

SCHEDULE

Licence Conditions

PART 2

Conditions

Notification of charges and terms of offers

14.—(1) Subject to sub-paragraph (2), on the first occasion that a licence holder offers to provide or arrange the provision of a service to a worker, the holder must give notice to the worker stating—

- (a) whether that service is a work-finding service for which these Rules prohibit the licence holder from charging a fee; and
- (b) whether any other services or goods which may be provided by the licence holder or any other person are services or goods for which the holder or other person providing them will or may charge a fee, together with details of any such fee including—
 - (i) the amount or method of calculation of the fee;
 - (ii) the identity of the person to whom the fee is or will be payable;
 - (iii) a description of the services or goods to which the fee relates and a statement of the worker's right to cancel or withdraw from the service and the notice period required; and
 - (iv) the circumstances in which refunds or rebates are payable to the worker, the scale of such refunds or rebates, and if no refunds or rebates are payable, a statement to that effect.

(2) Sub-paragraph (1) only applies where one or more services or goods referred to in sub-paragraph (1)(b) for which the worker will or may be charged a fee may be provided to the worker.

(3) A licence holder must give a further notice to a worker stating the matters referred to in sub-paragraph (1)(b) where, subsequent to the first occasion that it offers to provide or arrange the provision of a service to the worker, the licence holder or the person providing to the worker any services or goods referred to in sub-paragraph 1(b), introduces or varies any fees in relation to any services or goods referred to in sub-paragraph 1(b).

(4) Where a licence holder offers any gift or makes an offer of any benefit to a worker, in order to induce the worker to engage the licence holder to provide the worker with services, the holder must notify the worker of the terms on which the gift or benefit is offered before the offer is open for acceptance by the worker.