**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 Research Scientist Apprenticeship Training Services. Dated 16/05/2024.

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 | CR\_4185 |
| From | Department for Business and Trade (“Customer”) |
| To | Exeter University, Innovation Centre  Streatham Campus  Exeter EX4 4QJ  (“Supplier”) |

1. CONTRACT PERIOD

|  |  |  |
| --- | --- | --- |
| 1.1 | Commencement Date | May 2024 |
| 1.2 | Expiry Date  (Apprenticeship programme completion date / End Point Assessment completion date) | This contract will expire on completion of [REDACTED] apprenticeship. |

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 | [REDACTED] transferred from Department of Environment, Food and Rural Affairs on the 05/04/2024. He is studying for the Research Scientist Degree Apprenticeship which he started in October 2023 whilst with his previous employer.  The total cost of the apprenticeship is [REDACTED] and the balance that DBT is required to pay is [REDACTED]  [REDACTED] is currently studying for the apprenticeship with the learning provider, Exeter University who is listed on the Dynamic Marketplace (DMP) and DBT do not have a contract with the supplier for this apprenticeship. We do hold a separate contract with them for the Systems Thinking Apprenticeship.  He is the only employee studying for this apprenticeship with this provider and because DBT does not currently offer the standard to its employees, it will not be good value for money to procure an additional contract with Exeter for this purpose. |

3. CONTRACT PERFORMANCE

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| --- | --- | --- |
| 3.1 | Required Apprenticeship Standard [ie the required apprenticeship course] | Research Scientist Degree Apprenticeship  <https://www.instituteforapprenticeships.org/apprenticeship-standards/research-scientist-v1-0> |

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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 | The total cost of the apprenticeship is [REDACTED] and the balance that DBT is required to pay is [REDACTED] which is to be funded using the English Levy. No further commercial costs. |
| 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 | Department for Business and Trade  Old Admiralty Building,  SW1A 2DY  LONDON |

5. LIABILITY AND INSURANCE

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| 5.1 | Suppliers' limitation of Liability | In Clause 25 of the Contract Terms |
| 5.2 | Insurance | (Clause 26 of the Contract Terms):  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 Title | [REDACTED] |
| Signature | [REDACTED] |
| Date | 23/05/2024 |

For and on behalf of the Customer:

|  |  |
| --- | --- |
| Name and Title | [REDACTED] |
| Signature | [REDACTED} |
| Date | 24/04/2024 |