

Weekly Report: 01-Dec-2025 to 07-Dec-2025

Name: David Winter

UC Status: Actively seeking work. Weekly Commitment: 43 hours of UC-eligible activity completed (requirement: 35 hours).

Key Focus: Job search; setting up OPEN DWP time logging; initial design of training session for UC recipients.

Timechunks for week beginning Mon 01-Dec [Total 58 hrs (*43UC)]

Date	Hrs	Category	Description
Sun 07-Dec	12	Family	New baby at Heathcotes! Travelled to Manchester to stay with Alice & Chris during the birth of baby Daisy 8lb 7oz - all stops to support these!
Fri 05-Dec	3	Admin	Meeting - UC - Chelmsford Meeting with Rekha 10am - 20 mins - total round trip nearly three hours, and a car park cost that varies between 2 to 4 pounds. Special Notes: She introduced me to two more sites - related to jobseekers who are over 50. Clarified questions on self-employed status.
Fri 05-Dec	2	Learning	Reviewed UC Eligibility Reviewed UC start-up period info and eligibilty notes
Fri 05-Dec	3	Not Itemised	Shopping On the way to Sarah's - on the way back from Chelmsford UC visit.
Fri 05-Dec	2	OPEN DWP	Format Weekly Report for Review Drafted a Weekly Report template with the intention of offering it for training use. To discuss with Rekha.
Thu 04-Dec	3	OPEN DWP	Development of OPEN DWP concept Sketched the idea for the OPEN DWP pilot and made a 1-page brief, with objectives, metrics, cost etc - for discussion with Rekha, once it's a bit more formed.
Thu 04-Dec	5	Job Search	Searched Company Sites Directly Started building a bucket list of companies - Savannah Energy (uk), Accugas (Nigeria), NEOM (Saudi Arabia)
Wed 03-Dec	3	Strategy	Development of Timechunk Reporting Adapting the Timechunk recording process to the UC reporting process.
Wed 03-Dec	3	Job Search	Job Search Searched job boards on Opportunities database. Set alerts, logged potential employers.
Wed 03-Dec	2	Admin	UC Journal Updates Read DW messages, explored the home menu items.
Wed 03-Dec	2	OPEN DWP	Process development Cleaned up the category list (Job Search, Caring, Learning etc) for compatibility with UC reporting. Made the basis of a report based on timechunks.
Tue 02-Dec	3	Job Search	Search Job Boards Searched Job board info on the opportunities database to establish the optimum list. This will be an ongoing process, making sure the list is 'effective'.
Tue 02-Dec	4	OPEN DWP	Develop idea - Time Reporting Advice Thinking about putting together a simple training / advisory service for UC claimants to help them do what I'm doing with the timechunks. Special Notes: Recording activity is one of the most stressful things about the UC process. There are probably many people who would welcome a process that makes time entry easier and more effective. Also for the career coaches!

Date	Hrs	Category	Description
Tue 02-Dec	4	Job Search	Change LinkedIn Profile Changed the About narrative to alert my contact list of my work search status. Changed the photo to include 'Open to Work'.
Mon 01-Dec	3	Strategy	Read UC Guidelines Reading on UC guidance for Volunteering & Self-employment. Noted implications - mainly a question of weighting. Job Search is 100% and development of the OPEN DWP can be hours up to 50% of allowance. Other related work on training, both giving and receiving, if it's going to help with professional development that enhances potential for getting a job then it's going to be allowed. But try for most of the 35 hrs per week to be in Job Search.
Mon 01-Dec	2	Strategy	Timechunk database Created example format based on need for compatibility with Universal Credit systems.
Mon 01-Dec	2	Job Search	Indeed.com Browsing indeed.com set up alerts for Project Risk Manager, Project Assurance Manager, Project Governance Coordinator

Total Hours by Category	Progress	Barriers	Next Week
Job Search *	17	Energy dips on midweek afternoons – kept activity lighter then. Still fine-tuning how detailed the timechunks should be.	Discuss time recording and OPEN DWP with my work coach and ask if we can include it explicitly in my Claimant Commitment. Finalise the training handout and prepare 3–4 simple slides/visuals to test with 1–2 people. Apply for at least 3 additional roles using the improved CV and log applications in my timechunks.
OPEN DWP *	11		
Strategy *	8		
Admin *	5		
Learning *	2		
Family	12		
Health	0		
Not Itemised	3		
UC Eligible *	43		