

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	63505
From	WEST NORTHAMPTONSHIRE COUNCIL
To	CT Skills

1. CONTRACT PERIOD

1.1	Commencement Date	19.09.25
1.2	Expiry Date (Apprenticeship programme completion date / End Point Assessment completion date)	19.09.28

2. SERVICES REQUIRED

2.1	Services Required. APPRENTICESHIP TRAINING PROVIDER SERVICES / END POINT ASSESSOR SERVICES / BOTH. LOCATION	Finance Apprenticeships To value of £99,000 including at least one full End Point Assessment resit included in cap Online
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	APPRENTICESHIP TYPE AND SPECIFIC APPLICABLE INSTITUTE FOR APPRENTICESHIPS STANDARD	Accounts or finance assistant / Skills England Assistant accountant / Skills England Professional accounting technician / Skills England Teaching assistant / Skills England
	NUMBER OF STUDENTS	To value of £99,000
	CLASS BASED	Online and blended
	ADDITIONAL SERVICES	

3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard [ie the required apprenticeship course]	As above
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3.1	Quality Standards	Continued adherence to the relevant Institute for Apprenticeships industry standard. (https://skillsengland.education.gov.uk/apprenticeships/) Maintained DFE registration and accreditation. General industry good practice Monthly submission of the attached Progress Monitoring Form informing West Northants Council of apprentices' progress and participation in contract management meetings where required.
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4. PAYMENT

4.1	Contract Charges	West Northants Council will recognise any uplift in funding bands related to this contract. A contract variation will not be required for West Northants Council to recognise the new funding band Levy services funded by DFE through West Northants Council Digital Apprenticeship Service account. Top up for fees in excess of DFE band Nil Additional extra services Nil Includes the cost of any subcontractors and the cost of an approved end point assessor and resits
4.2	Payment terms/Profile	Payment to be made in accordance with the current in force DFE funding rules. Further additional terms in Annex 2 of Contract Schedule 3
4.3	Buyer billing address	ONE ANGEL SQUARE, ANGEL STREET, NORTHAMPTON, Northamptonshire, NN11ED, GBR

5. LIABILITY AND INSURANCE

5.1	Suppliers limitation of Liability	In Clause 25 of the Contract Terms
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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.
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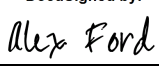
6. FURTHER INFORMATION

6	Further information	 Progress Monitoring Form.xlsx  Insurance 2025-26 CTS Employers Liabili  Attachment 5 Accounts Finance Assi  Attachment 5 Assistant Accountant I  Attachment 5 Prof Accountant Level 4.xls  Attachment 5 Teaching Assistant Le
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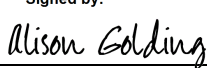
FORMATION OF CONTRACT

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 Supplier:

Name and Title	Alex Ford, Chief Executive Officer
Date 9/22/2025	DocuSigned by:  624808FDF1AE4F0...

For and on behalf of the Buyer:

Name and Title	Alison Golding, Assistant Director Workforce & Transformation
Date 9/22/2025	Signed by:  C7AADC7F7E9C406...