

## Work Preparation activities

Work preparation activities help move claimants closer to work and can be:

- required – with failure to carry out those activities resulting in a potential reduction in the payment of Universal Credit
- voluntary – with no reduction in the payment of Universal Credit if they are not carried out (but see [Expected hours](#))

Work preparation activities must be [SMART](#). This will make it more likely, that the claimant can obtain, as appropriate, either:

- paid work
- more paid work
- better paid work

The activities could include:

- attending a skills assessment
- improving personal presentation
- taking part in training
- taking part in programmes or provision
- undertaking work experience or a work placement
- developing a business plan
- searching for and undertaking [Voluntary work](#)

These are examples, not a complete list.

If a claimant has been determined to have limited capability for work following the WCA process, work preparation activities may include taking part in a work-focused health-related assessment with an approved health care professional.

This is so that an assessment can take place of the extent to which the claimant's capability for work may be improved by taking steps in relation to their physical or mental condition.

Claimants who are allocated a 3, 6 or 12 month WCA review period will be referred to the Work Programme immediately, see [Work Programme](#).

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