

Key Information Documents

The purpose of the implementation of Key Information Documents was to increase pay transparency for agency workers and provide key information regarding their assignments.

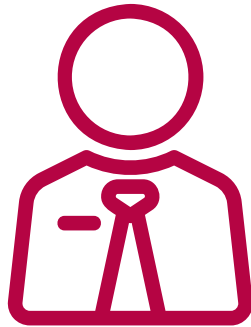
SO WHAT DOES THIS MEAN FOR YOUR RECRUITMENT BUSINESS?

Added after Regulation 13 of the Conduct Regulations as **Regulation 13A** with effect from April 2020



It only affects **recruitment businesses**, not agencies.

The document must be called a **'Key Information Document'** and give a brief explanation of what it is, together with details for the Employment Agencies Standards inspectorate .



The KID must **describe** and **demonstrate** all deductions that will be made from a candidate's pay, including **statutory** and **non-statutory deductions**. That includes what deductions are made before and after any intermediary is paid by the employment business (if an umbrella is involved).

The financial information for **PSCs** will most likely be the same as what is included in an **Assignment Schedule**, but it is supposed to be provided before you enter into your contract with them, and if they are going through an umbrella the KID must be given to them too. You don't have to calculate what the contractor will be paid by the PSC.

The KID must not be more than **2 pages** .



If any **changes** are made to the assignment that affect payment, the employment business must provide a new KID within **5 business days**. Those changes are likely to be a new or extended assignment, a new type of deduction, or a change in the pay frequency.



If the candidate requests a copy of the KID after it has been issued, the employment business must provide within **5 business days**.

AS A RECRUITER, IT'S VITAL TO KEEP UP TO DATE WITH ANY CHANGING LEGISLATION AFFECTING THE RECRUITMENT INDUSTRY.