

**SPECIAL REGULATIONS: OCCUPATIONAL THERAPIST (INTEGRATED DEGREE)  
APPRENTICESHIP CONTAINING BSC (HONS) OCCUPATIONAL THERAPY  
(APPRENTICESHIP) PROGRAMME**

**INTRODUCTION**

- 1 These Special Regulations relate only to the following programme:
  - Occupational Therapist (Integrated Degree) Apprenticeship containing BSc (Hons) Occupational Therapy (Apprenticeship) - September 2019 validation

**ADMISSION**

- 2 The requirements for admissions are those set out in the General Regulations for the Conferment of Awards; the additional requirements are set out below.
- 3 All entrants are required to attend a selection day/event, and complete any assessments prescribed as part of the selection process.

**GENERAL ENTRY REQUIREMENTS**

- 4 All entrants are to satisfy the University in relation to health clearance (including occupational health requirements) following the prescribed procedures at the time of application.
- 5 All entrants must satisfy the requirements concerning clearance in relation to criminal convictions and any other requirements specified by the University, taking account of the requirements of the regulatory bodies, in relation to the protection of vulnerable persons. apprentices on the programme must remain in good standing in relation to such requirements, including, where required, registration for the updating of certificates by the Disclosure and Barring Service.

**ADDITIONAL ENTRY REQUIREMENTS**

- 6 In addition to the entrance requirements specified in the General Regulations for the Conferment of Awards and any additional requirements specified by professional or regulatory bodies entrants to the programme must have passed level 2 Maths and English (or equivalent) at grade 4 or above (GCSE grade C or above) prior to completing the End Point Assessment (EPA).
- 7 For entrants with an education, health & care plan or a legacy statement, the apprenticeships English & maths minimum requirement is Entry Level 3.
- 8 British Sign Language qualification are an alternative to English qualifications for whom this is their primary language.
- 9 Applicants are required to produce evidence that they have visited at least one occupational therapy practice setting.

**PROGRAMME AWARD**

- 10 The BSc (Hons) integrated degree must comprise 360 credits. 340 credits will be dedicated to on-programme learning and assessment. The final 20 credits of the programme will be attributed to the end point assessment.
- 11 The award of BSc (Hons) Occupational Therapy is made upon successful completion of 360 credits over a period of 4 years full-time.
- 12 The full BSc (Hons) Occupational Therapy is the only award that infers eligibility to apply for registration with the Health & Care Professions Council (HCPC).

#### **DEFAULT EXIT AWARDS NOT LEADING TO PROFESSIONAL REGISTRATION**

- 13 For an apprentice who passes the theory modules and the assessment of practice in levels 4 and 5 but does not complete the final level, the Board of Examiners must consider recommending an exit award that does not lead to professional recognition or apprenticeship.
- 14 The following exit awards are available to apprentices not recommended for an award leading to professional registration.
  - a. To qualify for a Bachelor of Science degree Enablement apprentices must:
    - (a) Pass at least 60 credits at level 6
    - (b) Pass level 5
    - (c) Pass level 4
  - b. To qualify for a Diploma of Higher Education Enablement apprentices must:
    - (a) Pass level 5
    - (b) Pass level 4
  - c. To qualify for a Certificate of Higher Education Enablement apprentices must:
    - (a) Pass level 4
- 15 Where an award cannot be recommended, the Board may recommend the award of institutional credits.

#### **CREDIT EXEMPTION ON ENTRY**

- 16 Entrants may gain exemption from modules in line with the University's policy in the Recognition of Prior Learning (RPL). This will be to a maximum of one third of the programme (RCOT requirement).
- 17 Before the apprenticeship begins, the University, in collaboration with the employer, must assess the individual's prior learning to establish the 'starting point', or baseline, of the apprentice. This informs how much of the apprenticeship training content the individual requires.
- 18 In recognising prior learning, the following should be considered against the knowledge, skills and behaviours set out in the apprenticeship standard or framework:
  - Work experience (this is particularly important if the apprentice is an existing employee);

- Prior education, training or associated qualification(s) in a related sector subject area; and
- Any previous apprenticeship undertaken

19 Where there is prior learning, the content and duration of the apprenticeship must be reduced to reflect this. The new (reduced) duration must still meet the minimum threshold of 12 months. At least 20% of the paid hours for the new (reduced) duration must be spent on off-the-job training.

20 For Occupational Therapy students/apprentices requesting transfer from another institution, a transcript, reference, completed assessment of practice documentation and placement hours will be required; as well as the student being recommended as 'fit for profession' by the previous education provider. All applicants' past theory and practice learning will be mapped against the programme's modules.

## **MODULES**

21 Apprentices on this programme will not be able to choose starred modules as all modules are core and will have been approved by the Health & Care Professions Council as enabling the apprentice to demonstrate achievement of the Standards of Education and Training (2014).

## **ASSESSMENT**

22 All assessments must be passed in order to meet the HCPC standard for education and training 4.1 and 6.1. This includes theoretical assessments and those involved in the assessment of practice.

## **REASSESSMENT**

23 Apprentices will be permitted ONE reassessment opportunity for each assessment of practice. A apprentice will be denied a reassessment opportunity if the referral originally occurred on grounds of professional unsuitability as defined by the Royal College of Occupational Therapists (2014).

## **TIMING OF REASSESSMENT**

24 An apprentice's first reassessment attempt must be taken in the next available timetabled assessment period, or, where permitted by the University, through in-year reassessment.

25 An apprentice's second reassessment attempt must be taken in the next available timetabled assessment period without attendance on the module, this can be during the same academic year as the two initial assessment attempts. Employers will not be charged for this second reassessment attempt.

## **COMPENSATION**

26 The programme is excluded from University regulations regarding compensation.

27 There can be no compensation for failure in the assessment of practice and there can be no compensation between theory and practice. Apprentices must pass successfully all elements of practice learning.

## **PROGRESSION**

28 A apprentice may only progress from one year or one part of the programme to the next on successful completion of the required practice assessment.

29 Apprentices are permitted to trail and progress up to a maximum of 40 credits related to theory assessment only. Apprentices are not permitted to trail and progress practice assessment..

30 The apprentice's employer, in consultation with the Higher Education Institute will confirm that the apprentice is eligible to progress to the end point assessment.

31 In order to progress to end point assessment, apprentices must meet the following criteria:

- Employer is satisfied the apprentice is consistently working at, or above, the level of the occupational standard
- English/mathematics Level 2
- Achievement of 340 credits of the BSc (Hons) in Occupational Therapy
- Apprentices must complete a portfolio of evidence

## **USE OF INTEGRATED END POINT ASSESSMENT MODULES IN AWARDS**

32 The integrated End Point Assessment (EPA) module at the final level of study will be graded in accordance with the rules specified in the appropriate Apprenticeship Standard End Point Assessment Plan at <https://www.instituteforapprenticeships.org/> or any successor location.

33 An apprentice must pass the EPA module without compensation in order to gain the academic award.

34 The EPA module is not graded numerically and the Apprenticeship Standard and End Point Assessment Plan require the EPA module to be included in the classification of the degree, therefore the EPA module will contribute to the classification of the award by converting the module grade to a numeric grade as given below and this numeric grade being used in the normal award classification algorithm.

- Distinction – 75%
- Merit – 65%
- Pass – 50%
- Fail – 29%

## **PROFESSIONAL PRACTICE AND CONDUCT**

35 Apprentices are required to make a formal declaration of good health and good character at the beginning of each year of the programme.

36 As a condition of a professional award, apprentices must successfully meet the requirements concerning attendance and professional practice, together with the requirements of the regulatory bodies relating to student conduct, good health and good character. Potential breaches of professional conduct will be subject to the fitness to practise procedures for the Faculty.

#### **EXTERNAL EXAMINERS**

37 At least one External Examiner appointed to the programme must be appropriately experienced and qualified in the relevant area of practice and, unless other arrangements are agreed with the appropriate regulatory body, be from the relevant part of the Register.

Approved by Academic Board, 31 July 2019

Amendment approved by Academic Board, 30 March 2020