

Address: Department for Work and Pensions  
Caxton House  
6 – 12 Tothill Street  
LONDON SW1H 9NA

Date: 5 February 2025

Assist Knowledge Development Ltd  
The Sanderum Centre  
30A Upper High Street  
THAME  
Oxfordshire OX9  
3EX

By email to: [lawrence.darvill@assistkd.com](mailto:lawrence.darvill@assistkd.com)

Dear Lawrence,

**L4 Business Analyst Apprenticeship Contract 25486 VARIATION**  
**NOTICE #01**

We refer to the above agreement between **Assist Knowledge Development Ltd** (the supplier) and the **Department for Work and Pensions** (DWP) (the “Contract Authority”) for L4 Business Analyst Apprenticeship – 25486 dated 1 March 2023 (the “Contract”).

This Variation is issued in accordance with the provisions of the Apprenticeship Training Provider Dynamic Marketplace (DMP) Agreement for the provision of **Apprenticeship Training Services**.

The Supplier agrees to supply the Goods and/or Services specified below on and subject to the terms of the Contract and this Variation.

For the avoidance of doubt the Contract and this Variation consists of the terms set out in the Contract Order Form, this Variation and the Contract Terms.

Official  
Official



No of Contract Order Form being varied:	25486
Variation Form No:	01
BETWEEN:	
The Department for Work and Pensions ("the <b>Contract Authority</b> ") Caxton House 6 – 12 Tothill Street LONDON SW1H 9NA	Assist Knowledge Development Ltd ("the <b>Supplier</b> ") The Sanderum Centre 30A Upper High Street THAME Oxfordshire OX93EX

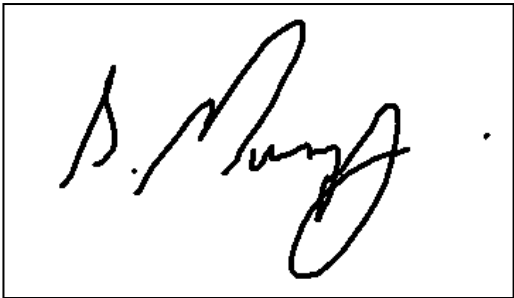
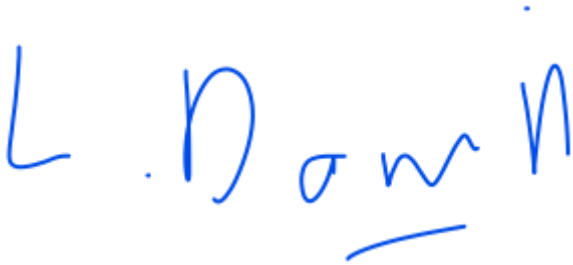
This Contract is varied as follows and shall take effect on the date signed by both Parties:

This Variation is to extend the original contract, on a **time only basis**, for a period of twelve (12) months from 28 February 2025 to 28 February 2026.

The costings in the original contract remain in place for the duration of this extension.

Words and expressions in this Variation shall have the meanings given to them in this Contract.

This Contract, including any previous Variations, shall remain effective and unaltered except as amended by this Variation.

Signed by an authorised signatory for and on behalf of the <b>Contract Authority</b>	Signed by an authorised signatory to sign for and on behalf of the <b>Supplier</b>
Signature: 	Signature: 

Date: 07/02/2025	Date: 05/02/2025
Name: STEVEN MURPHY (in Capitals)	Name: LAWRENCE DARVILL (in Capitals)
Address: Department for Work and Pensions Caxton House 6 – 12 Tothill Street LONDON SW1H 9NA	Address C/O The Sanderum Centre 30A Upper High Street THAME OX9 3EX

L4 Business Analyst – 25486

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Variation #01

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