**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 Finance Apprenticeships for Cabinet Office**.** Dated 16/04/2020.

The Supplier agrees to supply the 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

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| --- | --- |
| Order Number | CCHR20A17 |
| From | Cabinet Office (“Customer”) |
| To | Babington Business College Limited |

1. CONTRACT PERIOD

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| --- | --- | --- |
| 1.1 | Commencement Date | 20th April 2020 |
| 1.2 | Expiry Date  (Apprenticeship programme completion date / End Point Assessment completion date) | 20th October 2021 |

2. SERVICES REQUIRED

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| --- | --- | --- |
| 2.1 | Services Required.    APPRENTICESHIP TRAINING PROVIDER SERVICES / END POINT ASSESSOR SERVICES / BOTH.  LOCATION  NUMBER OF STUDENTS  ONLINE / CLASS BASED  ADDITIONAL SERVICES | Apprenticeship training provider to run the following programmes, which includes the End Point Assessment Services:  Assistant Accountant – Level 3  Location = we want to offer apprenticeships to all of our staff, including in the regions. This will be London primarily but may also include (but not limited to); Manchester, Newcastle, Leeds, Bristol, Liverpool, Nottingham, Sheffield & York  Up to 20 learners for Level 3  Delivery method = blended mix of online/classroom based  Additional services = we would like the option of using the provider for recruitment |

3. CONTRACT PERFORMANCE

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| --- | --- | --- |
| 3.1 | Required Apprenticeship Standard | Assistant Accountant – Level 3 |

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| --- | --- | --- |
| 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

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| --- | --- | --- |
| 4.1 | Contract Charges | Assistant Accountant – Level 3  Contract Charges = **[Redacted]** |
| 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 | 1 Horse Guards Road, London, SW1A 2HQ |

5. LIABILITY AND INSURANCE

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| --- | --- | --- |
| 5.1 | Suppliers limitation of Liability | In Clause 25 of the Contract Terms. |
| 5.2 | Insurance | **[Redacted]** |

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 | **[Redacted]** |
| Date | 20/07/2020 |

For and on behalf of the Customer:

|  |  |
| --- | --- |
| Name and Title | **[Redacted]** |
| Date | 16/07/2020 |