

## 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 4 Regulatory Compliance Officer Apprenticeship Training Services**. Dated Thursday, 25<sup>th</sup> June 2020.

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	CS20178
From	<b>The Department for Business, Energy and Industrial Strategy</b> of 1 Victoria Street, London, SW1H 0ET ("Customer")
To	<b>Babington Business College Limited</b> , Babington House, Mallard Way, Pullman Business Park, Pride Park, Derby, Derbyshire, DE24 8GX ("Supplier")

### 1. CONTRACT PERIOD

1.1	Commencement Date	1 <sup>st</sup> July 2020
1.2	Expiry Date (Apprenticeship programme completion date / End Point Assessment completion date)	Friday 30 <sup>th</sup> December 2022

### 2. SERVICES REQUIRED

2.1	<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>The Office for Product Safety &amp; Standards has recruited 5 staff members who will undertake the Level 4 Regulatory Compliance Officer apprenticeship. 3 of the apprentices are at the Teddington office and 2 at Birmingham. Apprentices will be enrolled during July / August in time for the first workshop in September 2020.</p> <p>There may also be some existing members of staff who will undertake the apprenticeship, and as such the overall contract value has been based on a maximum of an additional 5 existing members of staff undertaking the apprenticeship (10 in total over the contract period).</p> <p>The apprenticeship will initially be delivered virtually, with apprentices moving to Regional cohorts (London and Midlands) once Covid restrictions allow. Delivery will then be via a mix of on line and face to face workshops, It will be a 15 month learning programme, followed by 3 months to complete the final assessment. Total programme length</p>
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	<p>NUMBER OF STUDENTS</p> <p>CLASS BASED</p> <p>ADDITIONAL SERVICES</p>	<p>18 months. Programme reviews will be conducted every 10 to 12 weeks with the apprentice, manager and tutor.</p> <p>The apprenticeship training will be fully funded by the apprenticeship levy.</p> <p>The maximum cost of the apprenticeship will be £6,000.00 per apprentice (the maximum funding cap). 80% of the cost will be spread over the 18 month term of the apprenticeship, with appx 20% held back to cover the cost of the End Point Assessment, which will be paid via the selected provider. Babington will contract a suitable End Point Assessment Organisation.</p> <p>BEIS will hold regular (usually monthly) meetings with Babington Business College to discuss apprentice progress, to provide feedback and to discuss any issues around delivery. As part of this process BEIS will also hold regular meetings with the apprentices to get feedback from them on their experience and on training delivery, which enables them to raise issues, or share successes with the training provider. The standard Dynamic Marketplace SLA will apply for contract management requirements.</p> <p>The learning should be aligned to the Level 4 Regulatory Compliance Officer Apprenticeship  <a href="https://www.instituteforapprenticeships.org/apprenticeship-standards/regulatory-compliance-officer/">https://www.instituteforapprenticeships.org/apprenticeship-standards/regulatory-compliance-officer/</a></p> <p>Payments for the apprenticeship and End Point Assessment will be paid through the BEIS Apprenticeship Service Account. No payments will be made from BEIS to the End Point Assessment Organisation.</p>
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### 3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard	Level 4 Regulatory Compliance Officer Apprenticeship
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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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### 4. PAYMENT

4.1	Contract Charges	<p>The total contract value shall not exceed £60,000.00 excluding VAT.</p> <p>The cost of each individual apprenticeship is £6,000.00 (ex VAT). 80% of the cost will be spread over the term of the apprenticeship, with</p>
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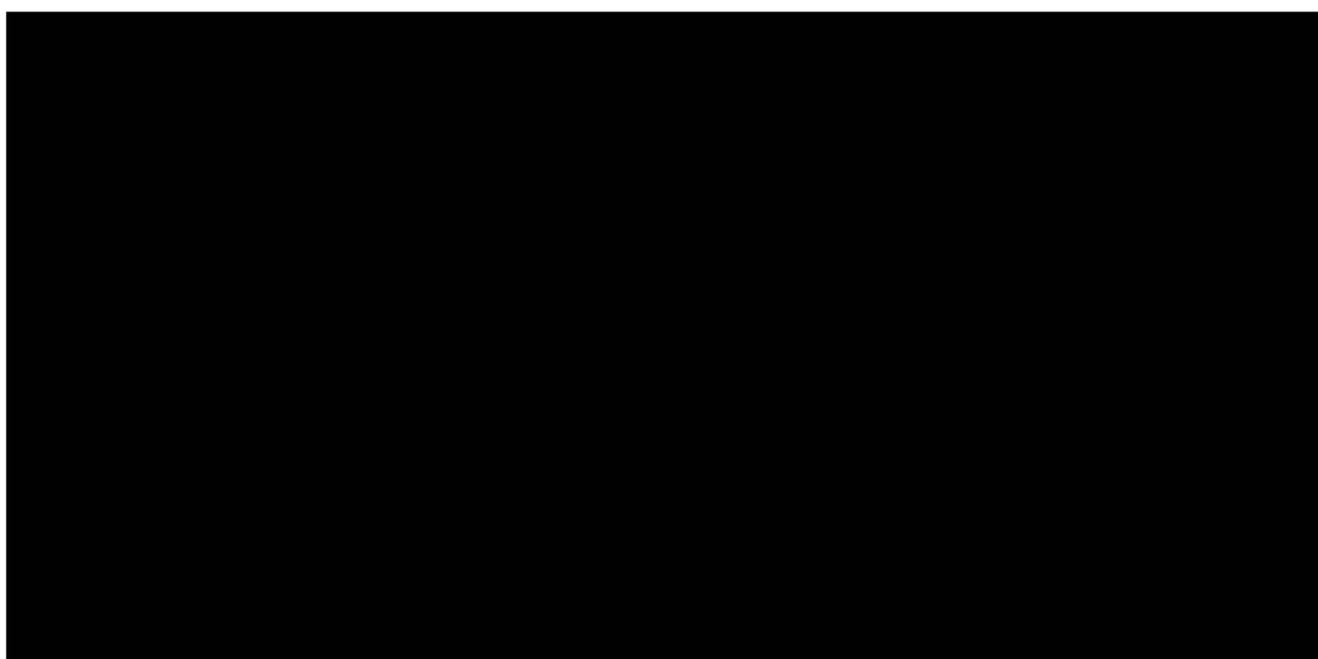
		approximately 20% held back to cover the cost of the End Point Assessment, which will be paid via the selected provider.
4.2	Payment terms/Profile	Payment to be made in accordance with the current in force ESFA funding rules.  Further additional terms in Annex 2 of Contract Schedule 3
4.3	Customer billing address	Payment via the BEIS Apprenticeship Service Account (Levy funding) [REDACTED]

## 5. LIABILITY AND INSURANCE

5.1	Suppliers limitation of Liability	In Clause 25 of the Contract Terms
5.2	Insurance	(Clause 26 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.

## 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.



## Pricing

The total contract value shall not exceed £60,000.00 excluding VAT.

The cost of each individual apprenticeship is £6,000 (ex VAT). 80% of the cost will be spread over the 18 month term of the apprenticeship, with approximately 20% held back to cover the cost of the End Point Assessment, which will be paid via the selected provider.

