

Call off contract for the Provision of Apprenticeship Services

1. The Company (QA Limited) is a provider of Apprenticeship Programmes
2. The Employer (You) wish to employ an Apprentice(s) and engage the services of the Company in the provision and training of the Apprentice(s).
3. The Employer, the Apprentice and the Company will work to jointly agree an apprenticeship Individual Learning Plan (“ILP”) or Commitment Statement for each Apprentice employed by the Employer.
4. The Company and the Employer are committed to working together to ensure the effective completion of the Apprenticeship Programme.

Please complete and sign this document and return

Employer details (“You” or “Your”):

Account no:

Invoice to: Our ref: /

For the attention of:

Your QA Apprenticeship Account Manager:

Description of Services for Apprenticeship Programmes

Apprentice Name	
Apprenticeship Programme description	
Expected duration	
Fees per apprentice:	
QA training fees (TNP1)	
Subcontracted training fees	
End Point Assessment cost (TNP2)	
Total Negotiated Price (TNP3) (exc VAT)	
Service fees	
Other fees	
Of, which:	
Paid via Digital Account	
Government contribution	
Total Employer co-investment / contribution (exc VAT)	

Invoicing arrangements and payment schedule per Apprentice

The above fees will be invoiced based on the schedule below. Payment is due no later than 30 days from the date of the invoice

Invoicing timeline	Amount

Employer Additional Payments

As detailed in the Framework Agreement, the Employer may be eligible for Additional Payments dependent on the age of the Apprentice, which are claimed by QA on behalf of the Employer.

In order to claim the Additional Payments, the Employer will need to complete and return the Employer Additional Payment Eligibility Declaration at the start of the Apprenticeship Programme, and the Additional Payment Claim Form at the point of claiming the incentive (after 90 days and 365 days).

Please indicate payment method.

BACS [] Cheque [] Credit Card []

+ Purchase Order Number _____ (please attach *a copy if applicable*)

PO attached [] PO number above but PO document not produced by business []

Business does not use PO numbers []

I confirm that I have read and accept the terms and conditions of business and the terms of this document.

Signed for and on behalf of:

Signature:

Name (please print)

Job Title:

Date:

1. Terms and conditions

This document is entered into between You and QA Limited (company number 02413137) with registered office at Rath House, 55-65 Uxbridge Road, Slough, Berkshire, SL1 1SG (“**the Company**”, “**We**”, “**Us**” or “**Our**”). It should be read together with the Framework Agreement for the Provision of Apprenticeship Services available at <http://apprenticeships.qa.com/terms-and-conditions>. Together they contain legal rights and obligations which are part of Your relationship with Us. Defined terms used in this document shall have the same meaning as terms defined in the Framework Agreement.

2. Payment and cancellations by You

Payment shall be due as indicated in this document. All fees are exclusive of value added tax which shall be charged at the applicable rate. All fees are also exclusive of travel, meals and other related expenses for onsite training courses which shall be payable by You upon presentation of invoices by Us. Please note that We reserve to postpone any Services if invoices are not paid when due.

3. Bookings and Cancellations by Us

The Company reserves the right, at its discretion, to change course schedules, change course content, discontinue courses, limit class size and cancel training courses or events, in which case it shall use reasonable endeavours to notify the Employer and ensure that it does not negatively affect the Apprentice’s ability to complete their Apprenticeship Programme. In the event of cancellation of an element of the Apprenticeship Programme, the Company will use reasonable endeavours to reschedule the course at the first available opportunity, where possible, but shall have no further liability to the Employer whatsoever.

4. Variations

This document may only be varied in writing by an authorised representative of each party. For the avoidance of doubt no other form of contract or communication sent by You to Us in relation to this document shall be deemed accepted by Us except where our authorised representative expressly agrees to such contract or communication in writing.