

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	<p>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!</p>
Fri 05-Dec	3	Admin	<p>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.</p> <p>Special Notes: She introduced me to two more sites - related to jobseekers who are over 50. Clarified questions on self-employed status.</p>
Fri 05-Dec	2	Learning	<p>Reviewed UC Eligibility Reviewed UC start-up period info and eligibility notes</p>
Fri 05-Dec	3	Not Itemised	<p>Shopping On the way to Sarah's - on the way back from Chelmsford UC visit.</p>
Fri 05-Dec	2	OPEN DWP	<p>Format Weekly Report for Review Drafted a Weekly Report template with the intention of offering it for training use. To discuss with Rekha.</p>
Thu 04-Dec	3	OPEN DWP	<p>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.</p>
Thu 04-Dec	5	Job Search	<p>Searched Company Sites Directly Started building a bucket list of companies - Savannah Energy (uk), Accugas (Nigeria), NEOM (Saudi Arabia)</p>
Wed 03-Dec	3	Strategy	<p>Development of Timechunk Reporting Adapting the Timechunk recording process to the UC reporting process.</p>
Wed 03-Dec	3	Job Search	<p>Job Search Searched job boards on Opportunities database. Set alerts, logged potential employers.</p>
Wed 03-Dec	2	Admin	<p>UC Journal Updates Read DW messages, explored the home menu items.</p>
Wed 03-Dec	2	OPEN DWP	<p>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.</p>
Tue 02-Dec	3	Job Search	<p>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'.</p>
Tue 02-Dec	4	OPEN DWP	<p>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.</p> <p>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!</p>

Date	Hrs	Category	Description
Tue 02-Dec	4	Job Search	<p>Change LinkedIn Profile</p> <p>Changed the About narrative to alert my contact list of my work search status. Changed the photo to include 'Open to Work'.</p>
Mon 01-Dec	3	Strategy	<p>Read UC Guidelines</p> <p>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.</p>
Mon 01-Dec	2	Strategy	<p>Timechunk database</p> <p>Created example format based on need for compatibility with Universal Credit systems.</p>
Mon 01-Dec	2	Job Search	<p>Indeed.com</p> <p>Browsing indeed.com set up alerts for Project Risk Manager, Project Assurance Manager, Project Governance Coordinator</p>

Total Hours by Category		Progress	Barriers	Next Week
Job Search *	17	Created the first working weekly timechunk summary to support both my own UC reporting and a potential OPEN DWP pilot service.	Energy dips on midweek afternoons – kept activity lighter then.	Discuss time recording and OPEN DWP with my work coach and ask if we can include it explicitly in my Claimant Commitment.
OPEN DWP *	11	Clarified with DWP guidance how OPEN DWP work can be framed (volunteering vs self-employment) so it supports my move back into paid work rather than distracts from it.	Still fine-tuning how detailed the timechunks should be.	Finalise the training handout and prepare 3–4 simple slides/visuals to test with 1–2 people.
Strategy *	8	Designed a first-pass outline for a training session that would help other UC recipients record their job-search activity more clearly and reduce stress for both them and their work coaches.		Apply for at least 3 additional roles using the improved CV and log applications in my timechunks.
Admin *	5			
Learning *	2			
Family	12			
Health	0			
Not Itemised	3			
UC Eligible *	43			