

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.** Dated 30.04.2019.

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	TBC
From	Department for Work and Pensions REDACTED – Kings Court, Sheffield S3 7UF ("Customer")
To	KAPLAN Financial Limited 179-191 Borough High Street London SE1 1HR ("Supplier")

1. CONTRACT PERIOD

1.1	Commencement Date	1/4/2021
1.2	Expiry Date	01/08/22
End date of Call Off initial period End date of Optional Call Off Extension Periods. This is subject to the agreement of both parties. Minimum written notice to Supplier in respect of extension:		01/08/22 Extension Option 1: 01/08/23 3 months

2. SERVICES REQUIRED

2.1	<p>Services Required.</p> <p>APPRENTICESHIP TRAINING PROVIDER SERVICES / END POINT ASSESSOR SERVICES / BOTH.</p> <p>LOCATION</p> <p>APPRENTICESHIP TYPE AND SPECIFIC APPLICABLE INSTITUTE FOR APPRENTICESHIPS STANDARD</p> <p>NUMBER OF STUDENTS</p> <p>CLASS BASED</p> <p>ADDITIONAL SERVICES</p>	<p>Delivery of Apprenticeship Standards outlined at section 3.1 and as outlined in Contract Schedule 2 (Goods and/or Services)</p> <p>Both</p> <p>National delivery</p> <p>Finance Assistant Level 2 (ST0608)</p> <p>Current estimate = REDACTED</p> <p>These are indicative volumes only. DWP makes no guarantee on volumes.</p> <p>Blended delivery</p> <p>None</p>
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3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard	Finance Assistant Level 2 (ST0608)
3.1	Quality Standards	<p>Continued adherence to the relevant Institute for Apprenticeships industry standard. (www.instituteforapprenticeships.org/)</p> <p>Maintained ESFA registration and accreditation.</p> <p>General industry good practice</p>

4. PAYMENT

4.1	Contract Charges	<p>Finance Assistant Level 2 (ST0608)</p> <p>• <i>REDACTED</i></p> <p><i>Contract Charges = based on predicted indicative numbers = £60,000</i></p> <p><i>Contract Charges (Maximum) £60,000</i></p> <p><i>These costs are based on indicative volumes only. DWP makes no guarantee on volumes.</i></p> <p><i>Contract Charges comprises:</i></p> <p><i>Levy services funded by ESFA;</i></p> <p><i>Top up for fees in excess of ESFA band NIL;</i></p> <p><i>Additional extra services NIL</i></p> <p><i>Includes the cost of any subcontractors and the cost of an approved end point assessor.</i></p>
4.2	Payment terms/Profile	<p>Payment to be made in accordance with the current in force ESFA funding rules, and via the ESFA's digital apprenticeship service.</p>
4.3	Customer billing address	<p>Payments will be made via the ESFA's digital apprenticeship service levy-funding system</p>

5. LIABILITY AND INSURANCE

5.1	Suppliers limitation of Liability	<p>In Clause 25.3 of the Contract Terms</p>
5.2	Insurance	<p>(Clause 26.3 of the Contract Terms):</p> <p>Professional Indemnity Insurance cover of £1 million any one claim.</p> <p>Public Liability Insurance cover of £1 million any one claim.</p> <p>Employers Liability insurance cover of £5 million any one claim.</p>

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
Date	

For and on behalf of the Customer:

Name and Title	REDACTED
Date	