**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

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| Order Number | CCZP20A07 |
| From | Cabinet Office (“Customer”) |
| To | University of Reading (“Supplier”) |

1. CONTRACT PERIOD

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| --- | --- | --- |
| 1.1 | Commencement Date | Monday 7 September 2020 |
| 1.2 | Expiry Date  (Apprenticeship programme completion date / End Point Assessment completion date) | Friday 4 March 2022  Contract length = eighteen (18) months with option to extend for up to six (6) months |

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 | Apprenticeship training provider to run Senior Leader programme(s)   * MA Leadership * MBA Leadership * MSc Management for Future Leaders   University of Reading (delivered by REDACTED Henley Business School)  End Point Assessor: Chartered Management Institute  Apprenticeship opportunities to be offered to all staff in various locations. This will be London primarily but may also include (but not limited to) various other regions such as; Manchester, Newcastle, Leeds, Bristol, Liverpool, Nottingham, Sheffield & York  Senior Leader Level 7  Up to REDACTED TEXT  Please note that the volumes of students cannot be guaranteed.  Delivery method = blended mix of online/classroom based  REDACTED TEXT |

3. CONTRACT PERFORMANCE

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| --- | --- | --- |
| 3.1 | Required Apprenticeship Standard [ie the required apprenticeship course] | Senior Leader Level 7 ST0480 |
| 3.2 | 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 | Maximum Total Contract Charges up to = £900,000.00 (ex VAT)  REDACTED TEXT  Please note that the volumes of students cannot be guaranteed. |
| 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 | 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 | REDACTED TEXT |
| Date | REDACTED TEXT |

For and on behalf of the Customer:

|  |  |
| --- | --- |
| Name and Title | REDACTED TEXT |
| Date | REDACTED TEXT |