**System Thinking Practitioner – Level 7**

**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 30th April 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. The Parties agree that Contract Schedule 7 (*Processing personal data and data subjects*) and Contract Schedule 8 (*Joint Controller Agreement*) are not applicable as each party acts as an independent data controller.

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| Order Number | CR\_1628 |
| From | Department for International Trade  Old Admiralty Building  Westminster  London  SW1A 2BL |
| To | University of Exeter  Northcote House  The Queen’s Drive  Exeter  EX4 4QL |

1. CONTRACT PERIOD

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| 1.1 | Commencement Date | 10th January 2022 |
| 1.2 | Expiry Date  (Apprenticeship programme completion date / End Point Assessment completion date) | 16th January 2025.  This being the last enrolment date, but contract should cover learning until all learners have completed, which could be approximately till 31st July 2026 with EPA period, but this isn’t an exact date as apprentices may have extensions.  The Programme is 30-months (including EPA) provided no extensions. |

2. SERVICES REQUIRED

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| 2.1 | Services Required.    APPRENTICESHIP  TRAINING PROVIDER  SERVICES / END POINT ASSESSOR SERVICES / BOTH.  LOCATION  APPRENTICESHIP TYPE AND SPECIFIC APPICABLE INSTITUTE FOR APPRENTICESHIPS STANDARD  NUMBER OF STUDENTS  CLASS BASED  ADDITIONAL SERVICES | System Thinking Practitioner Level 7  Both  Blended delivery – Exeter and online  Systems Thinking Practitioner Level 7 Apprenticeship  <https://www.instituteforapprenticeships.org/apprenticeship-standards/systems-thinking-practitioner-v1-0>  A maximum of 4 for 2022 and a maximum of 20 for 2023 cohort (cannot be guaranteed) funded by the levy during the main contract term  Numbers are indicative and may vary, and as such do not commit the Customer to these levels.  Please note that the volumes of work cannot be guaranteed. Apprentices are subject to their application being accepted by the University and eligibility requirements are met.    The blended learning format incorporates:   * Face-to-face masterclasses – approximately 12 intensive teaching days over 24 months (face-to-face when covid restrictions allow and as agreed) * Weekly distance learning – comprising of online classes and workshops, interactive exercises, and webinars * Two major work-based practice modules - these projects are agreed upon with the employer and can either be based solely within the apprentice's organisation or cross-organisational. * Apprentices are allocated a workplace mentor and an academic mentor to help ensure their successful completion of the programme.   Monthly MI data (including apprentice RAG ratings and feedback on their performance) to be sent by QA to talent@trade.gov.uk each month.  2) Supplier to have a meeting with talent@trade.gov.uk each month to discuss the MI data and feedback.  3) Supplier aims to acknowledge all complaints and escalations within 3 working days of receipt.  4) Supplier aims to resolve 90% complaints and escalations within 10 working days of receipt and 100% within 20 working days of receipt. |

3. CONTRACT PERFORMANCE

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| 3.1 | Required Apprenticeship Standard [ie the required apprenticeship course] | Systems Thinking Practitioner,  ST0787, Level 7 |

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| 3.1 | Quality Standards | Continued adherence to the relevant Institute for Apprenticeships industry standard.  <https://www.instituteforapprenticeships.org/apprenticeship-standards/systems-thinking-practitioner-v1-0>  Maintained ESFA registration and accreditation.  General industry good practice  The University’s own regulations, policies and procedures in place to ensure the academic standards and quality of the student experience, as amended from time to time (as available on the University’s website). |

4. PAYMENT

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| 4.1 | Contract Charges | [REDACTED] |
| 4.2 | Payment terms/Profile | Payment to be made in accordance with the current in force ESFA funding rules. Customer to ensure it has set up its ESFA Digital Account correctly.  Further additional terms in Annex 2 of Contract Schedule 3 |
| 4.3 | Customer billing address | Contact information:  Talent@trade.gov.uk.  Old Admiralty Building, Westminster, London SW1A 2BL. |

5. LIABILITY AND INSURANCE

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| 5.1 | Suppliers limitation of Liability | In Clause 25 of the Contract Terms |
| 5.2 | Insurance | 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:

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| Name and Title | [REDACTED] |
| Date | 26/01/2022 |

For and on behalf of the Customer:

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| --- | --- |
| Name and Title | [REDACTED] |
| Date | 26/01/2022 |