

## 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 [23/09/2024] .

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	APP LEVY 2425 C24791-065
From	DEFRA Group ("Customer")
To	JGA LIMITED ("Supplier")

### 1. CONTRACT PERIOD

1.1	Commencement Date	01/07/2024
1.2	Expiry Date (Apprenticeship programme completion date / End Point Assessment completion date)	1/01/2027  The contract term relates to the timing of learner starts on programme, i.e. the supplier will be expected to support learners through to completion of their programme.

### 2. SERVICES REQUIRED

2.1	Services Required.  APPRENTICESHIP TRAINING PROVIDER SERVICES / END POINT ASSESSOR SERVICES / BOTH.  LOCATION  APPRENTICESHIP TYPE AND SPECIFIC APPLICABLE INSTITUTE FOR APPRENTICESHIPS STANDARD  NUMBER OF STUDENTS  CLASS BASED	Delivery of Apprenticeship and procurement of assessment services  APPRENTICESHIP TRAINING PROVIDER SERVICES  Locations to be agreed  Policy officer Level 4 ST0526  Up to 5 learners (not guaranteed) - Kayleigh Dring as at Sep 24
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	ADDITIONAL SERVICES	<p>Delivery via remote/online training and face to face delivery as agreed</p> <p>Monthly data return through our Conveya platform</p>
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### 3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard [ie the required apprenticeship course]	Policy officer Level 4 ST0526
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3.1	Quality Standards	<p>Continued adherence to the relevant Institute for Apprenticeships industry standard. (<a href="http://www.instituteforapprenticeships.org/">www.instituteforapprenticeships.org/</a>)</p> <p>Maintained ESFA registration and accreditation.</p> <p>General industry good practice</p>
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### 4. PAYMENT

4.1	Contract Charges	<p>£30 000</p> <p>[Contract Charges = [ total of all charges ]</p> <p>[Contract Charges comprises:</p> <p>Levy services funded by ESFA [    ];</p> <p>Top up for fees in excess of ESFA band [    ];</p> <p>Additional extra services [    ]</p> <p>Includes the cost of any subcontractors and the cost of an approved end point assessor.</p>
4.2	Payment terms/Profile	<p>Payment to be made in accordance with the current in force ESFA funding rules.</p> <p>Further additional terms in Annex 2 of Contract Schedule 3</p>
4.3	Customer billing address	NA

### 5. LIABILITY AND INSURANCE

5.1	Suppliers limitation of Liability	In Clause 25 of the Contract Terms
5.2	Insurance	<p>(Clause [    ] of the Contract Terms):</p> <p>Professional Indemnity Insurance cover of £1 million any one claim.</p>

		Public Liability Insurance cover of £1 million any one claim.  Employers Liability insurance cover of £5 million any one claim.
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### 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	

For and on behalf of the Customer:

Name and Title	
Date	