

DWP Central Freedom of Information Team

e-mail: [freedom-of-information-request@dwpgsi.gov.uk](mailto:freedom-of-information-request@dwpgsi.gov.uk)

Our Ref: 2991

02 July 2013

Dear Frank Zola,

Thank you for your Freedom of Information request received on 27 June 13. You asked:

*Please advise what is the name of the document(s)/chapter(s) your Universal Jobmatch Toolkit is part of/contained within and supply an email copy of these documents*

The Universal Jobmatch Toolkit is a standalone guidance document.

This guidance contains four chapters (Chapter 01 - Overview, Chapter 02 - Jobseekers, Chapter 03 – Using Universal Jobmatch and Chapter 04 – Quick Reference Links), copies of which are attached as requested.

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

Yours sincerely,

DWP Central FoI Team

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#### **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](mailto:freedom-of-information-request@dwpgsi.gov.uk) or by writing to DWP, Central FoI Team, Caxton House, Tothill Street, London, 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](http://www.ico.gov.uk)