**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 Finance Apprenticeships for Cabinet Office**.** Dated 01/10/2021.

The Supplier agrees to supply the 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 | REDACTED TEXT |
| From | Cabinet Office (“Customer”) |
| To | Paragon Education & Skills Ltd |

1. CONTRACT PERIOD

|  |  |  |
| --- | --- | --- |
|  | Commencement Date | Tuesday 9th November 2021 |
|  | Expiry Date  (Apprenticeship programme completion date / End Point Assessment completion date) | Tuesday 8th November 2022 |

2. SERVICES REQUIRED

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| --- | --- | --- |
|  | 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 | Apprenticeship training provider to run the following programmes, which includes the End Point Assessment Services:  Recruitment Resource Level 2  Recruitment Consultant L3  Location = We want to offer apprenticeships to all of our staff, in these regions:- London primarily, but may also include (but not limited to); Manchester, Newcastle, Leeds, Bristol, Liverpool, Nottingham, Sheffield & York  Up to 20 learners in total across both programmes  Delivery method = blended mix of online/classroom based  Additional services = we would like the option of using the provider for recruitment |

3. CONTRACT PERFORMANCE

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| --- | --- | --- |
|  | Required Apprenticeship Standard | Recruitment Resource Level 2  Recruitment Consultant L3 |

|  |  |  |
| --- | --- | --- |
|  | Quality Standards | Continued adherence to the relevant Institute for Apprenticeships industry standard. ([www.instituteforapprenticeships.org/](http://www.instituteforapprenticeships.org/))  Maintained ESFA registration and accreditation.  General industry good practice |

4. PAYMENT

|  |  |  |
| --- | --- | --- |
|  | Contract Charges | Contract Charges = £100,000.00 (excluding VAT)  Contract Charges comprise:  Levy services funded by ESFA [ ];  Top up for fees in excess of ESFA band [ ];  Additional extra services [ ]  Includes the cost of any subcontractors and the cost of an approved end point assessor. |
|  | 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 |
|  | Customer billing address | 1 Horse Guards Road, London, SW1A 2HQ |

5. LIABILITY AND INSURANCE

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| --- | --- | --- |
|  | Suppliers limitation of Liability | In Clause 25 of the Contract Terms |
|  | Insurance | (Clause [ ] 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 | REDACTED TEXT |
| Date | REDACTED TEXT |

For and on behalf of the Customer:

|  |  |
| --- | --- |
| Name and Title | REDACTED TEXT |
| Date | REDACTED TEXT |