a PGCE.

b) You agree to notify the Director of PGCE Programme in Wales or their delegate ([Wales-PGCE@open.ac.uk](mailto:Wales-PGCE@open.ac.uk)) as soon as practicable of any matter which may give rise to any concern about your ability to meet the Code of Conduct and Practice of the Regulatory Authority.

Version number: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 1 August 2023	Date for review: March 2024

- 2.2 Although you may have been awarded module credit that satisfies the academic and practice learning requirements of the PGCE (Wales), The Open University may withhold the qualification on the recommendation of a Fitness to Practise Panel if they determine you have failed to meet the standards required in the EWC Code of Conduct and Practice, due to matters that occurred prior to the award of the qualification.
- 2.3 If a PGCE has been awarded and any matters occurring before the award of the qualification 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 PGCE (Wales) qualification, the matter shall be referred to The Open University's Central Disciplinary Committee who have the power to withdraw the PGCE (Wales) qualification.
- 2.4 If the PGCE (Wales) qualification is not awarded, you will not be eligible to register to practise as a teacher. If you have successfully passed a module(s), you may be able to count the credit towards other Open University qualifications that you register for outside of the PGCE Programme, providing you have no other disciplinary restrictions.
- 2.5 Please be aware that neither the offer of a place onto the qualification by The Open University, nor successful completion of the qualification, guarantees your entry onto the [Register of Education Practitioners in Wales](#). EWC retains the right to determine your entry to the professional register at the point of registration. Please refer to the [EWC guidance](#) for the most up to date information regarding requirements for the Register of Education Practitioners in Wales.
- 2.6 You must comply with the [Dignity and Respect Policy](#) in all interactions with staff both internal to The Open University and external (i.e. those in the partner school). This includes face-to-face and virtual interactions via our forums. Failure to adhere to this may result in:
- suspending the use of interactive elements of the PGCE (e.g., suspension of forum use);
  - conditions being applied for you to continue to study for a PGCE;
  - suspension from study for a PGCE;
  - termination of registration for a PGCE;
  - the withholding of the award of a PGCE.

Version number: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 1 August 2023	Date for review: March 2024

### 3 Teaching Commitment

3.1 When you register for the PGCE (Wales) qualification with The Open University, you agree to:

- a) Co-operate with any Lead, Employer or Associate School in which you are undertaking practice learning. They will provide sufficient and appropriate practice learning periods to enable you to meet the learning outcomes of the PGCE (Wales) qualification and the requirements of the EWC, which include 120 (full school) days of teaching practice.
- b) Co-operate with any Lead, Employer or Associate School in which you are undertaking practice learning to meet any reasonable requirements to maintain the reputation of the schools, the Welsh Government, and The Open University, and comply with their legal and financial obligations and service standards in connection with your participation in the practice learning opportunities provided.
- c) Comply with the correct programme structure for the route that you are enrolling on; Students enrolled on the part-time programme cannot use the structure of the Salaried Route to undertake the programme.
- d) For salaried Students, comply with the employment policies and practices of the Employer School and Partner School.
- e) For salaried Students, in accordance with [Clause 5.2](#), ensure that you and your school comply with the requirements of the programme.
- f) Take all reasonable steps to undertake any practice learning opportunities required to complete the PGCE (Wales) qualification. This may include reasonable levels of travel which may vary depending on geographical location and the language of study (English or Welsh) through which you wish to undertake the programme.
- g) Ensure that you attend all practice learning and online-seminar sessions unless there are exceptional circumstances. For salaried Students, you should also ensure that any allocated study time is used for its intended purpose.

Version number: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 1 August 2023	Date for review: March 2024



- 3.2 Partner Schools will require you to co-operate with your practice tutor, school coordinator, and mentor who will:
- a) carry out observations and supervise practice, offering feedback to you throughout the practice learning periods. These observations will include virtual approaches, including the use of recording software. Students are expected to make use of such approaches. If you have any questions or want to discuss this further, please contact the PGCE Wales team at [Wales-PGCE@open.ac.uk](mailto:Wales-PGCE@open.ac.uk).
  - b) carry out any assessment responsibilities required of them by the PGCE (Wales) qualification; and
  - c) participate in planning, monitoring, and review meetings with you and each other as required.
- 3.3 If you are in breach of the clauses outlined in Paragraphs 3.1 and 3.2, and it is the opinion of your mentor and the Director of PGCE Programme in Wales or their delegate that it is not reasonably practicable for you to complete a teaching commitment, then your Employer or Associate School and The Open University are not obligated to provide a further opportunity for you to meet the practice learning requirements for that module. If you are not meeting the [Wales Professional Standards for Teaching and Leadership](#) and fail your teaching experience (and the resit opportunities), your studies may be suspended in accordance with the [Conditions of Registration](#) (Section E2 “The Open University’s right to cancel your registration or enrolment”).
- 3.4 If difficulties arise during a practice learning experience that are outside of your control and which cause your learning to be disrupted, The Open University will manage this in partnership with your placement school. This may include offering you an alternative placement.
- 3.5 If the placement school does not allow you sufficient time to complete the required practice learning experiences, The Open University will address this with the school and if required, endeavour to extend your study period to allow the placement school to provide sufficient practice learning opportunities.

Version number: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 1 August 2023	Date for review: March 2024

## 4 Fees or Costs of Study

- 4.1 Under the Salaried Route, Students will not be expected to make a direct contribution towards the costs of their study. Salaried Students will be paid (employed) by a state-funded school in Wales (Employer School) to work as a non-qualified teacher while they study for their PGCE. This is on a minimum of point 1 of the non-qualified teacher pay scale, on a full-time basis. Student fees on this route will be funded by a training grant from the Welsh Government and these will be paid directly to The Open University for the duration of the qualification.
- 4.2 Under the Part-Time Route, Students will be self-funded. They will be liable for their own fees as set out on the [PGCE in Wales Fees and Funding](#) webpage.
- 4.3 If salaried Students are in breach of the terms of this Supplementary Agreement or fail to adhere to the main [Conditions of Registration](#), or cancel or withdraw from their studies, the costs of their study will immediately cease to be paid by the Welsh Government.
- 4.4 If part-time Students are in breach of the terms of this Supplementary Agreement, or fail to adhere to the main [Conditions of Registration](#), any fees paid to The Open University will not be refunded, and Fee Credits or Waivers may be withheld.
- 4.5 If part-time Students cancel or withdraw from their studies, any refunds will be made in accordance with the [Fee Rules \(Undergraduate\)](#) (Section H: “Levels of Fee Liability, Fee Refund and/or Fee Credit”).
- 4.6 For salaried Students, if you have given misleading, incorrect, or fraudulent information about your circumstances, you may become personally liable for some or all of your costs of study and you may be deregistered.
- 4.7 If after discussion with The Open University, your Employer School and second school, you decide to withdraw from the Salaried Route, you may be eligible to apply to study The Open University PGCE qualification through the Part-Time Route. For more information, contact the PGCE team at [Wales-PGCE@open.ac.uk](mailto:Wales-PGCE@open.ac.uk).

Version number: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 1 August 2023	Date for review: March 2024

## **5 Termination of Agreement with Partner School by The Open University**

- 5.1 In the event that The Open University's collaboration agreement with your Employer or Associate School is terminated, The Open University will take reasonable steps to enable you to finish the programme including completing all necessary modules and carrying out all necessary practice learning experience.
- 5.2 For salaried Students, if your Employer School is found to be in breach of the terms of the programme regarding the salary you are paid, the subject (for secondary schools) which is the focus of your practice learning, or other issues with your timetable, then The Open University reserve the right to terminate that agreement and withdraw you from the programme.
- 5.3 Further details on the Termination of Agreement with Partner School can be found under the heading 'De-selection of Schools from the Partnership' in the document ['Criteria for the Inclusion of Schools in the Partnership.'](#)

## **6 Cancelling or Withdrawing your Registration**

- 6.1 You can exercise your right under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations (2013) to cancel your registration without penalty up to 14 days after the date of your confirmation of registration, regardless of how your fees are paid.
- 6.2 The Open University can cancel your registration in the circumstances set out in the [Conditions of Registration](#) (Section E: "Cancelling or Withdrawing your Registration"). In addition, we may cancel your registration if you do not:
- a) Undertake practice learning periods with a partner school.
  - b) Maintain the conditions of the programme, such as employment by an Employer School or failure to maintain the professional standards expected of any Partner School.
  - c) Maintain the standards of the Regulatory Authority with respect to your health, competence, and standards of behaviour.

Version number: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 1 August 2023	Date for review: March 2024

- 6.3 For salaried Students, if your employment is terminated by your Employer School because you are in breach of the terms of your employment contract with them, you cannot continue on the Salaried Route of this qualification. You may be able to apply to move to the Part-Time Route, depending on your circumstances. To discuss your options, please contact the PGCE team at [Wales-PGCE@open.ac.uk](mailto:Wales-PGCE@open.ac.uk).
- 6.4 For part-time Students, if your Associate School no longer wishes to continue your placement, or if any other issues arise, we will work with the school under our Issues Resolution Framework. If issues cannot be resolved, you may be offered alternative placements, depending upon the circumstances.
- 6.5 If you decide to cancel your registration on your PGCE qualification **before** starting study, you must discuss this with The Open University first to understand any implications. In the case of salaried Students, you must also discuss this with your Employer School as this may affect your Terms of Employment (which may include losing your employment). This decision will be made by your Employer School.
- 6.6 If you wish to withdraw your registration on your PGCE programme **after** you begin studying, you must first discuss this with The Open University and your Associate or Employer School. Once you confirm your decision, you must make a clear statement by letter or email to the Director of PGCE Programme in Wales or their delegate via [Wales-PGCE@open.ac.uk](mailto:Wales-PGCE@open.ac.uk), setting out your decision in writing. If you withdraw your registration, you will not be able to recommence your studies and will no longer be a Student of The Open University. The fee liability rules applicable will be determined by the route of the PGCE that you are following:
- i) Students on the Part-Time Route will be subject to the standard University fee rules ([Fee Rules \(Undergraduate Study\)](#));
  - ii) Students on the Salaried Route will not be eligible for any Fee Refunds or Fee Credits for fees paid to that point of the programme. For salaried Students, this may affect your Terms of Employment with your Employer School, which may include losing your employment. This decision will be made by your Employer School.
- 6.7 If you have successfully passed any module(s) at the point of cancelling your studies, you may, subject to the [Academic Regulations \(Taught Courses\)](#), be able to count this towards another Open University qualification that you register for outside of the PGCE Programme.

Version number: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 1 August 2023	Date for review: March 2024

## 7 Your Studies

- 7.1 If you have prolonged or repeated absences from any part of the PGCE qualification, this may result in a cause for concern and/or the triggering of the [Student Support Framework](#). Any absences must be reported as per the programme's absence notification processes.
- 7.2 You should normally complete your PGCE within 24 months from the start date of your first module. See [Section 8](#) if you think this will not be possible.
- 7.3 To be eligible for the award of PGCE (Wales), you must satisfactorily meet both the academic requirements of The Open University (as outlined in the Qualification Regulations specific to the PGCE) and the requirements of the [Wales Professional Standards for Teaching and Leadership](#) for each module. This includes completing the statutory number of practice learning days.
- 7.4 If you fail a module (including the failure of any resit or resubmission where applicable), you will need to leave the PGCE qualification. If you have begun studying the next module whilst you awaited results and you have failed, you will not be able to complete that module, and the fee for that module will be refunded.
- 7.5 If you leave or are no longer eligible for the Salaried Route PGCE qualification, this may affect your Terms of Employment with your Employer School which may include losing your employment. This decision will be made by your Employer School.
- 7.6 You must pass all modules to be awarded the PGCE qualification. If you do not pass the first End of Module Assessment (EMA) submission attempt (comprising academic assessment and practice learning evaluation), you **may** be invited to resubmit at the next opportunity, depending on your results. If you are not offered a resubmission of the EMA for the Year 1 module, or if you do not pass the module following the resubmission attempt, we will deregister you from the qualification. If you do not pass the Year 2 module, you will not be awarded the PGCE qualification. If you have any questions or want to discuss anything please contact the PGCE team at [Wales-PGCE@open.ac.uk](mailto:Wales-PGCE@open.ac.uk).

Version number: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 1 August 2023	Date for review: March 2024

## 8 Changing Your Study (Deferring your studies or Taking a Study Break)

- 8.1 You cannot delay or defer your studies part-way through unless there are exceptional circumstances. These are determined at the discretion of the Director of PGCE Programme in Wales or their delegate and (for salaried Students) the Headteacher of the Employer School (see [Appendix A](#): circumstances under which Students may be considered for a deferral or study break to complete the PGCE programme and achieve the qualification).
- 8.2 If you need to stop studying your current module before you submit and pass the End of Module Assessment (EMA), you will need to contact The Open University for advice. Please be aware there is no guarantee that you will be allowed to suspend your study of the PGCE. You must discuss your options with the Director of PGCE Programme in Wales or their delegate ([Wales-PGCE@open.ac.uk](mailto:Wales-PGCE@open.ac.uk)). Options may include submitting your EMA at the next opportunity (postponement) or restarting the module at the next presentation (deferral). Any fee or study implications will be discussed with you. Any employment implications for salaried Students should be discussed with your Employer School.
- 8.3 If you are permitted to defer and the assessment evidence for the restarted module will remain unchanged, you may be able to carry over any Tutor Marked Assignment scores and evidence previously collected in your e-portfolio. Deferring study may have implications for your employment.
- 8.4 Applications for a deferral may be considered where you have been unable to study due to reasons beyond your control (see [Appendix A](#)). Other circumstances where a deferral may be granted are:
- i) if you have been suspended under [Fitness to Practise Procedure](#) and subsequently reinstated;
  - ii) for salaried Students, if you lose your school employment through no fault of your own and The Open University is unable to find an immediate replacement school which will support you on the PGCE (Wales) qualification. Please note The Open University will make every effort to find you a replacement school.

Version number: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 1 August 2023	Date for review: March 2024

- 8.5 In certain circumstances in agreement with The Open University and your Employer School or under the [Fitness to Study Policy](#), you may be permitted to take a **study break** (see [Appendix A](#)). This means you would take a break from study between completing and passing the Year 1 module, and before starting the Year 2 module. This may have implications on your ability to complete the PGCE qualification. To qualify for the PGCE qualification, all study must be completed within four years of the Year 1 module start date. The procedure and reasons for taking such a study break must be discussed with the Director of PGCE Programme in Wales or their delegate and the Headteacher of your Employer School. There is no guarantee that you would be allowed to take a study break.
- 8.6 If study is not completed within four years, you will not achieve the PGCE qualification or QTS recommendation. You may, subject to the [Academic Regulations \(Taught Courses\)](#), be able to use any credit you have already completed towards another Open University qualification that you register for outside of the PGCE Programme.

## 9 Information sharing and Data Protection

- 9.1 The Open University, the Education Workforce Council, Welsh Government, the Regional Consortia/Local Authorities and Partner Schools may share necessary information about your health, disability, academic performance, conduct, fitness to practise, and professional standards. Such information will be kept secure and will only be processed in accordance with The Open University's [Student Privacy Notice](#), and is limited to these organisations.
- 9.2 Information about your health and any declared disability may be shared with schools in line with legal obligations to provide reasonable adjustments to comply with obligations under the Equality Act 2010 in England, Scotland and Wales; the Education (Health Standards) (Wales) Regulations 2004 or any other statutory duty or obligation.
- Additionally, data may be shared so that neither you nor members of the public are put at risk while you carry out a placement.
- 9.3 The Open University will inform your employer at Stage 2 of the Fitness to Study Policy if this is applied to you. Please refer to the [Fitness to Study Policy](#) for more details.
- 9.4 Please see The Open University's [Student Privacy Notice](#) for full information on how we collect and use your data.

Version number: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 1 August 2023	Date for review: March 2024

## 10 Summary of significant changes since last version

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

- a) General rewording and reorganisation of clauses within sections to simplify messages where possible and improve overall readability without altering meaning.
- b) Restructuring of the document to improve usability. For example, the Alternative Format section has been moved to the top of the document and the Summary of significant changes has been moved to the end of the document.
- c) Removal of references to PGCE Privacy Notice as this has now been replaced by one central Student Privacy Notice.
- d) Removal of standard paragraphs relating to Student Charter Values, Commitment to Equality, Diversity and Inclusion at The Open University, and Safe Space Reporting as these have already been included in the Conditions of Registration document.
- e) Previous section 1 'Summary of the main terms of the supplementary agreement' has been removed due to repetition and lengthiness.
- f) All section numbering has been updated due to the removal of the previous section 1 ('Summary of the main terms of the supplementary agreement').
- g) Addition of new clause 1.3 requiring Students to disclose the outcome of any disciplinary procedure they have been subject to which contravenes the EWC Code of Professional Conduct and Practice.
- h) Amendment to clause 3.2a) to state that observations will include virtual approaches (including the use of recording software) and that Students are expected to make use of such approaches.
- i) Addition of new clause 5.3 regarding how to find further details on the Termination of Agreement with Partner School.
- j) Amendment to clause 6.5 to include that salaried Students need to speak to their employer school if they are considering leaving the PGCE qualification.
- k) Amendment to clause 8.3 to state that if a Student defers, they may be able to carry over any TMA scores and e-portfolio evidence if the assessment requirements for the restarted module remain the same.

Version number: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 1 August 2023	Date for review: March 2024



- l) References to Year 1 module and Year 2 module have been included in recognition of the fact that there are only two modules in the PGCE qualification for 2023/24 (the modules are PGCE 1&2 and PGCE 3).
- m) Addition of clause 9.3 relating to Fitness to Study confirming we will inform a Student's employer at Stage 2 of the Fitness to Study Policy.
- n) Addition of a Feedback section at the end of the document.

<h2 style="margin: 0;">Glossary</h2>
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### **Associate School**

A school where PGCE part-time Students will undertake practice learning periods.

### **Code of Conduct and Practice**

This contains the professional standards of practice and behaviour for teachers as published by the Regulatory Authority: [EWC Code of Professional Conduct and Practice](#).

### **Conferment of qualification**

The point at which your qualification is awarded to you formally via The Open University awarding processes.

### **Curriculum Tutor**

The Student teachers' key contact with The Open University in Wales.

### **Deferring your studies or Taking a Study Break**

Deferral: In certain circumstances (as detailed in Appendix A), you may decide you need to stop studying before you submit the End of Module Assessment (EMA) for a module. You would need to request a deferral and to discuss your options with the Director of PGCE Programme in Wales or their delegate ([Wales-PGCE@open.ac.uk](mailto:Wales-PGCE@open.ac.uk)). If approved, you would be given permission to stop studying the module you are currently registered on and restart the module at its next presentation. There is no guarantee that you will be allowed to defer from the PGCE.

Version number: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 1 August 2023	Date for review: March 2024

Taking a study break: in certain circumstances (as detailed in Appendix A) or under the [Fitness to Study Policy](#), and in agreement with The Open University and your Employer School, you may be permitted to take a study break between modules. This means that you would take a break from study between completing the Year 1 module and before starting the Year 2 module. Taking a study break may have implications on your ability to complete the PGCE qualification.

## **E-Portfolio**

This contains evidence submitted by the Student at the end of each module, to show their progress towards the outcomes of the PGCE.

## **Employer School**

A school with a PGCE Student teacher employed within their school. Student teachers are employed at the unqualified teacher rate as set by the national pay structure for teachers in Wales.

## **Lead School**

A school which is a lead member of The Open University partnership. These schools hold a strategic voice in the direction and management of the partnership. A Lead Partner School can be an Associate or Employer School.

## **Mentor**

The main contact at your school supporting you on completion of your PGCE studies.

## **Module**

A set of study units; the PGCE is made up of two modules. A Student must successfully complete both the academic assessments and practice learning requirements for each module in order to pass.

## **Partner School**

A school which holds either Lead, Employer or Associate status. Schools may hold more than one status. They form part of the Open University Initial Teacher Education Partnership (OU ITE Partnership).

Version number: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 1 August 2023	Date for review: March 2024

## **Part-Time Route**

The route through the PGCE Wales qualification which is self-funded by Students. Students can apply for a student loan and part-time maintenance grants. This route offers some flexibility as they can gain part-time practical teaching experience in a school alongside existing commitments.

## **Practice Learning Periods**

The dedicated PGCE teaching experience time.

## **Practice learning/ practice-based learning**

The generic term for learning experiences based in a practice environment.

## **Practice Tutor**

An experienced Initial Teacher Education tutor from another school who monitors your progress on the PGCE qualification.

## **Register of Education Practitioners in Wales**

A register of school and further education teachers and support staff, youth workers and work-based learning practitioners in Wales. Employers have a legal obligation to ensure that their employees are registered with the EWC before commencing work. This applies to employees working on a full-time, part-time (including hourly) or supply basis.

## **Regional Consortia / Local Authorities**

Generally, Regional Consortia and Local Authorities are supported by Welsh Government to:

- help those who educate children and young people,
- support schools and local authorities in their efforts
- improve learner outcomes for all young people,
- ensure the delivery of high quality teaching and learning
- support and empower school leaders to better lead their schools.

Specifically, Regional Consortia and Local Authorities are key members of the OU ITE Partnership which supports the delivery of the PGCE Wales programme through:

- providing high quality productive links with schools across Wales
- contributing to the OU ITE Partnership Committee to take a combined strategic and operational role with the Open University.

Version number: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 1 August 2023	Date for review: March 2024

## **Routes in the PGCE**

There are two routes to achieving this qualification: the Salaried Route and the Part-Time Route (both comprise two modules, the first module is 60 credits at level 6 (undergraduate) and the second module is 60 credits at Level 7 (postgraduate)).

### **Salaried Route**

Students employed in a state school as a teaching assistant, or in a non-teaching role, who can apply for their school to endorse them. Students following this route work in school full-time and their application must be endorsed by their school (who will pay their salary). Their costs of study will be funded by the Welsh Government. Students who do not currently work in a state school can apply for the Salaried Route but will need endorsement by a state school.

### **School Coordinator**

A senior member of school staff, provided by schools.

### **Second School**

The second school that salaried Students are placed in to complete their practice learning.

### **Student Recruitment and Support (SRS)**

The Open University in Wales Team who deal with enquiries about registrations, and who provide pastoral, general and specialist additional support (e.g. disability support) to Students during their studies.

### **Student Support Framework**

The student support framework (SSF) is the mechanism by which a student teacher may receive additional support during the PGCE programme. It is designed to support student teachers:

- Who may benefit from a period of focussed work to remedy one or more areas of their practice with which they are having difficulties
- Whose well-being or resilience could be supported
- Who have the potential to exceed current progress levels and need support to do so

### **Us/We/Our**

This refers to The Open University.

### **You**

Refers to you as the Student.

Version number: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 1 August 2023	Date for review: March 2024

## Further clarification

Please send any information or other correspondence to us electronically so we can respond to you as quickly as possible. You can also contact us by phone or post. To check the latest postal address and other contact details, or for the most up-to-date response times for receiving and sending postal correspondence to us, please see [Open University offices](#).

For specific guidance on how this agreement may relate to your personal circumstances, please contact the PGCE team at [Wales-PGCE@open.ac.uk](mailto:Wales-PGCE@open.ac.uk)

## The Open University in Wales

If you are resident in Wales, you can speak to a student support advisor in Welsh or English.

18 Custom House Street  
Cardiff  
CF10 1AP

Phone +44 (0)29 2047 1170

Email [wales-support@open.ac.uk](mailto:wales-support@open.ac.uk)

## I siaradwyr Cymraeg

Os rydych yn siarad Cymraeg a byddai'n well gennych drafod eich anghenion drwy gyfrwng y Gymraeg, cysylltwch â'r Brifysgol Agored yng Nghymru yng Nghaerdydd os gwelwch yn dda

ffôn +44 (0)29 2047 1170 neu ebost [wales-support@open.ac.uk](mailto:wales-support@open.ac.uk)

## Feedback

Comments and feedback about this policy and how it might be improved are welcomed.

Please submit these to [SPR-Policy-Team@open.ac.uk](mailto:SPR-Policy-Team@open.ac.uk).

Version number: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 1 August 2023	Date for review: March 2024

## Appendix A

**Table 2: Circumstances under which Students may be considered for a deferral or study break to complete the PGCE (Wales) programme and achieve the qualification.**

Criterion	Conditions and notes	Examples of types of supporting evidence required
1. Death of a close family member, partner or dependant.	A close family member is defined as someone on whom you were dependent (emotionally or financially) or who was dependent on you.	Hard copy or email notification followed by documentary evidence.  Certified copy of death certificate (an exception may be made if the death occurred within six weeks before application).
2. An unforeseen prolonged incapacity of yourself or a close family member due to serious illness, accident or medical condition.	If you were aware before the module start date of the medical problems, the condition needs to have worsened or deteriorated since then, i.e. it could not have been anticipated at the outset of the module that the illness or condition would have adversely impacted on your study.	Hard copy or email notification followed by documentary evidence.  Certificate, letter or medical statement from GP or consultant confirming the situation. (The period of the illness needs to have a bearing on the timing of the withdrawal).

Version number: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 1 August 2023	Date for review: March 2024

Criterion	Conditions and notes	Examples of types of supporting evidence required
3. Disability	<p>The reasonable adjustments made by the University to comply with obligations under the Equality Act 2010 or any other statutory duty or obligation, have not enabled you to study effectively; or</p> <p>The impact of a disability on your studies has been more severe than anticipated; or</p> <p>There has been an increase in your disability/disabilities affecting your studies since the module start date.</p>	<p>Certificate, letter or medical statement from GP, consultant, non-medical helper or a support person or organisation confirming the situation.</p> <p>Corroborative evidence from University records e.g., tutor or Student Recruitment and Support (SRS) in the Open University in Wales.</p>
4. An unforeseen prolonged incapacity of yourself due to pregnancy, maternity/paternity, or surrogacy.	<p>If you were aware of the pregnancy before the module start date, the impact on your study of the pregnancy, maternity/paternity or surrogacy must be greater than might reasonably have been anticipated.</p>	<p>Hard copy or email notification followed by documentary evidence.</p> <p>Certificate, letter or medical statement from a health professional, e.g. a GP, consultant, or midwife confirming the situation.</p>
5. An unforeseen prolonged incapacity of yourself due to adoption.	<p>If you were aware of the adoption before the module start date, the impact on your study of the adoption process or caring responsibilities must be greater than might reasonably have been anticipated.</p>	<p>Supporting evidence e.g. report from social services, adoption agency, or a certificate, letter or medical statement from GP or consultant confirming the situation.</p>

Version number: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 1 August 2023	Date for review: March 2024

Criterion	Conditions and notes	Examples of types of supporting evidence required
6. An unforeseen prolonged incapacity of yourself due to gender reassignment.	If you had undertaken gender reassignment before the module start date or by then you were aware of the arrangements to do so after that date, the impact on your study must be greater than might reasonably have been anticipated.	Hard copy or email notification followed by documentary evidence.  Certificate, letter or medical statement from GP or consultant confirming the situation.
7. An unforeseen change in employment circumstances with the effect that it is not reasonably possible to continue to study due to the extreme nature of the work, poor IT or the absence of study facilities.	Circumstances which may normally occur while undertaking your salaried route employment such as a change of tasks, an increased workload or reasonable travel requirements will not be considered.	Hard copy or email notification followed by documentary evidence.  e.g., letter or email from your Employer School.
8. Maladministration on the part of the University.	Action or inaction which could be classed as maladministration on the part of the University and which has affected your academic progress. This does not extend to circumstances that are beyond the control of the University.	Any relevant evidence to support your application e.g., record of Student contact.

Version number: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 1 August 2023	Date for review: March 2024



Criterion	Conditions and notes	Examples of types of supporting evidence required
9. Other exceptional circumstances of a serious nature beyond your control.	Circumstances beyond your control that significantly reduced the time available for study over a sustained period.	Supporting evidence e.g., report from emergency services, social services, police or counsellor, or household insurance documentation.
10. An unforeseen change in caring responsibilities.	If your caring responsibilities were in place before your module start date, the impact on your study must be greater than might have reasonably been anticipated.	Hard copy or email notification followed by documentary evidence.  e.g., Letter or medical statement from GP, consultant, non-medical helper or a support person or organisation confirming the situation.

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