

# Work Search activities

## Contents

Introduction

What are work search activities?

Limitations on work search activity

Work search and preparation: SMART activities

Evidence

## Introduction

Work search activities 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 these specific activities are not carried out (but see Expected hours)

There are 2 sub-categories of work search activity:

- general: a general requirement to take all reasonable action, and
- particular: specific actions accepted on the Claimant Commitment

All work search activities must be for the purpose of obtaining:

- paid work
- more paid work
- better paid work

## What are work search activities?

Work search activities include:

- developing skills to be able to take on more responsibility in current employment and increase earning potential
- carrying out work searches
- making applications
- creating and maintaining an online history
- registering with an employment agency

Creating and maintaining job profiles – **EITHER** for security reasons OR in line with DWP policy specific non-government websites cannot be referenced in any activity on the Claimant Commitment, however Find a Job can be included as an

example of an online jobsite. No specific references must be made to social media sites.

- seeking references
- any other reasonable actions which increase the likelihood of obtaining employment

All work search activities must be **SMART**.

In order to satisfy the 'all reasonable action' aspect referred to in the Introduction, claimants must do either of the following:

- spend at least their expected hours (35 hours if they are expected to take up full-time work) engaged in work-related activities for the purpose of finding paid work minus any relevant deductions (see below)
- demonstrate that:
  - they have taken all reasonable action to find paid work despite the actual number of hours spent being lower than the expected number of hours per week, and
  - the action taken gives them the best prospects of obtaining work

Time spent undertaking agreed work preparation activities (which may include agreed hours of voluntary work) and any hours of paid work that the claimant is already engaged in should be deducted from their overall expected hours of work-related activity. This then gives a residual number of hours that a claimant should be engaged in work search.

The work search activities set for the claimant must be the most effective activities which when undertaken, gives them the best possible chance of getting paid work quickly.

How long any particular activity will take will vary according to each claimant's personal circumstances and each case must be assessed in line with their individual capabilities.

### **Limitations on work search activity**

Where a claimant has other responsibilities such as childcare, or a health condition, the number of hours required to engage in work search is adjusted according to their expected hours.

Claimants who are in work must not be expected to spend longer looking for work than the difference between their current hours of work (including travel time) and the hours they are expected to work.

If a claimant has done all they can reasonably be expected to do to find work and it has taken them less than their expected hours, that is acceptable and they must be treated as complying with their requirements.

### **Work search and preparation: SMART activities**

Work search and work preparation activities agreed on the Claimant Commitment must be SMART. This means:

Specific	Clearly state the claimant's precise job goals and the specific activity they will take to give them the best chance of finding and securing a job (for example, generic job descriptions such as 'driver' must be avoided and more specific terms such as 'bus driver', 'HGV driver' or 'van driver used).
Measurable	For work search activities to be undertaken regularly, how many and how often must be specified.
Achievable	Any activities set must be achievable. Activities that are clearly beyond the claimant's capabilities or that are simply unreasonable must not be included.
Realistic	Job requirements and work-related requirements must be realistic, taking into account (for example) the claimant's skills, experience, capabilities and the local Labour Market.
Time bound	Activities must be time bound and will be reviewed at appropriate points. Activities may: <ul style="list-style-type: none"><li>• be regular (for example, weekly) and reviewed in work search reviews, or</li><li>• be one-off, time bound and reviewed in Work Search Interviews or Work Search Reviews</li></ul>

**Evidence**

A claimant has to provide information and / or evidence if requested in order to show they are able to comply with the rules relating to work-related requirements.