

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 Level 3 Business Administrator **Apprenticeship Training Services.** Dated 30-April-2019.

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	CR_4858
From	Department for Business and Trade ("Customer")
To	LDN Apprenticeship Ltd 278-280 South Lambeth Road ("Supplier")

1. CONTRACT PERIOD

1.1	Commencement Date	3-Mar-2025
1.2	Expiry Date (Apprenticeship programme completion date / End Point Assessment completion date)	2-Mar-2028 Expiry date is the last date learners can be enrolled onto the apprenticeship. Supplier is obligated to complete all learning for all enrolled learners until they have completed their End Point Assessment (EPA).
1.3	Contract Completion Date	Contract Completion is when all enrolled learners have completed their apprenticeship under the Services of the Supplier described in this contract. Delivery of the Services under this Contract will be deemed Complete once all enrolled learners have completed their end point assessment. Contract Completion Date will be a product of (but not limited to) the last enrolment date, any agreed enrolled learner extensions, any agreed breaks in learning and resits. All other obligations and deliverables of this contract remain in place until the Contract Completion Date, except for new enrolments beyond the Expiry Date (described above).

2. SERVICES REQUIRED

2.1	<p>Services Required.</p> <p>APPRENTICESHIP TRAINING PROVIDER SERVICES / END POINT ASSESSOR SERVICES / BOTH.</p> <p>LOCATION</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>Provision of the Level 3 Business Administrator Apprenticeship Standard.</p> <p>BOTH</p> <p>Multiple Sites</p> <p>Level 3 Business Administrator Apprenticeship</p> <p>https://www.instituteforapprenticeships.org/apprenticeship-standards/st0070-v1-0</p> <p>The contract covers a maximum of 30 learners. Numbers are indicative and may vary up to this maximum number, and as such do no commitment the Customer to these levels. There is no minimum number of students and no commitment to spend.</p> <p>Workplace based, Online, Blended</p> <p>N/A</p>
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3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard [ie the required apprenticeship course]	https://www.instituteforapprenticeships.org/apprenticeship-standards/st0070-v1-0
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3.1	Quality Standards	<p>Continued adherence to the relevant Institute for Apprenticeships industry standard. (www.instituteforapprenticeships.org/)</p> <p>Maintained ESFA registration and accreditation.</p> <p>General industry good practice</p>
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4. PAYMENT

4.1	Contract Charges	Total Contract Charges = Maximum of [REDACTED] over the 3 years based on the combined maximum estimated number of students for the apprenticeship course.
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		<ul style="list-style-type: none"> Maximum of ■ apprentices x ■ per enrolled learner = ■. <p>There is no guaranteed minimum volume.</p> <p>Contract Charges comprises:</p> <p>Levy services funded by ESFA; maximum of £5,000 per apprentice.</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.</p>
4.2	Payment terms/Profile	<p>Payment to be made in accordance with the current in force ESFA funding rules.</p> <p>Further additional terms in Annex 2 of Contract Schedule 3</p>
4.3	Customer billing address	<p>Payment will be made via DBT's ESFA apprenticeship levy funding account.</p> <p>Contact information: Capabilitydelivery@businessandtrade.gov.uk</p> <p>Old Admiralty Building, Westminster, London SW1A 2BL.</p>

5. LIABILITY AND INSURANCE

5.1	Suppliers limitation of Liability	In Clause 25 of the Contract Terms
5.2	Insurance	<p>Clause 26 of the Contract Terms:</p> <p>Professional Indemnity Insurance cover of £1 million any one claim.</p> <p>Public Liability Insurance cover of £1 million any one claim.</p> <p>Employers Liability insurance cover of £5 million any one claim.</p>

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	[REDACTED] CEO at LDN Apprenticeships	
Signature & Date	[REDACTED]	7/3/2025

For and on behalf of the Customer:

Name and Title	[REDACTED] – Head of People Services Category and Key Projects, Commercial Directorate, DBT	
Signature & Date	[REDACTED]	7/3/2025