

## 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 for Team Leader Level 3 Dated 18<sup>th</sup> October 2024

The Supplier agrees to supply the 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	Procurement Reference: CCZP24A10 Provision of Apprenticeship for Team Leader Level 3 (Purchase Order reference number to be confirmed by customer)
From	Crown Commercial Service
To	Ginger Nut Media Limited

### 1. CONTRACT PERIOD

1.1	Commencement Date	18th October 2024
1.2	Expiry Date (Apprenticeship programme completion date / End Point Assessment completion date)	<div>1.1 Until Apprentices successfully complete Level 3.</div> <div>1.2 The contract can be extended in the following instances:</div> <div>1.3 • To allow for any breaks an Apprentice may take in their learning.</div> <div>1.4 • To allow the Apprentice to redo any assignments.</div> <div>1.5 • For any other reasons decided by the Buyer.</div>

### 2. SERVICES REQUIRED

2.1	Services Required.  APPRENTICESHIP TRAINING PROVIDER SERVICES / END POINT ASSESSOR SERVICES / BOTH.  LOCATION	<div>Provision for at least two learners to undertake the Team Leader Level 3 apprenticeship course and end point assessment. From October 2024. While we only have immediate need for two learners, we would like to request an additional 8 places for potential learners in the future.</div> <div>Requirement includes: Full induction and enrolment session - Line Manager/Learner</div>
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APPRENTICESHIP TYPE AND SPECIFIC APPLICABLE INSTITUTE FOR APPRENTICESHIPS STANDARD	Regular reviews - at least every 12 weeks - Line Manager/Talent Manager/Learner Payment monthly subject to satisfactory completion of course Until the Learner has successfully completed their L3 Customer Service Specialist Apprenticeship programme.
NUMBER OF STUDENTS	
CLASS BASED	
ADDITIONAL SERVICES	The contract can be extended in the following instances: <ul style="list-style-type: none"> <li>• To allow for any breaks an Apprentice may take in their learning.</li> <li>• To allow the Apprentice to redo any assignments.</li> <li>• For any other reasons decided by the Buyer.</li> </ul> Please note that the volumes of work cannot be guaranteed.  The contract to end when apprentices successfully complete level 3.

### 3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard [ie the required apprenticeship course]	Team Leader Level 3
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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
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### 4. PAYMENT

4.1	Contract Charges	£45,000.00 excluding VAT  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.  The Supplier will invoice monthly in arrears for the cost of any Services provided during that month. Invoices must contain an elemental breakdown showing how the invoice value was derived. The total of all invoices submitted during the contract period must not exceed the maximum contract

		value of £45,000 which includes all expenses but excludes VAT. Further additional terms in Annex 2 of Contract Schedule 3.
4.3	Customer billing address	REDACTED TEXT under FOIA Section 40, Personal Information

## 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 and Title	REDACTED TEXT under FOIA Section 40, Personal Information
Date	REDACTED TEXT under FOIA Section 40, Personal Information

For and on behalf of the Customer:

Name and Title	REDACTED TEXT under FOIA Section 40, Personal Information
Date	REDACTED TEXT under FOIA Section 40, Personal Information

