Police Education Consortium Regulations 2025

These regulations are applicable only to the apprenticeship programmes offered by the Police Education Consortium

- BSc Professional Policing Practice (Police Constable Degree Apprenticeship, PCDA)

Ownership
The primary ownership of the content of these Academic Regulations rests with the Police Education Consortium and changes to the regulations must be approved via:

- the Police Education Consortium change approvals process and,
- each Consortium Universities Regulatory Approvals Board (or equivalent)

Approved December 2024 and effective from 1st March 2025 onward and until superseded

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1. Introduction and Scope

1.1 The Police Education Consortium (The Consortium) Regulations are to be read in conjunction with the Regulations for undergraduate and postgraduate taught provision of the Consortium University hosting the individual apprentice. In the event of any conflict between these Regulations and the Regulations of an individual consortium University, the Police Education Consortium Regulations shall take precedence. See Addendum A for links to each Consortium University's academic regulations

1.2 The Consortium Regulations are subject to change and review in line with the Education and Skills Funding Agency (ESFA) or other external body requirements. Where this happens within an academic year, apprentices affected by such changes will be notified.

1.3 All apprentices and their employers must follow the ESFA requirements for an apprenticeship as set out in the latest version of the Apprenticeship Funding Rules ("Funding Rules") throughout the apprenticeship. In the event of any conflict between these Regulations and the Funding Rules, the Funding Rules shall always prevail.

1.4 These Consortium Regulations apply to higher and degree apprenticeships in Policing, being delivered by the Police Education Consortium, at FHEQ levels 4 to 7.

2. Key Elements of a Consortium Apprenticeship

2.1 A Consortium apprenticeship, which must last a minimum of 12months, is a job that includes training to industry standards. An apprenticeship should provide the apprentice, with:

2.1.1 appropriate employer support and supervision.

2.1.2 the opportunity to gain the technical knowledge, practical experience and wider skills and behaviours (KSBs) that they need to be competent in their immediate job role and in support of their future career.

2.1.3 the opportunity to achieve occupational competence, through a combination of formal off-the-job training and any other activities necessary to achieve the learning objectives of the apprenticeship/award, in line with industry standards set by the:

a. Institute for Apprenticeships and Technical Education (IfATE)
b. Applicable PSRBs (The College of Policing in the case of Consortium apprenticeships)

2.2 Consortium apprentices must be employed, in an appropriate job role (as defined by the College of Policing), throughout their entire apprenticeship including any period of End Point Assessment that is required within the programme.

2.3 Consortium apprentices are entitled to a minimum proportion (as specified by the ESFA) of their normal contracted working time dedicated towards the development of new knowledge, skills and behaviours (off-the-job learning). However, the proportion of off-the-job learning hours is co-dependent upon the requirement to develop full occupational / professional competence and therefore the requirement for off-the-job learning hours may be required (as agreed with the employer) to exceed any specified minimum in order to support the apprentice's development.

2.5 Employment hours are inclusive of off-the-job learning and all other activities planned within the programme that are necessary for the achievement of the apprenticeship standard including assessments and progress reviews. Off-the-job learning hours may take place on an employer's premises, on-site at one or more of the Consortium Universities, online or a combination of these. Off-the-job learning hours must include an element of synchronous learning activity even where this is provided online.

2.6 For the Consortiums validated apprenticeship programmes minimum and maximum assessment word counts and any associated non-compliance penalties (where applicable) will be specified in the Consortium's programme handbook.

2.7 Employers, apprentices, and the Consortium Universities each have responsibilities to ensure that all required elements of an apprenticeship (as defined by the ESFA) are appropriately provided, supported, and engaged with. The specific responsibilities and entitlements for each consortium apprentice will be set out in a Training Plan, which must be signed by the employer, the apprentice, and the Consortium's Main Provider within 42 calendar days of the start of the apprenticeship.

2.9 The ESFA requires the Consortium to share details of an apprentice's engagement in active learning, progress, and any issues regarding appropriate support from their employer, via an Individualised Learner Record (ILR) as stated in the Funding Rules, in order for the apprentice to be eligible for funding and as requested for ESFA audit purposes. Evidence of engagement must be recorded by the apprentice *as a minimum* every calendar month.

3. Nomenclature

3.1 All Consortium apprenticeship programmes shall include and prioritise the name of the apprenticeship standard and level on the programme specification and programme handbook. See Addendum B for common terms and abbreviations

4. Awards and Exit Awards

4.1 Higher and Degree apprenticeship awards

4.1.1 Higher and Degree apprenticeship awards are made to those apprentices who have been registered for, and who have satisfactorily followed, the prescribed Consortium programme linked to that award; and who in addition have met the current funding rules and assessment plan for the relevant standard.

4.1.2 The degree (or other higher education qualification) certificate is issued by the Consortium University where the apprentice is registered at time of the award.

4.1.3 The apprenticeship is confirmed as completed by an end-point assessment organisation (EPAO) once the end-point assessment (EPA) is successfully passed. EPAOs have the responsibility to apply for Apprenticeship Certificates through the Apprenticeship Assessment Service and subsequently to forward certificates to apprentice employers. (https://assessors.apprenticeships.education.gov.uk).

4.1.4 For Consortium apprenticeship programmes the EPAO function is primarily undertaken by the Consortium's Lead Provider. In addition, where an individual Consortium University is registered on the Apprenticeship Providers and Assessment Register (APAR) that university may also be able to act as EPAO for apprenticeships they have delivered in circumstances where:

a. their registration is for the appropriate apprenticeship standard

b. this is compliant with current ESFA and PSRB (CoP) rules

4.2 Intermediate exit awards

4.2.1 An intermediate exit award recognises the academic achievement of apprentices who are unable to fully meet the credit volume and/or credit level requirements for the entry award on which they are registered.

4.2.1 Where an apprentice leaves the Consortium before completing their apprenticeship programme, they will be classified as a 'withdrawal' from the apprenticeship programme (on the ILR) and the Consortium University where the apprentice is registered at the time of that 'withdrawal' will, where appropriate, recognise any accrued credits towards the academic qualification. The apprentice will be given the relevant intermediate exit award to which their accrued credits entitle them, as specified in the programme specification, provided that:

a. they are not in breach of any applicable Consortium or individual Consortium University regulations; and

b. their employer has no funding debts to the Consortium or individual Consortium University; and

c. all funding via the apprenticeship levy has been received up to the point of withdrawal. Note: employers are only liable to pay apprenticeship funding fees up until the point of withdrawal (to the end of the month for data returns).

4.2.3 Titles of target awards and exit awards for Consortium programmes are confirmed at programme validation and listed in the programme specification / handbook.

5. Admissions

5.1 Entry requirements

5.1.1 Applicants for Consortium apprenticeship programmes are required to meet all entry requirements for an apprentice including:

a. being in employment in a relevant job role (or is to be appointed to a relevant role) upon enrolment that allows the opportunity to successfully embed and consolidate the Knowledge, Skills and Behaviours gained through apprenticeship; and

b. meeting residency requirements; and

c. meeting any additional academic or other requirements for entry to specific programmes (as detailed in the Programme Specification); and

d. able to provide evidence of level 2 English and Mathematics or equivalent.

5.1.2 Exceptionally, apprentices who cannot provide evidence of level 2 English and Mathematics (or equivalent) may be permitted to register to the programme of study, in which case they are required to gain their level 2 English and Mathematics qualifications (or equivalent) before the EPA Gateway progression stage and before the final award can be made.

5.1.3 All applicants to a Consortium apprenticeship programme must complete an Initial Assessment prior to starting their apprenticeship and prior to on-boarding with the Consortium Lead Provider via the apprenticeship management software. The initial assessment is split into three core sections:

a. Eligibility: Apprentices will be asked to answer questions in coordination with the ESFA funding rules to confirm their eligibility for enrolment with the Consortium and highlight any areas for concern (e.g. underage applicants, applicants without rights to work in the UK, confirmation that the apprentice's productive job role has a direct link to the relevant Apprenticeship Standard etc.)

b. Functional Skills: All apprentices regardless of prior attainment in functional skills in English and Mathematics will be required to undertake an assessment of their current working level in English and Mathematics. Information from this assessment will be used to tailor activities on programme which are inclusive of the cohort's skill level in these areas. In exceptional cases where an apprentice has not yet obtained Level 2 functional skills qualifications, the results of this assessment will be used to determine whether an apprentice can feasibly enrol onto the programme at the current working level while undergoing additional functional skills training in order to gain Level 2 qualification/s by the End Point Gateway of the programme.

c. Prior Learning: All modules for Consortium apprenticeship programme/s are mapped against the Knowledge, Skills and Behaviours (KSBs) of the apprenticeship standard. Where there is individual evidence from initial assessment that KSBs have been fully achieved prior to undertaking an apprenticeship this will result in a funding adjustment in accordance with ESFA Funding Rules that an apprenticeship must develop <u>new</u> knowledge, skills and behaviours.

5.1.4 Initial assessment of prior learning may also identify modules where the applicant can apply for recognition of prior learning in accordance with the Consortium's Recognition of Prior Learning (RPL) policies and procedures

5.1.5 Applicants will not be eligible to enrol onto the Consortium apprenticeship programme where their overall competence regarding apprenticeship KSBs would lead to a programme duration of less than twelve months and/or less than the minimum protected learning time requirement.

5.1.6 For the apprentice to complete registration (on-boarding and enrolment) and commence study on a consortium apprenticeship programme all of the following must be in place:

a. a valid Apprenticeship Agreement between apprentice and their employer (signed as agreed by both parties) which must be valid for the duration of the apprenticeship as defined in section A1 (3) of the Apprenticeships, Skills, Children and Learning Act 2009 (as amended by the Enterprise Act 2016) and the Apprenticeships (Miscellaneous Provisions) Regulations 2017).

b. a Training Plan between employer, apprentice and the Consortium Lead Provider (signed as agreed by all parties).

c. an Independent Learner Record (ILR) declaration signed by the apprentice to confirm the accuracy of data entered for their registration.

d. a contract for services between the Consortium and the employer (signed as agreed by both parties) regarding the funding and provisions for the programme including a breakdown of fees.

5.2 Exemptions

5.2.1 Where an apprentice is exempted from a part(s) of their programme of study based on prior study/experiential learning (as per 5.1.4), the content and/or duration of the apprentice's study may be reduced to reflect this. The new (reduced) duration must meet the minimum threshold of twelve months to comply with the ESFA Funding Rules.

5.2.2 Prior study/experiential learning is assessed according to in accordance with the Consortium's Recognition of Prior Learning (RPL) policies and procedures.

5.2.3 Where an apprentice admitted to a degree apprenticeship programme with the Consortium has been exempted from parts of the programme based on previous study or experiential learning, their final degree class/grade is determined on the basis of the work they have undertaken at the Consortium University hosting the apprentice after entering the programme of study.

5.3 Re-admittance to a Consortium apprenticeship programme

5.3.1 Where an apprentice has withdrawn from a Consortium apprenticeship programme, they may, under certain exceptional circumstances and at the Consortium's discretion, apply to be re-admitted to the same or a new Consortium apprenticeship programme. If applying to be re-admitted to a Consortium apprenticeship programme then as appropriate:

a. credits they formerly accrued may exempt them from some part of the apprenticeship programme (subject to the ESFA Funding Rules).

b. Where exemptions are granted the apprentice will be required to relinquish any intermediate exit awards they have taken, at the point they become eligible to achieve an alternative award.

c. the apprentice may be assigned to a different Consortium university than the one they previously attended.

6. Registration

6.1 Registration for Consortium apprenticeship programmes

6.1.1 Consortium apprentices and their employer must complete the entirety of the on-boarding and registration (enrolment) stages before the start of the first period of teaching so that the:

a. apprentice can access learning materials and commence effective learning.

b. Consortium/Employer can claim funding from the ESFA.

6.1.2 Consortium apprentices and their employers must comply with any and all re-registration requirements in order to remain on programme

6.1.3 Consortium apprenticeships are integrated degree apprenticeships, and as a result the End Point Assessment is an integrated element of the apprenticeship established within a module in the final stage of the programme. Apprentices are therefore required to remain on-boarded and registered (enrolled) with the Consortium Lead Provider and the individual Consortium University hosting their period of study until the completion of their End Point Assessment (or their withdrawal from the programme).

6.2 Extension of registration

6.2.1 Consortium apprenticeship programmes, including any break/s in learning, are normally subject to a maximum apprenticeship registration timeframe of:

a. six years for full-time apprenticeship programmes.

b. twelve years for part-time apprenticeship programmes.

6.2.2 Should a break/s in learning (required for any reason/s and not withstanding reason/s protected under statute) and return episode require a cumulative duration exceeding the applicable maximum apprenticeship registration period the apprentice would be deemed a withdrawal and registration ended.

6.2.3 Consortium full and part-time apprenticeship programmes are also subject to College of Policing restrictions that may reduce the apprenticeship registration timeframes noted in 6.2.1. In such cases maximum registration timeframes will be specified in the Consortium programme handbook/s

6.2.4 In exceptional circumstances, where there are confirmed extenuating circumstances[1], the Consortium[2] may extend the maximum period of registration on a given apprenticeship for an individual apprentice in accordance with ESFA funding rules, the apprenticeship assessment plan and apprenticeship programme specifications.

6.2.5 In exceptional circumstances, EPA re-sits may also extend the apprentice's registration period with the Consortium. The arrangements and opportunity to re-sit End Point Assessment:

a. are contained within the Consortium's Programme Handbook and the End Point Assessment Guide for Student Officers

b. will be in line with College of Policing guidance.

[1] *Extenuating circumstances relevant to 6.2 would usually only be considered applicable if related to PSRB policy restricting the circumstances under which employers are permitted to remove apprentices from employment*

[2] *With the agreement of the Academic Registrar (or equivalent) or nominee from the appropriate Consortium university and the Academic Registrar or Deputy Academic Registrar from the Consortiums Lead Provider.*

6.2.6 Where an EPA re-sit results in an extension to an individual apprentice's registration period with the Consortium and an associated fee implication, this will be agreed in advance with the apprentice's employer.

6.2.7 Where an apprentice has been either permitted or required by the Consortium Lead Provider (or individual Consortium University hosting their period of study) or their employer to suspend their registration, this will require a formalised 'break in learning' (see section 6.3) as stipulated in the ESFA Funding Rules and will be recorded on the Individualised Learner Record (ILR). During a break in learning, apprenticeship levy funds must be paused by the employer and where this is the case, they will resume only once the apprentice re-commences training and re-registers with the Consortium (subject to maximum registration time periods).

6.3 Suspension of registration (breaks in learning)

6.3.1 An apprentice who is in difficulties, with their studies or through personal circumstances, may apply to the Consortium for the temporary suspension of their registration. If the apprentice's employer:

a. provides written confirmation of their agreement to extend the apprenticeship agreement, this can be recorded as a 'break in learning'.

b. does not agree to extend the apprenticeship agreement (or refuses to provide adequate written confirmation of agreement) then this must be recorded as a 'withdrawal' to remain compliant with the ESFA funding rules.

6.3.2 Where an apprentice's registration has been suspended, they are not eligible to participate in their programme (including assessments and reassessments) before resuming their registration or re-registering.

6.3.3 A break in learning will only be applied where learning has paused for a period of at least 4 weeks.

6.3.4 The Consortium will not suspend apprentice registration for longer than one-year, other than in exceptional extenuating circumstances (see section 6.2).

6.3.5 Where an apprentice is unable to return to their studies at the end of a period of temporary suspension and has not applied to the Consortium for an extension to that period, then:

a. the individual apprentice's registration with the Consortium will be terminated: and

b. their employer will, if applicable, be removed from the Consortium Lead Provider's levy account and will not be liable to pay any funds from the commencement of the temporary suspension.

6.3.6 The Consortium may take the decision to temporarily suspend, for a defined period, registration of an individual apprentice where there are grounds linked to:

a. health and / or welfare concerns

b. fitness to practice concerns

c. allegations that the individual apprentices has acted in a manner that contravenes Student Conduct or Disciplinary Regulations of the Consortium or the individual Consortium university hosting the apprentice.

6.3.6 A decision to impose a suspension of registration for a Consortium apprentice will be taken by the individual/s specified as having the authority (authorised officer) to do so within the Academic Regulations of the Consortium's Lead Provider and the individual Consortium University hosting the apprentice's studies and in consultation with the appropriate Programme Leader and the Consortium Partnerships Manager.

6.3.8 Where an apprentice's request for the suspension of their registration has been accepted by the Consortium and/or the apprentice has had a suspension of registration imposed by the Consortium, their access to their university email systems will be maintained to assist contact between the apprentice and appropriate Consortium staff/teams on when they can expect to re-register to their programme. This contact and any communication:

a. will normally/primarily be through the University's email facilities and / or by post.

b. may require sharing of information with the apprentice's employer.

6.3.9 Suspension of registration will be kept under review by the apprentice's Programme Leader in consultation with the Authorised Officers, Consortium Partnership Manager, the apprentice and their employer.

6.3.10 Upon re-registration, the apprentice's individualised learning plan, training plan and apprenticeship agreement will need to be revisited with new programme and apprenticeship dates. For apprentices who have undertaken a suspension of registration due to medical conditions, any additional learning support needs should be re-addressed as detailed in the programme handbook.

6.3.11 During a suspension of registration, apprenticeship levy funds will be paused by the employer. Where this is the case, they will resume once the apprentice re-commences training and re-registers with the Consortium. The Consortium Lead Provider will liaise with the employer regarding fee amendments that may occur, for example if they have moved into co-investment linked to an employer's source of fees, exceeding their levy, non-payment of co-investment.

6.4 Withdrawal from registration

6.4.1 If an apprentice on a Consortium programme wishes to withdraw from the programme before they have completed their apprenticeship and programme of study they are required to notify their employer of their intention in writing (following their employers internal processes for this).

6.4.2 The employer is required to notify the Consortium Lead Provider that their employee wishes to withdraw from the programme using the Consortium's notification form which must clearly state the date of the apprentice's withdrawal from programme (last day of learning) and the reason for withdrawal.

6.4.3 Apprentices who have withdrawn from a programme and have accrued the necessary credits will be offered the intermediate exit award to which they are entitled if they are not otherwise in breach of Consortium regulations or regulations of the Consortium university that hosted their apprenticeship (see section 4.2)

6.5 Termination of / dismissal from employment

6.5.1 If an apprentice loses their employment through termination/dismissal, in effect the employer will be deemed to have initiated a withdrawal from their apprenticeship and this will be recorded on the ILR.

6.5.2 The employer is required to formally notify the Consortium Lead Provider that they are terminating the apprentice's employment using the approved Consortium's notification form which must clearly state the last day of employment (last day of learning).

Note: Policing PSRB requirements dictate that an apprentice on a programme offered by the Consortium can only lose their employment via termination/dismissal and not via redundancy.

6.5.3 Apprentices who are withdrawn from a programme as a result of termination/dismissal from employment and have accrued the necessary credits will be offered the intermediate exit award to which they are entitled if they are not otherwise in breach of Consortium regulations or regulations of the Consortium university that hosted their apprenticeship (see section 4.2)

6.5.4 If an apprentice on a Consortium programme loses their employment through termination/dismissal, neither the Consortium Lead provider or the Consortium university hosting that apprentice is able to assist the apprentice in finding an alternative policing employment to enable them to complete their apprenticeship programme.

6.5.5 The apprentice will still have access to the wider careers' advice service provided by the Consortium university hosting that apprentice (as per the standard careers advice service offered to all undergraduate, postgraduate and apprenticeship alumni).

6.6 Transfer between programmes of study

6.6.1 Where an apprentice cannot continue on their Consortium apprenticeship programme, they may apply to transfer to a taught programme of study, on condition that:

a. a satisfactory level of academic performance has been achieved, and

b. the conditions of entry have been met, including module pre-requisites, and

c. approval of the Programme Leader has been obtained for the new programme of study.

6.6.2 An apprentice whose studies have been terminated by the Consortium for academic reasons (including breach of regulations) may not reapply to the Consortium or the Consortium university that hosted their apprenticeship to register for the same programme, but may apply for another programme of study as a new entrant.

7. Academic Study and Progression

The minimum number of credits that an apprentice must successfully complete to achieve an award on a Consortium programme can be found in Appendix A

7.1 Academic engagement

7.1.1 All apprentices must demonstrate that they are actively engaged in learning at least every four weeks to be eligible for funding as an apprentice. The Consortium therefore requires that apprentices and employers abide by the terms agreed in the relevant Training Plan including the requirements for:

a. enabling protected learning time and on-the job learning to support the development of occupational/professional competence within working hours.

b. maintaining up to date and comprehensive learning logs.

c. attending and actively engaging with progress reviews.

d. apprentices participate fully in the work of their programme and complete the required assessments as set out in the programme specification, the programme handbook, the apprenticeship standard and the assessment plan.

7.1.2 For apprentices learning at a distance, participation involves availing themselves of the virtual and other learning opportunities provided for them by the Consortium and Consortium University hosting their studies and completing the required assessments.

7.1.3 Active engagement in learning is monitored through a range of methods including:

a. online or physical attendance;

b. synchronous learning activities;

c. records of participation on asynchronous online learning activities;

d. evidence of submission of formative and summative assessments;

e. records of progress of learning;

f. records of off-the-job learning through learning logs;

g. regular progress reviews.

7.1.4 This evidence of active engagement in learning will be documented in the Consortium's Lead Provider apprenticeship management system and applicable systems of the Consortium University hosting the apprentice's period of study.

7.1.5 The Consortium will work constructively with employers where it is identified that employers are in breach of the terms agreed in commitment statements/training plans, for example breaching the requirement to provide paid protected learning time; appropriate opportunities for apprentices to develop the required Key Skills and Behaviours (KSBs) or not providing appropriate support for on-the-job learning. However, if agreement cannot be reached, the Consortium Lead Provider reserves the right to withdraw the apprentice and terminate the apprenticeship training agreement with the employer in accordance with the terms of the agreement.

7.2 Academic engagement (progress reviews)

7.2.1 All apprentices are required to engage with regular progress reviews to discuss their development on the apprenticeship. For apprentices on Consortium apprenticeship programmes this will mean that:

a. the number of progress reviews in any specified period of time that an apprentice is required to engage with will be in strict accordance with the ESFA requirements for the apprenticeship programme *(the ESFA requirements for progress review frequency may change and the requirements at any given time will be specified in the Consortium's programme specification/handbook)*

b. at each progress review a representative from the Consortium and from the apprentice's employer is expected to be present and all parties must sign-off the notes of each progress review in the Consortium's Lead Providers Apprenticeship Learner Management System

c. each progress review will include analysis of data taken from the apprentice's Individualised Learner Record (ILR) including protected learning time completed.

7.2.2 Individualised Learner Records (ILR) are also accessible by an apprentice's and can be consulted at any stage during the apprenticeship.

7.3 Academic engagement (academic misconduct)

7.3.1 The Consortium's arrangements for defining and dealing with academic misconduct are set out in the policies and procedures for academic integrity and misconduct of the Consortium and the individual Consortium universities. In the event of any conflict between these polices and procedures, the Police Education Consortium policies and procedures shall take precedence

7.4 Requirements for progression or award (general)

7.4.1 Continued engagement in active learning is a requirement for apprenticeship funding as described in sections 7.1 and 7.2.

7.4.2 Progression is defined as taking place when:

a. an apprentice meets the Consortium's requirements to move from one level or formal stage of their programme to the next level or formal stage, or when

b. an apprentice terminates their programme and takes an intermediate exit award (having met the Consortium's requirements for that award), or when

c. an apprentice finishes their programme and having met the Consortium's requirements, takes the final award for their programme of studies.

7.4.3 For an apprentice to progress to their award they must satisfactorily complete each level or formal stage of their apprenticeship programme. Satisfactory completion of a level is demonstrated by achieving the required credits as per the Consortium's programme specification/s

7.4.4 For Consortium integrated degree apprenticeships, which include End Point Assessment as part of the degree, successful completion of the programme, including all modules and levels, will also constitute successful completion of the apprenticeship.

7.5 Requirements for progression (End Point Assessment)

7.5.1 The End Point Assessment (EPA) Gateway constitutes a formal progression stage for all Consortium apprenticeship programmes and all EPA Gateway requirements must be met before an apprentice can progress to undertake EPA. For integrated degree apprenticeships, this will typically be prior to the final module of the programme which includes EPA.

7.5.2 EPA Gateway and EPA timelines and requirements for Consortium apprenticeship programmes are specified in the programme specification/s, programme handbook/s and EPA handbook

7.5.3 An apprentice's employer must confirm that they have met all EPA Gateway requirements, as specified in the Apprenticeship Assessment Plan, prior to an apprentice progressing to undertake EPA.

7.6 Failure to make progress (termination of registration)

7.6.1 All Consortium apprentices must demonstrate that they are actively engaged in learning to be eligible for continued funding as an apprentice.

7.6.2 Continued funding of the programme is a requirement for the Consortium to deliver the programme under the terms of the apprenticeship Training Plan.

7.6.3 Active engagement in learning is demonstrated by an apprentice continuing to take part in and logging their learning activities, including protected learning time, as described in the apprentice Training Plan.

7.6.4 If a break from active learning is required e.g. due to sickness, ill health, maternity or paternity leave, it is permissible for an apprentice to take a 'break in learning' (see section 6.2 and 6.3) and for the Consortium to subsequently continue delivery subject to the Consortium's Academic Regulations.

7.6.5 However, it is not normally in the best interests of the apprentices, their employer or that of the programme that an apprentice should continue on the programme if:

a. there are no circumstances in which a break in learning is possible, and/or
b. an apprentice disengages from active learning, and/or
c. proves unable to make progress with their studies through any or all of the events of failing assessment, failing module(s), lacking the required credit for the programme.

7.6.6 In such circumstances, subject to the requirements of ESFA Apprenticeship Funding Rules and the Consortium appeals processes, if no confirmed extenuating circumstances led to a break in learning, a Programme Assessment Board may terminate the apprentice's studies and withdraw the apprentice from the programme. The Consortium's Lead Provider will inform the apprentices employer and the ESFA of the withdrawal from programme.

8. Assessment and Reassessment

8.1 Assessment and reassessment

8.1.1 The Consortium's programme assessment requirements are set out in the programme specification/s and programme handbook/s *(in line with the validated programme/s and any quality assured and approved changes subsequent to validation).*

8.1.2 Evidence of submitted and verified summative assessment work is recorded on the Consortium Lead Providers' Apprenticeship Learner Management System and in each individual Consortiums University's student records system/s. This evidence contributes to reporting on apprentice learning progression and informs progress review meetings.

8.1.3 Where reassessment extends the registration period of the apprenticeship, section 6 above applies

8.1.4 The EPA assessment requirements of an apprenticeship are set out in the Approved Assessment Plan. Approved Assessment Plans are approved and published by the Institute for Apprenticeships and Technical Education. (https://www.instituteforapprenticeships.org/apprenticeship-standards/)

8.2 Approval, dissemination and publication of results

8.2.1 Assessment Boards at the individual Consortium university hosting the apprentice, confirm module grades, and final Awards. Assessment Boards must meet before the end of week 52 of the final year for all Consortium apprenticeship programmes as employers **must** be notified of results for their employees by the end of week 52 of all programmes.

8.2.2 Publication of results is managed via the individual Consortium university hosting the apprentice in line with the timelines set out in the programme handbook.

8.2.3 The apprenticeship certificates are issued by the Institute for Apprenticeships and Technical Education (IfATE) for Apprenticeship Standards once the Consortium's EPAO confirms that the end-point assessment has been successfully completed.

8 Academic Appeals and Complaints and Grievances.

9.1 The grounds and procedures for academic appeals and complaints and grievances are set out in the relevant Consortium policies and procedures or where applicable in the policies and procedures of the Consortium university hosting the apprentice

9.2 Apprentices with a concern or complaint about any aspect of their Apprenticeship, are directed to contact/speak with their Consortium Programme Leader in the first instance (as specified in the Training Plan and the Consortium's programme handbook).

9.4 Apprentices are directed to the Consortium's Student Complaints & Grievance Procedure' if they have a grievance against the Consortium or against the individual Consortium university that is hosting their studies, that relates to the delivery of the programme of study.

9.5 Apprentices who have a grievance against their employer should follow their employer's grievance procedures.

9.6 Apprentices who are not content with the outcome of their complaint once it has been through all the internal steps available through their employer's procedure and / or the Consortium's complaint review process, or who want some help or advice, may also contact the Skills Funding Agency and/or the Office for the Independent Adjudicator (OIA):

Web:https://www.gov.uk/government/organisations/skillsfundingagency/about/complaints-procedure.
Email: complaintsteam@sfa.bis.gov.uk
Postal: The Skills Adjudicator, The Skills Funding Agency, Cheylesmore House, Quinton Road, Coventry CV1 2WT

Web: https://www.oiahe.org.uk
Postal: OIA, Second Floor, Abbey Wharf. 57-75 Kings Road, Reading, RG1 3AB

Appendix A

The combination of academic credits, professional competencies and end-point assessment (EPA) that an apprentice must achieve to be considered for an award on a Consortium programme are shown in Tables 1, 2 and 3 below.

Table 1
Academic Credits

Award	Total Credit Required	Level 4	Level 5	Level 6
BSc (Hons) Professional Policing Practice (PCDA) [1]	360	120	120	120
Apprenticeship Certificate	360	120	120	120
Ordinary Degree Policing	300	120	120	60
Diploma of Higher Education (Dip HE) Professional Policing Practice	240	120	120	N/A
Diploma of Higher Education (Dip HE) Policing	240	120	120	N/A
Certificate of Higher Education (Cert HE) Policing	120	120	N/A	N/A

Table 2
Operational Competencies

Award	Independent Patrol Status (IPS)	Full Operational Competence (FOC)
BSc (Hons) Professional Policing Practice (PCDA)	Required	Required
Apprenticeship Certificate	Required	Required
Ordinary Degree Policing	Required	Required
Diploma of Higher Education (Dip HE) Professional Policing Practice	Required	Required
Diploma of Higher Education (Dip HE) Policing	Required	Required (in line with the end of Yr 2 Pass/Fail % specified in the programme handbook)
Certificate of Higher Education (Cert HE) Policing	Required	

Table 3
End Point Assessment

Award	End Point Assessment [2]
BSc (Hons) Professional Policing Practice (PCDA)	Pass Required
Apprenticeship Certificate	Pass Required

[1] Honours degree award classifications are calculated separately as 1st Class/Upper Second/Lower Second/Third.

[2] End-point Assessment (EPA) is assessed as Distinction/Pass/Fail at end of PCDA programme in accordance with approved PCDA EPA Plan leading to the award of the PCDA Apprenticeship Certificate.

Appendix B

Commonly used abbreviations

Abbreviation	Full Description
PEC	Police Education Consortium (also referred to as The Consortium)
MDX	Middlesex University (Partner and Lead Provider for the Police Education Consortium)
CCCU	Canterbury Christ Church University Partner in Police Education Consortium)
UoC	University of Cumbria Partner in Police Education Consortium)
UoP	University of Portsmouth (Partner in Police Education Consortium)
APAR	Apprenticeship Providers and Assessment Register
CoP	College of Policing
EPA	End Point Assessment
ESFA	Education and Skills Funding Agency
EPAO	End Point Assessment Organisation
IfATE	Institute for Apprenticeships and Technical Education
ILR	Individual Learner Record
KSBs	Knowledge, Skills and Behaviours
Ofqal	Office of Qualifications and Examinations Regulations
OfS	Office for Students
Ofsted	Office for Standards in Education, Children's Services and Skills
PCDA	Police Constable Degree Apprenticeship
PSRB	Professional, Statutory and Regulatory Bodies
RPL	Recognition of Prior Learning