

## 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 L7 People Professional Apprenticeship dated 16 August 2022.

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 | K280021882                                       |
| From         | Driver and Vehicle Standards Agency ("Customer") |
| To           | Bespoke Professional Development ("Supplier")    |

### 1. CONTRACT PERIOD

|     |                                                                                                  |            |
|-----|--------------------------------------------------------------------------------------------------|------------|
| 1.1 | Commencement Date                                                                                | 01/09/2022 |
| 1.2 | Expiry Date<br>(Apprenticeship programme completion date / End Point Assessment completion date) | 31/03/2025 |

### 2. SERVICES REQUIRED

|     |                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                    |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.1 | Services Required.<br><br>APPRENTICESHIP TRAINING PROVIDER SERVICES / END POINT ASSESSOR SERVICES / BOTH.<br><br>LOCATION<br><br><br><br>APPRENTICESHIP TYPE AND SPECIFIC APPLICABLE INSTITUTE FOR APPRENTICESHIPS STANDARD<br><br>NUMBER OF STUDENTS | L7 People Professional Apprenticeship<br><br>Training Provider and End Point Assessor services required.<br><br>Online (Zoom/Teams)<br><br><br><br>L7 People Professional Apprenticeship - ST0813<br><br><br><br>1 |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|  |                                        |                     |
|--|----------------------------------------|---------------------|
|  | CLASS BASED<br><br>ADDITIONAL SERVICES | Online (Zoom/Teams) |
|--|----------------------------------------|---------------------|

### 3. CONTRACT PERFORMANCE

|     |                                                                          |                                                |
|-----|--------------------------------------------------------------------------|------------------------------------------------|
| 3.1 | Required Apprenticeship Standard [ie the required apprenticeship course] | L7 People Professional Apprenticeship - ST0813 |
|-----|--------------------------------------------------------------------------|------------------------------------------------|

|     |                   |                                                                                                                                                                                                                                                                                 |
|-----|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.1 | Quality Standards | Continued adherence to the relevant Institute for Apprenticeships industry standard.<br>( <a href="http://www.instituteforapprenticeships.org/">www.instituteforapprenticeships.org/</a> )<br>Maintained ESFA registration and accreditation.<br>General industry good practice |
|-----|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### 4. PAYMENT

|     |                          |                                                                                                                                                                                                                                                                                                                   |
|-----|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.1 | Contract Charges         | L7 People Professional Apprenticeship Contract Charges = £19,000<br>Contract Charges comprises:<br>Levy services funded by ESFA £19,000;<br>Top up for fees in excess of ESFA band £0;<br>Additional extra services £0<br>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.<br><br>Further additional terms in Annex 2 of Contract Schedule 3                                                                                                                                                                  |
| 4.3 | Customer billing address | XXXX redacted under FOIA 40                                                                                                                                                                                                                                                                                       |

### 5. LIABILITY AND INSURANCE

|     |                                   |                                                                                                           |
|-----|-----------------------------------|-----------------------------------------------------------------------------------------------------------|
| 5.1 | Suppliers limitation of Liability | In Clause 25 of the Contract Terms                                                                        |
| 5.2 | Insurance                         | (Clause 25 of the Contract Terms):<br>Professional Indemnity Insurance cover of £1 million any one claim. |

|  |  |                                                                                                                                       |
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|  |  | Public Liability Insurance cover of £1 million any one claim.<br><br>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 | XXXX redacted under FOIA 40<br>Managing Director |
| Date           | 17 08 2022                                       |

For and on behalf of the Customer:

|                |                                                                   |
|----------------|-------------------------------------------------------------------|
| Name and Title | XXXX redacted under FOIA 40<br>Senior Commercial Category Manager |
| Date           | 17.08.2022                                                        |