

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 Level 3 Surveying Technician Apprenticeships (including Welsh Students), with Jancett Childcare & JACE Training Limited. Dated **28th** January 2026.

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	VOA/2025/014
From	The Valuation Office Agency (VOA) ("Customer") 10 South Colonnade London E14 4PU
To	Jancett Childcare and Jace Training ("Supplier") 16 – 18 Stanley Park Road Wallington Surrey SM6 0EU

1. CONTRACT PERIOD

1.1	Commencement Date	18 th February 2026.
1.2	Expiry Date	17 th February 2030.
	End Date of Call Off initial Period	17 th February 2030.
	End Date of Optional Call Off Extension Period.	12 x Months Extension Option 1 17 th February 2031 12 x Months Extension Option 2 17 th February 2032
	Minimum written notice to Supplier in respect of extension	3 x Months.

2. SERVICES REQUIRED

<p>2.1</p>	<p>Services Required.</p> <p>APPRENTICESHIP TRAINING PROVIDER SERVICES / END POINT ASSESSOR SERVICES / BOTH.</p> <p>LOCATION</p> <p>APPRENTICESHIP TYPE AND SPECIFIC APPLICABLE INSTITUTE FOR APPRENTICESHIPS STANDARD</p> <p>NUMBER OF STUDENTS</p> <p>CLASS BASED</p> <p>ADDITIONAL SERVICES</p>	<p>Delivery of Apprenticeship Standards outlined at Section 1.1 and as outlined in Contract Schedule 2 (Goods / Services).</p> <p>Apprenticeship Training Provider Services. End Point Assessment Organisation RICS.</p> <p>National Delivery – Remote, Online Delivery.</p> <p>Level 3 Surveying Technician Apprenticeships (including Welsh Students).</p> <p>Planned projected starts on this apprentice standard are:</p> <ul style="list-style-type: none"> x 20 – July and October 2026. x 20 – July and October 2027. x 20 – July and October 2028. x 20 – July and October 2029. <p>A total of 20 x Level 3 Surveying Technician apprenticeships apprenticeship starts each year as a <u>minimum</u> requirement. Additional numbers may be required over the duration of the contract term.</p> <p>These are indicative volumes only. VOA makes no guarantee on volumes.</p> <p>VOA Specification</p>  <p>Statement%20of%20Requirements%20FIN</p> <p>No.</p> <p>None requested.</p>
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3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard [ie the required apprenticeship course]	Level 3 Surveying Technician.
3.2	Quality Standards	Continued adherence to the relevant Institute for Apprenticeships industry standard. (www.instituteforapprenticeships.org/) Maintained DfE/DWP registration and accreditation. General industry good practice .

4. PAYMENT

4.1	Contract Charges	<p>£ [REDACTED] per apprentice on Level 3 Surveying Technician apprentice standard for the entirety of the apprenticeship and EPA.</p> <p>July and October 2026, £ [REDACTED] July and October 2027, £ [REDACTED] July and October 2028, £ [REDACTED] July and October 2029, £ [REDACTED]</p> <p>Maximum Contract Charge, based on predicted indicative numbers £714,000:00.</p> <p>These costs are based on indicative volumes only. The VOA makes no guarantee on volumes.</p> <p>The Customer will be responsible for resits at the cost of the EPAO pricing:</p> <ul style="list-style-type: none"> (i) the first attempt is currently £ [REDACTED], increasing to £ [REDACTED] from April 2026. (ii) the re-sit is currently £ [REDACTED], increasing to [REDACTED] from April 2026. <p>Contract Charges Comprises:</p> <p>Levy services funded by DfE/DWP.</p> <p>Top up for fees in excess of DfE/DWP band Nil.</p> <p><u>Apprentices based in Wales</u> will be funded by the VOA separately as set out in the billing schedule (see Annex A).</p> <p>Includes the cost of any subcontractors and the cost of an approved end point assessor.</p>
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4.2	Payment terms/Profile	Payment to be made in accordance with the current in force DfE/DWP funding rules. Further additional terms in Annex 2 of Contract Schedule 3.
4.3	Customer billing address	[REDACTED]

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): Professional Indemnity Insurance cover of £1 million any one claim. Public Liability Insurance cover of £1 million any one claim. Employers Liability insurance cover of £5 million any one claim.

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	██████████
Signed	██████████
Title	Director
Date	28.1.2026

For and on behalf of the Customer, Valuation Office Agency (on behalf of the Commissioners of His Majesty's Revenue & Customs (HMRC))

Name	██████████
Signed	██████████
Title	VOA Director of People Group
Date	02.02.2026

Annex A – Welsh Billing

Payment Schedule		
	Cost of Training	Date for Payment
Month 1	██████████	
Month 2	██████████	
Month 3	██████████	
Month 4	██████████	
Month 5	██████████	
Month 6	██████████	
Month 7	██████████	
Month 8	██████████	
Month 9	██████████	
Month 10	██████████	
Month 11	██████████	
Month 12	██████████	

Payment Schedule		
	Cost of Training	Date for Payment
Month 13	██████████	
Month 14	██████████	
Month 15	██████████	
Month 16	██████████	
Month 17	██████████	
Month 18	██████████	
Month 19	██████████	
Month 20	██████████	
Month 21	██████████	
Month 22	██████████	
Month 23	██████████	
Month 24	██████████	
Total Payment	██████████	