



**PROJECT CHOICE C/O** The Grainger Suite Dobson House  
Regent Centre  
Newcastle upon Tyne  
NE3 3PF



17 October 2022



### **Memorandum of Agreement**

#### **Health Education England Supported Internship – Sub-contracted Math and English Provision (Royal Free Cohorts x 2)**

I write with respect to the proposal for the delivery of math and English provision for 2022/23 to support the HEE Supported Internship Study Programme. I am pleased to confirm that HEE has accepted your proposal dated 14 October 2022 relating to the Royal Free cohorts.

Notwithstanding the dates of signature on this contract below, this agreement comes into effect on the commencement date stated in Appendix A and commencement of the services will begin on the service commencement date.

**Contract Value:**

The Supplier will provide:

- Delivery of ESFA approved qualifications in both Math and English subjects from Entry Level 1 – Level 2 and GCSE.
- 3 hours of delivery (1.5 hrs each subject) each week between October 2022 and July 2023
- Completion of exemption documentation for Interns that are unable to study at a higher level than previously achieved or are unable to follow a qualification route (in line with ESFA published guidance)
- Timely and accurate ESFA approved course reference numbers for both subjects and each qualification level to be studied.
- Tutor and LSA support for 3hrs each week
- At least 3 formal reviews throughout the year
- Provision of delivery materials in an appropriate format for each Intern.

In addition, the following due diligence documents are required:

- Copies of DBS certification for each Tutor and LSA support staff working with the Interns.
- Copy of Safer Recruitment Policy
- Copy of the institution's COVID-19 Secure risk assessment for delivery of provision to vulnerable groups.

**Contract Managers:**

The contract managers at the commencement of this contract are:

**For the Authority:**

[Redacted signature block]

[Redacted signature block]

[Redacted signature block]

**For the Supplier:**

[Redacted signature block]

**Scope of Works:**

See Appendix A

Please confirm the acceptance of this memorandum of agreement by signing and returning the document to me. A copy of the memorandum of agreement will be returned to you for your records once it has been signed on behalf of the Authority.


Health Education England looks forward to working with you on this programme.

Kind regards


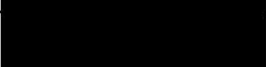


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**Signed by the authorised representative of THE AUTHORITY**

Name:		Signature:	
Position:		Date	....

**Signed by the authorised representative of THE SUPPLIER**

Name:		Signature	
Position:		Date	

## **Appendix A**

### **1. Basis of and Parties to the Agreement**

This service level agreement (SLA) is between Health Education England and The WEA (Workers' Educational Association) who are to deliver math and English provision for 2022/23 to support the HEE Supported Internship Study Programme.

### **2. Duration of the Agreement**

This agreement commences October 2022 and will remain in force until 31 July 2023.

### **3. Agreement review**

The agreement will be reviewed on an annual basis.

### **4. Term and Termination of Agreement**

The contract shall commence on the commencement date and unless terminated earlier in accordance with the terms of this contract or the general law shall continue until the end of the term.

### **5. Scope of Work**

- The Supplier will have a flexible model to ensure it can support a range of learning difficulties and/or disabilities.
- The Supplier will deliver approved GCSE, functional skills or stepping stone qualifications.
- The Supplier will have the accessibility and capacity to train and assess numbers required.
- The Supplier will deliver programmes on a set day each week.
- The Supplier will have a robust system in line with the HEE quality framework for education and training.
- The Supplier will support the Department of Education mandate with regards to progress.
- The Supplier will efficiently use resource and funds.

### **6. Intellectual property right in deliverables, materials and outputs**

The Supplier agrees that all intellectual property rights in and to the deliverables, material and any other output developed by the Supplier as part of the services in accordance with the specification document, shall be owned by the Authority.

The intellectual property of this key provision of services shall continue notwithstanding the expiry or earlier termination of this memorandum of agreements.

### **7. Change Control Process:**

Any changes to this contract including to the services may only be agreed in accordance with NHS standard terms and conditions set out in the requirement.

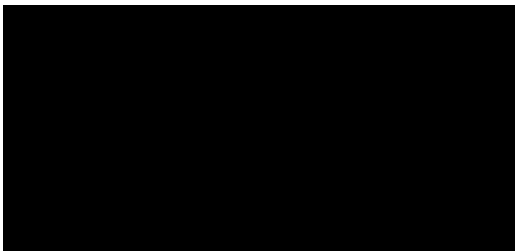
**Contract documents to date**

- The WEA Proposals
- The Supplier acknowledges that it is aware of the general conditions and services of the NHS standard contract.
- The Supplier shall not by its acts or omissions in providing the services under this agreement put the Authority in breach of the terms.
- The Supplier will provide to the Authority any system and general upgrade without charge.
- Key Performance Indicators (KPIs) and Service Level Agreements (SLA) to be confirmed by the HEE's Area Manager.

**8. Payment terms**

The Supplier shall invoice the Authority in 8 equal instalments of \_\_\_\_\_ on a monthly basis using the following information:

Quote the reference \_\_\_\_\_, cost code: \_\_\_\_\_, instead of a PO number on the invoice, along with the following address:



A hard copy of the invoice should be sent to the Wakefield address above and an electronic copy sent to \_\_\_\_\_

If a hard copy invoice is not sent to the Wakefield address, payment cannot be made.