

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 Apprenticeship Training Services. Dated 08/09/2023.

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	TCA 3-7-1447
From	Maritime and Coastguard Agency ("Customer") Spring Place, 105 Commercial Road, Southampton, SO15 1EG
To	JGA ("Supplier") Unit 201 Second Floor Metroline House 118-122 College Road Harrow HA1 1BQ

1. CONTRACT PERIOD

1.1	Commencement Date	26/09/2023
1.2	Expiry Date (Apprenticeship programme completion date / End Point Assessment completion date) End date of Call Off initial period End date of Optional Call Off Extension Periods. This is subject to the agreement of both parties. Minimum written notice to Supplier in respect of extension:	26/09/2025 26/09/2025 Extension Option: 3 months This contract is to fulfil a full apprenticeship program with option to extend past the expiry date to enable completion of learning to move into EPA.

2. SERVICES REQUIRED

2.1	Services Required. APPRENTICESHIP TRAINING PROVIDER SERVICES / END POINT	Delivery of Level 6 Service Designer Apprenticeship to Redacted under FOIA No 40 – Personal Information including End Point Assessment.
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ASSESSOR SERVICES / BOTH.	
LOCATION	Blended
APPRENTICESHIP TYPE AND SPECIFIC APPLICABLE INSTITUTE FOR APPRENTICESHIPS STANDARD	Open cohort, blended delivery
NUMBER OF STUDENTS	1
CLASS BASED	Blended delivery
ADDITIONAL SERVICES	None

3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard [ie the required apprenticeship course]	Level 6 Service Designer (ST0894)
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3.1	Quality Standards	Continued adherence to the relevant Institute for Apprenticeships industry standard. (www.instituteforapprenticeships.org/) Maintained ESFA registration and accreditation. General industry good practice
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4. PAYMENT

4.1	Contract Charges	Contract Charges = £15,000 Levy services funded by ESFA £15,000 Top up for fees in excess of ESFA band: N/A 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	Payments will be made via the ESFA's digital apprenticeship service levy-funding system

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	<i>Redacted under FOIA No 40 – Personal Information</i>
Date	15/9/23

For and on behalf of the Customer:

Name and Title	<i>Redacted under FOIA No 40 – Personal Information</i>
Date	08/09/2023