

**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 Policy Officer**. Dated 2-Feb-2018.

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	CR_5054
From	Department for Business and Trade ("Customer")
To	The JGA Group, Unit 201, Second Floor, Metroline House 118-122 College Road, Harrow, Middlesex HA1 1BQ ("Supplier")

**1. CONTRACT PERIOD**

1.1	Commencement Date	23-June-2025
1.2	Expiry Date (Apprenticeship programme completion date / End Point Assessment completion date)	22-June-2028  Expiry date is the last date learners can be enrolled onto the apprenticeship.  Supplier is obligated to complete all learning for all enrolled learners until they have completed their End Point Assessment (EPA).

**2. SERVICES REQUIRED**

2.1	Services Required.  APPRENTICESHIP TRAINING PROVIDER SERVICES / END POINT ASSESSOR SERVICES / BOTH.  LOCATION  APPRENTICESHIP TYPE AND SPECIFIC APPLICABLE INSTITUTE FOR	Provision of Level 4 Policy Officer Apprenticeship  Both  Blended  Level 4 Policy Officer <a href="https://skillsengland.education.gov.uk/apprenticeships/st0526-v1-1">https://skillsengland.education.gov.uk/apprenticeships/st0526-v1-1</a>
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	APPRENTICESHIPS STANDARD	
	NUMBER OF STUDENTS	■
	CLASS BASED	Blended
	ADDITIONAL SERVICES	N/A

### 3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard [ie the required apprenticeship course]	<a href="https://skillsengland.education.gov.uk/apprenticeships/st0526-v1-1">https://skillsengland.education.gov.uk/apprenticeships/st0526-v1-1</a>
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3.1	Quality Standards	Continued adherence to the relevant Institute for Apprenticeships industry standard. ( <a href="https://skillsengland.education.gov.uk/">https://skillsengland.education.gov.uk/</a> ) Maintained ESFA registration and accreditation. General industry good practice
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### 4. PAYMENT

4.1	Contract Charges	<p>Total Contract Charges = Maximum of ■ over the 3 years based on the combined maximum estimated number of students for the apprenticeship course.</p> <p>Maximum of ■ apprentices: ■ x ■ = ■</p> <p>There is no guaranteed minimum volume.</p> <p>Contract Charges comprises:</p> <p>Levy services funded by ESFA; maximum of £6,000 per apprentice.</p> <p>Top up for fees in excess of ESFA band N/A</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	Department for Business and Trade Old Admiralty Building, SW1A 2DY London
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## 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.

For and on behalf of the Supplier:

Name and Title	[REDACTED] – Business Development Manager, The JGA Group	
Date	[REDACTED]	23/6/2025

For and on behalf of the Customer:

Name and Title	[REDACTED] – Head of Category, People & Key Projects, Commercial Directorate, DBT	
Date	[REDACTED]	24/6/2025