

CONTRACT ORDER FORM

This Contract Order Form is issued in accordance with the provisions of the Apprenticeship Training Provider Dynamic Marketplace (DMP) Agreement for Provision of Apprenticeship Training for the Level 4 Commercial Public Relations Communication Assistant programme dated 1st November 2021.

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.

Order Number	
From	Department for Work and Pensions ("Customer")
To	JGA Ltd ("Supplier")

1. CONTRACT PERIOD

1.1	Commencement Date	From: 01/11/2021
1.2	Expiry Date (Apprenticeship programme completion date / End Point Assessment completion date)	31/10/2022 Extension Option 1: 31/10/2023 Extension Option 2: 31/10/2024

2. SERVICES REQUIRED

2.1	<p>Services Required.</p> <p>APPRENTICESHIP TRAINING PROVIDER SERVICES / END POINT ASSESSOR SERVICES / BOTH.</p> <p>LOCATION</p> <p>APPRENTICESHIP TYPE AND SPECIFIC APPLICABLE INSTITUTE FOR APPRENTICESHIPS STANDARD</p>	<p>Provision of Apprenticeship Training for Level 4 PR & Communications and End Point Assessment.</p> <p>The apprenticeship training will be delivered face to face and virtually.</p> <p>The apprenticeship training will take place in England. For future cohorts training may be required in other regions of England.</p> <p>Regular reviews between the Apprenticeship Training Provider and the Department for Work and Pensions.</p>
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	<p>NUMBER OF STUDENTS</p> <p>CLASS BASED</p> <p>ADDITIONAL SERVICES</p>	<p>REDACTED apprentices for cohort 6. Year 1 01/11/2021-31/01/2022.</p> <p>Please note that the volumes of work cannot be guaranteed.</p> <p>Volumes for extension options Years 2 & 3 are subject to confirmation and not yet agreed.</p>
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3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard	ST0311 Public Relations & Communications Assistant.
3.2	Quality Standards	<p>Continued adherence to the relevant Institute for Apprenticeships industry standard. (www.instituteforapprenticeships.org/)</p> <p>Maintained ESFA registration and accreditation.</p> <p>General industry good practice</p>

4. PAYMENT

4.1	Contract Charges	<p>Contract Charges = £17,100 (ex VAT)</p> <p>REDACTED</p> <p>Please note that the volumes of work cannot be guaranteed.</p> <p>Please note volumes for extension options Years 2 & 3 are subject to confirmation and not yet agreed.</p>
4.2	Payment terms/Profile	Payment to be made in accordance with the current in force ESFA funding rules.
4.3	Customer billing address	Payments will be made via the ESFA's Digital Apprenticeship Service Levy Funding System.

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
Date	16/9/21

For and on behalf of the Customer:

Name and Title	REDACTED
Date	16/9/2021