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Summary of policy

The Redundancy Policy is an Appendix to the [Conditions of Registration 2024/25 \(Apprentices\)](#), and should be read in conjunction with the current version of this document. This policy outlines the support that The Open University will provide to you when studying an Open University qualification as part of an Apprenticeship Programme, in the event that you are made redundant by your Employer, prior to the end of your Open University Apprenticeship Programme.

In such an event, The Open University will try to support you to complete any individual academic module(s) that have already been started at the point your employment is terminated. However, for apprentices in England, your ability to continue on a registered module will be determined by how far through the apprenticeship you are. If you are more than 75% through your apprenticeship, the Education and Skills Funding Agency (ESFA) will fund the remainder of your programme of study. If you are less than 75% through your apprenticeship, the ESFA will fund your studies for 12 weeks. The Open University may also support you to complete any work-based module(s) being studied if it is feasible to do so. We will undertake an assessment on a case-by-case basis to determine whether your specific work-based module can be completed after you are no longer in your current employment. This will be dependent on how much of the module has been completed, whether a regulator is involved and/or whether the work-based learning required can be adequately replicated without the need for a workplace environment.

Scope

What this document covers

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

This document 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.

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What this document does not cover

This Redundancy Policy Appendix does not apply to those who:

- a) have not yet been accepted on to an Open University qualification as part of an Apprenticeship Programme.
- b) leave their employment with their Apprenticeship Employer for any reason other than those stated in the Redundancy definition in the Glossary.

Introduction

This policy is an Appendix to the current version of the [Conditions of Registration 2024/25 \(Apprentices\)](#) and outlines the support that The Open University will provide to undergraduate and postgraduate Apprentices studying an Open University qualification as part of an Apprenticeship Programme in the event that you are made redundant by your Apprenticeship Employer.

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

- business closure
- workplace closure
- diminished requirements of the business for employees to do work of a particular kind

Redundancy includes voluntary redundancy.

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

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Related Documentation

Refer to the following documentation in conjunction with this document:

- [Conditions of Registration 2024/25 \(Apprentices\)](#)
- [Fee Rules](#)

Policy

1. Purpose

- 1.1 The purpose of this policy is to outline your position if you are currently studying an Apprenticeship Programme and you are made redundant by your Apprenticeship Employer.
- 1.2 This Policy will apply to any module(s) that you are studying if you are made redundant for any of the reasons stated in the Redundancy definition in the [Glossary](#) after the module start date.
- 1.3 The objectives of this policy are:
- 1.3.1 To enable you, where possible, to complete the study and assessment of the academic module(s) you are currently studying if you are made redundant by your Apprenticeship Employer. If you fail the module, you may be eligible to resit/resubmit as stated in the current version of the [Academic Regulations 2024/25 \(Apprentices\)](#), and if agreed by The Open University.
- 1.3.2 To enable you to continue to the end of the work-based learning module(s) you are currently studying if you are made redundant by your Apprenticeship Employer, if possible and agreed on an individual basis. If you fail the module, you may be eligible to resit/resubmit as stated in the current version of the [Academic Regulations 2024/25 \(Apprentices\)](#), and if agreed by The Open University.
- 1.3.3 To enable you to complete your End-Point Assessment where you have completed all the required Apprenticeship Programme components and/or qualifications in your Individual Learning Plan when you are made redundant.

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- 1.3.4. To enable you to complete your Functional Skills Qualification if you are currently studying this, when made redundant.
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2. Policy principles

- 2.1 The aim of the policy is to give you the best outcome to complete your current module(s) if you are made redundant by your Apprenticeship Employer, and to provide you with support when you are first made aware that you might be at risk of redundancy. Please speak to your Practice Tutor or the Apprentice Enrolment and Support Team (AEST).
- 2.2 You will not be able to start any new module(s) that are linked to your Apprenticeship Programme after The Open University has been notified of your redundancy.
- 2.3 If you become eligible to do so, you may subsequently register on a non-apprenticeship module or qualification by following the regulations and procedures in place at the time. We will maintain your record of study, and if you are eligible to do so under the regulations and time limits that are in place, you may be able to count any credit you have been awarded in an earlier period of study to an Open University qualification. Registration onto modules that are studied towards a non-apprenticeship qualification will be subject to the standard regulations, [Conditions of Registration](#) and [Fee Rules](#), and you will be liable to pay fees. For further information, please refer to Section J “Ending Your Registration” of the current version of the [Academic Regulations 2024/25 \(Apprentices\)](#), and contact the Apprentice Enrolment and Support Team for advice.
- 2.4 If you decide to withdraw from the module you are studying having been made redundant by your Employer, you must follow the guidance for ending your current registration in Section E “Ending Your Registration” of the current version of the [Conditions of Registration 2024/25 \(Apprentices\)](#) and Section J “Ending Your Registration” of the current version of the [Academic Regulations 2024/25 \(Apprentices\)](#).

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- 2.5 If you register for any new modules to use in conjunction with the credit you have been awarded as an Apprentice in order to complete a different qualification, you will be classified as a standard Student as stated in Section E2 “The Open University’s right to end your registration” of the current version of the [Conditions of Registration 2024/25 \(Apprentices\)](#). You will be subject to the current version of the [Conditions of Registration 2024/25](#) and [Fee Rules](#), and you will be liable to pay fees.
- 2.6 If you need guidance on this Policy, please speak to the Apprentice Enrolment and Support Team.
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3. Implementation and enforcement of procedure

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

- 4.1 If you are unhappy about the way in which we are applying this policy, you may use the [Student Complaints and Appeals](#) procedure to make a complaint. A Welsh language version of this procedure is also available. Mae fersiwn Gymraeg o’r polisi hwn ar gael.
- 4.2 The Open University also has a specific complaints procedure for complaints relating to Welsh Language Standards, in line with the Welsh Language Standards. Please refer to [Welsh Language Standards, Dealing with Complaints and Comments](#) for more details. A Welsh language version of this procedure is also available. Mae fersiwn Gymraeg o’r polisi hwn ar gael.

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Summary of significant changes since last version

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

- a) Clarification in the “Summary of policy”, that The Open University will try to support apprentices to complete any individual academic module(s) which had already been started, at the point of an apprentice being made redundant.
- b) Addition of the definition of “Redundancy” in the Introduction for clarity.
- c) Revised definition of “Redundancy” in the glossary for clarity, without changing the message.
- d) Clauses 4.1 and 4.2 has been updated to highlight that a Welsh language version of the Welsh Language Standards Complaints procedure and the Student Complaints and Appeals Procedure is available.
- e) Information on the amount of ESFA funding apprentices in England will receive, if made redundant by their Employer, has been added to the summary of the policy.
- f) Amendment to Further Clarification section signposting Northern Ireland apprentices to their AEST
- g) The “Education Skills Funding Agency (ESFA)” has been defined in the glossary.

Policies superseded by this document

This document presents the Redundancy Policy as an Appendix to the current version of the [Conditions of Registration 2024/25 \(Apprentices\)](#).

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Glossary

Apprenticeship Employer

The company or organisation that employs you and participates in your Apprenticeship Programme according to the Funding Rules for the Nation in which you are studying.

(The) Education and Skills Funding Agency (ESFA)

The ESFA is the agency accountable for funding education and skills for children, young people, and adults in England. Apprenticeships in England are regulated by the ESFA, therefore all parties must abide by the ESFA's funding rules.

Redundancy

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

- business closure
- workplace closure
- diminished requirements of the business for employees to do work of a particular kind

Redundancy includes voluntary redundancy.

Feedback

Comments and feedback about this policy document and how it might be improved are welcomed. Please submit these to SPR-Policy-Team@open.ac.uk.

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Further clarification

If you need guidance on this Policy, please contact the Apprentice Enrolment and Support Team.

Apprentice Enrolment and Support Team (for Apprentices in England, Scotland, Northern Ireland and Wales)

Email apprentice-support@open.ac.uk

Phone +44 (0)300 303 4121

Alternative format

If you require this Conditions of Registration, Apprentices, Redundancy Policy Appendix document in an alternative format, please contact the Apprentice Enrolment and Support Team via apprentice-support@open.ac.uk (phone +44 (0)300 303 4121), or via [StudentHome](#) if you are a current Open University Student.

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