

Apprenticeship Disclaimer

When you enrol as an apprentice learner of the University, your study and time with us will be governed by a framework of regulations, policies and procedures, which form the basis of your agreement with us. These include regulations regarding the assessment of your course, academic integrity, your conduct (including attendance) and our disciplinary procedure. It is important that you familiarise yourself with these as you'll be asked to agree to them when you join us as an apprentice. You'll find a [guide to the key terms here](#), along with the [Student Protection Plan](#), where you'll also find links to the full text of each of the regulations, policies and procedures referred to.

Although we always try and ensure we deliver our courses as described, sometimes we may have to make changes for the following reasons:

Changes to a course you have applied for but not yet started

If we propose to make a major change to an apprenticeship course that you have applied for, then we will tell you and your employer as soon as possible so that you can decide whether to withdraw your application prior to enrolment.

Although we always try and run all the courses we offer, we may occasionally have to withdraw a course you have applied for or delay your course start date if we consider this reasonably necessary, for example if there are not enough applicants to ensure you have a good learning experience. Where this is the case we will notify you and your employer as soon as reasonably possible. In such instances, we will work with you and your employer to agree a deferred start date, or cancel your application and, if appropriate, provide information regarding other local apprenticeship providers.

Changes to your course after you enrol as an apprentice

We will only make major changes to the core curriculum of a course or to our services if it is necessary for us to do so and provided such changes are reasonable. A major change is a change that materially changes the services available to you, or the outcomes, or a significant part, of your course, such as the nature of the award or a substantial change to module content, teaching days, classes, type of delivery or assessment of the core curriculum.

For example, it may be necessary to make a major change to reflect changes in the law or the requirements of the University's regulators; to meet the requirements of an updated version of the apprenticeship standard relevant to your course; to meet the latest requirements of a commissioning or accrediting body; to improve the quality of educational provision; in response to student, examiners' or other course evaluators' feedback; and/or to reflect academic or professional changes within subject areas. Major changes may also be necessary because of circumstances outside our reasonable control, such as damage or interruption to buildings, facilities or equipment.

In exceptional circumstances, we may, for reasons outside of our control, be forced to discontinue or suspend your course. Where this is the case, a formal exit strategy will be followed and we will notify you and your employer as soon as possible about what your options are, which may include being provided with individual teaching to complete the award for which you were registered or claiming an interim award and exiting the University.

If a major change affects your course, we will notify you and your employer as soon as possible and will carry out suitable consultation with affected apprentices. If you and your employer reasonably believe that the proposed change will cause you detriment we will work with both

of you to try to find an appropriate solution. Where one cannot be found we will provide reasonable support to assist you with transferring your remaining apprenticeship learning to another training provider if you and your employer wish to do so.

Termination of employment

As your employer is funding your apprenticeship course, you must remain in relevant employment for the duration of the course until you have completed your end point assessment. Under the apprenticeship rules, if you are made redundant and you have completed 75% of the practical period or have less than 6 months left, then you may complete the course. Otherwise, unless you find alternative relevant employment within 12 weeks of the date you are made redundant, then you'll be withdrawn from the course.

The [Office for Students \(OfS\)](#) is the principal regulator for the University. The [ESFA](#) is the principal regulator for your apprenticeship course.