

## 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**. Dated [ 14/02/2024 ] .

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

Order Number	K280022330
From	Driver and Vehicle Standards Agency ("Customer")
To	CT Skills ("Supplier")

### 1. CONTRACT PERIOD

1.1	Commencement Date	26/02/2024
1.2	Expiry Date  (Apprenticeship programme completion date / End Point Assessment completion date)	25/02/2027  To include provider support until completion of apprenticeship

### 2. SERVICES REQUIRED

2.1	Services Required.  APPRENTICESHIP TRAINING PROVIDER SERVICES / END POINT ASSESSOR SERVICES / BOTH.  LOCATION  APPRENTICESHIP TYPE AND SPECIFIC APPLICABLE INSTITUTE FOR APPRENTICESHIPS STANDARD	L3 Business Admin Apprenticeship  Apprenticeship Training Provider and End Point Assessor services  Online via MS Teams  L3 Business Admin ST0070
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	NUMBER OF STUDENTS	40 (with no commitment to supply that number)
	CLASS BASED	No, online only
	ADDITIONAL SERVICES	N/A

### 3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard [ie the required apprenticeship course]	L3 Business Admin ST0070
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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 = XXXXXX redacted under FOIA section 43 (this is not a commitment from the Customer) Contract Charges comprises: Levy services funded by ESFA XXXXXX redacted under FOIA section 43; 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	XXXXXX redacted under FOIA section 40  XXXXXX redacted under FOIA section 40

### 5. LIABILITY AND INSURANCE

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.
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### 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	XXXXXX redacted under FOIA section 40
Date	14/02/2024

For and on behalf of the Customer:

Name and Title	XXXXXX redacted under FOIA section 40
Date	15/02/2024