**Senior Economist Master’s Apprenticeship Programme**

**CONTRACT ORDER FORM**

This Contract Order Form is issued in accordance with the provisions of the Apprenticeship Training Provider Dynamic Marketplace (DMP) Agreement for Provision of Apprenticeship Training for the Level 7 Senior Economist Master’s Apprenticeship Programme dated 20/12/2022.

The Department for Energy, Security and Net Zero (DESNZ), formerly Department for Business, Energy and Industrial Strategy (BEIS), is acting as the contracting authority for design and delivery of the Level 7 Senior Economist Master’s Apprenticeship Programme. Organisations who wish to participate in the Programme will form direct contracting relationships with Queen Mary University of London using the call-off order form and contract included in this pack.

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.

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| Order Number | **BEIS / DESNZ Contract No: CON\_3115**  **Additional Ref No: DEFRA Ref C24791-055** |
| From | **Department for Environment, Food and Rural Affairs (DEFRA) (“Customer”)**  **Address:** |
| To | Queen Mary University of London of Mile End Road, London, E1 4NS (“Supplier”) |

1. CONTRACT PERIOD

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| --- | --- | --- |
| 1.1 | Commencement Date | **6th September 2024** |
| 1.2 | Expiry Date | **30th April 2025** with an optional extension period of one year to **30th April 2026**.  The contract term relates to the timing of learner starts on programme, i.e. the supplier will be expected to support learners through to completion of their programme. |

2. SERVICES REQUIRED

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| 2.1 | Services Required.    APPRENTICESHIP TRAINING PROVIDER SERVICES / END POINT ASSESSOR SERVICES / BOTH.  LOCATION  APPRENTICESHIP TYPE AND SPECIFIC APPLICABLE INSTITUTE FOR APPRENTICESHIPS STANDARD  NUMBER OF STUDENTS – LEVY FUNDED  NUMBER OF STUDENTS – NON LEVY FUNDED  ADDITIONAL SERVICES | Provision of Apprenticeship Training for Level 7 Senior Economist Master’s Apprenticeship Programme, including End Point Assessment.  The Department for Energy Security and Net Zero, formerly Department for Business, Energy, and Industrial Strategy (BEIS) is acting as the contracting authority for design and delivery of the Level 7 Senior Economist Master’s Apprenticeship Programme. Organisations who wish to participate in the Programme will use this call off order form and associated contract terms to form a direct contracting relationship with Queen Mary University of London.  DESNZ (formerly BEIS) awarded a contract to Queen Mary University London on **20th** **December 2022**. This order form covers **Department for Environment, Food and Rural Affairs (DEFRA)** requirement under the contract.  Level 7 Senior Economist apprenticeship standard  4  0  Numbers are indicative and may vary, and as such do not commit the organisation to these levels*.*  Please note that the volumes of work cannot be guaranteed. |

3. CONTRACT PERFORMANCE

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| 3.1 | Required Apprenticeship Standard | ST0796 Level 7 Senior Professional Economist |

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| 3.2 | Quality Standards | Continued adherence to the relevant Institute for Apprenticeships industry standard. ([www.instituteforapprenticeships.org/](http://www.instituteforapprenticeships.org/))  Compliance with all relevant ESFA, OfS and / or QAA regulatory requirements.  General industry good practice |

4. PAYMENT

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| 4.1 | Contract Charges | Total spend for DEFRA for cohort 8 broken down into;    The cost per apprenticeship (including any subcontractors and EPA) is:  Levy funded £11,000 excl VAT  Non levy funded £11,000 excl VAT  4 x £11,000 = £44,000  Number funded by levy = 4 x £11,000  Number non-levy funded learners = 0  Total initial value for cohort 8 shall not exceed - £44,000 excluding VAT (please note: this includes value of both levy and non-levy funded apprentices)  Total value for each Department may increase or decrease depending on apprentices transferring in and out of Departments, but overall value of total contract owned by the contracting authority Department for Energy, Security and Net Zero (DESNZ), formerly Department for Business, Energy and Industrial Strategy (BEIS), will not increase, unless extension is applied by DESNZ.  Contract value is driven by the volume of learner enrolment and participation in the programme – which the supplier will work with the contracting authority to facilitate.  Departments will follow their own commercial process, approvals and engagement with QMUL to ensure apprenticeship levy spend is correctly recorded. |
| 4.2 | Payment terms/Profile | Payments will be made to the supplier via the apprenticeship levy funding system in England, in accordance with prevailing ESFA rules and processes for that system.  For non-funded apprentices, payments will be by monthly invoice to Queen Mary University of London.  Further additional terms in Annex 2 of Contract Schedule 3. |
| 4.3 | Customer billing address | Payment will be made via the organisation’s ESFA apprenticeship levy funding account. |

5. LIABILITY AND INSURANCE

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| 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:

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| --- | --- |
| Name and Title |  |
| Date |  |
| Signature |  |

For and on behalf of the Customer:

|  |  |
| --- | --- |
| Name and Title |  |
| Date |  |
| Signature |  |