**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 3 Team Leader and Level 5 Operations Manager Apprenticeship Training Services. Dated 04/10/2024.

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\_4635 |
| From | Department for Business and Trade (“Customer”) |
| To | TQ Education and Training Limited (“Supplier”) |

1. CONTRACT PERIOD

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| 1.1 | Commencement Date | 14 October 2024 |
| 1.2 | Expiry Date  (Apprenticeship programme completion date / End Point Assessment completion date) | 13 October 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

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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/ VIRTUAL  ADDITIONAL SERVICES | Provision of the Team Leader (Level 3) and Operations Manager (Level 5) Apprenticeship standards.  BOTH  For both programmes: online only, or blended (Ie face to face and online (choice of apprentice))/ Multiple sites  Level 3:  <https://www.instituteforapprenticeships.org/apprenticeship-standards/team-leader-v1-4>  Level 5:  <https://www.instituteforapprenticeships.org/apprenticeship-standards/operations-manager-v1-4>  This contract covers a maximum of REDACTED learners at each Level (REDACTED total) for 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.  Virtual: Online and Class based  N/A |

3. CONTRACT PERFORMANCE

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| 3.1 | Required Apprenticeship Standard [ie the required apprenticeship course] | Level 3:  <https://www.instituteforapprenticeships.org/apprenticeship-standards/team-leader-v1-4>  Level 5:  <https://www.instituteforapprenticeships.org/apprenticeship-standards/operations-manager-v1-4> |

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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 | Total Contract Charges = Maximum of £980,000 over 3 years based on the combined maximum estimated number of students for each apprenticeship course. (see breakdown below)  Please note the there is no guaranteed minimum or maximum number of students and no commitment to spend.   * REDACTED Apprentices at L3: £REDACTED * REDACTED Apprentices at L5: £REDACTED   **Level 3**  REDACTED x £REDACTED per enrolled learner = up to £REDACTED  Levy services funded by ESFA: maximum of £REDACTED per apprentice  Top up for fees in excess of ESFA band: N/A  Additional extra services: N/A  Includes the cost of any subcontractors and the cost of an approved end point assessor.  **Level 5**  REDACTED x £REDACTED per enrolled learner = up to £REDACTED  Levy services funded by ESFA: maximum of £REDACTED per apprentice  Top up for fees in excess of ESFA band: N/A  Additional extra services: N/A  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.  Payment will be made in full for all delegates that have undertaken the training and have completed an EPA. As the EPA for all delegates is undefined, payments may be made beyond the contract expiry date (as provided for by the Contract Completion Date).  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](mailto:Capabilitydelivery@businessandtrade.gov.uk)  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 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:

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| --- | --- |
| Name and Title | REDACTED |
| Signature | REDACTED |
| Date | 17/10/2024 |

For and on behalf of the Customer:

|  |  |
| --- | --- |
| Name and Title | REDACTED |
| Signature | REDACTED |
| Date | 18/10/2024 |