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Alternative Format

If you require this Conditions of Registration 2025/26 Supplementary Agreement (Social Work) document in an alternative format please [Contact Us](#) (visit www.open.ac.uk/contact), telephone us on +44 (0)300 303 5303, or get in touch with your Student Support Team via StudentHome if you are a current Open University student. If you are studying an apprenticeship, please contact the Apprenticeship Enrolment and Support Team (AEST) by email on apprentice-support@open.ac.uk, or telephone (+44 (0) 300 303 4121).

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

Mae fersiwn Gymraeg o'r polisi hwn ar gael.

A Welsh language version of this policy is also available.

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

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 [Apprenticeship Enrolment and Support Team](#) or equivalent Nation contact.

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

Scope

What this 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 or 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 or Apprentices studying other work-based learning qualifications or programmes, such as Nursing.

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

Apprenticeships

If you are studying an apprenticeship, some sections of this Supplementary Agreement 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 \(AEST\)](#).

Support and Information

How to contact us

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

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

Your Student Support Team or Apprentice Enrolment and Support Team (AEST)

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

Your Nation Office

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

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

The Open University in Ireland

110 Victoria Street

Belfast

BT1 3GN

Phone +44 (0)28 9032 3718

The Open University in Scotland

10 Drumsheugh Gardens

Edinburgh

EH3 7QJ

Phone +44 (0)131 226 3851

The Open University in Wales

18 Custom House Street

Cardiff

CF10 1AP

Phone +44 (0)29 2047 1170

Rydym yn croesawu cyswllt yn Gymraeg.

Bullying, Harassment & Sexual Misconduct

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

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

Reporting Bullying and Harassment

The Open University is committed to creating a diverse and inclusive environment where everyone feels safe and is treated with dignity and respect. Unlawful discrimination of any kind across The Open University will not be tolerated. We encourage students, learners, visitors and staff to report incidents of assault, bullying harassment, hate crime or sexual harassment through [Report + Support](#). This platform also provides information about what you can do if you or someone you know experiences such incidents, and where you can find support.

Main terms of the Supplementary Agreement

1 Professional Standards and Fitness to Practise Procedures

- 1.1 To study a Social Work qualification with us, 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 - Protecting Vulnerable Groups (PVG) 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](#).

Completion of the process of criminal record declaration and consideration and clearance by The Open University is required before you will be permitted to register and undertake any practice elements on your professional programme. Failure to comply with this mandatory requirement could lead to you being withdrawn from the programme.

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 our [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.
- 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 our opinion 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 To be awarded a Social Work Apprenticeship qualification, you must also meet the requirements outlined within the Training Plan that is provided to you upon your registration. This includes fulfilling any off-the-job hour requirements and specified timescales for your programme's completion.
- 1.5 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 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.
- 1.6 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.
- 1.7 If the Social Work qualification is not awarded following a decision 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.
- 1.8 Neither the offer of a place onto the qualification by us 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.

- 1.9 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.
- 1.10 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.
- 1.11 Your registration on the Social Work qualification will be conditional until you have satisfied us 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.
- 1.12 We 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 us, 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.
- 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 or 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 us 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](#).

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 which 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, we 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.

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. This includes the statutory and mandatory training that your employer or sponsor requires in order for you to be on placement with them.
 - b) maintain the standards of the [Regulatory Authority](#) with respect to your health, competence, and standards of behaviour.
 - c) satisfy us 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](#) 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.

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](#).
- 5.4 You may be permitted to begin a module at the next stage of the Social Work qualification before you have completed and received results for a module at an earlier stage. In such circumstances, you must have completed and received results for the earlier module within 12 weeks of the start of the next stage module. If this is not possible or you do not receive a pass result, you will not be able to start or remain enrolled on the next stage module. Any financial implications will be discussed with you by your Student Support Team or Apprentice Enrolment and Support Team.

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 \(Undergraduate\)](#) for your fee area.
- 6.2 If you have failed the academic elements but successfully completed the work-based elements of any module studied towards your programme, you will receive a module fee reduction of 50% for the retaken module's fee. In all other circumstances the standard [Fee Rules \(Undergraduate\)](#) for your fee area will apply.

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 \(Postgraduate\)](#) for your fee area.
- 7.2 If you have failed the academic elements but successfully completed the work-based elements of any module studied towards your programme, you will receive a 50% reduction in the fee for the retaken module. In all other circumstances the standard [Fee Rules \(Postgraduate\)](#) for your fee area will apply.

8 Information sharing and Data Protection

- 8.1 Please see our [Student Privacy Notice](#) for full information on how we collect and use your data. There are some additional points that relate to this Supplementary Agreement. By entering into this Supplementary Agreement:
- a) We 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) We 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](#) (for England, Scotland and Wales), and both the [Disability Discrimination Act 1995 \(Amendment\) Regulations \(Northern Ireland\) 2004](#) and [Section 75 of the Northern Ireland Act 1998](#) for Northern Ireland; 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) We 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) We have a duty to consider any concern shared with us (including from your employer, a member of Open University staff, an Open University student or by a member of the public) 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.
- 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) We also have a legal obligation to provide certain information to the [Regulatory Authority](#), the funding body, and regulator (Apprentices).
- i) We 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 Registration with the Regulatory Authority is a condition of practising as a Social Worker, which you will be eligible to apply for upon successful completion of your Social Work qualification. Once you have been offered and have accepted your Social Work qualification, we will notify your professional body to confirm that you are eligible to apply for professional registration with them. We will also provide the Regulatory Authority with any relevant details required after you have completed your studies, for example as part of any future investigations.

8.3 If, on completion of the academic requirements, the award of a Social Work qualification is withheld, we will provide any report or reference required by the [Regulatory Authority](#) in respect of that matter. We 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.

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 We will administer any Fee Refunds that are due in accordance with the [Fee Rules](#).

Definitions

Apprentice

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.

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 of online learning platforms, or when experiencing difficult circumstances that are having an impact on their studies. The Apprentice Enrolment and Support Team will liaise with other teams across the University, to ensure the right information, help and support is provided to an apprentice.

Employer

The organisation with whom you have a contract of employment.

Off-the-job training

Learning which is undertaken outside of normal day-to-day work activities, but within contracted hours.

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.

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' or 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), BA (Honours) Social Work (Northern Ireland), 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 or 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.

Related Policies and Legislation

Refer to the following policies in conjunction with this document:

- [Assessment Banking Rules](#)
- [Conditions of Registration](#) or [Conditions of Registration for Apprentices](#) as relevant to your qualification
- [Disability Discrimination Act 1995 \(Amendment\) Regulations \(Northern Ireland\) 2004](#) and Section 75 of the [Northern Ireland Act 1998](#) for Northern Ireland
- [Equality Act 2010](#) for England, Scotland and Wales
- [Fee Rules \(Undergraduate Study\)](#) for your fee area

- [Fee Status Policy](#)
- [Fitness to Practise Procedure](#)
- [Fitness to Study Policy](#)
- Qualification-specific regulations for your Social Work qualification
- [Student Privacy Notice](#)

Welsh language standards

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

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

This means that you are welcome to speak with our student recruitment and support team in Welsh or contact the university in Welsh. You can find out more about your rights as a Welsh language user on the [Open University in Wales website](#).

Our Student Charter Values

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

Our commitment to Equality Diversity and Inclusion

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

Charity Statement

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

About this Document

Summary of significant changes

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

These are:

- a) General restructuring of the document to align with the new Student Policy template, including new sections 'Alternative Format' and 'How to contact us', and moving list of related policies and legislation to the end of the document.
- b) References to the 'Glossary' has been amended to 'Definitions'.
- c) New paragraph defining the use of 'we', 'us' and 'our' within this document.
- d) References to 'The Open University' throughout this document have been replaced by 'we', 'us' or 'our' to improve readability.
- e) Removal of paragraph in 'Introduction' stating that The University will notify Students and Apprentices by email of any significant changes to this document.
- f) New section 'Bullying, Harassment & Sexual Misconduct'.
- g) Section 'Safe Space Reporting' has been renamed to 'Reporting Bullying and Harassment', with references to 'Safe Space Reporting' amended to 'Report + Support'.
- h) Amendment to clause 1.1 to expand the title of the disclosure process in Scotland to 'Disclosure Scotland – Protecting Vulnerable Groups (PVG) check' and to signpost to the Student Support Team and Apprentice Enrolment and Support Team for more information.

- i) Amendment to clause 1.1 clarifying that students will need to complete the process of criminal record declaration before being permitted to undertake any practice elements of the programme.
- j) Addition to clause 4.1a) to clarify that the required practice learning includes statutory and mandatory training.
- k) Amendment to clause 4.2 removing reference to 'equivalent Nation contact' – all apprentices should contact the Apprentice Enrolment and Support Team.
- l) Amendment to clause 5.4 to better explain the circumstances in which students may be permitted to begin a module at their next stage of their Social Work qualification.
- m) Section references to the Fee Rules have been updated.
- n) Adjusted Repeat Module Fees for Undergraduate and Postgraduate modules have been updated.
- o) Updates throughout document to references of UK equality legislation.
- p) Clarification of clause 8.1e) to say that The Open University has a duty to consider concerns raised and to clarify who might raise these concerns.
- q) Amendment to clause 8.2 to better explain that The Open University will notify the relevant professional body when a student has accepted their qualification.
- r) 'Glossary' section has been renamed to 'Definitions'.
- s) New definition 'Off-the-job' training.
- t) Inclusion of the 'BA (Honours) Social Work (Northern Ireland)' into the definition of 'Social Work Qualification'.
- u) Reference to 'The Open University Students Association' has been amended to 'The Open University Students Union'.

Supplementary Agreements superseded by this document

This document replaces the previous version of [Conditions of Registration Supplementary Agreement \(Social Work\) 2024/25](#).

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.

Document Information

Version number: 1.0

Approved by: Delegate of Director, Academic Services

Effective from: 1 August 2025

Date for review: March 2026

Appendix A

Table 3: Circumstances under which Students or 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	Certificate, letter or medical statement from GP, consultant, non-medical helper or a support person or organisation confirming the situation.

Criterion	Conditions and notes	Examples of types of supporting evidence required
	<p>(Amendment) Regulations (Northern Ireland) 2004 and Section 75 of the Northern Ireland Act 1998 for Northern Ireland; 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 or 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 Enrolment and 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</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>

Criterion	Conditions and notes	Examples of types of supporting evidence required
	be greater than might reasonably have been anticipated.	
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.

Criterion	Conditions and notes	Examples of types of supporting evidence required
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.
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.