

## 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 Government Social Research Apprenticeships. Dated 14/12/2023

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	CCIT23A40
From	HM Treasury ("Customer")
To	University of Kent ("Supplier")

### 1. CONTRACT PERIOD

1.1	Commencement Date	<b>14<sup>th</sup> December 2023</b>
1.2	Expiry Date (Apprenticeship programme completion date / End Point Assessment completion date)	<b>14<sup>th</sup> December 2030</b> <b>With one option to extend for up to one year.</b>

### 2. SERVICES REQUIRED

2.1	<p>Services Required.</p> <p>APPRENTICESHIP TRAINING PROVIDER SERVICES / END POINT ASSESSOR SERVICES / BOTH.</p> <p>LOCATION</p>	<p>Support cohorts of around 30 new apprentices a year, attracting candidates from a broad, diverse, talent pool – enabling us to recruit from parts of the community we do not reach through our graduate and direct entry recruitment.</p> <p>Equip apprentices with the knowledge, skills, and behaviours they will need to be effective, high-performing social researchers within GSR. The Supplier shall ensure that the EPA is conducted in accordance with the requirements set out in the assessment plan that accompanies each Apprenticeship Standard. This is an integrated undergraduate degree level apprenticeship, of which the Supplier is the End Point Assessment Organisation (EPAO), and will manage and conduct the EPA to test occupational competence.</p> <p>The apprentices will be based in London and regional offices; this includes the prospect of some recruitment in Devolved Administrations.</p>
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	<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>Applied Social Research Integrated Degree Apprenticeship (standard approved for delivery by the Institute for Apprenticeships IfA, April 2022)</p> <p>Minimum 30 per cohort</p> <p>Virtual learning environment</p>
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### 3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard	Applied Social Research Integrated Degree Apprenticeship (standard approved for delivery by the Institute for Apprenticeships IfA, April 2022)
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3.1	Quality Standards	<p>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</p>
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### 4. PAYMENT

4.1	Contract Charges	<b>£2,736,000.00 ex Vat (including all options to extend)</b>	
		<b>Full breakdown of costings within Contract Terms &amp; Conditions, Schedule 3, Annex 2.</b>	
		<b>Standard descriptions</b>	
		<b>Level 6 Social Researcher Cohort 1</b>	-£684,000
		<b>Level 6 Social Researcher Cohort 2</b>	-£684,000

		<b>Level 6 Social Researcher Cohort 3</b>	-£ 684,000
		<b>Level 6 Social Researcher Cohort 4 (Optional Extension)</b>	-£ 684,000
		<b>Total</b>	-£ 2,052,000
		<b>Total (including Optional Cohort 4)</b>	-£ 2,736,000
		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	<ol style="list-style-type: none"> <li>1. Payment by the customer to be made in accordance with the applicable and in force ESFA funding rules.</li> <li>2. Where the Contract Charges exceed the ESFA funding bands and the Customer is required to make additional payment (as set out in the Contract Order Form)_the Supplier will issue a monthly invoice, detailing spend and costs incurred to date.</li> <li>3. Payments in addition to the ESFA funding (for the provision of additional services) will be settled up front and within the first month of the Contract.</li> <li>4. Each monthly invoice will contain the following: <ol style="list-style-type: none"> <li>a. The precise amount the Supplier has drawn down from the Customer's ESFA apprenticeship service account for that month and cumulatively.</li> <li>b. Any balance outstanding (representing fees in excess of the ESFA funding band and costs of any additional services).</li> <li>c. Order and contract reference details.</li> </ol> </li> </ol>	

## 5. LIABILITY AND INSURANCE

5.1	Suppliers limitation of Liability	In Clause 25 of the Contract Terms
5.2	Insurance	(Clause [ ] 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	<b>REDACTED TEXT under FOIA Section 40, Personal Information.</b>
Date	<b>REDACTED TEXT under FOIA Section 40, Personal Information.</b>

For and on behalf of the Customer:

Name and Title	<b>REDACTED TEXT under FOIA Section 40, Personal Information.</b>
Date	<b>REDACTED TEXT under FOIA Section 40, Personal Information.</b>