**CONTRACT ORDER FORM**

This Contract Order Form is issued in accordance with the provisions of the RM6102 Apprenticeship Training Provider Dynamic Marketplace (DMP) Agreement for the provision of Apprenticeship Training and related Services.

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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

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| Order Number | CCZP23A04 |
| From | Cabinet Office (“Customer”) |
| To | BPP Professional Education Ltd (“Supplier”) |

1. CONTRACT PERIOD

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| --- | --- | --- |
| 1.1 | Commencement Date | 13/11/2023 |
| 1.2 | Expiry Date  (Apprenticeship programme completion date / End Point Assessment completion date) | 12/11/2025 |

2. SERVICES REQUIRED

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| --- | --- | --- |
| 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 | Level 3 Assistant Accountant - ST0002 - Pathway: AAT;  Level 4 Professional Accounting or Taxation technician - ST0003 - Pathway: AAT;  Level 4 Professional Accounting or Taxation technician - ST0003 - Pathway: ACA (ICAEW);  Level 4 Professional Accounting or Taxation technician - ST0003 - Pathway: ACCA;  Level 4 Professional Accounting or Taxation technician - ST0003 - Pathway: CIMA;  Level 7 Accountancy or Taxation Professional - ST0001 - Pathway: ACA (ICAEW);  Level 7 Accountancy or Taxation Professional - ST0001 - Pathway: ACCA; Level 7 Accountancy or Taxation Professional - ST0001 - Pathway: CIMA;  Please see Annex 1 of Attachment 5b Core Terms for details on indicative number of students, location, venues and additional services. |

3. CONTRACT PERFORMANCE

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| 3.1 | Required Apprenticeship Standard | Level 3 Assistant Accountant - ST0002 - Pathway: AAT;  Level 4 Professional Accounting or Taxation technician - ST0003 - Pathway: AAT;  Level 4 Professional Accounting or Taxation technician - ST0003 - Pathway: ACA (ICAEW);  Level 4 Professional Accounting or Taxation technician - ST0003 - Pathway: ACCA;  Level 4 Professional Accounting or Taxation technician - ST0003 - Pathway: CIMA;  Level 7 Accountancy or Taxation Professional - ST0001 - Pathway: ACA (ICAEW);  Level 7 Accountancy or Taxation Professional - ST0001 - Pathway: ACCA; Level 7 Accountancy or Taxation Professional - ST0001 - Pathway: CIMA; |

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| 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

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| 4.1 | Contract Charges | **REDACTED TEXT under FOIA Section 43, Commercial Interests** |
| 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 | **REDACTED TEXT under FOIA Section 40, Personal Information** |

5. LIABILITY AND INSURANCE

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| 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. |

6. FURTHER INFORMATION - The Parties agree that they are joint controllers for the purpose of the Data Protection legislation and have completed the Joint Controller Agreement at Schedule 8 of the Contract Terms.

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 which includes Appendix A to the Order Form (Special Terms Schedule).

| **Signed - via Docusign** |
| --- |
| **Supplier**  <Supplier Sign Here> |
| **REDACTED TEXT under FOIA Section 40, Personal Information**  Full Name:  Job Title/Role:  Date: |
| **Buyer**  <Commercial Sign Here> |
| **REDACTED TEXT under FOIA Section 40, Personal Information**  Full Name:  Job Title/Role:  Date: |