

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

freedom-of-information-request@dwp.gsi.gov.uk

Our reference: VTR4553

Date: 14 December 2016

Dear Ms Olijar,

Thank you for your Freedom of Information request received on 30 November 2016.

You asked:-

“Could you please provide me with the most up-to-date (as of 30/11/2016) Universal Jobmatch Toolkit, either as an attachment, or a direct link”

DWP response:

Please find attached the UJ Toolkit instructions you requested as attachments, comprised of the following:

- Chapter 01 – Overview
- Chapter 02 – Jobseekers
- Chapter 03 – Using Universal Jobmatch
- Chapter 04 – Quick Reference Links

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

Yours sincerely,

DWP Central FoI 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@dwp.gsi.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