## 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 [Jul-08-20].

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 | TIS0822 |
| From | THE INSOLVENCY SERVICE<br><br>16th Floor<br>1 Westfield Avenue<br>Stratford<br>London<br>E20 1HZ |
| To | BPP Professional Education Limited<br>Bpp House, Aldine Place, 142-144 Uxbridge Road, London, W12 8AA<br>Company number - 04546335 |

1. CONTRACT PERIOD

| | | |
|---|---|---|
| 1.1 | Commencement Date | 08/09/2025 |
| 1.2 | Expiry Date (Apprenticeship programme completion date / End Point Assessment completion date) | 07/09/2027 |

2. SERVICES REQUIRED

| | | |
|---|---|---|
| 2.1 | Services Required.<br><br>APPRENTICESHIP TRAINING PROVIDER SERVICES / END POINT | Business administrator - ST0070 - Level 3 : Supporting and engaging with different parts of the organisation and interact with internal or external customers. : Route: Business and administration<br><br>Both |

| | | |
|---|---|---|
| | ASSESSOR SERVICES / BOTH. | |
| | LOCATION | National – UK |
| | APPRENTICESHIP TYPE AND SPECIFIC APPLICABLE INSTITUTE FOR APPRENTICESHIPS STANDARD | Standard, Business Administrator, ST0070, v1.0, Level 3 |
| | NUMBER OF STUDENTS | [redacted] |
| | CLASS BASED | Blended |
| | ADDITIONAL SERVICES | N/A |

3. CONTRACT PERFORMANCE

| | | |
|---|---|---|
| 3.1 | Required Apprenticeship Standard [ie the required apprenticeship course] | Business administrator - ST0070 - Level 3 |

| | | |
|---|---|---|
| 3.1 | Quality Standards | Continued adherence to the relevant Institute for Apprenticeships industry standard. (www.instituteforapprenticeships.org/)<br>Maintained ESFA registration and accreditation.<br>General industry good practice |

4. PAYMENT

| | | |
|---|---|---|
| 4.1 | Contract Charges | [redacted] |

| | | |
|---|---|---|
| | | [redacted] |
| 4.2 | Payment terms/Profile | Payment to be made in accordance with the current in force ESFA funding rules.<br><br>Further additional terms in Annex 2 of Contract Schedule 3<br><br>The Buyer has a No PO (Purchase Order) No PAY (Payment) policy.<br><br>All Invoices must comply with the No PO No Pay Policy to be considered valid and be paid.<br><br>A valid Supplier Invoice shall include the following:<br>1. Valid Buyer Purchase Order Number;<br>2. Buyer Contract Reference Number;<br>3. Invoice must accurately map to the line items within the Purchase Order, i.e. Line Descriptions, Number of Units and Unit Price.<br><br>The Buyer may make reasonable changes to its invoicing requirements during the Term by providing 30 calendar days written notice to the Supplier.<br><br>Please note that Payment Terms, notably lead times for payment of invoices, shall be directly tied to the No PO, No Pay Policy. Those without a valid PO number may be returned to the Supplier. In such cases, the lead time for payment of invoices shall not begin until a valid PO is received. |
| 4.3 | Buyer billing address | [redacted]<br><br>16th Floor,<br>1 Westfield Avenue,<br>Stratford<br>London |

| | | |
|---|---|---|
| | | E201HZ, GBR |

5. LIABILITY AND INSURANCE

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

6. FURTHER INFORMATION

| | | |
|---|---|---|
| 6 | Further information | The Parties have agreed 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 Buyer 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 [redacted]

| | |
|---|---|
| Name and Title | [redacted] |
| Date | |

For and on behalf of the Buyer:

| | |
|---|---|
| Name and Title | [redacted] |
| Date | |