

DWP Central Freedom of Information Team

e-mail: freedom-of-information-request@dwp.gsi.gov.uk

Our Ref: VTR???

8th March

Dear Mr Zola,

Thank you for your Freedom of Information request which has been copied below along with our response.

PCS Union said Universal Jobmatch has been mandated from 04/03/13, therefore please supply the latest version of:

Universal Jobmatch Toolkit Chapter 3

As well as, if within your costs:

Universal Jobmatch Toolkit Chapter 2

As well as, if within your costs:

Universal Jobmatch Toolkit Chapter 1

As well as, if within your costs:

ALL other Chapters of the Jobmatch Toolkit

If unable to supply all Chapters of the Toolkit, please supply a summary or index of each Chapters content.

Please see attached the current full Universal Jobmatch Toolkit. This guidance reflects what is currently provided to staff.

If you have any queries about this letter please contact me 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@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.gov.uk