



Ministry
of Defence

MOD Commercial

FLEET/00705
Managed Learning Services

***Provision of Nuclear Propulsion
Supervisors Course (Degree
Apprenticeship) (NPSupC(D))***

This Contract is made

BETWEEN (1) **HER BRITANNIC MAJESTY'S SECRETARY OF STATE FOR DEFENCE**, acting by the Directorate of Head Office and Corporate Services (HOCS), Kentigern House, 65 Brown Street, Glasgow G2 8EX ("the Authority")

AND (2) **CAPITA BUSINESS SERVICES LIMITED**, 4th Floor, Barnard's Inn, 86 Fetter Lane, London, EC4A

1. The Contractor shall provide the Services described in the Statement of Requirement, in accordance with the Conditions of Contract (as detailed in Framework Schedule 4 – Order Form and Call-Off Terms for the Managed Learning Services dated 4th July 2017 – to the Framework Agreement entered into between the Authority and the Supplier on RM3288), the firm prices attached and the Contractor's Work Order (WO).
2. The Contract shall come into effect on the date of acceptance until 31st March 2020.
3. Except where there is prior written approval from the Contracts Branch no payment shall be made for work performed which is outside the scope or period of the Contract.
4. If there is a conflict between the documents described in Item 1 above, the order of precedence shall be:
 - 1..
 2. Statement of Requirements at Schedule 1
 3. Conditions of Contract (as detailed in Framework Schedule 4 – Order Form and Call-Off Terms for the Wider Public Sector dated 4th July 2017 to the Framework Agreement entered into between the Authority and the Supplier on RM3288)

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STATEMENT OF REQUIREMENTS

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APPENDIX (DEFFORM 111)

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Schedule 1

Schedule of Requirement

Background

BACKGROUND

As Royal Navy Engineering Technicians (ETs) progress through their careers, they undertake a series of professional courses at DSMarE HMS Sultan. Some, but not all of these courses, are accredited to equivalent civilian qualifications by civilian institutions. For ET (Marine Engineering Submarine – MESM) ratings the key courses are:

	Course		Existing Accreditation	Qualification level
More senior ↓	ETICC	Engineering Technician Initial Career Course	None	
	LETQC	Leading Engineering Technician Qualifying Course	Advanced Apprenticeship	3
	POETQC	Petty Officer Engineering Technician Qualifying Course	Foundation Degree	4
	NPSupC	Nuclear Propulsion Supervisors Course (NPSupC)	None	

Currently the POETQC is accredited as a FdEng Marine Engineering. However the most senior course, NPSupC, is not currently accredited but the academic rigour of the course could lead to its accreditation as a BEng (Hons) Degree Apprenticeship (Qualification Level 6).

Course Outline/Content/Requirement

REQUIREMENT

Description of Work

To review the content of NPSupC and identify the route to accredit the course as a BEng(Hons) degree apprenticeship. The awarded degree must meet the Engineering Council's academic requirement for registration as an Incorporated Engineer. This will include identifying any changes to assessment methodology and detailing of any additional modules that may be required (e.g. inclusion of a dissertation module). The contractor is also expected to establish how the Royal Navy could provide any additional modules.

In conjunction with HMS Sultan, set up the accreditation of NPSupC and provide accreditation of the course for up to 50 individuals per annum until 31/03/2020

Deliverables

1. A report detailing how accreditation of NPSupC as a BEng(Hons) degree apprenticeship can be achieved.
2. On-going accreditation of the course for up to 50 individuals per annum for the duration of the contract.

Security Considerations

Contractors must be security cleared to access Official-Sensitive material.

Schedule 2

Pricing Schedule

Commercials and Invoicing

Invoicing and Payment Terms:

Payment Terms:

Upon receipt of the Event Reference (CP&F Purchase Order number)

Supplier will only receive payment when Capita have the written endorsement of the deliverable from the MOD. At this point, the Event Reference will be released to the supplier to allow them to invoice Capita for the appropriate Milestone

All Invoices for the Managed Learning Services must be submitted as stated in the invoicing guide and template.

Payment of the total price of £29,814.34 shall be claimed (via CP&F) following the satisfactory completion of all work [appropriate milestone].

Insert DEFFORM 111

Appendix - Addresses and Other Information

1. Commercial Officer:

Name: David Parker

Address: Room 303, Building 1/080, Jago Road, HMNB Portsmouth, PO1 3LU

Email: david.parker136@mod.gov.uk

☎ 02392 727473

2. Project Manager, Equipment Support Manager or PT Leader (from whom technical information is available):

3. Packaging Design Authority:

N/A

(where no address is shown please contact the Project Team in Box 2)

☎ N/A

4. (a) Supply/Support Management Branch or Order Manager Branch/Name: As above

☎
(b) U.I.N. N5665Z

5. Drawings/Specifications are available from: N/A

7. Intentionally Left Blank

8. Quality Assurance Representative:

Commercial staff are reminded that all Quality Assurance requirements should be listed under the General Contract Conditions.

AQAPS and DEF STANs are available from UK Defence Standardization, for access to the documents and details of the helpdesk visit <http://dstan.uwh.diif.r.mil.uk/> [intranet] or <https://www.dstan.mod.uk/> [extranet, registration needed]

8. Public Accounting Authority:

1. Returns under DEFCON 694 (or SC equivalent) should be sent to DBS Finance ADMT – Assets In Industry 1, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD
☎ 44 (0) 161 233 5397

2. For all other enquiries contact DES Fin FA-AMET Policy, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD
☎ 44 (0) 161 233 5394

9. Consignment Instructions:

The items are to be consigned as follows: N/A

See Schedule of Requirement

10. Transport. The appropriate Ministry of Defence Transport Offices are:

A. **DSCOM**, DE&S, DSCOM, MoD Abbey Wood, Cedar 3c, Mail Point 3351, BRISTOL BS34 8JH

Air Freight Centre

IMPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

EXPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

Surface Freight Centre

IMPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

EXPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

B. JSCS

JSCS Helpdesk ☎ 01869 256052 (option 2, then option 3); JSCS Fax No 01869 256837 www.freightcollection.com

11. The Invoice Paying Authority:

Ministry of Defence

☎ 0151-242-2000

DBS Finance

Walker House, Exchange Flags

Fax: 0151-242-2809

Liverpool, L2 3YL

Website is:

<https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing>

12. Forms and Documentation are available through *:

Ministry of Defence, Forms and Pubs Commodity Management
PO Box 2, Building C16, C Site

Lower Arcott

Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)

Applications via fax or email: DESLCCLS-OpFormsandPubs@mod.uk.

* NOTE

1. Many **DEFCONs** and **DEFFORMs** can be obtained from the MOD Internet Site:

<https://www.aof.mod.uk/aofcontent/tactical/toolkit/index.htm>

2. If the required forms or documentation are not available on the MOD Intranet site requests should be submitted through the Commercial Officer named in Section 1.