

## CONTRACT ORDER FORM

This Contract Order Form is issued in accordance with the provisions of the Apprenticeship Training Provider Dynamic Marketplace (DMP) Agreement Dated 30<sup>th</sup> April 2019 for the provision of Apprenticeship Training Services.

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	TBC at Sign Off Stage C33180
From	Secretary of State for Health and Social Care acting as part of the Crown ("Customer")
To	Lighthouse Group Ltd ("Supplier")

### 1. CONTRACT PERIOD

1.1	Commencement Date	3 <sup>rd</sup> June 2021
1.2	Expiry Date (Apprenticeship programme completion date / End Point Assessment completion date)	31 <sup>st</sup> December 2022, or Apprenticeship Programme completion Date

### 2. SERVICES REQUIRED

2.1	Services Required.	<p>Level of Qualification - Level 5 in Operations / Departmental Manager</p> <p>Up to a maximum of 60 Apprentices across all Department of Health and Social Care (DHSC) locations or working remotely from home.</p> <p>Apprenticeship Occupation: Various within team leading roles.</p> <p>Apprenticeship Standard/Framework: Operations / Departmental Manager.</p> <p>Training to be delivered by the Supplier:</p> <p>On Program learning towards the Operations/Departmental Manager Standard including:</p> <ul style="list-style-type: none"><li>• 14 one-day workshops completed throughout the duration of planned learning.</li></ul>
-----	--------------------	---

		<ul style="list-style-type: none"> <li>• 6 one-day workshops to ensure completion of the standard and Diploma requirements</li> <li>• Monthly reviews completed remotely/1-2-1</li> <li>• Issuing and Assessment of Diploma units to achieve requirements of credit values</li> <li>• Mock EPA</li> </ul> <p>Supplier Equipment: Workshop requirements – provided by the Supplier, room access to be provided by the Customer.</p> <p>Training to be delivered by the Supplier</p> <p>Ongoing support of the planned learning and EPA agreements:</p> <ul style="list-style-type: none"> <li>• Coaching and Mentoring</li> <li>• Peer to Peer learning</li> <li>• Business Improvement Project Setting and evaluation</li> <li>• CPD requirements</li> <li>• Review and Feedback</li> <li>• Contribution to assessment process for Diploma – for example Witness Statement</li> </ul> <p>Name of Apprentice Assessment Organisation: Chartered Management Institute (CMI)</p> <p>Entry requirements: None Subcontractors: Not Used Conflicts of Interest between Supplier and Customer: None</p> <p>Functional Skills Provision</p> <p>Math Provision Lighthouse (Training and Development) LTD to complete initial assessment and diagnostic for delegates and individual plans of development completed, to be delivered within a classroom, 1-2-1 basis. Those that require Functional Skills (FS) will be registered with awarding body and assessment planned</p> <p>English Provision Lighthouse (Training and Development) LTD to complete initial assessment and diagnostic for</p>
--	--	---

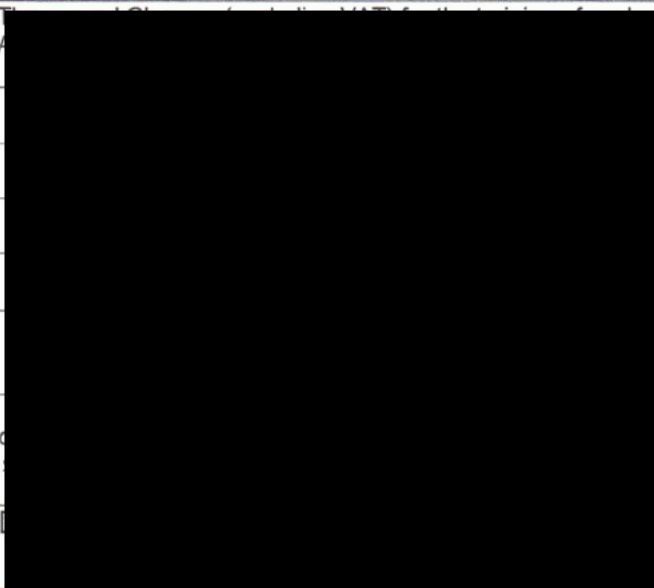
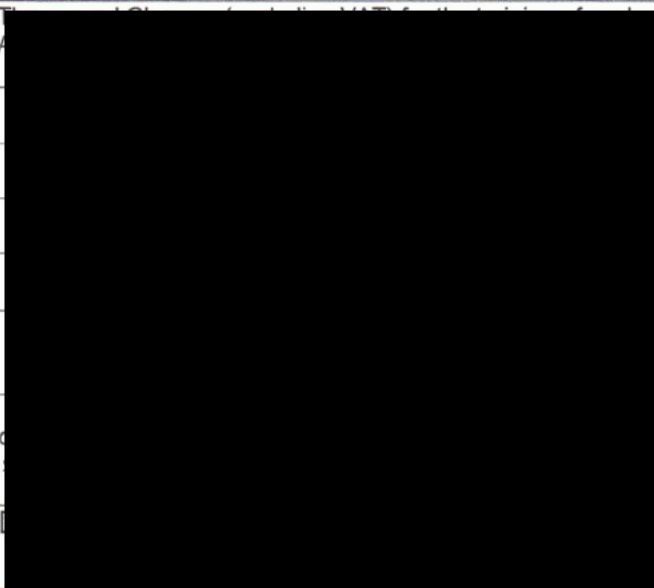
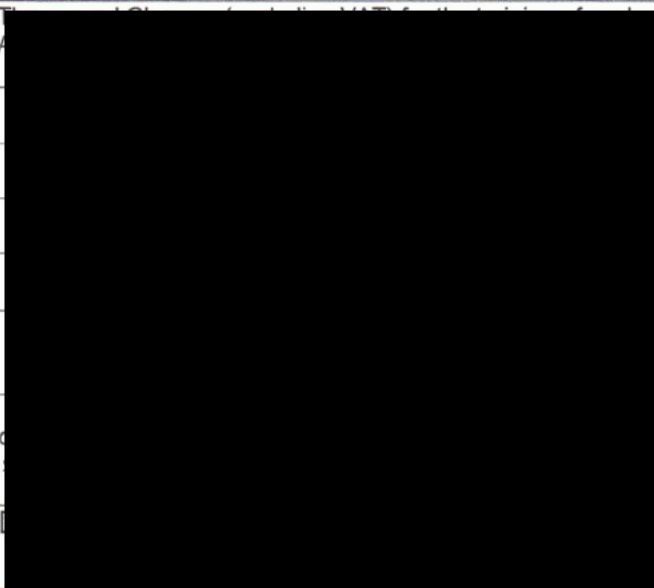
		delegates and individual plans of development completed, to be delivered within a classroom, 1-2-1 basis. Those that require FS will be registered with awarding body and assessment planned.
--	--	---

### 3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard [ie the required apprenticeship course]	Level 5 Apprenticeship Operations / Departmental Manager
-----	--	--

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	<p>Contract Charges = Level 5 - £7,000 per Apprentice.</p> <p>Maximum Contract value = £420,000. Based on a maximum of 60 Apprentices.</p> <p>Contract Charges comprises:</p> <table><tr><td colspan="2"></td></tr><tr><td colspan="2">Total</td></tr><tr><td colspan="2">7000</td></tr></table>			Total		7000	
								
Total								
7000								

4.2	Payment terms/Profile	Payment to be made in accordance with the current in force ESFA funding rules. <b>Further additional terms in Annex 2 of Contract Schedule 3</b>
4.3	Customer billing address	Invoices should be submitted to: Accounts Payable Department of Health and Social Care 39 Victoria Street London Email: [REDACTED]  Please ensure you copy into all invoices: [REDACTED]

## 5. LIABILITY AND INSURANCE

5.1	Suppliers limitation of Liability	In Clause 25 of the Contract Terms
5.2	Insurance	(Clause 26 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:

Signature	[REDACTED]
Name and Title	[REDACTED]
Date	18/05/21

For and on behalf of the Customer:

Signature	[REDACTED]
-----------	------------

Name and Title	
Date	19th May 2021