

Work Search Reviews

Claimant does not use the 'My Work Plan' booklet to provide evidence

1. The benefits of using the 'My Work Plan' booklet will have been explained to the claimant at the Initial Work Search Interview (WSI).
2. The 'My Work Plan' booklet benefits the claimant by:
 - enabling a claimant to plan and structure work search activities
 - acting as a reminder of the commitments they have agreed
 - making it easier for the claimant to record the detailed actions they have taken to meet those commitments
3. We would strongly encourage claimants to use this booklet as a helpful tool to plan their work search. Whilst this is not mandatory, claimants must provide sufficient evidence of their work search activity to satisfy the Actively Seeking Employment (ASE) condition, the 'My Work Plan' booklet is therefore an easy way for them to do this.
4. However, for those claimants who choose not to use the 'My Work Plan' booklet and who don't appear to be providing sufficient evidence by another means, you should consider re-emphasising the benefits of using it and explain that it will make it easier for the claimant to provide their evidence.

Note: See the good practice guidance about making effective plans for more information.