

# Work Preparation activities

## Contents

Introduction

Work preparation activities

Claimants with limited capability for work

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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 a claimant can obtain where appropriate:

- paid work
- more paid work
- better paid work

## Work preparation activities

Work preparation 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
- creating and maintaining job profiles – however, a claimant must not be mandated to use particular internet or social media sites (this must be entirely voluntary)
- developing a business plan
- searching for and undertaking voluntary work

These are examples and not a complete list.

### **Claimants with limited capability for work**

If it has been determined that a claimant has limited capability for work following the Work Capability Assessment 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 be made 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.