**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 **Level 7 Accountancy or taxation professional Apprenticeship Training Services.** Dated 7-Novemeber-2017.

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  | CR\_5053 |
| From  | Department for Business and Trade (“Customer”) |
| To  | [Redacted] (“Supplier”) |

1. CONTRACT PERIOD

|  |  |  |
| --- | --- | --- |
| 1.1 | Commencement Date | 20-June-2025 |
| 1.2 | Expiry Date (Apprenticeship programme completion date / End Point Assessment completion date)  | 19-June-2028Expiry date is the last date learners can be enrolled onto the apprenticeship.    Supplier is obligated to complete all learning for all enrolled learners until they have completed their End Point Assessment (EPA).   |

2. SERVICES REQUIRED

|  |  |  |
| --- | --- | --- |
| 2.1 | Services Required.  APPRENTICESHIP TRAINING PROVIDER SERVICES / END POINT ASSESSOR SERVICES / BOTH. LOCATIONAPPRENTICESHIP TYPE AND SPECIFIC APPICABLE INSTITUTE FOR APPRENTICESHIPS STANDARDNUMBER OF STUDENTSCLASS BASEDADDITIONAL SERVICES | Provision of Level 7 Accountancy CTA Apprenticeship BothBlendedLevel 7 Accountancy CTA Apprenticeship<https://skillsengland.education.gov.uk/apprenticeship-standards/st0001-v1-0> 1BlendedN/A |

3. CONTRACT PERFORMANCE

|  |  |  |
| --- | --- | --- |
| 3.1 | Required Apprenticeship Standard [ie the required apprenticeship course] | <https://skillsengland.education.gov.uk/apprenticeship-standards/st0001-v1-0>  |

|  |  |  |
| --- | --- | --- |
| 3.1 | Quality Standards | Continued adherence to the relevant Institute for Apprenticeships industry standard. ([www.instituteforapprenticeships.org/](http://www.instituteforapprenticeships.org/))Maintained ESFA registration and accreditation.General industry good practice  |

4. PAYMENT

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| --- | --- | --- |
| 4.1 | Contract Charges | Total Contract Charges = Maximum of £21,000 over the 3 years based on the combined maximum estimated number of students for the apprenticeship course. Maximum of 1 apprentice = £21,000 There is no guaranteed minimum volume.    Contract Charges comprises:Levy services funded by ESFA; maximum of £21,000 per apprentice.Top up for fees in excess of ESFA band N/A |
| 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 | Department for Business and TradeOld Admiralty Building, SW1A 2DYLondon |

5. LIABILITY AND INSURANCE

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| --- | --- | --- |
| 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.  |

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  |  1st July 2025 |

For and on behalf of the Customer:

|  |  |
| --- | --- |
| Name and Title  | [Redacted] |
| Date  |  1st July 2025 |