

## KEY INFORMATION DOCUMENT

This document sets out key information about your relationship with us (your recruitment agency) and the intermediary (your employer) used in your engagement, including details about pay, holiday entitlement and other benefits.

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

Name of candidate:	
Name of recruitment agency:	Education Matters Group
Name of intermediary:	International Subcontracting Solutions Ltd
Your employer:	International Subcontracting Solutions Ltd
Type of contract you will be engaged under:	Employment Contract (Contract of Service)
Who will be responsible for paying you:	International Subcontracting Solutions Ltd
How often your employer and you will be paid:	Weekly

### Intermediary Pay Information

You are being employed and paid through an intermediary: a third-party organisation that will calculate your tax and other deductions and then pay you for the work undertaken for the hirer. We will still be finding you assignments.

The money earned on your assignments will be transferred to your employer as part of their income. They will then pay you your wage. All the deductions made which affect your wage are listed below. If you have any queries about these please contact us.

Your payslip will show you as an employee of the intermediary listed below.

Name of intermediary:	International Subcontracting Solutions Ltd
Any business connection between the intermediary, the recruitment agency and the person responsible for paying you:	N/A
Expected or minimum gross rate of pay transferred to the intermediary company from us:	National Living/Minimum Wage based upon age category
Deductions from intermediary required by law:	Employers National Insurance, Apprenticeship Levy
Any other deductions from intermediary	Employers Pension Contributions (if applicable), 4% margin capped at £23.00 per calendar week
Expected or minimum rate of pay to you:	National Living/Minimum Wage based upon age category

Deductions from your wage required by law:

Pay as You Earn Tax (PAYE), Employees National Insurance

Any other deductions or costs taken from your wage (if applicable):

Employee Pension Contributions, Student/Postgraduate Loan

Any fees for goods or services:

N/A

Holiday entitlement and pay:

12.07% over and above your basic rate of pay

Additional benefits:

Employee Benefit Scheme

## Example Pay - Financial Year 2020/21

The figures below serve as an illustration only and are based on certain tax and payment assumptions e.g. being on a the standard tax code and receiving the full weekly allowances. Your specific details and circumstances may be different to the example below which would result in a different figures.

When you receive your actual payment for services provided, your payment breakdown may reflect other applicable deductions like a student loan or pension contributions, which have been set to £0.00 in this example.

Regardless of any potential differences to the actual figures, the structure of your payments will be as per the below example. Should you wish to see a personalised illustration based on your specific details, please contact International Subcontracting Solutions Ltd (tel: 0345 646 4211 & email: info@issgroup.co.uk).

	<b>Intermediary Payment Items</b>
Example gross rate of pay to intermediary from us:	£400.00
Deductions from intermediary required by law:	£26.09 - Employers National Insurance £1.79 - Apprenticeship Levy
Any other deductions or costs taken from intermediary income:	£0.00 - Employer Pension £16.00 - Admin Margin

	<b>Worker Payment Items</b>
Example rate of pay to you (taxable income):	£356.12
Deductions from your pay required by law:	£23.53 - PAYE £21.01 - Employee National Insurance
Any other deductions or costs taken from your pay:	£0.00 - Student Loan £0.00 - Postgrad Loan £0.00 - Employee Pension
Example net take home pay:	£311.58

