

## CONTRACT ORDER FORM

This Contract Order Form is issued in accordance with the provisions of the Apprenticeship Training Provider Dynamic Marketplace (DMP) Agreement dated 30th April 2019 for the provision of **Apprenticeship Training Services - Level 6 Transport Planner Apprenticeship**

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. The Parties agree that Contract Schedule 7 (*Processing personal data and data subjects*) and Contract Schedule 8 (*Joint Controller Agreement*) are not applicable as each party acts as an independent data controller.

|              |   |
|--------------|---|
| Order Number | DfT Reference: TRHR3223   |
| From         | <b>Department for Transport</b><br>Great Minster House<br>33 Horseferry Road London<br>SW1P 4DR |
| To           | Aston University<br>Aston St,<br>Birmingham<br>B4 7ET   |

### 1. CONTRACT PERIOD

|     |  |  |
|-----|--|--|
| 1.1 | Commencement Date  | 1 <sup>st</sup> September 2022.  |
| 1.2 | Expiry Date<br>(Apprenticeship programme completion date / End Point Assessment completion date) | For duration of the apprenticeship.<br>Programme is 66-months (including EPA)<br><br>The contract will include the irrevocable Authority Option to enrol further candidates on an annual basis for 1+1+1 years (i.e Sept 2023/ Sept 2024 subject to written notice and the candidate's application being accepted by the University and that eligibility requirements are met) |

### 2. SERVICES REQUIRED

|     |   |   |
|-----|---|---|
| 2.1 | <p>Services Required.</p> <p>APPRENTICESHIP TRAINING PROVIDER SERVICES / END POINT ASSESSOR SERVICES / BOTH.</p> <p>LOCATION</p>                                  | <p>Both services – programme and end point assessment (EPA)</p> <p>Blended delivery – Aston and online</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>Level 6 Transport Planner apprenticeship: <a href="https://www.instituteforapprenticeships.org/apprenticeship-standards/transport-planner-integrated-degree-v1-0">https://www.instituteforapprenticeships.org/apprenticeship-standards/transport-planner-integrated-degree-v1-0</a></p> <p>60 months + 6-months end point assessment = 66 months</p> <p>Up to 10 learners to commence programme in September 2022 (this is subject to the individuals' applications being accepted by the University and that eligibility requirements are met). Subject to the need to extend the contact, up to 10 learners per year for each extension period.</p> <p>Blended / Virtual Classroom and Aston campus.</p> <p>None</p> |
|     |   |   |

### 3. CONTRACT PERFORMANCE

|     |  |   |
|-----|--|---|
| 3.1 | Required Apprenticeship Standard [ie the required apprenticeship course] | Level 6 Transport Planner apprenticeship Ref: ST0698  |
| 3.1 | Quality Standards  | <p>Continued adherence to the relevant Institute for Apprenticeships industry standard. (<a href="http://www.instituteforapprenticeships.org/">www.instituteforapprenticeships.org/</a>)</p> <p>Maintained ESFA registration and accreditation.</p> <p>General industry good practice</p> |

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|--|--|---|
|  |  | The University's own regulations, policies and procedures in place to ensure the academic standards and quality of the student experience, as amended from time to time (as available on the University's website). |
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#### 4. PAYMENT

|     |                          |  |
|-----|--------------------------|--|
| 4.1 | Contract Charges         | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>Potential total value of the contract if maximum number of apprentices enrol and extensions of +1+1 enrolment years are applied is = up to £138,000</p> <p>Top up for fees in excess of ESFA band: N/A</p> <p>Additional extra services N/A</p> |
|     |                          | Includes the cost of any subcontractors and the cost of an approved end point assessor.<br>Excludes the cost of IT equipment (e.g. a laptop), and any travel and accommodation costs for apprentices (to travel to Aston), which the Customer is expected to cover.  |
| 4.2 | Payment terms/Profile    | <p>Payment to be made in accordance with the current in force ESFA funding rules. Customer to ensure it has set up its ESFA Digital Account correctly.</p> <p>Further additional terms in Annex 2 of Contract Schedule 3</p>   |
| 4.3 | Customer billing address | <p>Apprenticeship Service account - email <a href="mailto:Apprenticeships@dft.gov.uk">Apprenticeships@dft.gov.uk</a> to initiate process</p> <p>Great Minster House, 33 Horseferry Road, London, SW1P 4DR</p>  |

#### 5. LIABILITY AND INSURANCE

|     |                                   |                                    |
|-----|-----------------------------------|------------------------------------|
| 5.1 | Suppliers limitation of Liability | In Clause 25 of the Contract Terms |
|-----|-----------------------------------|------------------------------------|

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|-----|-----------|--|
| 5.2 | Insurance | Professional Indemnity Insurance cover of £1 million any one claim.<br><br>Public Liability Insurance cover of £1 million any one claim.<br><br>Employers Liability insurance cover of £5 million any one claim. |
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### 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 |  |                                      |
| Date           |   |                                      |
|                |   | Date: 2022.05.05<br>14:31:16 +01'00' |

For and on behalf of the Customer:

|                |  |  |
|----------------|--|--|
| Name and Title | <br> – Commercial Relationship Manager |  |
| Date           | 13/04/2022   |  |