

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 Data Protection & Information Governance Practitioner Apprenticeship Training Services**.
Dated 30/04/2019.

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_5036
From	Department for Business and Trade ("Customer")
To	Damar Training Ltd 111 Piccadilly, Manchester M1 2HY ("Supplier")

1. CONTRACT PERIOD

1.1	Commencement Date	9-June-2025
1.2	Expiry Date (Apprenticeship programme completion date / End Point Assessment completion date)	8-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	Provision of Level 4 Data Protection & Information Governance Practitioner Apprenticeship Both Blended
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SPECIFIC APPLICABLE INSTITUTE FOR APPRENTICESHIP S STANDARD	Level 4 Data Protection & Information Governance Practitioner Apprenticeship https://www.instituteforapprenticeships.org/apprenticeships/st0967-v1-1
NUMBER OF STUDENTS	Maximum number of 12. Numbers are indicative and may vary up to this maximum number, and as such do no commitment the Customer to these levels. There is no minimum number of students and no commitment to spend.
CLASS BASED	Blended
ADDITIONAL SERVICES	N/A

3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard [ie the required apprenticeship course]	https://www.instituteforapprenticeships.org/apprenticeships/st0967-v1-1
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3.1	Quality Standards	<p>Continued adherence to the relevant Institute for Apprenticeships industry standard. (www.instituteforapprenticeships.org/)</p> <p>Maintained ESFA registration and accreditation. General industry good practice</p>
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4. PAYMENT

4.1	Contract Charges	<p>Total Contract Charges = Maximum of [REDACTED] over the 3 years based on the combined maximum estimated number of students for the apprenticeship course.</p> <p>Maximum of [REDACTED] apprentices x [REDACTED] per enrolled learner = [REDACTED].</p> <p>There is no guaranteed minimum volume.</p> <p>Contract Charges comprises:</p> <p>Levy services funded by ESFA; maximum of £10,000 per apprentice.</p> <p>Top up for fees in excess of ESFA band N/A</p>
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		Additional extra services: One free resit offered to each learner if required 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	Department for Business and Trade Old Admiralty Building, SW1A 2DY London

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	██████████, Divisional Manager, Damar Training
Date	██████████

For and on behalf of the Customer:

Name and Title	██████████ – Category Lead, People & Key Projects, Commercial Directorate, DBT
Date	██████████

