

## 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 **Level 6 Chartered Surveyor Apprenticeship for both BSc and MSc routes to the Valuation Office Agency**. Dated 27<sup>th</sup> March 2023.

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	TBC
From	Valuation Office Agency 10 South Colonnade, London, E14 4PU  ("Customer")
To	University College of Estate Management Horizons, 60 Queens Road, Reading, RG1 4BS  Company Number RC000125  ("Supplier")

### 1. CONTRACT PERIOD

1.1	Commencement Date	27 <sup>th</sup> March 2023
1.2	Expiry Date	26 <sup>th</sup> March 2025
	End Date of Call Off initial Period	26 <sup>th</sup> March 2025
	End Date of Optional Call Off Extension Period.	Extension Option 1: 26 <sup>th</sup> March 2026
	Minimum written notice to Supplier in respect of extension	3 x months

## 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>Delivery of Apprenticeship Standards outlined at Section 3.1 and as outlined in Contract Schedule 2 (Goods / Services).</p> <p>Apprenticeship Training Provider Services. End Point Assessment Organisation RICS.</p> <p>National Delivery.</p> <p>Level 6 Chartered Surveyor apprenticeship for both the BSc and MSc routes.</p> <p>Planned projected starts on this apprentice standard are:</p> <ul style="list-style-type: none"> <li>• 13 x MSc route 27<sup>th</sup> March 2023</li> <li>• 7 x BSc route 27<sup>th</sup> March 2023</li> <li>• 13 x MSc route September 2023</li> <li>• 10 x BSc route September 2023</li> <li>• 7 x MSc route March 2024</li> <li>• 10 x BSc route March 2024</li> </ul> <p>The specific number of anticipated starts after March 2024 have yet to be agreed although the Agency does have a default approach to externally recruit 10 x BSc and 10 x MSc Level 6 Chartered Surveyor apprentices each year, together with internal recruitment of 10 x BSc and 10 x MSc Level 6 Chartered Surveyor apprentices.</p> <p>A total of 40 x Level 6 Chartered Surveyor apprenticeship starts each year as a minimum requirement.</p> <p><b>These are indicative volumes only. VOA makes no guarantee on volumes.</b></p> <p>No</p> <p>None</p>
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## 3. CONTRACT PERFORMANCE

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3.1	Required Apprenticeship Standard [ie the required apprenticeship course]	Level 6 Chartered Surveyor apprenticeship for both the BSc and MSc.
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3.1	Quality Standards	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
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#### 4. PAYMENT

4.1	Contract Charges	<p><b><u>Fees</u></b></p> <p><b><u>BSc Level 6 Chartered Surveyor Apprenticeship</u></b> Academic Year 2022-23, [REDACTED] Academic Year 2023-24, [REDACTED]</p> <p><b><u>MSc Level 6 Chartered Surveyor Apprenticeship</u></b> Academic Year 2022-23, [REDACTED] Academic Year 2023-24, [REDACTED]</p> <p><b><u>Module Retakes</u></b></p> <p><b><u>BSc Level 6 Chartered Surveyor Apprenticeship</u></b> Academic Year 2022-23, [REDACTED] Academic Year 2023-24, [REDACTED]</p> <p><b><u>MSc Level 6 Chartered Surveyor Apprenticeship</u></b> Academic Year 2022-23, [REDACTED] Academic Year 2023-24, [REDACTED]</p> <p><b><u>Cancellation Fees</u></b> A charge of [REDACTED] may be levied should an apprentice leave the apprenticeship prior to day 42.  as per UCEM's response (embedded below) in response to the VOA Specification (embedded below)</p>
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		<div> <div>VOA Specification</div> <div></div> </div> <div> <div>UCEM Response</div> <div></div> </div> <p>Maximum Contract Charge, based on predicted indicative numbers £2,568,000:00</p> <p><b>These costs are based on indicative volumes only. The VOA makes no guarantee on volumes.</b></p> <p>Contract Charges comprises:</p> <p>Funded by the Apprenticeship Levy via the DAS account;</p> <p>Top up for fees in excess of ESFA band NIL;</p> <p>Additional extra services NIL;</p> <p>Includes the cost of any subcontractors and the cost of an approved end point assessor.</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>
4.3	Customer billing address	<p>Payments will be made via the ESFA's Digital Apprenticeship Service levy-funding system.</p>


## 5. LIABILITY AND INSURANCE

5.1	Suppliers limitation of Liability	In Clause 25 of the Contract Terms
5.2	Insurance	<p>(Clause 26.3 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	
Date	28.03.2023

For and on behalf of the Customer:

Name and Title	
Date	28.03.2023