

Senior Economist Master's Apprenticeship Programme

CONTRACT ORDER FORM

This Contract Order Form is issued in accordance with the provisions of the Apprenticeship Training Provider Dynamic Marketplace (DMP) Agreement for Provision of Apprenticeship Training for the Level 7 Senior Economist Master's Apprenticeship Programme dated 20/12/2022.

The Department for Energy, Security and Net Zero (DESNZ), formerly Department for Business, Energy and Industrial Strategy (BEIS), is acting as the contracting authority for design and delivery of the Level 7 Senior Economist Master's Apprenticeship Programme. Organisations who wish to participate in the Programme will form direct contracting relationships with Queen Mary University of London using the call-off order form and contract included in this pack.

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	DESNZ / BEIS Ref: CON_3115 Note: Insert dept own reference number in addition, if required Additional Ref: DEFRA28032024
From	Department Name: Department for Environment Food and Rural Affairs (DEFRA) Department Address: Lutra House, Preston, PR5 8BX
To	Queen Mary University of London of Mile End Road, London, E1 4NS ("Supplier")

1. CONTRACT PERIOD

1.1	Commencement Date	23rd February 2024
1.2	Expiry Date	30th April 2025 with an optional extension period of one year to 30th April 2026 . The contract term relates to the timing of learner starts on programme, i.e. the supplier will be expected to support learners through to completion of their programme.

2. SERVICES REQUIRED

2.1	Services Required. APPRENTICESHIP TRAINING PROVIDER SERVICES / END POINT	Provision of Apprenticeship Training for Level 7 Senior Economist Master's Apprenticeship Programme, including End Point Assessment. The Department for Energy Security and Net Zero, formerly Department for Business, Energy, and
-----	---	--

3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard	ST0796 Level 7 Senior Professional Economist
3.2	Quality Standards	<p>Continued adherence to the relevant Institute for Apprenticeships industry standard. (www.instituteforapprenticeships.org/)</p> <p>Compliance with all relevant ESFA, OfS and / or QAA regulatory requirements.</p> <p>General industry good practice</p>

4. PAYMENT

4.1	Contract Charges	<p>Total spend for Department for Environment Food and Rural Affairs (DEFRA) for Cohort 7, broken down into;</p> <p>The cost per apprenticeship (including any subcontractors and EPA) is:</p> <p>Levy funded £11,000 excl VAT Non levy funded £11,000 excl VAT $2 \times £11,000 = £22,000$</p> <p>Number funded by levy = 2</p> <p>Number non-levy funded learners = 0</p> <p>Total initial value for Cohort 7 shall not exceed - £22,000 excluding VAT (please note: this includes value of both levy and non-levy funded apprentices)</p> <p>Total value for each Department may increase or decrease depending on apprentices transferring in and out of Departments, but overall value of total contract owned by the contracting authority Department for Energy, Security and Net Zero (DESNZ), formerly Department for Business, Energy and Industrial Strategy (BEIS), will not increase, unless extension is applied by DESNZ. Contract value is driven by the volume of learner enrolment and participation in the programme – which the supplier will work with the contracting authority to facilitate.</p> <p>Departments will follow their own commercial process, approvals and engagement with QMUL to</p>
-----	------------------	---

		ensure apprenticeship levy spend is correctly recorded.
4.2	Payment terms/Profile	<p>Payments will be made to the supplier via the apprenticeship levy funding system in England, in accordance with prevailing ESFA rules and processes for that system.</p> <p>For non-funded apprentices, payments will be by monthly invoice to Queen Mary University of London.</p> <p>Further additional terms in Annex 2 of Contract Schedule 3.</p>
4.3	Customer billing address	Payment will be made via the organisation's ESFA apprenticeship levy funding account.

5. LIABILITY AND INSURANCE

5.1	Suppliers limitation of Liability	In Clause 25 of the Contract Terms
5.2	Insurance	<p>Professional Indemnity Insurance cover of £1 million any one claim.</p> <p>Public Liability Insurance cover of £1 million any one claim.</p> <p>Employers Liability insurance cover of £5 million any one claim.</p>

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	
Date	
Signature	

For and on behalf of the Customer:

Name and Title	
Date	
Signature	