

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 3 Paralegal Apprenticeships**. Dated January 2021.

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	K280021262
From	Driver and Vehicle Standards Agency ("Customer")
To	Damar Limited ("Supplier")

1. CONTRACT PERIOD

1.1	Commencement Date	25 January 2021
1.2	Expiry Date (Apprenticeship programme completion date / End Point Assessment completion date)	24 January 2023

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	Level 3 Paralegal Apprenticeships Supply of apprenticeship by Damar Training EPAO is CILEx Bristol Level 3 Paralegal Apprenticeships ST0245 2 Blended EPAO = CILEx Monthly MI data/catch-up
-----	---	---

3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard [ie the required apprenticeship course]	Level 3 Paralegal Apprenticeships ST0245
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

4. PAYMENT

4.1	Contract Charges	Contract Charges = £16,800 Contract Charges comprises: Levy services funded by ESFA £16000; Top up for fees in excess of ESFA band £0; Additional extra services £800 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	XXXXXX redacted under FOIA section 40

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 £1 million any one claim. Public Liability Insurance cover of £1 million any one claim. Employers Liability insurance cover of £5 million 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	XXXXXX redacted under FOIA section 40
Date	22 nd January 2021

For and on behalf of the Customer:

Name and Title	XXXXXX redacted under FOIA section 40
Date	22 nd January 2021