



**UCDMA006**

# **Sanctions Workshop**

**v11.1**

**September 2016**

# Workshop Aims and Objectives

## **Aims**

This module aims to give you the knowledge and confidence to make reasoned decisions on the four level of sanctionable failures; high, medium, low and lowest.

It also gives you an overview of the Universal Credit Higher level sanction decision making process.

## **Objectives**

By the end of this module, with the aid of any reference material, you will be able to:

- explain the job roles involved in the Universal Credit decision making process
- explain how we deal with pre-claim failures
- explain the importance of using the balance of probability and the reasonableness test to make good reason decisions
- demonstrate how to make a sound decision on whether a claimant has good reason for their failure
- demonstrate how to calculate the sanction's length.

# Higher-Level Sanctionable Failure and their AR Codes

## **Ceases paid work or loses pay through Misconduct**

UCH/001 Loss of employment through misconduct  
UCH/003 Lose pay through misconduct

## **Fails to...apply for a particular vacancy for paid work**

UCH/005 Fail to apply for a job

## **Voluntarily ceases paid work or loses pay**

UCH/002 Voluntarily leaves employment  
UCH/004 Lose pay voluntarily

## **Fails...[take] up an offer of paid work.**

UCH/006 Failing to accept a job

## **Fails to...undertake a work placement of a prescribed description**

UCH/007 Fail to undertake Mandatory Work Activity

# Misconduct Scenarios

## Scenario 1:

James was dismissed because the employer discovered that he's lied about his experience at his job interview.

## Scenario 2:

Diana was dismissed because she lost her driving licence for drunk driving while on holiday.

## Scenario 3:

Arfan was dismissed, after a warning, because he was late for work six days in a month.

## Scenario 4:

Julie was dismissed for poor performance. Despite training she was unable to understand necessary computer software or use it efficiently.

# Medium-Level Sanctionable Failure and their AR Codes

**Fails ... to participate in a work search requirement, for example look in newspapers, UJ account etc.**

UCM/008 Fail to undertake all reasonable work search action

**Fails ... to take up a work search requirement**

UCM/009 – Fail to be available to take up work

# Low and Lowest Sanctions Failure Review of Previous Learning

Question 1: Which Work-Related groups are associated with low level sanctions?

Question 2: Name all the low-level Sanctionable Failures.

Question 3: Describe how the Low-level sanction is made up.

Question 4: Which Work-Related groups are associated with lowest level sanctions?

Question 5: What Sanctionable Failure can lowest level sanctions be imposed for?

# Zachary Morton



## Scenario 1

**Name:** Mr Zachary Morton

**Age:** 30 Years Old

**Status:** Single

**Conditionality Group:** All Work  
Related Requirements.

**FTA:** 15/01/2015

**First Contact after FTA:** 16/01/2015

**New Interview attended:**  
16/01/2015

## Previous Sanctions:

UCL/010 Fail to comply with an  
interview requirement – sanctionable  
failure date 13/11/2014 (fixed length  
14 days)

UCL/018 - Fail to prepare or maintain  
a CV – sanctionable failure date  
02/10/2014 (fixed length 7 days)



## Scenario 2

**Name:** Ms Valerie Hammond

**Age:** 47 Years Old

**Marital Status:** Single

**Conditionality Group:** All Work Related Requirements.

**Failed to produce a business plan:** 14/01/2015

**Business plan produced:** 16/01/2015

## Previous Sanctions

UCH/002 Leaving employment voluntarily (28 days)





## Scenario 3

**Name:** Miss Uchefuna Oni

**Age:** 34 Years Old

**Marital Status:** Single

**Conditionality Group:** All  
Work Related Requirements.

**Did not attend an interview  
with her Work Programme  
provider:** 15/01/2015

**First Contact after FTA:** No  
contact as yet.

## Previous Sanctions

UCL/10 Fail to comply with an interview requirement. Sanctionable failure date 11/11/2014 (fixed length 14 days).

UCL/10 Fail to comply with an interview requirement. Sanctionable failure date 08/01/2014 (fixed length 7 days).



## Scenario 4

**Name:** Mr Frank Ward

**Age:** 55 Years Old

**Marital Status:** Divorced

**Conditionality Group:** Work  
Focused Interview Requirement only

**FTA:** 16/01/2015

**First Contact after FTA:** No contact  
as yet.

## Previous sanctions:

UCLL/023 Fail to comply with a work  
focussed interview requirement.  
Sanctionable failure date 06/11/2014.

Claimant complied 11/11/2014.

# Yasmin BiBi



## Scenario 5

**Name:** Ms Yasmin Bibi

**Age:** 17 Years Old

**Marital Status:** Single

**Conditionality Group:** All Work  
Related Requirements.

**FTA:** 16/01/2015

**First Contact after FTA:**  
19/01/2015

**New Interview re-booked for:**  
21/01/2015

## Previous sanctions:

None

# Emilio Garcia Rodriquez



## Scenario 6

Name: Mr Emilio Garcia Rodriquez

Age: 46 Years Old

Marital Status: Single

**Conditionality Group:** All Work  
Related Requirements.

**Dismissed for gross misconduct  
from work experience (not  
Mandatory Work Activity):**  
14/01/2015

**First Contact after dismissal:**  
15/01/2015 (refused to do further  
Work Experience)

**UCL/020** Fail to comply with  
requirement to report specified change  
in circumstances relevant to work  
related requirements. Sanctionable  
failure date 08/01/2015 (fixed length 7  
days).