

## 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:19.11.2024.

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	K280022658
From	Driver Vehicle Standards Agency ("Customer")
To	JGA Group ("Supplier")

### 1. CONTRACT PERIOD

1.1	Commencement Date	25/11/24
1.2	Expiry Date (Apprenticeship programme completion date / End Point Assessment completion date)	24/11/26  To include provider support until completion of 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 APPRENTICESHIPS STANDARD  NUMBER OF STUDENTS  CLASS BASED  ADDITIONAL SERVICES	L4 Public Relations and Communication Asst ST0311  APPRENTICESHIP TRAINING PROVIDER SERVICES and END POINT ASSESSOR SERVICES:  Online via MS Teams  L4 Public Relations and Communication Asst ST0311  2  N/A  N/A
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### 3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard [ie the required apprenticeship course]	L4 Public Relations and Communication Asst ST0311
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3.1	Quality Standards	Continued adherence to the relevant Institute for Apprenticeships industry standard. ( <a href="http://www.instituteforapprenticeships.org/">www.instituteforapprenticeships.org/</a> ) Maintained ESFA registration and accreditation. General industry good practice
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### 4. PAYMENT

4.1	Contract Charges	Contract Charges = N/A Contract Charges comprises: Levy services funded by ESFA; XXXXXX redacted under FOIA section 43 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	XXXXXX redacted under FOIA section 40 Email: XXXXXX redacted under FOIA section 40

### 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	XXXXXX redacted under FOIA section 43
Date	15/11/24

For and on behalf of the Customer:

Name and Title	XXXXXX redacted under FOIA section 43
Date	19/11/2024