

## 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 20 May 2021.

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	701555521
From	Defence Infrastructure Organisation (DIO) People and Capability ("Customer")  Kingston Road   Sutton Coldfield   West Midlands   B75 7RL
To	University College of Estate Management ("Supplier")  60 Queens Road, Reading, RG1 4BS

### 1. CONTRACT PERIOD

1.1	Commencement Date	01 July 2021
1.2	Expiry Date (Apprenticeship programme completion date / End Point Assessment completion date)	30 Jun 2025

### 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	Please see attached Annex A - Statement of Requirement
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### 3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard [ie the required apprenticeship course]	Building Controller Surveyor (Integrate Degree) Level 6
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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 = £24,400 total of all charges Contract Charges comprises: Levy services funded by ESFA £; Top up for fees in excess of ESFA band [ ]; Additional extra services – <b>Admin Fee £</b> 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 <i>Note: Payments not funded by ESFA will be paid via the MOD CP&amp;F e-procurement tool (Defcon 522 relates)</i>
4.3	Customer billing address	DIO People and Capability, DIO, Kingston Road, Sutton Coldfield, West Midlands, B75 7RL

### 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	Development, Director of Commercial and Business
Date	16 <sup>th</sup> June 2021

For and on behalf of the Customer:

Name and Title	, DIO Comrcl Mgr
Date	3 June 2021

## **STATEMENT OF REQUIREMENT –Building Control Surveyor (Integrated Degree) Level 6**

### **Introduction**

The Authority has a requirement to provide Apprentice Training and Associated Services and is under scrutiny to ensure they provide value for money to support delivery of excellent public services which align to strategic goals and core business. Apprentices are vital in developing the capability and productivity of our workforce, now and in the future. The MOD wants to create opportunities for individuals from diverse backgrounds to gain work-related skills and nationally recognised qualifications through structured, work-based training programmes with most of the training 'on the job'. The remaining 'off the job' training will be provided by a training provider. Apprenticeships will follow either a framework or a standard (all apprenticeships are moving to standards by April 2020).

### **Background**

From May 2017 the system for the funding and procurement of apprenticeship training has changed. In line with this the Government requires all large employers (including those in the Public Sector) to pay an apprenticeship levy (tax) of 0.5% of pay bill. The levy is taken automatically by HMRC on a monthly basis in the same way as it takes employer National Insurance Contributions. Money collected from employers will be used to fund apprenticeship training.

Employers will access the funds through a Digital Apprenticeship Account (DAA) ultimately controlled by the Education and Skills Funding Agency (ESFA). The DAA is hosted on a system known as the Digital Apprenticeship Service. Each levy paying employer will have a virtual account equivalent in value to its contribution, minus an amount equivalent to the notional contribution for its employees that live in Scotland, Wales and Northern Ireland, plus a Government top up of 10%. The MOD expects a Digital Account worth approximately £8m per annum.

Funds in the Digital Account can only be used to cover the cost of apprenticeship training and end point assessment for apprenticeships undertaken in England. To access the funds MOD will need to show, through the Digital Apprenticeship Service, that it has a contract for the delivery of a recognised Apprenticeship Scheme delivered by a registered provider. For these purposes a registered provider is a training provider who appears on the ESFA Register of Apprenticeship Training Providers. MOD will tell the ESFA (through the DAS) who our apprentices are; the training provider will tell the ESFA who it is training for MOD. On the strength of this information the ESFA will then pay the training provider and subtract the relevant amount from our DAA.

### **Outline of the Requirement**

The DIO Apprenticeship Team of the Ministry of Defence (MoD) seeks to contract with a provider to deliver the Building Control Surveyor (integrated degree) Level 6 Apprenticeship Standards. The provider is required to deliver the apprenticeship on an ad hoc basis whenever demanded. The contract will be for 1 staff arising to 2 in the second year. Staff are spread out geographically throughout England.

The specifications for the Standards and Frameworks listed above can be found on the ESFA webpages through the following link

[www.gov.uk/government/publications/apprenticeship-funding-bands](http://www.gov.uk/government/publications/apprenticeship-funding-bands)

1. Training providers for English apprenticeships must be on the ESFA Register of Apprenticeship Training Providers at the time that training commences.
2. Providers should indicate where in the UK they are able to deliver training and under which systems (i.e. the English Apprenticeship System, the Scottish, the Welsh or the system for Northern Ireland).
3. Providers should indicate whether they can deliver apprenticeships to MOD staff based overseas.
4. Providers should indicate how they can bespoke apprenticeships in some cases to meet the MOD's needs.
5. Training and assessment should be delivered within the funding band limits set for the individual apprenticeship by the ESFA, and honour any apprenticeship already started if funding band changes are made.
6. Providers must have sufficient trainers, assessors, talent coaches and delivery teams in place to deliver all the MOD apprenticeships to a consistently high standard.
7. Providers are expected to provide timely management information on the enrolment and status of apprentices based on MOD requirements.
8. Providers must agree to regular relationship meetings (monthly) and contract reviews (quarterly) against Key Performance Indicators with the MOD's representatives.
9. Providers' IT systems should be accessible to MOD staff through their work-based IT systems or provide suitable alternative systems or equipment to meet MODs needs.
10. Providers should be willing for their assessors and other staff requiring regular access to MOD sites, to train and assess apprentices, to undergo security clearance checks which will be at their expense.

### **Timescale**

Staff have registered interest in completing this apprenticeship and we currently have existing staff awaiting to start the programme we would need a provider in place by no later than 1 July 2021.

### **Apprenticeship to be delivered**

Building Control Surveyor (Integrated Degree) Level 6

### **Geographical Footprint**

The MoD has property throughout England and staff are widely dispersed, as a result the provider will need to have the capacity to deliver throughout England. Although efforts will be made to reach some central locations throughout the country.

### **Devolved Administrations**

The Building Control Surveyor (Integrated Degree) Level 6 Apprenticeship should be available for delivery within the devolved administrations (Wales, Scotland, Northern Ireland) and overseas. Demand for this will be limited.

### **Financials**

The providers will be funded for apprenticeships delivered in England using the Apprenticeship Levy through the Digital Account. For apprenticeships delivered in Scotland,

Wales, Northern Ireland, overseas as well as England where an additional payment is required for bespoke work which has been requested by the MOD, payment will be made on receipt of an invoice from the provider to a single point of contact within MOD. Payments must be administered through the MOD's Contract Purchasing and Finance system (CP&F).

## Demand Frequency

As a relatively new requirement for the MoD we cannot accurately forecast demand for this apprenticeship. Numbers will initially be low and will grow as the demand is realised throughout the MoD.

## Management Information

The provider is required to submit management information by the 5<sup>th</sup> working day of the month detailing apprentice progression through their training identifying through a Red, Amber, Green (RAG) system on their progress. Information will also need to be provided on training provider performance against KPIs. (See information on KPIs in **Key Performance Indicators** section)

- Red – Apprentice not on track and needs extra support
- Amber – Apprentice at risk of falling behind
- Green – Apprentice on track

Management Information at a minimum must contain the following and be submitted through email using an excel spreadsheet.

Name	Duration
Apprenticeship	Assessor
Level	Last review
Date of Initial Contact	Next review
Eligibility Checks Completed	RAG Progress Status (especially need to know if at risk or if there have been cancelled visits from either party)
Date of Functional Skills Test Completed	
Start date	End date (when completed or terminated)
Planned end date	Reason for termination

## Deliverables

- Apprenticeship training to MOD civil servants (both new entrants and existing staff) and military personnel.
- Within the Education and Skills Funding Agency's funding band rates.
- To the appropriate standard ensuring consistency of standard delivery across MOD.
- Timely delivery of apprenticeships and completion within the required time.
- For a variety of subjects including those listed in the "Outline of Requirement."
- Off the job training, where not delivered on site, to be provided within reasonable travelling distance from the apprentices' workplace
- In a method that is accessible to all MOD staff including where online/electronic

## **Government Funded Assets**

Although not routine, there may be a requirement for training to be delivered at a MoD site if there is a cohort requirement at a specific location or if training is to be delivered at an overseas location. Wherever possible, the training providers would be expected to provide their own equipment to deliver and support such training events.

## **Key Performance Indicators –**

- Delivery of apprenticeship training within the Education and Skills Funding Agency's funding bands honouring any apprenticeships started if funding bands change
- Delivery of apprenticeship training to OFSTED and HEFCE quality standards.
- Delivery of apprenticeships training in line with standards of professional bodies, where a qualification aligned to that body is included.
- Efficiency of enrolment of apprentices within a maximum of 12 weeks utilising other government cohorts if required (with small tolerance for exceptional cases only).
- Retention of apprentices on schemes limiting withdrawals to a maximum 15% withdrawal rate, providing early warning of 'amber' performance rating and providing incentives to reduce drop-outs.
- Apprentice success rates – providing MI on completions rates and highlighting exceptional learners.
- Timeliness of apprenticeship completion – completing within agreed timeframes.
- Resolution (or holding response if complicated) to complaints or issues within 5 working days and making all learners aware of complaints procedures and timeframes.
- Provision of regular and comprehensive suite of MI and survey data, as agreed with MOD as the customer.

## **Data Storage and Management**

All data pertaining to staff from the Ministry of Defence will be stored in line with GDPR legislation and hosted within the United Kingdom by the training provider. No data is to be stored or transmitted outside of the United Kingdom without applying for permission to MOD prior and this would be assessed on a case by case basis.

## **Contractual Review Meetings**

Providers must agree to regular relationship meetings and 6-monthly contract reviews against Key Performance Indicators with the MOD's representatives.

## **IT Systems and Security Checks**

- Provider's IT systems should be accessible to MOD staff through their work-based IT systems.
- Provider should be willing for their assessors and other staff requiring regular access to MOD sites to train and assess apprentices to undergo security clearance checks which will be at their expense.
- Cyber Essentials Plus required

**Point of Contact Information**

Name:

Position: Apprenticeship & Graduate Lead

Dept: DIO People and Capability Defence Infrastructure Organisation

Address - Kingston Road, Sutton Coldfield, West Midlands, B75 7RL

Tel:

Email: [@mod.gov.uk](#)