

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 12/06/2024.

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

Order Number	CO10F05224
From	Cabinet Office ("Customer")
To	Babington Business College Ltd ("Supplier")

1. CONTRACT PERIOD

1.1	Commencement Date	13/06/2024
1.2	Expiry Date (Apprenticeship programme completion date / End Point Assessment completion date)	30 months from contract commencement (estimated end date 14/12/2026)

2. SERVICES REQUIRED

2.1	Services Required. APPRENTICESHIP TRAINING PROVIDER SERVICES / END POINT ASSESSOR SERVICES / BOTH. LOCATION APPRENTICESHIP TYPE AND SPECIFIC APPLICABLE INSTITUTE FOR APPRENTICESHIPS STANDARD NUMBER OF STUDENTS CLASS BASED ADDITIONAL SERVICES	Babington to provide a continuation of services for the following: REDACTED UNDER FOI ACT, SECTION 40 PERSONAL INFORMATION . This will be virtual delivery. <ul style="list-style-type: none">- Overall expected end date – 14/12/2026 (30 months left on the programme, 27 months of practical study plus 3 months for EPA)- Remaining funding from CO Levy - £19,841- Remaining OTJ to be completed – 637 hours
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3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard [ie the required apprenticeship course]	Accountancy or Taxation Professional L7
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3.1	Quality Standards	Continued adherence to the relevant Institute for Apprenticeships industry standard. (www.instituteforapprenticeships.org/) Maintained ESFA registration and accreditation. General industry good practice
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4. PAYMENT

4.1	Contract Charges	<p>Contract Charges = £ 19,841</p> <p>Contract Charges comprises:</p> <p>Levy services funded by ESFA £19,841;</p> <p>Top up for fees in excess of ESFA band [];</p> <p>Additional extra services</p> <p>Includes the cost of any subcontractors and the cost of an approved end point assessor.</p> <p>The cost of the Exams will be borne by the employer as these are not covered in the levy funds.</p>
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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 REDACTED UNDER FOI ACT, SECTION 40 PERSONAL INFORMATION</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.

For and on behalf of the Supplier:

Name and Title	REDACTED UNDER FOI ACT, SECTION 40 PERSONAL INFORMATION
Date	13 Jun 2024

For and on behalf of the Customer:

Name and Title	REDACTED UNDER FOI ACT, SECTION 40 PERSONAL INFORMATION
Date	14 June 2024



REDACTED UNDER FOI ACT, SECTION 40 PERSONAL INFORMATION