

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 11/10/2024

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	Project_9190
From	Department for Education Sanctuary Buildings, Great Smith Street, London, SW1P 3BT ("Customer")
To	Ginger Nut Media Ltd 37 Queen Street, Colchester, Essex, CO1 2PQ ("Supplier")

1. CONTRACT PERIOD

1.1	Commencement Date	4 th November 2024
1.2	Expiry Date	3 rd November 2027

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><i>As per individual Apprenticeship standard Statement of Requirements</i></p> <p> Lot 1 - Apprenticeship SoR -</p> <p> Lot1 Apprenticeship SoR-ICT</p>
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3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard	<i>L3 Business Administration L3 Information Communications Technician</i>
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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	L3 Business Administration – 300 x [REDACTED] = [REDACTED] L3 Information Communications Technician – 15 x [REDACTED] = [REDACTED] 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	Department for Education Sanctuary Buildings, Great Smith Street, London, SW1P 3BT

5. LIABILITY AND INSURANCE

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 [REDACTED] any one claim. Public Liability Insurance cover of [REDACTED] any one claim. Employers Liability insurance cover of [REDACTED] any one claim.

6. DATA PROTECTION

6.1	Data Protection relationship	Regarding personal data processed, the Customer will share the following information with the Supplier in relation to individuals being referred to partake in an apprenticeship: <ul style="list-style-type: none"> • Name of DfE employee • Work email address • Line Managers work email address
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		<p>The Supplier will then directly contact DfE employees to collect the information required for the apprenticeship.</p> <p>Therefore, DfE's Office of the Data Protection Officer states that for the purposes of this processing activity and the contract, the Supplier and the Customer are independent controllers.</p> <p>This is because the Supplier is processing the personal information as part of their administration and management of learners rather than solely on the instructions of the Customer. Their processing of this information is for a purpose independent of the Customer.</p> <p>Due to this independent controller status, Schedules 7 and 8 do not apply (these would apply if there was a controller-processor or joint controller relationship in place).</p>
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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	<div></div>
Signature	<div></div>
Date	28/10/2024

For and on behalf of the **Customer** (Department for Education):

Name and Title	<div></div>
Signature	<div></div>