

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	
From	WEST NORTHAMPTONSHIRE COUNCIL
To	CU Better Futures

1. CONTRACT PERIOD

1.1	Commencement Date	16.09.25
1.2	Expiry Date (Apprenticeship programme completion date / End Point Assessment completion date)	16.09.28

2. SERVICES REQUIRED

2.1	Services Required. APPRENTICESHIP TRAINING PROVIDER SERVICES / END POINT ASSESSOR SERVICES / BOTH.	1 x Level 6 Resilience and Emergencies Professional To value of £23,000 including at least one full End Point Assessment resit as it has been confirmed by N Northey that the EPA is an integrated EPA and therefore included in funding band
-----	---	--

3. CONTRACT PERFORMANCE

3.1	Required Apprenticeship Standard [ie the required apprenticeship course]	As above
-----	--	----------

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 by risk based quality process
-----	-------------------	---

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
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

6	Further information	 Progress Monitoring Form.xlsx  Attachment 7 DMP Schedule 4 Annexes a2025 - Employers Lia  Combined Liability -
---	---------------------	--

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	Kerry McGreavy 
Date	Oct 14, 2025

For and on behalf of the Buyer:

Name and Title	Alison Golding, Assistant Director Workforce & Transformation  A Golding (Oct 13, 2025 17:35:23 GMT+1)
Date	Oct 13, 2025

TRAINING ORDER FORM

This Training Order Form is entered into on **13/10/2025** by and between CU Apprenticeships (Better Futures) Limited (the "Training Provider") West Northamptonshire Council (the "Employer"),

The Training Provider will provide the Training as set out below.

Apprenticeship Programme	
Apprenticeship Standard	Resilience and Emergencies Professional
Name/Level of qualification	BSc Level 6
Entry Requirements	English and Maths Grade C/4 or above (or equivalent) Level 3 qualifications
Cohort Start Date	18/09/2025
Planned End Date	08/02/2029
Location of training	Coventry University – Coventry campus
Funding Band	£23,000
Pre-admission checks	Apprentice's qualifications have been checked as part of entry criteria and where necessary interviews with the course team have been conducted to assess academic suitability.
Apprentices undertaking the Apprenticeship Programme	
Apprentices	Marie Hepplewhite

Training Provider and Employer Actions and Responsibilities						
Training or other actions to be delivered by the Training Provider	Level/year	Semester	Modules (and other mandated training if applicable) (All CU delivered unless stated in brackets)	Credits	Start (month)	End (month)
	Year 1	S1	Fundamentals of Managing Resilience Projects	20	September	December
			Understanding Resilience and the Emergency Sector	20	September	December
		S2	Fundamentals of Incident Management	20	January	April
			Recovering After Emergencies	20	January	April
		S3	Fundamentals of Training and Exercising	20	May	August
			Business Continuity	20	May	August
			Year 1 Total Credits =	120		
	Year 2	S1	Understanding Core Concepts of Managing Resilience Projects	20	September	December
			Risk Management	20	September	December
		S2	Understanding Practice in Incident Management	20	January	April
			Data Collection and Analysis	20	January	April
		S3	Understanding the Training and Exercising Process	20	May	August
			Effective Planning and Plan Writing	20	May	August
			Year 2 Total Credits =	120		
	Year 3	S1	Taking a Lead on Managing Resilience Projects	20	September	December
			Advanced Concepts in Incident Management	20	September	December
		S2	Advancing Training and Exercising in Practice	20	January	April
			Readiness and Resilience	20	January	April
			Year 3 Total Credits =	80		

			Gateway			
			EPA	40		
Training or other actions to be delivered by the Employer	The employer will ensure opportunities and activities are available within the workplace to allow the apprentice to achieve and evidence the occupational competence of the apprenticeship standard. The employer commits to assigning a workplace mentor to the apprentice.					
End-Point Assessment Organisation						
Name of End-Point Assessment Organisation	Integrated/Coventry University					
Subcontracting						
Name of Subcontractor	N/A					
Training to be delivered by Subcontractor	N/A					
Training Provider monitoring of Subcontractor	N/A					
Conflicts of interest between the Training Provider and the Subcontractor	N/A					

Charges	
The agreed Charges (excluding VAT) for the training of each Apprentice under this Contract is as follows:-	
Crown Commercial Order form dated Jul-08-20	
	Price per Apprentice (£)

Fees Below the Funding Cap	£23,000
Fees Above the Funding Cap	N/A
Total per cohort:	£23,000
Breakdown of Fees Below the Funding Cap:	
Training Provider Training Fees:	£23,000
Initial Assessment:	£158
Off-the-Job Training:	£13,085
Materials and Consumables:	£300
Peripheral costs including Assessment:	£3,090
Programme Governance, Management and Administration	£5,593
Actual EPA Cost	£773
Subcontractor Training Fees:	N/A
[Training Provider costs of monitoring/managing sub-contractors, including monitoring the quality of the training and assessments sub-contracted]	N/A
[Training Provider costs of support activity it will provide sub-contractors]	N/A
[Eligible, evidenced Employer costs (where Employer provides some of the training that can be funded by government)]	N/A
Total:	N/A
The Parties agree that the amounts appearing above are estimates, and any eventual difference in them shall not affect the amount of the Fees Below the Funding Cap, or the Charges, payable by the Employer to the Training Provider.	
Other costs to be funded by the Employer – other than Fees Above the Funding Cap - but not eligible for ESFA funding	N/A

Signed by **CU Apprenticeships**
(Better Futures) Limited acting by:

Full Name: Kerry McGreavy



Signature of Authorised Signatory

Signed by **Employer**
acting by

Full Name: A Golding



A Golding (Oct 13, 2025 17:35:23 GMT+1)

Signature of Authorised Signatory

CCS Order Form - West Northants - Marie Hepplewhite Level 6 Resilience and Emergencies Professional

Final Audit Report

2025-10-14

Created:	2025-10-13
By:	Naomi Northey (ad7888@coventry.ac.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAACgGH_Ca3L4XvJ3sBnWYlzpKLnOv_zOzm

"CCS Order Form - West Northants - Marie Hepplewhite Level 6 Resilience and Emergencies Professional" History

-  Document created by Naomi Northey (ad7888@coventry.ac.uk)
2025-10-13 - 13:19:32 GMT- IP address: 194.66.32.17
-  Document emailed to learninganddevelopment@westnorthants.gov.uk for signature
2025-10-13 - 13:22:23 GMT
-  Email viewed by learninganddevelopment@westnorthants.gov.uk
2025-10-13 - 14:07:40 GMT- IP address: 13.41.108.86
-  Document signing delegated to alison.golding@westnorthants.gov.uk by learninganddevelopment@westnorthants.gov.uk
2025-10-13 - 14:15:23 GMT- IP address: 35.176.161.231
-  Document emailed to alison.golding@westnorthants.gov.uk for signature
2025-10-13 - 14:15:24 GMT
-  Email viewed by alison.golding@westnorthants.gov.uk
2025-10-13 - 16:33:32 GMT- IP address: 104.47.85.126
-  Signer alison.golding@westnorthants.gov.uk entered name at signing as A Golding
2025-10-13 - 16:35:21 GMT- IP address: 13.41.204.243
-  Document e-signed by A Golding (alison.golding@westnorthants.gov.uk)
Signature Date: 2025-10-13 - 16:35:23 GMT - Time Source: server- IP address: 13.41.204.243
-  Document emailed to kerry.mcgreavy@coventry.ac.uk for signature
2025-10-13 - 16:35:25 GMT

 Email viewed by kerry.mcgreavy@coventry.ac.uk

2025-10-14 - 15:40:40 GMT- IP address: 52.102.17.117

 Signer kerry.mcgreavy@coventry.ac.uk entered name at signing as Kerry McGreavy

2025-10-14 - 15:41:37 GMT- IP address: 194.66.37.60

 Document e-signed by Kerry McGreavy (kerry.mcgreavy@coventry.ac.uk)

Signature Date: 2025-10-14 - 15:41:39 GMT - Time Source: server- IP address: 194.66.37.60

 Agreement completed.

2025-10-14 - 15:41:39 GMT