

# 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](#).

Capital Talent Box (CTB) – General Information	
Our contact details	<p><b>Telephone:</b> 07585 902030</p> <p><b>Email:</b> <a href="mailto:info@capitaltalentbox.co.uk">info@capitaltalentbox.co.uk</a></p> <p><b>Address:</b> West London College, 9 Gliddon Rd, Hammersmith, London. W14 9BL.</p>
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 on completion of a timesheet.
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.</p>
Deductions from your pay required by law	<p>All earnings are subject to the Pay As You Earn process (PAYE). Income Tax and National Insurance will be calculated and deducted where necessary for each individual's pay.</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 worker is assessed for entitlement and auto-enrolled when the qualifying criteria is met. If the auto-enrolment qualifying criteria is not met but the individual still wishes to enter the scheme, then this can be done on request.</p> <p>Statutory benefits such as, parental leave and pay and statutory sick pay may also be available subject to qualifying criteria determined by HMRC.</p>

<b>Any other deductions or costs from your pay (to include amounts or how they are calculated)</b>	Other than statutory deductions previously detailed, the only deduction that may occur is the payment for DBS checks processed within the payroll. This would only occur with prior agreement with yourself and where the standard method (typically payment via debit card) is inaccessible.
<b>Any fees for goods or services</b>	For work in England or Wales, 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 an agreed assignment. As the certificate is yours, the certificate cost from the DBS will be charged.  No administration fees are applied.
<b>Holiday entitlement and pay</b>	The holiday entitlement is 28 days per annum (including bank holidays).  Holiday pay is processed at 12.07% and is processed to coincide with periods of holiday.  If there is an impact due to Agency Worker Regulations (AWR) your rate will be changed accordingly.
<b>Additional Benefits</b>	Free access to West London College Online Learning courses as a CTB registered Associate: <a href="https://www.wlc.ac.uk/courses/finder?course_subject_id[82]=true">https://www.wlc.ac.uk/courses/finder?course_subject_id[82]=true</a>

## Capital Talent Box (CTB) – Example Pay

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

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

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.