

Freedom of Information request 500/2014

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Information request

Is it a condition of Jobseekers Allowance or Universal Credit to complete a My Work Plan booklet ?

Can completion be refused without sanctions being imposed ?'

DWP response

It is not a condition of Universal Credit to complete a My Work Plan. Under Universal Credit, claimants who are capable of work are required to take all reasonable steps to find: work, more work or better paid work.

As regards Jobseeker's Allowance please find below an extract from JSA Claimant Commitment guidance which, in our opinion, provides an answer to your question (you may find the final sentence of this extract of particular significance):

The expectation is that Work Coaches and Assistant Work Coaches will work with their claimants to actively use the My Work Plan booklet. The Work Coach and Assistant Work Coach should actively encourage the claimant to use their My Work Plan booklet to record their plans as it will help them to better plan, manage and review their work search activity. It will also provide a strong basis upon which the Work Coach can determine whether the claimant is meeting their requirements for actively seeking work and make it easy for the claimant to provide evidence that they are undertaking reasonable steps to secure employment.

There may be times when the claimant has recorded their activities to the same standard in a different format. In cases like these, the Work Coach and Assistant Work Coach should then encourage the claimant to revert to use of the My Work Plan booklet. However, this booklet is not a mandatory product for demonstrating evidence of work search and claimants have the right to demonstrate what they have done to look for work through whichever means they deem suitable and most effective.