

NAME OF PRODUCT: UCFS16WC Self-Employment Work Coach

SYNOPSIS DESCRIPTORS	CONTENT/DETAILS
Version Number	V14.0
Media	Facilitated
Duration	150 minutes
Audience	Work Coach
Aim	<i>This module aims to provide you with the skills and knowledge to determine if a claimant is gainfully self-employed and record earnings onto the Universal Credit service. It also aims to improve self-employment knowledge, enabling you to proactively support claimants' progression of earnings towards the Minimum Income Floor (MIF).</i>
Objectives	<ul style="list-style-type: none"> ▪ <i>explain what the start-up period and Minimum Income Floor is</i> <i>explain the purpose of the Gateway Interview</i> <i>state who is required to attend a Gateway Interview</i> ▪ <i>explain what is meant when a claimant is gainfully self-employed</i> ▪ <i>explain the actions required when a Gateway Interview has been completed</i> ▪ <i>confirm the issue of the document to claimants to self-report their earnings</i> ▪ <i>explain when the Minimum Income Floor is taken into account</i> ▪ <i>record any issues, unanswered questions and areas for development</i>
Any other products that link or impact this one	UCFS16A
Explanation of exercises	
Original Product Designer/Owner	[redacted]

Designer/Owner for current release	[redacted]
Release/version when officially Transformed	

Record of Changes:

Release v13 Updates		
Have any changes been made to this product for this release? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
If yes, detail the changes below and if relevant update within synopsis above.		
Detail the Changes	Reason	Initial and Dated
FUN75 Video		<p><i>S/e claimants report s/e earnings on-line via their journal. Telephony reporting is by exception only so requirement for CMs to check for allowable expenses removed as those are reported as lump sums. On-line reporting also monitors the MIF and produces a to-do to offer further help after 3 consecutive months of not reaching the MIF.</i></p> <p><i>GSE extract video included to highlight that information required to make a GSE determination is best gathered by the form of a natural conversation, rather than following ALP questions to the letter.</i></p>

Release XX Updates		
Have any changes been made to this product for this release? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, detail the changes below and if relevant update within synopsis above.		
Detail the Changes	Reason	Initial and Date