

## 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 (RM6102)**. Dated 12/04/21

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	DfT Reference:
From	<b>Department for Transport</b> Great Minster House 33 Horseferry Road London SW1P 4DR
To	<b>First Intuition,</b> Conway Mews, London, W1T 6AA

### 1. CONTRACT PERIOD

1.1	Commencement Date	01/04/2021
1.2	Expiry Date (Apprenticeship programme completion date / End Point Assessment completion date)	March 2023 with an optional extension period of two years to March 25. The contract term relates to the timing of learner starts on the programme with the expected to support learners until completion of their apprenticeship

### 2. SERVICES REQUIRED

2.1	Services Required.  APPRENTICESHIP TRAINING PROVIDER SERVICES / END POINT ASSESSOR SERVICES / BOTH.  LOCATION  APPRENTICESHIP TYPE AND SPECIFIC APPLICABLE INSTITUTE FOR	Professional Accountancy (CIMA) L4  Both services.  London Leeds Birmingham  Professional Accountancy L4
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	<p>APPRENTICESHIPS STANDARD</p> <p>NUMBER OF STUDENTS</p> <p>CLASS BASED</p> <p>ADDITIONAL SERVICES</p>	<p>Estimated [REDACTED] learners per 18 month recruitment cycle dependant on recruitment outcomes</p> <p>Online delivery</p> <p>Numbers are indicative and may vary, and as such do not commit the organisation to these levels. Numbers cannot be guaranteed</p>

### 3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard [ie the required apprenticeship course]	Professional Accountancy L4
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3.1	Quality Standards	<p>Continued adherence to the relevant Institute for Apprenticeships industry standard.</p> <p><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>contract Charges</p> <p>Professional Accountancy L4 to [REDACTED]</p> <p>The cost to the Department will include <b>EPA</b> costs.</p> <p>Contract Charges comprises:</p> <p>Levy services funded by ESFA max £80,000</p> <p>Top up for fees in excess of ESFA band: N/A</p> <p>Additional extra services N/A</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	<p>Apprenticeship Service account –</p> <p>Email [REDACTED] to initiate the payment process</p>

		Billing Address: <b>Department for Transport</b> <b>Great Minster House</b> <b>33 Horseferry Road</b> <b>London</b> <b>SW1P 4DR</b>
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## 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	  <b>Finance Director</b>
Date	<b>26/05/21</b>

For and on behalf of the Customer:

Name and Title	  <b>Commercial Relationship Manager</b>
Date	<b>21/05/2021</b>