

## **Labour Market Tools**

About Labour Market tools

'Choose your activities' available to selected sites in England and Scotland

'Build your CV' available to Scotland and selected proof of concept sites

'Job applications' available to all sites and claimants

### **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:

- '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.

### **'Choose your activities'**

This tool is currently only available in selected sites in England and Scotland.

'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.

### **'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.

## **‘Job applications’**

‘Job applications’ is built into the service 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 search, 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.