

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 **Direct Award for Digital and Project Management apprenticeship programmes**. Dated 10/06/2024.

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	<u>SR916263972</u>
From	HMRC
To	QA Limited

1. CONTRACT PERIOD

1.1	Commencement Date	10/06/2024 Cohort will begin in June 2024.
1.2	Expiry Date (Apprenticeship programme completion date / End Point Assessment completion date)	Contract Expiry Date –31 August 2027 with an optional 12-month extension period The apprenticeship delivered for each cohort will last 2 years and 1 year for the End Point Assessment.

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>There will be 1 cohort of 22 apprentices under the scope of this contract.</p> <p>Data Analyst (Level 4) x 2;</p> <p>Business Analyst (Level 4) x 12;</p> <p>Project Management (Level 6) x 8.</p> <p>For each apprenticeship standard it will be a single cohort intake, a one-off contract to enrol by May 2024 and continue with the commitment to deliver the full programme(s) until End Point Assessment is completed.</p> <p>.</p> <p>Training provider services and End Point Assessor services required.</p> <p>HMRC Require a National Location Provider</p> <p>The apprenticeship type is Direct Award for Digital and Project Management apprenticeship programmes.</p> <p>There will be a total of 22 Apprentices over a 1-year period.</p> <p>Online / Classroom</p> <p>DPS training Filters used:</p> <p>Apprentice cohort: Public</p> <p>Min apprentice number: No preference</p> <p>Max apprentice number: 7 per year</p> <p>Training availability: any</p> <p>Training delivery: Any</p> <p>Location: National</p> <p>Training Timetable: modular schedule</p> <p>PII / Process: UK</p> <p>Additional requirements:</p> <ul style="list-style-type: none"> • EPA to be accessed through a web-browser and involve no downloading of additional software² • Flexibility to amend modules • 1 free resit per year per student
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		<ul style="list-style-type: none"> • Support with Breaks in Learning where needed • Support with the recruitment of Apprentices as and where needed. • HMRC contractual clauses apply • ² Should EPA requirements change; the Supplier must provide the Customer with at least 6 weeks 'notice.
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3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard [ie the required apprenticeship course]	The standard the apprenticeship must meet is Direct Award for Digital and Project Management apprenticeship programmes
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3.1	Quality Standards	<p>Continued adherence to the relevant Institute for Apprenticeships industry standard. (www.instituteforapprenticeships.org/) Maintained ESFA registration and accreditation. General industry good practice</p>
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4. PAYMENT

Redacted

5. LIABILITY AND INSURANCE

5.1	Suppliers limitation of Liability	In Clause 25 of the Contract Terms
5.2	Insurance	<p>Clause 26 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	
Date	
Signature	

For and on behalf of the Customer:

Name and Title	
Date	
Signature	