

## 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 at [www.veritas-education.com](http://www.veritas-education.com)

The Fair Work Agency is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 0345 161 6000 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

### GENERAL INFORMATION

<b>Your name:</b>	(Candidate Name)
<b>Name of employment business:</b>	Veritas Education Group Holdings Ltd
<b>Your employer (if different from the employment business):</b>	NA
<b>Type of contract you will be engaged under:</b>	Contract for Services
<b>Who will be responsible for paying you (if different from your employer):</b>	
<b>How often you will be paid:</b>	Weekly in arrears
<b>Expected or minimum rate of pay:</b>	At least the prevailing or current National Living Wage or National Minimum Wage, as appropriate
<b>Deductions from your pay required by law:</b>	PAYE tax Employee National Insurance Contributions Employee pension contributions
<b>Any other deductions or costs from your pay (to include amounts or how they are calculated):</b>	NA
<b>Any fees for goods or services:</b>	Where a new DBS is required, a one off cost of £56 is to be paid directly to our 3rd party DBS provider UCheck
<b>Holiday entitlement and pay:</b>	Statutory holiday entitlement of 5.6 weeks, prorated for part time work  Holiday pay is rolled up and paid together with the basic rate of pay. The Agency Worker acknowledges that no further payment will be made when time off is taken
<b>Additional benefits:</b>	Access to collective facilities provided by a client on day one of an assignment under the Agency Workers Regulations 2010 though these will vary from client to client

### EXAMPLE PAY

<b>Example rate of pay:</b>	£107.08/day x 5 = £535.40 plus £64.62 holiday pay  Total = £600.02/week
<b>Deductions from your wage required by law:</b>	National Insurance Contributions - £55.33 PAYE Tax - £38.86 Pension - £30.00
<b>Any other deductions or costs from your wage:</b>	NA
<b>Any fees for goods or services:</b>	NA
<b>Example net take home pay:</b>	£463.33

