

**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 Accountancy **Apprenticeship Training Services**. Dated 06/05/2025.

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	COATRN225051
From	Cabinet Office ("Customer")
To	Northeast University - London ("Supplier")

**1. CONTRACT PERIOD**

1.1	Commencement Date	As soon as possible
1.2	Expiry Date (Apprenticeship programme completion date / End Point Assessment completion date)	09/02/2026

**2. SERVICES REQUIRED**

2.1	<p>Services Required.</p> <p>APPRENTICESHIP TRAINING PROVIDER SERVICES / END POINT ASSESSOR SERVICES / BOTH.</p> <p>LOCATION</p> <p>APPRENTICESHIP TYPE AND SPECIFIC APPLICABLE INSTITUTE FOR APPRENTICESHIPS STANDARD</p> <p>NUMBER OF STUDENTS</p> <p>CLASS BASED</p> <p>ADDITIONAL SERVICES</p>	<p>Northeastern University London to provide a continuation of services for the following:</p> <ul style="list-style-type: none"> <li>- 1x learner, [REDACTED] to continue the L6 Project Management BSC apprenticeship (with integrated degree)</li> <li>- Overall expected end date – 09/02/2026</li> <li>- Location: England</li> <li>- Remaining funding from CO Levy – £13,688.87</li> <li>- Delivery method: blended</li> </ul> <p><b>ALL REDACTED UNDER FOIA SECTION 40, PERSONAL INFORMATION</b></p>
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### 3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard [ie the required apprenticeship course]	Level 6 Project Management BSC apprenticeship (withintegrated degree)
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3.1	Quality Standards	<p>Continued adherence to the relevant Institute for Apprenticeships industry standard.  <a href="http://www.instituteforapprenticeships.org/">(www.instituteforapprenticeships.org/)</a>                  Maintained ESFA registration and accreditation.                  General industry good practice</p>
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### 4. PAYMENT

4.1	Contract Charges	<p>Contract Charges = £13,688.87                  Contract Charges comprises:                  Levy services funded by ESFA £13,688.87                  Top up for fees in excess of ESFA band [ ];                  Additional extra services – N/A</p>
4.2	Payment terms/Profile	<p>Payment to be made in accordance with the current in force ESFA funding rules.</p> <p>Further additional terms in Annex 2 of Contract Schedule 3</p> <p>Payment of undisputed invoices will be made within 30 days of receipt of invoice, which must be submitted promptly by the Supplier.</p> <p>All invoices must be sent, quoting a valid Purchase Order Number (PO Number), to: <a href="mailto:apinvoices-cab-v@sscl.gov.uk">apinvoices-cab-v@sscl.gov.uk</a></p> <p>Within 10 Working Days of receipt of your countersigned copy of this Order Form, we will send you a unique PO Number.</p> <p>You must be in receipt of a valid PO Number before submitting an invoice.</p>

		<p>To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, item number (if applicable) and the details (name, email, and telephone number) of your Buyer contact (i.e. Buyer Authorised Representative). Non-compliant invoices may be sent back to you, which may lead to a delay in payment.</p> <p>Payments will be made by BACS.</p>
4.3	Customer billing address	Cabinet Office, 70 Whitehall, London, SW1A 2AS

5. LIABILITY AND INSURANCE

5.1	Suppliers limitation of Liability	In Clause 25 of the Contract Terms
5.2	Insurance	<p>(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>

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.

Signed - via Docusign

Supplier

<Supplier Sign Here>

DocuSigned by:



Date Signed: 06/05/2025

Buyer

<Commercial Sign Here>

Signed by:



Date Signed: 7 May 2025

**REDACTED UNDER FOIA SECTION 43, COMMERCIAL INTERESTS**