ANNEX 5 - CALL OFF CONTRACT ORDER FORM

This Call Off Contract Order Form is issued in accordance with the provisions of Framework Agreement PU-19-0318 for the provision of Level 6 Degree Apprenticeships in Data Science, dated 1st May 2019.

The Supplier agrees to supply the Services specified below on and subject to the terms of Framework Agreement PU-19-0318.

For the avoidance of doubt this Call Off Contract consists of the terms set out in this Call Off Contract Order Form and the Framework Agreement terms and conditions.

Order Number	SR640188129
From	HMRC, Ralli Quays, 3 Stanley Street, Salford, M60 9LA
To	York St. John University, Lord Mayor's Walk, York, YO31 7EX

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 associated terms and conditions of Framework Agreement PU-19-0318.

This Apprenticeship Programme is agreed and incorporated into Schedule 1 of the agreement between the Training Provider and the Employer dated 1st May 2019

SIGNED on behalf of the **SUPPLIER/ TRAINING PROVIDER:**

Name and Title	███████████████
Date	███████████████
Signature	███████████████

SIGNED on behalf of the **CUSTOMER/ EMPLOYER:**

Name and Title	███████████████
Date	███████████████
Signature	███████████████

Apprenticeship Programme

1.	**Name/Level of qualification**	Data Science Degree Apprenticeship BSc (Hons) Data Scientist Degree Apprenticeship
2.	**Entry Requirements**	The programme is designed to develop the knowledge, skills and behaviours of data science professionals and the university entry requirements reflect this. All applicants need to be employed by an organisation who has confirmed that they deem the candidate ready to study at degree level; that they will support their apprentices participation in the programme through the provision of workplace mentors; and are able to provide the apprentice with relevant project work and opportunities which support the study content. The Apprenticeship Standard states that the selection criteria are set by the employer but university entry requirements should be met. Candidates will usually have: • 3 A levels (or equivalents) including a pass at Maths, or existing relevant level 3 qualifications • English, maths and information communications technology (ICT) at level 2 Prior relevant experience may be considered in lieu of formal qualifications for entry. Candidates without an A Level in Maths will be expected to pass a Maths Assessment before enrolling onto the course
	Services Required	███
3.	**Start Date**	13/09/2021
4.	**End Date**	13/09/2028 (plus time for End Point Assessment)
5.	**Location of training**	York St John University

6.	Minimum cohort	20

	Number of Apprentices undertaking Apprenticeship Programme	
7.	**Number of Apprentices**	6
8.	**Names and Job Titles of Apprentices**	██████████████

	Training Provider Actions	
9.	**Training or other actions to be delivered by Training Provider**	███████████████
10.	**Training Provider Equipment**	███████████████

	Employer Actions	
11.	**Training or other actions to be delivered by Employer**	███████████████

12.	**Employer Equipment**	Provide access to a personal laptop with a minimum of a i5 processor and 8GB of RAM; suitable for data science applications and reasonable software costs for the degree apprentice.

Apprentice Assessment Organisation

13.	**Name of End-point Assessment Organisation**	York St John University
14.	**End-Point Assessment Organisation agreed in principle**	<mark>client to confirm EPAO agreed in principle</mark>

Subcontracting

15.	**Name of Subcontractor**	N/A
16	**Training to be delivered by Subcontractor**	N/A
17	**Training Provider monitoring of Subcontractor**	N/A
18	**Conflicts of interest between Training Provider and Subcontractor**	N/A

Functional Skills Provision

19	**Maths Provision**	See individual's commitment statement for confirmation of prior qualifications or individual learning plan.
20	**English Provision**	See individual's commitment statement for confirmation of prior qualifications or individual learning plan.
21	**Other functional skills**	*N/A*

	Non-Funded Items	
22	**Detail of items not included in funding band to be paid by employer**	**Cost**
Resit Type		
Resitting YSJ module		
Resitting YSJ assessment		
EPA resits		
EPA knowledge test resit		
EPA written report re-assessment		
EPA professional discussion re-assessment		

Charges	
The agreed charge[1] (excluding VAT) for the training of each Apprentice under this Agreement is as follows:	

Cost Allocation	Price per Apprentice (£)
Training Provider Training Costs	███████
Sub-Contractor Training Costs	
End-Point Assessment Costs [including costs of external quality assurance] Included in Training Cost	Included in Training Cost
Training Provider Costs of monitoring/managing subcontractors	-
Eligible, evidenced Employer costs (where Employer provides some of the training that can be funded by government)	-
Other costs to be funded by the Employer but not eligible for SFA funding	-
Total	███████
Total Contract Value	The total value of this Contract is ███████

Indicative Payment Schedule				
	Cost of training (levy paying)	**Your share (or 10% - non-levy paying)**	**Government share (90%)**	**Date for payment**
Month 1-41	██████			
Final Payment	██████			███████

[1] Subject to outcome of individual's Initial Needs Assessment (INA) and any pursuant price reduction.