

Government Operational Research Specialist Level 7 Apprenticeship Programme

ORDER FORM

This Order Form is issued in accordance with the provisions of the Apprenticeship Training Dynamic Marketplace DPS Agreement for Provision of Apprenticeship Training for the Level 7 Government Operational Research Specialist Apprenticeship Programme dated **03/09/2021**.

Her Majesty's Revenue & Custom (HMRC) is acting as the contracting authority for design and delivery of the Level 7 Government Operational Research Specialist Apprenticeship Programme. Organisations who wish to participate in the Programme will form direct contracting relationships with **University of Kent** using this call-off order form and contract included in this pack.

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 Order Form and the Contract Terms.

Order Number	Contract Number SR591993991 Department for Transport Reference Number: TRHR3212
From	Department for Transport (DfT), Great Minster House, 33 Horseferry Road, London, SW1P 4DR
To	University of Kent

1. CONTRACT PERIOD

1.1	Commencement Date	14 th January 2022
1.2	Expiry Date	03/02/26 with an optional extension period of two-12-month extensions up to 03/02/28 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.	Provision of Apprenticeship Training for Level 7 Government Operational Research Specialist Apprenticeship Programme, including End Point Assessment. Her Majesty's Revenue & Customs, HMRC is acting as the contracting authority for design and delivery of the Level 7 Government Operational Research Specialist Apprenticeship Programme. Organisations who wish to participate in the Programme will use this call off order form and
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		<p>associated contract terms to form a direct contracting relationship with University of Kent.</p> <p>HMRC awarded a contract to – University of Kent on 03/09/21. This order form covers the Department for Transport's requirement under the contract.</p>
	LOCATION	<p><i>Apprentice Location: Wales</i></p>
	APPRENTICESHIP TYPE AND SPECIFIC APPLICABLE INSTITUTE FOR APPRENTICESHIPS STANDARD	<p>Level 7 Government Operational Research Specialist</p> <p>[REDACTED]</p>
	NUMBER OF STUDENTS – LEVY FUNDED	<p>Purchase Order for the value of £14,000 will be provided separately with the University of Kent details</p> <p>The Department for Transport is unable at this time, to provide an indication of any future planned apprentices as demand is yet to be scoped.</p> <p><i>Appx numbers for the first cohort starting in February 2022:</i></p> <p><i>0 Levy funded, [REDACTED] commercially funded (further details in the next section)</i></p>
	NUMBER OF STUDENTS – NON LEVY FUNDED	<p><i>[REDACTED] non-levy funded apprentice based in Wales, to start in the February 2022 cohort. Purchase Order number will follow</i></p> <p>Numbers are indicative and may vary, and as such do not commit the organisation to these levels.</p> <p>Please note that the volumes of work cannot be guaranteed.</p>
	ADDITIONAL SERVICES	

3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard	Level 7 Government Operational Research Specialist
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3.2	Quality Standards	<p>Continued adherence to the relevant Institute for Apprenticeships industry standard. (www.instituteforapprenticeships.org/)</p> <p>Compliance with all relevant ESFA, OfS and / or QAA regulatory requirements.</p> <p>General industry good practice</p>
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4. PAYMENT

4.1	Contract Charges	<p>Total Department for Transport contract value: [REDACTED]</p> <p>[REDACTED] (price to include delivery of apprenticeship and EPA)</p> <p>Unable to advise on future interest at this stage.</p>
4.2	Payment terms/Profile	<p>Payments will be made to the supplier via the apprenticeship levy funding system in England, in accordance with prevailing ESFA rules and processes for that system.</p> <p>For non-funded apprentices, payments will be by monthly invoice to University of Kent.</p> <p>Further additional terms in Annex 2 of Contract Schedule 3.</p>
4.3	Customer billing address	<p>As commercially funded, please email electronic invoices to: ssa.invoice@sharedservicesarvato.co.uk</p> <p>Please address invoice to:</p> <p>Department for Transport, Shared Services Arvato, 5 Sandringham Park, Llansamlet, Swansea Vale, Swansea, SA7 0EA</p>

		Please quote the Purchase Order number clearly on the invoice (will follow separately), as well as detail of the services.
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5. LIABILITY AND INSURANCE

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	Dean and Director of Global and Lifelong Learning [REDACTED]
Date	5 th April 2022
Signature	[REDACTED]

For and on behalf of the Customer:

Name and Title	[REDACTED] – DfT Commercial Relationship Manager
Date	06/01/2022
Signature	[REDACTED]