

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 in the Terms and Conditions [here](#).

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.

Capital Talent Box (CTB) - General Information

Our contact details	Telephone: 07585 902030 Email: info@capitaltalentbox.co.uk Address: West London College, 9 Gliddon Rd, Hammersmith, London. W14 9BL.
Type of contract you will be engaged under	Temporary assignments will be carried out under contracts for services as a self-employed contractor and not as an employee.
How often will you be paid?	Payment is monthly in arrears or weekly two weeks in arrears on completion of a timesheet, depending on the location of the assignment.
Minimum rate of pay	<p>The hourly rate for an assignment will be quoted to you as part of the recruitment process and it is your choice to be put forward for consideration for the assignment.</p> <p>We confirm that the minimum rate of pay will meet or exceed the National Minimum Wage or National Living Wage as applicable.</p>
Deductions from your pay required by law	<p>All earnings are subject to the Income Tax and National Insurance will be calculated and deducted where necessary from your pay under the Pay As You Earn process (PAYE).</p> <p>Other statutory deductions will also be applied where relevant including Student and Postgraduate Loan repayments and deductions resulting from any Attachment of Earnings Orders.</p> <p>Workplace Pension - every candidate is assessed for entitlement and auto-enrolled when the qualifying criteria are met. If the auto-enrolment qualifying criteria are not met but you can make a request to enter the scheme if you want to.</p>

Any other deductions or costs from your pay	No further deductions, other than statutory deductions as previously detailed.
Any fees for goods or services	<p>For work in England, if you do not hold an enhanced DBS certificate registered on the DBS Update Service a new DBS application will be required at the time of your first agreed assignment. As the certificate is yours and may be used by you to get work with other employment businesses or employers, you will need to pay the fee charged by the DBS which is £40.</p> <p>We do recommend you register your DBS certificate onto the DBS Update service which costs £13 per year (and you can do so within 30 days of your certificate issue date). Without it we will need you to get a new DBS certificate if you are offered a new assignment and your certificate is more than a year old, or if you have a 3-month break between assignments, if sooner.</p> <p>CTB does not charge any fees to you for administering the DBS application process or anything else.</p>
Holiday entitlement and pay	<p>Holiday accrues pro rata during periods when you have an assignment with us and is calculated by reference to the statutory entitlement for a full-time worker of 28 days per annum (including bank holidays). You are expected to take your holiday during the academic breaks and holiday pay is accrued and paid out to coincide with these breaks.</p> <p>You can view your accrued holiday pay through your Associate Portal account under the 'My Payslips' section.</p> <p>If you are entitled to additional holiday in accordance with Agency Worker Regulations (AWR) this will be applied accordingly.</p>
Additional Benefits	<p>Free access to West London College Online Learning courses as a CTB registered Associate:</p> <p>https://www.wlc.ac.uk/courses/finder?course_subject_id[82]=true</p>

Capital Talent Box (CTB) - Example Pay

(This is an illustration - pay and deductions will vary according to personal circumstances)

Example rate of pay	£1000
Deductions from your wage required by law	£46 Tax, £1 Student Loan, £42 NICs
Any other deductions or costs from your wage	£11 Workplace Pension
Any fees for goods or services	-
Example net take home pay	£900