

# **Job goals and competing for vacancies**

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## **Background**

If a claimant doesn't have a Permitted Period, they are required to look for work and take any job that they are capable of doing that pays the National Minimum Wage and National Living Wage or above.

However, a claimant's job goals must be clear in order to focus effective work search on the job or jobs that they are most suited to or most capable of doing.

A claimant must not restrict their job search to just work they would like to do. Looking for any job and accepting the first job offered will help them to move into work or to find more work as quickly as possible. Once the claimant is in paid work they can continue to look for their preferred job if they wish to do so.

All work-related activities and jobs are listed on the claimant's Work Plan.

## **Essential skills needed for any job**

In order to start competing for vacancies in the Labour Market, there are some essential skills that nearly all jobs currently require.

To give claimants the best chance of finding a job or achieving their career goals, it is important that they are able to communicate in English, both written and verbally. It is also important that they have essential numeracy and digital skills.

Digital skills are becoming increasingly more important in the workplace and when searching for a job.

A claimant's English, numeracy and digital skills are considered during the Commitments Meeting and they are referred to additional support where a gap is identified.

For more information, see Building the claimant commitment and Supporting claimants with their essential and employability skills.

## **Realistic and achievable job goals**

A claimant should have job expectations that are realistic and achievable.

Relevant factors to be taken into consideration include:

- whether the claimant can do the job – taking into account any relevant qualifications, experience, skills and other capabilities
- whether the claimant has the capacity to work - taking into account things like health issues or caring responsibilities that might make it difficult to get a job, increase work or retain the job
- wage expectations – the claimant must look for work that pays at least the National Minimum Wage or National Living Wage
- the local Labour Market – considering what jobs are available within that area (if the work the claimant is looking for is not available within their travel to work area, the job requirement is not realistic)