

CONTRACT ORDER FORM

This Contract Order Form is issued in accordance with the provisions of the Apprenticeship Training Provider Dynamic Marketplace (DMP) Agreement dated 30th April 2019 for the provision of **Level 4 Data Accessibility Specialist Apprenticeship Training Services**

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. The Parties agree that Contract Schedule 7 (*Processing personal data and data subjects*) and Contract Schedule 8 (*Joint Controller Agreement*) are not applicable as each party acts as an independent data controller.

Order Number	DfT Reference: TRHR3247
From	Department for Transport Great Minster House 33 Horseferry Road London SW1P 4DR
To	Purple Beard No 7, Television House, 269 Field End Rd, Ruislip HA4 9LS

1. CONTRACT PERIOD

1.1	Commencement Date	30 January 2023
1.2	Expiry Date (Apprenticeship programme completion date / End Point Assessment completion date)	For duration of the apprenticeship. Programme is 24-months (not including EPA) The contract will include the irrevocable Authority Option to enrol further candidates on an annual basis for 1+1+1 years (i.e Jan 2023/ Jan 2024 subject to written notice and the candidate's application being accepted by the provider and that eligibility requirements are met)

2. SERVICES REQUIRED

2.1	<p>Services Required.</p> <p>APPRENTICESHIP TRAINING PROVIDER SERVICES / END POINT ASSESSOR SERVICES / BOTH.</p> <p>LOCATION</p>	<p>Both services – programme and end point assessment (EPA)</p> <p>Blended delivery – PurpleBeard and online</p>
	<p>APPRENTICESHIP TYPE AND SPECIFIC APPLICABLE INSTITUTE FOR APPRENTICESHIPS STANDARD</p> <p>NUMBER OF STUDENTS</p> <p>CLASS BASED</p> <p>ADDITIONAL SERVICES</p>	<p>Level 4 Digital Accessibility Apprenticeship:</p> <p>24 months + 6-months end point assessment = 30 months</p> <p>Up to [REDACTED] learner to commence programme in January 2023 plus up to an additional potential [REDACTED] during this year (this is subject to the individuals application being accepted by the provider and that eligibility requirements are met). Subject to the need to extend the contact, up to [REDACTED] learners per year for each extension period.</p> <p>Year 1 – up to [REDACTED] students Year 2 – up to [REDACTED] students Year 3 – up to [REDACTED] students Total for life of contract – [REDACTED]</p> <p>Blended / Virtual Classroom and PurpleBeard.</p> <p>None</p>

3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard [ie the required apprenticeship course]	Level 4 Digital Accessibility Apprenticeship Ref: ST0863
-----	--------------------------------------------------------------------------	----------------------------------------------------------

3.1	Quality Standards	<p>Continued adherence to the relevant Institute for Apprenticeships industry standard. (www.instituteforapprenticeships.org/) Maintained ESFA registration and accreditation. General industry good practice</p> <p>The providers own regulations, policies and procedures in place to ensure the academic standards and quality of the student experience, as amended from time to time (as available on the providers website).</p>
-----	-------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

4. PAYMENT

4.1	Contract Charges	<p>Apprenticeship levy services funded by ESFA £[REDACTED].</p> <p>Potential breakdown of costs for the 1st enrolment (if maximum number of apprentices enrol) is:</p> <p>Year 1 – up to £96,000 Year 2 – up to £80,000 Year 3 – up to £80,000</p> <p>If +1+1 enrolment extension applied for up to [REDACTED] apprentice per year then this would be up to £[REDACTED]</p> <p>Potential total value of the contract if maximum number of apprentices enrol and extensions of +1+1 enrolment years are applied is = up to £256,000</p> <p>Top up for fees in excess of ESFA band: N/A</p> <p>Additional extra services N/A</p>
		<p>Includes the cost of any subcontractors and the cost of an approved end point assessor. Excludes the cost of IT equipment (e.g. a laptop), and any travel and accommodation costs for apprentices (to travel to Aston), which the Customer is expected to cover.</p>
4.2	Payment terms/Profile	<p>Payment to be made in accordance with the current in force ESFA funding rules. Customer to ensure it has set up its ESFA Digital Account correctly.</p> <p>Further additional terms in Annex 2 of Contract Schedule 3</p>
4.3	Customer billing address	<p>Apprenticeship Service account - email Apprenticeships@dft.gov.uk to initiate process</p>

		Great Minster House, 33 Horseferry Road, London, SW1P 4DR
--	--	-----------------------------------------------------------

5. LIABILITY AND INSURANCE

5.1	Suppliers limitation of Liability	In Clause 25 of the Contract Terms
5.2	Insurance	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	Nov 04 2022 12:41 CET

For and on behalf of the Customer:

Name and Title	  – Commercial Relationship Manager
Date	01/11/2022