

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 Level 6 Service Designer **Apprenticeship Training Services.** Dated [5/12/2024] .

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_4721
From	Department for Business and Trade ("Customer")
To	Assist Knowledge Development Limited ("Supplier")

1. CONTRACT PERIOD

1.1	Commencement Date	13 December 2024
1.2	Expiry Date (Apprenticeship programme completion date / End Point Assessment completion date)	13 December 2027 Expiry date is the last date learners can be enrolled onto the apprenticeship. However, the contract will cover learning until all existing learners have completed their apprenticeships, including End Point Assessment.

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	Provision of the Service Designer (Level 6) Apprenticeship Standard. BOTH Programme will be: online only, or blended (ie face to face and online, based on apprentice preference) Multiple sites. Level 6 Service Designer: https://www.instituteforapprenticeships.org/apprenticeship-standards/service-designer-v1-0
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	NUMBER OF STUDENTS	This contract covers a maximum of 50 learners which can join at any point across the 3 year contract duration. Numbers are indicative and may vary, and as such do not commit the customers to these levels. There is no minimum number and no commitment to spend.
	CLASS BASED	Virtual: Online and Class Based
	ADDITIONAL SERVICES	NA

3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard [ie the required apprenticeship course]	Level 6 Service Designer: https://www.instituteforapprenticeships.org/apprenticeship-standards/service-designer-v1-0
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3.1	Quality Standards	Continued adherence to the relevant Institute for Apprenticeships industry standard. (www.instituteforapprenticeships.org/) Maintained ESFA registration and accreditation. General industry good practice
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4. PAYMENT

4.1	Contract Charges	<p>Total Contract Charges =</p> <p>Maximum of [REDACTED] over 3 years based on the maximum number of students ([REDACTED]) multiplied by the maximum price per apprentice ([REDACTED]).</p> <p>[REDACTED] Apprentices on Level 6: [REDACTED]</p> <p>[REDACTED] (Max Apprentices) x [REDACTED] (Max funding per apprentice) = [REDACTED]</p> <p>Contract Charges comprises:</p> <p>Levy services funded by ESFA; maximum of £15,000 per apprentice</p> <p>Top up for fees in excess of ESFA band; N/A</p> <p>Additional extra services; N/A</p> <p>Includes the cost of any subcontractors and the cost of an approved end point assessor.</p>
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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	Payment will be made via DBT's ESFA apprenticeship levy funding account. Contact information: Capabilitydelivery@businessandtrade.gov.uk Old Admiralty Building, Westminster, London SW1A 2BL.


5. LIABILITY AND INSURANCE

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 and Title	
Date	12/12/2024

For and on behalf of the Customer:

Name and Title	
Date	10/12/2024

