CONTRACT ORDER FORM

This Contract Order Form is issued in accordance with the provisions of the Apprenticeship Training Provider Dynamic Marketplace (DMP) Agreement for the provision of **Apprenticeship Training Services.** Dated [1/11/21].

The Supplier agrees to supply the Goods and/or 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 Contract Terms

Order Number	ecm65914
From	[Defra Group – Including Core Defra, EA and RPA] ("Customer")
То	[Assist KD] ("Supplier")

1. CONTRACT PERIOD

1.1	Commencement Date	1/11/21
1.2	Expiry Date	31/5/25
	(Apprenticeship programme completion date / End Point Assessment completion date)	

2. SERVICES REQUIRED

2.1	Services Required.	
	APPRENTICESHIP TRAINING PROVIDER SERVICES / END POINT ASSESSOR SERVICES / BOTH. LOCATION	Delivery of Business Analyst Apprenticeship Standard as defined by The Institute for Apprenticeships – <u>Business analyst / Institute for Apprenticeships and Technical Education</u> - <u>ST0117</u>
	APPRENTICESHIP TYPE AND SPECIFIC APPICABLE INSTITUTE FOR APPRENTICESHIPS STANDARD	Delivered virtually across England
	NUMBER OF STUDENTS	
	CLASS BASED	
	ADDITIONAL SERVICES	

3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship	Business analyst / Institute for Apprenticeships and
	Standard [ie the required	<u>Technical Education</u> - ST0117
	apprenticeship course]	

3.1	for Apprenticeships i	Continued adherence to the relevant Institute for Apprenticeships industry standard. (www.instituteforapprenticeships.org/)
		Maintained ESFA registration and accreditation. General industry good practice

4. PAYMENT

4.1	Contract Charges	[Contract Charges = [total of all charges £414,000]
		[Contract Charges comprises:
		Levy services funded by ESFA []; £414,000
		Top up for fees in excess of ESFA band [0];
		Additional extra services [0]
		Includes the cost of any subcontractors and the cost of an approved end point assessor.
4.2	Payment terms/Profile	Payment to be made in accordance with the current in force ESFA funding rules.
		Further additional terms in Annex 2 of Contract Schedule 3
4.3	Customer billing address	

5. LIABILITY AND INSURANCE

5.1	Suppliers limitation of Liability	In Clause 25 of the Contract Terms
5.2	Insurance	(Clause [] of the Contract Terms):
		Professional Indemnity Insurance cover of £1 million any one claim.
		Public Liability Insurance cover of £1 million any one claim.
		Employers Liability insurance cover of £5 million any one claim.

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 attached terms and conditions.

Each party agree[s] to sign this contract by electronic signature (whatever form the electronic signature takes) and that this method of signature is as conclusive of our intention to be bound by this contract as if signed by each party's manuscript signature.