



TIMEPLAN EDUCATION GROUP LTD

TERMS AND CONDITIONS OF BUSINESS FOR THE INTRODUCTION OF PERMANENT STAFF

TimePlan Education Group Limited operates as an Employment Business (when supplying employees to you for a fixed period for a daily fee) and an Employment Agency (when introducing candidates to become your employees for a recruitment fee) as defined under the Employment Agencies Act 1973. As an Employment Business we engage teachers under a contract for services.

TimePlan has a number of obligations under the Employment Agencies Act and also under the Recruitment and Employment Confederation Quality Mark. In addition we have our own internal standards that go further than those required by law.

TimePlan is paid on results. We only invoice you when we have successfully filled your vacancy and one of our Teachers or School Support Staff (SSS) has taken up a post with you. Our fees are given below. VAT at the standard rate is payable on all charges.

FEES: PERMANENT PLACEMENTS – RECRUITMENT FEE

Where a TimePlan Teacher or SSS is introduced to a school and offered a permanent contract directly with the school, LA or Academy Trust a single recruitment fee equal to 25% of their total starting salary (including any allowances and additional points) is payable. In addition for overseas teachers relocating to the UK a further £1000 will be payable to assist candidates with the travel and visa costs.

Should a candidate be offered and accept a zero hours contract a single recruitment fee equal to 25% of their annual salary will be payable.

Rebates on permanent recruitment:

Should a teacher or SSS you appoint under our Permanent Placement Scheme resign within a school term of taking up their post, the following rebates will apply:

- Resignation within 2 weeks – 100% refund
- Resignation within 3 weeks - 70% refund
- Resignation within 4 weeks - 50% refund
- Resignation 5-6 weeks - 30% refund
- Resignation 7-9 weeks - 20% refund
- Resignation 10-12 weeks - 10% refund

Please note that no refund will be given if your account was not settled in full within 30 days.

FEES : Engagement through third parties

As you will appreciate, TimePlan invests large sums of time and money recruiting teachers and SSS for schools. We therefore charge schools a transfer fee in cases where we have introduced you to one of our teachers or SSS and you choose to engage them, either directly, or indirectly through another agency or third party. Where this happens the school will be liable to pay TimePlan a Recruitment Fee as stipulated above. Such fees will apply where:-

- A TimePlan Teacher or SSS has been introduced by us to the school for a permanent position within the previous six month.

GENERAL

1. TimePlan Education Group Ltd will introduce you to teachers and SSS with the appropriate subject, phase and skills to meet the requirements of your vacancy.
2. All TimePlan Teachers and SSS are subject to strict professional assessment and vetting, details and copies of which are made available to you. In particular TimePlan undertakes the following:
 - A face to face interview - in a private room. A qualified teacher is involved in all new teacher interviews.
 - Identification check - against a passport, national ID card or photo driving licence, and where necessary sight of marriage and divorce certificates.
 - Date of birth check - against a passport, national ID card or photo driving licence.
 - Proof of address - recent utility bill.
 - Qualifications verification - sight of originals or verification with the issuing institution.
 - Two independent professional references - one from a candidate's most recent teaching post. Any open references and testimonials are verified with the referee.
 - Right to work - passports are checked for the right to work in the UK.
 - CV check - CVs must be complete and any gaps must be accounted for.
 - All candidates from overseas, or teachers who have taught overseas, must provide a current police clearance from the relevant country.
 - DfE number (or overseas equivalent if applicable) - for qualified teachers.
 - GTCS Registration for teachers working in Scotland.
3. TimePlan's pre-employment and vetting checks meet all statutory requirements including DfE Safer Recruitment Guidance. TimePlan currently holds the Recruitment and Employment Confederation Audited Education Status.
4. If the school wishes to make a TimePlan Teacher or SSS an offer of employment, whether a permanent post or temporary contract, then the school must notify TimePlan. It will be the responsibility of TimePlan to notify the teacher or SSS.
5. If the offer of employment is accepted, the school will be liable for a recruitment fee as stipulated above. TimePlan will not invoice you until the teacher or SSS has actually started working for you.
6. By asking us to introduce you to a teacher or SSS for a permanent position, you are deemed to have accepted our Terms and Conditions of Business and will be subject to our current fees and charges. We shall assume that any employee/agent of yours making such requests is authorised to do so on your behalf.
7. Invoices must be paid within 30 days.
8. All personnel details of TimePlan Teachers and SSS must be treated in confidence and not passed to a third party. Obligations under the Data Protection Act must be upheld at all times.
9. No variation in our Terms and Conditions of Business is valid unless confirmed in writing. These Terms and Conditions of Business supersede all previous Terms and Conditions of Business.

TimePlan, supporting the campaign for plain English