

## Order Form

Contract for the provision of Senior Leader Level 7 (ST0480) Apprenticeship call off contract, to South, Central and West Commissioning Support Unit

1730

### FROM

Framework Reference	1086 Apprenticeships and Associated Training Framework
Contracting Authority/Customer	NHS England on behalf of NHS South Central & West Commissioning Support Unit
Address	Omega House, Southampton Road, Eastleigh, Hampshire, SO50 5PB
Invoice Address	ODF PAYABLES M425 PO BOX 312, LEEDS LS11 1HP
Contact Ref:	Name: [REDACTED] e-mail: [REDACTED]@nhs.net  Name: [REDACTED] e-mail: [REDACTED]@nhs.net

### TO

Supplier:	University of Exeter
Address:	Northcote House, The Queen's Drive, Exeter, Devon, United Kingdom, EX4 4QJ Company Number: RC000653
Contact Details	Email: [REDACTED]@exeter.ac.uk [REDACTED]@exeter.ac.uk

1. TERM	
1.1 Effective Date	
1.1.1 This Contract shall commence on: 01 October 2024 for enrolment with course start date which is anticipated to be November 2024.	
1.2 Expiry	Date
1.2.1 This Contract shall expire on: 3 Years from Course Start Date anticipated to be by 31 October 2027 or the date that the last Apprentice either completes or withdraws from the Programme (noting that Apprentices may have “Breaks in Learning” as defined by the ESFA Funding Rules).	

2. SERVICES	
<b><u>Service Delivery / Product Requirement</u></b>	
SCW are looking for partner to deliver Senior Leader Level 7 (ST0480) Apprenticeship to our employees.	
This partner shall deliver the Senior Leader Level 7 (ST0480) Apprenticeship for 2 (two) learners.	
Programme title: Senior Leader in Healthcare Leadership and Management Apprenticeship	
<ul style="list-style-type: none"><li>- Upon successful completion of the Level 7 Senior Leader in Healthcare Apprenticeship (PGDip) which is funded by the Apprenticeship Levy, it shall be at the sole discretion of the Apprentice(s) whether they choose to be enrolled onto the MSc in Healthcare Leadership and the NHS Leadership Academy Award in Senior Healthcare Leadership, Elizabeth Garrett Anderson, which will either be self-funded by the Apprentice (as it is outside of the apprenticeship scheme) or funded directly by the Employer at the cost of £2,750. The Parties will agree who is funding the MSc before it commences.</li><li>- Please note the MSc in Healthcare Leadership and NHS Leadership Academy Award in Senior Healthcare Leadership will not be covered by the Apprenticeship Levy. If the Apprentice does not complete the MSc stage, they will not be entitled to the NHS Leadership Academy Award in Senior Healthcare Leadership and the final qualification shall be PGDip and Senior Leader apprenticeship.</li></ul>	
Our requirements are:	

### **Service Delivery / Product Requirement**

SCW are looking for partner to deliver Senior Leader Level 7 (ST0480) Apprenticeship to our employees. Our requirements are:

- Minimum of 1 intake possible
- Flexible delivery, enabling our geographical area to be covered.
- Supported learning close to the learner's home address, i.e., within an hour travel time to support the face-to-face requirements of the course (noting that the Supplier and any face-to-face teaching is based in Exeter).
- Facilitated training via MS Teams or Zoom (or University's own learning platform) which is interactive and engaging
- Ability for the entirety of the course to be accessible to our learner. This must be browser based, as we cannot download any Proctor software. If any proctor software is required, there must be the ability to provide the infrastructure to support this e.g. computers at a range of UK locations at no cost to SCW or learner
- Ofsted rating of Good or outstanding as an apprenticeship provider that is achieving high success rates of 70% or above and learner satisfaction survey of above 80%
- Provider that has NHS or Public Sector experience
- Ability to provide SCW monthly reports on our learner and at least quarterly reports with the Apprenticeship Liaison Co-Ordinator at SCW
- Provide an opportunity for training/awareness for SCW colleagues involved in supporting the apprentice. For instance mentor training, awareness of the qualification and the requirement
- Delivery of functional skills if required through facilitated training and the ability to offer individual support
- Opportunities for the learner to build their networking and offer a range of extra activities to support their development in becoming highly skilled and leaders.
- Apprenticeship leads on to the Elizabeth Garrett Anderson programme which is part of an additional MSc module that is not covered by the apprenticeship levy.
- Enrolment to commence from October 2024 with earliest course start date November 2024
- Remote Learning Online interactive or face to face within 75 miles of Bristol

### **Outcomes**

We are looking for a provider that will provide the best possible service to enable our learner to have the best chance of success.

For learners with additional learning needs, we expect support requirements to be in place ahead of them commencing on the programme and for clarity of how learners with additional learning/health needs will be fully supported to achieve.

### **Monitoring and Reporting**

We expect the following:

- Apprentice to have regular reviews, every 6 – 8 weeks either in person or through MS Teams or Zoom
- 12 weeks reviews with manager, apprentice and skills coach
- Monthly reports for all our learners sent to the Apprenticeship Liaison Co-Ordinator
- Quarterly reviews to be arranged to discuss all our learners. This will include our Apprenticeship Liaison Co-Ordinator and Apprenticeship Manager
- Any at risk learners to be flagged to the apprenticeship team at SCW in a timely manner and action plan meeting to be arranged within 7 days of a learner being deemed at risk

#### **Service Level Agreement (SLA)**

Dedicated Account Manager to provide our reporting as requested below:

- At least 2 points in the year whereby learners can enrol onto the apprenticeship programme
- Adherence to our reporting requirements
- Reviews with learners every 6 – 8 weeks
- End point assessment first resit free of charge (this is not the same as a cancellation charge which is extra)
- Replies to any manager or apprenticeship team emails within a 2 working day period
- Dedicated support to any learners at risk and action plans to be developed within a 7 day period of any confirmed learners at risk
- Other than set out in section 4 below, No costs outside of the apprenticeship levy to be invoiced to support our learners, this includes any learners that might require any additional training to be able to complete the apprenticeship programme successfully.

#### **Industry Standards or Accreditations**

- Learner satisfaction survey 80% or above
- Apprenticeship success rate of 70% pass or above

### **3. AMENDMENTS TO TERMS AND CONDITIONS** (Please note any amendments made must be agreed by both parties)

#### **Additional Amendments to Call Off Terms and Conditions**

**ESFA Funding Rules Changes - effective from the commencement date of this framework on the 1<sup>st</sup> August 2018 relevant for all changes made by the ESFA throughout the term of this framework.**

- To reflect the changes made by the ESFA to the funding rules please add the new clause below to reflect the current rules and remove Clause 12 within the terms and conditions which relate to the previous rules.

Please refer to the latest guidance [Apprenticeship funding rules - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/apprenticeship-funding-rules).

**NEW CLAUSE** “The Parties agree to comply with all ESFA Rules that apply at the time of the delivery and receipt of the services”.

- Apprentices must meet the Supplier’s published entry requirements for the Programme.
- Apprentices must enrol as a student with the Supplier and will be subject to the quality assurance mechanisms and general regulations, policies and procedures of the Supplier as a registered student of the University.
- The Customer acknowledges that the Apprentices will be considered consumers of the Supplier as defined by the Consumer Rights Act 2015, for the purpose of receiving the academic education part of the Programme delivered by the Supplier.
- The Customer acknowledges and agrees that references to the rights of set-off and step-in are not applicable to this contract.

#### 4. PAYMENT PROVISIONS

##### Contract Price

Total value of £28,000.00 excluding VAT including end point assessment.

Per each Learner: £14,000.00 excluding VAT including end point assessment.

The Contract Price shall not include any ineligible costs as defined under the ESFA Funding Rules which the Customer shall be responsible for (this includes repeats of module learning and repeats of years of the programme). If the Customer or an apprentice cancels an EPA with no extenuating circumstances, the Customer shall pay any cancellation charges from the EPAO (as this is an ineligible cost).

The Contract Price excludes the cost of IT equipment (e.g. a laptop and internet connection), travel and accommodation for the learner.

Cost of MSc in Healthcare Leadership and the NHS Leadership Academy Award in Senior Healthcare Leadership, Elizabeth Garrett Anderson: **£2,750** (not covered by Apprenticeship Levy)



<b>Funding</b>	<b>Employer levy account</b> (the Customer confirms it is an apprenticeship levy payer and will set up its digital account and provide accurate information as required for the Supplier to access the funding)  <b>Self-funding for the MSc / EGA</b> (outside scope of apprenticeship levy)
<b>Invoicing Arrangements</b>	<b>NA via levy which SCW will raise a cohort</b>  <b>An invoice will be raised for the MSc / EGA at the beginning of the MSc module if the Learner chooses to proceed with the MSc.</b>

***The Parties agree that this Order Form shall replace in its entirety the previous Order Form originally signed by both Parties and dated 30 September 2024.***


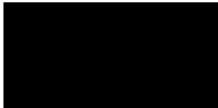
**SIGNATORY PAGE:**

**BY SIGNING AND RETURNING THIS ORDER FORM THE SUPPLIER AGREES** to enter a legally binding contract with the Customer to provide to the Customer the Services specified in this Order Form (together with where completed and applicable, the mini-competition order (additional requirements) set out in this Order Form) incorporating the rights and obligations in the Terms and Conditions set out in the Framework Agreement entered into by the Supplier and YPO.

For and on behalf of the Supplier:

<b>Name and Title</b>	 , Director of HLS Faculty Operations
<b>Signature</b>	
<b>Date</b>	22 <sup>nd</sup> October 2024

For and on behalf of the Customer:

<b>Name and Title</b>	
<b>Signature</b>	
<b>Date</b>	05/11/2024