

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**. Dated [16/05/2024] .

For the avoidance of doubt this Contract consists of the terms set out in this Contract Order Form and the Contract Terms

Order Number		
From		
To		

1.1	Commencement Date	01/01/2023
1.2	Expiry Date (Apprenticeship programme completion date / End Point Assessment completion date)	1/12/2025 Expected 14 months on programme, plus EPA (Min)

<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>Delivery of Apprenticeship and procurement of assessment services</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>Public relations and communications assistant ST0311</p> <p>[REDACTED]</p>
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	ADDITIONAL SERVICES	<p>Delivery via remote/online training and face to face delivery as agreed</p> <p>Monthly data return through our Conveya platform</p>
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3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard [ie the required apprenticeship course]	Public relations and communications assistant ST 0311
3.1	Quality Standards	<p>Continued adherence to the relevant Institute for Apprenticeships industry standard. www.instituteforapprenticeships.org/ Maintained ESFA registration and accreditation. General industry good practice</p>

4. PAYMENT

4.1	Contract Charges	<div style="background-color: black; width: 100px; height: 20px; margin-bottom: 5px;"></div> <p>[Contract Charges = [total of all charges]</p> <p>[Contract Charges comprises:</p> <p>Levy services funded by ESFA [];</p> <p>Top up for fees in excess of ESFA band [];</p> <p>Additional extra services []</p> <p>Includes the cost of any subcontractors and the cost of an approved end point assessor.</p>
4.2	Payment terms/Profile	<p>Payment to be made in accordance with the current in force ESFA funding rules.</p> <p>Further additional terms in Annex 2 of Contract Schedule 3</p>
4.3	Customer billing address	NA

5. LIABILITY AND INSURANCE

5.1	Suppliers limitation of Liability	In Clause 25 of the Contract Terms
5.2	Insurance	(Clause [] 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.
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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	

For and on behalf of the Customer:

Name and Title	
Date	