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# Alternative format of this Supplementary Agreement

If you require this document in an alternative format, please contact the Apprentice Enrolment and Support Team via phone +44 (0)300 303 4121, or [apprentice-support@open.ac.uk](mailto:apprentice-support@open.ac.uk).

## Scope

### What this Supplementary Agreement covers

This Supplementary Agreement applies to Apprentices that have been accepted on to the Police Constable Degree Apprenticeship (PCDA) and Police Community Support Officer Apprenticeship (PCSO-A) only, and sets out the additional terms relating to study of a PCDA or PCSO-A.

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.

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### What this Supplementary Agreement does not cover

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

All Students and Learners not covered by this document should refer to the [Student Policies and Regulations website](#) to access the Conditions of Registration or Terms and Conditions that apply to them. If you need any help, please contact us by emailing [general-enquiries@open.ac.uk](mailto:general-enquiries@open.ac.uk).

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## Introduction

This document sets out the additional terms agreed with The Open University relating to your study towards a Police Constable Degree Apprenticeship (PCDA) or Police Community Support Officer Apprenticeship (PCSO-A) qualification. It is the Supplementary Agreement referred to in the [Conditions of Registration for Apprentices](#) and should be read in conjunction with those Conditions and the rules, regulations and policies referred to within them and in this agreement. By registering for a PCDA or PCSO-A qualification, you are agreeing to these terms.

This Supplementary Agreement is effective from the date your registration for your PCDA or PCSO-A qualification is confirmed by The Open University and will continue to apply until you have either completed your qualification, or your registration has lapsed or been cancelled, whichever occurs first.

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

## Related Documentation

### Refer to this document in conjunction with:

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

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# Main terms of the Supplementary Agreement

## 1 Professional Standards and Fitness to Practise Procedures

- 1.1 By entering into this Supplementary Agreement you explicitly acknowledge that you understand and agree to be bound by the [Code of Ethics](#) set by [The College of Policing](#) which applies to all Apprentices studying for the PCDA or PCSO-A qualification. This means that:
- a) If a concern is raised that you are not achieving or maintaining those standards at a level appropriate to the stage of your studies for the PCDA or PCSO-A qualification, you may be referred under The Open University's [Fitness to Practise Procedure](#).
  - b) You agree to notify The Open University as soon as practicable of any matter that may give rise to any concern about your ability to meet [The College of Policing Code of Ethics](#), referring any such matter verbally, electronically or in writing to the Apprentice Enrolment and Support Team.
- 1.2 Apprentices studying for the PCDA or PCSO-A qualifications will go through a recruitment process with their Employer Police Force and will need to satisfy all relevant requirements and conditions stipulated by their Force. To remain on the qualification, you will need to continue to meet all the requirements of your Employer Police Force; failure to do so may result in your place being withdrawn.
- 1.3 If a PCDA or PCSO-A qualification has been awarded, and any matters of concern that occurred before the qualification was awarded subsequently come to light that in the opinion of a Fitness to Practise panel ought to have been declared and would have resulted in the withholding of the PCDA or PCSO-A qualification, the matter shall be referred to The Open University's Central Disciplinary Committee. The Central Disciplinary Committee has the power to withdraw the degree or certificate of higher education qualification.
- 1.4 If the PCDA or PCSO-A qualification is not awarded, you may be offered an alternative Open University qualification for which you have met the credit requirements, provided you are not subject to other disciplinary sanctions.

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## 2 Termination of Employment

- 2.1 If your employment is terminated for any reason during your apprenticeship, please contact your Practice Tutor or the Apprentice Enrolment and Support Team as soon as possible, as this will affect your ability to continue with your programme of learning.
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## 3 Information sharing and Data Protection

- 3.1 Please see The Open University's [Student Privacy Notice](#) for full information on how data is collected and used by The Open University. There are some additional points that relate to this Supplementary Agreement. By entering into this Supplementary Agreement, please note that:
- a) The Open University will share information about your academic performance and professional standards relating to your study for a PCDA or PCSO-A qualification with your Employer Police Force. In particular, information about issues relating to your conduct may be shared where it might affect your professional suitability or fitness to practise and your continued employment. Your Employer Police Force has the right to deal with employment related matters under their own procedures, independently to The Open University's [Fitness to Practise Procedure](#), however this may also be invoked in respect of those matters.
  - b) The Open University may consider any concern through our [Fitness to Practise](#) Procedure, and this may lead to conditions being applied to your continued registration on the programme, your suspension, deregistration from the programme, or your expulsion from The Open University.
  - c) Information about your health and any disability you tell us about may be shared with your Employer Police Force in order to comply with obligations under the Equality Act 2010 in England, Scotland and Wales, or the Disability Discrimination Act 1995 (Amendment) Regulations (Northern Ireland) 2004, to provide reasonable adjustments. Additionally, data may be shared so that neither you nor members of the public are put at risk while you carry out your duties.

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- d) The Open University will keep any information that had been shared secure, and will process all data in line with the [Student Privacy Notice](#). Your Employer Police Force will store and process information in accordance with their Privacy Notices.
- e) Your Employer Police Force may notify The Open University of any matters that might raise concerns about your ability to meet the professional standards of [The College of Policing](#).

## 4 Withdrawing from or deferring your studies

- 4.1 If you intend to defer or withdraw from your PCDA or PCSO-A qualification before it is completed, you should discuss this with the Apprentice Enrolment and Support Team and with your Employer Police Force. If you have deferred a module, the Apprentice Enrolment and Support Team will liaise with your Employer Police Force, who may be liable for any additional fees when you resume studying the module.

### Summary of significant changes since last version

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

- a) Addition of Clause 1.2, outlining that you will need to satisfy all requirements and conditions stipulated by your Employer Police Force, in order to register and remain on the PCDA or PCSO-A qualification.
- b) Clause 1.3 has been reworded for clarity without changing the message.
- c) Inclusion of the Police Community Support Officer Apprenticeship in the Glossary definition of “Employer Police Force”.
- d) The “Supplementary Agreements superseded by this document” section has been moved from the start to the end of this document.
- e) Change from “Apprenticeship Enrolment and Support Team” to “Apprentice Enrolment and Support Team” throughout.
- f) Revised definition of “Apprentice Enrolment and Support Team” in the Glossary without changing the meaning.
- g) The term Apprentice has been used instead of Learner, where appropriate.

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## Supplementary Agreements superseded by this document

This document replaces the previous version of The Conditions of Registration Supplementary Agreement (Policing) 2023/24.

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

## Glossary

### Apprentice Enrolment and Support Team (AEST)

The Apprentice Enrolment and Support Team (AEST) provides support to apprentices throughout their Apprenticeship journey. The Apprentice Enrolment and Support Team comprises a team of Senior Advisers who offer advice and support for a range of queries apprentices may have whilst studying their modules, including advice on 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.

### Employer Police Force

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

### Practice Tutor

The individual appointed by The Open University to provide support, guidance and quality assurance in respect of an apprentice’s learning in practice and the Employer Police Force’s assessment of the Apprentice’s competence throughout the PCDA or PCSO-A qualification.

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## 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](mailto:SPR-Policy-Team@open.ac.uk).

## Further clarification

If you have any queries around the content provided within this document and how to interpret it, please contact the Apprentice Enrolment and Support Team.

### **Apprentice Enrolment and Support Team (for apprentices in England, Scotland and Wales)**

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

Phone +44 (0)300 303 4121

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