**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 [ ] .

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 | [INSERT DETAILS] |
| From | [INSERT DETAILS] (“Customer”) |
| To | [INSERT DETAILS] (“Supplier”) |

1. CONTRACT PERIOD

|  |  |  |
| --- | --- | --- |
| 1.1 | Commencement Date | [INSERT DETAILS] |
| 1.2 | Expiry Date  (Apprenticeship programme completion date / End Point Assessment completion date) | [INSERT DETAILS] |

2. SERVICES REQUIRED

|  |  |  |
| --- | --- | --- |
| 2.1 | Services Required.    APPRENTICESHIP TRAINING PROVIDER SERVICES / END POINT ASSESSOR SERVICES / BOTH.  LOCATION  APPRENTICESHIP TYPE AND SPECIFIC APPICABLE INSTITUTE FOR APPRENTICESHIPS STANDARD  NUMBER OF STUDENTS  CLASS BASED  ADDITIONAL SERVICES | [INSERT DETAILS] |

3. CONTRACT PERFORMANCE

|  |  |  |
| --- | --- | --- |
| 3.1 | Required Apprenticeship Standard [ie the required apprenticeship course] | [ To complete] |

|  |  |  |
| --- | --- | --- |
| 3.1 | Quality Standards | Continued adherence to the relevant Institute for Apprenticeships industry standard. ([www.instituteforapprenticeships.org/](http://www.instituteforapprenticeships.org/))  Maintained ESFA registration and accreditation.  General industry good practice |

4. PAYMENT

|  |  |  |
| --- | --- | --- |
| 4.1 | Contract Charges | [Auto-populate price from catalogue]  [Contract Charges = [ total of all charges ]  [Contract Charges comprises:  Levy services funded by ESFA [ ];  Top up for fees in excess of ESFA band [ ];  Additional extra services [ ]  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 | [INSERT DETAILS - ADDRESS.] |

5. LIABILITY AND INSURANCE

|  |  |  |
| --- | --- | --- |
| 5.1 | Suppliers limitation of Liability | In Clause 25 of the Contract Terms |
| 5.2 | Insurance | (Clause [ ] 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 |  |
| Date |  |

For and on behalf of the Customer:

|  |  |
| --- | --- |
| Name and Title |  |
| Date |  |