

**CONTRACT ORDER FORM - CCS RM6102**

This Contract Order Form is issued in accordance with the provisions of the Apprenticeship Training Provider Dynamic Marketplace (DMP) Agreement for the provision of 8 x L4 Intelligence Analyst Apprenticeships

**Indicative contract start date: 18<sup>th</sup> October 2023**

The Supplier agrees to supply the Services specified below on and subject to the terms of this Contract.  
For the avoidance of doubt this Contract consists of the terms set out in this Contract Order Form and the standard Contract Terms.

Order Number	As per the Apprenticeship Levy
From	Bedfordshire, Hertfordshire and Cambridgeshire Constabularies
To	INTELLIGENCIA TRAINING LIMITED

**1. CONTRACT PERIOD**

1.1	Enrolment Date Commencement Date	<b>18<sup>th</sup> October 2023</b>
1.2	Apprenticeship Length	The programme is 15 months long but requires 6 months additionally for EPA.
1.3	Expiry Date	July 2025

**2. SERVICES REQUIRED**

2.1	Services Required	8 x L4 Intelligence Analyst Apprenticeships
2.2	Apprenticeship Provider	INTELLIGENCIA TRAINING LIMITED
2.3	End Point Assessment Provider	INTQUAL-PRO LIMITED
2.4	Location of delivery	TBC by Intellegencia
2.5	Apprenticeship Standard	L4 Intelligence Analyst Apprenticeships
2.6	Number of Students	8 Students
2.7	Process of delivery	Face to face learning at a location which is yet to be determined and virtual delivery/Online
2.8	Additional Services	No additional services
2.9	Expectations	The provider must be registered and compliant with the rules and regulations of the Education and Skills Funding Agency (ESFA) and be on the Register of Apprenticeship Training Providers (RoATP) for the duration of the contract. The provider must have no current or outstanding "Notice of Concern" or "Serious Breach" issued by the above body in relation to delivery of Apprenticeships.

		<p>The provider delivering apprenticeship training, where required are to have and maintain quality of delivery that has been rated as a minimum “good” by OFSTED for overall effectiveness. Should the OFSTED rating fall below this minimum standard at any point within the lifetime of the contract, the Customer reserves the right to terminate the contract and seek an alternative provider to continue delivering the apprenticeship. It is the responsibility of the provider to notify the Customer immediately should a downward movement of their OFSTED rating occur.</p> <p>The provider should be aware of the threat level associated with police premises and ensure appropriate risk assessments are in place for their staff attending such premises.</p> <p>Similarly, the provider should be aware of any Health &amp; Safety implications of attending differing environments to deliver their training. Regular briefings from force staff should be sought to ensure staff are up to date with necessary procedures.</p> <p>Should any equipment be required by apprentices undertaking learning, it should be declared (and provided) by the provider. Learning which is delivered on police premises which requires IT equipment will, if possible, be provided by the force.</p> <p>The provider will be responsible for providing all training materials, handbooks and tools required to successfully undertake the training at any training location applicable.</p> <p><u>The provider will be responsible for ensuring regular engagement with appropriate personnel.</u></p> <p>The provider will take all reasonable steps to ensure delivery of the programme and associated assessments take place within the agreed apprenticeship standard timeframe.</p> <p>It is not envisaged that providers Assessors will need to be unaccompanied whilst on police premises, however if the agreed delivery mechanism deems this necessary, the provider will be responsible for completing the vetting process and associated costs.</p>
2.11	Student Withdrawal	<p>The Customer anticipates that there may be three occasions where an apprentice withdraws from the programme. These are set out below together with obligations on the Supplier in each case:</p> <ol style="list-style-type: none"> <li>1) Suspension / Termination by the Provider: In the event that the Provider wishes to suspend or terminate the apprentice from a programme, the provider shall first notify the Customer and provide all details requested by the Customer. The provider and the Customer shall then meet to discuss the most appropriate course of action. The Provider shall not unilaterally decide to suspend or terminate an Apprentice from the programme and must seek prior approval of the Customer</li> <li>2) Suspension / termination by the Customer: In the event that the Customer wishes to suspend or terminate the Apprentice from the programme, the Customer shall notify and discuss this with the Provider,</li> </ol>

2.12	Business Continuity & Disaster Recovery (BCDR)	<p>provided that the decision shall be at the sole discretion of the Customer.</p> <p>3) Withdrawal by Apprentice: In that the Apprentice decides to withdraw from the programme, the Provider shall notify the Customer and shall provide details with respect to the Apprentice withdrawal.</p> <p>In all cases above, the Customer shall only pay for the services that are received. In the event that an apprentice withdraws or is terminated, the Customer shall not continue to make payment to the Provider, and the Provider shall no longer be entitled to payment. The funds held in the Apprenticeship Levy Account shall not be available to the Provider in the event that an Apprentice withdraws or the programme is terminated, from the point of withdrawal / termination or last day of learning.</p> <p>The provider will be required to have in place a BCDR plan which should be shared with the Customer upon request, including evidence and findings from recent periodic testing.</p>
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### 3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard	L4 Intelligence Analyst Apprenticeships
3.2	Quality Standards	<ul style="list-style-type: none"> <li>- Continued adherence to the relevant Institute for Apprenticeships industry standard. (<a href="http://www.instituteforapprenticeships.org/">www.instituteforapprenticeships.org/</a>)</li> <li>- Maintained ESFA registration and accreditation.</li> <li>- General industry good practice</li> </ul>


### 4. PAYMENT

4.1	Contract Charges	<p>Contract Charges per learner: £10,500</p> <p>Total Levy funded services: £84,000</p>
4.2	Payment terms/Profile	Payment to be made in accordance with the current in force ESFA funding rules.
4.3	Customer billing address	Managed by the Digital Apprenticeship Service

### 5. LIABILITY AND INSURANCE

5.1	Suppliers' limitation of Liability	In Clause 25 of the Contract Terms
5.2	Insurance	<p>In Clause 26 of the Contract Terms:</p> <p>Professional Indemnity Insurance cover of £1 million any one claim.</p> <p>Public Liability Insurance cover of £1 million any one claim.</p> <p>Employers Liability insurance cover of £5 million any one claim.</p>

### 6. DATA PROCESSING

6.1	Processing personal data and data subjects & joint controller agreement	<p>See attached schedules 7 &amp; 8 (Schedule numbers in line with the CCS overarching terms and conditions.)</p>  <p>Schedule 7 &amp; Schedule 8.docx</p>
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#### FORMATION OF CONTRACT

By signing and completing this Contract Order Form the Supplier and the Customer agree to enter into a binding contract governed by the terms of this Contract Order Form and the CCS DPS RM6102 Terms and Conditions.

#### **For and on behalf of the Supplier:**

Full Name	Nicholas Atkinson
Title	Commercial Director
Date	Oct 11, 2023
Signature	<i>Nicholas Atkinson</i>

#### **For and on behalf of the Customer:**

Full Name	Louise LARTER
Title	Head of Category
Date	Oct 11, 2023
Signature	<i>Louise LARTER</i> <small>Louise LARTER (Oct 11, 2023 13:39 GMT+1)</small>









# 7F-2023-C095-Intelligence Analysts-CCS Call-off Paperwork

Final Audit Report

2023-10-11

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