

## 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 Apprenticeship Training Services (RM6102) dated 14 March 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	DfT Reference: TRHR3193
From	<b>Department for Transport</b> Great Minster House 33 Horseferry Road London SW1P 4DR
To	Knowledgebrief Head Office 85 Great Portland Street London W1W 7LT

### 1. CONTRACT PERIOD

1.1	Commencement Date	01/09/21
1.2	Expiry Date (Apprenticeship programme completion date / End Point Assessment completion date)	30 June 2022 with an optional extension period of 1 year plus 1 year. The contract term relates to the timing of learner starts on the programme with the provider expected to support learners until completion of their apprenticeship

### 2. SERVICES REQUIRED

2.1	Services Required.  APPRENTICESHIP TRAINING PROVIDER SERVICES / END POINT ASSESSOR SERVICES / BOTH.  LOCATION  APPRENTICESHIP TYPE AND SPECIFIC APPLICABLE	Team Leader L3 Operations Manager L5  Both services.    London Leeds Birmingham
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	INSTITUTE FOR APPRENTICESHIPS STANDARD	Team Leader L3 Operations Manager L5
	NUMBER OF STUDENTS	Estimated annual learners per standard [REDACTED] learners, dependant on interest and eligibility
	CLASS BASED	Online delivery
	ADDITIONAL SERVICES	Numbers are indicative and may vary, and as such do not commit the organisation to these levels. Numbers cannot be guaranteed

### 3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard [ie the required apprenticeship course]	Team Leader L3 Operations Manager L5
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3.1	Quality Standards	Continued adherence to the relevant Institute for Apprenticeships industry standard. ( <a href="http://www.instituteforapprenticeships.org/">www.instituteforapprenticeships.org/</a> ) Maintained ESFA registration and accreditation. General industry good practice
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### 4. PAYMENT

4.1	Contract Charges	contract Charges Team Leader L3 [REDACTED] Operations Manager L5 [REDACTED] Delivery to fall within the standard funding cap  The cost to the Department will include <b>EPA</b> costs.  Contract Charges comprises: Levy services funded by ESFA max £115000 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.  Further additional terms in Annex 2 of Contract Schedule 3
4.3	Customer billing address	Apprenticeship Service account –

		Email [REDACTED] to initiate the payment process  Billing Address: <b>Department for Transport</b> <b>Great Minster House</b> <b>33 Horseferry Road</b> <b>London</b> <b>SW1P 4DR</b>
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## 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] [REDACTED]
Date	31/08/2021

For and on behalf of the Customer:

Name and Title	[REDACTED] [REDACTED] [REDACTED]
Date	31/08/2021