

Key Information Document

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits.

Further information can be found by calling us on 01689 878 565.

The Employment Agency Standards (EAS) Inspectorate is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 020 7215 5000 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

GENERAL INFORMATION

| | |
|---|---|
| Your name: | As per the letter attached |
| Name of employment business: | Link Education Ltd |
| Your employer (if different from the employment business): | N/A |
| Type of contract you will be engaged under: | Contract for Services |
| Who will be responsible for paying you (if different from your employer): | N/A |
| How often you will be paid: | Fortnightly |
| Expected or minimum rate of pay: | £120.00 per day |
| Deductions from your pay required by law: | PAYE, NIC, Pension (if eligible) & Student Loan (if eligible) |
| Any other deductions or costs from your pay (to include amounts or how they are calculated): | N/A |
| Any fees for goods or services: | DBS £60.00 and T Shirt £18.50 (if required) |
| Holiday entitlement and pay: | Holiday pay is included in the hourly / daily rate of pay at 12.07% |
| Additional benefits: | N/A |

EXAMPLE PAY

| | |
|--|--|
| Example rate of pay: | 10 days @ £120.00 = £1,200.00 |
| Deductions from your wage required by law: | £143.20 PAYE, £99.96 NIC, £38.40 Pension & £13.00 Student Loan |
| Any other deductions or costs from your wage: | £0.00 |
| Any fees for goods or services: | £60.00 DBS and £18.50 (if required and not compulsory) |
| Example net take home pay: | £826.94 |