



**Key Information Document**

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

The Employment Agency Standard (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 4566 5333 or through ACAS helpline on 0300 123 1100, Monday to Friday 8am to 6pm.

**GENERAL INFORMATION**

Name of employment business:	Now Education Group Limited
Your 'employer' (work provided):	Insink UK Ltd
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you:	Insink UK Ltd
Expected minimum rate of pay:	National Minimum Wage or higher
Deductions from your pay required by law:	PAYE Tax, National Insurance, Student Loan Payments (if applicable), Workplace Pension.
Any fees for goods or services:	None
Payment Interval:	You will be paid weekly, one week in arrears.
Holiday entitlement and pay (for a complete leave year):	5.6 weeks paid @ 12.07% of your daily/hourly gross rate of pay. Where an assignment commences or ends part way through a leave year, entitlement shall be calculated on a pro-rata basis in respect of the proportion of a leave year worked.
Additional benefits:	None

**EXAMPLE PAY**

Gross Pay	£307.75
Deductions from your wage required by law**:	£51.90 (PAYE tax, NI ERS & workplace pension)
Any other deductions or costs from your wage:	n/a
Any fees for goods or services:	n/a
Example net take home pay**:	£255.85

\*This key information document complies with regulation 13A of the Conduct of Employment Agencies and Employment Business Regulations 2003 (SI 2003/3319) as is used by Now Education Group & Subsidiaries (the work provided / employment business), before it agrees terms with you (the work-seeker) who will do work for a hirer. It is not a statement of contractual entitlement for which, please refer to your terms of engagement.

\*\*Subject to Individual Tax Coding.

Tricorn House, Hagley Road, Birmingham, B16 8TU

Now Education Group | Co Reg:12214029 | Vat no. 135443231

