**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 07/05/2024.

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

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| Order Number | CR\_4174 |
| From | Department for Business and Trade  Old Admiralty Building  London  SW1A 2BL] (“Customer”) |
| To | Be Pro Development (“Supplier”) |

1. CONTRACT PERIOD

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| 1.1 | Commencement Date | 20/05/2024 |
| 1.2 | Expiry Date  (Apprenticeship programme completion date / End Point Assessment completion date) | 19/05/2027  (To clarify the expiry date will be the last enrolment  date, however the contract will continue to cover all learning courses until all learners have completed their respective training activities, this includes all learners completing their respective End Point Assessments (EPA). There isn’t an exact date provided for EPAs, due to the various apprenticeship lengths and extensions. |

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 | **Location and Delivery**  The apprentices will be based in DBT offices in England. Delivery of learning will be blended.  The learning should be aligned to following standards:   1. HR Support Level 3:   <https://www.instituteforapprenticeships.org/apprenticeship-standards/hr-support-v1-1>   1. People Professional Level 5:   <https://www.instituteforapprenticeships.org/apprenticeship-standards/people-professional-v1-3>   1. Senior People Professional Level 7:   <https://www.instituteforapprenticeships.org/apprenticeship-standards/senior-people-professional-v1-0>   1. L&D Consultant:   <https://www.instituteforapprenticeships.org/apprenticeship-standards/learning-and-development-consultant-business-partner-v1-0>   1. L&D Practitioner:   <https://www.instituteforapprenticeships.org/apprenticeship-standards/learning-and-development-practitioner-v1-0>  **Number of Students**  It is expected that there will be up to 121 apprentices over the course of this contract, across all standards and levels. However, there are no guaranteed minimum volumes.  Be Pro Development will contract a suitable End Point  Assessment Organisation.  **Contract Management**  DBT will hold regular (usually monthly) meetings with  Be Pro Development to discuss apprentice progress, to provide feedback and to discuss any issues around delivery. As part of this process DBT will also hold regular meetings with the apprentices to get feedback from them on their experience and on training delivery, which enables them to raise issues, or share successes with the training provider. The standard Dynamic Marketplace SLA will apply for contract management requirements. |

3. CONTRACT PERFORMANCE

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| 3.1 | Required Apprenticeship Standard [ie the required apprenticeship course] | The learning should be aligned to following standards:   1. HR Support Level 3:   <https://www.instituteforapprenticeships.org/apprenticeship-standards/hr-support-v1-1>   1. People Professional Level 5:   <https://www.instituteforapprenticeships.org/apprenticeship-standards/people-professional-v1-3>   1. Senior People Professional Level 7:   <https://www.instituteforapprenticeships.org/apprenticeship-standards/senior-people-professional-v1-0>   1. L&D Consultant:   <https://www.instituteforapprenticeships.org/apprenticeship-standards/learning-and-development-consultant-business-partner-v1-0>   1. L&D Practitioner:   <https://www.instituteforapprenticeships.org/apprenticeship-standards/learning-and-development-practitioner-v1-0>  The incorporated CIPD qualifications are provided at no additional cost. |

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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 | **Contract Charges =**  Total charge of [REDACTED]**,** comprising of the  following:  **HR Support Level 3:** [REDACTED]  2024 – 12 x [REDACTED] = [REDACTED]  2025 – 12 x [REDACTED] = [REDACTED]  2026/27 – 12 x [REDACTED] = [REDACTED]  **People Professional Level 5:** [REDACTED]  2024 – 11 x [REDACTED] = [REDACTED]  2025 – 12 x [REDACTED] = [REDACTED]  2026/27 – 12 x [REDACTED] = [REDACTED]  **Senior People Professional Level 7:** [REDACTED]  2024 – 3 x [REDACTED] = [REDACTED]  2025 – 3 x [REDACTED] = £ [REDACTED]  2026/27 – 4 x [REDACTED] = [REDACTED]  **L&D Consultant Level 5:** [REDACTED]  2024 – 7 x [REDACTED] = [REDACTED]  2025 – 7 x [REDACTED] = [REDACTED]  2026/27 – 6 x [REDACTED] = [REDACTED]  **L&D Practitioner Level 3:** [REDACTED]  2024 – 7 x [REDACTED] = [REDACTED]  2025 – 7 x [REDACTED] = [REDACTED]  2026/27 – 6 x [REDACTED] = [REDACTED]  Levy services funded by ESFA ;  The maximum cost of the apprenticeship per apprentice for each of the standards are outlined above.  80% of the cost will be spread over the term of the  apprenticeship, with appx 20% held back to cover  the cost of the End Point Assessment, which will be  paid via the selected provider.  Payments for the apprenticeship and End Point  Assessment will be paid through the BEIS  Apprenticeship Service Account (DBT share a levy  account with BEIS). No payments will be made from  BEIS to the End Point Assessment Organisation.  No additional charges |
| 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 the BEIS and DBT’s joint  ESFA apprenticeship levy funding account.  Contact information:  [REDACTED]  Old Admiralty Building, Westminster, London SW1A  2BL |

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 [ ] 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:

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| --- | --- |
| Name and Title |  |
| Date |  |

For and on behalf of the Customer:

|  |  |
| --- | --- |
| Name and Title |  |
| Date |  |