

Conditions of Registration 2024/25

Supplementary Agreement (Social Work)

Contents

| | |
|---|----|
| Alternative format..... | 2 |
| Scope | 2 |
| Introduction..... | 3 |
| Related Documentation..... | 3 |
| Main terms of the Supplementary Agreement | 4 |
| 1 Professional Standards and Fitness to Practise Procedures | 4 |
| 2 Practice Learning Periods | 6 |
| 3 Termination of Sponsorship/Employment | 8 |
| 4 Termination of registration..... | 9 |
| 5 Your Studies..... | 10 |
| 6 Fee Rules specific to the Undergraduate Social Work Programme | 11 |
| 7 Fee Rules specific to the Postgraduate Social Work Programme | 13 |
| 8 Information sharing and Data Protection | 14 |
| 9 Withdrawing from or deferring your studies | 16 |
| 10 Summary of significant changes..... | 16 |
| Glossary..... | 18 |
| Further clarification of this Supplementary Agreement | 20 |
| Feedback | 22 |
| Appendix A | 23 |

| | |
|-------------------------------|--|
| Version number: 1.0 | Approved by: Delegate of Director, Academic Services |
| Effective from: 1 August 2024 | Date for review: March 2025 |

Alternative format of this Supplementary Agreement

If you require this document in an alternative format, please contact the Student Support Team via <http://www.open.ac.uk/contact/> (phone +44 (0)300 303 5303 if you are a current Open University Student), or the Apprentice and Enrolment Support Team (AEST) via [StudentHome](#) if you are a current Social Work Apprentice.

Mae fersiwn Gymraeg o'r polisi hwn ar gael.

A Welsh language version of this policy is also available.

Scope

What this Supplementary Agreement covers

This Supplementary Agreement applies to Students or Apprentices who have been accepted onto an Open University Social Work programme.

What this Supplementary Agreement does not cover

This Supplementary Agreement does not apply to Students/Apprentices who have not yet been accepted onto a Social Work programme, are studying modules that could count towards a Social Work qualification outside of the programme, or Students/ Apprentices studying other work-based learning qualifications or programmes, such as Nursing.

It does not apply to Students/ Apprentices studying standard Open University modules or qualifications.

Apprenticeships

If you are studying an apprenticeship, some sections of this document do not apply to you. These are made clear within each relevant section. If you have any questions, please contact the [Apprentice Enrolment and Support Team \(AEST\)](#)

| | |
|-------------------------------|--|
| Version number: 1.0 | Approved by: Delegate of Director, Academic Services |
| Effective from: 1 August 2024 | Date for review: March 2025 |

Introduction

This Supplementary Agreement sets out the additional terms agreed with The Open University relating to your study towards a Social Work Qualification. It is the Supplementary Agreement referred to in the [Conditions of Registration](#) and the [Conditions of Registration \(Apprentices\)](#), and should be read together with those Conditions and the rules, regulations and policies referred to within them. By registering for a Social Work qualification, you are agreeing to these terms. A [Glossary](#) is included to explain any terms that may be unfamiliar to you.

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

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

This Supplementary Agreement 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.

Related Documentation

Refer to this document in conjunction with:

- [Assessment Banking Policy](#)
- [Conditions of Registration](#) or [Conditions of Registration for Apprentices](#) as relevant to your qualification
- [Fee Rules \(Taught Postgraduate\)](#)
- [Fee Rules \(Undergraduate Study\)](#)
- [Fitness to Practise Procedure](#)
- [Fitness to Study Policy](#)

| | |
|-------------------------------|--|
| Version number: 1.0 | Approved by: Delegate of Director, Academic Services |
| Effective from: 1 August 2024 | Date for review: March 2025 |

- Qualification-specific regulations for your Social Work qualification.
- [Student Privacy Notice](#)

Main terms of the Supplementary Agreement

1 Professional Standards and Fitness to Practise Procedures

1.1 To study a Social Work qualification with The Open University, there are additional requirements to disclose legal restrictions and conditions. You will be required to have an enhanced Disclosure and Barring Service (DBS) clearance (in England and Wales), a Disclosure Scotland check (in Scotland) or an Access NI check (in Northern Ireland). You will be required to complete a self-declaration (which may include relevant spent convictions). Self-disclosure of relevant spent convictions will only be required if explicitly stated by your Professional Body. We will inform you of the information you will be required to disclose if appropriate, before registering on your Social Work qualification. For further information please contact your [Student Support Team](#) or the [Apprentice Enrolment and Support Team](#).

1.2 By entering into this Supplementary Agreement you explicitly acknowledge that you understand and agree to be bound by the professional standards set by the [Regulatory Authority](#) which applies to Social Work Students. 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 Social Work qualification, you may be referred under The Open University's [Fitness to Practise Procedure](#). This may result in:
- conditions being applied for you, before you can continue to study for a Social Work qualification (and therefore conditions applied to your employment, if you are a Social Work Degree Apprentice);
 - suspension from study for the qualification;
 - termination of registration for the qualification;
 - the withholding of the award of the qualification.

| | |
|-------------------------------|--|
| Version number: 1.0 | Approved by: Delegate of Director, Academic Services |
| Effective from: 1 August 2024 | Date for review: March 2025 |

- b) You agree to notify your Practice Tutor as soon as practicable of any matter which may give rise to any concern about your ability to meet the professional standards of the [Regulatory Authority](#). If you are an Apprentice studying on the Social Work programme, you should notify the [Apprentice Enrolment and Support Team](#) or your Practice Tutor of any such matter.
- 1.3 To be eligible for the award of a Social Work qualification you must, in the reasonable opinion of The Open University, satisfactorily meet both the academic requirements and the professional standards requirements, plus the requirements of the Social Work Degree Apprenticeship (SWDA) Assessment Plan (apprentices only).
- 1.4 Where you have been awarded module credit that satisfies the academic and practice learning requirements of the Social Work qualification, the qualification may still be withheld by The Open University if a Fitness to Practise panel determines that you have failed to meet the required professional standards due to matters that occurred prior to the award of the qualification.
- 1.5 If your Social Work qualification has been awarded, and any matters of concern that occurred before the award was issued 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 Social Work Qualification, then the matter will be referred to The Open University's Central Disciplinary Committee. The Central Disciplinary Committee has the power to withdraw the Social Work Qualification.
- 1.6 If the Social Work qualification is not awarded as a consequence of actions by a Fitness to Practise panel or the Central Disciplinary Committee, 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), but you will not be eligible to register to practise as a social worker.
- 1.7 Neither the offer of a place onto the qualification by The Open University nor successful completion of the qualification guarantees your entry onto the professional register. The relevant Social Work professional body for your Nation retains the right to determine your entry to the professional register at the point of registration. Please refer to the guidance from your professional body for the most up to date information regarding the requirements for registration.

| | |
|-------------------------------|--|
| Version number: 1.0 | Approved by: Delegate of Director, Academic Services |
| Effective from: 1 August 2024 | Date for review: March 2025 |

- 1.8 You will need to have met all the educational requirements and personal attributes specified for entry onto your chosen qualification. All requirements of the programme must be completed before the qualification will be awarded.
- 1.9 You will be required to obtain satisfactory Occupation Health Clearance and to comply with any health requirements for your occupation: this may include having immunisations, for example, Hepatitis B or Covid-19 vaccines.
- 1.10 Your registration on the Social Work qualification will be conditional until you have satisfied The Open University that that you have met all required Academic, Vocational and Professional conditions of entry for the Social Work Qualification. This includes providing the necessary documented evidence, where applicable.
- 1.11 The Open University will terminate your registration on the Social Work qualification if we are not satisfied that you have met all required Academic, Vocational and Professional conditions of entry for the Social Work Qualification, prior to your module start date. This includes having a criminal record check as per Clause 1.1 and Occupation Health Clearance.

2 Practice Learning Periods

- 2.1 When you register for a Social Work qualification with The Open University, you agree to:
- a) Co-operate with your Employer (Apprentices), Sponsor or Placement Provider to facilitate your participation in sufficient appropriate Practice Learning Periods to enable you to meet the learning outcomes of the Social Work qualification.
 - b) Enter into a [Practice Learning Agreement](#) with your [Practice Assessor/Educator](#) and [Practice Tutor](#) for each placement as part of a module, for which you are required to undertake a [Practice Learning Period](#).
 - c) Co-operate with your Employer (Apprentices), Sponsor, or Placement Provider and meet any reasonable requirements to maintain the reputation of the Sponsor and/or Placement Provider and The Open University and comply with their legal obligations and service standards in connection with your participation in the practice learning opportunities provided.

| | |
|-------------------------------|--|
| Version number: 1.0 | Approved by: Delegate of Director, Academic Services |
| Effective from: 1 August 2024 | Date for review: March 2025 |

- d) Comply with the employment policies and practices of the Employer (Apprentices), Sponsor and/or Placement Provider and take all reasonable steps to maintain any practice learning opportunities provided to complete the Social Work qualification.
- e) Your ongoing employment is a requirement to continue studying the Social Work qualification through the Apprenticeship Programme route.

2.2 The [Practice Learning Agreement](#) will include a requirement for you to co-operate with the Practice Assessor/Practice Educator, who will:

- a) carry out observations and supervised practice, offering regular feedback to you throughout the Practice Learning Period;
- b) carry out any assessment responsibilities required by the Social Work qualification programme; and
- c) participate in planning, monitoring and review meetings with you and your Practice Tutor.

2.3 If you are in breach of Sections 2.1 or 2.2 or the terms of your Practice Learning Agreement, and in the opinion of your Employer (Apprentices), Sponsor or Placement Provider and your Practice Tutor, it is not reasonably practicable for you to complete a Practice Learning Period, your Sponsor and The Open University are not obligated to provide a further opportunity for you to meet the practice learning requirements for that module. In these circumstances your studies may be suspended in accordance with the [Fitness to Practise Procedure](#).

2.4 **Students studying a Social Work qualification (who are not part of an Apprenticeship Programme)**

2.4.1 If difficulties arise during a Practice Learning Period that cause your learning to be disrupted, this will be managed by The Open University in accordance with the guidance set out in the Practice Learning Guide. The guidance will be made available to you once you are registered on a module, under the “Resources” section via your module website. If you are unable to access this document, please contact your [Student Support Team](#).

| | |
|-------------------------------|--|
| Version number: 1.0 | Approved by: Delegate of Director, Academic Services |
| Effective from: 1 August 2024 | Date for review: March 2025 |

2.5 Learners studying on an Apprenticeship Programme

- 2.5.1 As an Apprentice, your employer is required to allow you planned 'off the job' hours. These should be paid hours in which to study. The duration of your apprenticeship and the planned hours were agreed at the start of the programme and include the Practice Learning Periods.
-

3 Termination of Sponsorship/Employment

3.1 Students studying a Social Work qualification (who are not part of an Apprenticeship Programme)

- 3.1.1 Your Sponsor's obligations, as set out in this Agreement, will end if you leave your employment or stop volunteering. To remain registered for the Social Work qualification, you will be responsible for finding a suitable alternative Sponsor to complete any further practice learning required and to complete the Social Work qualification within the specified time limit.
- 3.1.2 In the event that The Open University's collaboration agreement with your Sponsor is terminated, The Open University will take reasonable steps to enable you to finish the Social Work qualification programme including completing all necessary modules and carrying out all necessary Practice Learning Periods.

3.2 Learners studying on an Apprenticeship Programme

- 3.2.1 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.

| | |
|-------------------------------|--|
| Version number: 1.0 | Approved by: Delegate of Director, Academic Services |
| Effective from: 1 August 2024 | Date for review: March 2025 |

4 Termination of registration

4.1 Your registration for the Social Work Qualification may be cancelled in the circumstances set out in the [Conditions of Registration](#) or [Conditions of Registration \(Apprentices\)](#) as appropriate to your qualification. In addition, we may cancel your registration if you do not:

- a) undertake practice learning with your Sponsor or an agreed Placement Provider.
- b) maintain the standards of the [Regulatory Authority](#) with respect to your health, competence, and standards of behaviour.
- c) satisfy The Open University that you have met all required Academic, Vocational and Professional conditions of entry for the Social Work Qualification, prior to your module start date.

4.2 If you fail a module (including the failure of any resit or resubmission), it is at your Employer (Apprentices) or Sponsor's discretion whether they continue to support you on the Social Work programme. If you are an Apprentice, you should contact the [Apprentice Enrolment and Support Team](#) or equivalent Nation contact for further information on whether you will be supported to continue.

4.3 Students studying outside of an Apprenticeship Programme

4.3.1 Although you are required to find a replacement Sponsor to continue with the practice learning modules, you may study an academic module within the stage you are currently studying without a Sponsor, provided you can meet the learning outcomes of that module.

| | |
|-------------------------------|--|
| Version number: 1.0 | Approved by: Delegate of Director, Academic Services |
| Effective from: 1 August 2024 | Date for review: March 2025 |

5 Your Studies

5.1 You must complete your Social Work Qualification within the specified timescale cited in the Qualification Regulations, shown on [StudentHome](#), or stated on your Training Plan unless you are given an extension at the discretion of the Board of Studies for Health, Wellbeing and Social Care. If you are studying an apprenticeship, any application for an extension must be made in agreement with your Employer and The Open University and must comply with the rules stated by your Funding Provider and regulator.

Applications for an extension may be considered where you have been unable to study due to reasons beyond your control (see [Appendix A](#)). Other circumstances where an extension may be granted are:

- a) if you have been suspended under the [Fitness to Practise Procedure](#) and subsequently reinstated;
- b) if you lose your job through no fault of your own and are unable to find an immediate replacement (Students studying for a Social Work qualification outside of an apprenticeship only).

5.2 If for any reason you are unable to complete a Practice Learning Period, you may be able to bank periods of continuous practice assessment that you have already completed. On your return to studies, you may be required to undertake further continuous practice learning to make up your required hours of study. A decision on your eligibility to bank your practice assessment will be based on the guiding principles set out in the Disrupted Placement Information, available in the 'Practice management' section of the relevant module website.

5.3 You may be able to bank other completed assessments, such as tutor marked assignments (TMAs) if you need to defer your studies to a later presentation. Further information about deferral with assessment banking can be found in the [Assessment Banking Rules](#).

| | |
|-------------------------------|--|
| Version number: 1.0 | Approved by: Delegate of Director, Academic Services |
| Effective from: 1 August 2024 | Date for review: March 2025 |

5.4 If you are permitted to enrol for a module that falls in the next stage of the Social Work qualification before you have completed the final module in the current stage, you must complete the current stage module within 12 weeks of the start of the next stage module. If you do not complete the module, you may be deregistered from the module in the later stage. If this happens, you cannot re-enrol until you have completed the outstanding module. Any financial implications will be discussed with you. Exceptional permission to deviate from the specified study order can only be obtained from the Faculty’s Board of Studies for Health, Wellbeing and Social Care.

Any exceptions to the 12-week timeframe outlined above will be clearly stated in the Practice Learning Guide which can be found on your module website.

6 Fee Rules specific to the Undergraduate Social Work Programme

Please note: this section does not apply to Apprentices studying an Apprenticeship Programme.

- 6.1 Fee Rules for Undergraduate study are set out in the [Fee Rules \(Undergraduate\)](#). Eligibility for a reduced module fee is set out in Section J4 of the [Fee Rules \(Undergraduate\)](#).
- 6.2 If you have failed the academic elements but successfully completed the work-based elements of any of the modules listed in Table 1, you will pay the adjusted Repeat Fees as detailed in Table 1. In all other circumstances the standard rules around repeat modules fees will apply, as set out in the [Fee Rules \(Undergraduate\)](#).

Table 1: Adjusted Repeat Module Fees for specific Undergraduate Social Work programme modules

| Module | 23/24 Module Fee | Adjusted Repeat Fee |
|-------------------------|------------------|---------------------|
| K123 (England) | £3,636 | £1,709 |
| K123 (Scotland) | £1,880 | £888 |
| K123 (Northern Ireland) | £1,845 | £869 |

| | |
|-------------------------------|--|
| Version number: 1.0 | Approved by: Delegate of Director, Academic Services |
| Effective from: 1 August 2024 | Date for review: March 2025 |

| Module | 23/24 Module Fee | Adjusted Repeat Fee |
|---------------------------------|-------------------------|----------------------------|
| K123 (Transitional Welsh fee) | £1,924 | £907 |
| K123 (Standard Welsh fee) | £2,022 | £1,031 |
| K246 (England) | £3,636 | £1,709 |
| K246 (Scotland) | £1,188 | £891 |
| K246 (Northern Ireland) | £1,159 | £869 |
| KZW216 (Transitional Welsh fee) | £2,625 | £864 |
| KZW216 (Standard Welsh fee) | £2,625 | £984 |
| K315 (England) | £3,636 | £2,728 |
| K315 (Scotland) | £1,188 | £891 |
| K315 (Northern Ireland) | £1,159 | £869 |
| KZW315 (Transitional Welsh fee) | £2,625 | £864 |
| KZW315 (Standard Welsh fee) | £2,625 | £984 |

Fees may differ between devolved UK nations due to differing levels of funding received by The Open University from central funding providers.

| | |
|-------------------------------|--|
| Version number: 1.0 | Approved by: Delegate of Director, Academic Services |
| Effective from: 1 August 2024 | Date for review: March 2025 |

7 Fee Rules specific to the Postgraduate Social Work Programme

Please note: this section does not apply to Apprentices studying an Apprenticeship Programme.

- 7.1 Fee Rules for Postgraduate study are set out in the [Fee Rules \(Postgraduate\)](#).
- 7.2 If you have failed the academic elements, but successfully completed the work-based elements of any of the modules listed in Table 2, you will pay an adjusted Repeat Fee as detailed in Table 2. In all other circumstances the standard [Fee Rules \(Postgraduate\)](#) will apply.

Table 2: Adjusted Repeat Module Fees for specific Postgraduate Social Work programme modules

| Module | 23/24 Module Fee | Adjusted Repeat Fee |
|--------|------------------|---------------------|
| K832 | £4,335 | £3,252 |
| K833 | £4,335 | £3,252 |

Fees may differ between devolved UK nations due to differing levels of funding received by The Open University from central funding providers.

| | |
|-------------------------------|--|
| Version number: 1.0 | Approved by: Delegate of Director, Academic Services |
| Effective from: 1 August 2024 | Date for review: March 2025 |

8 Information sharing and Data Protection

- 8.1 Please see The Open University's [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:
- a) The Open University may share (or will share for Apprentices) information about your academic performance and professional standards relating to your study for a Social Work qualification with your Employer (Apprentices), Sponsor and any Placement Provider. Information about issues relating to your conduct may be shared where they may affect your professional suitability or fitness to practise and your continued participation in any practice learning environment.
 - b) 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.
 - c) Information about your health and any disability you tell us about may be shared with Placement Providers in line with legal obligations to provide reasonable adjustments to comply with obligations under the Equality Act 2010 in England, Scotland, and Wales; the Disability Discrimination Act 1995 (Amendment) Regulations (Northern Ireland) 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.
 - d) The Open University will keep any information shared secure, and process data in line with the [Student Privacy Notice](#). Your Employer (Apprentices), Sponsor, and any Placement Provider will store and process information in accordance with their Privacy Notices.
 - e) The Open University may consider any concern that is raised through our [Fitness to Practise Procedure](#). This may lead to conditions being applied to your continued registration on the programme, your suspension or deregistration from the programme, or your expulsion from The Open University.

| | |
|-------------------------------|--|
| Version number: 1.0 | Approved by: Delegate of Director, Academic Services |
| Effective from: 1 August 2024 | Date for review: March 2025 |

- f) Your Employer (Apprentices), Sponsor (where applicable) or any Placement Provider may notify us of any matter that raises concerns about your ability to meet the professional standards of the [Regulatory Authority](#).
- g) The Open University, your Employer, your Sponsor and any Placement Provider may share information and evidence about matters relating to your conduct that might affect your professional suitability, fitness to practise, continued employment, or your participation in a Practice Learning Period. Your Employer 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.
- h) The Open University may also have a legal obligation to provide certain information to the [Regulatory Authority](#), the funding body, and regulator (Apprentices).
- i) The Open University will, where required, notify the [Regulatory Authority](#) of any matter relating to suitability or fitness to practise that is under investigation as well as the outcome of any investigation. However, we will not share information regarding an investigation into Fitness to Practise with a Sponsor, Employer or Placement Provider where the matter under investigation is not considered to pose an immediate risk in the circumstances or to service users or patients.

8.2 On the completion of your Social Work qualification, The Open University will, if required, provide any report or reference required by the [Regulatory Authority](#) as a condition of entering practice in Social Work.

8.3 If, on completion of the academic requirements, the award of a Social Work qualification is withheld, The Open University will provide any report or reference required by the [Regulatory Authority](#) in respect of that matter. The Open University will provide the relevant information as directed by the Regulatory Authority. This may include transferring it directly to a third-party supplier engaged by the Regulatory Authority.

| | |
|-------------------------------|--|
| Version number: 1.0 | Approved by: Delegate of Director, Academic Services |
| Effective from: 1 August 2024 | Date for review: March 2025 |

9 Withdrawing from or deferring your studies

Please note: this section does not apply to Apprentices studying an Apprenticeship Programme, who should instead refer to Section G5 “Changing your study plans for exceptional or personal reasons” of the [Academic Regulations \(Apprentices\)](#).

- 9.1 If you intend to defer or withdraw from a module before it is completed, you should discuss this with your Sponsor before you do so, as they may be liable for any additional fees when you resume studying the module and for practice modules and will also need to provide a new practice learning opportunity.
- 9.2 The Open University will administer any Fee Credits or Fee Refunds that are due in accordance with the [Fee Rules](#).
-

10 Summary of significant changes

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

- a) Addition of the requirement to complete a self-declaration (which may include relevant spent convictions) in Clause 1.1.
- b) Change from “Apprenticeship Enrolment and Support Team” to “Apprentice Enrolment and Support Team” throughout.
- c) Revised definition of “Apprentice Enrolment and Support Team” in the Glossary without changing the meaning.
- d) Clauses 1.2 and 1.5 have been reworded for clarity without changing the message.
- e) The term Apprentice has been used instead of Learner, where appropriate, when referring to those on the apprenticeship programme.
- f) Addition of Clauses 1.10 and 1.11 whereby your registration on the Social Work qualification will remain conditional until all Academic, Vocational and Professional conditions of entry have been met. If such conditions have not been met by the module start date, The Open University will terminate your registration on the Social Work qualification.

| | |
|-------------------------------|--|
| Version number: 1.0 | Approved by: Delegate of Director, Academic Services |
| Effective from: 1 August 2024 | Date for review: March 2025 |

- g) Addition of Clause 4.1c whereby The Open University may cancel your registration on the Social Work qualification if you do not meet all Academic, Vocational and Professional conditions of entry by the module start date, to reflect changes made in Clause 1.11.
- h) Table 1 and Table 2 have been updated with the Repeat Module Fees for the 2024-2025 Academic Year.
- i) The “Supplementary Agreements superseded by this document” section has been moved to the end of the document.
- j) Clarification that the terms and conditions in this Supplementary Agreement take precedence over the relevant Conditions of Registration where these differ.

Supplementary Agreements superseded by this document

This document replaces the previous version of [Conditions of Registration Supplementary Agreement \(Social Work\) 2023/24](#).

This document is a Supplementary Agreement to the [Conditions of Registration](#) or [Conditions of Registration for Apprentices](#) as relevant to your qualification. The terms and conditions in this Supplementary Agreement take precedence over the relevant Conditions of Registration where these differ.

| | |
|-------------------------------|--|
| Version number: 1.0 | Approved by: Delegate of Director, Academic Services |
| Effective from: 1 August 2024 | Date for review: March 2025 |

Glossary

Apprentice Enrolment and Support Team (AEST)

The Apprentice Enrolment and Support Team 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 an upcoming assignment or exam, navigation around The Open University 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.

Apprentice/Learner

A Student aged 16 or over, who is in paid employment for the duration of their apprenticeship and who has in place an Apprenticeship Agreement with their employer. The Apprentice will combine working with studying for a work-based, academic or combined qualification. They will be an Apprentice in England registered for an undergraduate qualification.

Employer

The organisation with whom you have a contract of employment.

Placement Provider

The organisation providing access to a practice learning environment for the purposes of social work education.

Practice Assessor (Wales) or Practice Educator (England and Scotland)

The appropriately qualified individual(s) appointed by the Sponsor or Placement Provider and identified to The Open University, to provide supervision of practice learning and assessing relevant learning outcomes.

Practice Learning Agreement

The agreement setting out the details of and arrangements for a Practice Learning Period and the respective responsibilities of the Student and the people supporting their practice learning.

| | |
|-------------------------------|--|
| Version number: 1.0 | Approved by: Delegate of Director, Academic Services |
| Effective from: 1 August 2024 | Date for review: March 2025 |

Practice Learning Period

A period or periods of learning in practice where you are formally identified as a Student of Social Work.

Practice Tutor

A person appointed by The Open University who has general responsibility for managing Students'/Learners' performance across the Social Work practice modules, as part of an undergraduate or postgraduate qualification and facilitates meetings for the practice learning aspects of modules.

Regulatory Authority/Professional Body

This is Social Work England (SWE), Social Care Wales (SCW), the Scottish Social Services Council (SSSC), or the Northern Ireland Social Care Council (NISCC).

Social Work Qualification

The BA (Honours) Social Work (England), the BA (Honours) Social Work (England) (Apprenticeship), the BA (Honours) Social Work (Scotland), the BA (Honours) Social Work (Wales), or the Postgraduate Diploma in Social Work.

Sponsor

The organisation or entity supporting you to participate in the Social Work Qualification programme and undertaking to arrange and supervise your practice learning. This term is used whether or not the organisation or entity is also making any financial contribution towards your study costs. Note that for Students on a non-sponsored/ independent/ independent internship route, some sponsor responsibilities are met by The Open University and others by the Placement Provider.

Student Support Team

Student Support Teams (SSTs) are made up of experienced academics, educational advisers and other staff with subject-specific expertise and are there to help students if they have any questions with any aspects of their studies.

Us/We/Our

This refers to The Open University.

| | |
|-------------------------------|--|
| Version number: 1.0 | Approved by: Delegate of Director, Academic Services |
| Effective from: 1 August 2024 | Date for review: March 2025 |

Further clarification of this Supplementary Agreement

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, please see [Open University Offices](#).

For more information about registration, enrolment, and fees or to change or cancel your studies, please contact:

Health, Wellbeing and Social Care (HWSC) Student Support Team (for Students on Social Work Programmes)

The Open University
PO Box 197
Milton Keynes
MK7 6BJ

www.open.ac.uk/contact

Email: hsc-support@open.ac.uk

Phone +44 (0)300 303 5303

Apprentice Enrolment & Support Team (for Apprentices on Apprenticeship Programmes)

The Open University
PO Box 197
Milton Keynes
MK7 6BJ

www.open.ac.uk/contact

Email apprentice-support@open.ac.uk

Phone +44 (0)300 303 4121

| | |
|-------------------------------|--|
| Version number: 1.0 | Approved by: Delegate of Director, Academic Services |
| Effective from: 1 August 2024 | Date for review: March 2025 |

The Open University in Wales

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

18 Custom House Street

Cardiff

CF10 1AP

Phone +44 (0)29 2047 1170

Email wales-support@open.ac.uk

I siaradwyr Cymraeg

Os rydych yn siarad Cymraeg a fyddai'n well gennych trafod 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

ebost wales-support@open.ac.uk

The Open University in Scotland

10 Drumsheugh Gardens

Edinburgh

EH3 7QJ

Phone +44 (0)131 226 3851

Email scotland@open.ac.uk

The Open University in Ireland (Northern Ireland and Republic of Ireland)

110 Victoria Street

Belfast

Northern Ireland

BT1 3GN

Phone +44 (0)28 9032 3718

Email northernireland@open.ac.uk or ireland@open.ac.uk

| | |
|-------------------------------|--|
| Version number: 1.0 | Approved by: Delegate of Director, Academic Services |
| Effective from: 1 August 2024 | Date for review: March 2025 |

For new Students from outside the UK (except Republic of Ireland):

Phone +44 300 303 0266

Or email us from our website www.open.ac.uk/contact

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.

| | |
|-------------------------------|--|
| Version number: 1.0 | Approved by: Delegate of Director, Academic Services |
| Effective from: 1 August 2024 | Date for review: March 2025 |

Appendix A

Table 3: Circumstances under which Students/Learners may be considered for an extension to complete their 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). |
| 3. Disability | The reasonable adjustments made by The Open University in order to comply with obligations under the Equality Act 2010 in England, Scotland and Wales; the Disability Discrimination Act 1995 for Northern Ireland; or | Certificate, letter or medical statement from GP, consultant, non-medical helper or a support person or organisation confirming the situation. |

Version number: 1.0

Approved by: Delegate of Director, Academic Services

Effective from: 1 August 2024

Date for review: March 2025

| Criterion | Conditions and notes | Examples of types of supporting evidence required |
|---|--|---|
| | <p>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>Corroborative evidence from University records e.g. tutor, Student Support Team (SST) or Apprentice and Enrolment Support Team (AEST).</p> |
| <p>4. An unforeseen prolonged incapacity of yourself due to pregnancy, maternity/paternity, or surrogacy.</p> | <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> |
| <p>5. An unforeseen prolonged incapacity of yourself due to adoption.</p> | <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 2024 | Date for review: March 2025 |

| 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 communications or the absence of study facilities. | Other than in the case of a posting of a member of the British armed forces, circumstances which may occur in the course of normal working life such as change of job, relocation, 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 or commanding officer. |
| 8. Maladministration on the part of The Open University. | Action or inaction which could be classed as maladministration on the part of The Open University and which has affected your academic progress. This does not extend to circumstances that are beyond the control of The Open 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 2024 | Date for review: March 2025 |

| 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. |

| | |
|-------------------------------|--|
| Version number: 1.0 | Approved by: Delegate of Director, Academic Services |
| Effective from: 1 August 2024 | Date for review: March 2025 |