

**Registration process for police officers and staff on The Open University’s Postgraduate Certificate in Evidence-Based Practice**

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# Sponsorship

This part of the document explains how your police organisation can sponsor students taking The Open University’s Postgraduate Certificate in Evidence-Based Practice where they are part of the policing workforce and their organization is paying all or part of their fees.

Information about the Certificate can be found on the website at: <http://centre-for-policing.open.ac.uk/learning/postgraduate-certificate>.

The Certificate is made up of two modules (codes UYP810 and BYP834) and each module requires a separate registration.

**The registration process**

**Stage 1: Reservation**

You will need to notify the Student Recruitment Corporate Team that you wish to sponsor students on this qualification and indicate the number of places required.

**Stage 2: Registration**

A corporate registration pack will be created and sent to you for you and the students to complete. You will need to distribute the student registration forms to each student for them to complete and return to you before the final registration date, indicated on the registration documentation. Once all registration forms have been returned to you, you will need to complete the sponsorship agreement and return it, along with the completed registration forms for each student, to the address indicated in the pack.

There are three forms that need to be completed:

1. **Supplementary Information form**
2. **Standard entry**

Students who hold a UK degree must complete this form and send copies of their qualification certificates along with a completed registration agreement to you. This is to confirm students meet the entry requirements and to meet our Quality Audit requirements. Once the completed registration forms have been sent to us, no further checks will be undertaken where students meet our standard entry requirements.

**ii) Non-standard entry**

Students who do not hold a UK degree will need to complete this form, and include any relevant information about work experience or professional qualifications on which the non-standard entry can be assessed. The form should be completed and returned to you along with a registration agreement and all other students’ registration documentation. Once all registration documentation has been received by us, the OU Business School will assess the exceptional entry request and the student will be informed of the decision. Where students meet the non-standard entry requirements, Student Recruitment will arrange for the students to be registered. Copies of all relevant documentation will be placed on the student’s record for Quality Audit purposes.

1. **Registration Agreement**

All students need to complete a registration agreement and send it back to you, along with the information outlined in point a) above.

1. **Sponsorship Agreement**

We want you to be fully aware of what you are agreeing to when you enter into sponsorship arrangements with us, so we have set out the conditions of sponsorship registration on the Sponsorship Agreement itself. Further information is available on the ‘Checklist’ sent out with the registration pack. We advise you to read them carefully so that any queries can be resolved before you enter into a binding agreement by which you accept liability for fees on your force’s behalf.

Please complete the Sponsorship Agreement to show the modules, the presentation, the number of places and the module fee amount the sponsorship will cover Please note that if any student is paying part or all of the module fee instead, payment details for this will need to be sent to us along with the students registration agreement. If a Purchase Order (PO) number is required for payment of invoices, then this must be raised and the PO number added to the sponsorship agreement before it is returned to us along with all the other registration documentation.

Provided that we receive all completed registration documentation with payment to cover the full module fees, indicated in the registration pack, and by the date given in the cover email in the registration pack, we guarantee that the places will be available. If you have any difficulty in meeting that date, please contact Student Recruitment (contact details given below).

Before returning any documentation or payment to us, please refer to the ‘Checklist’ in the registration pack to ensure that you are returning all documentation required for registration. Please note that we cannot process Registration Agreements and Sponsorship Agreements separately.

Registration is complete when all required registration documents, indicated above, have reached the University, student details have been entered into our database and we have processed payment or a commitment to pay i.e. sponsorship agreement, the full module fee as quoted in the registration pack. All of which must happen before the registration close date. Once registration is complete, your students will be sent a confirmation of registration and they will also then gain access to StudentHome and the module website. Where you have completed a sponsorship agreement to cover full/part-payment of the module fees, your organization will be sent an invoice approximately 2 weeks after module start date, and it must be paid within 30 days of the invoice date.

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# Self-funding

This part of the document explains how to register for The Open University’s Postgraduate Certificate in Evidence-Based Practice if you, the student, will be covering the cost of the Certificate yourself.

Information about the Certificate can be found on the website at: <http://centre-for-policing.open.ac.uk/learning/postgraduate-certificate>.

**The registration process**

**Stage 1: Reservation**

You will need to notify the Centre for Police Research and Learning of your intention to register. The Centre needs to record your name (forenames and surname), email address, telephone number and your highest previous educational level. If you do not have a formal higher education qualification, you will need to complete the non-standard entry process indicated above.

**Stage 2: Registration**

Once the Centre for Policing has provided Student Recruitment with your personal details indicated above, an individual reservation will be made for you and a registration pack, including a registration agreement and information on self-funding options, will be sent to you to complete and return to us. The following forms will be required:

**1 Registration Agreement**

You need to complete a registration agreement and send it back along with the information outlined in points 2 to 5 below.

**2 HESA (Higher Educations Statistics Association) data collection form**

 You need to complete this form and return with your registration agreement.

**3 Supplementary Information form**

1. **Standard entry**

Students who hold a UK degree must complete this form and send copies of their qualification certificates along with a completed registration agreement to you. This is to confirm students meet the entry requirements and to meet our Quality Audit requirements. Once the completed registration forms have been sent to us, no further checks will be undertaken where students meet our standard entry requirements.

**ii) Non-standard entry**

Students who do not hold a UK degree will need to complete this form, and include any relevant information about work experience or professional qualifications on which the non-standard entry can be assessed. The form should be completed and returned to you along with a registration agreement and all other students’ registration documentation. Once all registration documentation has been received by us, the OU Business School will assess the exceptional entry request and the student will be informed of the decision. Where students meet the non-standard entry requirements, Student Recruitment will arrange for the students to be registered. Copies of all relevant documentation will be placed on the student’s record for Quality Audit purposes.

**4 Confirmation that you are a member of a policing organisation**

As registration is only available to officers and staff. You will be asked to provide written confirmation from your line manager that you are part of the policing workforce.

**5 Agreement to share data with the relevant police force**

Forces have expressed an interest in receiving data and information about the outcomes of study. You will be asked to complete an additional ‘Data Release’ form to confirm you agree to share your data i.e. Module results, with your force.

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# Cost

Module costs for 2019/20:

UYP810 *Continuing professional development in practice* £1,085

BYP834 *Evidence-based professional learning* £2,155

You will register and pay separately for each module.

Total Certificate cost was £3,240.

The prices given here reflect UK prices and any students who do not meet the UK Home Student criteria (i.e. currently those who are resident in the UK at the start of the relevant academic year and have been in the UK/EU for at least the last 3 years) will be subject to an additional fee. For more information, see our Essential Documents -<http://www.open.ac.uk/students/charter/essential-documents>

In summary,

* UPY810 19K (November 2019) will open for registrations on 21st March 2019. Registrations close on 30th August 2019.
* BYP834 20E (May 2020) will open for pre-reservations on 1st April 19 and for actual reservations on 30 August 2019.

The fee for the Certificate in 2019/20 for students eligible to pay the UK standard fee is

UYP810 £1,085.00 / BYP834 £2,155.00 so a total of £3,240

# Timetable for registration

|  |  |
| --- | --- |
|  | **2019/20 deadlines** |
| UYP810 in November 2019 and BYP834 in May 2020 | UPY810 19K (November 2019) is open for registrations. Registrations close 30 August 2019BYP834 20E (May 2020) is open for pre-reservations on 1 April 18 and for actual reservations on 30 August 2018. Registration will close on the 05 March 2020.  |
| Organisations (through the named contact) to advise Student Registration of number of students they wish to sponsor, to advise student name, email, telephone number and whether students already hold a UK degree.Individuals wishing to register must have requested a registration pack from the Centre for Policing Research and Learning by end of May 2019  | BYP834 20E May 2020 (for those taking UYP810 in 2019 is open for pre-reservations on 1 April 2018 and opens for actual reservations on 30 August 2019.For those starting in November 2019, UPY810 is already open for registration and closes 30 August 2019 |
| Student Registration will instruct the Centre to send the exceptional entry form to students who do not already hold a UK degree. The form must be completed and returned to the University for decision. The University will process these and inform the student of the decision.  | As information is received  |
| For sponsored students, Student Registration to send corporate booking forms to the named police organisation contact | After information is received.  |
| Police organisations to distribute forms to students, students to complete forms and for the registration agreement and sponsorship agreement to be returned directly to Student Registration Individual registrations must have returned their registration packs to the Centre by this date.  |  |
| Registration close dates | August for a November start and End February for a May start.  |
| Finance to send one invoice per force after module start | Two weeks after module start  |
| Payment due from forces | 30 days from receipt of invoice  |

# Contact Details

All documents relating to individual and students who will be paying their own fees:

Heather Barrett, Centre Manager

Centre for Policing Research and Learning

The Open University

OU Business School

Michael Young Building, Wing B2

Walton Hall

Milton Keynes

MK7 6AA

Phone Heather Barrett on +44 (0)1908 655261 or Adele Peters on +44 (0)1908 655261

Email oupc@open.ac.uk

All documents relating to sponsored students:

Student Recruitment and Fees

The Open University

PO Box 197

Milton Keynes

MK7 6BJ

Phone +44 (0)300 303 5777

Email corporate-enquiries@open.ac.uk