

Memorandum of Agreements

National School of Healthcare Science

Health Education England

Re: Provision of L6 Healthcare Science Apprenticeship End Point Assessments

Background information

This Memorandum of Agreements shall form the basis of the contract between the Authority and Supplier as defined and named below and shall be known to both and referred to as the contract between the parties for the supply of and payment for services as set out.

Definitions

The Authority is the employer or contracted agent (ESFA registered training provider) of the employer who is managing the apprentice/s and their learning.

The Supplier is the ESFA registered End Point Assessment Organisation (EPAO).

The contract managers at the commencement of this contract are:

For the Authority:

<insert contract lead, job title and employer's name and address>

and for the Supplier

Angela Daly
Director of Operations
The National School of Healthcare Science
Health Education England
St Chad's Court
216 Hagley Road
Birmingham B16 9RG

Terms

Notwithstanding the dates of signature of this contract, this contract comes into effect on the commencement date (<insert date>) and commencement of the services will begin on the service commencement date.

The commencement date of the contract is <insert start date (date of signing)> to <insert end date (usually two years after the commencement date after which the agreement will be reviewed)>

This contract shall commence on the commencement date and the term of this contract shall expire in accordance with the services specification. Should the Authority require the Supplier to continue to supply the service, a new contract will be formed and signed between the parties.

The service will operate under the normal overarching Health Education England values and guidance which are available here: <https://www.hee.nhs.uk/about/how-we-work> and specifically, under the policies relating directly to the NSHCS End Point Assessments which are available here: <http://www.nshcs.hee.nhs.uk/join-apprenticeships/apprenticeships/apprenticeship-endpoint-assessment-services>

Scope of work

Carry out the agreed number of Healthcare Science Apprenticeship End Point Assessments as dictated by the terms set out in the approved* End Point Assessment Plan for the Healthcare Science Standard including:

- Provide a trained Assessor to carry out each agreed EPA, retake or resit as appropriate
- The assigned assessor to carry out the EPA, retake or resit on behalf of the Supplier on the date and under the arrangements agreed with the training provider/employer
- Upon successful completion, the Supplier to request the apprenticeship certificate of completion of the apprenticeship from the ESFA digital service on behalf of the apprentice as provided for in the individual apprentice registration form and only once the payment for the service has been received by the supplier as detailed in the payment terms.

*approved by the Institute for Apprenticeships and Technical Education:

<https://www.instituteforapprenticeships.org/>

Each EPA will be agreed with the Authority on receipt of a completed apprentice registration form for each apprentice accompanied by the Gateway evidence as provided in the form. A template of the form is supplied at the end of this Memorandum of Agreement. A separate registration form to be completed and submitted for each apprentice for whom the supply of an EPA is agreed with the Supplier.

Confidentiality

The Parties shall keep confidential all matters relating to this Agreement and shall use all reasonable endeavours to prevent their employees, contractors, agents and other personnel from making any disclosure to any person of any matters relating it.

Confidentiality shall not apply to any disclosure of information:

- required by any applicable law, provided that shall apply to any disclosures required under the Freedom of Information Act 2000
- that is reasonably required by persons engaged by a Party in the performance of such Party's obligations under this Agreement;
- where a Party can demonstrate that such information is already generally available and in the public domain otherwise than as a result of a breach of Confidentiality;
- of any document which the Parties to this Agreement have agreed contains no commercially sensitive information;
- which is already lawfully in the possession of the receiving Party, prior to its disclosure by the disclosing Party; and
- by the Supplier to any other department, office or agency of the Government.

Intellectual property right in deliverables, materials and outputs

The Authority agrees that all intellectual property rights in and to the deliverables, material and any other output developed by the Supplier as part of the services in accordance with the specification document, shall be owned by the Supplier. The Authority shall not obtain, keep or use copies of any materials used in the delivery of the service without prior and specific agreement with the Supplier.

Each Party shall indemnify the other against all claims, demands, actions, costs, expenses (including legal costs and disbursements on a solicitor and client basis), losses and damages arising from or incurred by reason of any infringement or alleged infringement (including the defence of such alleged infringement) of any Intellectual Property Right in the performance of a Party's obligations under this Agreement, except to the extent that they have been caused by or contributed to by the indemnified Party's acts or omissions.

The intellectual property of this key provision of services shall continue notwithstanding the expiry or earlier termination of this memorandum of agreements.

Change Control Process

Any changes to this contract including to the services may only be agreed in accordance with NHS standard terms and conditions 2018/19 set out in the requirement and available here:

<https://www.england.nhs.uk/publication/nhs-standard-contract-201718-and-201819-service-conditions-full-length/>

Contract documents-to-date

- The Supplier and Authority acknowledges that each is aware of the general conditions and service conditions of the NHS standard contract 2018/19
- The Supplier shall not by its acts or omissions in providing the services under this contract put the Authority in breach of the terms.
- The Supplier will provide to the Authority any system and general upgrade without charge.

Contract value will be dictated by the following terms

Each EPA agreed and supplied shall incur a cost to the Authority of £1,375. *Any retakes or resits will incur additional costs to the Authority according to the following terms:

Retake of either elements	1: Readiness for Practice Test	£400
	2: Professional discussion-	£400
	3: Research Project Presentation and Review -	£400

Resit of full EPA - £1200

Schedule 1 outlines costs and schedule for payments and methods.

*The appropriateness and scheduling of retakes and resits will be arranged in discussion with the assessor and training provider, taking into account the assessor's rationale for the grade awarded for each element.f

Payments terms

- The Authority shall provide the required purchase orders in advance to cover the cost of the agreed number of EPAs, retakes and resits for each of the supply windows within the period of this memorandum of agreements set out above.
- The provision of the purchase order will be taken as the contractual promise of payment by the Authority.
- The Supplier shall invoice the Authority the agreed amount provided on the purchase order of the Authority for the services provided.
- All undisputed payments due by the Authority to the Supplier under the memorandum of agreements will be paid in cleared funds within 30 days of the date of an invoice from the Supplier, by telegraphic transfer (or such other method agreed by the Supplier in writing from time to time), to the bank account of the Supplier notified to the Authority.
- In the event that the Authority wishes to query and/or dispute an invoice raised by the Supplier under this memorandum of agreements, it must do so within 14 days of receiving the relevant invoice from the Supplier. Any invoices not queried within this period will be deemed as accepted by the Authority and subject to the payment terms set out in the payment and milestone schedule below. Furthermore, any subsequent invoices issued by the Supplier which are not being queried / disputed will continue to be paid by the Authority.
- Invoicing and payment terms for the Services shall be in accordance with the Funding Rules, ESFA Apprenticeship Agreement for Training Employer's, ESFA Apprenticeship Agreement for Training Providers, the Apprenticeship Technical Funding Guide, and the provisions of this Agreement.
- The Institute for Apprentices may from time to time increase or decrease the limit of the Funding Band. If the Apprentice commences their Apprenticeship after the date on which that increase or decrease (as appropriate) takes effect:
 - the Costs in schedule 1 the Funding Cap will equate to the then current limit of the Funding Band;
 - the Charges will remain as set out in the Apprenticeship Programme (and will not, for the avoidance of doubt, be decreased commensurately with the level of any decrease in the limit of the Funding Band).
- To ensure that payment of the Costs in schedule 1 the Funding Cap is processed promptly, the Authority will select the End Point Assessment Organisation as its provider within the Apprenticeship EAPO Register. The Authority will then agree with the Supplier that it will, without undue delay, upload the Apprentice's learner details to the Apprenticeship Service for the Authority to have the final authorisation (and select the Apprenticeship delivered for the Apprentice) to trigger an automated payment on a monthly basis for all Apprenticeship/Training delivery.
- **Levy co-investment.** The Authority will ensure appropriate funds within the Authority's Apprenticeship Service Account to support the Apprenticeship and will be solely responsible for co-investment costs, in accordance with the Apprenticeship Technical Funding Guide. In the

event of insufficient funds and the need for co-investment, the Supplier will require the Training Provider to work with the employer to raise a purchase order for the amount due before delivering the Services.

- The Authority shall be responsible for the payment of the Charges to the Supplier. Without prejudice to the generality of the foregoing, the Authority in that regard agrees to:
 - complete all such documents and perform all such acts as may be required by the Supplier, Authority or the ESFA to enable the Supplier to recover the Charges (other than the Costs Above the Funding Cap, if any) from the ESFA in such instalments of such frequency and amount, and commencing on such date, as is prescribed by or for which provision is made in the Funding Rules. Those acts shall include, (without limitation):
 - confirming the spending of Funding from the Authority's Apprenticeship Service Account (which act may, under the Funding Rules, only be carried out by the Authority); and
 - such acts as may be required by the Supplier to enable it to complete and to claim apprenticeship completion certificates from the ESFA.
 - pay the Charges to the Supplier to the extent that the Charges have not been recovered by the Authority from the ESFA.
- The Authority will issue a purchase order to the Supplier, and the Supplier shall send an invoice to the Authority in respect of the Costs Above the Funding Cap, if any, during or following the month in which the supplier requires the Apprentice to first register onto the service in accordance with its normal admission and registration processes. For the avoidance of doubt, time for the delivery of such invoices shall not be of the essence. The Authority shall pay such invoices within thirty (30) days of receipt without set off counterclaim or other deduction.
- The Authority will issue purchase orders to the Supplier, and the Supplier shall send invoices to the Authority in respect of the Unfunded Charges (other than the Costs Above the Funding Cap, if any) on a monthly basis. For the avoidance of doubt, time for the delivery of such invoices shall not be of the essence. The Authority shall pay such invoices within thirty (30) days of receipt without set off, counterclaim or other deduction.
- Where for any reason the ESFA requires the Supplier to return any Payments, the Authority shall pay to the Supplier an amount equal to the sum required to be returned. The Supplier shall notify the Authority of any requirement to return payments to the ESFA and the Authority shall pay such amount to the Supplier within thirty (30) days of such notice without set off counterclaim or other deduction.
- Any and all VAT on sums payable by or to the Supplier or the Authority will be chargeable in accordance with prevailing legislation at the date of any invoice sent by one Party to the other.
- The Supplier shall maintain the Gateway evidence as referred to in the Funding Rules. The Authority will provide necessary supporting information to enable the Supplier to complete this task, and procure that the Apprentice provide such information as may be required from them to enable the Supplier to do so.
- The Charges do not include:

- any fees, costs and charges payable to the Supplier by the Apprentice in connection with their course materials, accommodation or memberships held by them. The Apprentice will be individually responsible for paying any fees, costs or charges payable by them not included in the Charges, including those associated with any clubs, societies and other voluntary memberships; or
- Each Party agrees to comply with the Funding Rules. Without prejudice to the generality of the foregoing, insofar as this Agreement or any part of it is or becomes inconsistent with the Funding Rules, the Parties will discuss that inconsistency and attempt in good faith to agree a variation to the Agreement to cure the inconsistency.
- The Costs Below the Funding Cap, and consequently the Charges, payable in connection with the Apprentice will be reduced to account for any prior assessment (as detailed in the Funding Rules) necessary to achieve the Apprenticeship previously undertaken by the Apprentice.
- Without prejudice to any other rights of remedy available to it, the Supplier may suspend delivery of the Services if payments are not received in accordance the schedule 1 . If sums due remain unpaid for more than 30 days after the Authority has been notified in writing to make such payment then the Supplier may terminate this Agreement with immediate effect by giving notice to the Authority.
- Purchase orders should be addressed to:

HEALTH EDUCATION ENGLAND,
T73 RECEIVABLES F489,
SHARED BUSINESS SERVICES,
PHOENIX HOUSE,
TOPCLIFFE LANE,
WAKEFIELD,
WF3 1WE.

Dispute(s) and Resolutions

- *In the event of a dispute arising between the Parties in relation to this Agreement, either Party may serve written notice on the other stating the nature of the dispute (a **Dispute Notice**).*
- *After service of the Dispute Notice, the following procedure shall be followed by the Parties (all periods specified in this clause shall be extendable by mutual agreement):*
 - Within twenty eight (28) days, the Supplier's Representative and the Authority's Representative shall meet to attempt to settle the dispute (each Party acting in good faith);
 - if the Supplier's Representative and the Authority's Representative are unable to reach a settlement within fifty six (56) days from the date of service of the Dispute Notice, the Head of School on behalf of the Supplier and the Managing Director (or person of equivalent standing within the Authority) on behalf of the Employer shall meet within the following twenty eight (28) days to attempt to settle the dispute; and

- if no settlement results from the meeting specified in clause above for the following fifty six (56) days the Parties shall attempt to settle the dispute by mediation (in accordance with the CEDR Model Mediation Procedure) by an independent mediator appointed by CEDR unless otherwise agreed between the Parties, with costs to be shared equally between the Parties.
- *If no settlement is reached the dispute shall be determined by the courts of England and Wales and the Parties submit to the exclusive jurisdiction of such courts for such purposes.*
- *In addition to the process set out in the above, Apprentices, Authority and Employer can contact the apprenticeship helpline regarding apprenticeship concerns, complaints and enquiries:*

National Apprenticeship Helpline
 email: nationalhelpdesk@apprenticeships.gov.uk
 tel: 0800 015 0400

Force Majeure

Neither Party shall be in breach of this Agreement nor liable for delay in performing, or failure to perform, any of its obligations under this Agreement if such delay or failure results from events, circumstances or causes beyond its reasonable control. In such circumstances the affected Party shall be entitled to a reasonable extension of the time for performing such obligations. If the period of delay or non-performance continues for ninety (90) days or more, the Party not affected may terminate this Agreement by giving thirty (30) days' written notice to the other Party.

ESFA Contingencies

The Parties shall take all necessary steps to give effect to the ESFA Contingencies in the event of an ESFA Contingency Event occurring. For the avoidance of doubt, giving effect to the ESFA Contingencies shall not constitute a breach of this Agreement.

Term and termination

The contract shall commence on the commencement date and unless terminated earlier in accordance with the terms of this Memorandum of Agreements or the general law shall continue until the end of the term.

Consequences of Termination

- Other than as set out in this Agreement, neither Party shall have any further obligation to the other under this Agreement after its termination.
- Any provision of this Agreement which expressly or by implication is intended to come into or continue in force on or after termination of this Agreement, including intellectual property rights and confidentially as outlined in this agreement shall remain in full force and effect.
- Termination or expiry of this Agreement shall not affect any rights, remedies, obligations or liabilities of the Parties that have accrued up to the date of termination or expiry, including the right to claim damages in respect of any breach of this Agreement which existed at or before the date of termination or expiry.

- Each Party shall promptly return to the other any equipment, documents, information or materials owned by the other Party (or a third party) and used in connection with the Services; and
- each Party shall cooperate in good faith to ensure that there is continuity of assessment such that the Apprentice is not materially disadvantaged by the termination of this Agreement.

Signed by the authorised representative of THE AUTHORITY

Name:	Signature:
Position:	Date

Signed by the authorised representative of THE SUPPLIER

Name:	Angela Daly	Signature:
Position:	Director of Operations	Date

Please note that the Memorandum of Agreements shall be kept under review. If an omission or revision becomes necessary for the proper delivery of the service stated within, the contractor shall be contacted with the details and request for signed agreement to the revisions as an addendum.

**Healthcare Science L2, L4 and L6 Apprenticeships
End Point Assessment Apprentice Registration Form**

Please refer to the terms and costs of the EPA service provided in your NSHCS Supplier EPA Memorandum of Agreements and to the policies under which the EPA service is provided available on the NSHCS website:

<http://www.nshcs.hee.nhs.uk/join-apprenticeships/apprenticeships/apprenticeship-endpoint-assessment-services>

Apprentice details	
Title	
First name	
Middle name(s)	
Last name	
Date of birth	
Email address	
Contact phone number	
Address line 1	
Address line 2	
Town / city	
Postcode	
Individual Learner Record (ILR) code / Unique Learner Number (ULN)	

Employment details – this will be postal address submitted on the ESFA digital service for the apprenticeship completion certificate	
Place of work	
Address line 1	
Address line 2	
Town / city	
Post code	
Employer contact name	
Employer contact email	
Employer contact telephone	
Please confirm that the apprentice will still be in employment at the time of their EPA	

Training Provider Details	
Training provider	
Register of Training Providers registration code	
Training provider direct contact name	
Training provider direct contact number	
Training provider direct contact email	
Purchase Order number	

Healthcare Science apprenticeship details			
Apprenticeship level	Level 2 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 6 <input type="checkbox"/>
Apprenticeship programme start date			
Anticipated completion date of on-programme learning <i>– the period of on-programme learning must be at least the minimum duration provided on the Standard</i>			
Date of registration with NSHCS EPA service			
Anticipated window for EPA <i>8 weeks' notice is required prior to the EPA window selected for delivery in order for appropriate arrangements to be made Please indicate the date of the window as per the attached list in this agreement.</i>			

In order to deliver an appropriate speciality-specific assessment, please list:	
The optional units taken as part of the HCS Diploma:	10 usual/routine tasks the apprentice has been trained to do:

Gateway Information and evidence* for EPA			
<p>*English qualification/test at required level achieved <i>Please submit evidence prior to the EPA being scheduled.</i></p>	L1 qualification <input type="checkbox"/>	L2 test <input type="checkbox"/>	L2 qualification <input type="checkbox"/>
<p>*Mathematics qualification/test at required level achieved <i>Please submit evidence prior to the EPA being scheduled.</i></p>	L1 qualification <input type="checkbox"/>	L2 test <input type="checkbox"/>	L2 qualification <input type="checkbox"/>
<p>*Diploma in Healthcare Science at required level achieved <i>Please submit evidence prior to the EPA being scheduled.</i></p>	Level 2 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 6 <input type="checkbox"/>
<p>*Reflective piece completed <i>Please confirm that evidence of this is available in the apprentice's record of learning / portfolio.</i></p>	Date achieved:		Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>Please confirm that the apprentice being registered is ready to take the EPA indicated above.</p>	<p>Provider/employer Name:</p> <p>In submitting this registration form for the apprentice named above, we confirm that their readiness to undertake end point assessment with respect to the Healthcare Science Standard indicated has been discussed and agreed with them.</p> <p>Signature: Date:</p>		
<p>Please confirm how access to the portfolio/log/record of learning will be provided. <i>This is required at least two weeks prior to the agreed date of the EPA.</i></p>			
<p>Will reasonable adjustments be required to ensure fair access to the EPA? <i>Please refer to the EPA fair access policy: http://www.nshcs.hee.nhs.uk/join-apprenticeships/apprenticeships/apprenticeship-endpoint-assessment-services</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, then the form provided with the policy should be completed and submitted with this from together with supporting evidence.</p>		
<p>On passing the EPA, the apprentice's consent is required to allow the NSHCS to claim an apprenticeship completion certificate on their behalf from the apprenticeship service.</p>	<p>Apprentice Name:</p> <p>I give permission for the NSHCS to apply for my apprenticeship completion certificate when I have passed my End Point Assessment.</p> <p>Apprentice Signature: Date:</p>		

Please note that this registration form will be kept under regular review. Should amendments/revisions be required to ensure that the data collected complies with the guidance provided by the Education and Skills Funding Agency, the NSHCS reserve the right to request the required information retrospectively.

NSHCS End Point Assessment Service

Request for EPA acceptance and Payment details

An apprentice registration form must be completed for each apprentice for whom an EPA is requested. The request for an EPA will only be accepted upon receipt of a completed Memorandum of Agreements (MoA) which states the terms and schedule of fees, signed by the employer/training provider and the NSHCS and **can only be provided following the receipt of a purchase order to cover the cost of each EPA requested.**

Feedback and evaluation

As part of our continuous improvement policy, we would appreciate your feedback on the service provided. Please confirm that you consent to be contacted for this purpose – you will still reserve the right to accept/refuse the request to provide feedback when contacted.

Apprentice Signature:

Training provider signature:

Employer signature:

For the attention of the apprentice named in the registration form

Equality, diversity and inclusion data

As part of Health Education England, the NSHCS is committed to ensuring that its EPA service is fair and open to all. We undertake monitoring to ensure our service, policies and practices are inclusive for all. We need your help in order to do this, but please note, that filling in this form is voluntary. The data submitted will be treated confidentially and used only for monitoring purposes as indicated above.

Equality Act 2010

The Equality Act 2010 protects people against discrimination on the grounds of their age and sex.

*Please state your date of birth	
*Please indicate your gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> I do not wish to disclose this

Equality Act 2010

The Equality Act 2010 protects people who are married or in a civil partnership.

*Please indicate the option which best describes your marital status		
<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Civil partnership	<input type="checkbox"/> Legally separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed	<input type="checkbox"/> I do not wish to disclose this

Equality Act 2010

The Equality Act 2010 protects bisexual, gay, heterosexual and lesbian people from discrimination on the grounds of their sexual orientation.

*Which of the following options best describes how you think of yourself?	
<input type="checkbox"/> Heterosexual or Straight <input type="checkbox"/> Gay or Lesbian <input type="checkbox"/> Bisexual	<input type="checkbox"/> Other sexual orientation not listed <input type="checkbox"/> Undecided <input type="checkbox"/> Not stated (person asked but declined to provide a response)

Equality Act 2010

The Equality Act 2010 protects people against discrimination on the grounds of their race which includes colour, nationality, ethnic or national origin.

*Please indicate your ethnic origin		
<p>Asian or Asian British</p> <p><input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Any other Asian background</p> <p>Black or Black British</p> <p><input type="checkbox"/> African</p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> Any other Black background</p>	<p>Mixed</p> <p><input type="checkbox"/> White & Asian</p> <p><input type="checkbox"/> White & Black African</p> <p><input type="checkbox"/> White & Black Caribbean</p> <p><input type="checkbox"/> Any other mixed background</p> <p>White</p> <p><input type="checkbox"/> British</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Any other White background</p>	<p>Other Ethnic Group</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Any other ethnic group</p> <p><input type="checkbox"/> I do not wish to disclose this</p>

Equality Act 2010

The Equality Act 2010 protects people against discrimination on the grounds of their religion or belief, including a lack of any belief.

*Please indicate your religion or belief		
<p><input type="checkbox"/> Atheism</p> <p><input type="checkbox"/> Buddhism</p> <p><input type="checkbox"/> Christianity</p> <p><input type="checkbox"/> Hinduism</p>	<p><input type="checkbox"/> Islam</p> <p><input type="checkbox"/> Jainism</p> <p><input type="checkbox"/> Judaism</p> <p><input type="checkbox"/> Sikhism</p>	<p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> I do not wish to disclose this</p>

Equality Act 2010

Under the Equality Act 2010 the definition of disability is if you have a physical or mental impairment that has a 'substantial' and 'long-term' adverse effect on your ability to carry out normal day to day activities.

Further information regarding the definition of disability can be found here:

<https://www.gov.uk/definition-of-disability-under-equality-act-2010>

* According to the definition of disability do you consider yourself to have a disability?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I do not wish to disclose this information
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Please identify the category which applies to you or other type of disability. People may experience more than one type of impairment in which case you may indicate more than one. If none of the categories apply, please mark 'Other'.	
<input type="checkbox"/> Physical impairment	<input type="checkbox"/> Learning Disability/Difficulty
<input type="checkbox"/> Sensory impairment	<input type="checkbox"/> Long-standing illness
<input type="checkbox"/> Mental health condition	<input type="checkbox"/> Other
If you have a disability, do you wish to be considered under the guaranteed interview scheme if you meet the minimum criteria as specified in the person specification?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

Schedule 1

Apprenticeship Programme	
Apprenticeship Occupation	<div style="background-color: yellow; border: 1px solid black; padding: 2px;">[Name of apprenticeship/job title]</div> <div style="background-color: yellow; border: 1px solid black; padding: 2px;">[Brief details of role]</div>
Apprenticeship Standard/Framework	
Name/Level of qualification	
Start Date	
End-Point Assessment Date	
Name of main Training Provider (designated levy administrator)	
Funding Band (as at the date of this Agreement)	
HEE NSHCS and Employer Actions and Responsibilities	
Assessment or other actions to be delivered by NSHCS and Employer (as appropriate)	
Payment methods	
<p>All undisputed payments due by the Authority to the Supplier under the memorandum of agreements will be paid in cleared funds within 30 days of the date of an invoice from the Supplier, by telegraphic transfer or such other method agreed by the Supplier in writing. None payment of due funds will result in withdrawal of service(s).</p>	

Bank a/c NSHCS	
Payment Address for purchase order	HEALTH EDUCATION ENGLAND, T73 RECEIVABLES F489, SHARED BUSINESS SERVICES, PHOENIX HOUSE, TOPCLIFFE LANE, WAKEFIELD, WF3 1WE
Equipment	
NSHCS Equipment	
Training Provider Equipment	
Subcontracting	
Name of Subcontractor	N/A
Assessment to be delivered by Subcontractor	N/A
NSHCS monitoring of Subcontractor	N/A
Conflicts of interest between the NSHCS and the Subcontractor	N/A
Non-Funded Items	
Detail of items not eligible for ESFA funding	Cost

Charges	
Total Charges (excluding VAT) for the assessment of the Apprentice under this Agreement:	
Breakdown of Charges (excluding VAT) <ul style="list-style-type: none"> • Assessment Costs • Sub-Contractor Costs • End-Point Administration Costs • [NSHCS Costs of monitoring/managing subcontractors] Total <p>The Parties agree that the amounts appearing above are estimates, and any eventual difference in them shall not affect the amount of the Charges payable by the Employer to the National School of Health Care Science.</p>	
[Other costs (excluding VAT) to be funded by the Employer – other than Costs Above the Funding Cap - but not eligible for ESFA funding]	£0