

Department for Work and Pensions (DWP)
Central Freedom of Information Team

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX@xxx.xxx.gov.uk

Our reference: VTR 4049

Date: 5th November 2014

Dear Mr Jordan,

Thank you for your Freedom of Information request received on 22 September 2014 and request for a review dated 21 October 2014 (FOI IR 529) and 25 October 2014 (FOI IR 539). You asked:

In relation to Universal credit only.

Please could you provide all relevant training materials used to ensure that Labour Market Decision Makers have a good level of understanding and knowledge of:

- What the law requires to be decided; and
- How to establish the relevant facts to which the law should be applied.

I apologise for the delay in replying to your original request and also for not keeping you updated of its progress.

The job title 'Labour Market Decision Makers' is not used in Universal Credit Decision Making Guidance is published on www.gov.uk.

<https://www.gov.uk/government/publications/advice-for-decision-making-staff-guide>

The chapters dealing with the labour market requirements are:

- J1 to J3 (claimant responsibilities)
- K1 to K9 (sanctions)

If you have any queries about this letter please contact us quoting the reference number above.

Yours sincerely,

DWP Central Fol Team

Your right to complain under the Freedom of Information Act

If you are not happy with this response you may request an internal review by e-mailing freedom-of-information-request@dwpgsi.gov.uk or by writing to: DWP, Central FoI Team, Caxton House, Tothill Street, SW1H 9NA. Any review request should be submitted within two months of the date of this letter.

If you are not content with the outcome of the internal review you may apply directly to the Information Commissioner's Office for a decision. Generally the Commissioner cannot make a decision unless you have exhausted our own complaints procedure. The Information Commissioner can be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow Cheshire SK9 5AF
www.ico.org.uk/Global/contact_us or telephone 0303 123 1113 or 01625 545745