LA FUNDACIÓN CINCO SENTIDOS

Hace constar que:

La señorita ANDREA LOPEZ ALBA identificada con cédula de ciudadanía No. 1098748378 de Bucaramanga, prestó sus servicios profesionales como Docente de Inglés en el marco del proyecto de educación bilingüe desarrollado por la Fundación titulado "Amar para Transformar", desde el 11 de enero de 2021 hasta el 22 de diciembre de 2021 y, desde el 10 de enero de 2022 hasta el 10 de mayo de 2022.

Durante la ejecución de sus actividades, Andrea desarrolló las siguientes funciones:

- Planificación y ejecución de clases de inglés de acuerdo con los lineamientos del proyecto de educación bilingüe.
- Diseño e implementación de estrategias pedagógicas para el fortalecimiento de competencias comunicativas en inglés.
- Elaboración de materiales didácticos y recursos educativos para el aprendizaje del idioma.
- Seguimiento y evaluación del progreso académico de los estudiantes, con generación de informes.
- Participación en reuniones y actividades orientadas al mejoramiento del proyecto educativo.

Dado en Ocaña, a los 11 días del mes de julio de 2022.

JOSE ALEJANDRO NAVARRO C.
Representante legal
C.C. 13.175.426 de Ocaña

Universidad Popular del Cesar | SECCIONAL AGUACHICA

LA DIRECCION ADMINISTRATIVA Y FINANCIERA
DE LA UNIVERSIDAD POPULAR DEL CESAR, SECCIONAL AGUACHICA

C E R T I F I C A

Que, la docente **ANDREA LOPEZ ALBA,** identificada con cédula de ciudadanía **Nº 1.098.748.378** de Bucaramanga, prestó sus servicios profesionales en esta institución como Docente.

Además del cumplimiento de las obligaciones propias del desarrollo de **enseñanza, investigación, autoevaluación y actividades académicas contemplados en los ejes misionales de la Universidad Popular del Cesar,** contribuyendo para que el proceso enseñanza-aprendizaje cumpla dentro de la función docente-investigativa, un trabajo científico, investigativo y cultural para resolver las necesidades y problemas de la sociedad regional y colombiana, aplicando creativamente los avances de la ciencia y la cultura.

Que, de acuerdo con lo anterior, son obligaciones dentro de su proceso de vinculación los parámetros descritos a continuación:

1) Cumplir con las horas semanales señaladas en las asignaciones académicas docentes. 2) No sobrepasar el número de horas asignadas. 3) Incorporar su capacidad normal de trabajo de acuerdo con las instrucciones y programa que determine la institución o quien por razón de normas internas de organización la represente. 4) Cumplir con sus propios medios y utilizando sus propios útiles o herramientas TIC la totalidad de las horas previstas para el cumplimiento de cada una de las actividades que se le encomienden. 5) Desarrollar las actividades anexas que como docente le competen. 6) Ejercer sus labores en estricta observancia de los reglamentos de la Universidad Popular del Cesar. 7) Acatar las normas de la Universidad Popular del Cesar, obedeciendo las órdenes del director (a) del Departamento o Coordinador (a) del programa académico al cual se encuentre adscrito, del director (a) Académico, Vicerrector (a) General de la Seccional de Aguachica, Consejo de Programas Académicos, Consejo Académico, Rector (a) de la Universidad y Consejo Superior Universitario. 8) Cumplir cabalmente los deberes que le imponen la Constitución, la Ley y las normas internas de la Universidad, los cuales deberá conocer ampliamente sin que por ello adquiera la calidad de empleado Público o de trabajador oficial de la Universidad Popular del Cesar. 9) Responder por los bienes que se le confieren para el cumplimiento de sus labores, los cuales estarán debidamente inventariados. 10) Participar activamente a las diferentes actividades dispuestas por el programa académico, por el Grupo de Bienestar Institucional, la Dirección Académica, la Vicerrectoría general de Seccional y cualquier otra dependencia de la Universidad. 12) Reintegrar antes de la finalización del periodo académico para el cual se vincula, el material bibliográfico, equipos o cualquier elemento propiedad de la Universidad Popular del Cesar. 13) Cumplir con las obligaciones, provisiones, derechos y

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Reviso: Juvenal Flórez Vergara

deberes establecidos en la Ley 30 de 1992, Acuerdo No 008 del 21 de febrero de 1994 (Art.13, Numeral 3º) y demás normas concordantes.

La docente **ANDREA LOPEZ ALBA** ha estado vinculada en los siguientes periodos académicos, los cuales han sido tomados de las resoluciones de vinculación expedidos por la Universidad Popular del Cesar, previa aprobación del Consejo Académico y firmados por el Rector:

- **I/2019** Docente Ocasional de Tiempo Completo en la categoría Auxiliar, según Resolución No 0289 de fecha 22 de febrero de 2019, para el primer periodo Académico 2019, (25 de febrero de 2019 al 29 de junio de 2019).

PERIODO	ASIGNATURAS
2019-1	MICROECONOMIA
	ESTADISTICA DESCRIPTIVA Y CALCULO PROBABILIDADES
	MICROECONOMIA
	FUNDAMENTOS DE ECONOMIA
	ACTIVIDADES COMPLEMENTARIAS
	ASISTENCIA A REUNIONES DE ÁREA
	DESARROLLO DE ACTIVIDADES DE EXTENSIÓN

- **II/2019** Docente Ocasional de Tiempo Completo en la categoría Auxiliar, según Resolución No 1955 de fecha 12 de agosto de 2019, para el segundo periodo Académico 2019, (12 de agosto de 2019 al 06 de diciembre de 2019).

2019-2	ESTADÍSTICA DESCRIPTIVA Y CALCULO DE PROBABILDADES
	FUNDAMENTO DE ECONOMIA
	DESARROLLO ECONOMICO SOSTENIBLE
	ACTIVIDADES COMPLEMENTARIAS
	ASISTENCIA A REUNIONES DE ÁREA
	DESARROLLO DE ACTIVIDADES DE EXTENSIÓN 2 HORA DE COMITÉ CURRICULAR 2 HORA DE AUTOEVALUACIÓN 2 HORAS DE Secretaria de Comité de Investigación del programa 2 HORAS DE Desarrollo de Estudio de Mercado de Nuevos programas 2 HORA DE Mercadeo del Programa 2 HORA DE Curso de portugués
	PREPARACION DE CLASES Y EVALUACIONES

Elaboro: Cindy Quiroz Otálora
Reviso: Juvenal Flórez Vergara

- **I/2020** Docente Ocasional de Tiempo Completo en la categoría Auxiliar, según Resolución No 0415 de fecha 24 de febrero de 2020, para el Primer Periodo Académico 2020, (24 de febrero de 2020 al 20 de junio de 2020).

2020-1	FUNDAMENTOS DE ECONOMIA
	DESARROLLO ECONOMICO SOSTENIBLE
	ECONOMIA POLITICA I
	ACTIVIDADES COMPLEMENTARIAS
	ASISTENCIA A REUNIONES DE ÁREA
	DESARROLLO DE ACTIVIDADES DE EXTENSIÓN
	DESARROLLO DE PROYECTOS DE INVESTIGACION
	PREPARACION DE CLASES Y EVALUACIONES

- **II/2020** Docente Ocasional de Tiempo Completo en la categoría Auxiliar, según Resolución No 1477 de fecha 28 de agosto de 2020, para el Segundo Periodo Académico 2020, (31 de agosto de 2020 al 24 de diciembre de 2020).

2020-2	ECONOMIA POLITICA I
	FUNDAMENTOS DE ECONOMIA
	MICROECONOMIA
	ACTIVIDADES COMPLEMENTARIAS
	ASISTENCIA A REUNIONES DE ÁREA
	DESARROLLO DE ACTIVIDADES DE EXTENSIÓN
	DESARROLLO DE PROYECTOS DE INVESTIGACION
	ASESORIA Y EVALUACIÓN DE PROYECTOS DE GRADO

- **I/2021,** Docente Ocasional de Medio Tiempo en la categoría Auxiliar, según Resolución No 0284 de fecha 15 de febrero de 2021, para el segundo periodo académico del año **2021** (15 de febrero de 2021 al 01 de Julio de 2021).

2021-1	FUNDAMENTOS DE ECONOMIA
	MACROECONOMIA
	DESARROLLO ECONOMICO SOSTENIBLE
	ACTIVIDADES COMPLEMENTARIAS
	ASISTENCIA A REUNIONES DE ÁREA
	DESARROLLO DE ACTIVIDADES DE EXTENSIÓN
	PREPARACION DE CLASES Y EVALUACIONES

- **II/2021** Docente Ocasional de Medio Tiempo mediante Resolución No 1534 de fecha 19 de agosto de 2021, en la categoría asistente, para el segundo periodo académico año 2021 (23 de agosto de 2021 al 21 de diciembre de 2021).

Elaboro: Cindy Quiroz Otálora
Reviso: Juvenal Flórez Vergara

2021-2	MARKETING ESTRAGEGICO
	FUNAMENTOS DE ECONOMIA
	MACROECONOMIA
	ACTIVIDADES COMPLEMENTARIAS
	PREPARACION DE CLASES Y EVALUACIONES
	DESARROLLO DE ACTIVIDADES DE EXTENSIÓN

Para mayor constancia se firma la presente certificación en la ciudad de Aguachica, Cesar a los veintiocho (28) días del mes de octubre de 2025.

Atentamente,



JUVENAL FLOREZ VERGARA
Director Administrativo y Financiero

Elaboro: Cindy Quiroz Otálora
Reviso: Juvenal Flórez Vergara

Gmail ANDREA LÓPEZ ALBA <andrealopezalba@gmail.com>

Confirmation of Assignment: Bilingual School - Andrea- Long Term

Emma Scott <emma.scott@supplydesk.co.uk> 8 March 2024 at 09:22
To: "andrealopezalba@gmail.com" <andrealopezalba@gmail.com>

Dear Andrea,

I am pleased to confirm the details of your temporary assignment as follows:

Assignment Details

- Name of School: Bilingual School
- Location of School: The Droveway, Hove, East Sussex, BN3 7QA
- Booking Type:
- Role Type: TA General
- Role Details: , KS1
- Any necessary experience, training or qualifications: , , ,
- Risks to Health and Safety:
- Hours of work: 08:30 AM - 03:30 PM
- Working days to include: Monday; Tuesday; Wednesday; Thursday; Friday as advised
- Start Date: 11/03/2024
- Anticipated duration: Until 30/08/2024
- Annual leave entitlement: 28
- The relevant pay rate(s) is/are shown below:
  - Daily Rate: £78.63 which includes pay in respect of annual leave of £8.47
  - Half Daily Rate: which includes pay in respect of annual leave of
  - Hourly Rate: which includes pay in respect of annual leave of

You must take both a form of Photo ID and your most recent DBS certificate with you to this assignment.

You are engaged by Supply Desk Limited to work on this assignment on the basis of the Terms of Engagement attached.

I would like to take this opportunity to wish you well with this temporary assignment. If I can be of any assistance, please do not hesitate to contact me.

Please read our attached COVID-19 Safety Policy which applies to this booking.

Yours sincerely,

Emma Scott

Supply Desk Brighton Primary

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2 attachments

TERMS OF ENGAGEMENT FOR SCHOOL SUPPORT WORKERS December 2023 - Supply Desk Limited (002).pdf
254K View as HTML Scan and download

TERMS OF ENGAGEMENT FOR SUPPLY TEACHERS December 2023- Supply Desk Limited (002).pdf
254K View as HTML Scan and download

TERMS OF ENGAGEMENT FOR SCHOOL SUPPORT WORKERS (PAYE)

December 2023

1. DEFINITIONS AND INTERPRETATION

1.1. In these Terms the following definitions apply:

"Actual Rate of Pay"	means, unless and until the Agency Worker has completed the Qualifying Period, the rate of pay (which shall not be less than the Minimum Daily Pay) together with the Daily Paid Annual Leave Entitlement, which will be paid for each day worked during an Assignment, as set out in the relevant Assignment Confirmation;
"Actual QP Rate of Pay"	means the rate of pay, together with the Daily Paid Annual Leave Entitlement, which will be paid to the Agency Worker if and when s/he completes the Qualifying Period, as set out in any variation to the relevant Assignment Confirmation;
"Agency Worker"	means …….. supplied by the Employment Business to provide services to the Hirer*;*
"Agreed Deductions"	means any deductions the Agency Worker has agreed can be made from their pay;
"Assignment"	means assignment services to be performed by the Agency Worker for the Hirer for a period of time during which the Agency Worker is supplied by the Employment Business to work temporarily for and under the supervision and direction of the Hirer;
"Assignment Confirmation"	means written confirmation of the assignment details to be given to the Agency Worker upon acceptance of the Assignment;
"AWR"	means the Agency Workers Regulations 2010;
"Calendar Week"	means any period of 7 days starting with the same day as the first day of the First Assignment;
"Conduct Regulations"	means the Conduct of Employment Agencies and Employment Businesses Regulations 2003;
"Confidential Information"	means any and all confidential commercial, financial, marketing, technical or other information or data of whatever nature relating to the Hirer or Employment Business or their business or affairs (including but not limited to these Terms, data, records, reports, agreements, software, programs, specifications, know-how, trade secrets and other information concerning the Assignment) in any form or medium whether disclosed or granted access to whether in writing, orally or by any other means, provided to the Agency Worker or any third party in relation to the Assignment by the Hirer or the Employment Business or by a third party on behalf of the Hirer whether before or after the date of these Terms together with any reproductions of such information in any form or medium or any part(s) of such information;
"Control"	means (a) the legal or beneficial ownership, directly or indirectly, of more than 50% of the issued share capital or similar right of ownership; or (b) the power to direct or cause the direction of the affairs and/or general management of the company, partnership, statutory body or other entity in question, whether through the ownership of voting capital, by contract or otherwise, and "Controls" and "Controlled" shall be construed accordingly;
"Daily Paid Annual Leave Entitlement"	means the entitlement to paid annual leave which accrues and is paid in accordance with clause 7.2;
"Data Protection Laws"	means the Data Protection Act 2018, the General Data Protection Regulation (EU 2016/679) and any applicable statutory or regulatory provisions in force from time to time relating to the protection and transfer of personal data;
"Deductions"	means any deductions which the Employment Business may be required by law to make and, in particular, in respect of PAYE pursuant to Sections 44-47 of the Income Tax (Earnings and Pensions) Act 2003 and Class 1 National Insurance Contributions;
"Emoluments"	means any pay in addition to the Actual QP Rate of Pay;
"Employment Business"	Supply Desk Limited (registered company no. 03725732) of Sir Wilfrid Newton House, Thorncliffe Park, Chapeltown, Sheffield, S35 2PH (including TeachLondon, a trading division of Supply Desk Limited);
"Engagement"	means the engagement (including the Agency Worker's acceptance of the Hirer's offer), employment or use of the Agency Worker by the Hirer or any third party to whom the Agency Worker has been introduced by the Hirer, on a permanent or temporary basis, whether under a contract of service or for services, and/or through a company of which the Agency Worker is an officer, employee or other representative, an agency, license, franchise or partnership arrangement, or any other engagement; and "Engage", "Engages" and "Engaged" shall be construed accordingly;
"First Assignment"	means: a) the relevant Assignment; or b) if, prior to the relevant Assignment: i. the Agency Worker has worked in any assignment in the same role with the relevant Hirer as the role in which the Agency Worker works in the relevant Assignment; and ii. the relevant Qualifying Period commenced in any such assignment, that assignment (an assignment being (for the purpose of this defined term) a period of time during which the Agency Worker is supplied by one or more Temporary Work Agencies to the relevant Hirer to work temporarily for and under the supervision and direction of the relevant Hirer);

"Hirer"	means the person, firm or corporate body together with any subsidiary or associated person, firm or corporate body (as the case may be) to whom the Agency Worker is supplied or introduced;
"Hirer's Group"	means (a) any individual, company, partnership, statutory body or other entity which from time to time Controls the Hirer, including (but not limited to) as a holding company as defined in section 1159 of the Companies Act 2006; and (b) any company, partnership, statutory body or other entity which from time to time is Controlled by or is under common Control with the Hirer, including (but not limited to) as a subsidiary or holding company as defined in section 1159 of the Companies Act 2006;
"Minimum Pay Rate"	means not less than National Minimum Wage or National Living Wage (as relevant) being the minimum gross rate of pay that the Employment Business reasonably expects to achieve, for all hours worked by the Agency Worker*;*
"Period of Extended Hire"	means any additional period that the Hirer wishes the Agency Worker to be supplied for beyond the duration of the original Assignment or series of assignments as an alternative to paying a Transfer Fee;
"Qualifying Period"	means 12 continuous Calendar Weeks during the whole or part of which the Agency Worker is supplied by one or more Temporary Work Agencies to the relevant Hirer to work temporarily for and under the supervision and direction of the relevant Hirer in the same role, and as further defined in the Schedule to these Terms;
"Relevant Period"	means the later of (a) the period of 8 weeks commencing on the day after the last day on which the Agency Worker worked for the Hirer having been supplied by the Employment Business; or (b) the period of 14 weeks commencing on the first day on which the Agency Worker worked for the Hirer having been supplied by Employment Business or 14 weeks from the first day of the most recent Assignment where there has been a break of more than 6 weeks (42 days) since any previous assignment;
"Temporary Work Agency"	means as defined in the Schedule to these Terms;
"Terms"	means these terms of engagement (including the attached schedule) together with any applicable Assignment Confirmation;
"Transfer Fee"	means the fee payable by the Hirer to the Employment Business in accordance with clause 3.6, as permitted by Regulation 10 of the Conduct Regulations;
"Type of Work"	means work as a teaching assistant, cover supervisor or school support worker commensurate with your skills, experience, qualifications and authorisations and as set out in the Assignment Confirmation; and
"WTR"	means the Working Time Regulations 1998.

1.2. Unless the context otherwise requires, references to the singular include the plural and references to the masculine include the feminine and vice versa.
1.3. The headings contained in these Terms are for convenience only and do not affect their interpretation.
1.4. Any reference, express or implied, to an enactment includes a reference to that enactment as from time to time amended, modified, extended, re-enacted, replaced or applied by or under any other enactment (whether before or after the date of these Terms) and all subordinate legislation made (before or after these Terms) under it from time to time.

2. THE CONTRACT

2.1. These Terms constitute the entire agreement between the Employment Business and the Agency Worker for the supply of services to the Hirer and they shall govern all Assignments undertaken by the Agency Worker. The contract between the parties starts on the first day of the First Assignment under these Terms however, no contract shall exist between the Employment Business and the Agency Worker between Assignments. These Terms shall prevail over any other terms put forward by the Agency Worker.
2.2. During an Assignment the Employment Business will engage the Agency Worker on a contract for services on these Terms. For the avoidance of doubt, the Agency Worker is not an employee of the Employment Business although the Employment Business is required to make the Deductions from the Agency Worker's pay. These Terms shall not give rise to a contract of employment between the Employment Business and the Agency Worker, or the Agency Worker and the Hirer. The Agency Worker is supplied as a worker, and is entitled to certain statutory rights as such, but nothing in these Terms shall be construed as giving the Agency Worker rights in addition to those provided by statute except where expressly stated.
2.3. No variation or alteration to these Terms shall be valid unless the details of such variation are agreed between the Employment Business and the Agency Worker and set out in writing and a copy of the varied terms is given to the Agency Worker no later than 5 business days following the day on which the variation was made stating the date on or after which such varied terms shall apply.
2.4. The Employment Business shall act as an employment business (as defined in Section 13(3) of the Employment Agencies Act 1973 (as amended)) when introducing or supplying the Agency Worker for Assignments with its Hirers.

3. ASSIGNMENTS AND INFORMATION TO BE PROVIDED

3.1. The Employment Business will endeavour to obtain suitable Assignments for the Agency Worker to perform the agreed Type of Work. The Agency Worker shall not be obliged to accept any Assignment offered by the Employment Business.
3.2. The Agency Worker acknowledges that the nature of temporary work means that there may be periods when no suitable work is available and agrees that:
  3.2.1. the suitability of the work to be offered shall be determined solely by the Employment Business; and
  3.2.2. the Employment Business shall incur no liability to the Agency Worker should it fail to offer Assignments of the Type of Work or any other work to the Agency Worker.
3.3. At the same time as an Assignment is offered to the Agency Worker the Employment Business shall provide the Agency Worker with an Assignment Confirmation setting out the following:
  For the purposes of the Conduct Regulations:
  3.3.1. the identity of the Hirer, and if applicable the nature of their business;
  3.3.2. the date the Assignment is to commence and the duration or likely duration of Assignment;
  3.3.3. the Type of Work, location and details of hours during which the Agency Worker would be required to work;
  3.3.4. the Actual Rate of Pay that will be paid, intervals and any expenses payable by or to the Agency Worker;
  3.3.5. any risks to health and safety known to the Hirer in relation to the Assignment and the steps the Hirer has taken to prevent or control such risks;

3.3.6. what experience, training, qualifications and any authorisation required by law or a professional body the Hirer considers necessary or which are required by law to work in the Assignment; and

For the purposes of Section 1 of the Employment Rights Act:

3.3.7. any other paid leave such as maternity, paternity or adoption leave;

3.3.8. the details of pension entitlements and pensions schemes; and

3.3.9. any other benefits

3.4. Where the Employment Business does not give such information in paper form or by electronic means, it shall confirm the information by such means by the end of the third business day (excluding Saturday, Sunday and any Public or Bank Holiday) following except where:

3.4.1. the Agency Worker is being offered an Assignment in the same position as one in which the Agency Worker has previously been supplied within the previous 5 business days and such information has already been given to the Agency Worker and remains unchanged; or

3.4.2. subject to clause 3.5, the Assignment is intended to last for 5 consecutive business days or less and such information has previously been given to the Agency Worker before and remains unchanged, the Employment Business needs only to provide written confirmation of the identity of the Hirer and the likely duration of the Assignment.

3.5. Where the provisions of clause 3.4 are met but the Assignment extends beyond the intended 5 consecutive business day period, the Employment Business shall provide such information set out in clause 3.3 to the Agency Worker in paper or electronic form within 8 days of the start of the Assignment.

3.6. For the purpose of calculating the average number of weekly hours worked by the Agency Worker on an Assignment for the purposes of the WTR, the start date for the relevant averaging period shall be the date on which the Agency Worker commences the First Assignment.

3.7. If, before or during an Assignment or during the Relevant Period, the Hirer wishes to Engage the Agency Worker directly or through another employment business, the Agency Worker acknowledges that the Employment Business will be entitled either to charge the Hirer a Transfer Fee or to agree a Period of Extended Hire with the Hirer at the end of which the Agency Worker may be Engaged directly by the Hirer or through another employment business without further charge to the Hirer. In addition, the Employment Business will be entitled to charge a Transfer Fee to the Hirer if the Hirer introduces the Agency Worker to a third party (other than another employment business) who subsequently Engages the Agency Worker, directly or indirectly, before or during an Assignment or within the Relevant Period.

3.8. If the Agency Worker has completed the Qualifying Period on the start date of the relevant Assignment or following completion of the Qualifying Period during the relevant Assignment, and if the Agency Worker is entitled to any terms and conditions relating to the duration of working time, night work, rest periods and/or rest breaks under the AWR which are different and preferential to rights and entitlements relating to the same under the WTR, any such terms and conditions will be as set out in the relevant Assignment Confirmation or any variation to the relevant Assignment Confirmation (as appropriate).

4. AGENCY WORKER'S OBLIGATIONS

4.1. The Agency Worker is not obliged to accept any Assignment offered by the Employment Business but if the Agency Worker does accept an Assignment, then during every Assignment and afterwards where appropriate, s/he will:

4.1.1. co-operate with the Hirer's reasonable instructions and accept the direction, supervision and control of any responsible person in the Hirer's organisation;

4.1.2. observe any relevant rules and regulations of the Hirer's establishment (including normal hours of work) to which attention has been drawn or which the Agency Worker might reasonably be expected to ascertain;

4.1.3. take all reasonable steps to safeguard his or her own health and safety and that of any other person who may be present or be affected by his or her actions on the Assignment and comply with the Health and Safety policies and procedures of the Hirer;

4.1.4. not engage in any conduct detrimental to the interests of the Employment Business and/ or Hirer which includes any conduct which could bring the Employment Business and/or the Hirer into disrepute and/or which results in the loss of custom or business by either the Employment Business or the Hirer;

4.1.5. not commit any act or omission constituting unlawful discrimination against or harassment of any member of the Employment Business's or the Hirer's staff;

4.1.6. not at any time tell or give to any person, nor use for his or her own or any other person's benefit, any Confidential Information relating to the Hirer's or the Employment Business's employees, business affairs, transactions or finances;

4.1.7. on completion of the Assignment or at any time when requested by the Hirer or the Employment Business, return to the Hirer or where appropriate, to the Employment Business, any Hirer property or items provided to the Agency Worker in connection with or for the purpose of the Assignment, including, but not limited to any equipment, materials, documents, swipe cards or ID cards, uniforms, personal protective equipment or clothing.

4.2. If the Agency Worker accepts any Assignment offered by the Employment Business, as soon as possible prior to the commencement of each such Assignment and during each Assignment (as appropriate) and at any time at the Employment Business's request, the Agency Worker undertakes to:

4.2.1. inform the Employment Business of any Calendar Weeks prior to the date of commencement of the relevant Assignment and/or during the relevant Assignment in which the Agency Worker has worked in the same or a similar role with the relevant Hirer via any third party and which the Agency Worker believes count or may count toward the Qualifying Period;

4.2.2. provide the Employment Business with all the details of such work, including (without limitation) details of where, when and the period(s) during which such work was undertaken, and any other details requested by the Employment Business; and

4.2.3. inform the Employment Business if s/he has prior to the commencement of the relevant Assignment and/or during the relevant Assignment carried out work which could be deemed to count toward the Qualifying Period for the relevant Assignment in accordance with Regulation 9 of the AWR because s/he has:

4.2.3.1.1. completed two or more assignments with the Hirer;

4.2.3.1.2. completed at least one assignment with the Hirer and one or more earlier assignments with any member of the Hirer's Group; and/or

4.2.3.1.3. worked in more than two roles during an assignment with the Hirer and on at least two occasions worked in a role that was not the same role as the previous role.

4.3. If the Agency Worker is unable for any reason to attend work during the course of an Assignment s/he should inform the Employment Business within 1 hour of the commencement of the Assignment or shift. In the event that it is not possible to inform the Employment Business within these timescales, the Agency Worker should alternatively inform the Hirer and then the Employment Business as soon as possible.

4.4. If, either before or during the course of an Assignment, the Agency Worker becomes aware of any reason why s/he may not be suitable for an Assignment, s/he shall notify the Employment Business without delay.

4.5. The Agency Worker warrants that in relation to these Terms, s/he shall comply strictly with all provisions applicable to him/her under the Data Protection Laws and shall not do or permit to be done anything which might cause the Employment Business or the Hirer to breach any Data Protection Laws.

4.6. The Agency Worker acknowledges that any breach of his/her obligations set out in these Terms may cause the Employment Business to suffer loss and that the Employment Business reserves the right to recover such losses from the Agency Worker.

5. TIMESHEETS

5.1. At the end of each week of an Assignment (or at the end of the Assignment where it is for a period of 1 week or less or is completed before the end of a week) the Agency Worker shall deliver to the Employment Business a timesheet duly completed to indicate the number of hours worked during the

preceding week (or such lesser period) and signed by an authorised representative of the Hirer. This obligation does not apply where the Employment Business notifies the Agency Worker in writing that the Hirer is using the electronic timesheet system.

5.2. Subject to clause 5.3, the Employment Business shall pay the Agency Worker for all hours worked regardless of whether the Employment Business has received payment from the Hirer for those hours.

5.3. Where the Agency Worker does not submit a properly authenticated timesheet, or the Hirer does not approve a timesheet, the Employment Business shall, in a timely fashion, conduct further investigations into the hours claimed by the Agency Worker and the reasons that the Hirer has refused to sign a timesheet in respect of those hours. **This may delay any payment due to the Agency Worker.** The Employment Business will not pay the Agency Worker for hours not worked.

5.4. For the avoidance of doubt and for the purposes of the WTR, the Agency Worker's working time shall only consist of those periods during which s/he is carrying out activities or duties for the Hirer as part of the Assignment. Time spent travelling to the Hirer's premises (apart from time spent travelling between two or more premises of the Hirer), lunch breaks and other rest breaks shall not count as part of the Agency Worker's working time for these purposes. This clause 5.4 is subject to any variation set out in the relevant Assignment Confirmation or any variation to the relevant Assignment Confirmation which the Employment Business may make for the purpose of compliance with the AWR.

6. PAY AND DEDUCTIONS

6.1. For each Assignment the Employment Business shall pay to the Agency Worker a rate equal to at least the Minimum Pay Rate. The Actual Rate of Pay will be notified on a per Assignment basis and set out in the relevant Assignment Confirmation.

6.2. If the Agency Worker has completed the Qualifying Period on the start of the relevant Assignment or following completion of the Qualifying Period during the relevant Assignment, the Employment Business shall pay to the Agency Worker the Actual QP Rate of Pay which will be notified on a per Assignment basis and set out in the relevant Assignment Confirmation or any variation to the relevant Assignment Confirmation.

6.3. The Actual Rate of Pay or Actual QP Rate of Pay, as applicable, will be paid weekly in arrears, subject to any Deductions and or Agreed Deductions, together with any agreed Emoluments.

6.4. Subject to any statutory entitlement under the relevant legislation referred to in clauses 7 (Annual leave) and 8 (Sickness absence) below and any other statutory entitlement, the Agency Worker is not entitled to receive payment from the Employment Business or the Hirer for time not spent on Assignment, whether in respect of holidays, illness or absence for any other reason unless otherwise agreed.

6.5. Subject to compliance with Regulation 12 of the Conduct Regulations, the Employment Business reserves the right in its absolute discretion to deduct from the Agency Worker's pay any sums which s/he may owe the Employment Business including, without limitation, any overpayments or loans made to the Agency Worker by the Employment Business or any losses suffered by the Employment Business as a result of his/her negligence or breach of either the Employment Business's or the Hirer's rules.

6.6. Where the Agency Worker holds a valid A1, E101 or E102 Certificate confirming coverage by a social security scheme in a Member State other than the UK, the Agency Worker must declare this to the Employment Business and produce the Certificate. In such cases the Employment Business shall not deduct Class 1 National Insurance Contributions from the Actual Rate of Pay or the Actual QP Rate of Pay (where applicable) but it shall be the responsibility of the Agency Worker to pay such social fee contributions as may be applicable in the Member State concerned. In the event that the Agency Worker fails to pay such contributions and the Employment Business is required to pay contributions either in the UK or the Member State concerned, the Agency Worker undertakes to indemnify the Employment Business and the Employment Business shall be entitled to deduct the amount paid in contributions from any sums owed to the Agency Worker.

7. ANNUAL LEAVE

7.1. For the purposes of calculating entitlement to paid annual leave pursuant to the WTR and this clause, the leave year commences on the date that the Agency Worker starts an Assignment or a series of Assignments and runs until the anniversary of that date.

7.2. Under the WTR, the Agency Worker is entitled to 28 days paid leave per leave year. Entitlement to payment to leave accrues in proportion to the amount of time worked continuously by the Agency Worker on Assignment during the leave year. The Agency Worker agrees that payment in respect of his/her entitlement to paid leave shall be made together with and in addition to his/her daily pay entitlement and as part of the Actual Rate of Pay or Actual QP Rate of Pay, as applicable. The Daily Paid Annual Leave Entitlement will be shown on the Assignment Confirmations and pay slips.

7.3. Under the AWR, on completion of the Qualifying Period the Agency Worker may be entitled to paid and/or unpaid annual leave in addition to the Agency Worker's entitlement to paid annual leave under the WTR and in accordance with clauses 7.1 and 7.2. If this is the case, any such entitlement(s), the date from which any such entitlement(s) will commence and details of the new Daily Paid Annual Leave Entitlement will be as set out in the relevant Assignment Confirmation or any variation to the relevant Assignment Confirmation.

8. SICKNESS ABSENCE

8.1. The Agency Worker may be eligible for statutory sick pay (SSP) provided that s/he meets the relevant statutory criteria.

8.2. The Agency Worker must give the Employment Business evidence of incapacity to work, which may be by way of a self-certificate for the first 7 days of incapacity and a doctor's certificate thereafter.

8.3. For the purposes of SSP there is one qualifying day per week during the course of an Assignment and that qualifying day shall be the Wednesday in every week.

8.4. If the Agency Worker submits a statement of fitness for work ("the Statement") or similar medical evidence, which indicates that the Agency Worker may, subject to certain conditions, be fit to work/return to work, the Employment Business will in its absolute discretion determine whether the Agency Worker will be (a) placed in a new Assignment or (b) permitted to continue in an ongoing Assignment. In making such determination the Employment Business may consult with the Hirer and the Agency Worker as appropriate to assess whether the conditions identified in the Statement or similar documentation can be satisfied for the duration of the Assignment.

8.5. Where clause 8.4 applies, the Agency Worker's placement in a new Assignment or continuation in an ongoing Assignment may be subject to the Agency Worker agreeing to a variation of the Terms or the assignment details set out in the Assignment Confirmation to accommodate any conditions identified in the Statement or other similar medical evidence as is appropriate.

9. TERMINATION

9.1. Any of the Employment Business, the Agency Worker or the Hirer may terminate the Agency Worker's Assignment at any time without prior notice or liability.

9.2. The Agency Worker acknowledges that the continuation of an Assignment is subject to and conditioned by the continuation of the contract entered into between the Employment Business and the Hirer. If the contract between the Employment Business and the Hirer is terminated for any reason, the Assignment shall cease with immediate effect without liability to the Agency Worker (except for payment for hours worked by the Agency Worker up to the date of termination of the Assignment).

9.3. If the Agency Worker does not tell the Hirer or the Employment Business that they are unable to attend work during the course of an Assignment (as required in clause 4.3) this will be treated as termination of the Assignment by the Agency Worker in accordance with clause 9.1, unless the Agency Worker can show that exceptional circumstances prevented him or her from complying with clause 4.3.

9.4. If the Agency Worker is absent during an Assignment and the Assignment has not been otherwise terminated under clauses 9.1 or 9.3 above, the Employment Business will be entitled to terminate the Assignment in accordance with clause 9.1 if the work to which the Agency Worker was assigned is no longer available.

9.5. If the Agency Worker does not report to the Employment Business to notify his/her availability for work for a period of 12 weeks, this contract for services will automatically terminate and the Employment Business will forward his/her P45 to his/her last known address.

10. INTELLECTUAL PROPERTY RIGHTS

The Agency Worker acknowledges that all copyright, trademarks, patents and other intellectual property rights deriving from services carried out by him/her for the Hirer during the Assignment shall belong to the Hirer. Accordingly, the Agency Worker shall execute all such documents and do all such acts as the Employment Business shall from time to time require in order to give effect to its rights pursuant to this clause.

11. CONFIDENTIALITY

11.1. In order to protect the confidentiality and trade secrets of any Hirer and the Employment Business and without prejudice to every other duty to keep secret all information given to it or gained in confidence the Agency Worker agrees as follows:

11.1.1. not at any time, whether during or after an Assignment (unless expressly so authorised by the Hirer or the Employment Business as a necessary part of the performance of its duties) to disclose to any person or to make use of any of the trade secrets or the Confidential Information of the Hirer or the Employment Business with the exception of information already in the public domain;

11.1.2. to deliver up to the Hirer or the Employment Business (as directed) at the end of each Assignment all documents and other materials belonging to the Hirer (and all copies) which are in its possession including documents and other materials created by him/her during the course of the Assignment; and

11.1.3. not at any time to make any copy, abstract, summary or précis of the whole or any part of any document or other material belonging to the Hirer except when required to do so in the course of its duties under an Assignment in which event any such item shall belong to the Hirer or the Employment Business as appropriate.

12. DATA PROTECTION

The Agency Worker acknowledges that the Employment Business must process personal data about him/her in order to properly fulfil its obligations under these Terms and as otherwise required by law in relation to his/ her engagement in accordance with the Data Protection Laws. Such processing will principally be for personnel, administrative and payroll purposes.

13. SEVERABILITY

If any of the provisions of these Terms shall be determined by any competent authority to be unenforceable to any extent, such provision shall, to that extent, be severed from the remaining Terms, which shall continue to be valid to the fullest extent permitted by applicable laws.

14. NOTICES

All notices which are required to be given in accordance with these Terms shall be in writing and may be delivered personally or by first class prepaid post to the registered office of the party upon whom the notice is to be served or any other address that the party has notified the other party in writing, including by email. Any such notice shall be deemed to have been served: if by hand when delivered; if by first class post 48 hours following posting; and if by email, when that email is sent.

15. RIGHTS OF THIRD PARTIES

None of the provisions of these Terms are intended to be for the benefit of or enforceable by third parties and the operation of the Contracts (Rights of Third Parties) Act 1999 is excluded.

16. GOVERNING LAW AND JURISDICTION

These Terms are governed by the law of England & Wales and are subject to the exclusive jurisdiction of the Courts of England & Wales.



Signed by the Agency Worker

Andrea Lopez Alba

[print name here]

11.03.2024

[Date]

SCHEDULE: "QUALIFYING PERIOD" AND "TEMPORARY WORK AGENCY"

For the purpose of the definition of "Qualifying Period" in clause 1.1 of these Terms, when calculating whether any weeks completed with the Hirer count as continuous towards the Qualifying Period, where:

(a) the Agency Worker has started working during an assignment and there is a break, either between assignments or during an assignment, when the Agency Worker is not working;

(b) the break is:

(i) for any reason and not more than six Calendar Weeks;

(ii) wholly due to the fact that the Agency Worker is incapable of working in consequence of sickness or injury and the break is 28 Calendar Weeks or less; paragraph (iii) does not apply; and, if required to do so by the Employment Business, the Agency Worker has provided such written medical evidence as may reasonably be required;

(iii) related to pregnancy, childbirth or maternity and is at a time in a protected period, being a period beginning at the start of the pregnancy and ending at the end of the 26 weeks beginning with childbirth (being the birth of a living child or the birth of a child whether living or dead after 24 weeks of pregnancy) or, if earlier, when the Agency Worker returns to work;

(iv) wholly for the purpose of taking time off or leave, whether statutory or contractual, to which the Agency Worker is otherwise entitled which is:

i. ordinary, compulsory or additional maternity leave;

ii. ordinary or additional adoption leave;

iii. ordinary or additional paternity leave;

iv. time off or other leave not listed in paragraphs (iv)i, ii, or iii above; or

v. for more than one of the reasons listed in paragraphs (iv)i, ii, iii to iv above;

(v) wholly due to the fact that the Agency Worker is required to attend at any place in pursuance to being summoned for service as a juror and the break is 28 Calendar Weeks or less;

(vi) wholly due to a temporary cessation in the Hirer's requirement for any worker to be present at the establishment and work in a particular role for a pre-determined period of time according to the established custom and practices of the Hirer;

(vii) wholly due to a strike, lock-out or other industrial action at the Hirer's establishment; or

(viii) wholly due to more than one of the reasons listed in paragraphs (ii), (iii), (iv), (v), (vi) or (vii); and

(c) the Agency Worker returns to work in the same role with the Hirer,

any weeks during which the Agency Worker worked for the Hirer before the break shall be carried forward and treated as counting towards the Qualifying Period with any weeks during which the Agency Worker works for the Hirer after the break. In addition, when calculating the number of weeks during which the Agency Worker has worked, where the Agency Worker has started working in a role during an Assignment and is unable to continue working for a reason described in paragraph (b)(iii) or (b)(iv) i., ii., or iii., for the period that is covered by one or more such reasons, the Agency Worker shall be deemed to be working in that role with the Hirer for the original intended duration or likely duration of the relevant Assignment, whichever is the longer. For the avoidance of doubt, time spent by the Agency Worker working during an assignment before 1 October 2011 does not count for the purposes of the definition of "Qualifying Period".

"Temporary Work Agency" means as defined in Regulation 4 of the Agency Workers Regulations being a person engaged in the economic activity, public or private, whether or not operating for profit, and whether or not carrying on such activity in conjunction with others, of:

(a) supplying individuals to work temporarily for and under the supervision and direction of hirers; or

(b) paying for, or receiving or forwarding payment for, the services of individuals who are supplied to work temporarily for and under the supervision and direction of hirers.

Notwithstanding paragraph (b) of this definition a person is not a Temporary Work Agency if the person is engaged in the economic activity of paying for, or receiving or forwarding payments for, the services of individuals regardless of whether the individuals are supplied to work for hirers. For the purpose of this definition, a "hirer" means a person engaged in economic activity, public or private, whether or not operating for profit, to whom individuals are supplied, to work temporarily for and under the supervision and direction of that person.

BILINGUAL
PRIMARY
SCHOOL
Brighton & Hove

The Droveway
Hove BN3 7QA
01273 916212
info@bilingualprimaryschool.org.uk

23rd July 2024

Miss A Lopez-Alba
65 Woodland Drive
Hove
BN3 6DF

Dear Andrea

I am pleased to confirm our offer of employment as a Role B Teaching Assistant with a start date of 02/09/24 on a fixed term basis ending 31/08/25.

This offer is subject to the receipt of satisfactory references, health check, and Disclosure Barring Service (DBS) clearance and you agreeing to the Schools' Code of Conduct.

The appointment is a fixed term position as follows:

LPS Scale 4a	: point 9(£25,119 per annum)
Part time	: 30 hours per week
~~Whole Year~~/Term Time Only	: 47.36 weeks per year
Actual Salary	: £18,549

The working week will be Monday to Friday (9:00 am to 3.30 pm with ½ hour break).

As a member of support staff you will be automatically enrolled into the local government superannuation pension scheme (LGPS), if you wish to opt out please see the link below for the ESCC pensions opt out form and the earliest you can do this is on your first day of employment.
http://eastsussexpensionfund.org/east-sussex-pension-fund/about-us/forms-and-publications/

You will receive a Contract of Employment within six weeks of your start date, in the meantime this letter is your contractual document. The DBS Certificate will be sent to your home address, and you should bring this into school as soon as you receive it in order that the Business Manager can record the details.

We look forward to you joining the staff at the Bilingual Primary School.

Yours sincerely

Simon King
Headteacher

Gmail **ANDREA LÓPEZ ALBA <andrealopezalba@gmail.com>**

Fwd: agreed early termination

ANDREA LÓPEZ ALBA <andrealopezalba@gmail.com> Wed, 18 Dec 2024 at 06:22
To: Elaine Meredith <elaine.meredith@bilingualprimaryschool.org.uk>

65, Woodland Drive
Hove, BN3 6DF
December 18th, 2024

Elaine Meredith
The Bilingual Primary School
The Droveway, Brighton and Hove
Hove, BN3 7QA

Dear Elaine,

I am writing to confirm our agreement regarding the early termination of my contract following my resignation letter. As discussed, my final working day will be the 31st of December 2024, instead of the initially stated 9th of January 2025.

Yours sincerely,
Andrea López-Alba
[Quoted text hidden]

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23rd July 2024

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~~Whole Year~~/Term Time Only	:	47.36 weeks per year
Actual Salary	:	[redacted]

The working week will be Monday to Friday (9:00 am to 3.30 pm with ½ hour break).

As a member of support staff you will be automatically enrolled into the local government superannuation pension scheme (LGPS), if you wish to opt out please see the link below for the ESCC pensions opt out form and the earliest you can do this is on your first day of employment.
http://eastsussexpensionfund.org/east-sussex-pension-fund/about-us/forms-and-publications/

You will receive a Contract of Employment within six weeks of your start date, in the meantime this letter is your contractual document. The DBS Certificate will be sent to your home address, and you should bring this into school as soon as you receive it in order that the Business Manager can record the details.

We look forward to you joining the staff at the Bilingual Primary School.

Yours sincerely

Simon King
Headteacher

DETAILS OF SCHOOL PLACEMENT

TEACHING:	Andrea Lopez
SCHOOL:	The Bilingual Primary School
ADDRESS:	The Droveway, Brighton and Hove, Hove BN3 7QA
Assignment start date:	TBC
Anticipated duration:	21st July 2024 (with potential for a temp to perm offer)
Working days and hours:	Monday, Tuesday, Wednesday & Thursday, Friday 8:30am-3:30pm

Docente de primaria, Reino Unido

PRIVATE & CONFIDENTIAL

Dear Andrea Lopez,

Congratulations! I am delighted that you have accepted an assignment at The Bilingual Primary School Mill School until 21st July 2024 (with potential for a temp to perm offer).

Please note that this assignment is subject to the Terms of Engagement which have been sent to you. If you require a copy, please let me know.

The position start date is yet to be confirmed in accordance of your DBS completion. You should arrive at the school at 8.00am on your first day, please bring your DBS Certificate and photo ID. Please refer to the school website and familiarise yourself with the school's policies and procedures. Further brief details of the placement are enclosed with this letter.

Please sign below to confirm your formal acceptance of the position, then email a copy back to me at your earliest convenience. I will then forward a copy of your acceptance to the school.

Once again, Andrea, huge congratulations. I hope you enjoy your experience at The Bilingual Primary School.

Kind regards,

Emma Scott
Specialist Education Recruitment Consultant

CERTIFICADO DE EXPERIENCIA

El instituto para el trabajo y desarrollo humano Anglosapiens SAS, con **NIT 901.847.092-1**, certifica que la señorita **ANDREA LOPEZ ALBA**, identificada con cédula de ciudadanía No. **1.098.748.378**, expedida en Bucaramanga, Santander, prestó sus servicios en esta entidad desempeñando el cargo de **DOCENTE DE INGLÉS**, mediante contrato de prestación de servicios, durante los períodos:

Desde el 1 de febrero de 2022 al 31 de agosto de 2022
y desde el 2 de febrero del 2026 hasta la presente.

Sus funciones fueron:

- Diseñar material didáctico para el aprendizaje.
- Planificar clases siguiendo el modelo pedagógico constructivista.
- Participar en comisiones de evaluación.
- Evaluar el trabajo del estudiante, preparando, aplicando y calificando pruebas de proceso de aprendizaje.

La presente certificación se expide a los (20) días del mes de abril del (2026); a solicitud de la interesada, para los fines que estime convenientes.

Atentamente,



_____
Esp. DIEGO OCHOA
Ingeniero Industrial
Director General
Representante Legal