

CONTRACT ORDER FORM

This Contract Order Form is issued in accordance with the provisions of the Apprenticeship Training Provider Dynamic Marketplace (DMP) Agreement dated 30th April 2019 for the provision of **L3 & L4 Finance (Accountancy) Apprenticeship Training Services**

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 Contract Order Form and the Contract Terms. The Parties agree that Contract Schedule 7 (*Processing personal data and data subjects*) and Contract Schedule 8 (*Joint Controller Agreement*) are not applicable as each party acts as an independent data controller.

Order Number	DfT Reference: TRHR3246
From	Department for Transport Great Minster House 33 Horseferry Road London SW1P 4DR
To	First Intuition Limited County House Conway Mews London W1T 6AA

1. CONTRACT PERIOD

1.1	Commencement Date	1 March 2023
1.2	Expiry Date (Apprenticeship programme completion date / End Point Assessment completion date)	<p>For duration of the apprenticeship including end point assessment (EPA) – up to 18-months including EPA. This contract award is for all Finance accreditation at level 3 and level 4.</p> <p>The contract will include the irrevocable Authority Option to enrol up to [REDACTED] a 2-year period initially (up to 01 March 2025), with the option to extended by a further 1 year (contract length: 2 + 1 years). This is subject to written notice and the candidate's application being accepted by First Intuition and that eligibility requirements are met. The contract will be in place to cover the duration of the apprentices learning.</p>

2. SERVICES REQUIRED

2.1	<p>Services Required.</p> <p>APPRENTICESHIP TRAINING PROVIDER SERVICES / END POINT ASSESSOR SERVICES / BOTH.</p> <p>LOCATION</p>	<p>Both services – programme and end point assessment (EPA)</p> <p>Blended delivery / Flexible Delivery</p>
	<p>APPRENTICESHIP TYPE AND SPECIFIC APPLICABLE INSTITUTE FOR APPRENTICESHIPS STANDARD</p> <p>NUMBER OF STUDENTS</p> <p>CLASS BASED</p> <p>ADDITIONAL SERVICES</p>	<p>L3 Assistant Accountant Assistant accountant / Institute for Apprenticeships and Technical Education</p> <p>L4 Professional Accountant or Taxation Technician Professional accounting or taxation technician / Institute for Apprenticeships and Technical Education</p> <p>Duration – up to 18-months including EPA</p> <p>Contract award is based on enrolling [REDACTED] from 01/03/2023 up until 01/03/2025, with the possibility to extend by a further year and an additional [REDACTED] until 01/03/2026. This is subject to the individuals application being accepted by the provider and that eligibility requirements are met.</p> <p>Blended / Flexible / Virtual Delivery</p> <p>None</p>

3. CONTRACT PERFORMANCE

3.1	<p>Required Apprenticeship Standard [ie the required apprenticeship course]</p>	<p>L3 Assistant Accountant (ST0002) L4 Professional Accountant or Taxation Technician (ST0003)</p>
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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>Apprenticeship levy services funded by ESFA up to potential total contract value of £234,000</p> <p>[REDACTED]</p> <p>Potential breakdown of costs for the first 2 years and up to 20 apprentices enrolled is:</p> <ul style="list-style-type: none"> For the first 2-years - [REDACTED] £156,000 <p>Total potential cost for the first 2 years of the contract: £156,000</p> <p>[REDACTED]</p> <ul style="list-style-type: none"> Year 3 [REDACTED] [REDACTED] £78,000 <p>Potential full value of the contract if extension applied; £234,000</p> <p>Top up for fees in excess of ESFA band: N/A</p> <p>Additional extra services: N/A</p>
		Includes the cost of any subcontractors and the cost of an approved end point assessor.
4.2	Payment terms/Profile	<p>Payment to be made in accordance with the current in force ESFA funding rules. Customer to ensure it has set up its ESFA Digital Account correctly.</p> <p>Further additional terms in Annex 2 of Contract Schedule 3</p>
4.3	Customer billing address	<p>Apprenticeship Service account - email Apprenticeships@dft.gov.uk to initiate process</p> <p>Great Minster House, 33 Horseferry Road, London, SW1P 4DR</p>

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	[REDACTED] Education Director
Date	2 November 2022

For and on behalf of the Customer:

Name and Title	[REDACTED] – Commercial Relationship Manager
Date	01/11/2022