**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 Metrology Level 3 Apprenticeship Training Services. Dated 20/08/2024.

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

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| Order Number | CR\_4527 |
| From | Department for Business and Trade (“Customer”) |
| To | NPL Training  National Physical Laboratory  Hampton Road  Teddington  Middlesex  TW11 0LW  (“Supplier”) |

1. CONTRACT PERIOD

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| --- | --- | --- |
| 1.1 | Commencement Date | 01 September 2024 |
| 1.2 | Expiry Date  (Apprenticeship programme completion date / End Point Assessment completion date) | 01 September 2027  (This being the last enrolment  date, but contract should cover learning until all  learners have completed, which could be  approximately till all learners complete their End  Point Assessment (EPA) but this isn’t an exact  date as apprentices may have extensions etc). |

2. SERVICES REQUIRED

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| 2.1 | Services Required.    APPRENTICESHIP TRAINING PROVIDER SERVICES / END POINT ASSESSOR SERVICES / BOTH.  LOCATION  APPRENTICESHIP TYPE AND SPECIFIC APPICABLE INSTITUTE FOR APPRENTICESHIPS STANDARD  NUMBER OF STUDENTS  CLASS/ONLINE BASED  ADDITIONAL SERVICES | Provision of Level 3 Metrology Apprenticeship Programme.  Both  Multiple sites  Metrology Level 3 Apprenticeship  <https://www.instituteforapprenticeships.org/apprenticeship-standards/metrology-technician-v1-0>  Maximum number of 4 over 3 years. Numbers are indicative and may  vary, and as such do not commit the Customer to these  levels. Please note that the volumes of work cannot be  guaranteed.  4 Delegates  Blended approach -in-person/online |

3. CONTRACT PERFORMANCE

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| 3.1 | Required Apprenticeship Standard [ie the required apprenticeship course] | <https://www.instituteforapprenticeships.org/apprenticeship-standards/metrology-technician-v1-0> |

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| 3.1 | Quality Standards | Continued adherence to the relevant Institute for Apprenticeships industry standard. ([www.instituteforapprenticeships.org/](http://www.instituteforapprenticeships.org/))  Maintained ESFA registration and accreditation.  General industry good practice |

4. PAYMENT

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| 4.1 | Contract Charges | Contract Charges comprises maximum of 4 x  £[REDACTED] apprentices over 3 years = [REDACTED]  Levy services funded by ESFA: maximum of [REDACTED] per apprentice  Top up for fees in excess of ESFA band: N/A;  Additional extra services: N/A  Includes the cost of any subcontractors and the cost  of an approved end point assessor. 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 | Payment will be made via the DESNZ, DSIT and DBT’s joint  ESFA apprenticeship levy funding account.  Contact information:  [REDACTED]@businessandtrade.gov.uk.  Old Admiralty Building, Westminster, London SW1A  2BL. |

5. LIABILITY AND INSURANCE

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| 5.1 | Suppliers limitation of Liability | In Clause 25 of the Contract Terms |
| 5.2 | Insurance | (Clause 26 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.

For and on behalf of the Supplier:

|  |  |
| --- | --- |
| Name and Title | REDACTED |
| Signature | REDACTED |
| Date | 21/08/2024 |

For and on behalf of the Customer:

|  |  |
| --- | --- |
| Name and Title | REDACTED |
| Signature | REDACTED |
| Date | 22/08/2024 |