

## 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 **Apprenticeship Training Services RM6102.** Dated 30.04.2019.

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	85486
From	Department for Work and Pensions  REDACTED – Kings Court, Sheffield S3 7UF (“Customer”)
To	Assist Knowledge Development Limited – The Sanderum Centre, Thame, OX9 3EX  REDACTED, Director (“Supplier”)

### 1. CONTRACT PERIOD

1.1	Commencement Date	01/03/2023
1.2	Expiry Date	28/02/2025
	End date of Optional Call Off Extension Period. This is subject to the agreement of both parties.	N/A
	Minimum written notice to Supplier in respect of extension:	N/A

### 2. SERVICES REQUIRED

2.1	Services Required.  APPRENTICESHIP TRAINING PROVIDER SERVICES / END POINT ASSESSOR SERVICES / BOTH.	Delivery of Apprenticeship Standards outlined at section 3.1 and as outlined in in Contract Schedule 2 (Goods and/or Services)  Both
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	LOCATION	National delivery
	APPRENTICESHIP TYPE AND SPECIFIC APPLICABLE INSTITUTE FOR APPRENTICESHIPS STANDARD	ST0117 IS Business Analyst
	NUMBER OF STUDENTS	Current predicted estimate = 40 Maximum indicative volume = 40  <b>These are indicative volumes only. DWP makes no guarantee on volumes.</b>
	CLASS BASED	Blended delivery
	ADDITIONAL SERVICES	None

### 3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard	ST0117 IS Business Analyst
3.1	Quality Standards	Continued adherence to the relevant Institute for Apprenticeships industry standard. ( <a href="http://www.instituteforapprenticeships.org/">www.instituteforapprenticeships.org/</a> ) Maintained ESFA registration and accreditation. General industry good practice

### 4. PAYMENT

4.1	Contract Charges	As per pricing schedule in Contract Terms and in accordance with Contract Schedule 3 (Contract Charges, Payment and Invoicing)  All rates will be firm for the duration of the contract, subject to changes in the funding band set by IfATE.  Contract Charges - based on <b>maximum predicted</b> numbers £18,000 x 40 = £720,000.00  <b>These are indicative volumes only. DWP makes no guarantee on volumes.</b>  Contract Charges comprises:
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		Levy services funded by ESFA – all charges; Top up for fees in excess of ESFA band NIL; Additional extra services NIL 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, and via the ESFA's digital apprenticeship service.
4.3	Customer billing address	Payments will be made via the ESFA's digital apprenticeship service levy-funding system

## 5. LIABILITY AND INSURANCE

5.1	Suppliers limitation of Liability	In accordance with Clause 25 of the Contract Terms
5.2	Insurance	The wording "ten million pounds (£10,000,000) or a sum equal to one hundred and fifty per cent (150%)" in Clause 26.2.1(b)(i) shall be amended to: one hundred and fifty percent (150%) of the annual contract value,

## 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.

or and on behalf of the Supplier:

Name and Title	REDACTED - Director
Date	26/01/23

For and on behalf of the Customer:

Name and Title	Commercial Lead
Date	29/1/2023