

Labour Market Tools

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About Labour Market tools

Labour Market tools are created to help claimants with their work search and work preparation activities.

See Labour Market

The aim is to support claimants to move into work and increase their earnings more quickly by:

- enabling claimants to do more for themselves
- gaining a better understanding of what works for claimants
- enabling effective, digital interactions within the Universal Credit account between claimants and work coaches

The Labour Market tools are:

- 'Explore work you can do'
- 'Choose your activities' (selected sites only)
- 'Job applications'
- 'Build your CV' (Scotland postcodes and selected proof of concept sites only)

Claimants must not be sanctioned just because they have not used a particular tool, or have not entered information into a tool.

'Explore work you can do'

'Explore work you can do' is designed to help claimants research job roles based on their existing experience, skills and interests, to broaden their work search goals.

The tool is used to discover:

- roles which match their skills and interests
- information to help strengthen their CV
- tips to help their online work search
- typical pay, tasks and hours

Claimants enter the name of a job, an interest or a keyword into the search bar and are shown a list of related roles. Each links to a page with information about that role.

The 'Explore work you can do' tool is available in all jobcentres.
See the Spotlight on Explore work you can do

'Choose your activities'

This tool is currently only available in selected sites.

'Choose your activities' is designed to provide claimants with suggestions of other activities they could do, to prompt a change in their work search.

They self-select and categorise activities from the list, indicating their level of interest, before reading about each activity and following useful external links to get started.

See Spotlight on Choose your activities

'Build your CV'

This tool is currently only available in selected sites.

Claimants access 'Build your CV' through a link in their account, which takes them to a website called 'My world of work'.

Claimants are given guidance and tips on how to write a CV.

See Spotlight on Build your CV

'Job applications'

'Job applications' is built into UCFS and is available to all sites and claimants.

Claimants are prompted to provide full details for each job application. This aims to improve the quality and relevance of the information they provide, reducing the time needed to review their job search.

It helps claimants to organise their job searches, making it easy for them to see when there is a deadline or interview date coming up.

'Job applications' does not replace the claimant commitment. It is to be used in conjunction with it.

See Spotlight on Job applications