

## TRHR3230 - 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 6 Improvement Leader Apprenticeship Training Services.

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 Crown Commercial Services RM6102 Contract Terms.

Order Number	DfT Reference: TRHR3230
From	<b>Department for Transport</b> Great Minster House 33 Horseferry Road London SW1P 4DR
To	Skills Training UK Ltd Hygeia House 3 <sup>rd</sup> Floor 66 College Road Harrow HA1 1BE

### 1. CONTRACT PERIOD

1.1	Commencement Date	31 August 2022
1.2	Expiry Date (Apprenticeship programme completion date / End Point Assessment completion date)	For duration of the apprenticeship. 18-months plus 3-month end point assessment (EPA)  Supporting the apprentice for the programme duration of 21-months through to completion of the apprenticeship programme. This contract will be on a 1+1+1 years basis with the potential to enrol <b>up to 5</b> apprentices per year.

### 2. SERVICES REQUIRED

2.1	Services Required.  APPRENTICESHIP TRAINING PROVIDER SERVICES / END POINT ASSESSOR SERVICES / BOTH.  LOCATION	Both services – programme and end point assessment (EPA)
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	<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>Virtual delivery - Monthly teaching sessions with a trainer and a one-to-one a least once a month with the main trainer.</p> <p>L6 Improvement Leader apprenticeship 18-months plus 3-month end point assessment (EPA) = 21 months.</p> <p>██████ to commence programme in August 2022 (this is subject to the individual being accepted and that eligibility requirements are met).</p> <p>Blended / Virtual Classroom</p> <p>None</p>

### 3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard [ie the required apprenticeship course]	L6 Improvement Leader apprenticeship
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>

### 4. PAYMENT

4.1	Contract Charges	<p>Apprenticeship levy services funded by ESFA £15,000 per apprentice.</p> <p>Year 1 potential costs = up to £75,000</p> <p>Year 2 potential costs = up to £75,000</p> <p>Year 3 potential costs = up to £75,000</p> <p>Total potential costs = up to £225,000</p> <p>Top up for fees in excess of ESFA band: N/A</p>
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		Additional extra services N/A 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. Further additional terms in Annex 2 of Contract Schedule 3
4.3	Customer billing address	Apprenticeship Service account - email <a href="mailto:Apprenticeships@dft.gov.uk">Apprenticeships@dft.gov.uk</a> to initiate process  Great Minster House, 33 Horseferry Road, London, SW1P 4DR

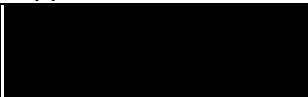
## 5. LIABILITY AND INSURANCE

5.1	Suppliers limitation of Liability	In Clause 25 of the Contract Terms
5.2	Insurance	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	
Date	14th July 2022

For and on behalf of the Customer:

Name and Title	
Date	14.07.2022