

Key Information Document

This document specifies key information which relates to the arrangement between us, London Teaching Pool Ltd (the “Employment Business”) and you, the person being supplied to carry out work by and on behalf of Ducas Ltd (the “Work-Seeker”).

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:	Candidate name
Type of contract you will be engaged under:	Contract of Employment
If engaged under a contract of service or apprenticeship, the name of your employer:	Ducas Ltd
If engaged under a contract for services, the name of the person responsible for engaging & paying you:	N/A
The nature of any connection, if any, between the intermediary or umbrella company, the employment business and the person responsible for paying you:	N/A

WORK SEEKER PAY INFORMATION

You will be engaged by the Work-Seeker. The Work-Seeker will issue to you the terms and conditions upon which you will carry out the works. The Work-Seeker is responsible for any payments due to you.

For the avoidance of doubt, you will be engaged by the Work-Seeker and it is the Work-Seeker that we will pay for the services provided by them to us. As set out above, the Work-Seeker is responsible for making payment to you in accordance with their agreement with you and taking into consideration their own costs.

All of the payment details including any deductions relevant to the Work-Seeker and to you are listed below.

The minimum rate of remuneration expected to be paid by the Employment Business to the Work Seeker in respect of the services provided (the “Fee”):	£14.70
The intervals at which the Fee will be paid to the work seeker:	Weekly
The nature of any costs and deductions that the work seeker must make from the Fee as required by law:	Employer’s National Insurance Apprenticeship Levy Holiday Pay Employer’s pension contributions
The nature and the amount (or at least the method of calculation) of any other costs that the work seeker may deduct from the Fee:	Margin of 6% capped at £14 per week

YOUR PAYMENT INFORMATION

The minimum rate of pay expected to be paid by the work seeker to you:	At least National Living Wage
The intervals at which the minimum rate of pay will be paid to you:	Weekly
The nature of any costs and deductions that the work seeker must make from the minimum rate of pay as required by law:	PAYE Tax, Employee's National Insurance Contributions, Pension contributions
The nature and the amount (or at least the method of calculation) of any other costs that the work seeker may deduct from the minimum rate of pay:	N/A
The nature and the amount (or at least the method of calculation) of any fees for services or goods that may be charged to you:	Agency to complete
The nature and the amount of any non-monetary benefits to which you are entitled:	N/A
Details of any annual holiday entitlement and to any entitlement to payment in respect of the same:	The maximum entitlement to annual leave is 28 days in a full working year (260 working days). The Company's holiday year runs from 1st January to 31st December. Holiday pay is accrued at 12.07% of the hourly rate. This is set aside and can be requested to be paid at the employee's discretion.

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	£514.50	
Deductions from intermediary or umbrella income required by law:	£38.01 – Employer's NI £2.25 – Apprenticeship levy £48.51 – Holiday Pay	
Any other deductions or costs taken from intermediary or umbrella income:	£14.00 – Margin £9.82 – Employer's Pension	
Example rate of pay to you:		£401.91
Deductions from your pay required by law:		£41.68 - Tax £16.67- Employee's NI
Any other deductions or costs taken from your pay:		£16.37 – Employee's pension
Any fees for goods or services:		
Example net take home pay:		£327.19 – Net Pay