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A Bright Horizon Offshore

A very quick overview is that the energy,
oil and gas industry is booming

Easy Resettlement's
£100,000 Training
Giveaway is Here!

The Challenges and Rewards of Medical Training

A World of Opportunities



RESETTLEMENT

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RESETTLEMENT

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ELC SCHEME

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BRITISH AIRWAYS

Future Pilot Programme and CTC Aviation.



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Pegeus provides an accelerated route to resettlement training and employment within the fitness industry.

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SECURE IN A NEW CAREER

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Welcome...

Welcome to the Spring 2014 and Easy Resettlement's £100,000 training give away is here!



when you joined service, when your exit date is, if you have had any other similar training and whether you are entitled to any resettlement or ELC funding? Each training provider will have their own dates for making the draw and announcing their winner(s). In most instances the winners will be notified by email, each company will have their own terms and conditions such as use by dates that they will be happy to inform you of.

Throughout the year Easy Resettlement will be providing more free courses in more sectors, make sure you spread the word as there are lots of courses available and you can't win them all! Our summer issue will have another six pages of free courses so if there is an industry you would like to train in and we haven't yet published information on it, then please let us and the companies you would like to see involved know about it.

This campaign is only possible due to our advertisers so please do let them know your thoughts on this campaign. We aim to make Easy Resettlement magazine the best forces resettlement publication freely available, if there are any features or topics you would like to see more of please let us know. Good luck to you all, please remember these are free courses readily available to anyone regardless of your age, rank or other entitlements.

Please turn to pages 28-33 to view the first selection of courses available.

As promised this issue contains the first selection of courses for our massive training giveaway, we would like to thank all of our partner companies for making this possible and helping to ensure that you, the service leaver, will have the best possible chance of gaining future employment by offering absolutely FREE training. Over the next six pages you will be able to see some of the partner companies and courses that are on offer. There is a more detailed section on our website that will provide you with all the information you need on each training provider and the courses on offer, visit www.easyresettlement.com then click the £100k partners.

With most of these courses that are free to a lucky winner(s) all you need to do to qualify is simply email that company with information on

ISS Training Ltd

Headed by a former Royal Marine, ISS Training Ltd are providers of specialist covert surveillance and intelligence training courses.

We are proud to be where we are in the commercial security sector' states, Peter Jenkins, Director of ISS. 'As the first company to offer accredited surveillance courses outside the Police and various Enforcement Agencies, we have grown in every respect since we first started teaching back in 1996. We now operate internationally for a variety of military, civil enforcement and corporate clients.' In the past 12 months ISS have worked in the US,

Canada, Mozambique, Sweden and the Czech Republic but much of their training takes place in Yorkshire or London. Peter is supported by an experienced team of instructors with backgrounds in UK & US Special Forces, the Security Service and the Police. 'We get people from all walks of life on our 'Open' courses', states Peter. 'They could be practising private investigators, bodyguards, insurance investigators or corporate security teams from a major high street brand'. He adds, 'We tend not to over fill our training courses with military people on resettlement, otherwise, they would have no

one to network with. After all, these individuals are trying to get jobs in the industry so why not mix them with like minded people who are already in it'.

What does the surveillance operator or private investigator do? 'The work varies, in a surveillance role; it could be operating in a team 'following' delivery drivers suspected of theft. It could be investigating suspected insurance fraud or copyright infringement'. It is big business at the moment.

WHAT ABOUT THE JOB PROSPECTS?

'After graduating on our course, you will require practice and experience to further your skills (as in any subject). We like to put students in touch with the companies that we talent scout for in the hope of obtaining work. Once qualified, operators can work for themselves on the 'Security Circuit' or for a major investigation company. There are also other avenues in the security sector where your surveillance training will help you progress'.

AND YOUR BIGGEST ASSET?

'For ISS it's our reputable history. The biggest asset for



any of our students to have is not so much the paper qualification that they go away with but the fact that they have been trained by a respected and trusted company, within this specialist industry.

TESTIMONIAL

I left the Royal Logistic Corps after 23 years as a Warrant Officer. I was already close protection trained and used my ELCAS allowance for this training.

I was already familiar with surveillance as I worked with UKSF

in an admin role but the course taught me what I needed to know to work on the commercial surveillance circuit. I now work mainly in London. I couldn't fault the training course. Its practical content, the instructional team and facilities were first class.

The big change from the Army was learning how to conduct yourself in a civilian environment.

ISS JOB SEEKERS WORKSHOP

If we can offer any advice to service leavers, it would be to

learn how to sell yourself. We have worked in the civilian sector for over 20 years and see job applications and CV's all the time.

A solid one may have vast experience of operating in different theatres, many courses under his belt and plenty of qualifications but it means absolutely 'zero' if he or she is unable to produce a decent cover letter or a CV and then get it to the recruiters who make the decisions.

This would be the biggest downfall for any service leaver. To help them along, ISS have produced a free Job Seekers Guide which can be downloaded from their website. ●

Further information can be found at www.intelsecurity.co.uk

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CASE STUDY

Work as an Offshore Medic

John Adamson, RN retired, DDRC Healthcare Trainer and Manager of DDRC Professional Services

The Job of an Offshore Medic is primarily to be responsible for the occupational health and wellbeing of the crew, whether it be 40-60 personnel on a gas production platform or between 100-400 personnel on a large Drilling Rig, Floater (accommodation barge) or other Offshore Installation. In the maritime sector you could

find yourself working on a large Construction Vessel or Dive Support Vessel with other responsibilities such as looking after the health of up to 18 Saturation Divers, and non-medical aspects including safety advisor, radio operator or helicopter liaison officer.

The medic often takes on the role of pastoral care for the crew so there is a requirement

to be a good listener as well as being medically prepared. The role could involve having First Aid teams to train, as well as stretcher bearers in case of emergencies.

What I loved about the job was that I had a lot of scope and could work as a lone practitioner with the knowledge that there was always a doctor available for help if required. Every day was different and you never knew what challenge might come along next.

As well as the diversity of the job and all the challenges it brings, there is an opportunity

for travel too. Another attractive aspect is that the rotas range from three weeks on and three weeks off, to five weeks on and five weeks off, depending where you work. On average you are away for six months and home for six months but you need to include travel and time away for courses.

Finally, what everyone wants to know is how much do you earn? This varies as a medic, however you would probably be looking at between £240-340 per day. ●

first aid and basic paramedical techniques in an emergency. In a remote location, the DMT might need to be able to take control of a situation or assist with an initial diagnosis, before other medical help arrives.

Also of interest to many who are planning to work in the maritime environment, or in maritime security, are the MCA STCW 4-day Proficiency in First Aid on Board Ship and the 5-day Proficiency in Medical Care on Board Ship courses. These

courses are designed to enable someone to diagnose medical problems and provide medical care to the sick and injured whilst on board ship. They can be extremely useful for anyone taking to sea either on their own, or with crew.

Other courses that might meet your requirements could include First Person on Scene (FPOS), Medical Emergency Response Training (MERT), HSE First Aid at Work, Emergency First Responder (EFR) or use of Automated External Defibrillators (AEDs).

John Adamson, Trainer and Manager of DDRC Healthcare's 'Professional Services' team, has this advice: "I believe the most important thing is not just to 'pass' a qualification, it's to really maximise that training opportunity to ensure you are as genuinely prepared to deal with a medical situation as you can be. Make sure you really scrutinise your potential training providers and ask lots of questions about the course content, the trainers and practical experience that you will be given.

Most of my team are ex-services and we understand the concerns that leavers have when making choices about their future career paths. Plenty of help is available though, both from Resettlement Services and from external providers.

Lots of our staff and students are ex-services, which is why we are so proud to be this year's official sponsor of the 'Veterans Village' at 'Armed Forces Day' in Plymouth, on Saturday 28th June." ●

The Challenges and Rewards of Medical Training

A World of Opportunities

A career as a Medic can be challenging and rewarding, whether in the Armed Forces or outside. Military medics and most other personnel from across the services have widely transferable skills and experience which are valued by employers across many sectors.

Actually, all Armed Forces personnel will have had some relevant experience of first aid and situations requiring medical skills, which could be utilised for future careers.

A level of First Aid or medical training qualifications will certainly increase employability, whether looking to work in the wide range of medical careers that the world has to offer, or moving into sectors such as maritime security, close protection or working offshore.

There are a wide number of training providers and courses available, and it's really important to make sure you explore exactly what each can offer you, so that you can decide which best fits your own circumstances and requirements. Not all courses which appear the same, will be delivered in the same way by different providers. Take the time to find out who will be teaching

the course, what experience they have and how much opportunity there will be for hands on learning.

Some courses will be approved by the MoD as qualifying for Enhanced Learning Credits

(via ELCAS), but many courses which could still greatly benefit your employability, will not.

DDRC Healthcare is a not-for-profit organisation based at the Hyperbaric Medical Centre

in Plymouth, specialising in providing high quality medical training, with lots of emphasis on practical experience, for people working in the diving, offshore and maritime sectors.

Their HSE Offshore Medic course is taught by John Adamson, an ex Royal Navy Medical Assistant and Petty Officer of the QARNNS for many years, retiring after 20 years service, and going on to work as an Offshore Medic and a Diver Medic Technician (DMT). The course attracts many Combat Medic Technicians (CMT1), RN Leading Medical Assistants, Theatre Technicians, Registered and Enrolled Nurses. It is a Level 3 course and is approved for Enhanced Learning Credits. The HSE Offshore (Rig) Medic course requires students to take a Refresher course every three years, which DDRC Healthcare can now provide partly via a distance learning option.

For anyone thinking of joining the Royal Fleet Auxiliary as a medic, an HSE Offshore Medic qualification is a requirement before you can work for them.

The IMCA Diver Medic Technician (DMT) qualification frequently appeals to ex Royal Navy clearance divers and engineering divers within the forces, who can end up working all over the world as commercial divers or in hyperbaric chamber facilities.

A person working as a DMT may have no formal medical training or background, but could find themselves expected to perform a range of advanced



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- IMCA Diver Medic Technician
- HSE Offshore (Rig) Medic
- HSE Offshore First Aid at Work

DDRC Healthcare are proud to be the Veterans Village official sponsor at Armed Forces Day, Plymouth, Saturday 28th June 2014

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A Bright Horizon Offshore

A very quick overview is that the energy, oil and gas industry is booming and more companies are waking up to the benefits of employing service leavers.

There is an increase in employees required which is a gap hardly being filled at the moment. Colonel Martin Newman spoke to Captain Euan Sandison, a former REME and infantry officer he took the plunge offshore. Euan talks about his

move from soldiering to offshore: Due to the downsizing of the market and the oil industry in the 90s many companies did not hire any new staff. This has created a hole in which is exasperated by many of the senior members of the industry due to retire in the next five years. Companies

are hiring a lot of graduates but it takes a long time for them to grow into management positions.

Some oil companies realise some of the transferable skills that ex-military can offer. This is a bit of a gamble as in the industry experience is everything and any experience not related to oil is a rather hard sell. Certain companies have programs to help industry joiners to gain an insight in a compressed period of time. I for example went through a five week training course where I was given presentations on all aspects of my company (Subsea Engineering services mainly) as well as other 'soft skills', company doctrine, and the offshore survival courses.

Out of my course of four there were two civil engineers joining the industry and two ex-military. This company was almost exclusively staffed by holders of an engineering degree and deals mainly with office based jobs onshore. There is a downside and for more of the manual and unskilled offshore jobs there is a long waiting list and it can seem quite nepotistic at times.

Having a trade is a huge bonus but those wishing to join the industry shouldn't think it is as easy as completing the BOSIET and MIST (offshore required courses) and walking into an offshore job. Networking or studying up on the current 'pinch points' in skilled

labour will pay dividends and may help you secure a job by tailoring your resettlement appropriately. This is caveated with being backed up in a relevant trade, an example being that a Rope Access Technician course will allow you to go offshore and be a RAT, if you can't paint, weld, or conduct NDT (Non Destructive Testing) then there is no point in you hanging off a rope in the middle of the North Sea.

The industry is exceptionally affluent with average wages for an offshore worker circa £70k a year for effectively working six months of the year (3/3 or 2/2 rotational basis). With this in mind there is no shortage of applicants so the right level of knowledge of the industry and appropriate skills and qualifications is recommended. Lots of interesting stats on pay and the employment crisis (too many leaving) in the oil industry.

I love it, since I joined in May 2013 I was training for a month, working on some interesting projects, and then my request to work internationally was accepted and I was moved to Baku. All in a better order and suitably compensated for my troubles. A piece of cake after nine years of being moved around from one shoddy room in the mess to another. ●

Wood Group PSN

INTRODUCE CAREER
CONVERSION
PROGRAMME FOR
SERVICE LEAVERS



Wood Group PSN is a growing global business, offering a range of services in the oil and gas sector. The company, based in Aberdeen, has recently introduced a new initiative called Re-Engineer, which aims to provide ex-military personnel with the opportunity to transfer their skills into the oil and gas sector.

In an article published on the WoodGroup PSN site, Mike Riungu, technical training and development lead, says: "Re-Engineer is one of our most important people development initiatives. It represents our investment in the future of our workforce and our industry," and also adds that the success of the business is dependent on its ability to attract, develop and retain the best people.

The Re-Engineer project is now well underway and, having completed their resettlement with the Career Transition Partnership, eleven Service leavers went on to join the initiative. The candidates recently started work on some of the organisation's busiest offshore projects, having completed phase one of the training and recruitment

programme. This involved an eight week intensive training course developed in collaboration with the ECITB (Engineering & Construction Industry Training Board), to prepare them with the necessary skills, knowledge and competency to work offshore safely. This resulted in each of the candidates gaining Vocational Qualification (VQ) Level

The next phase of the programme comprises 18 months of structured on the job training and development offshore, with candidates typically spending much of the time offshore on some of Wood Group PSN's busiest North Sea projects, working towards completing a diploma in Maintenance Engineering – Instrument & Controls, the replacement for VQ level 3.

The company is well aware of the transferrable qualities held by Service leavers, and Mike

says, "each individual brings a wealth of knowledge, skills and experience to the company at a time when many of our experienced workforce are contemplating their hard-earned retirement. Together we are working to revitalise and rejuvenate our industry for the next generation."

Thanks to the success of the project so far, Wood Group PSN is in the process of making the Re-Engineer programme a routine employment initiative, with plans to hold another programme later this year. ●

For further information on opportunities with Wood Group PSN visit website www.woodgroup-psn.com or telephone +44 (0) 1224 777777.

Offshore Wind Careers

RENEWABLE ENERGY CAREERS
ADVICE FOR SERVICE LEAVERS

Are you a recent services leaver or about to leave a military career and wondering what next? Have you thought about joining the Green Army and finding a job in the fast growing Alternative Energy sector? The world needs an increasing amount of power globally and it is now recognised that renewable energy will make up a significant proportion of the energy mix in the future.

A useful first step is to visit www.renewablecareers.com. The blogger demonstrates an understanding of the skills that come with military service. He also provides useful advice for the service leaver. He says: "I was contacted recently by a chap who was about to leave the army, and who had taken some resettlement advice, and was looking at his options in civvy street in finding an engineering job in renewables. He wasn't confident that his qualifications and skills were transferrable,

and was lacking in any idea of how to get a job in renewable energy using his armed forces career skills. "I have spent a good few years working in engineering recruitment and now manage an online job board which specifically caters for renewable energy careers. At any one time this website has hundreds of quality and well paid real live jobs in the renewable and sustainable energy sector. I know from experience, both as a recruiter and now dealing with live vacancies, recruiters and employers in the alternative energy sector that there is no doubt that there

are real opportunities in this shortage area for job seekers.

"I'd like to say right now that in my own experience that the skills that most service leavers have developed are exactly what today's employers are looking for. You have been used to getting the job done on time, to budget, under challenging circumstances, finding solutions, working as a team, thinking on your feet, loyalty, self discipline and an understanding of the need for respect for authority... the list goes on.

"You may have been working with the state of the art technology available to the military, with the highest QHSE considerations and ISO standards. Years ago as a recruiter I placed a services leaver in a Quality Manager's role in an engineering company. They were delighted not only with his ability to implement up to date quality systems within the company, but also to win the hearts and minds of those who he would be working with, and whose working practices and processes he would be challenged to change, in order to satisfy the demands of ISO accreditation and the HSE. These existing employees were more used to the old ways, and would need some persuading! His new employer was absolutely delighted with this guy's added package of skills and qualities that he brought to the company.

"You might have had a job in an engineering function, you have probably gained valuable industry recognised qualifications, you may have been working with processes and systems which are highly transferrable. You may have had a maintenance role in an engineering division which taught you all about the importance of document control, maintenance schedules, computerised maintenance systems CMMS, you may be familiar with planning tools P3, P3e or P5 for example. Your experience and skills may involve man management, and the understanding of the importance of accurate documentation. There are plenty of service leavers who have developed good second careers, for example as Solar electrical installers using their electrical qualifications, or wind turbine technicians, having the ability to work in harsh conditions, with a head for heights

The jobs are definitely out there for you, your skills are in demand, and the extra qualities and experience that you bring can give you the edge over the competition. However, and this is the big however: you need to get your CV right in the first place before heading into battle in the world of getting a job.

Look at your CV again, are you using specific military terminology or could you use other descriptions to make the skills appear even more transferable? Most importantly tailor every application you make, spend time and never ever use the scatter gun approach of thinking that if you send enough applications out there, you are bound to find something. Spare your bullets, take your aim, and treat each target with military precision. Read the job description, research the company, write a specific covering letter for that job and that employer, use the same phrases and key words in your application that you find they have mentioned in the job advert. You'd be surprised to find how many people simply fire off multiple identical applications and then can't understand why they don't get to interview. You can do better than that!

"You'll find there are some ex forces specific recruiters who your colleagues may be able to refer you to. These guys may have connections with employers who positively favour your skills. Talk to your local Regular Forces Employment Agency or Veterans Association who will probably also have contacts that may be useful to you. Use your network. ●

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British Airways

FUTURE PILOT PROGRAMME AND CTC AVIATION

Careers in aviation can be an attractive proposition for service leavers, especially those with flying and aeronautical experience. British Airways is one company that is constantly looking for and training new pilots.

The company has an extensive global route network operated by a world class team of professionals and it offers opportunities to fast-track right to the heart of that team. British Airways's flagship Future Pilot Programme provides future airline pilots with the ultimate in dream opportunities – a bespoke British Airways programme for first time pilots leading to a career as a First Officer with one of the world's greatest airlines. Furthermore, to ensure that the very best talent is selected for training, BA will, where required, provide the necessary guarantee to enable successful applicants to secure the required funding. In August 2011 British Airways approved CTC Aviation to provide aspiring aviators with the very best training and ensure British Airways's future

pilot team is continuously supplied with world class pilots. So far, this ground-breaking programme has provided an opportunity for 160 new pilots to join British Airways - many are about to start operating as a British Airways First Officer, others are either close to completing training or just about to

embark on their dream career with one of the world's leading airlines. This year a minimum of 60 new pilots will be selected and trained for British Airways through the Future Pilot Programme. Captain Robert Glover-Faure, head of BA's Resourcing, IR and Strategy, said: "BA's Future Pilot Programme is a fantastic opportunity for anyone, from any background to realise their ambition of becoming a pilot and flying for British Airways."

CTC Aviation is delighted to have been chosen as an Approved Training Organisation (ATO) to deliver the training for the British Airways Future Pilot Programme. Its pilots are known in the industry as being some of the best pilots around and BA's approval is a true endorsement of that reputation.

CTC's approach to training is extremely specialised. It focuses entirely on the airline way of doing things, so even from day

one of your training with us, you will be taught to do things the airline way. This approach is called 'Vertical Integration' (VI).

This total focus on your end goal (becoming a British Airways pilot) will ensure you are fully prepared for your future role. CTC is completely airline-focused in its approach which means your transition through each stage of training will be seamless, making you a better future pilot. 'VI' is key to your future - the entire programme is focused on ensuring all your skills are fine tuned. Incorporated into the programme are 'Airline Preparation Days' (APD) throughout every stage of the training to hone interpersonal and non technical skills, alongside the more obvious handling and technical knowledge required to manage the aircraft as a professional airline pilot.

Training takes place at CTC's Crew Training Centres in both the United Kingdom and New Zealand. Candidates will be trained by some of the most highly qualified instructors in the industry (many of whom are ex British Airways Captains and First Officers) and benefit from state-of-the-art training facilities. These include flying the world's leading training aircraft - the DA42 - and developing

jet handling skills with the support of experienced airline training captains utilising CTC's Boeing or Airbus flight simulators. From the start of the course to the completion of the airline jet type rating will take approximately 77 weeks including travel time and some rest periods. The company also provides training for many of the world's other airlines.

A BSc Degree with Honours in Professional Aviation Pilot Practice is now available in association with Middlesex University, CTC Wings and its Partner Airlines. A new generation of airline pilots will now be eligible to fund their studies through the grant of UK government loan support which significantly lessens the financial burden of becoming an airline pilot.

Completing a degree through the CTC Wings cadet route will provide you with the opportunity to complete a BSc Honours Degree whilst undergoing flying training. As you progress through the course you will be credited by Middlesex

University for the work completed both academically and through your flying exercises and experience. The final part of the degree will be completed whilst working with one of CTC's partner airlines.

You can now apply via the UCAS website or direct to CTC Aviation. For cadets who undertake the BSc(Hons) Professional Aviation Pilot Practice degree course, tuition fees are payable directly to Middlesex University for each academic year of the programme. The tuition fees for the 2013/14 academic year are £9,000 equating to a total of £27,000 for the three full time years of the programme at current rates. In addition to the tuition fees charged by Middlesex University, CTC will make operational and equipment charges of £74,300 to include aircraft and simulator hire, airport and CAA fees and pilot equipment.

Chloe Harrison was a cadet in the Air Training Corps and CTC made her lifelong dream of becoming an airline pilot come

"At times it is a struggle but with the end goal of a right hand seat with the best Airline in the world, constant mentoring, training by a renowned FTO and amazing peer support, it's definitely worth it."

Chloe Harrison

true. It was dramatically obvious that from a very young age a conventional office job was not for her. She had a yearning to explore and meet people from all across the globe. She said: "The earliest I can remember being in reverence of the aviation industry was when I used to meet my Grandad in the Air Traffic Control Tower at London Heathrow. Watching these colossal machines take off into the sky was awe inspiring and from then on I knew - whether it was as an Air Traffic Controller, an Engineer or a Pilot - that this was the industry for me."

Chloe joined the Air Training Corps at thirteen and the first thing she did was visit RAF Benson for an air experience flight. "I got to 'take control' of the aircraft and since then, I have never looked back. The feeling of being in the air in control of an aircraft is exhilarating and left me with the ambition to spend my life perfecting my own flying skills. Whilst here, I met the most inspiring man, an Ex-British Airways Captain -

Captain Tom Pearce-Carr - who told me of remarkable stories about all the different places he had seen across his career.

"Whilst with the ATC I was lucky enough to be awarded with scholarships from both the Air Cadets and the Air League, enabling me to conduct my first 'solo' flight at sixteen, reassuring me that a career as a Pilot was what I needed to pursue," she continued.

In October 2006 Chloe started a Physics degree at Reading, staying on for a fourth year to complete a Masters in 2010. Maths and Physics were always subjects she was hugely interested in at school and knew that this education would leave her in good stead for the examinations ahead.

"After graduating, I applied to the CTC Wings programme and found myself being selected as one of the lucky few! My course started in Autumn 2010 and I was eager to get going. However, with only a few weeks until the course commenced, and when looking further into the finances, it was obvious that even with the help of all of my family we were not able to guarantee the loan which meant that I would have to forfeit my place on the course.

"This was quite a gutting time, however it wasn't going to stop me achieve my dream. I joined a recruitment company in Oxford and for twelve months; working early mornings to late at night to save enough for a Modular course. In summer 2011 I learned that British Airways was launching the Future Pilot Programme (FPP). This was the chance that I had been waiting for! BA offers a guarantee to help raise funds

for the course and one of its preferred Flight Training Organisation was in fact CTC Aviation. I applied straight away and was interviewed alongside many others with the same aspiration. In December 2011 I was given the incredible news of my place on the FPP training with one of the top FTOs in the world with a conditional offer of employment for a First Officer position with British Airways on successful completion of the course."

Chloe concluded: "It is not a career for those without a deep buried desire. At times it is a struggle but with the end goal of a right hand seat with the best Airline in the world, constant mentoring, training by a renowned FTO and amazing peer support, it's definitely worth it."

"If it wasn't for the help of CTC Aviation, British Airways, the Air Training Corps and Captain Tom Pearce-Carr, I would not be where I am today. Training to be an Airline Pilot is hard and a level of intelligence is needed, but my advice to all those that may feel discouraged upon hearing this; is we're all normal, yet diligent and motivated people. Just together we share an innate aspiration to fly. As proven in my situation, giving up is not an option. Research the different options you can take, learn about the scholarships on offer and take advantage of them."

For further information on pilot training visit www.ctcwings.com or www.britishairways.com/careers/futurepilot



Education, Education, Education

In the last edition of Easy Resettlement we looked at opportunities with the Open University. That is a particularly convenient route for service personnel because you can actually start studying while you are still in the system in preparation for future civilian life.

The Open University is just one entry point into further education and it isn't for everyone and there are many other distance learning courses available. However, there are plenty of opportunities to study closer to home and most universities and colleges provide support and in accordance with JSP 898. All this information is readily available through the educational establishments themselves and full information on how you can use Enhanced Learning Credits is posted on the CTP website.

Education itself is, of course, a possible career choice for the service leaver. Most members of the Armed Forces have teaching and training experience at some level. It's just part of the job and many of the skills and positive attitude required of our service personnel are highly valued within education.

The Government has recognised this valuable asset and has introduced The Troops to Teachers programme. This is about recruiting the very best former Service personnel (service leavers) into teaching. The skills and experiences you have gained as an exceptional Service leaver are invaluable and our education system needs you to bring these to our schools. You could have the potential to become an outstanding teacher.

As an exceptional Service leaver you'll have a wealth of knowledge and will hold many qualities that you can apply to teaching:

- You'll be a good motivator with a positive can-do attitude: this will help you encourage your pupils in their learning and raise their aspirations
- You can communicate well: you'll be able to give clear and concise instructions
- You're able to handle challenges: you know how to behave in unexpected situations and be a good role model
- You'll have confidence and composure: this will earn you respect in the classroom
- You may have trained other people as part of your role: this requires patience and empathy – important skills for teaching young people

You will be classed as an eligible Service leaver if you are in the two years before or the two years after leaving the Armed Forces. You can visit the Career Transition Partnership website to find out more. If you're not an eligible Service leaver, the teacher training options section of the department of Education website (www.education.gov.uk/get-into-teaching/teacher-training-options) has information on how you can get into teaching.



The Troops to Teachers programme offers initial teacher training (ITT) routes for both graduate and non-graduate Service leavers.

All courses – primary and secondary – lead to qualified teacher status (QTS), which means you'll be able to teach in state-maintained schools in England. You'll gain school experience on all training routes, but some offer more time in the classroom than others. You might decide an employment-based route is the best option so you can earn a salary while you train. Or alternatively, you may choose a fee-paying path where you could be eligible for a tax-free bursary or a scholarship to help fund your training.

The new Troops to Teachers non-graduate programme is designed for eligible Service leavers who do not have a degree. It is a two-year school-based path into teaching on which you will earn a salary while you train. Completing this initial teacher training (ITT) route will give you a degree qualification with qualified teacher status (QTS). The programme commenced in January 2014.

AM I ELIGIBLE FOR THE NON-GRADUATE TRAINING ROUTE?

You'll need to be able to demonstrate, through your qualifications in the Armed Forces, that you have sufficient evidence of academic achievement and specialist subject knowledge to support your development.

Your academic or vocational qualifications could include Defence Train the Trainer (DTTT) or Defence Instructional Training (DIT), or you may have experience in teaching, instructing or mentoring, for example.

If your current qualifications relate specifically to your chosen specialist subject for ITT, you will need to have a minimum of 120 subject-related Credit Accumulation and Transfer Scheme (CATS) points. These 120 credits will meet both the academic and subject knowledge requirements.

If your qualifications are not specific to your chosen specialist subject for ITT, but they are related, you will need to demonstrate a minimum of 240 credits.

Image: bang, www.shutterstock.com

- you could be paid 80 per cent of the unqualified teacher pay ranges
- Access university training for one day a week to further your academic qualifications to degree level.

As a Service leaver you'll be supported through your career transition, from resettlement onwards. You'll receive personalised training throughout your ITT which will help you develop your previous skills and experiences, and you'll be able to build up masters-level credits while taking part in a range of activities. These could cover areas such as peer coaching, leadership skills, and high quality teaching and learning, for example.

Graduate Teacher Training Options

You could earn a salary while you train on an employment-based route, or you may decide on a fee-paying path where you could receive a tax-free bursary to help fund your course.

WHAT'S NEXT?

To find out more about the Troops to Teachers non-graduate programme for Service leavers, or to apply, you will need to speak to your Career Transition Partnership adviser. You can visit the Career Transition Partnership website, <https://troopstoteachers.ctp.org.uk/> for more information.

WHEN CAN I APPLY FOR ITT?

You are an eligible Service leaver if you are in the two years before or the two years after leaving the Armed Forces. You may access support from the Career Transition Partnership up to two years before the date you are due to leave.

At any one time, applications for ITT will only be open for the next programme start date. This means as an eligible Service leaver, you'll need to be available from this date under the existing terms of your contract with the Armed Forces, in order to apply for teacher training. ●

If you would like further information or advice about becoming a teacher, you can call the Teaching Line on 0800 389 2500.

WHERE CAN I TRAIN?

A number of outstanding universities across the country will be offering this programme in conjunction with local schools.

These include:

- University of Brighton (lead provider)
- Bath Spa University
- Canterbury Christ Church University
- University of Huddersfield
- University of Reading
- University of Southampton
- Staffordshire University

You can approach any of these universities to see what they have to offer.

WHAT WILL THE PROGRAMME INVOLVE?

On this new route into teaching you will:

- Train to teach in a school for four days a week.
- Earn a salary while you train

Enterprise Management Course Enables Excellent Operational Managers

Manchester Business School (MBS) understands how military management can be applied in a corporate environment. They support ex-military personnel in their career transition from the services.

MBS' Enterprise Management Course (EMC) enables excellent operational managers to translate their skills to the non-military world. "I was informed about EMC through my resettlement and education department. Having been a Senior Manager within the Royal Marines I was keen to develop the skills I had already acquired and transfer them into a civilian role. I would highly recommend the course to anyone wishing to enhance their management qualifications and status," says Sean Kibbler, Project Manager.

The programme will help you gain an understanding of the challenges you'll face in a non-military business environment.

Financial, operational and strategic management skills will be honed. You'll learn about HR, project management and customer service, as well as current issues in today's business environment - including the digital economy and reputation management.

You'll study alongside like-minded peers and learn from highly regarded academics with practical industry experience. You will have the opportunity to network with business practitioners as well as experiencing real business in action.

EMC delegates will develop the confidence, the language and additional management tools to take the next step in your career. ●





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FIND OUT MORE

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Gerard Drugan - Programme Director
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Secure in a New Career

HR Security specialises in a broad spectrum of security services to suit corporate organisations, private clients, local authorities and the legal profession. The company's professionals include former members of the elite Special Forces, and all have extensive experience in both security and military operations worldwide, offering a diverse range of specialised security services.

HR Security will methodically assess, analyse and plan, allowing them to deliver bespoke solutions and provide the highest level of security and risk mitigation procedures.

All HR personnel are expected to provide a sophisticated, discreet, but above all effective service allowing clients to function within their professional or private lives.

HR Security has been involved in high profile contracts including Close Protection, Surveillance, Residential Security and Events.

Close protection operations are often of a sensitive nature, and due to the close working relationship required, HR Security's approach when selecting Close Protection operatives is unique within the security industry.

A company spokesman said: "We only employ individuals who have been highly recommended or who have served within UK Special Forces or Royal Military Police Close Protection unit. With this selection process, our Close Protection operatives are all licensed with the security industries governing body (SIA), and are vetted and CRB checked to offer the highest level of service."

"The key to our continued success is not only the highly motivated operatives we deploy, but also the philosophy that our management team adopts with our clients. During the consultancy phase of any Close Protection task, we take the time to fully understand the client's needs, to enable us to provide the correct level of service that suits their lifestyle and their needs. All our Close Protection operatives act discreetly according to the cultural, political and religious environments in which they are required to work."

HR Security has extensive experience in supplying security services & close protection to diplomats, high net-worth individuals, corporate clients and the media/entertainment industry in both hostile and corporate environments.

The spokesman continued:



"We are able to provide male or female Close Protection operatives in the UK, Europe and virtually any country in the world. Utilising our immediate response team, HR Security has the ability to deploy a single operator or Close Protection Teams to any part of the world within 48 hours, visas and flights permitting."

HR is also able to provide service leavers with the appropriate training to become a close protection operative.

Modern day Close Protection Officers need to be capable of operating in a multitude of diverse environments from remote hostile environments through to corporate and executive settings,

each of which will present unique challenges. HR has developed its own Close Protection Training Course with this in mind.

The thorough and inclusive course follows the National Occupational Standards for Close Protection. These feed into the SIA core competencies that our organisation delivers. HR Security Ltd training provides 150 guided learning hours, which are split between two Modules, CP and Conflict Management. All senior staff and instructors are former Special Air Service (SAS) operatives with over 50 years combined operational experience.

- Roles and Responsibilities of the Close Protection Operative
- Threat and Risk Assessment
- Surveillance Awareness
- Operational Planning
- Law and Legislation
- Interpersonal Skills
- Close Protection Teamwork and Briefing
- Reconnaissance
- Walking Drills
- Route Selection
- Close Protection Journey Management
- Search Procedures
- Incident Management
- Venue Security

HR Security Ltd provides a consultancy service on all matters relating to risk management measures and the wider aspects of security, including risk assessment.

HR consultants have the necessary skills, experience and local knowledge in hotspots around the world to meet the needs of its clients.

Consulting services which HR Security Ltd provides include;

- Media Security Operations
- Management Training
- Risk and Threat Assessments
- Technical Security
- Specialist Drivers and Vehicles
- Hijack / Kidnap and Ransom (K&R)

BTEC Level 3 certification in close protection .

For further information about careers and training in close protection Visit: www.hrsecurity.co.uk, Tel: 01225 904680 or Email: info@hrsecurity.co.uk



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We at Perseus pride ourselves on providing well structured, unique training packages for service leavers, delivered by former career soldiers who have vast historical and current ground truth Close Protection experience that is unsurpassed on the training circuit today. This experience has been gained through operating at both the operational, management and strategic planning levels, across the worlds many permissive and non-permissive environments. Our careers have seen us provide cross-spectrum risk consultancy and close protection to high-value clients, including; ministers, diplomats, high-ranking US military commanders, engineers, businessmen, celebrities and high-profile sportsmen.

As a Perseus graduate, you will know you have received training by instructors who understand exactly what is required to assess, advise and deliver the appropriate level of protection at all times by continuously conducting dynamic threat assessments. This experience and expertise has enabled us to mitigate direct threats, make instant evaluations, and implement rapid direct protective action, which "HAS" successfully averted life-threatening situations for our clients.

Our 1200 Acre Academy, centrally located in Warwickshire, is the only training establishment that delivers a **BTEC Level 4 'Professional Award'** in Hostile Environment Close Protection Operations, as part of our highly regarded CP Elite4 Multi-Environment CP Course, which also includes; Level 3 (SIA) CP, First Person On the Scene - Intermediate (FPOS-I), and RUF2C qualifications. **90%** of the service leaver graduates from the CP Elite4 course are now in quality employment with respected private security companies. This success is a direct result of training with Perseus, the post course support provided and successfully passing the interviews "WE" arrange for you at our academy. This is something of which we are extremely proud.

Steve Lambert
Managing Director

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Pegasus provides an accelerated route to resettlement training and employment within the fitness industry.

ABOUT US

Pegasus Training has established a reputation as one of Scotland's leading vocational fitness training providers and Glasgow's

centre for excellence in Personal Training courses. Founded by an ex-military Warrant Officer, Pegasus has a unique insight into the conditions associated with

life and commitments within the military. This allows them to offer the support and flexible approaches required to bridge the gap between military and civilian life.

Pegasus is a preferred supplier for the Career Transition Partnership (CTP) who guide personnel during resettlement and also for the Enhanced Learning Credits funding scheme ELCAS. This means that the MoD will support current serving personnel and service leavers who have been out of the forces for less than ten years by contributing toward the cost of learning with Pegasus.

A personal service, guaranteed small class sizes and courses delivered by working Personal Trainers ensures the highest quality learning experience and access to current industry trends. Pegasus has expert local knowledge to ensure the best employment opportunities and have an unparalleled

record of placing service personnel into civilian roles.

BECOMING A PERSONAL TRAINER

The Pegasus Diploma in Personal Training is undoubtedly the most direct route to employment within the industry. It immerses you in all aspects of health and fitness through completion of both the Level 2 'Fitness Instructor Gym' and Level 3 'Certificate in Personal Training' qualifications.

The course explores how to design safe, effective training programmes by learning about the systems of the body, principles of training and professional practice. This forms the basis of deeper learning about advanced training approaches, nutrition, lifestyle analysis, fitness testing and motivational techniques.

The course is fast-tracked on a full-time basis over six weeks or can be completed over a period of time to suit the student, through blended learning. This flexible education experience can be tailored to fit around military commitments, combining home study, practical workshops and one-to-one tutorials over a bespoke period of time.

Once qualified, students have the freedom to choose employment within a gym or to become your own boss as a freelance trainer. The UK health and fitness industry is booming, growing by 75% in the last 10 years. As a working Personal Trainer within this industry, an average session will earn you between £30 and £45 per hour.

VENUE

We are ideally located at our permanent training centre within the David Lloyd Club in Glasgow's West End. This location offers excellent transport and rail links as well as ample secure parking. Our



students are also given temporary club memberships, offering them unlimited access to state of the art gym, sports and leisure facilities. ●

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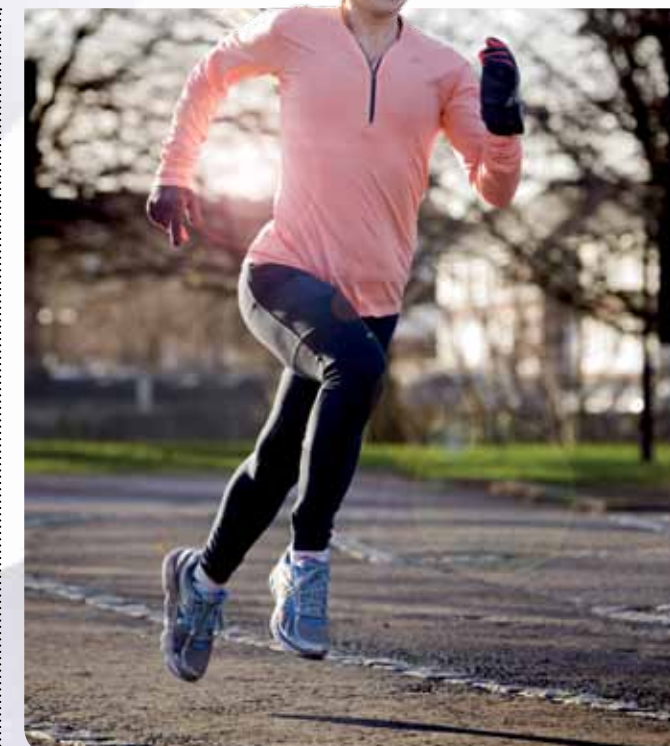
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Email us: ray@pegasustraining.co.uk to organise a visit to chat with one of our team.
Our ELC number is 4787.

Carla Molinaro's Story (Ex-Army Captain)

Upon leaving the Army the main challenge for me was deciding what direction to go in. After trying a few different jobs, I found my passion for Personal Training and decided to make a career change. I started to look for providers in Scotland and following strong recommendations from qualified, working Personal Trainers and thorough Internet research I found Pegasus Training. An added bonus of finding Pegasus was that I could use my Enhanced Learning Credits to help fund the course.

The course was well structured and run by incredibly knowledgeable instructors who made lectures interesting and fun.

I had a great 6 weeks on the course; met some great people and most importantly, I secured employment with the David



Lloyd as a Personal Trainer prior to completing the course.

If you want a career in Personal Training I would highly recommend Pegasus

Training. Not only will you gain a great qualification, the team will go the extra mile to help with your resettlement and job opportunities. ●

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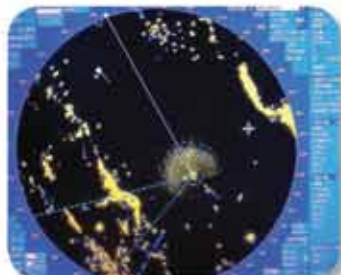
TRIDENT Maritime Security Operative (MSO) Course

Course Duration: 5 days University-accredited short course and City & Guild's MSO 8269-03
Course Content: Aligned to IMO Model course 3.23, 3.26 Proficiency in Designated Security Duties (PDSO) and City and Guilds MSO 8269-03. Theory-based learning and practical exercises conducted on a live commercial vessel incorporating international maritime law, protective security measures, threat recognition and the use of force.
Qualifications: Bucks New University FHEQ Level 4 Trident MSO Certificate with 5 academic credits and the City & Guild's MSO 8269-03 QCF Level 3 qualification
Assessment: Pass/Fail written assessments.
Entry Prerequisites: Minimum 3 years military or law enforcement service.



TRIDENT Maritime Trauma Care (TMTC) Course with D13 (Specialist) endorsement

Course duration: 3 days practical ship-borne trauma course
Course Content: Specific focus purely on effective non-invasive trauma support and prolonged care.
Qualification: University Certificate & 30 academic credits. Royal College of Surgeons endorsement.
Assessment: Written exam, reflective practice and final live exercise on a commercial vessel.
Entry Prerequisites: First-aid certificate (e.g. STCW EFA, FAW, FPoS or equivalent).



TRIDENT Radar and Maritime Navigation (RADNAV) Course

Course Duration: 2 days classroom and practical exercises.
Course Content: RYA Radar and maritime chart navigation training.
Qualification: RYA Radar Certificate and Trident Maritime Navigation certificate.
Assessment: Practical and theory skills assessment.



STCW 95 Basic Safety Training delivered by PHSS Ltd.

Course Duration: 5 days
Course Content: Personal Survival Techniques, Elementary First-Aid, Personal Safety and Social Responsibility, Fire Prevention and Fire Fighting.
Qualification: MCA accredited STCW 95 Basic Safety Training Certificates.
Entry Prerequisites: Students must be qualified in or enrolled onto the the Trident MSO course

Call us for more information 01202 679170

Trident Training Calendar (course dates): www.tridentoperations.com/training.php

Trident Training Centre

Jolliffe House, 32 West Street,
 POOLE, BH15 1LD
 Email: admin@tridentoperations.com



The Chartered
 Institute of Logistics
 and Transport

WIN ONE OF
 TEN FREE
 COURSE
 DATES

Make the transition with CILT

CILT provides education, training and career development within our eight professional sectors for both individuals and organisations.

The benefits of belonging:

- Professional Recognition
- The International Knowledge Centre
- Careers Service
- Legal Helpline
- Over 350 National, Regional and Local Group Events annually
- Weekly Current Awareness Bulletin
- 'Logistics & Transport Focus' journal
- Continuing Professional Development (CPD)
- Qualifications and Training
- Chartered Status
- Mentoring
- 30 Special Interest Forums
- Enhanced career prospects

Members of the Forces have access to CILT's comprehensive range of educational and development programmes at all levels.

Achieve your training with the Industry Leader. Whatever you do, we can supply the right training for you.

Don't miss out! Contact us now to be eligible to win one of ten free course dates:

Tel: 01536 740158 Email: pd@ciltuk.org.uk



Stronger Together



For the armed forces, preparing for a career in the airline industry.

You can start studying for your Part-66 Licence any time before you leave the armed forces. In fact, the sooner the better.

At Total Training Support, via our club66pro.com study portal, we have put together a special two year flexible distance learning study programme for armed forces personnel and others with unpredictable lifestyles and work/travel commitments.

We understand that the armed forces personnel have different study requirements, compared to most civilians. Firstly, you have probably got a dozen (or many more) years' of experience in aircraft maintenance with either the RAF or Fleet Air Arm, or Army, and have completed plenty of classroom training in aircraft maintenance, delivered to you by highly competent and qualified instructors, and you know the systems of your aircraft like the back of your hand. Consequently, you will be expected to "fast-track" through the EASA modules in a period of two years, or less, instead of the usual five years or more (up to ten years allowed), that, for example, a civilian 16-year-old apprentice may require.

A certain "honoring" of your knowledge is required, to adapt it to the (some would say 'peculiar') civilian ways, and to the CAA examination question philosophies. Self-study is the most efficient way to switch your forces qualifications, and distance learning is the most appropriate for your work commitments. That is where we come in, with our two year continuous Platinum Flexible Study Programme, which comes with assistance from qualified civilian instructors via the Tutorial Support service. You also have the option of the fully inclusive Study Notes in Hard Copy as well as the online flip-book viewer.

Secondly, we understand the unpredictability of armed forces life. Although your Postings Officer will no doubt try to make

your final years in the forces as stable as possible, to allow you to attend resettlement courses, or get down to some serious self-study for a civilian qualification (in our case, the EASA Part-66 basic licence), the commitments of today's armed forces often means that you are posted to active duties overseas, where studying is a practical impossibility. For this reason, our two year Study Programme has the additional flexibility of being able to be suspended (or put "on-hold"), until such a time that you return to a more stable period, and are able to resume your studies. The two year Study Programme, is two years of truly active study, although the total elapsed time this may consume, is practically unlimited.

FREE DRAW

A FREE Platinum II membership to give away.

Our highest level study package is the Platinum II membership. It is a two year study programme which allows access to all Modular subjects at any time (subject to any two being accessed at one time). It is accompanied by a full set of Hard Copy Study Notes – one study manual for each Module applicable to the Licence Category being studied.

In conjunction with Easy Resettlement magazine, we are giving away one of these Platinum II packages (with Hard Copy study notes) to a member of the armed services who is leaving the Service any time within the next three years.

All you have to do is go to the club66pro.com website and click the FREE DRAW banner on the left of the homepage, fill the short form and click Send. The draw will take place on October 31st, 2014. If you are the lucky winner, you will be invited to register for free at club66pro.com where you can start your two year study programme and start passing the CAA exams as soon as you are ready. ●

downland cycles

Downland Cycles offers Cycle Mechanic Courses and Frame Building Courses in rural Kent.

Downland Cycles have been successfully training cycle mechanics and frame builders for 15 years. With a maximum of five people per course you will receive individual attention from our tutors, Bryan and Martyn.

In partnership with Easy Resettlement magazine you choose from either...

ADVANCED CYCLE MECHANIC COURSE LEVEL 3 PROFESSIONAL PROGRAMME

Learn everything you need to set up as a professional cycle mechanic, in your own business or within the cycle industry.

Advanced Cycle Mechanics, Hydraulic Brakes, Suspension Systems, Internal Hub Gears, Wheel Hubs, Lever Service, Headset ann BB Bearings and Service, Frame Alignment, Bikefitting and geometry, Di2 and Advanced Wheel Building.

ADVANCED FRAME BUILDING

For those of you wanting to ride something a bit special, something you

have made yourself then this is the course for you. Come and learn the skills of frame building at Downland Cycles. Build a bike frame to fit you perfectly.

The courses caters for absolute beginners, and no experience of brazing or welding is needed to attend our courses. As long as you are practical and are confident in using hand tools then we will be able to teach you how to build a frame.

To qualify send and email titled Prize Draw to: **julie@downlandcycles.co.uk** Stating your...

- Name
- Date Joined
- Date Leaving or Left
- Similar training completed if any
- ELC funding eligible? Yes or No
- State 1st and 2nd choice of prize FBC or ACM17T

The winner can book any available date as listed on our website before 30th September 2015. The Prize is not transferable to other persons or courses.

We will endeavour to offer the 1st choice however in the event of a place being unavailable then the 2nd choice prize will be offered.

When a course and date has been agreed this is not transferable and will be forfeited in the event of non-attendance or cancellation by the winner.

The prize excludes on-site accommodation fees which are £38 per night including all meals.

Frame build tubing as supplied from stock. ●



Push the start button to your new career.

PPD Safety Training is proud to support the Easy Resettlement Magazine £100,000 training give away campaign. We have helped resettling service personnel for over 12 years ensuring that skills gained during your service are converted or enhanced to give increased career prospects. PPD Safety Training is offering the following training opportunities to support this campaign.

FIRST AID TRAINER AND ASSESSOR

This 5-day, level 3 qualification is ideal for starting a career in delivering all aspects of workplace and public first aid training and will equip you with the skills and knowledge to enable you to deliver dynamic and fun first aid training across the UK.

Many who have completed this training have also taken up the opportunity to setup their own first aid training business.

IOSH MANAGING SAFELY

This 4-day qualification is a nationally recognised health and safety qualification, this is a fast growing sector can offer you a wide variety of career prospects.

"Managing safely won't turn delegates into safety experts – but it will give them the knowledge and tools to tackle the health and safety issues they're responsible for. Importantly, it brings home just why health and safety is such an essential part of their job" (IOSH).

WORKPLACE FIRST AID

This 3-day qualification will add to your CV and consolidate your military first aid training into a nationally recognised first aid qualification. Employers are required by law to have a number of workplace first aiders and this can help with future employment opportunities.

Testimonial - "You get so much out of the training that PPD provide. It's full of information without being overwhelming. Definitely value for money! Dave and the team are brilliant and really know their subjects inside out. I wouldn't hesitate to recommend PPD" (WO2 Army)

PPD Safety Training are a leading first aid and health & safety training company offering a range of health & safety, first aid, train the trainer and defibrillation training courses. The company is run by ex-service personnel who fully understand the transition process from military to civilian life. PPD Safety Training courses have also helped resettling service personnel find successful civilian careers. They also can offer training, support and guidance for those who are seeking to set up a successful training business.

An ELCAS approved provider PPD Safety Training can help, support and guide you to utilise your grant effectively. ●

For further information on these and other courses we provide please visit our website **www.ppd-safetytraining.co.uk** or call us on **01453 758475**.



The Chartered Institute of Logistics and Transport

Win one of ten CILT Drivers CPC courses with Easy Resettlements £100,000 training give away.

The Driver Certificate of Professional Competence (DCPC) is for professional LGV and PCV drivers throughout the UK. It has been developed in line with EU Directive 2003/59 and it is designed to improve the knowledge and skills of these drivers throughout their working life.

The legislation is split into two parts:

- The initial qualification – this must be achieved by new LGV and new PCV Drivers as part of their Vocational Licence Acquisition
- Periodic training (DCPC) – the ongoing development of vocational drivers requires them to undertake a total of 35 hours of approved training, over a five-year period and every subsequent five year period. The training may be undertaken as a block or as five separate modules of a minimum seven hours' duration in a 24-hour period.

LEARNING OUTCOMES

The seven-hour programmes are designed to up-skill drivers and provide them with information relevant to their own safety and welfare and a sound knowledge base of the key compliance issues.

The programmes available are:

- SEVEN-HOUR MODULES
 - Safe and compliant Driver
 - Accomplished Driver
 - Proficient Driver
 - Professional Driver
- Each of these courses has been designed to build on the previous one developing

drivers skills and also reminding them of their obligations both to their organisation and themselves.

THREE AND A HALF HOUR MODULES (TWO MODULES TO BE COMPLETED), FOCUSING ON SPECIFIC AREAS OF DRIVING.

- Customer service
- Safety/security of vehicle load
- Quiet deliveries at night
- Drivers' hours, Analogue and Digital Tachograph
- Health, diet and fatigue management
- Pre/post-vehicle checks and documentation
- Route planning

BENEFITS

Driver CPC training is a legal requirement for all vocational drivers. It is anticipated that both the driver and the operator will benefit from the programme, with the driver having a full appreciation of his or her role and how this fits with requirements of the Operator's Licence.

Whether you are responsible for moving people or freight CILT can supply the right DCPC training for you.

APPLY

Simply email us with your name, email address and exit date, along with any previous training you may have already done, also if you have any resettlement or elcas funding available to you? You will then be entered in to our draw to qualify for your chance of winning one of ten free courses. Email: pd@ciltuk.org.uk ●



Fancy retraining as a gas engineer?

Gas Training at Kier is giving away a free gas training course worth £4,200 at its state-of-the-art gas training centre in North Tyneside!

We understand how daunting starting a new career is, which is why we have joined forces with Easy Resettlement magazine as part of their £100k giveaway to offer one lucky reader a chance to win a free gas training course with Kier worth £4,200!

For decades the Kier name has been synonymous with the very best in building and civil engineering; now it also has a growing services division, as well as private and affordable housing interests, property development and infrastructure investment.

With the backing, quality and safety record of Kier behind you, as well as high quality training and a guaranteed work placement, you can't go wrong with Gas Training at Kier.

WHAT THE COURSE INCLUDES

Our fully qualified gas trainers will guide you through each section of our rigorous training programme to help you understand the theory and practicalities of working with gas. To view our training programme schedule visit our website www.gastrainingatkier.co.uk/train.

You complete five weeks' classroom training & assessment combined with practical training to ensure you receive the best all-round training available.

A guaranteed eight-week work placement is offered with a Kier gas servicing team covering gas servicing, installation and repairs, working on a one-to-one basis with dedicated mentors.

All theory and assessment training is carried out at our state-of-the-art gas training centre in North Tyneside. However, as Kier has a national presence, the work placements are available at various locations across the UK, including Sheffield, Stoke, London and Gosport, to help you stay closer to home while you train.

OPPORTUNITIES FOR EMPLOYMENT

All candidates carrying out placements with us will have full access to recruitment bulletins, which advertise national and international positions and how to apply for them. We are also able to provide links to the recruitment agencies specialising in gas engineer roles, as well as those we use to help candidates get short-term or agency work. We have an extensive supply chain which we use to contact and promote candidates.

For your chance to win simply email gastraining@kier.co.uk and quote GASCAMP in the subject box. Full terms and conditions apply and will be sent to you on entering. ●



FREE University Certificate and City and Guild's MSO Qualifying Course!

Trident is offering service leavers the chance to win a free placement on the world-renowned Trident MSO course.

The course provides security professionals with the essential knowledge and skills needed to provide maritime security services for the commercial and private maritime shipping and offshore industry sectors. We have trained hundreds of students from all over the world and many have found work immediately after training as a direct result of successfully passing the course.

Trident is partnered with Buckinghamshire New University to offer the highest level of accredited Maritime Security Operative training in the UK. All our students remark on how relevant and essential our training is once they deploy on operational tasks – that is the acid test! With our training delivered by experience and current former UKSF instructors with real-life case studies, they are able to put the legal and regulatory aspects of private armed security work into context and answer all the questions you that may have authoritatively and with conviction, to give you a full insight into the commercial realities of working within the private security industry.

Trident was the first company to develop the 'Maritime Security Operator' course back in 2010 and led the industry into a new direction of informative, relevant and effective operational training. Since that time, the City & Guild's created the MSO 8269 course in order to conform to the requirements of industry best practice and more recently, to emerging industry standards such as ISO/PAS 28007, PSC4 and the STCW Proficiency in Designated Security Duties.

We offer our students the most comprehensive package, which also includes wider aspects and a more in-depth study of maritime security. The course allows students

to not only gain the City & Guilds MSO 8269 OCF Level 3 qualification, but also a University short course certificate, with academic credits that contribute towards a foundation degree in protective security management. The course culminates in a ship practical ship vulnerability exercise on a commercial vessel in Poole, with hands-on use of Radar and bridge familiarisation.

Now in collaboration with Easy Resettlement magazine, we are delighted to offer a unique opportunity for readers to attend a free course in 2014. To qualify, all you need is to be a serving member of the armed forces or a service leaver with a minimum of three years accumulative service.

Express your interest by sending an email to admin@tridentoperations.com for any course dated before 30th November 2014, quoting the promotion code 'FREE-TMSO14' and state the following:

- Your name
- When you joined the armed forces
- Your service exit date
- Whether you have done any similar training before.
- ELC funding eligible – Yes or No?

We will then contact you and enrol you onto the Trident MSO course on a date of your choosing and then select a winner towards the end of the year. When a course date has been agreed, full course attendance is required before a full refund can be awarded to the winner.

No other UK course can offer the same level of training and Trident has grown in reputation with a number of UK and foreign private security companies, as the industry lead training provider and their preferred supplier. We are an ELCAS approved learning provider, an City & Guild's Approved Centre and a preferred supplier to the Career Transition Partnership. ●



Online NEBOSH NGC Course Giveaway!

FREE NEBOSH COURSE

Wise Global Training is happy to donate a number of our NEBOSH National General Certificate in Occupational Health and Safety (NGC) eLearning courses. This online course is designed to help you attain the NEBOSH NGC qualification and could be a great step towards a career in health and safety.

When looking to start a career in health and safety, the minimum qualification companies look for is the NEBOSH NGC. This qualification, along with your current skill set could lead to a new job or career in consulting.

Although there are several books and resources we can recommend for external study, the course is designed so it covers the entire NEBOSH NGC syllabus.

The course covers management of health and safety, controlling workplace hazards and a health and safety practical application.

WHAT'S INCLUDED?

So...what's included in this fantastic offer? You will receive two years access to our NEBOSH NGC online course. The course is entirely online and is available to you 24/7. You can study at your own pace and around your own busy schedule. You can expect to spend around 80 hours of online study time but this is predicated on your learning style so don't worry if it take you longer! You are also expected to spend about 50 hours of 'off line' study time. This includes revision and gathering additional knowledge.

With this access, you will also have full tutor support! What this means is that if you get stuck with a question or need some clarification on something you just read, you have a professional there to help.

WHAT HAPPENS AFTER I TAKE THE COURSE? IS THERE AN EXAM?

There is an exam process you have to go through in order to gain your new qualification. NEBOSH exams are held four times per year. We hold our exam in Hull, the 2017 City of Culture winner. You aren't required to take your exam with us and if you don't, we can help you find an exam centre that close to you. The NEBOSH exam process consists of three units. Two of the units require you to come into an exam centre and sit a two hour exam. This is held on the same day. The third unit is a practical in which you complete a risk assessment of your workplace (if you don't have one, we can give you some additional ideas) and a management report. Once you pass all three parts, you are awarded your parchment.

Exam fees are not included in the course giveaway. You are responsible for the exam fees. Exam fees are £107 if you sit your exams with us in Hull. If you sit as an 'external student' at any other exam facility, you will be charged an additional fee that is set by that particular exam provider.

HOW DO I QUALIFY?

All you need to do is be able to say you are currently in the military or are ex-military and go to the webpage listed below and fill in the entry form. <http://wiselnx.co/freecourse>

You will be notified once a winner has been drawn. Please understand we can't transfer this course to anybody else. This is for your benefit only. If for some reason you are unable to claim your prize, just let us know so we can pick another lucky winner. Even if you don't win, you can use the ELCAS system to fund your NEBOSH courses with us. ●



Interested in a career in Close Protection? Then look no further... than Perseus Risk Management!

We at Perseus pride ourselves on providing well structured, up to date security training packages and operational services delivered by personnel who have vast historical and current ground truth experience. This experience has been gained through operating at both the very tip of the spear and at the strategic planning level, across the worlds many permissive and non-permissive environments. Our experience has seen us provide cross-spectrum risk consultancy and close protection to high-value clients, including; ministers, diplomats, high-ranking US military commanders, engineers, businessmen, celebrities and high-profile sportsmen.

The Perseus graduate will know that they have received training imparted by the best and operationally up to date instructors and consultants within the security sector, who understand exactly what is required to assess, advise and deliver the appropriate level of protection at all times by continuously conducting dynamic threat assessments. Our considerable personal experience and expertise has enabled us to mitigate potential risks, make instant

evaluations, and implement rapid direct protective action, which has successfully averted life-threatening situations.

We at Perseus ensure that all of our graduates are fully prepared to embark upon their new career in any given situation and threat level. Our unique customised CP Elite4 course in multi-environment CP operations is the ONLY course on the training circuit that delivers a Level 4 'Professional Award' in Hostile Environment Close Protection Operations, along with the industry standard Level 3 (SIA) CP qualification. 90% of the service leaver graduates from the CP Elite4 course are now in quality employment with respected private security companies as a direct result of training with Perseus. We are proud to be a part of Easy Resettlement magazine's £100,000 training give away, that is why we are offering the above course as a prize to one lucky winner. Simply send us an email with your contact details, along with when you joined and when is your exit date, if you have any resettlement or ELC funding available to you and if you have carried out any previous training. You will then automatically be entered in to the draw and we will notify the winner by email. ●

“Perseus Risk Management's objective is to achieve and maintain EXCELLENCE in all that we do.”



Bright are the UK's leading provider in assessing, IQA (internal Quality Assurance) and teacher training having successfully trained over 5,000 people to date.

All Bright courses are completed remotely 'online' using our bespoke e-learning platform so, no matter where you are in the world, you can take your course in a timeframe and schedule to suit your needs.

Pete Miller, Bright's Head of Training, talks about his service career and what followed for him:

"I retired in 2004, after 24 years' service with the Royal Electrical and Mechanical Engineers. I had no experience in seeking civilian employment as I'd joined up as soon as I left school at 16. As is the norm for all service personnel, it's a daunting thought leaving a secure job and trying to work out what to do next. I was lucky that I had an ex-colleague who advised me to get my assessor award before leaving. This gave me the opportunity to gain a placement with a training company as an assessor - with the opportunity of a permanent position when I finally retired. The part I found most difficult is that I had gained a vast amount of practical experience in a wide range of areas, but without the civilian qualifications to back this up.

At the time I retired you had to attend a 3-day CTP workshop to help with job search and CV writing skills. As I had the opportunity for work placement, I did not make use of the full resettlement package and only attended the CTP workshop. Also, the organisation that I started working for had a good grasp of the way ex-service personnel work and were very supportive

in helping me adjust to the civilian way of doing things. However in order to go from Assessor to Head of Training I have had to attend a lot of courses to upgrade my skillset and qualifications. Opportunities I wish I had taken whilst serving.

Being an ex-serviceman, I am fully aware of the issues that can impact on service personnel on either resettlement or career development courses. Time is always an issue! Short notice commitments and tasks occur when least expected and can have a major impact on individuals completing courses or meeting assignment deadlines. Bright courses are fully flexible and centred around the learner. Our courses are based on the distance learning model and all targets are individually set with each learner. As our resources and course material is on our own bespoke VLE, learners can access this no matter where they are serving as long as internet facilities are available.

All-in-all the flexible approach that Bright fully adapts and accommodates most situations that service personnel operate within. As an ELCAS approved provider we currently work with the services to provide courses and qualifications for serving personnel, so we are fully conversant with the way the Services operate.

The best advice I can give is to make full use of your resettlement package and Enhanced Learning Credits to get your service skills and knowledge formally recognised with civilian qualifications. ●



RMH Training Services Ltd are proud to be a part of Easy Resettlements £100,000 training give away, we are offering the following courses as part of the campaign.

CRIMINAL Investigation - ACFS (PinS) and ACFTech

ACCREDITED COUNTER FRAUD TRAINING, PROFESSIONALISM IN SECURITY

40 credit points, Level 4, University of Portsmouth

CFPAB (Counter Fraud Professional Accreditation Board)

As an introduction to criminal investigation, which is suited mainly to employed opportunities, you should consider our 10 day ACFS (PinS) course.

This training spans the requirements of all of public and private industries.

ACCREDITED COUNTER FRAUD TECHNICIAN

10 credit points, Level 4, University of Portsmouth

The ACFT course is a specialist course which is tailored to fit the industry you work in, for example insurance, health & safety, etc.

COURSE STRUCTURE WEEK 1 ACFS

Module 1 Legislation
Module 2 Liaison, Intelligence & Planning
Module 3 Basic Surveillance
Module 4 Photographic Interviewing

WEEK 2

Module 5 Investigate Interviewing
Module 6 Rules of Disclosure & Exhibits
Module 7 Court Procedures

CIVIL Investigation - Cert.IFCI

CERTIFICATE IN INCIDENT, FRAUD & CLAIMS INVESTIGATION

QCF, AVA Level 4, ECF Level 5, 15 credit points

As an introduction to civil investigation, which is suited mainly to self-employed opportunities, you should consider our 8 day Cert.IFCI course, which is carried out over a 5-6 week period. ●

COURSE STRUCTURE WEEK 1

Module 1 Road Traffic Collision Investigation

WEEK 2

Module 2 Incident Investigation in the Workplace
Module 3 Witness Statement Taking & Witness Psychology

Module 4 Investigate Interviewing

EMPLOYMENT OPPORTUNITIES

Every year in the UK alone there are approximately one million accidents requiring investigation. Because solicitor's clerks currently fill this gap (with no training or skills) it's no wonder you're needed so desperately. In real terms, qualified accident investigators are very thin on the ground and so the marketplace we offer you is just waiting for you to qualify.

SALARIES AND REWARDS

A self-employed investigator can expect to earn in the region of £30k. A salaried investigator can expect to earn around £25k plus expenses in their first year.

Obviously as your practical experience grows so does the price you command!

But, let's put money aside for one moment. The real satisfaction about being a qualified accident investigator must come from knowing that your final report has secured a fair and honest settlement for an innocent accident victim. Remember it lies with you.

The conclusions of an accident investigator's report WILL have a direct effect on people's lives. Approximately 95% of all personal injury cases are settled out of court and as the settlement is directly linked to your findings, the level of responsibility you have is not to be underestimated.

For your chance to win one of the above courses all you need to do is send us an email titled £100k Training, along with when you joined the armed forces and when your exit date is, along with any other courses you may have already attended and if you have any other entitlements such as resettlement or ELC funding. We will then notify the lucky winners by email later on in the year. ●



Ableskills who are specialists in construction training, are proud to be sponsors of Easy Resettlements £100,000 of free training campaign.

We provide the following courses and will be offering £3,600 worth of free courses to anyone in or who has recently left the armed forces. To qualify simply send us an email with the course you would like to win, along with your exit date and what resettlement entitlements you may be qualified for such as ELC funding. We will then select lucky winners later on in the year. Choose from the following...

LEVEL 3 CERTIFICATE IN BASIC CONSTRUCTION SKILLS C&G MULTI-SKILLS TRAINING

This level 3 City & Guilds Certificate will give you the opportunity to access ELCs to meet some of the course fees. This Multi-Skills accredited course will provide you with training, assessment and ultimately skills across 3 construction subjects. This is a fantastic opportunity to gain comprehensive skills that can be used to help develop a career within the construction industry or similar.

DOMESTIC GAS TRAINING - NEW ENTRANT ROUTE PIPESKILLS - CITB GAS - PORTFOLIO PLACEMENT - ACS

If you do not have a very comprehensive plumbing related background but you would like to consider a career as a Gas Safe registered Engineer then this may be the package of learning to consider. This course will bring your pipe-work skills up to the required standard and provide you with comprehensive gas training, a portfolio placement and ACS (formal gas exams) - all of which are required if you are looking to join the Gas Safe Register.

DOMESTIC GAS TRAINING CITB GAS - PORTFOLIO PLACEMENT - ACS

If you are looking for a fast track route to becoming Gas Safe registered then this package of learning will meet your requirements. This course meets

all of the requirements of training, portfolio placement and ACS (formal gas exams) - all of which are required if you are looking to join the Gas Safe Register.

DOMESTIC PLUMBING TRAINING C&G 6035-02/03 - WRAS - PART L - G3

Looking to become a Plumber and work towards becoming a Gas Engineer - Look no further. This enhanced package of learning will see you move from basic plumbing tasks through to more complex systems, gas training as well as associated level 3 certificates for Water Regulations, Energy Efficiency and Vented/ Unvented Hot Water Systems. ELCAS approved package of learning to get you up and running earning ££££s as a Plumber.

DOMESTIC ELECTRICIANS TRAINING C&G 4555 - 2382 - 2377-22/32 - 2394

If you are looking to undertake domestic electrical work with a view to issuing certificates for the work undertaken then this course will prove ideal for that. This package of electrical training will provide you with practical skill and Building Regulations certification, 17th Edition, Inspection and Testing and 2 Portable Appliance qualifications.

JIB GOLD CARD ELECTRICIAN TRAINING C&G 2365-02/03 - 2382 - 2377 - 2394/95 - 2357/AM2

This package of training really is the ultimate prize. Within this package is all of the training you will need to enable you to register as an Approved Electrical Contractor with JIB (Joint Industry Board). A very comprehensive package of learning comprising of training and assessment leading to a host of level 3 qualifications including NVQ level 3 and AM2. A great opportunity for you to seek access to ELCs and help to fund your future. ●



Accredited Training Venue for Ambulance Sector offers Military Conversion Training to NHS Standard

Peterborough based Human Touch launch their IHCD Edexcel BTEC Level 3 Ambulance Technician Conversion course in June 2014. Based just off the A1 near Peterborough, the course can include on site accommodation.

Human Touch has a training portfolio that includes Ambulance Technician, Military Conversion to Amb Tech, FPOS (I), FPOS (E) (shortly to commence) and D1/D2, Emergency Ambulance Driving.

All courses are registered with ELCAS and the Department of Work and Pensions to assist with funding. Human Touch also accepts credit and debit card payments.

"We wanted to offer something more practical, convenient and straight forward." Anita Human, Managing Director explained. "As a private sector ambulance provider we know that our commissioners need staff that are qualified to the same level as the NHS. In providing training that is fully accredited with placement options, we feel we can offer something that is a credible option to both commissioners and students."

The accommodation is on site and offers single or shared rooms with showers, kitchen, living

and dining areas. All rooms have study facilities and students occupy the same room for the whole course. The training venue is just 20 minutes from the A1 and rail station in Peterborough with local pubs and restaurants close by. The training team is made up of hand-picked individuals from both NHS Training schools and private sector. Facilities are well equipped with scenario based training a priority.

To qualify for the Prize Draw offer, email your details including:

- Your name
- Tel no
- Date leaving or left
- ELC funding eligible - yes/no to phill@humantouch. org.uk

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Sergeant Mark Fryer, January 2014

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Sean Doyle, Royal Electrical and Mechanical Engineer, December 2013

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When the thought of 9 to 5 might seem a little mundane, one option to take a look at is franchising – which offers a wealth of opportunities in a multitude of industries.

And running your own franchise not only provides the backup and support that you might need to plug any gaps in your skills in a business sense; it's a sector that actively seeks and encourages those leaving the military to become involved, with strong links between the experiences you've had in the forces and the desired traits that many brands look for in their franchisees.

HOW DOES IT WORK?

Investing in a franchise is often described as being in business for yourself, but not by yourself. A franchisee owns and runs their own business, under the use of a bigger company's brand, proven system, knowledge and support. You pay an initial fee to receive full training from the outset and get set up from the get-go.

The company's owner (franchisor) has already tried and tested their business model and operations in the marketplace, and therefore made and corrected any mistakes so that you won't have to bear the cost of doing so. What you're left with is a proven, transferrable system.

Because the marketing strategies, operating procedures, pricing and staffing policies have all been proven through company-owned outlets and/or established franchised units, a new franchise business is able to develop much more quickly during the crucial early stages of launching a business than those going it alone can.

Ongoing monthly fees, most often based either on turnover or mark-ups on supplies of products, are then paid; in return a franchisee can call on training, advice and business development guidance from their franchisor and wider network whenever they need to.

WHY DO FRANCHISORS SEEK EX-FORCES PERSONNEL?

It's the synergy and support in the relationship between franchisor and franchisee that is the lynchpin for success, and it's that synergy and the nature of a franchise business that ideally matches the model to service leavers.

Good franchisors must be very careful about who joins their network, with their brand in the hands of others. That means it's transferrable skills that matter most when a company is looking at its next franchisee; and the transferrable skills that ex-forces

From Forces to Franchises

The transition to civilian life upon leaving the forces can present many challenges, not least of which is what career to follow next?

personnel bring to the table can be a perfect match with what makes a successful franchisee.

Dedication, hard work ethic, the ability to follow a system and procedures, leadership, problem-solving, teamwork... do these sound like familiar traits? Because they're exactly the types of qualities that franchisors actively seek out.

Add in self-motivation, self-discipline, initiative and the attitude to succeed and you have a background tailor-made to be your own boss within the franchise sector – and one that brings a completely different set of skills to other prospective candidates.

Oh, and your familiarity with the concept of multiple points of command and structure all working towards a common goal is not to be overlooked either – because a successful franchise network, with individual business owners,

employees, head office and support staff, works in a similar way.

HELP IS AT HAND

One of the many advantages of franchising is that it is a system that usually does not require previous experience within the industry in question, with head office on hand to call on for support, and comprehensive initial and ongoing training offered by ethical franchisors.

This training and support takes on many different forms according to the needs of the franchise, but the idea is that it complements your personal skills and supports you in areas where you may be less strong. No marketing experience? No problem, it's usually covered. Don't know your P&L from your cash flow? Business ownership and administration help is available. Available support is just one of many reasons why less than

4% of franchise businesses commercially fail each year, a considerably higher success rate than going it alone affords.

Franchisors produce an operations manual, which outlines the steps to follow to reproduce the business success of the model you have invested in. It's been likened to basic training for recruits, which gives you the framework to do whatever job is asked of you in a military role. Replicating the operational procedures in a franchise similarly equips you for the day-to-day tasks involved in running your business; the difference being of course that this time around, you are the boss!

The manual can also be an invaluable tool to go with the variety you'll encounter as a franchisee, something else often cited as a draw for service leavers. It can be the case that many find working in a conventional employed role, for example in an office-based job, somewhat of a disappointing repetitive contrast with the day-to-day life they've become used to. Taking on your own franchise gives you variation and the motivation to succeed and reap the rewards for yourself.

WHAT NEXT?

There's a vast array of business types and sectors to choose from, whether following on from personal experience (for instance there's plentiful opportunity for engineers to run a business in the automotive sector, or officers to take on a management-style, people-focused business); or going in a completely different direction with something you have a passion for or see yourself enjoying.

The key to finding the right franchise for you? Research, research, research. Think carefully about the lifestyle you want to lead in the civilian world, what gets you motivated and which businesses are viable propositions (and which should be avoided).

The British Franchise Association (bfa) is the voluntary, not-for-profit body that accredits UK franchisors based on their operations, history and franchisee support. Only by passing its strict criteria can a franchise become a member of the bfa; not all do. In addition, it serves to provide those considering investing in a franchise with objective and balanced information, advice and help every step of the way. ●

To find out more about the franchise industry and joining it, visit the bfa website: www.thebfa.org

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Lord Ashcroft Publishes... Veterans' Transition Review

Lord Ashcroft KCMG PC has published the Veterans' Transition Review, his report examining the transition of Armed Forces personnel from their military careers to civilian life at the end of their service.

In his role as the Prime Minister's Special Representative on Veterans' Transition Lord Ashcroft has considered the policies and provision for Service Leavers in areas including education, training, employment, health, housing, welfare, finance and information. He has also looked at the operation of Service charities and the role of advocacy, including the delivery of the Armed Forces Covenant.

The independent Review has consulted widely with

the Armed Forces, the MoD and other government bodies, industry and the Third Sector, and has heard directly from hundreds of Service Leavers about their experience of transition.

LORD ASHCROFT'S PRINCIPAL RECOMMENDATIONS ARE AS FOLLOWS:

The MoD and the Armed Forces should be more proactive in changing perceptions of Service Leavers. Lord Ashcroft's research has found that most people think it is common for those leaving the

Forces to have been physically, mentally or emotionally damaged by their Service career. This view is mistaken and has the effect of restricting Service Leavers' prospects in civilian life.

A new work placement scheme should be created in partnership with industry, to give Service Leavers practical experience of civilian work. This would replace the current system of resettlement training courses. The Career Transition Partnership should also be given a direct incentive for job finding, such as payment by results, which ensures sufficient attention is paid to the more junior and less qualified, of whom there will be larger numbers once the full resettlement package is made available to all Service Leavers. New structures in the MoD and an employers' Council will greatly improve employment prospects.

Early Service Leavers should get the same transition support as longer serving personnel, including a personal career consultant and advice on CV preparation provided by the Career Transition Partnership. Those leaving with less than four years service – who may have completed tours in places like Afghanistan – are the most likely to be unemployed and to have a range of other problems, but the full resettlement service is currently available only to those who have served six years or more (plus those being made redundant and the Wounded, Injured and Sick). All Service Leavers who have completed basic training should receive the full resettlement package.

A new Veterans' Card should be given to all Service Leavers with the number and web address of a single 24/7 contact centre for Forces charities. This would replace the confusing array of information that currently exists, and ensure that those who need help can find it straight away without having

to make several calls or being passed from one organisation to another. The Veterans' Card could also be the basis of a discount or loyalty scheme in partnership with business.

All personnel should complete an online Personal Development Plan, beginning at the end of basic training, detailing the individual's education, skills and achievements, a plan to achieve long term career aspirations, and education on life skills including housing and financial management. This would promote take-up of the many educational opportunities available in the Forces and ultimately make for a smoother and more successful transition.

SPEAKING AT THE LAUNCH OF THE REVIEW, AT THE RAF CLUB IN LONDON ON 11TH FEBRUARY, LORD ASHCROFT SAID:

"As well as doing a superb job of protecting our freedom around the world, the Armed Forces are perhaps the biggest and best training and apprenticeship scheme we have, and a remarkable engine of social mobility. Not surprisingly, most of those leaving the Forces go on to do well in civilian life. The great majority find work quickly, and contrary to popular belief, Service Leavers as a whole are no more likely to have serious problems than the general population.

"Nevertheless, some do struggle with the transition or find it harder than they should to achieve their full potential in the civilian world. There is already a great deal of provision in place to support Service Leavers, and this has improved considerably in recent years with the advent of the Armed Forces Covenant and greater public understanding of the needs of the Forces community.

"Not surprisingly, most of those leaving the Forces go on to do well in civilian life. The great majority find work quickly, and contrary to popular belief, Service Leavers as a whole are no more likely to have serious problems than the general population."

Lord Ashcroft

"This can still be improved upon, however. I hope the straightforward, practical proposals in my Review will help achieve a smoother and more successful transition for more of our Service Leavers, change perceptions of Service personnel and veterans, and ensure the country is better prepared to make the most of the extraordinary resource this group of people represents."

RESPONDING TO THE REVIEW, ANNA SOUBRY MP, MINISTER FOR DEFENCE PERSONNEL, WELFARE AND VETERANS, SAID:

"We thank Lord Ashcroft for this comprehensive review which has reinforced the significant provision already in place to support all our Armed Forces veterans who have bravely served our country. We have worked hard to ensure that all our service leavers, including those who have left with less than four years service, now have the same

access to our robust resettlement system which provides crucial employment support, housing advice and financial advice. Furthermore we continue to work closely with employers and local authorities through the Armed Forces Covenant to ensure that veterans across the country have all the support they need and are treated with the dignity they deserve.

"Whilst this review highlights that most service leavers make a successful transition into civilian life, go on to play important roles in their local communities and are highly coveted for jobs, we know we can still do more. We will continue to work closely with Service charities, employers, other Government departments and local government to consider how best to take these recommendations forward and ensure that all our Armed Forces receive the very best transition into civilian life." ■

LORD ASHCROFT'S VETERANS' TRANSITION REVIEW

Welcomed by the Forces in Mind Trust

"Today's publication of Lord Ashcroft's Veterans' Transition Review has underlined the work we published last Summer under the Transition Mapping Study" said Forces in Mind Trust Chief Executive Air Vice-Marshall Ray Lock at today's launch.

The six key recommendations align with our Study's findings and can only help us as we try and have them implemented.

Our recent commissions to Manchester Business School and the Directory of Social Change will provide solutions to Lord Ashcroft's suggestions of helpline consolidation and a Charities Directory, whilst our funding of the Future Horizons Programme at Catterick garrison has already caused the MoD to introduce better transition support to Early Service Leavers.

"We are delighted also to see strong support for a work placement scheme, for which

we believe Lord Ashcroft is uniquely placed to gain industry's engagement. This, and better transferable and life skills via a personal development plan, strongly echo our findings.

"Finally the very clear identification that the vast majority succeed in their transition, and that the MoD has a key role to play in changing public perceptions of veterans not as victims but as skilled and talented people offering a great deal to society, underlines the need for a much stronger evidence base. That is what decisions should be made upon, and it's something that the Forces in Mind Trust was established to create." ■

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Your first port of call is to go to your Army Education Centre and speak to your individual Resettlement Officer, who will guide you through the system of choosing a training provider, be sure you pick one who has registration under the ELC system to ensure your funding is available to you.

Flexible Training Programmes

We have two types of courses available to you the first is a fast track course which is spread over a 5 week period which consists of 3 weeks training with a 2 week gap in between, this is ideal for serving personnel and those that are out of work with time on their hands.

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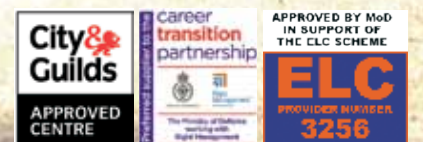
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BEWARE

Pension Liberators

There are companies in Civity Street (known as Pension Liberators) which operate schemes that promise to release pension and lump sum benefits early. Some unscrupulous ones prey on unsuspecting individuals, using persuasive arguments and the promise of ready cash. Lieutenant Commander David Marsh, Pensions Secretary of the Forces Pension Society takes a look at the legality of such schemes, together with the cost of making the decision to take the money and run.



David Marsh
Forces Pension Society

The earliest age the majority of individuals are legally permitted to cash in their pension fund and draw an income is 55, other than in some very rare circumstances such as terminal illness, and that is true of the AFPS05 pension scheme and will be of the AFPS15 scheme too. However, in the AFPS75 scheme that is not true since pensions are payable from age 37 if you are a commissioned officer, and age 40 for non-commissioned

officers. Nevertheless, the majority of those leaving before completing the necessary service that entitles them to have a pension paid immediately on exit, do so with Preserved Pension benefits payable at age 60 and/or 65. You can get hold of your money earlier if you want to, but be prepared to pay a hefty price. Springing up all over the place, like a tray of mustard cress bursting into life, are 'Pension Liberators' – companies which you can approach (but they are more likely to approach you through text, email or phone calls) which promise that those funds that you cannot normally get your hands on until 55, 60 or 65, will be released to you now. Indeed, the growth of these 'Liberators' has become almost epidemic; so much so that in early July this year HMRC began taking action to close down more than 400 of them, following raids by police in London, the North West and Scotland.

What exactly does Pension Liberation mean? It is a misleading term that gives you, the unsuspecting customer, the impression that the company has found a 'legal loophole' that allows you to access your pension fund early. The primary condition you must comply with in order to get

hold of this money is to transfer the value of your Armed Forces pension fund into a new 'pension' fund run by the company that is going to get you your money. However, what these companies often fail to tell you is that once the money has been transferred into the new fund, and you receive your cash, they will remove up to 30% in fees and commission charges. What's worse, their charges are on the whole value of the fund, before you pay a one-off 55% income tax liability charge (also on the whole value of the

fund) for drawing what is termed as an "unauthorised payment."

Evidently, the true cost of agreeing to allow one of these companies to 'liberate' your pension can be astronomical. For example, if you had a preserved pension and lump sum with a transfer value of £120,000, which you move into a Pension Liberator's fund, and then decided to take £20,000 out of the fund... The company's charges (say 30%) of the whole fund are £36,000 and the income tax charge of 55% of the whole fund is £66,000. So the total cost of your £20,000, the company's £36,000 and the tax man's £66,000 is £102,000. Therefore, your willingness to give up your whole pension value of £120,000 to get your hands on £20,000 means you will end up owing the tax man £2,000. Deduct that £2,000 debt from the sum of £20,000 you thought you were taking out originally and you are left with just £18,000 from what was once a £120,000 pension fund. How can anybody with a modicum of common sense classify that as a fair or reasonable deal?

Ironically Pension Liberation companies will have you believe that what they are doing is legal, but is it? It is not illegal to transfer your pension fund out of the Armed Forces pension scheme into another pension scheme; that happens regularly. Similarly, transferring your Armed Forces pension into another registered pension scheme to release money before age 55 is also legal, providing the balance of the fund is actually transferred. However, if you draw money from that fund before age 55 it will almost certainly incur an income tax liability of 55% of the whole fund, and failure to explain that to you is illegal. Indeed it is often a fraud designed to take advantage of individuals in urgent need of cash. The reason why so many companies have been able to get away with this practice for so long is because the Inland Revenue has been keen to make the pensions

“However, we are concerned that you should be fully aware of the consequences of 'liberating' your pension fund before you sign on the dotted line and agree to take so little money for such a valuable asset.”



industry far more competitive and allow individuals to have more control over their own pensions, with the consequence that it has become much easier to register a pension scheme. Unfortunately, unscrupulous companies have abused the relaxation in regulation.

So what is being done to try and stop such a practice remaining in existence? Currently, there's an obligation on pension funds to transfer the value of a scheme member's pension fund to an HMRC registered liberation scheme if a member requests it. And, in the case of the Armed Forces schemes, the Scheme administrators would not be allowed to transfer members' transfer values to a liberation scheme that is not registered with HMRC – but protection does not go much further than that.

As to the future, there is a court case currently on-going in which The Pensions Regulator argues that such schemes should be declared invalid. If that were to happen, then liberation schemes would be unable to obtain HMRC registration, making it illegal to operate as pension schemes, which in turn would make it hard for them to remain in business. The result of this court case is likely to be known in the autumn.

The Forces Pension Society does not advocate that individuals should not become complicit to this practice – it's your money and as far as we are concerned you can do what you want with it. However, we are concerned that you should be fully aware of the consequences of 'liberating' your pension fund before you sign on the dotted line and agree to take so little money for such a valuable asset.

If you would like to find out more about your Armed Forces pension and you are a member of the Forces Pension Society, you can do so by looking at the Society's web site or by calling the dedicated help line on 020 7735 0110. If you are not yet a member, the cost is modest and benefits (in addition to advice from an expert) include numerous discounts on a range of useful products and services and the assurance that a dedicated organisation, independent of the Government, is championing the pension interests of the Forces and their families. For more information about joining the Society please go to www.ForcesPensionSociety.org.

Frees Family Finance Launches Exclusive Offers for British Armed Forces

Frees Family Finance, the new type of current account provider, today announces exclusive offers on the Ffreess current account for members of the British Armed Forces and their families.

The Ffreess current account is designed to shake up the old-style banking system by actively helping customers to better manage their finances and, uniquely, save money while they spend. The online Money Manager function ring-fences money into separate 'JamJars' to help people pay their rent, monthly utility bills and to save up for a rainy day. The Ffreess current account also rewards customers with "Ffreess" Savings Points when they spend at partnered retailers.

Ffreess are today unveiling a special saving offer, paying a welcome gift of £5 worth of Ffreess points for the Ffreess Family Account, £6 for a Ffreess Plus Account and £7 for a Ffreess Premium Account. The offer can be located at the website, www.armedforcesaccount.co.uk.

Alex Letts, CEO, Ffreess Family Finance, said: "We have reinvented the current account to provide a lower cost service that helps people save up. We have started with what modern families actually need instead of being constrained by what

ancient systems and ancient history dictate. Our focus is on providing a hassle-free account that helps people save up and manage their bills.

"We're delighted to announce our new current account offers designed specifically to help members of the armed forces and their families, who give such a huge amount everyday to ensuring Britain's future on the international stage."

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Growing Demand for Skilled Tradesmen

With the growing demand for skilled tradesmen, such as plumbers, electricians and plasterers, the chance to use your Enhanced Learning Credits to learn a trade has got to be an attractive and quite possibly lucrative option.

The Construction Skills College in Staffordshire is recognised by CTP and is an approved training provider under the ELC Scheme. With the service leaver in mind the college runs a range of course which will attract ELC funding.

This ten day course is accredited at a Level 3 and is designed for people with little or no previous experience and is perfect for those thinking of completing a construction trade resettlement course.

If you wish to claim ELC funding for this course it must be completed as part of a training package. These packages

have been designed to give you more skills so that you are better prepared to start completing paid work after finishing your courses. The college offers five ELCAS packages and all these packages are approved for ELC funding as they are all accredited at a Level 3.

The benefit of completing one of the Construction Skills College training packages is that you will also receive level 3 accreditations for the individual trade training you complete plus a level 3 certificate with the title of the package, for example, the certificate you would receive from the awarding body would state something similar to: This is to certify that David Hare has been awarded 21 credits at Level

Three on a course entitled Complete Kitchen Installations provided by Construction Skills College Limited. Units - Developing Kitchen Fitting Skills Level 3, Developing Plumbing Skills Level 3, Developing Plastering Skills Level 3. Or you could choose a course package of Complete Bathroom Installations, Complete Plastering, Property Development, Multi-Skilled Tradesperson.

The courses you can take are plastering, plumbing and heating, wall &

floor tiling, electrical installations, carpentry, kitchen fitting and bricklaying

If you are planning on using your ELC allowance call the college and someone will talk you through the process. It can seem complex but it really isn't. An example of how it works is - If you are on a higher level due to over eight years experience and would like to attend a course package that costs £2,500, your ELC entitlement would be 80 per cent or £2,000. Your contribution/payment would be £500 - it is possible to use your resettlement allowance of £534 for this payment.

The College can email or tell you over the phone all of the information that your resettlement

officer needs to process the claim. Once your ELC funding has been approved you will receive a Claim Authorisation Note in the post. If you wish to claim your resettlement allowance of £534 please send a 1746 form to the college and they will complete the relevant sections for you. You can email or fax any documents on fax number is **01782 801065**. Your resettlement officer is your first port of call and should be able to support you throughout your claim.

The ELCAS approved packages have been designed to give the student the choice of what trades they personally want to learn. If you would like advice on which courses would better suit your plans call the college on **01782 837007**, email enquiries@tradeteacher.co.uk or visit www.tradeteacher.co.uk.

With 13 training centres throughout the UK OLCI Construction Training has proved to be a popular choice with service leavers.

OLCI believes that there will always be a demand for qualified plumbers, gas engineers, electricians and renewable energy engineers. The company's specialist resettlement training has helped many Service personnel make the transition to a successful civilian career. With OLCI, students can train for industry recognised qualifications in their chosen trade. They can then benefit from experience and knowledge to help them start their own businesses or find an appropriate job.

OLCI aim to take care of its armed forces learners. The flexible, high quality resettlement training is designed to support you every

step of the way in building a successful new civilian career.

Students train for industry recognised qualifications including City & Guilds, EAL, NVQ and ACS for registration with Gas Safe Register. It's easy to fit your training around your military or family commitments or train after leaving - you do your theory where and when you want and your practical training at your local OLCI centre, choosing dates and times to suit you.

Training even if you're posted abroad. Your theory can be done overseas so you're ready for your practical sessions as soon as you return. You can start as soon as you're enrolled so you can profit from your new skills sooner.

All practical training in small groups with guidance and support provided by experienced OLCI tutors and OLCI can provide a complete training package, including arranging accommodation for you and providing travel advice.

Students who want to set up in business you can benefit from the knowledge and

experience of the staff and receive advice on ways to get customers, organising insurance book-keeping.

Alternatively, if you'd like to work for a company you could benefit from the industry contacts and OLCI will try to match you with suitable vacancies.

ELC funding is available for many of our courses. We are an approved learning provider for the Enhanced Learning Credit Scheme -- an initiative to promote lifelong learning amongst members of the Armed Forces. ●

OLCI also has a dedicated team of expert Career Advisors who will be pleased to give you career advice, explain the different courses and qualifications. For more information call **0800 058 2848** or visit www.olci.info/service-leavers.html.



The Enhanced Learning Credit Scheme

The MoD's Enhanced Learning Credits Scheme (ELC) is an initiative to promote lifelong learning amongst members of the Armed Forces.

The ELC scheme provides financial support in the form of a single up-front payment in each of a maximum of three separate financial years. You are reminded that ELC funding is only available for pursuit of higher level learning i.e. for courses that result in a nationally recognised qualification at Level three or above on the National Qualifications Framework (NQF) (England and Wales), a Level six or above on the Scottish Credit and Qualifications Framework (SCQF) or, if pursued overseas, an approved international equivalent qualification. As such you must ensure that you are able to demonstrate the level of the course to your Education Staff / Single Service Representative when asking them to authorise your claim. There are several stages to the ELC process. Full information is set out in Joint Service Publications (JSP) 898 Part 4, Chapter 3 - The Enhanced Learning Credit Scheme: The Sponsorship of Service Personnel for Personal Development. Have a look at the claim procedure flow chart (far right) to the JSP.

- First you must register to become a Scheme Member and accrue a sufficient amount of service before you can submit a claim
- Then you must select a relevant course ensuring that it meets the higher level learning criteria (level three or above) and an Approved ELC Provider
- Thirdly, you must complete and submit an ELC claim, approved by an authorised Education Staff if you are in service or your Single Service Representative if you are out of service. For further details regarding claiming out of service, ex-service personnel should visit <http://www.enhancedlearningcredits.com/Claiming/Ex-service%20Personnel/>
- Finally you must complete your Course Evaluation Form via the website. Please note that further claims cannot be processed until evaluation forms are received for all previous courses (even those still underway).

The Enhanced Learning Credits Administration Service (ELCAS) provide the administrative support for the ELC Scheme. Education Staff and Single Service Representative are responsible for approval of both ELC Application and Claims. •



Claim Process to be Followed by Learners and Learning Providers

START

ONE. Learner identifies course of learning in liaison with Approved Learning Provider

TWO. Learner completes ELC Claim Form (form ELC 005.01)

THREE. Learner submits Claim Form (form ELC 005.01) to commanding Officer and Education Staff for approval

FOUR. Claim Form sent to ELCAS for processing or Authorised Education Officer processes claim online

FIVE. ELCAS checks eligibility of Learner to claim an ELC via ELCAS database or education Officer checks via online system

SIX. ELCAS or Education Officer process and approve Claim and sends Learner a CLAIM AUTHORISATION NOTE (CAN form ELC 005.02)

SEVEN. Learner books course of learning with the Learner Provider, pays 20% personal contribution/deposit and passes the CAN (form ELC 005.02) to the Learning Provider as authority to proceed

EIGHT. Learning Provider sends invoice addressed to Director General Financial Management Shared Service Centre to ELCAS (after course start date)

NINE. Within 15 working days of receiving an invoice ELCAS checks invoice against approved Claim record and passes to relevant MoD Budget Manager. The Budget Manager authorises the data and then passes on to the Director General Financial Management Shared Service Centre for Payment.

TEN. MoD Director General Financial Management Shared Service Centre makes payment to Learning Provider and issues a remittance. (Please note that once DGFM SSC received payment instruction it may take 30 days for payment to be made).

FINISH

Claim rejected

Invoices for unauthorised claims and/or missing the required information returned to Learning Provider

HOW TO APPLY
NEXT PAGE

How to Apply

To join the ELC scheme you must complete and submit an application form either in your first twelve months from enlistment or in the window between eight and eight and a half years from enlistment.

Applications are not permitted at any other time. Application forms must arrive with ELCAS within one calendar month of the end of your chosen registration window. Personnel with interrupted Service must complete and submit a non-continuous service form with their registration. This may include time spent as Full Time Reserve Service personnel and Non Regular Permanent Staff.

ACCUMULATING ELIGIBLE SERVICE

ELCs are available in two tiers: You must accumulate four years of eligible service to claim the Lower Tier (80% of the fees, up to a maximum of £1,000 per claim instalment) and eight years eligible service to claim the Higher Tier (80% of the fees, up to a maximum of £2,000 per claim instalment).

Each eligible claimant may make a total of three claims. These may include claims in both the lower and higher tier but not exceed three claims in total. Only one claim may be made for learning activities commencing in any one financial year.

Only service accumulated since 1st April 2000 may be counted as eligible service for the purposes of the ELC scheme. It is worth noting that eligible service must be completed before a claim can be made, i.e. the claim form must be signed after the service is completed.

(For those registering to join the scheme in the six month window between the eight and eight and a half year point, eligible service will only be accumulated from the eight year point (i.e. you must complete 12 years service before being able to claim at the lower tier (up to £1,000 per claim instalment)). ●



How to Claim

Before registering for any learning activity serving personnel must get authorisation from their line manager (part four of the claim form) and Education Staff (part five) to ensure that their chosen course meets the MoD requirements for ELC funding.

Ex-Service personnel must get authorisation at part five of the claim form from their Single Service Representative (www.enhancedlearningcredits.com/Claiming/Ex-service%20Personnel). There are several factors to consider:

TIP ONE

You must fully research both the Provider that you choose and the course that you wish to study. **TOP TIP:** Please note that providers may move on and off the approved list and so it is advisable to check your provider is approved before you undertake any claim.

TIP TWO

ELC funding is only available for courses that result in a Nationally Recognised Qualification at level three or above on the National Qualification Framework or level six or above on the Scottish Credit and Qualifications Framework. Just because an organisation is listed as an Approved Provider does not mean that all of their courses are of the required level. **TOP TIP:** A list of the references to help with course level research may be found on our useful [contacts page](#) under the [claiming tab](#). You must refer to the *Joint Service Publications (JSP) 898 Part 4, Chapter 3 - The Enhanced Learning Credit Scheme: The Sponsorship of Service Personnel for Personal Development* and your Education Staff for guidance

with regard to eligible activities.

TIP THREE

You must present your Claim Authorisation Note (CAN) to your chosen Provider before your course start date. If for any reason you do not undertake the course you must submit a request to cancel/reinstate the claim. Failure to do so may result in the loss of Scheme Membership, which will prevent any future claims. **TOP TIP:** Keep a copy of your CAN as you will need the reference numbers for completing your evaluation form.

TIP FOUR

Requests to cancel claims must be authorised by your Educational Officer and then the Single Service Representative and as such you must ensure that you fully research the course and the requirements prior to submitting a claim for ELC funding. Claimants need to be aware of the implications of cancelling or withdrawing from a course of study funded by ELC. Always consult Education Staff before doing either in the first instance, as it can have a

serious effect on future ELC eligibility. (See cancellation/reinstatement section).

TIP FIVE

For all claimants in Service the proposed learning activity must be of benefit to the Service. Applicants are required to demonstrate that their proposed course of study is as a result of careful planning (use Personal Development Records).

TIP SIX

You must make a personal contribution of at least 20% towards the total course cost. You will also be responsible for any costs associated with food, accommodation, course books, material, travel and subsistence. Learners are to meet the cost of their minimum 20% personal contribution from their own resources. **BE AWARE:** MoD rules strictly forbid the acceptance of inducements or incentives from providers including subsidies, free accommodation, travel and equipment. Learners who breach these rules risk forfeiting their ELC membership.

TIP SEVEN

If you are making a second or third claim you must first ensure that you have completed the Evaluation Form via the website for all previous courses funded using ELC. You must also provide documentary evidence to demonstrate that you have completed previous courses to your Education Staff / Single Service Representative. **TOP TIP:** MoD and ELCAS rely on accurate completion of evaluation forms to help us assess Learning Provider performance. Please help your fellow claimants to access the best possible learning provision by providing timely and accurate evaluation feedback.

TIP EIGHT

If undertaking courses in quick succession it may be necessary to submit a claim for a second or third course before the previous course has ended. In these cases the Course Evaluation Form can be submitted when you have completed enough study to effectively evaluate the Provider.

TIP NINE

If your course is split into modules, list each module you are claiming for. However, for longer courses of study such as degree level, where the academic year is out of synch with the financial year, it is permissible to use one claim for several modules which count towards a continuous and recognised block of study which may extend into or start in the next financial year.

TOP TIP: You must refer to the *Joint Service Publications (JSP) 898 Part 4, Chapter 3 - The Enhanced Learning Credit Scheme: The Sponsorship of Service Personnel for Personal Development*.

TIP TEN

Retrospective ELC claims are not permitted. Claim forms must be received by ELCAS at least 15 clear working days prior to the course start date. You must ensure that you have enough time to receive the Claim Authorisation Note to present to your chosen provider before the course starts. (Please note that for courses with Open University the CAN must be presented to them by the final course registration date). You should not set up a loan/credit agreement for the full cost of the course under any circumstances. ●



Ex-Service Personnel

Please note this page contains the guidance notes for claimants who are no longer in Service, please ensure you read the Claiming ELC only page of the website.

Once eligible to claim you may submit a claim up until ten years after you leave the service. Personnel who are still in Service, and/or in their resettlement phase, should refer to their Education Staff and the guidance on the Claiming ELC only page of the website. As a service leaver you may be eligible to claim under the Joint Funding Initiative (PF FE/ HE Scheme). For full details and to check the eligibility rules please visit the website.

PROCEDURE FOR CLAIMANTS NO LONGER IN SERVICE

Please note that the following information must be submitted via post to your Single Service Representative a minimum of 25 working days prior to your course start date/registration date:

- Fully completed claim form (section 1, 2 and 3) – provided as single-sided pages submitted via post unless residing overseas
- Evidence of your last day of Service which can be one of the following:- copy of your discharge document, copy of P45 terminating employment,

- document stamped by regiment confirming leaving date
- A copy of your driving licence or passport
- A copy of a utility bill showing your home address
- Full information about the course that you wish to undertake to include details of your registration date where applicable
- A copy of your Acknowledgment of Scheme Membership
- A letter explaining how your chosen course of study will contribute towards personal development
- Completion and submission of course evaluation form for all previous ELC funded courses
- RAF Personnel can request a copy of their discharge document from the RAF Disclosures team at www.raf.mod.uk/links/contacts.cfm
- Army Personnel can request details of discharge dates from the Army Personnel Centre – phone number **0845 6009663**

Remember! If you are submitting your second or third claim you must complete your previous claim evaluation form. You can do this online now. ●

Single Service Representatives

Personnel should only contact their Single Service Representative (SSR) if they have been unable to find the answer to their query on the website and the FAQs page.

AMENDING, CANCELLING AND REINSTATING A CLAIM

All Learners wishing to withdraw from their chosen learning activity should contact their Education staff. Single Service procedures and Notes for Guidance must be referred to. Learners are reminded that re-instatement of an ELC instalment is only permitted for those who have to withdraw from a course of study because of operational or compassionate circumstances. Further details can be found at paragraph 28 & 29 of JSP 898 Part 4 Chpt 3.

What is not acceptable for consideration of re-instatement of an ELC instalment is where an individual has started a course and failed to carry the learning through to completion because either the course did not meet their expectation or they simply gave up through lack of commitment.

Scheme members who request a reinstatement under such circumstances risk forfeiting their ELC instalment

and membership eligibility of the ELC scheme. If ELCAS has already generated a payment file for the learning activity then the Learner should follow the Single Service reinstatement procedure NOT the cancellation procedure. Outlines of these procedures along with the necessary forms are available through the links from this page. ●

LEARNERS WISHING TO AMEND THEIR CLAIM DETAILS SHOULD FOLLOW THE GUIDANCE BELOW:

CHANGE OF DETAILS	PROCESS TO FOLLOW
Change of course start date (up to three months)	Amendment
Change of course start date (greater than three months)	Cancellation/Reinstatement
Change of course end date	Ed Staff/Line Manager to agree. ELCAS do not need to be informed
Change of course costs (total, ELC grant or contributions value)	Amendment
Change of course costs from lower tier to higher tier (claim form signed prior to claimant becoming eligible at higher tier rate)	Cancellation
Addition or Deletion of a module from an overall course (only to be permitted where resultant course still fulfils eligibility criteria)	Amendment
Change of course	Cancellation/Reinstatement
Change of Provider	Cancellation/Reinstatement
Change of course code	Amendment

N.B All amendments must be received by ELCAS in writing (email, fax or letter) from a member of Education Staff who is authorised to sign off claims.

Choosing Your Learning Provider

A key stage of making a claim is choosing a suitable learning activity and Provider.

Approved Learning Providers by name, The Geographic Area, Course Title, and/or Delivery Method. Please note that when searching for Learning Providers offering distance learning you should not search by geographic location.

POINTS TO NOTE WHEN BOOKING YOUR COURSE

- It is important that you do not set up a loan/credit agreement for the full fee amount under any circumstances. You must not pay any money to the Provider before you receive your Claim Authorisation Note (CAN).
- Learning Providers should not request payment for either the

Your chosen organisation must be an ELC Approved Provider. For claims including an element of PF FEHE funding your chosen organisation must also be a PF FEHE approved provider. Use only the comprehensive list of Approved Providers available via the search engine.

The easiest way to identify a suitable provider is to use the search filters available, using these results you can then either refine your search to take into account other factors or you can explore the individual provider websites through the links provided. This search engine facility also allows searches for PF FEHE approved providers,

ELC portion of the fee or the PF FEHE portion of the fee from you directly. The Learning Provider will invoice DGFM separately for this.

- Please note that although the Learning Provider as an organisation may be approved you must still ensure that the specific course has been approved by MoD. The course must also appear on the Provider's course listing on the ELCAS website Learning Provider Search Engine. (ELCs may only be claimed for learning which results in a nationally recognised qualification at Level three or above on the National Qualifications Framework (NQF) (England and Wales), a Level six or above on the Scottish Credit and Qualifications Framework (SCQF) or, if pursued overseas, an approved international equivalent qualification.) Publicly funded providers may offer any publicly funded course provision at the required levels and may provide a link to their prospectus in lieu of a course listing. Please see PF FEHE page for rules regarding eligible learning in respect of this funding element.
- If you are not happy that your chosen Learning Provider is following the ELC scheme policies please detail your complaint in writing via your Education Staff or Single Service Representative. ●

Evaluation Form

Part of our process to ensure continuous improvement and consistency throughout all aspects of the Enhanced Learning Credits Scheme, aspects of Learning Provider service provision will be evaluated.

If this is not your first ELC claim you must submit an evaluation form before going on to complete your next claim.

Evaluation Forms should be completed within 12 weeks of the course finish date. If you require your Claim Authorisation Note (CAN) number and Learning Provider code then please contact the ELCAS helpline.

When entering your date of birth please ensure you enter it in the format shown DD/MM/YYYY. ●



Useful Contacts and Links

- Claimants no longer in Service should refer to their Single Service Representative (details below) in place of an Education Officer/Centre.
- All questions or issues with regard to the ELC Scheme policy or procedures should be presented to your Education Officer/Centre.
- To check scheme policy you should refer to the Joint Service Publications (JSP) 898 Part 4, Chapter 3 - The Enhanced Learning Credit Scheme: The Sponsorship of Service Personnel for Personal Development.

ELCAS CONTACT DETAILS
ELCAS, Security House, Alexandra Way, Ashchurch, Tewkesbury, Gloucestershire GL20 8NB
Email: elcas@uk.g4s.com

Useful sites for checking that a learning activity is at Level 3 on the Qualifications and Credit Framework: www.qcda.gov.uk/

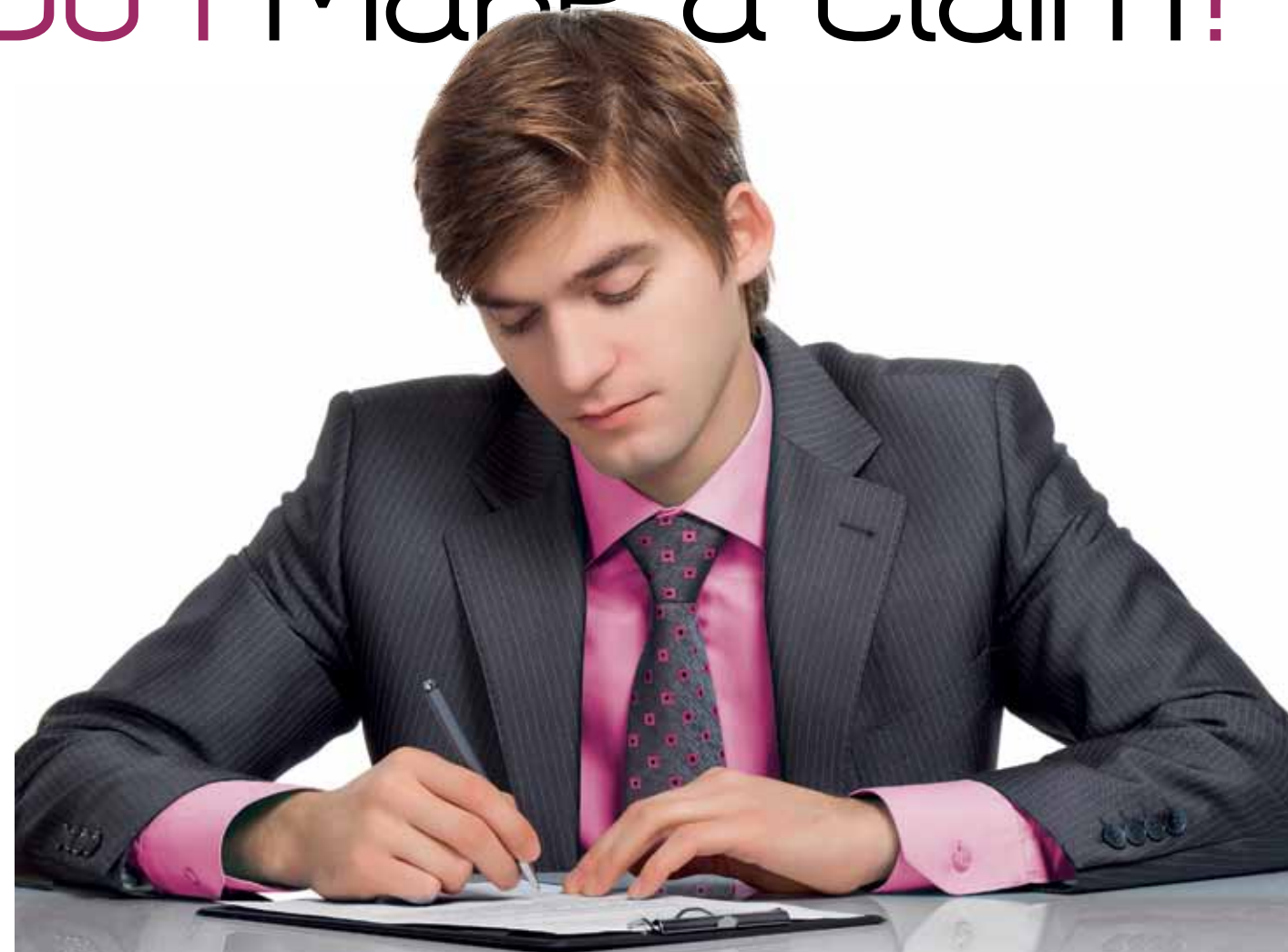
YOU MAY ALSO REFER TO:

- The National Academic Recognition Centre for the United Kingdom (UK NARIC)
- Universities and Colleges Admissions Service (UCAS) Directory.

How Do I Make a Claim?

- Firstly read the Joint Service Publication (JSP) 898 Part 4 Chapter 7 and ensure you meet the eligibility criteria
- Download the PF FE/HE claim from the 'Specific Downloads' section - only this version can be used. Any other replicated form will be rejected.
- Check the ELCAS database of approved PF FE/HE providers - Publicly Funded FE/HE providers for the purpose of this support will be highlighted and ensure the chosen course is designated for student support.
- If you are a service leaver please ensure you send the required documents with your PF FE/HE claim form which can be found on the ex-service page of the website along with your SSR's address.
- If wishing to use a new provider ensure they will be eligible to participate in this scheme (they must deliver Publicly Funded FE/HE) and ask them to apply for approved provider status as per the information on the Providers page of the ELC website.
- As with the current ELC scheme - try not to leave everything to the last minute. Allow time for any new providers to be accepted onto the scheme. Once accepted you can submit your application. Allow at least eight weeks to go through this process - more if possible. Leaving it too close to the wire may result in your application not being processed in time for the start of your course

If you have any questions with regards to the above then please discuss with your educational adviser or Single Service Representative.



CLAIMANTS PLEASE NOTE: YOU ARE REQUIRED TO SUBMIT A CLAIM FOR EACH ACADEMIC YEAR OF THE COURSE. ONLY ONE YEAR OF STUDY SHOULD BE ENTERED ONTO EACH CLAIM FORM

- Please ensure you update the Retirement/Last Day of Service date via the 'Update Member Details' screen before processing a claim. Incorrect dates may affect the recorded eligibility ie. low or higher tier and may result

in incorrect claim validation. The retirement date field is greyed out as you cannot type in the field however to amend the retirement date, you should click on the calendar icon. If you click on the date, eg August 2010, you will be able to bring up the year, eg 2010 and you will be able to choose the month. If you click again on the year it will bring up a range of years. You are able to scroll left and right in order to bring up the correct year. Click

on the year that you require, then the month and then the day.

- If you refer a claim to ELCAS and you intend to print the CAN once the query is resolved, please confirm this in the referral.
- Please be aware that currently the 15 day ruling remains in place for all claims and the online claims system validation reflects this ruling. If you have a valid request for an override it will therefore be necessary to refer to your Single Service Representative

in the usual way.

- You may access the user guide via the question mark icon in the right hand corner of each page.
- Non-continuous service may be added via the claim function however it is essential that the dates are entered correctly to ensure that the system calculates the correctly claiming eligibility. Please contact ELCAS if you have a query in this respect. ●

Eligibility Rules

IN ORDER TO TAKE ADVANTAGE OF THE SUPPORT CLAIMANTS MUST:

- Have completed four years full-time service
- Previously joined the

Enhanced Learning Credit (ELC) scheme and completed at least four years qualifying scheme membership

- Only apply for a first eligible FE/HE qualification at the level for which they are academically

qualified to enter learning on leaving the Service

- Have left the Service or entered their qualifying resettlement phase on or after 17th July 2008
- Meet UK's residency requirements to qualify for full state subsidy
- Be undertaking at least the equivalent of 50% of a full time course
- Undertake learning with an

approved provider listed on the ELCAS database as a PF FEHE provider and ensure the chosen course is designated for student support

- Personnel (who have passed out of Phase 2 training into operational service) are not required to meet the four year qualifying time if they are medically discharged from Service. They are still required to have registered for ELC scheme membership

QUALIFICATION LEVEL

This commitment will provide access, free from tuition fees, for your:

- First Level three or national equivalent. This refers to a first full Level three i.e. the achievement of two GCE A levels (A2) (passes at A-E) or vocational equivalent as defined by the National Qualifications Framework (NQF) or the Qualifications and Credit Framework (QCF) (England

and Wales); or in Scotland a Level six qualification (SVQ Level three on the Scottish Credit and Qualifications Framework (SCQF)

- Or a first foundation degree or first full undergraduate degree or national equivalent. Typically to be eligible for this support, the higher education qualifications would be at levels four-six of the Framework for Higher Education and Qualifications in England, Wales and Northern

Ireland (FHEQ) eg: a first undergraduate degree (including foundation degree) or Higher National Certificate or Diploma for which the entry qualification is lower than a degree and which normally takes place at a publicly funded institution

- In Scotland the equivalent qualification is a Higher National Certificate (HNC), Higher National Diploma (HND) or a first undergraduate degree,

undertaken at a further education college (FE college) or a higher education institution (HEI) ●

Information for this article as given on the official ELCAS website www.enhancedlearningcredits.com Please refer to the website for any future updates.

Stop Press

The Service personnel and Veterans Agency have launched a new helpline number to ensure that veterans facing will be able to seek help at any time. The new number, **0808 1914 2 18** has been improved to make it more memorable for veterans with extended operating hours to provide callers with support for any callers experiencing a crisis.

For further information visit website www.veterans-uk.info/index.htm



Thousands of veterans are set to benefit from £40 million of funding for nationwide housing projects

Ex-armed forces personnel in need of housing will be able to benefit from funding for life-changing accommodation initiatives across the country. Defence Minister Anna Soubry has announced earlier this month.

The new funding, guaranteed through LIBOR (London Interbank Offered Rate) fines imposed on banks, has doubled the total amount the government has given to armed forces' and veterans' charities through this scheme, which is part of the nation's commitment to the armed forces covenant.

The announcement was made by the defence minister during a visit to Blind Veterans UK in Brighton, and demonstrates

the government's continued commitment to our armed forces, veterans and their families.

Thousands of veterans are expected to benefit from this additional £40 million, which will help charities build new homes, buy new accommodation or spruce up old facilities. Projects are expected to include hostels and half-way houses for veterans who have fallen on hard times, supported housing for the wounded, injured and sick, and long-term care homes.

NEW VETERANS' HELPLINE NUMBER

The announcement coincides with the launch of the new Veterans-UK helpline number to ensure that veterans facing any housing difficulties will be able to seek help at any time. The new number, 0808 1914 2 18, has been improved to become more memorable for veterans; 1914 to '18 marking the years of the First World War. The helpline is also operating during extended hours to provide support for any callers in crisis.

Speaking from Blind Veterans UK in Brighton, Anna Soubry said: The men and women of our armed forces have served their country with honour and bravery so it is only right that we help meet their housing needs when they have fallen on hard times, been wounded in service or need day-to-day care and support once they have left the armed forces.

I am delighted that we have been able to double the amount we have already invested in

projects through the LIBOR fines. This new funding demonstrates our unwavering commitment to our armed forces community and will help transform thousands of lives across the UK.

Around 2,300 veterans are already benefiting from the £35 million given out to LIBOR-funded projects over the past year. LIBOR funding is one example of the armed forces covenant in action. The covenant is about ensuring that the armed forces community is not disadvantaged due to their links to the armed forces.

Since 2011, the armed forces covenant has helped regular serving personnel in a number of ways, including placing them at the top of the priority list for the government's £500 million FirstBuy scheme in England, providing £150 million for the purchase of over 700 properties, and doubling the tax-free operational allowance.

Chief Executive of Blind Veterans UK, Robert Leader, added: Blind Veterans UK was delighted to have been awarded £1 million from the LIBOR fines money in September 2013. The donation is going towards a major refurbishment of Blind Veterans UK's Brighton care, rehabilitation and training centre. These alterations will enable all those using the centre to be helped in a safe environment for both themselves and the staff. ●

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