



### **Contract Addendum**

**Title of Contract “The Agreement”:** CALL OFF CONTRACT FOR THE PROVISION OF SERVICES RELATING TO THE POLICE EDUCATION QUALIFICATION FRAMEWORK UNDER THE YPO APPRENTICESHIP AND ASSOCIATED TRAINING FRAMEWORK (REF: 833)

**Date of The Agreement:** 12/06/2020

**Our Reference: 2018-024 (Lot 3)**

**Date: 02/03/2022**

#### **WHEREAS:**

(A) **THE POLICE, FIRE AND CRIME COMMISSIONER FOR ESSEX**

**AND**

**THE POLICE AND CRIME COMMISSIONER FOR KENT (the “Authorities”)**

**AND**

**ANGLIA RUSKIN UNIVERSITY HIGHER EDUCATION CORPORATION (the “SUPPLIER”) (together the “Parties”)** have entered into the Agreement.

(B) The Authorities and the Contractor have agreed that the terms and conditions of the Agreement shall be amended as set out within this addendum (“the Addendum”).

#### **IT IS HEREBY AGREED:**

1. Unless the context otherwise requires, words and expressions in the Agreement shall have the same meanings when used in the Addendum.
2. In the event of any conflict between the Addendum and the Agreement, the terms and conditions of the Addendum shall prevail.
3. For the avoidance of doubt those terms and conditions of the Agreement not amended by the Addendum shall continue in full force and effect.
4. As from the 28<sup>th</sup> February 2022 the Agreement shall be amended by the terms and conditions of the Addendum as follows:
  - 4.1 Provided by clause 50.3 the parties have agreed to update the pricing model following the development and approval of the curriculum and delivery plan, replacing the pricing models/tables in Annex 4 (Contracts page 900-928 of the Agreement) for the new pricing model/tables contained herewith, below:

**PCDA Charges (Year 1 ) & Breakdown**

**GUIDANCE NOTES**

- A. This worksheet captures the total charges associated with the PCDA Services covering the requirements in the Specification  
 B. The grey shaded cells are automatically populated or cells that DO NOT REQUIRE any input from Bidders.  
 C. For a definition of pricing bands see 'Pricing Bands' worksheet.  
 D. The yellow highlighted cells are costs that will be payable to forces as a 'subcontractor'. These costs will be totalled up by the number of proposed recruits set out in the 'Total Costs of Programme' tab and deducted from the total PCDA programme to obtain  
 E. The Total Cost of the breakdown (row 50) should equate to the same costs of the PCDA Breakdown costs (row 16) (minus subcontracting costs)

Item	Description (please amend as applicable)	Eligible cost under Apprenticeship Levy	BAND A Charge per student for entire course (3years) (£)	BAND B Charge per student for entire course (3years) (£)	BAND C Charge per student for entire course (3years) (£)	BAND D Charge per student for entire course (3years) (£)	BAND E Charge per student for entire course (3years) (£)
PCDA Cost	The total cost of the PCDA programme per student for the entire course as the HEI being the main provider		<b>£19,000.00</b>	<b>£18,500.00</b>	<b>£18,500.00</b>	<b>£18,000.00</b>	<b>£18,000.00</b>

**PCDA Cost Breakdown:**

Delivery of training by HEI	Off the Job learning, on programme admin, resources and external QA	✓	£10,221.20	£9,721.20	£9,721.20	£9,221.20	£9,221.20
Quality Assurance	Examination and Certification, including Quality Assurance	✓	£1,377.89	£1,377.89	£1,377.89	£1,377.89	£1,377.89
Support and mentoring by HEI	Support given to students by HEI trainers and assessors	✓	£0.00	£0.00	£0.00	£0.00	£0.00
Registration & Examination	EPA (end point assessment) cost	✓	£3,166.67	£3,166.67	£3,166.67	£3,166.67	£3,166.67
Progress Assessments / Review	1-2-1 with HEI Staff	✓	£413.37	£413.37	£413.37	£413.37	£413.37
Materials - equipment and supplies	Handbooks, course notes etc. Not capital items (Buildings, ICT, machinery)	✓	£0.00	£0.00	£0.00	£0.00	£0.00
Administration costs	Teaching materials, lesson planning, Individual learning records (ILR), quality assurance	✓	£1,653.47	£1,653.47	£1,653.47	£1,653.47	£1,653.47
Assessment resit costs	EPA cost	✓	£0.00	£0.00	£0.00	£0.00	£0.00
Additional learning	For module retakes - additional learning to retake or EPA	✓	£0.00	£0.00	£0.00	£0.00	£0.00
Licences for software	Specific to Learner platforms essential for PCDA delivery	✓	£0.00	£0.00	£0.00	£0.00	£0.00
ICT Software	Specific to PCDA essential for PCDA delivery	✓	£0.00	£0.00	£0.00	£0.00	£0.00
Contract Management Fees	Any costs associated with the management of or contract management of PCDA Delivery	✓	£342.40	£342.40	£342.40	£342.40	£342.40
Mobilisation costs	Any costs associated (One off Costs) for mobilisation of PCDA such as developing the curriculum and programme	✓	£0.00	£0.00	£0.00	£0.00	£0.00
Subcontracting Costs Drawn Down	Added in as function in row 48 subtracts subcontracted costs from HEI's costs and states it should equate to row 16						
Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Enrolment, induction & prior assessments		✗	£0.00	£0.00	£0.00	£0.00	£0.00
Travel & subsistence incurred by HEI	For HEI staff required to travel to forces to deliver training	✗	£0.00	£0.00	£0.00	£0.00	£0.00
Capital Purchases	ICT Hardware, equipment and associated equipment	✗	£0.00	£0.00	£0.00	£0.00	£0.00
Maintenance of capital purchases	Blended / online / onsite trainer costs (HEI) (cost to maintain any ICT Hardware / equipment)	✗	£0.00	£0.00	£0.00	£0.00	£0.00
Recruitment costs	Advertising, events and brokerage services directly related to attracting students	✗	£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
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Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Delivery of training by Forces	Subcontracted costs to Forces for use of trainers	✓	<b>£1,825.00</b>	<b>£1,825.00</b>	<b>£1,825.00</b>	<b>£1,825.00</b>	<b>£1,825.00</b>
Support and mentoring by Forces	Subcontracted costs to Forces for use of trainers and tutor constables	✓					
<b>TOTAL COSTS (NB: These should equate to Row 14 PDCA Programme Costs minus subcontracting costs)</b>			<b>£17,175.00</b>	<b>£16,675.00</b>	<b>£16,675.00</b>	<b>£16,175.00</b>	<b>£16,175.00</b>

**PCDA Charges (Year 2) & Breakdown**

**GUIDANCE NOTES**

- A. This worksheet captures the total charges associated with the PCDA Services covering the requirements in the Specification  
 B. The grey shaded cells are automatically populated or cells that DO NOT REQUIRE any input from Bidders.  
 C. For a definition of pricing bands see 'Pricing Bands' worksheet.  
 D. The yellow highlighted cells are costs that will be payable to forces as a 'subcontractor'. These costs will be totalled up by the number of proposed recruits set out in the 'Total Costs of Programme' tab and deducted from the total PCDA programme to obtain  
 E. The Total Cost of the breakdown (row 50) should equate to the same costs of the PCDA Breakdown costs (row 16) (minus subcontracting costs)

Item	Description (please amend as applicable)	Eligible cost under Apprenticeship Levy	BAND A Charge per student for entire course (3years) (£)	BAND B Charge per student for entire course (3years) (£)	BAND C Charge per student for entire course (3years) (£)	BAND D Charge per student for entire course (3years) (£)	BAND E Charge per student for entire course (3years) (£)
PCDA Cost	The total cost of the PCDA programme per student for the entire course as the HEI being the main provider		<b>£19,000.00</b>	<b>£18,500.00</b>	<b>£18,500.00</b>	<b>£18,000.00</b>	<b>£18,000.00</b>

**PCDA Cost Breakdown:**

Delivery of training by HEI	Off the Job learning, on prgramme admin, resources and external QA	✓	£10,221.20	£9,721.20	£9,721.20	£9,221.20	£9,221.20
Quality Assurance	Examination and Certification, including Quality Assurance	✓	£1,377.89	£1,377.89	£1,377.89	£1,377.89	£1,377.89
Support and mentoring by HEI	Support given to students by HEI trainers and assessors	✓	£0.00	£0.00	£0.00	£0.00	£0.00
Registration & Examination	EPA (end point assessment) cost	✓	£3,166.67	£3,166.67	£3,166.67	£3,166.67	£3,166.67
Progress Assessments / Review	1-2-1 with HEI Staff	✓	£413.37	£413.37	£413.37	£413.37	£413.37
Materials - equipment and supplies	Handbooks, course notes etc. Not capital items (Buildings, ICT, machinery)	✓	£0.00	£0.00	£0.00	£0.00	£0.00
Adminsration costs	Teaching materials, lesson planning, Individual learning records (ILR), quality assurance	✓	£1,653.47	£1,653.47	£1,653.47	£1,653.47	£1,653.47
Assessment resit costs	EPA cost	✓	£0.00	£0.00	£0.00	£0.00	£0.00
Additional learning	For module retakes - additional learning to retake or EPA	✓	£0.00	£0.00	£0.00	£0.00	£0.00
Licences for software	Specific to Learner platforms essential for PCDA delivery	✓	£0.00	£0.00	£0.00	£0.00	£0.00
ICT Software	Specific to PCDA essential for PCDA delivery	✓	£0.00	£0.00	£0.00	£0.00	£0.00
Contract Management Fees	Any costs associated with the management of or contract management of PCDA Delivery	✓	£342.40	£342.40	£342.40	£342.40	£342.40
Mobilisation costs	Any costs associated (One off Costs) for mobilisation of PDCA such as developing the curriculum and programme	✓	£0.00	£0.00	£0.00	£0.00	£0.00
Subcontracting Costs Drawn Down	Added in as function in row 48 subtracts subcontracted costs from HEI's costs and states it should equate to row 16						
Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
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Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Enrolment, induction & prior assessments		*	£0.00	£0.00	£0.00	£0.00	£0.00
Travel & subsistence incurred by HEI	For HEI staff required to travel to forces to deliver training	*	£0.00	£0.00	£0.00	£0.00	£0.00
Capital Purchases	ICT Hardware, equipment and associated equipment	*	£0.00	£0.00	£0.00	£0.00	£0.00
Maintenance of capital purchases	Blended / online / onsite trainer costs (HEI) (cost to maintain any ICT Hardware / equipment)	*	£0.00	£0.00	£0.00	£0.00	£0.00
Recruitment costs	Advertising, events and brokerage services directly related to attracting students	*	£0.00	£0.00	£0.00	£0.00	£0.00
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Delivery of training by Forces	Subcontracted costs to Forces for use of trainers	✓	<b>£1,825.00</b>	<b>£1,825.00</b>	<b>£1,825.00</b>	<b>£1,825.00</b>	<b>£1,825.00</b>
Support and mentoring by Forces	Subcontracted costs to Forces for use of trainers and tutor constables	✓					

<b>TOTAL COSTS (NB: These should equate to Row 14 PDCA Programme Costs minus subcontracting costs)</b>			<b>£17,175.00</b>	<b>£16,675.00</b>	<b>£16,675.00</b>	<b>£16,175.00</b>	<b>£16,175.00</b>
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**PCDA Charges (Year 3) & Breakdown**

**GUIDANCE NOTES**

- A. This worksheet captures the total charges associated with the PCDA Services covering the requirements in the Specification  
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 C. For a definition of pricing bands see 'Pricing Bands' worksheet.  
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Item	Description (please amend as applicable)	Eligible cost under Apprenticeship Levy	BAND A Charge per student for entire course (3years) (£)	BAND B Charge per student for entire course (3years) (£)	BAND C Charge per student for entire course (3years) (£)	BAND D Charge per student for entire course (3years) (£)	BAND E Charge per student for entire course (3years) (£)
PCDA Cost	The total cost of the PCDA programme per student for the entire course as the HEI being the main provider		<b>£19,000.00</b>	<b>£18,500.00</b>	<b>£18,500.00</b>	<b>£18,000.00</b>	<b>£18,000.00</b>
<b>PCDA Cost Breakdown:</b>							
Delivery of training by HEI	Off the Job learning, on programme admin, resources and external QA	✓	£10,221.20	£9,721.20	£9,721.20	£9,221.20	£9,221.20
Quality Assurance	Examination and Certification, including Quality Assurance	✓	£1,377.89	£1,377.89	£1,377.89	£1,377.89	£1,377.89
Support and mentoring by HEI	Support given to students by HEI trainers and assessors	✓	£0.00	£0.00	£0.00	£0.00	£0.00
Registration & Examination	EPA (end point assessment) cost	✓	£3,166.67	£3,166.67	£3,166.67	£3,166.67	£3,166.67
Progress Assessments / Review	1-2-1 with HEI Staff	✓	£413.37	£413.37	£413.37	£413.37	£413.37
Materials - equipment and supplies	Handbooks, course notes etc. Not capital items (Buildings, ICT, machinery)	✓	£0.00	£0.00	£0.00	£0.00	£0.00
Administration costs	Teaching materials, lesson planning, Individual learning records (ILR), quality assurance	✓	£1,653.47	£1,653.47	£1,653.47	£1,653.47	£1,653.47
Assessment resit costs	EPA cost	✓	£0.00	£0.00	£0.00	£0.00	£0.00
Additional learning	For module retakes - additional learning to retake or EPA	✓	£0.00	£0.00	£0.00	£0.00	£0.00
Licences for software	Specific to Learner platforms essential for PCDA delivery	✓	£0.00	£0.00	£0.00	£0.00	£0.00
ICT Software	Specific to PCDA essential for PCDA delivery	✓	£0.00	£0.00	£0.00	£0.00	£0.00
Contract Management Fees	Any costs associated with the management of or contract management of PCDA Delivery	✓	£342.40	£342.40	£342.40	£342.40	£342.40
Mobilisation costs	Any costs associated (One off Costs) for mobilisation of PDCA such as developing the curriculum and programme	✓	£0.00	£0.00	£0.00	£0.00	£0.00
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Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Enrolment, induction & prior assessments		*	£0.00	£0.00	£0.00	£0.00	£0.00
Travel & subsistence incurred by HEI	For HEI staff required to travel to forces to deliver training	*	£0.00	£0.00	£0.00	£0.00	£0.00
Capital Purchases	ICT Hardware, equipment and associated equipment	*	£0.00	£0.00	£0.00	£0.00	£0.00
Maintenance of capital purchases	Blended / online / onsite trainer costs (HEI) (cost to maintain any ICT Hardware / equipment)	*	£0.00	£0.00	£0.00	£0.00	£0.00
Recruitment costs	Advertising, events and brokerage services directly related to attracting students	*	£0.00	£0.00	£0.00	£0.00	£0.00
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Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Delivery of training by Forces	Subcontracted costs to Forces for use of trainers	✓	<b>£1,825.00</b>	<b>£1,825.00</b>	<b>£1,825.00</b>	<b>£1,825.00</b>	<b>£1,825.00</b>
Support and mentoring by Forces	Subcontracted costs to Forces for use of trainers and tutor constables	✓					
<b>TOTAL COSTS (NB: These should equate to Row 14 PDCA Programme Costs minus subcontracting costs)</b>			<b>£17,175.00</b>	<b>£16,675.00</b>	<b>£16,675.00</b>	<b>£16,175.00</b>	<b>£16,175.00</b>

**PCDA Charges (Year 4) & Breakdown**

**GUIDANCE NOTES**

- A. This worksheet captures the total charges associated with the PCDA Services covering the requirements in the Specification  
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 C. For a definition of pricing bands see 'Pricing Bands' worksheet.  
 D. The yellow highlighted cells are costs that will be payable to forces as a 'subcontractor'. These costs will be totalled up by the number of proposed recruits set out in the 'Total Costs of Programme' tab and deducted from the total PCDA programme to obtain  
 E. The Total Cost of the breakdown (row 50) should equate to the same costs of the PCDA Breakdown costs (row 16) (minus subcontracting costs)

Item	Description (please amend as applicable)	Eligible cost under Apprenticeship Levy	BAND A Charge per student for entire course (3years) (£)	BAND B Charge per student for entire course (3years) (£)	BAND C Charge per student for entire course (3years) (£)	BAND D Charge per student for entire course (3years) (£)	BAND E Charge per student for entire course (3years) (£)
PCDA Cost	The total cost of the PCDA programme per student for the entire course as the HEI being the main provider		<b>£19,000.00</b>	<b>£18,500.00</b>	<b>£18,500.00</b>	<b>£18,000.00</b>	<b>£18,000.00</b>
<b>PCDA Cost Breakdown:</b>							
Delivery of training by HEI	Off the Job learning, on programme admin, resources and external QA	✓	£10,221.20	£9,721.20	£9,721.20	£9,221.20	£9,221.20
Quality Assurance	Examination and Certification, including Quality Assurance	✓	£1,377.89	£1,377.89	£1,377.89	£1,377.89	£1,377.89
Support and mentoring by HEI	Support given to students by HEI trainers and assessors	✓	£0.00	£0.00	£0.00	£0.00	£0.00
Registration & Examination	EPA (end point assessment) cost	✓	£3,166.67	£3,166.67	£3,166.67	£3,166.67	£3,166.67
Progress Assessments / Review	1-2-1 with HEI Staff	✓	£413.37	£413.37	£413.37	£413.37	£413.37
Materials - equipment and supplies	Handbooks, course notes etc. Not capital items (Buildings, ICT, machinery)	✓	£0.00	£0.00	£0.00	£0.00	£0.00
Administration costs	Teaching materials, lesson planning, Individual learning records (ILR), quality assurance	✓	£1,653.47	£1,653.47	£1,653.47	£1,653.47	£1,653.47
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ICT Software	Specific to PCDA essential for PCDA delivery	✓	£0.00	£0.00	£0.00	£0.00	£0.00
Contract Management Fees	Any costs associated with the management of or contract management of PCDA Delivery	✓	£342.40	£342.40	£342.40	£342.40	£342.40
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Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Enrolment, induction & prior assessments		*	£0.00	£0.00	£0.00	£0.00	£0.00
Travel & subsistence incurred by HEI	For HEI staff required to travel to forces to deliver training	*	£0.00	£0.00	£0.00	£0.00	£0.00
Capital Purchases	ICT Hardware, equipment and associated equipment	*	£0.00	£0.00	£0.00	£0.00	£0.00
Maintenance of capital purchases	Blended / online / onsite trainer costs (HEI) (cost to maintain any ICT Hardware / equipment)	*	£0.00	£0.00	£0.00	£0.00	£0.00
Recruitment costs	Advertising, events and brokerage services directly related to attracting students	*	£0.00	£0.00	£0.00	£0.00	£0.00
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Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
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Delivery of training by Forces	Subcontracted costs to Forces for use of trainers	✓	<b>£1,825.00</b>	<b>£1,825.00</b>	<b>£1,825.00</b>	<b>£1,825.00</b>	<b>£1,825.00</b>
Support and mentoring by Forces	Subcontracted costs to Forces for use of trainers and tutor constables	✓					
<b>TOTAL COSTS (NB: These should equate to Row 14 PDCA Programme Costs minus subcontracting costs)</b>			<b>£17,175.00</b>	<b>£16,675.00</b>	<b>£16,675.00</b>	<b>£16,175.00</b>	<b>£16,175.00</b>

**PCDA Charges (Year 5) & Breakdown**

**GUIDANCE NOTES**

- A. This worksheet captures the total charges associated with the PCDA Services covering the requirements in the Specification
- B. The grey shaded cells are automatically populated or cells that DO NOT REQUIRE any input from Bidders.
- C. For a definition of pricing bands see 'Pricing Bands' worksheet.
- D. The yellow highlighted cells are costs that will be payable to forces as a 'subcontractor'. These costs will be totalled up by the number of proposed recruits set out in the 'Total Costs of Programme' tab and deducted from the total PCDA programme to obtain
- E. The Total Cost of the breakdown (row 50) should equate to the same costs of the PCDA Breakdown costs (row 16) (minus subcontracting costs)

Item	Description (please amend as applicable)	Eligible cost under Apprenticeship Levy	BAND A Charge per student for entire course (3years) (£)	BAND B Charge per student for entire course (3years) (£)	BAND C Charge per student for entire course (3years) (£)	BAND D Charge per student for entire course (3years) (£)	BAND E Charge per student for entire course (3years) (£)
PCDA Cost	The total cost of the PCDA programme per student for the entire course as the HEI being the main provider		<b>£19,000.00</b>	<b>£18,500.00</b>	<b>£18,500.00</b>	<b>£18,000.00</b>	<b>£18,000.00</b>
<b>PCDA Cost Breakdown:</b>							
Delivery of training by HEI	Off the Job learning, on programme admin, resources and external QA	✓	£10,221.20	£9,721.20	£9,721.20	£9,221.20	£9,221.20
Quality Assurance	Examination and Certification, including Quality Assurance	✓	£1,377.89	£1,377.89	£1,377.89	£1,377.89	£1,377.89
Support and mentoring by HEI	Support given to students by HEI trainers and assessors	✓	£0.00	£0.00	£0.00	£0.00	£0.00
Registration & Examination	EPA (end point assessment) cost	✓	£3,166.67	£3,166.67	£3,166.67	£3,166.67	£3,166.67
Progress Assessments / Review	1-2-1 with HEI Staff	✓	£413.37	£413.37	£413.37	£413.37	£413.37
Materials - equipment and supplies	Handbooks, course notes etc. Not capital items (Buildings, ICT, machinery)	✓	£0.00	£0.00	£0.00	£0.00	£0.00
Administration costs	Teaching materials, lesson planning, Individual learning records (ILR), quality assurance	✓	£1,653.47	£1,653.47	£1,653.47	£1,653.47	£1,653.47
Assessment resit costs	EPA cost	✓	£0.00	£0.00	£0.00	£0.00	£0.00
Additional learning	For module retakes - additional learning to retake or EPA	✓	£0.00	£0.00	£0.00	£0.00	£0.00
Licences for software	Specific to Learner platforms essential for PCDA delivery	✓	£0.00	£0.00	£0.00	£0.00	£0.00
ICT Software	Specific to PCDA essential for PCDA delivery	✓	£0.00	£0.00	£0.00	£0.00	£0.00
Contract Management Fees	Any costs associated with the management of or contract management of PCDA Delivery	✓	£342.40	£342.40	£342.40	£342.40	£342.40
Mobilisation costs	Any costs associated (One off Costs) for mobilisation of PCDA such as developing the curriculum and programme	✓	£0.00	£0.00	£0.00	£0.00	£0.00
Subcontracting Costs Drawn Down	Added in as function in row 48 subtracts subcontracted costs from HEI's costs and states it should equate to row 16						
Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Enrolment, induction & prior assessments		*	£0.00	£0.00	£0.00	£0.00	£0.00
Travel & subsistence incurred by HEI	For HEI staff required to travel to forces to deliver training	*	£0.00	£0.00	£0.00	£0.00	£0.00
Capital Purchases	ICT Hardware, equipment and associated equipment	*	£0.00	£0.00	£0.00	£0.00	£0.00
Maintenance of capital purchases	Blended / online / onsite trainer costs (HEI) (cost to maintain any ICT Hardware / equipment)	*	£0.00	£0.00	£0.00	£0.00	£0.00
Recruitment costs	Advertising, events and brokerage services directly related to attracting students	*	£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Delivery of training by Forces	Subcontracted costs to Forces for use of trainers	✓	<b>£1,825.00</b>	<b>£1,825.00</b>	<b>£1,825.00</b>	<b>£1,825.00</b>	<b>£1,825.00</b>
Support and mentoring by Forces	Subcontracted costs to Forces for use of trainers and tutor constables	✓					
<b>TOTAL COSTS (NB: These should equate to Row 14 PDCA Programme Costs minus subcontracting costs)</b>			<b>£17,175.00</b>	<b>£16,675.00</b>	<b>£16,675.00</b>	<b>£16,175.00</b>	<b>£16,175.00</b>

**PCDA Charges (Year 6) & Breakdown**

**GUIDANCE NOTES**

- A. This worksheet captures the total charges associated with the PCDA Services covering the requirements in the Specification  
 B. The grey shaded cells are automatically populated or cells that DO NOT REQUIRE any input from Bidders.  
 C. For a definition of pricing bands see 'Pricing Bands' worksheet.  
 D. The yellow highlighted cells are costs that will be payable to forces as a 'subcontractor'. These costs will be totalled up by the number of proposed recruits set out in the 'Total Costs of Programme' tab and deducted from the total PCDA programme to obtain  
 E. The Total Cost of the breakdown (row 50) should equate to the same costs of the PCDA Breakdown costs (row 16) (minus subcontracting costs)

Item	Description (please amend as applicable)	Eligible cost under Apprenticeship Levy	BAND A Charge per student for entire course (3years) (£)	BAND B Charge per student for entire course (3years) (£)	BAND C Charge per student for entire course (3years) (£)	BAND D Charge per student for entire course (3years) (£)	BAND E Charge per student for entire course (3years) (£)
PCDA Cost	The total cost of the PCDA programme per student for the entire course as the HEI being the main provider		<b>£19,000.00</b>	<b>£18,500.00</b>	<b>£18,500.00</b>	<b>£18,000.00</b>	<b>£18,000.00</b>
<b>PCDA Cost Breakdown:</b>							
Delivery of training by HEI	Off the Job learning, on programme admin, resources and external QA	✓	£10,221.20	£9,721.20	£9,721.20	£9,221.20	£9,221.20
Quality Assurance	Examination and Certification, including Quality Assurance	✓	£1,377.89	£1,377.89	£1,377.89	£1,377.89	£1,377.89
Support and mentoring by HEI	Support given to students by HEI trainers and assessors	✓	£0.00	£0.00	£0.00	£0.00	£0.00
Registration & Examination	EPA (end point assessment) cost	✓	£3,166.67	£3,166.67	£3,166.67	£3,166.67	£3,166.67
Progress Assessments / Review	1-2-1 with HEI Staff	✓	£413.37	£413.37	£413.37	£413.37	£413.37
Materials - equipment and supplies	Handbooks, course notes etc. Not capital items (Buildings, ICT, machinery)	✓	£0.00	£0.00	£0.00	£0.00	£0.00
Administration costs	Teaching materials, lesson planning, Individual learning records (ILLR), quality assurance	✓	£1,653.47	£1,653.47	£1,653.47	£1,653.47	£1,653.47
Assessment resit costs	EPA cost	✓	£0.00	£0.00	£0.00	£0.00	£0.00
Additional learning	For module retakes - additional learning to retake or EPA	✓	£0.00	£0.00	£0.00	£0.00	£0.00
Licences for software	Specific to Learner platforms essential for PCDA delivery	✓	£0.00	£0.00	£0.00	£0.00	£0.00
ICT Software	Specific to PCDA essential for PCDA delivery	✓	£0.00	£0.00	£0.00	£0.00	£0.00
Contract Management Fees	Any costs associated with the management of or contract management of PCDA Delivery	✓	£342.40	£342.40	£342.40	£342.40	£342.40
Mobilisation costs	Any costs associated (One off Costs) for mobilisation of PDCA such as developing the curriculum and programme	✓	£0.00	£0.00	£0.00	£0.00	£0.00
Subcontracting Costs Drawn Down	Added in as function in row 48 subtracts subcontracted costs from HEI's costs and states it should equate to row 16						
Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Enrolment, induction & prior assessments		*	£0.00	£0.00	£0.00	£0.00	£0.00
Travel & subsistence incurred by HEI	For HEI staff required to travel to forces to deliver training	*	£0.00	£0.00	£0.00	£0.00	£0.00
Capital Purchases	ICT Hardware, equipment and associated equipment	*	£0.00	£0.00	£0.00	£0.00	£0.00
Maintenance of capital purchases	Blended / online / onsite trainer costs (HEI) (cost to maintain any ICT Hardware / equipment)	*	£0.00	£0.00	£0.00	£0.00	£0.00
Recruitment costs	Advertising, events and brokerage services directly related to attracting students	*	£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Delivery of training by Forces	Subcontracted costs to Forces for use of trainers	✓	<b>£1,825.00</b>	<b>£1,825.00</b>	<b>£1,825.00</b>	<b>£1,825.00</b>	<b>£1,825.00</b>
Support and mentoring by Forces	Subcontracted costs to Forces for use of trainers and tutor constables	✓					
<b>TOTAL COSTS (NB: These should equate to Row 14 PDCA Programme Costs minus subcontracting costs)</b>			<b>£17,175.00</b>	<b>£16,675.00</b>	<b>£16,675.00</b>	<b>£16,175.00</b>	<b>£16,175.00</b>

**PCDA Charges (Year 7 'Optional Extension' ) & Breakdown**

**GUIDANCE NOTES**

- A. This worksheet captures the total charges associated with the PCDA Services covering the requirements in the Specification  
 B. The grey shaded cells are automatically populated or cells that DO NOT REQUIRE any input from Bidders.  
 C. For a definition of pricing bands see 'Pricing Bands' worksheet.  
 D. The yellow highlighted cells are costs that will be payable to forces as a 'subcontractor'. These costs will be totalled up by the number of proposed recruits set out in the 'Total Costs of Programme' tab and deducted from the total PCDA programme to obtain  
 E. The Total Cost of the breakdown (row 50) should equate to the same costs of the PCDA Breakdown costs (row 16) (minus subcontracting costs)

Item	Description (please amend as applicable)	Eligible cost under Apprenticeship Levy	BAND A Charge per student for entire course (3years) (£)	BAND B Charge per student for entire course (3years) (£)	BAND C Charge per student for entire course (3years) (£)	BAND D Charge per student for entire course (3years) (£)	BAND E Charge per student for entire course (3years) (£)
PCDA Cost	The total cost of the PCDA programme per student for the entire course as the HEI being the main provider		<b>£19,000.00</b>	<b>£18,500.00</b>	<b>£18,500.00</b>	<b>£18,000.00</b>	<b>£18,000.00</b>
<b>PCDA Cost Breakdown:</b>							
Delivery of training by HEI	Off the Job learning, on programme admin, resources and external QA	✓	£10,221.20	£9,721.20	£9,721.20	£9,221.20	£9,221.20
Quality Assurance	Examination and Certification, including Quality Assurance	✓	£1,377.89	£1,377.89	£1,377.89	£1,377.89	£1,377.89
Support and mentoring by HEI	Support given to students by HEI trainers and assessors	✓	£0.00	£0.00	£0.00	£0.00	£0.00
Registration & Examination	EPA (end point assessment) cost	✓	£3,166.67	£3,166.67	£3,166.67	£3,166.67	£3,166.67
Progress Assessments / Review	1-2-1 with HEI Staff	✓	£413.37	£413.37	£413.37	£413.37	£413.37
Materials - equipment and supplies	Handbooks, course notes etc. Not capital items (Buildings, ICT, machinery)	✓	£0.00	£0.00	£0.00	£0.00	£0.00
Administration costs	Teaching materials, lesson planning, Individual learning records (ILR), quality assurance	✓	£1,653.47	£1,653.47	£1,653.47	£1,653.47	£1,653.47
Assessment resit costs	EPA cost	✓	£0.00	£0.00	£0.00	£0.00	£0.00
Additional learning	For module retakes - additional learning to retake or EPA	✓	£0.00	£0.00	£0.00	£0.00	£0.00
Licences for software	Specific to Learner platforms essential for PCDA delivery	✓	£0.00	£0.00	£0.00	£0.00	£0.00
ICT Software	Specific to PCDA essential for PCDA delivery	✓	£0.00	£0.00	£0.00	£0.00	£0.00
Contract Management Fees	Any costs associated with the management of or contract management of PCDA Delivery	✓	£342.40	£342.40	£342.40	£342.40	£342.40
Mobilisation costs	Any costs associated (One off Costs) for mobilisation of PCDA such as developing the curriculum and programme	✓	£0.00	£0.00	£0.00	£0.00	£0.00
Subcontracting Costs Drawn Down	Added in as function in row 48 subtracts subcontracted costs from HEI's costs and states it should equate to row 16						
Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Enrolment, induction & prior assessments		*	£0.00	£0.00	£0.00	£0.00	£0.00
Travel & subsistence incurred by HEI	For HEI staff required to travel to forces to deliver training	*	£0.00	£0.00	£0.00	£0.00	£0.00
Capital Purchases	ICT Hardware, equipment and associated equipment	*	£0.00	£0.00	£0.00	£0.00	£0.00
Maintenance of capital purchases	Blended / online / onsite trainer costs (HEI) (cost to maintain any ICT Hardware / equipment)	*	£0.00	£0.00	£0.00	£0.00	£0.00
Recruitment costs	Advertising, events and brokerage services directly related to attracting students	*	£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)			£0.00	£0.00	£0.00	£0.00	£0.00
Delivery of training by Forces	Subcontracted costs to Forces for use of trainers	✓	<b>£1,825.00</b>	<b>£1,825.00</b>	<b>£1,825.00</b>	<b>£1,825.00</b>	<b>£1,825.00</b>
Support and mentoring by Forces	Subcontracted costs to Forces for use of trainers and tutor constables	✓					
<b>TOTAL COSTS (NB: These should equate to Row 14 PDCA Programme Costs minus subcontracting costs)</b>			<b>£17,175.00</b>	<b>£16,675.00</b>	<b>£16,675.00</b>	<b>£16,175.00</b>	<b>£16,175.00</b>



**DHEP Charges (Year 1 ) & Breakdown**

**GUIDANCE NOTES**

A. This worksheet captures the total charges associated with the DHEP Services covering the requirements in the Specification.  
 B. DHEP Banding guidance can be found in the tab 'pricing bands'.  
 C. The grey shaded cells are automatically populated or cells that DO NOT REQUIRE any input from Bidders.  
 D. The yellow highlighted cells are costs that will be payable to forces as a 'subcontractor'. These costs will be totalled up by the number of proposed recruits set out in the 'Total Costs of Programme' tab and deducted from the total D-HEP programme to obtain the cost score for this section. Bidders are required to insert Subcontracting costs that the Bidder shall pay to the Force for the elements of the Curriculum that the Force delivers. Bidders should refer to Appendix 20 (Curriculum) of the Specification to determine the level of resource required to deliver the elements of the Curriculum assigned to the Force. Subcontracting costs shall be subtracted from the total Bidder's costs to calculate the Whole Life Cost. The Whole Life Cost is the sum that shall be evaluated.

E. The Total Cost of the breakdown (row 45) should equate to the same costs of the D-HEP Breakdown costs (row 16).

Item	Description (please amend as applicable)	BAND A Charge per student for entire course (2years) (£)	BAND B Charge per student for entire course (2years) (£)	BAND C Charge per student for entire course (2years) (£)	BAND D Charge per student for entire course (2years) (£)	BAND E Charge per student for entire course (2years) (£)
DHEP Programme Costs	The total cost of the DHEP programme per student for the entire course	<b>£6,850.00</b>	<b>£6,850.00</b>	<b>£6,150.00</b>	<b>£5,500.00</b>	<b>£5,500.00</b>
<b>DHEP Cost Breakdown:</b>						
Delivery of training by HEI	Off the Job learning, on programme admin, resources and external QA	£4,242.70	£4,242.70	£3,542.70	£2,892.70	£2,892.70
Support and mentoring by HEI	Support given to students by HEI trainers and assessors	£0.00	£0.00	£0.00	£0.00	£0.00
Quality Assurance	Examination and Certification, including Quality Assurance	£486.50	£486.50	£486.50	£486.50	£486.50
Registration & Examination	EPA (end point assessment) cost	£0.00	£0.00	£0.00	£0.00	£0.00
Progress Assessments / Review	1-2-1 with HEI Staff	£146.00	£146.00	£146.00	£146.00	£146.00
Materials - equipment and supplies	Handbooks, course notes etc. Not capital items (Buildings, ICT, machinery)	£0.00	£0.00	£0.00	£0.00	£0.00
Administration costs	Teaching materials, lesson planning, individual learning records (ILR), quality assurance	£0.00	£0.00	£0.00	£0.00	£0.00
Assessment resit costs	EPA cost	£0.00	£0.00	£0.00	£0.00	£0.00
Additional learning	For module retakes - additional learning to retake or EPA	£0.00	£0.00	£0.00	£0.00	£0.00
Licences for software	Specific to Learner platforms essential for DHEP delivery	£0.00	£0.00	£0.00	£0.00	£0.00
ICT Software	Specific to DHEP delivery	£0.00	£0.00	£0.00	£0.00	£0.00
Contract Management Fees	Any costs associated with the management of or contract management of DHEP Delivery Any costs associated (One off Costs) for mobilisation of DHEP such as developing the curriculum and programme	£583.80	£583.80	£583.80	£583.80	£583.80
Mobilisation costs		£0.00	£0.00	£0.00	£0.00	£0.00
Enrolment, induction & prior assessments		£0.00	£0.00	£0.00	£0.00	£0.00
Travel & subsistence incurred by HEI	For HEI staff required to travel to forces to deliver training	£0.00	£0.00	£0.00	£0.00	£0.00
Capital Purchases	ICT Hardware, equipment and associated equipment	£0.00	£0.00	£0.00	£0.00	£0.00
Maintenance of capital purchases	Blended / online / onsite trainer costs (HEI) (cost to maintain any ICT Hardware / equipment)	£0.00	£0.00	£0.00	£0.00	£0.00
Recruitment costs	Advertising, events and brokerage services directly related to attracting students	£0.00	£0.00	£0.00	£0.00	£0.00
Subcontracting Costs Drawn Down	Added in as function in row 42 subtracts subcontracted costs from HEI's costs and states it should equate to row 16					
Other (please detail)		£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)		£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)		£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)		£0.00	£0.00	£0.00	£0.00	£0.00
Delivery of training by Forces	Subcontracted costs to Forces for use of trainers	<b>£1,391.00</b>	<b>£1,391.00</b>	<b>£1,391.00</b>	<b>£1,391.00</b>	<b>£1,391.00</b>
Support and mentoring by Forces	Subcontracted costs to Forces for use of trainers and tutor constables					
<b>TOTAL COSTS (NB: These should equate to Row 14 DHEP Programme Costs minus subcontracting costs)</b>		<b>£5,459.00</b>	<b>£5,459.00</b>	<b>£4,759.00</b>	<b>£4,109.00</b>	<b>£4,109.00</b>

**DHEP Charges (Year 2 ) & Breakdown**

**GUIDANCE NOTES**

- A. This worksheet captures the total charges associated with the DHEP Services covering the requirements in the Specification.  
 B. DHEP Banding guidance can be found in the tab 'pricing bands'.  
 C. The grey shaded cells are automatically populated or cells that DO NOT REQUIRE any input from Bidders.  
 D. The yellow highlighted cells are costs that will be payable to Forces as a 'subcontractor'. These costs will be totalled up by the number of proposed recruits set out in the 'Total Costs of Programme' tab and deducted from the total D-HEP programme to obtain the cost score for this section. Bidders are required to insert Subcontracting costs that the Bidder shall pay to the Force for the elements of the Curriculum that the Force delivers. Bidders should refer to Appendix 20 (Curriculum) of the Specification to determine the level of resource required to deliver the elements of the Curriculum assigned to the Force. Subcontracting costs shall be subtracted from the total Bidder's costs to calculate the Whole Life Cost. The Whole Life Cost is the sum that shall be evaluated.

E. The Total Cost of the breakdown (row 46) should equate to the same costs of the D-HEP Breakdown costs (row 16).

Item	Description (please amend as applicable)	BAND A Charge per student for entire course (2years) (£)	BAND B Charge per student for entire course (2years) (£)	BAND C Charge per student for entire course (2years) (£)	BAND D Charge per student for entire course (2years) (£)	BAND E Charge per student for entire course (2years) (£)
DHEP Programme Costs	The total cost of the DHEP programme per student for the entire course	<b>£6,850.00</b>	<b>£6,850.00</b>	<b>£6,150.00</b>	<b>£5,500.00</b>	<b>£5,500.00</b>
<b>DHEP Cost Breakdown:</b>						
Delivery of training by HEI	Off the Job learning, on programme admin, resources and external QA	£4,242.70	£4,242.70	£3,542.70	£2,892.70	£2,892.70
Support and mentoring by HEI	Support given to students by HEI trainers and assessors	£0.00	£0.00	£0.00	£0.00	£0.00
Quality Assurance	Examination and Certification, including Quality Assurance	£486.50	£486.50	£486.50	£486.50	£486.50
Registration & Examination	EPA (end point assessment) cost	£0.00	£0.00	£0.00	£0.00	£0.00
Progress Assessments / Review	1-2-1 with HEI Staff	£146.00	£146.00	£146.00	£146.00	£146.00
Materials - equipment and supplies	Handbooks, course notes etc. Not capital items (Buildings, ICT, machinery)	£0.00	£0.00	£0.00	£0.00	£0.00
Administration costs	Teaching materials, lesson planning, Individual learning records (ILR), quality assurance	£0.00	£0.00	£0.00	£0.00	£0.00
Assessment resit costs	EPA cost	£0.00	£0.00	£0.00	£0.00	£0.00
Additional learning	For module retakes - additional learning to retake or EPA	£0.00	£0.00	£0.00	£0.00	£0.00
Licences for software	Specific to Learner platforms essential for DHEP delivery	£0.00	£0.00	£0.00	£0.00	£0.00
ICT Software	Specific to DHEP delivery	£0.00	£0.00	£0.00	£0.00	£0.00
Contract Management Fees	Any costs associated with the management of or contract management of DHEP Delivery	£583.80	£583.80	£583.80	£583.80	£583.80
Mobilisation costs	Any costs associated (One off Costs) for mobilisation of DHEP such as developing the curriculum and programme	£0.00	£0.00	£0.00	£0.00	£0.00
Enrolment, induction & prior assessments		£0.00	£0.00	£0.00	£0.00	£0.00
Travel & subsistence incurred by HEI	For HEI staff required to travel to forces to deliver training	£0.00	£0.00	£0.00	£0.00	£0.00
Capital Purchases	ICT Hardware, equipment and associated equipment	£0.00	£0.00	£0.00	£0.00	£0.00
Maintenance of capital purchases	Blended / online / onsite trainer costs (HEI) (cost to maintain any ICT Hardware / equipment)	£0.00	£0.00	£0.00	£0.00	£0.00
Recruitment costs	Advertising, events and brokerage services directly related to attracting students	£0.00	£0.00	£0.00	£0.00	£0.00
Subcontracting Costs Drawn Down	Added in as function in row 42 subtracts subcontracted costs from HEI's costs and states it should equate to row 16					
Other (please detail)		£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)		£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)		£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)		£0.00	£0.00	£0.00	£0.00	£0.00
Delivery of training by Forces	Subcontracted costs to Forces for use of trainers	<b>£1,391.00</b>	<b>£1,391.00</b>	<b>£1,391.00</b>	<b>£1,391.00</b>	<b>£1,391.00</b>
Support and mentoring by Forces	Subcontracted costs to Forces for use of trainers and tutor constables					
<b>TOTAL COSTS (NB: These should equate to Row 14 DHEP Programme Costs minus subcontracting costs)</b>		<b>£5,459.00</b>	<b>£5,459.00</b>	<b>£4,759.00</b>	<b>£4,109.00</b>	<b>£4,109.00</b>

**DHEP Charges (Year 3 ) & Breakdown**

**GUIDANCE NOTES**

A. This worksheet captures the total charges associated with the DHEP Services covering the requirements in the Specification.

B. DHEP Banding guidance can be found in the tab 'pricing bands'.

C. The grey shaded cells are automatically populated or cells that DO NOT REQUIRE any input from Bidders.

D. The yellow highlighted cells are costs that will be payable to forces as a 'subcontractor'. These costs will be totalled up by the number of proposed recruits set out in the 'Total Costs of Programme' tab and deducted from the total D-HEP programme to obtain the cost score for this section. Bidders are required to insert Subcontracting costs that the Bidder shall pay to the Force for the elements of the Curriculum that the Force delivers. Bidders should refer to Appendix 20 (Curriculum) of the Specification to determine the level of resource required to deliver the elements of the Curriculum assigned to the Force. Subcontracting costs shall be subtracted from the total Bidder's costs to calculate the Whole Life Cost. The Whole Life Cost is the sum that shall be evaluated.

E. The Total Cost of the breakdown (row 46) should equate to the same costs of the D-HEP Breakdown costs (row 16).

Item	Description (please amend as applicable)	BAND A Charge per student for entire course (2years) (£)	BAND B Charge per student for entire course (2years) (£)	BAND C Charge per student for entire course (2years) (£)	BAND D Charge per student for entire course (2years) (£)	BAND E Charge per student for entire course (2years) (£)
DHEP Programme Costs	The total cost of the DHEP programme per student for the entire course	<b>£6,850.00</b>	<b>£6,850.00</b>	<b>£6,150.00</b>	<b>£5,500.00</b>	<b>£5,500.00</b>
<b>DHEP Cost Breakdown:</b>						
Delivery of training by HEI	Off the Job learning, on prgramme admin, resources and external QA	£4,242.70	£4,242.70	£3,542.70	£2,892.70	£2,892.70
Support and mentoring by HEI	Support given to students by HEI trainers and assessors	£0.00	£0.00	£0.00	£0.00	£0.00
Quality Assurance	Examination and Certification, including Quality Assurance	£486.50	£486.50	£486.50	£486.50	£486.50
Registration & Examination	EPA (end point assessment) cost	£0.00	£0.00	£0.00	£0.00	£0.00
Progress Assessments / Review	1-2-1 with HEI Staff	£146.00	£146.00	£146.00	£146.00	£146.00
Materials - equipment and supplies	Handbooks, course notes etc. Not capital items (Buildings, ICT, machinery)	£0.00	£0.00	£0.00	£0.00	£0.00
Administration costs	Teaching materials, lesson planning, Individual learning records (ILR), quality assurance	£0.00	£0.00	£0.00	£0.00	£0.00
Assessment resit costs	EPA cost	£0.00	£0.00	£0.00	£0.00	£0.00
Additional learning	For module retakes - additional learning to retake or EPA	£0.00	£0.00	£0.00	£0.00	£0.00
Licences for software	Specific to Learner platforms essential for DHEP delivery	£0.00	£0.00	£0.00	£0.00	£0.00
ICT Software	Specific to DHEP delivery	£0.00	£0.00	£0.00	£0.00	£0.00
Contract Management Fees	Any costs associated with the management of or contract management of DHEP Delivery	£583.80	£583.80	£583.80	£583.80	£583.80
Mobilisation costs	Any costs associated (One off Costs) for mobilisation of DHEP such as developing the curriculum and programme	£0.00	£0.00	£0.00	£0.00	£0.00
Enrolment, induction & prior assessments		£0.00	£0.00	£0.00	£0.00	£0.00
Travel & subsistence incurred by HEI	For HEI staff required to travel to forces to deliver training	£0.00	£0.00	£0.00	£0.00	£0.00
Capital Purchases	ICT Hardware, equipment and associated equipment	£0.00	£0.00	£0.00	£0.00	£0.00
Maintenance of capital purchases	Blended / online / onsite trainer costs (HEI) (cost to maintain any ICT Hardware / equipment)	£0.00	£0.00	£0.00	£0.00	£0.00
Recruitment costs	Advertising, events and brokerage services directly related to attracting students	£0.00	£0.00	£0.00	£0.00	£0.00
Subcontracting Costs Drawn Down	Added in as function in row 42 subtracts subcontracted costs from HEI's costs and states it should equate to row 16					
Other (please detail)		£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)		£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)		£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)		£0.00	£0.00	£0.00	£0.00	£0.00
Delivery of training by Forces	Subcontracted costs to Forces for use of trainers	<b>£1,391.00</b>	<b>£1,391.00</b>	<b>£1,391.00</b>	<b>£1,391.00</b>	<b>£1,391.00</b>
Support and mentoring by Forces	Subcontracted costs to Forces for use of trainers and tutor constables					
<b>TOTAL COSTS (NB: These should equate to Row 14 DHEP Programme Costs minus subcontracting costs)</b>		<b>£5,459.00</b>	<b>£5,459.00</b>	<b>£4,759.00</b>	<b>£4,109.00</b>	<b>£4,109.00</b>

**DHEP Charges (Year 4) & Breakdown**

**GUIDANCE NOTES**

A. This worksheet captures the total charges associated with the DHEP Services covering the requirements in the Specification.  
 B. DHEP Banding guidance can be found in the tab 'pricing bands'.  
 C. The grey shaded cells are automatically populated or cells that DO NOT REQUIRE any input from Bidders.  
 D. The yellow highlighted cells are costs that will be payable to forces as a 'subcontractor'. These costs will be totalled up by the number of proposed recruits set out in the 'Total Costs of Programme' tab and deducted from the total D-HEP programme to obtain the cost score for this section. Bidders are required to insert Subcontracting costs that the Bidder shall pay to the Force for the elements of the Curriculum that the Force delivers. Bidders should refer to Appendix 20 (Curriculum) of the Specification to determine the level of resource required to deliver the elements of the Curriculum assigned to the Force. Subcontracting costs shall be subtracted from the total Bidder's costs to calculate the Whole Life Cost. The Whole Life Cost is the sum that shall be evaluated.

E. The Total Cost of the breakdown (row 46) should equate to the same costs of the D-HEP Breakdown costs (row 16).

Item	Description (please amend as applicable)	BAND A Charge per student for entire course (2years) (£)	BAND B Charge per student for entire course (2years) (£)	BAND C Charge per student for entire course (2years) (£)	BAND D Charge per student for entire course (2years) (£)	BAND E Charge per student for entire course (2years) (£)
DHEP Programme Costs	The total cost of the DHEP programme per student for the entire course	<b>£6,850.00</b>	<b>£6,850.00</b>	<b>£6,150.00</b>	<b>£5,500.00</b>	<b>£5,500.00</b>
<b>DHEP Cost Breakdown:</b>						
Delivery of training by HEI	Off the Job learning, on programme admin, resources and external QA	£4,242.70	£4,242.70	£3,542.70	£2,892.70	£2,892.70
Support and mentoring by HEI	Support given to students by HEI trainers and assessors	£0.00	£0.00	£0.00	£0.00	£0.00
Quality Assurance	Examination and Certification, including Quality Assurance	£486.50	£486.50	£486.50	£486.50	£486.50
Registration & Examination	EPA (end point assessment) cost	£0.00	£0.00	£0.00	£0.00	£0.00
Progress Assessments / Review	1-2-1 with HEI Staff	£146.00	£146.00	£146.00	£146.00	£146.00
Materials - equipment and supplies	Handbooks, course notes etc. Not capital items (Buildings, ICT, machinery)	£0.00	£0.00	£0.00	£0.00	£0.00
Administration costs	Teaching materials, lesson planning, Individual learning records (ILR), quality assurance	£0.00	£0.00	£0.00	£0.00	£0.00
Assessment resit costs	EPA cost	£0.00	£0.00	£0.00	£0.00	£0.00
Additional learning	For module retakes - additional learning to retake or EPA	£0.00	£0.00	£0.00	£0.00	£0.00
Licences for software	Specific to Learner platforms essential for DHEP delivery	£0.00	£0.00	£0.00	£0.00	£0.00
ICT Software	Specific to DHEP delivery	£0.00	£0.00	£0.00	£0.00	£0.00
Contract Management Fees	Any costs associated with the management of or contract management of DHEP Delivery	£583.80	£583.80	£583.80	£583.80	£583.80
Mobilisation costs	Any costs associated (One off Costs) for mobilisation of DHEP such as developing the curriculum and programme	£0.00	£0.00	£0.00	£0.00	£0.00
Enrolment, induction & prior assessments		£0.00	£0.00	£0.00	£0.00	£0.00
Travel & subsistence incurred by HEI	For HEI staff required to travel to forces to deliver training	£0.00	£0.00	£0.00	£0.00	£0.00
Capital Purchases	ICT Hardware, equipment and associated equipment	£0.00	£0.00	£0.00	£0.00	£0.00
Maintenance of capital purchases	Blended / online / onsite trainer costs (HEI) (cost to maintain any ICT Hardware / equipment)	£0.00	£0.00	£0.00	£0.00	£0.00
Recruitment costs	Advertising, events and brokerage services directly related to attracting students	£0.00	£0.00	£0.00	£0.00	£0.00
Subcontracting Costs Drawn Down	Added in as function in row 42 subtracts subcontracted costs from HEI's costs and states it should equate to row 16					
Other (please detail)		£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)		£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)		£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)		£0.00	£0.00	£0.00	£0.00	£0.00
Delivery of training by Forces	Subcontracted costs to Forces for use of trainers	<b>£1,391.00</b>	<b>£1,391.00</b>	<b>£1,391.00</b>	<b>£1,391.00</b>	<b>£1,391.00</b>
Support and mentoring by Forces	Subcontracted costs to Forces for use of trainers and tutor constables					

**TOTAL COSTS (NB: These should equate to Row 14 DHEP Programme Costs minus**

**DHEP Charges (Year 5) & Breakdown**

**GUIDANCE NOTES**

A. This worksheet captures the total charges associated with the DHEP Services covering the requirements in the Specification.  
 B. DHEP Banding guidance can be found in the tab 'pricing bands'.  
 C. The grey shaded cells are automatically populated or cells that DO NOT REQUIRE any input from Bidders.  
 D. The yellow highlighted cells are costs that will be payable to forces as a 'subcontractor'. These costs will be totalled up by the number of proposed recruits set out in the 'Total Costs of Programme' tab and deducted from the total D-HEP programme to obtain the cost score for this section. Bidders are required to insert Subcontracting costs that the Bidder shall pay to the Force for the elements of the Curriculum that the Force delivers. Bidders should refer to Appendix 20 (Curriculum) of the Specification to determine the level of resource required to deliver the elements of the Curriculum assigned to the Force. Subcontracting costs shall be subtracted from the total Bidder's costs to calculate the Whole Life Cost. The Whole Life Cost is the sum that shall be evaluated.

E. The Total Cost of the breakdown (row 46) should equate to the same costs of the D-HEP Breakdown costs (row 16).

Item	Description (please amend as applicable)	BAND A Charge per student for entire course (2years) (£)	BAND B Charge per student for entire course (2years) (£)	BAND C Charge per student for entire course (2years) (£)	BAND D Charge per student for entire course (2years) (£)	BAND E Charge per student for entire course (2years) (£)
DHEP Programme Costs	The total cost of the DHEP programme per student for the entire course	<b>£6,850.00</b>	<b>£6,850.00</b>	<b>£6,150.00</b>	<b>£5,500.00</b>	<b>£5,500.00</b>
<b>DHEP Cost Breakdown:</b>						
Delivery of training by HEI	Off the Job learning, on programme admin, resources and external QA	£4,242.70	£4,242.70	£3,542.70	£2,892.70	£2,892.70
Support and mentoring by HEI	Support given to students by HEI trainers and assessors	£0.00	£0.00	£0.00	£0.00	£0.00
Quality Assurance	Examination and Certification, including Quality Assurance	£486.50	£486.50	£486.50	£486.50	£486.50
Registration & Examination	EPA (end point assessment) cost	£0.00	£0.00	£0.00	£0.00	£0.00
Progress Assessments / Review	1-2-1 with HEI Staff	£146.00	£146.00	£146.00	£146.00	£146.00
Materials - equipment and supplies	Handbooks, course notes etc. Not capital items (Buildings, ICT, machinery)	£0.00	£0.00	£0.00	£0.00	£0.00
Administration costs	Teaching materials, lesson planning, Individual learning records (ILR), quality assurance	£0.00	£0.00	£0.00	£0.00	£0.00
Assessment resit costs	EPA cost	£0.00	£0.00	£0.00	£0.00	£0.00
Additional learning	For module retakes - additional learning to retake or EPA	£0.00	£0.00	£0.00	£0.00	£0.00
Licences for software	Specific to Learner platforms essential for DHEP delivery	£0.00	£0.00	£0.00	£0.00	£0.00
ICT Software	Specific to DHEP delivery	£0.00	£0.00	£0.00	£0.00	£0.00
Contract Management Fees	Any costs associated with the management of or contract management of DHEP Delivery	£583.80	£583.80	£583.80	£583.80	£583.80
Mobilisation costs	Any costs associated (One off Costs) for mobilisation of DHEP such as developing the curriculum and programme	£0.00	£0.00	£0.00	£0.00	£0.00
Enrolment, induction & prior assessments		£0.00	£0.00	£0.00	£0.00	£0.00
Travel & subsistence incurred by HEI	For HEI staff required to travel to forces to deliver training	£0.00	£0.00	£0.00	£0.00	£0.00
Capital Purchases	ICT Hardware, equipment and associated equipment	£0.00	£0.00	£0.00	£0.00	£0.00
Maintenance of capital purchases	Blended / online / onsite trainer costs (HEI) (cost to maintain any ICT Hardware / equipment)	£0.00	£0.00	£0.00	£0.00	£0.00
Recruitment costs	Advertising, events and brokerage services directly related to attracting students	£0.00	£0.00	£0.00	£0.00	£0.00
Subcontracting Costs Drawn Down	Added in as function in row 42 subtracts subcontracted costs from HEI's costs and states it should equate to row 16					
Other (please detail)		£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)		£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)		£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)		£0.00	£0.00	£0.00	£0.00	£0.00
Delivery of training by Forces	Subcontracted costs to Forces for use of trainers	<b>£1,391.00</b>	<b>£1,391.00</b>	<b>£1,391.00</b>	<b>£1,391.00</b>	<b>£1,391.00</b>
Support and mentoring by Forces	Subcontracted costs to Forces for use of trainers and tutor constables					
<b>TOTAL COSTS (NB: These should equate to Row 14 DHEP Programme Costs minus subcontracting costs)</b>		<b>£5,459.00</b>	<b>£5,459.00</b>	<b>£4,759.00</b>	<b>£4,109.00</b>	<b>£4,109.00</b>

**DHEP Charges (Year 6 'Optional Extension') & Breakdown**

**GUIDANCE NOTES**

A. This worksheet captures the total charges associated with the DHEP Services covering the requirements in the Specification.

B. DHEP Banding guidance can be found in the tab 'pricing bands'.

C. The grey shaded cells are automatically populated or cells that DO NOT REQUIRE any input from Bidders.

D. The yellow highlighted cells are costs that will be payable to forces as a 'subcontractor'. These costs will be totalled up by the number of proposed recruits set out in the 'Total Costs of Programme' tab and deducted from the total D-HEP programme to obtain the cost score for this section. Bidders are required to insert Subcontracting costs that the Bidder shall pay to the Force for the elements of the Curriculum that the Force delivers. Bidders should refer to Appendix 20 (Curriculum) of the Specification to determine the level of resource required to deliver the elements of the Curriculum assigned to the Force. Subcontracting costs shall be subtracted from the total Bidder's costs to calculate the Whole Life Cost. The Whole Life Cost is the sum that shall be evaluated.

E. The Total Cost of the breakdown (row 46) should equate to the same costs of the D-HEP Breakdown costs (row 16).

Item	Description (please amend as applicable)	BAND A Charge per student for entire course (2years) (£)	BAND B Charge per student for entire course (2years) (£)	BAND C Charge per student for entire course (2years) (£)	BAND D Charge per student for entire course (2years) (£)	BAND E Charge per student for entire course (2years) (£)
DHEP Programme Costs	The total cost of the DHEP programme per student for the entire course	<b>£6,850.00</b>	<b>£6,850.00</b>	<b>£6,150.00</b>	<b>£5,500.00</b>	<b>£5,500.00</b>
<b>DHEP Cost Breakdown:</b>						
Delivery of training by HEI	Off the Job learning, on programme admin, resources and external QA	£4,242.70	£4,242.70	£3,542.70	£2,892.70	£2,892.70
Support and mentoring by HEI	Support given to students by HEI trainers and assessors	£0.00	£0.00	£0.00	£0.00	£0.00
Quality Assurance	Examination and Certification, including Quality Assurance	£486.50	£486.50	£486.50	£486.50	£486.50
Registration & Examination	EPA (end point assessment) cost	£0.00	£0.00	£0.00	£0.00	£0.00
Progress Assessments / Review	1-2-1 with HEI Staff	£146.00	£146.00	£146.00	£146.00	£146.00
Materials - equipment and supplies	Handbooks, course notes etc. Not capital items (Buildings, ICT, machinery)	£0.00	£0.00	£0.00	£0.00	£0.00
Administration costs	Teaching materials, lesson planning, Individual learning records (ILR), quality assurance	£0.00	£0.00	£0.00	£0.00	£0.00
Assessment resit costs	EPA cost	£0.00	£0.00	£0.00	£0.00	£0.00
Additional learning	For module retakes - additional learning to retake or EPA	£0.00	£0.00	£0.00	£0.00	£0.00
Licences for software	Specific to Learner platforms essential for DHEP delivery	£0.00	£0.00	£0.00	£0.00	£0.00
ICT Software	Specific to DHEP delivery	£0.00	£0.00	£0.00	£0.00	£0.00
Contract Management Fees	Any costs associated with the management of or contract management of DHEP Delivery	£583.80	£583.80	£583.80	£583.80	£583.80
Mobilisation costs	Any costs associated (One off Costs) for mobilisation of DHEP such as developing the curriculum and programme	£0.00	£0.00	£0.00	£0.00	£0.00
Enrolment, induction & prior assessments		£0.00	£0.00	£0.00	£0.00	£0.00
Travel & subsistence incurred by HEI	For HEI staff required to travel to forces to deliver training	£0.00	£0.00	£0.00	£0.00	£0.00
Capital Purchases	ICT Hardware, equipment and associated equipment	£0.00	£0.00	£0.00	£0.00	£0.00
Maintenance of capital purchases	Blended / online / onsite trainer costs (HEI) (cost to maintain any ICT Hardware / equipment)	£0.00	£0.00	£0.00	£0.00	£0.00
Recruitment costs	Advertising, events and brokerage services directly related to attracting students	£0.00	£0.00	£0.00	£0.00	£0.00
Subcontracting Costs Drawn Down	Added in as function in row 42 subtracts subcontracted costs from HEI's costs and states it should equate to row 16					
Other (please detail)		£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)		£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)		£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)		£0.00	£0.00	£0.00	£0.00	£0.00
Delivery of training by Forces	Subcontracted costs to Forces for use of trainers	<b>£1,391.00</b>	<b>£1,391.00</b>	<b>£1,391.00</b>	<b>£1,391.00</b>	<b>£1,391.00</b>
Support and mentoring by Forces	Subcontracted costs to Forces for use of trainers and tutor constables					
<b>TOTAL COSTS (NB: These should equate to Row 14 DHEP Programme Costs minus subcontracting costs)</b>		<b>£5,459.00</b>	<b>£5,459.00</b>	<b>£4,759.00</b>	<b>£4,109.00</b>	<b>£4,109.00</b>

**DHEP Charges (Year 7 'Optional Extension') & Breakdown**

**GUIDANCE NOTES**

A. This worksheet captures the total charges associated with the DHEP Services covering the requirements in the Specification.

B. DHEP Banding guidance can be found in the tab 'pricing bands'.

C. The grey shaded cells are automatically populated or cells that DO NOT REQUIRE any input from Bidders.

D. The yellow highlighted cells are costs that will be payable to forces as a 'subcontractor'. These costs will be totalled up by the number of proposed recruits set out in the 'Total Costs of Programme' tab and deducted from the total D-HEP programme to obtain the cost score for this section. Bidders are required to insert Subcontracting costs that the Bidder shall pay to the Force for the elements of the Curriculum that the Force delivers. Bidders should refer to Appendix 20 (Curriculum) of the Specification to determine the level of resource required to deliver the elements of the Curriculum assigned to the Force. Subcontracting costs shall be subtracted from the total Bidder's costs to calculate the Whole Life Cost. The Whole Life Cost is the sum that shall be evaluated.

E. The Total Cost of the breakdown (row 46) should equate to the same costs of the D-HEP Breakdown costs (row 16).

Item	Description (please amend as applicable)	BAND A Charge per student for entire course (2years) (£)	BAND B Charge per student for entire course (2years) (£)	BAND C Charge per student for entire course (2years) (£)	BAND D Charge per student for entire course (2years) (£)	BAND E Charge per student for entire course (2years) (£)
DHEP Programme Costs	The total cost of the DHEP programme per student for the entire course	<b>£6,850.00</b>	<b>£6,850.00</b>	<b>£6,150.00</b>	<b>£5,500.00</b>	<b>£5,500.00</b>
<b>DHEP Cost Breakdown:</b>						
Delivery of training by HEI	Off the Job learning, on programme admin, resources and external QA	£4,242.70	£4,242.70	£3,542.70	£2,892.70	£2,892.70
Support and mentoring by HEI	Support given to students by HEI trainers and assessors	£0.00	£0.00	£0.00	£0.00	£0.00
Quality Assurance	Examination and Certification, including Quality Assurance	£486.50	£486.50	£486.50	£486.50	£486.50
Registration & Examination	EPA (end point assessment) cost	£0.00	£0.00	£0.00	£0.00	£0.00
Progress Assessments / Review	1-2-1 with HEI Staff	£146.00	£146.00	£146.00	£146.00	£146.00
Materials - equipment and supplies	Handbooks, course notes etc. Not capital items (Buildings, ICT, machinery)	£0.00	£0.00	£0.00	£0.00	£0.00
Administration costs	Teaching materials, lesson planning, Individual learning records (ILR), quality assurance	£0.00	£0.00	£0.00	£0.00	£0.00
Assessment resit costs	EPA cost	£0.00	£0.00	£0.00	£0.00	£0.00
Additional learning	For module retakes - additional learning to retake or EPA	£0.00	£0.00	£0.00	£0.00	£0.00
Licences for software	Specific to Learner platforms essential for DHEP delivery	£0.00	£0.00	£0.00	£0.00	£0.00
ICT Software	Specific to DHEP delivery	£0.00	£0.00	£0.00	£0.00	£0.00
Contract Management Fees	Any costs associated with the management of or contract management of DHEP Delivery	£583.80	£583.80	£583.80	£583.80	£583.80
Mobilisation costs	Any costs associated (One off Costs) for mobilisation of DHEP such as developing the curriculum and programme	£0.00	£0.00	£0.00	£0.00	£0.00
Enrolment, induction & prior assessments		£0.00	£0.00	£0.00	£0.00	£0.00
Travel & subsistence incurred by HEI	For HEI staff required to travel to forces to deliver training	£0.00	£0.00	£0.00	£0.00	£0.00
Capital Purchases	ICT Hardware, equipment and associated equipment	£0.00	£0.00	£0.00	£0.00	£0.00
Maintenance of capital purchases	Blended / online / onsite trainer costs (HEI) (cost to maintain any ICT Hardware / equipment)	£0.00	£0.00	£0.00	£0.00	£0.00
Recruitment costs	Advertising, events and brokerage services directly related to attracting students	£0.00	£0.00	£0.00	£0.00	£0.00
Subcontracting Costs Drawn Down	Added in as function in row 42 subtracts subcontracted costs from HEI's costs and states it should equate to row 16					
Other (please detail)		£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)		£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)		£0.00	£0.00	£0.00	£0.00	£0.00
Other (please detail)		£0.00	£0.00	£0.00	£0.00	£0.00
Delivery of training by Forces	Subcontracted costs to Forces for use of trainers	<b>£1,391.00</b>	<b>£1,391.00</b>	<b>£1,391.00</b>	<b>£1,391.00</b>	<b>£1,391.00</b>
Support and mentoring by Forces	Subcontracted costs to Forces for use of trainers and tutor constables					
<b>TOTAL COSTS (NB: These should equate to Row 14 DHEP Programme Costs minus subcontracting costs)</b>		<b>£5,459.00</b>	<b>£5,459.00</b>	<b>£4,759.00</b>	<b>£4,109.00</b>	<b>£4,109.00</b>





- 4.2 Clause 50.3.2 (ii) to be replaced with this new clause 50.3.2 (ii) :provide all reasonable assistance to the Customer with any changes required for ESFA Funding Account for the PCDA provided always that the agreed price for the Customer Elements shall maintain the same across all pricing bands (A, B, C, D & E)
- 4.3 Clause 50.3.3 to be replaced with the following: the pricing model (including but not limited to the Customer Elements) included in Annex 4 (Contract Price) shall be reviewed between month 10 and month 12 following the first cohort, and annually thereafter by the Customer and Supplier to ensure it represents the agreed delivery and resource plans.

**IN WITNESS** whereof the Addendum has been duly executed by the Parties.

**SIGNED** for and on behalf of **ANGLIA RUSKIN UNIVERSITY HIGHER EDUCATION CORPORATION**

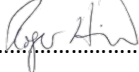
Signature: .....

Name: .....

Position: .....

Date: .....

**SIGNED** for and on behalf of **THE POLICE, FIRE AND CRIME COMMISSIONER FOR ESSEX**

Signature:  .....

Name: Roger Hirst .....

Position: Police, Fire and Crime Commissioner for Essex .....

Date: 4 May 2022 .....

**SIGNED** for and on behalf of **THE POLICE AND CRIME COMMISSIONER FOR KENT**

Signature: .....

Name: .....

Position: .....

Date: .....