

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.** Dated [03/05/2024] .

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	
From	("Customer")
To	("Supplier")

1. CONTRACT PERIOD

1.1	Commencement Date	03/05/2024
1.2	Expiry Date (Apprenticeship programme completion date / End Point Assessment completion date)	01/08/2025 – expected length of programme remaining 15 months

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	Delivery of Apprenticeship and procurement of assessment services To be agreed Level 5 Coaching Professional ST0809 Delivery via remote/online training and face to face delivery as agreed Monthly progress report/data upload to Conveya
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3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard [ie the required apprenticeship course]	Level 5 Coaching Professional ST0809
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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
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4. PAYMENT

4.1	Contract Charges	Contract Charges = [REDACTED] [Contract Charges comprises: Levy services funded by [REDACTED] Top up for fees in excess of [REDACTED] Additional extra services 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 [REDACTED] [REDACTED] rules. Further additional terms in Annex 2 of Contract Schedule 3
4.3	Customer billing address	[REDACTED] (Apprenticeship Levy)

5. LIABILITY AND INSURANCE

5.1	Suppliers limitation of Liability	In Clause 25 of the Contract Terms
5.2	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	
Date	

For and on behalf of the Customer:

Name and Title	
Date	