

## 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 8<sup>th</sup> July 2025.

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 | CPD4130080                                            |
| From         | Ministry of Housing, Communities and Local Government |
| To           | Lighthouse Training and Development Limited           |

### 1. CONTRACT PERIOD

|     |                                                                                               |                            |
|-----|-----------------------------------------------------------------------------------------------|----------------------------|
| 1.1 | Commencement Date                                                                             | 11 <sup>th</sup> June 2025 |
| 1.2 | Expiry Date (Apprenticeship programme completion date / End Point Assessment completion date) | 11 December 2026           |

### 2. SERVICES REQUIRED

|     |                                                                                    |                                                                                                                                                                |
|-----|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.1 | Apprenticeship Training Provider Services / End Point Assessor Services / Both     | Coaching Professional – ST0809 – Level 5: Work with individuals and teams to enhance their professional performance.<br><br>Route: Business and Administration |
|     | Location                                                                           |                                                                                                                                                                |
|     | Apprenticeship Type and Specific Applicable Institute for Apprenticeships Standard |                                                                                                                                                                |
|     | Number of Students                                                                 | <REDACTED>                                                                                                                                                     |
|     | Class Based                                                                        |                                                                                                                                                                |
|     | Additional Services                                                                | Not Applicable                                                                                                                                                 |

### 3. CONTRACT PERFORMANCE

|     |                                                                            |                                                                                                                                                                                                                                                                        |
|-----|----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.1 | Required Apprenticeship Standard [i.e. the required apprenticeship course] | Coaching Professional – ST0809 – Level 5                                                                                                                                                                                                                               |
| 3.2 | Quality Standards                                                          | Continued adherence to the relevant Institute for Apprenticeships industry standard. ( <a href="http://www.instituteforapprenticeships.org">www.instituteforapprenticeships.org</a> ). Maintained ESFA registration and accreditation. General industry good practice. |

### 4. PAYMENT

|     |                        |                                                                                                                                                                                                                                                                                                   |
|-----|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.1 | Contract Charges       | Contract Charges = £25,000<br><REDACTED> per learner<br>Contract charges comprises:<br>Levy services funded by ESFA: £25,000<br>Top up for fees in excess of ESFA: £0<br>Additional Extra Services: £0<br>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 current in force ESFA funding rules. Further additional terms in Annex 2 of Contract Schedule 3                                                                                                                                                             |
| 4.2 | Buyer Billing Address  | 2 Marsham Street, London, SW1P 4DF, GBR                                                                                                                                                                                                                                                           |

### 5. LIABILITY AND INSURANCE

|     |                                    |                                                                                                                                                                                                                                             |
|-----|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.1 | Supplier's limitation of Liability | In Clause 25 of the Contract Terms                                                                                                                                                                                                          |
| 5.2 | Insurance                          | (Clause 26 of the Contract Terms):<br>Professional Indemnity Insurance cover of £1million any one claim.<br>Public liability Insurance Cover of £1million any one claim.<br>Employers Liability Insurance cover of £5million any one claim. |

### 6. FURTHER INFORMATION

|   |                     |                |
|---|---------------------|----------------|
| 6 | Further Information | Not applicable |
|---|---------------------|----------------|

**FORMATION OF CONTRACT**

By signing and completing this Contract Order Form the Supplier and the Buyer agree to enter into a binding contract governed by the terms of this Contract Order Form and the attached terms and conditions.

|                                           |                   |
|-------------------------------------------|-------------------|
| <b>For and on behalf of the Supplier:</b> |                   |
| <b>Name and Title</b>                     | <REDACTED>        |
| <b>Date</b>                               | 19 September 2025 |

|                                        |                   |
|----------------------------------------|-------------------|
| <b>For and on behalf of the Buyer:</b> |                   |
| <b>Name and Title</b>                  | <REDACTED>        |
| <b>Date</b>                            | 19 September 2025 |