**CONTRACT ORDER FORM**

This Contract Order Form is issued in accordance with the Provision of Apprenticeship Training for the Level 3 Business Administrator Apprenticeship Programme dated 18th May 2023.

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.

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| --- | --- |
| Order Number | TBC |
| From | Crown Commercial Service (“Customer”) |
| To | Ginger Nut Media (“Supplier”) |

1. CONTRACT PERIOD

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| --- | --- | --- |
| 1.1 | Commencement Date | 10th July 2023 |
| 1.2 | Expiry Date  (Apprenticeship programme completion date / End Point Assessment completion date) | Until the Learner has successfully completed their L3 Business Administrator Apprenticeship programme. The contract can be extended in the following instances:• To allow for any breaks an Apprentice may take in their learning.• To allow the Apprentice to redo any assignments. • For any other reasons decided by the Buyer. |

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 APPLICABLE INSTITUTE FOR APPRENTICESHIPS STANDARD  NUMBER OF STUDENTS  CLASS BASED  ADDITIONAL SERVICES | Provision of Apprenticeship Training and End Point Assessment (EPA) for the Level 3 Business Administrator Practitioner Apprenticeship Programme for one (1) learner based in Birmingham.  Please note that the volumes of work cannot be guaranteed. The Supplier is to provide Group Virtual Classroom Sessions at least once a month with other learners. All sessions are to be recorded and will be available for learners to access at any point during their apprenticeship programme.The Supplier is to provide one to one virtual sessions with learners and a dedicated tutor every 4-6 weeks at which the learner’s line manager can also be present. Both the learner and the line manager will be able to have access the tutor at any time when required.The Supplier is to provide Virtual Group Skill Sessions to focus on specific skills related to the apprenticeship standard, 1-2 times per month.The Supplier is to provide Virtual Group Safeguarding / Networking sessions 1-2 times per month.The Supplier is to provide Enrolment/induction sessions with apprentices and their line managers.The Supplier is to provide Regular review sessions with Rebecca Wharton the Talent Development Manager.The Supplier is to provide a Formal review with Line Managers and Tutor every 10 -12 weeks. |

3. CONTRACT PERFORMANCE

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| --- | --- | --- |
| 3.1 | Required Apprenticeship Standard | Level 3 Business Administrator |

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| --- | --- | --- |
| 3.2 | Quality Standards | Continued adherence to the relevant Institute for Apprenticeships industry standard. **REDACTED TEXT under FOIA Section 40, Personal Information**  Maintained ESFA registration and accreditation.  General industry good practice |

4. PAYMENT

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| --- | --- | --- |
| 4.1 | Contract Charges | Contract Charges **REDACTED TEXT under FOIA Section 43 Commercial Interests.**  Please note that the volumes of work cannot be guaranteed. |
| 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 | N/A as funds will be used from CCS Apprenticeship Levy Fund. |

5. LIABILITY AND INSURANCE

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| --- | --- | --- |
| 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 TEXT under FOIA Section 40, Personal Information** |
| Date |  |

For and on behalf of the Customer:

|  |  |
| --- | --- |
| Name and Title | **REDACTED TEXT under FOIA Section 40, Personal Information** |
| Date |  |