

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

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX@xxx.xxx.gov.uk

**Our reference:** VTR 1788

**Date:** 20 May 2015

Dear Mr Davis

Thank you for your Freedom of Information request received on 28 April 2015.  
You asked:

*"Thank you for this reply. Unfortunately, the documents that you have provided links to, are rather poor and vague."*

*If we use Work Experience as an example, none of the documents answer these basic questions:*

- 1 - Can the Work Experience be organised by the Claimant?
- 2 - Is there a minimum and/or limit to the amount of hours that a Claimant can be involved in a Work Experience opportunity?
- 3 - Who considers "each case on it's own merits"?
- 4 - How long can a JSA claimant be involved in a Work Experience opportunity for? Is there a limit?

*I ask these questions, as they are questions that you should have answers for, and a policy document to cover these and other issues relating to each type of opportunity. Please, therefore, provide all of the policy document information relating to:*

- 1 - Work Experience  
2 - Volunteering  
3 - Work Trial  
4 – Traineeships”

Please find attached as requested the operational adviser guidance for Work Experience, Work Trials and traineeships. You were provided with guidance on volunteering on 22 April 2015 as part of the response to your previous Fol request (Ref.No.VTR1493).

If you have any queries about this letter, please contact me 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@dwp.gsi.gov.uk](mailto: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](http://www.ico.org.uk/Global/contact_us) or telephone 0303 123 1113 or 01625 545745