

## 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. RM6102**

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	25917
From	The Department for Work and Pensions ("Customer") Caxton House London SW1H 9NA
To	Babington 55 Colmore Row, Birmingham B3 2AA

### 1. CONTRACT PERIOD

1.1	Commencement Date	01.08.2023
1.2	Expiry Date (Apprenticeship programme completion date / End Point Assessment completion date)	31.07.26

### 2. SERVICES REQUIRED

2.1	Services Required.  APPRENTICESHIP TRAINING PROVIDER SERVICES / END POINT ASSESSOR SERVICES / BOTH.  LOCATION  APPRENTICESHIP TYPE AND SPECIFIC APPLICABLE INSTITUTE FOR	The Provision of L3 Customer Service ST0071 Apprenticeship for Scotland to DWP.  Apprenticeship Training Provider Services    National Delivery  L3 Customer Service ST0071 Apprenticeship for Scotland.
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APPRENTICESHIPS STANDARD	
NUMBER OF STUDENTS	Up to 500 learners @£2000 each. <b>This is an indicative volume only. DWP makes no guarantee on volumes.</b> <b>Volumes can be varied up or down at any time during the period of the contract in line with the Variation process</b>
CLASS BASED	Blended delivery
ADDITIONAL SERVICES	None

### 3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard [ie the required apprenticeship course]	L3 Customer Service ST0071 Apprenticeship for Scotland.
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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	As per table below:		
<b>Age</b>		<b>SDS Funding</b>	<b>Employer Contribution</b>	<b>Total Charges</b>
16 - 19		£2,000	£0.00	£2,000
20 - 24		£950.00	£1050.00	£2,000
25+		£600.00	£1,400	£2,000
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	Payments will be made in accordance with the current in force ESFA funding rules, and via the ESFA's digital apprenticeship service.		

## 5. LIABILITY AND INSURANCE

5.1	Suppliers limitation of Liability	In Clause 25 of the Contract Terms
5.2	Insurance	(Clause 26.3 of the Contract Terms): Professional Indemnity Insurance cover of £1 million in any one claim. Public Liability Insurance cover of £1 million in any one claim. Employers Liability insurance cover of £5 million in any one claim.

## 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- Finance Director
Date	26th July 2023

For and on behalf of the Customer:

Name and Title	REDACTED Commercial Lead
Date	26/7/2023