## WS017- Handout 04.01 - Voluntary Work

When a claimant is undertaking voluntary work the hours that they do can be off set against a maximum of $50 \%$ of their expected hours of work search and work preparation activities. See the following examples:

## Example 1:

Mary is required to undertake work search and work preparation activities for 35 hours per week. A maximum of $50 \%$ ( 17.5 hours) can be deducted from the work search and work preparation activities that Mary can undertake leaving 17.5 hours a week. As Mary works in Oxfam for 10 hours per week (which is less than 17.5 hours), 10 hours will be deducted from Mary's work search and work preparation activities. Mary will therefore be expected to carry out 25 hours of work search per week.

## Example 2:

Ali is required to undertake work search and work preparation activities for 35 hours per week. A maximum of $50 \%$ ( 17.5 hours) can be deducted from the work search and work preparation activities leaving 17. 5 hours per week. But as Ali works in Mind for 20 hours a week which is over the $50 \%$ maximum ( 17.5 hours), only 17.5 hours can be deducted from Ali's work search and work preparation activities. Ali will therefore be expected to carry out 17.5 hours of work search per week.

Note: As WSP does not recognise half hourly increments any deduction to a claimants availability must be rounded down to the nearest whole number. Therefore in the example above Ali's availability for work search and work preparation activities will be rounded down to 17 hours. Ali will therefore be expected to carry out 18 hours of work search and work preparation.

