

My availability for work

Restrictions on 'My availability for work'

Claimants must be available to work a minimum of 40 hours a week, **unless** their personal circumstances make these requirements unreasonable.

A claimant may reasonably restrict their availability for work due to:

- caring for a child or other caring responsibilities
- being a lone parent with care of a child aged 12 or under
- a physical or mental health condition, OR
- engagement in treatment for drug and/or alcohol dependency

Following a detailed review of the claimant's situation, consideration must be given to identify if any agreed restrictions on the claimant's availability can be applied.

Availability for a job interview

Claimants must be willing and able to attend a job interview immediately, unless they have an agreed restriction in place.

How quickly the claimant is expected to attend a job interview, taking into account their circumstances, is recorded by selecting the appropriate drop down entry:

- immediately
- within 48 hours, OR
- within 1 week

Availability to start work

Claimants must be willing and able to start work immediately, unless they have an agreed restriction in place:

How quickly the claimant is expected to start work, taking into account their circumstances, is recorded by selecting the appropriate drop down entry:

- immediately
- within 24 hours
- immediately after the end of my notice period
- after giving one week's notice, OR
- within 28 days

Hours of availability

Claimants are required to be available for a minimum of 40 hours a week but this can be limited to less than 40 hours in certain circumstances.

If the claimant has no restrictions on the days and hours they are available for work then 'No Restrictions on availability' must be selected on the Claimant Commitment.

Once completed, the appropriate information will be displayed in the Claimant Commitment.

If it is agreed that the claimant can restrict the days and/or hours they are available for work, 'Restricted Availability' must be selected from the drop down menu. This will enable the coach to record details of the claimant's availability in the table provided.

Example

Jenny has caring responsibilities for a child of school age. She has the use of a breakfast club on two days a week and an after school club on one. Her partner also doesn't work on Wednesdays. She has agreed the following hours of availability .

Day	Earliest start time	Latest finish time	Most hours I can work
Monday	9:00am	15:00pm	6
Tuesday	8:00am	15:00pm	7
Wednesday	7:00am	18:00pm	8
Thursday	8:00am	15:00pm	7
Friday	9:00am	18:00pm	8
Saturday	9:00am	17:00pm	8
Sunday			
Most hours I can work each week:			40

It must be noted that the number of hours recorded against each day, is the total number they are **available** to work on that day.

It must also be noted that the most hours a claimant can work each week **is not** simply a total of the number of daily hours multiplied by the number of days.

For example, claimants can be available to work 6 hours each weekday but only able to work a total of 25 hours a week.