

## 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 [01/07/2024] .

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 C24791-041
From	[Defra Group – Including Core Defra, EA and RPA] (“Customer”)
To	[Assist KD ] (“Supplier”)

### 1. CONTRACT PERIOD

1.1	Commencement Date	1/07/2024
1.2	Expiry Date (Apprenticeship programme completion date / End Point Assessment completion date)	01/07/2027 This is the last date for enrolment onto the apprenticeship. The apprenticeship delivery is to be supported until completion of the programme and into EPA.

### 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  ADDITIONAL SERVICES	  Delivery of Business Analyst Apprenticeship Standard as defined by The Institute for Apprenticeships –  Business Administration Level 3 ST0070  Delivered virtually across England   Up to 30 apprentices – numbers not guaranteed. Casey Lewington, Ceri Jones, Devona Thompson, Elizabeth Ball, Emily Beck, Gabriella Hitchings, Georgina Weston-Kemp, Jae Lee, Jess Burchell, Joa Prasad, Keiran Vasey, Kelly Judge, Leah Christopher, Mariamu Lesiatoi, Millie Calvesbert, Nicholas Rymill, Nicola Strang, Nicole Hayes, Rebekah Peel, Sofia Sofianidi (as at Jul 24)
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		Monthly data upload to customer Conveya platform
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### 3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard [ie the required apprenticeship course]	Business Administration Level 3 ST0070
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3.1	Quality Standards	Continued adherence to the relevant Institute for Apprenticeships industry standard. ( <a href="http://www.instituteforapprenticeships.org/">www.instituteforapprenticeships.org/</a> ) Maintained ESFA registration and accreditation. General industry good practice
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### 4. PAYMENT

4.1	Contract Charges	[Contract Charges = [ total of all charges £300000] [Contract Charges comprises: Levy services funded by ESFA [    ]; £ Top up for fees in excess of ESFA band [ 0 ]; Additional extra services [ 0 ] 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	Via apprenticeship levy

### 5. LIABILITY AND INSURANCE

5.1	Suppliers limitation of Liability	In Clause 25 of the Contract Terms
5.2	Insurance	(Clause [    ] 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.
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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	