**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 09/11/2023

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 | DEFRA005 |
| From | DEFRA Group (“Customer”) |
| To | CSA (Services) Ltd (“Supplier”) |

1. CONTRACT PERIOD

|  |  |  |
| --- | --- | --- |
| 1.1 | Commencement Date | 01/12/2023 |
| 1.2 | Expiry Date  (Apprenticeship programme completion date / End Point Assessment completion date) | 01/04/2027  01/01/2026 - 01/04/2026 |

2. SERVICES REQUIRED

|  |  |  |
| --- | --- | --- |
| 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 | Delivery of Apprenticeship and procurement of assessment services  APPRENTICESHIP TRAINING PROVIDER SERVICES  locations to be agreed  Regulatory Compliance Officer Apprenticeship  Up to 20  Delivery via remote/online training and face to face delivery as agreed  Monthly data return through our Conveya platform. |

3. CONTRACT PERFORMANCE

|  |  |  |
| --- | --- | --- |
| 3.1 | Required Apprenticeship Standard [ie the required apprenticeship course] | Regulatory Compliance Officer Apprenticeship |

|  |  |  |
| --- | --- | --- |
| 3.1 | Quality Standards | Continued adherence to the relevant Institute for Apprenticeships industry standard. ([www.instituteforapprenticeships.org/](http://www.instituteforapprenticeships.org/))  Maintained ESFA registration and accreditation.  General industry good practice |

4. PAYMENT

|  |  |  |
| --- | --- | --- |
| 4.1 | Contract Charges | **Up to £6,000 per apprentice**  Contract Charges = Up to £120,000 for 20 Apprentices  Contract Charges comprises:  Levy services funded by ESFA: Up to £6,000 per Apprentice;  Top up for fees in excess of ESFA band: N/A;  Additional extra services: N/A;  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 ESFA funding rules.  Further additional terms in Annex 2 of Contract Schedule 3 |
| 4.3 | Customer billing address | N/A |

5. LIABILITY AND INSURANCE

|  |  |  |
| --- | --- | --- |
| 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:

|  |  |
| --- | --- |
| Name and Title | ***Peter Hayle***  Peter Hayle, Director of Finance & Operations |
| Date | 14/11/2023 |

For and on behalf of the Customer:

|  |  |
| --- | --- |
| Name and Title | Elaine Withycombe Apprenticeship Consultant |
| Date | 09/11/2023 |