



Bridgwater and Taunton College

and

Environment Agency

**Apprenticeship Contract of
Services Agreement**

RELEVANT PARTIES		
Employer Details		
Registered Employer Name:	Environment Agency	
Company Number:	03807387	
Registered Employer's Address:	Environment Agency Horizon House, Deanery Road, Bristol, BS1 5AH	
Employer's Representative:	Name: Josh Scholes Email: Joshua.Scholes@environment-agency.gov.uk Telephone: 0370 8506506 Mobile: 07768026165 Address: Environment Agency Horizon House Deanery Road Bristol, BS1 5AH	
Training Provider Details		
Training Provider:	Bridgwater and Taunton College	
Training Provider's address:	Bath Road, Bridgwater, Somerset, TA6 4PZ	
Training Providers UKPRN:	10000878	
Training Provider's VAT No.:	586365400	
Training Provider Representative:	Name: Matt Tudor Title: Vice Principal, Strategy & Partnerships Email: business@btc.ac.uk Telephone: 01278 655111 Postal Address: as above	
Specific Terms		
Expiry Date:	This is for a fixed agreement as set out in the section titled 'Apprenticeship Programme' with an Expiry date concluding upon the apprentice completing their programme of study (including the End Point Assessment).	
Employer Digital Apprenticeship Service Account cohort number (required):	GGYDL4	
Is this apprenticeship being paid in full by a Levy funds transfer? If so list sending employer:	NO	
Training Provider Administration Service	Tick this box if the Training Provider will be completing on-line administrative tasks on behalf of the Employer and Clause 4.2 shall apply	<input type="checkbox"/>
Complaints Procedure and Mandatory Policies	Tick this box for the Training Provider's Complaints Procedure to have effect and take priority over the process set out in clauses 7.1 to 7.3. (If box is ticked, Complaints Procedure must be provided to the Employer)	<input checked="" type="checkbox"/>
	Safeguarding and Child Protection Policy Given to Employer:	<input checked="" type="checkbox"/>
	Details of the Training Provider's written complaints and dispute resolution procedure Given to Employer:	<input checked="" type="checkbox"/>
This agreement is entered into on the date set out above and is made up of these Contract Particulars, the Contract Terms and the Schedules stated above.		

APPRENTICESHIP SCHEDULE					
Apprenticeship Programme					
1.	Apprenticeship Standard	Water Environment Worker			
2.	Apprenticeship Standard Code	508			
3	Apprenticeship Programme Start Date	29/01/2024			
4.	Planned Apprenticeship Programme End Date	29/11/2025			
5.	Location of training	Employer / College			
Number of Apprentices					
6.	Number of Apprentices	x 35			
		Name:	Start Date:	Expected Practical Period End Date:	Expected Programme End Date (inc.EPA):
		Aidan Lenihan	29/01/2024	29/07/2025	29/11/2025
		Aidan Wright	29/01/2024	29/07/2025	29/11/2025
		Alexander Palmer	29/01/2024	29/07/2025	29/11/2025
		Andrew Walker	29/01/2024	29/07/2025	29/11/2025
		Archie Hudson	29/01/2024	29/07/2025	29/11/2025
		Ben Warwick	29/01/2024	29/07/2025	29/11/2025
		Brandon Chapman	29/01/2024	29/07/2025	29/11/2025
		Caitlin Donaldson	29/01/2024	29/07/2025	29/11/2025
		Charlie Payne	29/01/2024	29/07/2025	29/11/2025
		Charlotte Horrabin	29/01/2024	29/07/2025	2911/2025
		Christopher Oates	29/01/2024	29/07/2025	29/11/2025
		David McLellan	29/01/2024	29/07/2025	29/11/2025
		Elizabeth Hourahine	29/01/2024	29/07/2025	29/11/2025
		Elizabeth Stankard	29/01/2024	29/07/2025	29/11/2025
		George Barton	29/01/2024	29/07/2025	29/11/2025
		George Hubbard	29/01/2024	29/07/2025	29/11/2025
		George Lane	29/01/2024	29/07/2025	29/11/2025
		Helen Stevenson	29/01/2024	29/07/2025	29/11/2025
		Ibrahim Tizini	29/01/2024	29/07/2025	29/11/2025
		Jack Booth	29/01/2024	29/07/2025	29/11/2025
		Jack Cotton	29/01/2024	29/07/2025	29/11/2025
		Jack Webster	29/01/2024	29/07/2025	29/11/2025
		Jacob Sales	29/01/2024	29/07/2025	29/11/2025
		James Banyard	29/01/2024	29/07/2025	29/11/2025
		Joshua Cooper	29/01/2024	29/07/2025	29/11/2025
		Kelly Surtees	29/01/2024	29/07/2025	29/11/2025
		Kieron Canning	29/01/2024	29/07/2025	29/11/2025
		Kurt Pelham	29/01/2024	29/07/2025	29/11/2025
		Marc Latham	29/01/2024	29/07/2025	29/11/2025
		Matthew Durman	29/01/2024	29/07/2025	29/11/2025
		Matthew McAleese	29/01/2024	29/07/2025	29/11/2025
		Miriam Gilfoyle	29/01/2024	29/07/2025	29/11/2025
		Paul Bowditch	29/01/2024	29/07/2025	29/11/2025
Robert O'Rawe	29/01/2024	29/07/2025	29/11/2025		
Sarah Simpson	29/01/2024	29/07/2025	29/11/2025		

Training Provider Actions		
7.	Training to be delivered by Training Provider	<p>On programme assessment will include training providers reviewing the apprentice's progress via summative assessment. These assessments are designed to review the apprentice's behaviour, knowledge and skills against the set criteria outlined in the Apprenticeship Standard.</p> <p>Bridgwater & Taunton College will also:</p> <p>Map and assesses the apprentice's work against the Standard and help the apprentice select evidence for their summative portfolio and will confirm when the apprentice is ready for the end point assessment.</p>
Employer Actions		
8.	Training to be delivered by Employer	<p>The employer will need to provide suitable supervision and support/mentoring to enable apprentices to achieve the Skills, Knowledge and Behaviours outlined in the Apprenticeship Standard and to facilitate their development both in their job role and towards their qualification the employer must allow time for:</p> <ul style="list-style-type: none"> • Reflective account of learning taken place. • CPD record completed on One-File. • Learning knowledge on VLE (for remote learners). • Off the Job Mentoring – the apprentice will meet with their mentor to discuss progress and concerns • Off the Job Shadowing – the apprentice will shadow their mentor to gain an understanding of skills required for their job role. • Self-Study in working hour's online using OneFile working towards assessments and tasks set from their training assessors and course lecturers.
End Point Assessment Organisation		
9.	Name of End Point Assessment Organisation	Lantra Awards Limited
	End Point Assessment Organisation agreed in principle	I hereby confirm as the 'Employer', the above End-Point Assessment Organisation has been agreed in principle.
Subcontracting		
10.	Name of Subcontractor	Lantra
11.	Training to be delivered by Subcontractor	<ul style="list-style-type: none"> • LANTRA Health and safety - working at height (Training and assessment) • LANTRA Working in Low risk confined spaces (Training only) • LANTRA Health, Safety and Environmental Awareness -Construction (Training and Assessment / Online) • LANTRA L3 Award in Emergency First Aid at Work • LANTRA Location and avoidance of underground services (Training and Assessment) • LANTRA General winching theory and practice (Training and Assessment) • LANTRA Off road vehicle operating (Training and Assessment) • LANTRA Woodchippers (Training and Assessment)
12.	Training Provider monitoring of Subcontractor	Bridgwater and Taunton College will carry out a regular monitoring quality assurance checks on the apprenticeship training and on- programme assessment delivered by the Subcontractor, including visits at short notice
14.	Conflicts of interest between Training Provider and Subcontractor	There are no conflicts of Interest between Bridgwater & Taunton College and the Subcontracting Organisation for the delivery of this apprenticeship and qualifications.

15.	Support Provided	The Subcontractor will receive the standard due diligence and monitoring process in line with Bridgwater & Taunton College’s subcontracting provision. This will include regular quality monitoring visits.	
English and Maths and other Functional Skills Provision			
Edexcel L2 Functional Skills English		29/01/2024	29/01/2025
Edexcel L2 Functional Skills Mathematics		29/01/2024	29/01/2025
Non-Funded Items			
	Detail of items not eligible for ESFA funding	Cost	
1.	N/A	N/A	
2.	N/A	N/A	
3.	N/A	N/A	

FINANCIAL SCHEDULE	
The agreed costs (excluding VAT) for the training of each Apprentice under this Agreement is as follows (subject to change):	
Apprenticeship Funding Band / Maximum Available:	£12,000.00
Eligible Cost Breakdown for Programme per Apprentice (£):	
Initial Assessment	
Initial assessment to confirm learner and programme eligibility:	£191.25
Onboarding	
Costs associated with the onboarding of the apprentice:	£114.75
Off-the-job Training	
Tutor/Training delivery costs of the apprenticeship:	£3,257.95
Learning Materials/Consumables	
Materials used in the delivery of the apprenticeship:	£579.19
Assessment/Review	
Costs associated with conducting progress reviews Costs associated with a mandatory qualification. Registrations, assessment costs, examination, and certification costs	£2,751.15
Governance, management and administration	
Programme governance, management and administration directly linked to training and assessment:	£651.59
Total Negotiated Price Per Apprentice (No price reduction)	
Total Negotiated Price for Training (TNP1)	£10,140.00
Total Negotiated Price for End Point Assessment (TNP 2)	£1,860.00
Total Negotiated Price	£12,000.00
Subcontracting Costs	
Sub-Contractor Training Costs	£2,205.00
Training Provider Costs of monitoring/managing subcontractors	£389.12
Price Reduction	
Overall % reduction (for cost) to account for RPL	0.00%
Price Reduction to account for Change of Employer (if applicable). Enter amount already claimed by previous Employer)	N/A
Total Charges	
Total Cost for Employer (Total for Apprenticeship Service Account)	£420,000.00
Employer Funding Type	Levy
Additional Costs for Employer (not included in the above totals)	
Non-Funded Elements, or above 100% of the funding band, this is not included in the Total Negotiated Price and will be invoiced separately to the employer by BTC	£0.00
Subject to the Employer fulfilling the obligations set out in clause 4 of the Contract Terms, the Training Provider shall use its reasonable endeavours to recover sums in respect of the charges from the ESFA.	
The Employer has confirmed the End Point Assessment Organisation detailed in this agreement (if one is available). Also the Employer will be liable for any End Point Assessment resit fees.	
The payment schedule for the remaining Charges to be paid by the Employer is as follows:	

Payment Options:

Levy Funded	YES	Cost: £420,000.00
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The Employer will be required to set up their apprenticeship service account for their apprentice to be funded by this payment option.

An initial 20% will be retained until the apprentice completes, the remaining 80% is spread out equally over the duration of the programme and will be paid from the employer's apprenticeship service account. In the event the employer has insufficient funds in their service account to fully cover the costs of training, a 5% co-investment charge of that month's payment applies, and the Employer will receive an invoice from BTC to pay. The remaining 95% will be co-funded to BTC by the ESFA.

This payment option applies to the following apprentice/s:

Aidan Lenihan	Aidan Wright	Alexander Palmer	Andrew Walker
Archie Hudson	Ben Warwick	Brandon Chapman	Caitlin Donaldson
Charlie Payne	Charlotte Horrabin	Christopher Oates	David McLellan
Elizabeth Hourahine	Elizabeth Stankard	George Barton	George Hubbard
George Lane	Helen Stevenson	Ibrahim Tizini	Jack Booth
Jack Cotton	Jack Webster	Jacob Sales	James Banyard
Joshua Cooper	Kelly Surtees	Kieron Canning	Kurt Pelham
Marc Latham	Matthew Durman	Matthew McAleese	Miriam Gilfoyle
Paul Bowditch	Robert O'Rawe	Sarah Simpson	

SIGNATORIES

By signing below:

- I hereby declare that I have taken all reasonable measures to ensure that the information contained in this document is correct
- I hereby confirm that I am authorised by the employer to commit to the payment of fees
- I hereby confirm that I am authorised and agree to the apprenticeship programme outlined above and all associated contract terms and conditions

The information provided in this agreement will be validated by the ESFA through the records held at HMRC. It is the employer's responsibility to ensure that the information they have provided matches with those records. In the event that a conflict is identified between the information provided in this agreement and that provided to HMRC then all parties to this agreement commit to take any reasonable actions to resolve it.

SIGNED on behalf of the Bridgwater and Taunton College:

DocuSigned by:

Matt Tudor

0C22E4BC510B418...

Matt Tudor

Vice Principal, Strategy & Partnerships

29/1/2024 | 08:34 GMT

Date Signed:

DocuSigned by:

SIGNED on behalf of the EMPLOYER:

Louis Harvey

4D9A27C46C4F489...

Louis Harvey

Print Name

National Operations Manager - Asset Operations,
Business Development and Support

Position

26/1/2024 | 10:27 GMT

Date Signed: