

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

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

Our reference: 902

Date: 20 March 2017

Dear Mr Frank Zola

Thank you for your Freedom of Information request received on 6th March 2017. You asked:

“Dear Department for Work and Pensions,

http:// intralink/1/jcp/guidance/bus_del/a-z/Universal%20Jobmatch%20Toolkit/index.asp

For the url link above please email me a copy of the information in the section marked /a-z/.

Yours faithfully,

Frank Zola”

DWP Response:

Please see the attached PDF document showing an up to date copy of the information in the section marked /a-z/ as requested.

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 or by writing to: DWP, Central Fol 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