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please turn to... **P23**

RECRUITMENT NEWS

General Electric announced
that they will welcome Armed
Forces personnel who wish to
continue their careers within their
manufacturing business. **P11**

RESETTLEMENT

With seaborne crimes on the increase
'Keeping Safe at Sea' is becoming
ever more important, which is good
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ELC SCHEME

The MoD's Enhanced
Learning Credits Scheme is an
initiative to promote lifelong
learning amongst members
of the Armed Forces. **P70**

We've helped secure pension rights for all Armed Forces widows

Join us and see how we can help you



After seven years of careful and thoughtful campaigning we have finally **succeeded in persuading the government to change the rules** so that all Armed Forces widows can now retain their pension on remarriage or cohabitation from April 2015. This will affect the lives of an estimated 400,000 women over the next 40 years.

As the pension watchdog for the Armed Forces community, **we exist to protect your interests and help you get the most from your pension.**

HOW WE CAN HELP YOU

Armed Forces Pensions are complex and we can **help you by advising** when to leave (and when not to), commutation, how to deal with pension troughs, the impact of AFPS2015 from next April, the implications of redundancy, divorce, how you might be able to top up your pension; and if you are a reservist, **what the new pension rules mean for you.** Help is available from our acknowledged Pension Advisory Service experts.



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Major General
John Moore-Bick CBE DL
General Secretary of the Forces Pension Society

NOW IS THE TIME TO JOIN

April 2015 sees the introduction of the new Armed Forces Pension Scheme and you need to know how it affects you and your family. And if you join us online now (membership for you and your partner costs just £35 p.a.), we'll send you a City Break voucher worth £100 (T's & C's apply); just visit our website at www.forcespensionsociety.org quoting Promo Code EAS2015.



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NEW SCHEME UNVEILED

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COVER IMAGES CREDIT

alphaspirit and Alex Studio
www.shutterstock.com

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Welcome...

Welcome to the winter issue of Easy Resettlement magazine.



we are pleased to announce our partnership with SaBRE and will be including case studies on companies that are signing up to military covenants highlighting them as being forces friendly employers.

Our first case study is on GE who employ over 1,400 ex-forces personnel and over 100 reservists. The government Forces Help to Buy Scheme is explained on page 54 in future issues we will have various property developers looking to recruit staff as well as give their own incentives to buy on new developments across the UK.

Our £100,000 training give away has proven to be a fantastic campaign which will continue in 2015. Many of our training partners are now selecting winners and we will feature some of these in future issues, following their progress from serving in the forces, to retraining and finally their new employment careers. You can still win free courses with any of our partner companies by simply emailing them with the courses you are interested in, along with when you joined service and when you are intending to leave. You will then be notified by email if you are a winner. There are many courses available so please share this information with your family, colleagues and friends.

The Easy Resettlement team always welcomes any news that relates to your resettlement. If you feel there are topics of interest you would like to know more about please write in or email us. We aim to produce enough hard copies to allow anyone leaving service the chance to make their resettlement an easier one. If you have any suggestions where more copies might be required then please do let us know. Finally we wish you all a safe and Merry Christmas and a Happy New Year. ●

In this issue we will be looking at various industries for you to consider while thinking about your resettlement.

They include Close Protection and Security Training, Information Technology, Health and Fitness, Trade Skills and in particular Plumbing, Surveillance, Maritime as well as Emergency Medical Training.

In our last issue we looked at the £10,000 Army Reserve incentive for Ex-Regulars to join as reservists and are pleased to inform you that The RAF have now announced they too are following suit. You can read more about this on pages 14.

The CTP has provided us with information about "Making the transition" As well as the service leavers route map and case studies.

As always we have the information about your entitlements using your Elcas funding towards the back pages.

We take an in-depth look at numerous franchise opportunities that are now available and have various employment opportunities that will continue to grow in future issues. Furthermore



Specialists in teacher training development.

Elite Academy of Security Training is one of the few training and operational companies owned and staffed by ex-service and government personnel, including those who have recently left the services and are now employed within the company after completing our training programmes. Established in 2010 to undertake a major contract for the 2012 London games we had previously delivered training worldwide to government and corporate clients on a consultancy basis. Since 2010 we have grown from strength to strength both in training and operational capacity providing Trainers and Close Protection Officers in the UK and internationally.

Our ethos of encompassing the interpersonal skills,

experiences and military mind set has assisted ex forces personal in the transition to civilian employment with companies, training centres and education establishments recognising the benefits of employing ex-service personnel. Elite graduates are currently working in a variety of roles, careers and self-starting their own business with our on-going support.

CASE STUDY: W02 "A"

With a background in high level event safety and security and severing as trainer/assessor "A" saw the instructor qualification as a natural pathway upon leaving the services, after working with us for five weeks they decided to undertake the close protection course also to enhance their portfolio, since then we have employed them to deliver specialist training and they have started their own security and training company which has proved very successful.



TEACHER TRAINING PROGRAMMES

Our unique level 3 Security Instructor Qualification utilises your experience, qualities and knowledge to provide you with the necessary skills, qualifications, resources and materials

to become a corporate trainer or set up your own company, it encompasses first aid instructor and insight into teaching uniformed public services in schools and colleges, we also have a close protection instructor for those whom have worked in this role.

CASE STUDY: F/SGT "T"

E.O.D specialist "T" undertook our close protection training course, we were impressed by his manner and capability, we suggested he undertook the security instructors training programme, on completion of this we (Elite) employed him full time as a teacher of public services in a local sixth form and at our offices as a security and first aid trainer, his skills and teaching style assisted in the team lead by Debbie, a reservist NCO to be awarded a community award in their first year of teaching.

WORKING TOGETHER IN PARTNERSHIP

Elite has training partnerships in the UK and Worldwide, as a tier one training provider to UK companies, we licence them to deliver approved training programmes and have a nationwide network of training partners and associates, Elite also work with organisations such as the Princes Trust on resettlement and military ethos style projects HASTAUK on worldwide CBRN and risk management projects. Internationally Elite teach in Europe, Australia, Africa and the Middle East and our training excellence and commitment to excellence has gained us invaluable reputation throughout the world. ●

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your skills and experience in order to provide a complete package to enable you to deliver security, first aid and public service qualifications, set up your own company or gain employment as a trainer. ●

Please visit our website for further details of further qualifications and working in partnership with us at www.elite-trainingacademy.co.uk or call 01603 764507.

Having Been the Best, Why Settle for Anything Less

Elite academy of security training are specialists in teacher trainer development.

Elite academy of security training is one of the few training and operational companies owned and staffed by ex-service and government personnel, including those who have recently left the service and been employed after completing one of our programmes.

Trainer programmes. Our unique security instructor qualification utilises your experience, qualities and knowledge to provide you with the necessary skills, qualifications, resources and materials to become a corporate trainer or set up your own company, it encompasses first aid instructor and insight into teaching uniformed public



PICTURED:
David an Ex RLC,
now training
company owner

services in schools and colleges, we also have a close protection

instructor for those whom have worked in this role. ●

New Scheme Unveiled

for "One-Stop Shop" on Veterans Research

Anglia Ruskin University's Veterans and Families Institute (VFI) has been awarded £160,000 to set up a comprehensive online resource for research into all aspects of military veterans and their families.

The proposed Veterans Research Hub (VRH) will bring together UK and international literature and research resources on military veterans and their families. The information will be readily accessible and will be aimed at stimulating research, influencing policy and improving the delivery of services.

VFI was set up in April 2014 to influence national policy on military veterans and their families and to develop a network of likeminded academics and institutions. It is the only UK-based institute with a focus on the holistic needs of veterans and their families. VFI's two partners in the scheme are Forces in Mind Trust (FiMT), which seeks to promote the successful transition of Armed Forces personnel and

their families into civilian life, and Lord Ashcroft KCMG PC. The grant of £160,000, which comes from FiMT and Lord Ashcroft, will be spread over an initial two-year period. The money will be used to fund the recruitment of a project director who will lead the initiative and be responsible for developing

the VRH concept, bringing it to an initial operating capability.

Once the scheme is up and running, it will enable users to search for research and evidence by subject area, identify research funding and build links in areas of common interest. A financial structure will be developed to ensure that the project is sustainable beyond the first two years.

Professor Jamie Hacker Hughes, the Director of the VFI, said: "The development of a Veterans Research Hub will enable researchers throughout the UK and overseas to share information and collaborate on joint research projects."

"It will also allow members and former members of the Armed Forces, and any other interested members of the public, to access the latest up-to-date

findings on research into veterans and their families."

Lord Ashcroft KCMG PC, who is Chancellor of Anglia Ruskin University, said: "The review I conducted into veterans' transition suggested that over 90% of the public thought that Armed Forces personnel were damaged by their careers and that the first casualty of transition and resettlement was information."

"Unfortunately, there is a lot of poor information about and we are determined to confront this problem. This new capability will enable policy makers, the Forces, the media, the charity sector and the public to have ready access to high quality research and information. It will result in far better provision and outcomes for Armed Forces leavers and veterans."

Air Vice-Marshal Ray Lock CBE, Chief Executive of Forces in Mind Trust, said: "Establishing a Veterans Research Hub was one of the original programme objectives set by the Big Lottery Fund when FiMT was first founded. By partnering with Anglia Ruskin University and Lord Ashcroft, we are now able to take forward the concept and make significant advances on providing an evidence base from which to influence policy makers and service deliverers." ●

The development of a Veterans Research Hub will enable researchers throughout the UK and overseas to share information and collaborate on joint research projects.



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Corporate Covenant

Organisations see Ministry of Defence's Corporate Covenant as the Right Thing to do

The Ministry of Defence's Corporate Covenant allows organisations to make a voluntary pledge to show various ways in which they can support the Armed Forces Community. The

Corporate Covenant encourages employers to make a commitment to two key principles...

- that no member of the Armed Forces community should face disadvantage in the provision of public and commercial services compared to any other citizen
- that in some circumstances, special treatment may be appropriate, especially for the injured or bereaved

According to Defence Relationship Management (DRM), who are now working closely with

employers to develop awareness and commitment towards the Corporate Covenant, over 350 organisations from all regions in the UK have signed up so far. Whether from the private or public sector, these organisations are driven by a genuine desire to welcome Armed Forces personnel into their workplace and contribute to their health and wellbeing. This number is growing steadily, as more and more employers from different sectors are recognised as an Armed Forces friendly organisation.

By signing the Corporate Covenant, organisations declare publicly the steps they are willing to take to demonstrate their support and commitment towards the Armed Forces. This support can be expressed in many ways, such as through the development of an HR policy for employed Reservists, participation in Armed Forces

activities, such as Uniform to Work Day, employment of veterans, support for the wounded, injured and sick, employment of spouses and partners, support of local Cadet units and special discounts for Armed Forces personnel.

By demonstrating this friendly approach, organisations can reach a wider audience in the Armed Forces Community and deliver many of their Corporate Social Responsibility objectives.

The potential recruitment benefits to employers are substantial, particularly in terms of the skills transfer from military to civilian roles. Organisations also benefit in retaining valuable talent. By offering support and flexibility to their employed Reservists, they are providing a unique opportunity to bring diversity into their roles.

Above all, organisations regard the Corporate Covenant as an extraordinary opportunity for them to give back to society whilst bringing a wealth of skills and experience into their workplace. This can enhance their own external and internal profile.

Commenting on the value of the Corporate Covenant, Fleur Thomas, Director of Engagement, Defence Relationship Management (DRM) said: "The Defence Corporate Covenant encourages employers to do their bit for their employees and customers. Defence nurtures this partnership with employers as a two-way relationship. It is important that Defence seeks to foster an open and honest relationship with organisations. DRM is working to ensure that the needs of companies are taken on board alongside those of Defence and the Armed Forces Community."



- GE is today signing the Corporate Covenant, the Ministry of Defence's public pledge to support Armed Forces personnel
- GE will be creating more career opportunities for veterans leaving the services
- Service spouses will get special consideration for holidays
- GE will actively support staff who choose to be Reservists
- Help for Heroes are set to become GE's single corporate charity for the next two years

GE Joins Big Brands Supporting UK Armed Forces

General Electric (GE) has formally announced today that they welcome Armed Forces personnel who wish to continue their careers within their manufacturing business.

By signing the Ministry of Defence's Corporate Covenant, GE is making a public commitment to do more to support serving personnel, veterans and Reservists across the business and externally.

GE has a long history as a major UK employer creating career opportunities for veterans and Reservists. Through their flagship programme, the GE Military Veterans Network,

GE has been supporting 1,400 veterans and 100 active Reservists.

At today's Corporate Covenant signing with Minister for Reserves Julian Brazier, the President and CEO of GE UK and Ireland, Mark Elborne, formally announced GE's pledge to:

- Develop employment opportunities for veterans seeking to continue their

- careers within a GE business
- Show flexibility to accommodate the military training requirements of staff who are also members of the Armed Forces Reserves
- Support the employment of Service spouses and partners
- Promote the organisation as an Armed Forces-friendly business
- Promote the GE Military Veterans Network to create opportunities for veterans and service personnel in GE and externally.

Mark Elborne said: "We are proud to recruit, support, offer development opportunities and retain armed forces personnel in recognition of how much they are willing to sacrifice to keep

our country safe. We want to lead the way in creating new futures for those who are making our country safe and our business stronger. We know from past experience, that staff with military training prove to be a close fit with our core values, and demonstrate high levels of commitment, efficiency and reliability. Minister for Reserves Julian Brazier said: "I am delighted to recognise the exemplary support of our veterans and Reservists by GE UK, a major UK employer and global industrial heavyweight. GE have the thanks of the Ministry of Defence for signing the Corporate Covenant and agreeing to do even more, by moving to an active advocacy role and promoting service with the Reserve Forces to General Electric colleagues."

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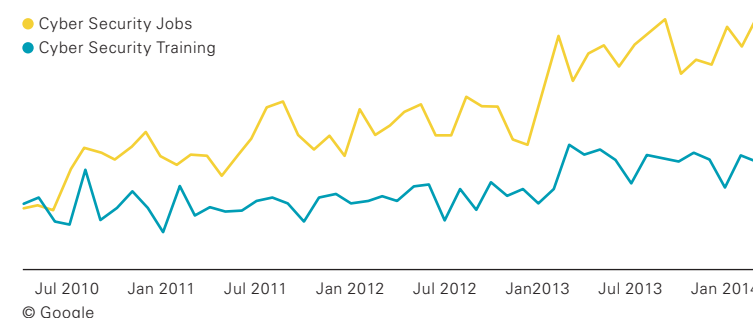
The company was created to cater for the shortage in Information

Security specialists and the escalating complexity of technology and business needs of companies. Now as the established leader in the field of Cybersecurity, Information Risk Management, Compliance and Governance Training we strive to stay at the forefront within our area of expertise! We are particularly proud of our history of helping retrain or further train Service Leavers in preparation for civilian life and have excellent and numerous success stories of guys and girls getting great jobs or lucrative contracts.

WHERE DO YOU FIT IN!

Recent times have been some of the most threatening in relation to the security of companies'

information and protection of intellectual properties! One huge contributor to this problem is people! The shortage of skilled Cybersecurity professionals shows no sign of abating globally, moreover companies are hot on the heels of Service Leavers.



Our reputation as the leading Independent Specialist Cybersecurity provider in Europe has made us the 'Go To' learning centre for Service Leavers.

CyberSecurity is a rewarding and resilient profession where people are the key tool. Service Leavers who are by and large

already Security Cleared and have a history of loyalty and of job commitment are ideal candidates for this kind of work.

Having a trained and accredited professional is essential for competency levels, however having a professional who is certified, trained and who is also loyal and trustworthy - this is a gold mine for potential employers!

Moral of the story - Security Cleared Service Leavers are in hot demand in the Information and Cyber Security industry!

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Is to ensure that our training meets your expectations on all levels, leaving you with the knowledge and skills you require to help you develop and deploy information security products and services within any organisation that you may work for, thereby helping them to remain secure! We also aim to give you excellent customer service from the very first time you enquire to the next time you join us for a course.

Our ultimate mission is to get you trained up so that you are ready to take on roles within this fast growing and high paying industry; many have come through our



doors and are working are excellent contracts or great full time roles.

We are able to advise and discuss the suitable roles/training that will best benefit you, feel free to call and one of us will be happy to talk to you about a unique path for you as someone looking to crack this industry!

A multi-disciplinary approach is required to address the Cyber risks 1) Entry level courses and side migration from other IT discipline into Cyber Security are available Improve your prospects get into the fastest growing area of I.T. ●

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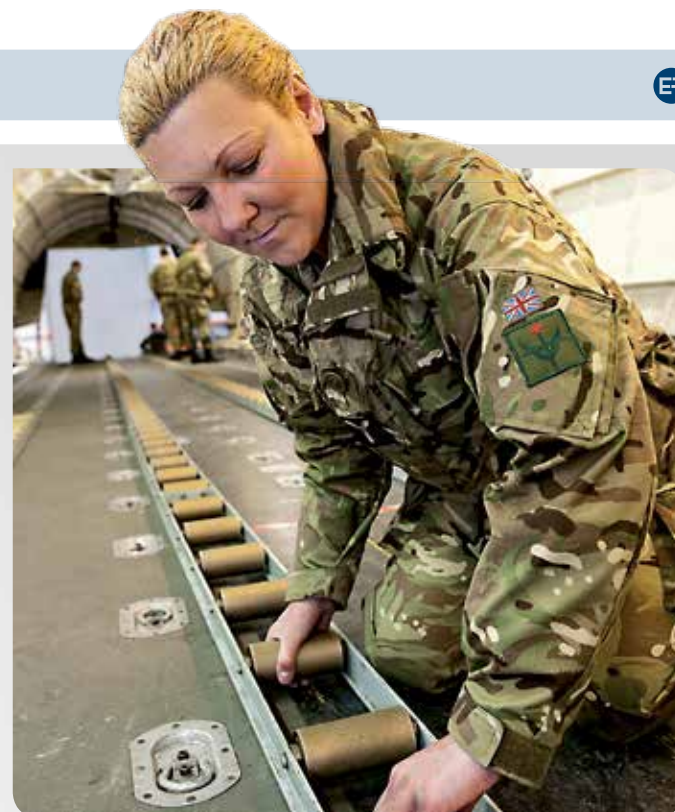
New £10,000 Reserves Incentive for Ex-Regular Personnel

Ex-Regular personnel who join the Royal Air Force Reserve could soon be in line for a cash incentive of up to £10,000 as part of a new Financial Incentive agreement.

The Armed Forces Pay Review Body has approved an ex-Regular Financial Incentive (ERFI) which will entitle former serving personnel from all three services who join the Royal Auxiliary Air Force up to £10,000 by reaching four key

milestones. The new incentive will be paid in addition to a reservist's daily pay and annual bounty and will be backdated for eligible personnel who have already joined since 1st April 2014.

Introducing the incentive aims to further stimulate the growth of the trained part-time volunteer



component of the RAF Reserve as part of the ongoing Future Reserves 2020 (FR20) Programme.

The RAF element of the FR20 Project is predominantly focused on increasing the trained strength of the part-time volunteer Reserves from 1,000 to 1,860 personnel by 1st April 2017 and to maintain this strength until 2020 and beyond.

Ex-Regular personnel who arrive fully trained not only provide an immediate gain to trained strength, but they are able to fill key officer, senior Non-Commissioned Officer and junior management posts without delay, which is crucial to the successful formation of a coherent unit; particularly valuable when establishing new Reserve squadrons.

The experience provided by ex-Regulars

is also key to providing the necessary nucleus of experience that Reserve Squadrons need in order to be able to train and retain new recruits. The ERFI scheme will be open from 1st November 2014 to 31st March 2017; ex-Regular personnel who have already joined the Reserves since 1st April 2014 and meet the criteria may also apply.

After completing 18 years of service for the RAF, Squadron Leader Darren Scales - a filmmaker and university lecturer in his civilian life is now a head of media operations for the Reserves at RAF Halton in Buckinghamshire. Speaking about his role, Sqn Ldr Scales said: "You have the best of both worlds. A normal civilian existence, but then stepping back into this uniform you get to utilise your skills, as well as work and socialise with your friends."

In order to be eligible for the ERFI an ex-Regular recruit joining the RAuxAF must have joined the RAF Reserve after 1st April 2014. Detailed eligibility criteria may be found in the Internal Briefing Note 51/14. Eligible personnel may apply for the ERFI using application forms which can be obtained from RAF Reserve Sqn Human Resources staff.

You can arrange to visit any of the RAF Reserves squadrons across the UK to discuss the opportunities around your RAF or military skill set, as well as the ranks available. ●

To find out more visit raf.mod.uk/recruitment or call the Reserves helpline on 0333 202 1099 or 0845 606 9069.

BELOW: Squadron Leader Darren Scales on duty in Mali in 2013



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FiMT Announces Fellowship Award for...

Participation in the Clore Social Leadership Programme 2015

The Forces in Mind Trust (FiMT), established to help ex-Service men and women make a successful transition back to civilian life, is delighted to announce that Dr Jane Rowley, a Senior Research Fellow at Staffordshire University, has been selected as the first FiMT specialist Fellow for the Clore Social Leadership Programme in 2015.

Earlier this year, FiMT announced that it would be funding the Clore Fellowship as part of its aim to deepen connections and learning between military charities and the wider social sector. These connections will enable FiMT to become more innovative and collaborative in service delivery, and ensure that future policy is supported by a sound evidence-base.

Over 160 aspiring social leaders from across the UK

applied for a place on the 2015 Fellowship programme of which 18, from a number of UK-based charities, social enterprises and community organisations, were successful. The two-year Fellowship programme in which Dr Rowley will be participating, identifies, connects and develops individuals who have ambition to lead social change in their communities, organisations and the world around them.

Air Vice-Marshal Ray Lock, Chief Executive of the Forces in Mind Trust said: "We are pleased that in our first year of offering a FiMT

Specialist Fellowship, we have attracted such a high-calibre and worthy individual as Dr Rowley. Her extensive experience, including exposure to Service leavers and her current role within the RECOVERU addiction recovery project, will provide an excellent foundation upon which she can build her leadership development. I have no doubt that over time, Dr Rowley will make a significant and innovative contribution to the work of the Armed Forces charities sector."

Jane Rowley, FiMT Fellow for the Clore Social Leadership Programme

2015 said: "I am delighted to have the opportunity to work with FiMT throughout my Clore Social Leader Fellowship. I hope to explore ways to develop collaborative networks between Armed Forces charities and other organisations in the social sector whilst finding ways to investigate and develop the evidence base around practical routes to aid transition for those entering civilian life. I plan to use the Fellowship to develop my leadership skills and learn from new colleagues both in the Fellowship and across the sector."

Dame Mary Marsh, Founding Director of the Clore Social Leadership Programme, said: "We are very excited about 2015. We have a great group of Fellows, all of whom we believe are deeply committed to social change, and a new Chair John Kampfner, the critically acclaimed author, broadcaster and commentator specialising in UK politics, international affairs, media and human rights issues. We are also really proud that this cohort will bring our network of social leaders to 101 people driving innovation and having a positive impact on individuals and communities across the UK and beyond."

The concept of the Forces in Mind Trust arose from a Big Lottery Fund (BIG) £35 million investment to fund a partnership between (BIG),

COBSEO (The Confederation of Service Charities) and other charities and organisations. FiMT has recently signed up to the Corporate Covenant: www.gov.uk/the-corporate-covenant.

The concept of the Forces in Mind Trust arose from a partnership between the Big Lottery Fund (BIG), cobseo (The Confederation of Service Charities) and other charities and organisations. In addition to cobseo Members, key supporting charities are: The Mental Health Foundation, Centre for Mental Health and the Shaw Trust.

During its first two years, FiMT has commissioned seminal research reports such as the Transition Mapping Study (TMS), which reviewed how the entire transition process from military to civilian life currently works and how it is viewed by stakeholders and recent Service leavers. The economic model developed for the report calculated the total cost of poor transition to the UK as a whole to be £113 million in 2012, whilst the report itself has been discussed across Whitehall and debated in Parliament. ●



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Did you Know...

Your Security Clearance is an Asset in Civvy Street?

When you commence work for the MoD whether you are in the armed forces or one of the many back office support staff that keep it running there is a high chance that you would have been Security Vetted.

Due to the nature of the jobs and the information that you will have had access to, the government will have need to have Security Cleared you to check your credentials and to ensure that you are not a threat to national security. You may not recall the clearance process when you started but it would have been a lengthy 30 page document asking personal details about yourself, your family, financial and criminal status etc.

When you are working for the MoD this clearance will have been carried out in the background just as you started your new role. Once the clearance has been processed you would have been cleared for between five or ten years with your vetting officer



checking there are no changes to your circumstances each year.

Security Clearance is not only limited to MoD employees, in fact there are many industries in Civvy Street that require their employees to have a level of security clearance in order for these companies to carry out their work. Some examples of these are:

Defence, Aerospace, Central Government, Policing, Nuclear and many others.

You will find that a number of companies within those industries are keen to recruit candidates that are already Security Cleared as this saves them time, money and the assurance that you have been checked. The Security Clearance process can be time consuming and can take over a month for an SC (Security Check) level and up to six months for a DV (Developed Vetting) so your clearance that you potentially have when you leave the services is in high demand. If a recruiting company is interested in hiring somebody from the forces they can transfer the Security Clearance to their company books if it is live and so bypass the time it would take to secure a new candidate.

However, service leavers need to be aware that Security Clearance automatically expires if it is not used within 12 months which adds to the importance of having it and potentially using it when you leave the services. An SC level of security clearance will expire after 12 months once you have left the job and you will then have to start the process again in order to be re-cleared. Whereas DV is job specific and so will expire as soon as you leave the job it was allocated for but is transferable within a short space of time.

Security Cleared Jobs.com is a specialist Job Board that caters for candidates that are looking for jobs that require a level of Security Clearance, we operate mainly in the UK but with some jobs further afield. The Job Board caters for Jobs with DV, SC, CTC and NATO levels of security clearance.

SecurityClearedJobs.com has 1,000's of jobs advertised daily all looking for candidates with an active level of security clearance and so is a great source to search vacancies that would suit service leavers in their next career move and make use of their Security Clearance, an asset that many leavers are not aware of. We also recommend future service leavers using the site to gain an understanding of the salaries they can expect in Civvy Street as well as seeing what qualifications are in demand and use their Enhanced Learning Credits (ELC) to gain that qualification to secure their first job in Civvy Street.

The job board is free to use for all our job searchers, once logged on to the site you can:

- Search for your ideal job on Job Title, Location and clearance level
- Set up Job Alerts which automatically send you matching jobs daily
- Register your CV on our database which is searched daily by 100's of companies

The team behind the Job Board also host recruitment events twice a year called the Security Cleared EXPO these are held in both London and Bristol where candidates get the opportunity to meet with companies who are looking to hire on a face to face basis. The EXPOs are very popular with over 1,250 attendees to each event and over 60 Companies and Recruitment Agencies exhibiting looking to recruit Security Cleared candidates.

When it is your time to leave the services be confident in the fact that the training that you will have received and your Security Clearance can open many doors for you that you may not have considered. Job Board: www.securityclearedjobs.com, EXPO: www.securityclearedexpo.com.



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Funded training- HMS Forces

There are many options available for individuals who are leaving the forces to obtain funding towards their training.

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We can help our customers to secure funding in order to gain new skills and further their career prospects. Please do not hesitate to contact our account managers for any further information.



HM Forces - resettlement training

In addition to providing training to the armed forces, we also provide training for those who are leaving the forces, helping them to reskill for a new career.

We accept standard learning credits (SLC), individual resettlement training costs (IRTC) and enhanced learning credits (ELC).

We also accept combined funding, which is allowed in the following combinations:

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Due to the roll out next Summer all of the utility providers will each need hundreds of “newly qualified” engineers to assist them in installing these meters.

According to official figures, around 50 million gas & electric smart meters will need to be installed in more than 27 million homes by 2020 (possibly 2022).

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Keeping Safe at Sea

With smuggling, piracy and other seaborne crimes increasing steadily maritime security is becoming ever more important for vessel owners, operators and shipping companies. And that is good news for service leavers interested in a future career in the security industry.

Companies in the industry are constantly seeking suitable personnel with the right qualifications and experience to handle all the difficult situations that are likely to occur at sea or while vessels are berthed.

Orchid Maritime is an independent, global risk consultancy practise specialising in Maritime Security and Training Solutions. The company helps ship and super yacht owners understand and manage the risks and opportunities of operating in complex or hostile environments. They support clients by providing strategic consultancy, expert analysis and in-depth investigations through to handling sensitive political issues and by providing practical assistance in armed transit

protection and support. Orchid's unique combination of services, its geographical reach and the trust its clients place in them, ensures they can help them effectively solve their problems. Working worldwide, Orchid Maritime provides a broad range of services to help all its clients manage political, integrity and security risk.

THE RIGHT PEOPLE

Extraordinary people work for Orchid Maritime. The company is proud of its diversity and the breadth of experience and world class skills which it brings to its work. They claim a unique dynamic in the business from working alongside members of its team who are passionate about human rights, geopolitics or providing protection to super yacht and commercial ship

owners alike. The wealth of their backgrounds and perspectives, give Orchid the range of expertise required to tackle its clients' most complex problems. Orchid is proud that its team is united behind the company values and commitment to providing clients with the best possible consultancy and training services. With a wealth of knowledge and expertise, it draws upon experienced personnel from the UK Special Forces, Royal Marine Commandos and other specialist military units ensuring that they only employ the highest level of qualified personnel to meet client's requirements.

Orchid Maritime has offices in the United Kingdom and Monaco. All contracts are individually managed ensuring that all potential risk is mitigated under

international legislation. Orchid Maritime is a signatory of the ICOC (International Code Of Conduct) and registered with SAMI (Security Association for the Maritime Industry). Orchid Maritime is a UKAS ISO 9001-2008 certified company. Orchid's ethos is in the pursuit of unrelenting excellence. Its website states: "We will always seek to achieve the highest standards of ethics and probity to achieve the high standards of service at all times."

Orchid Maritime was founded in 2008 and is one of the more established security companies based in the United Kingdom. It provides security advice and solutions to the commercial shipping industry that they claim are unsurpassed and best in class, to mitigate many

of the related risks and threats associated with vessel protection. Its philosophy is robust: "We aim to develop a strong and long term client relationship, which combined with our aspiration for excellence, ensures that there is continual inward and extrinsic client feedback and a review process."

Orchid is a signatory to ICOC, a member of SAMI and has been accredited with ISO 9001 status. All weapons and security equipment are licensed in the United Kingdom and Orchid adheres to all of the criteria advised by the IMO in their Interim Guidance to Ship Owners. The company is recognised by leading insurers and P & I Clubs and Flag States.

Orchid Maritime offers to deliver vessel protection services, security advice and intelligence for commercial vessels, super yachts, offshore vessels and vessels operating within the Oil and Gas industries.

The vessel protections services include both armed and unarmed teams. The armed teams can embark from Suez, Muscat, Galle, Mauritius, Durban, Mombasa and Capetown. Many other ports can be available to unarmed teams.

Other services include: vessel security assessments, pre-embarkation hardening assessments, anti-piracy drills and training, citadel placement and preparation advice and maritime intelligence.

To get the experience you require to enhance your existing armed forces qualities and qualifications, Orchid Maritime offers courses in Security Awareness and PDS, Hostile Environment Training, Level 3 Close Protection and Defensive and Evasive Training. To find out more about the company and the courses and opportunities most suitable for you visit the Orchid Maritime website: www.orchid-maritime.com, telephone +44 1202 676 752 or Email: ep@orchid-office.com.

PGI TRAINING

If you think maritime security is the right sector for you, you might want to consider talking to PGI Training.

In a little over two years PGI Training claims to have changed the training landscape forever. The company's specialist courses have shattered the old ways of looking at security, risk management, maritime, medical and resettlement courses. It boasts that while much of the marketplace chooses to imitate and follow, PGI Training is relentless and committed to innovation with a desire to deliver the very best.

All of our courses are supported by the PGI METHOD. The training methodology has been carefully planned, created and put together using decades of experiences from

all around the world in most areas of training. For example PGI's Maritime Course, the MSO 25, has been created by those working right in the front lines of maritime security, ex-military, former Marines and hugely experienced trainers. PGI experts have worked in the most hostile areas and the most remote.

PGI trains individuals, organisations, trainers, and they even train security companies that protect small nations or large fleets and many other large corporations all over the world.

MSO 25 course really does offer you a vast array of opportunities to enhance your skills in a varied range of qualifications from Forensic Awareness to the City and Guilds level 3 (MSO) Maritime Security Officer qualification. The MSO 25 course offers a variation of theoretical and practical lectures and assessments.

The International Ship and Port Facility Security Code, (ISPS) was created as a result of the events of September the 11th 2001. It became obvious that security both on ships and ashore needed to be heightened.

The three day Ship Security Officers course is designed

to provide guidance and instruction for those who wish to work in this discipline. This qualification is also a mandatory prerequisite for many of those who wish to gain employment in an anti-piracy role within maritime security companies.

PGI courses also cover first-aid, personal survival techniques, fire fighting and much more.

If you need to book training, if you have a question or you need some advice the PGI team is ready at the end of the phone waiting to help. To find out more about PGI and the training on offer through the company telephone **01884 849 460** or visit: www.pgitraining.com.

NEPTUNE MARITIME SECURITY

Neptune was established in 2009 by two ex-members of the UK's maritime Special Forces unit, the Special Boat Service, in response to the then ever-increasing Somali Piracy problem off the Horn of Africa which was rapidly spreading over the Gulf of Aden, Indian Ocean and East African region.

The company rapidly grew throughout the next few years,

We will always seek to achieve the highest standards of ethics and probity to achieve the high standards of service at all times.

ORCHARD MARITIME



establishing a regional infrastructure of fully legitimate, compliant and operational firearms storage and logistical management, for the provision of armed vessel protection to every kind of merchant shipping vessel passing through the High Risk Area (HRA).

In 2012 Neptune added to its main UK office, establishing an Operations & Support Centre in Dubai, UAE central to our area of operations and increasing its regional footprint. In 2013 the company added representation in Tokyo, Japan and more recently in 2014 representation in Singapore.

Neptune operates in the areas of offshore security, vessel protection and port security.

Maritime security requires experience, discipline and professionalism. Neptune provides a quality security service, using skilled operatives. The company is looking to recruit only the best candidates to join its teams.

Skills and experience required

- Minimum seven years of relevant military experience
- Exemplary military conduct
- Criminal Records Bureau check (CRB)
- MSO (Maritime Security Operators course)
- Maritime Firearms Competency Course
- ENG1 medical
- STCW95 Seaman's Card & Discharge Book (available from MARSEC companies)
- Yellow Fever inoculation
- MARSEC Tax
- First aid trauma training
- Letter from a doctor to confirm mental stability

All applicants must demonstrate knowledge of the current piracy situation. You must know the importance of various land and sea features related to piracy, chart work with latitude and longitude bearings, and use of RADAR.

Knowing and understanding the Rules of Engagement is extremely important. To find out more about maritime security vacancies with Neptune visit website www.neptunemaritimesecurity.com.

The user friendly site also allows you to download your CV and send it direct to the company. You can also contact the UK office in Poole, Dorset on **+44 (0)1202 743357** or email: info@neptune-ms.com. There are also offices in Dubai, Singapore and Tokyo. ●

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Gerry McGuinness



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There are many reasons why it could be a great idea for you to invest in a Belvoir Franchise.

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- An opportunity to earn a significant amount of money each year, often far in excess of a salaried position.
- An opportunity to build a capital asset that gives you financial security for your future.
- Genuinely working for yourself, in your own business.
- A comprehensive support structure that helps to deal with those situations that you haven't experienced before.
- A proven successful business model that has gained the backing and confidence of four of the major banks, giving preferential rates and the maximum loan ratio.
- To succeed at starting a new business in a competitive environment.

Whatever your reasons are for wanting to move your life forward, we would love to discuss them with you. The first step is to attend a Discovery Day where we begin to understand you and you begin to see more clearly just how exciting this opportunity really is.



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Mike Cleans Up with Dublcheck

Easy Resettlement magazine recently spoke to Mike Masser who previously served in the RAF from 1968 through to 1980 achieving the rank of Corporal. On leaving the RAF, Mike worked for British Aerospace initially in Chester and later in Riyadh Saudi Arabia for 12 years.

Due to family reasons Mike moved back to the UK and decided that he would like to work for himself and be able to run his own business. He decided to invest in a franchise that went into liquidation. Unfortunately he lost the investment he had put up to become a franchisee. Although this was very costly Mike was determined that despite the setback, he felt

the support and advice from a franchise was an integral requirement for his future plans.

Mike came across an advert in the local paper for a new franchise opportunity that ticked all his requirements. After setting up an initial meeting with Jo and the Dublcheck team he soon decided that their business model and ethos was just what was required. This initial interest soon saw Mike Masser become Dublcheck's first franchisee. He started his

commercial cleaning business on the 1st June 1994 and has been with them ever since amassing over 20 years of profitable business and clients to his portfolio.

We asked Mike what it was that gave him the confidence to invest in a franchise after his previous experience. He said: "I knew I wanted the support network of a franchise as they would not only support me with the day to day running of the business along with the paperwork and banking but they also actively help me find clients."

"The clients they found were guaranteed to achieve a level of income which meant my franchise would be a success and I have been working closely with them ever since. In recent years we have helped other potential franchisees

look at our business model to show transparency and the figures they could achieve when investing with Dublcheck.

"After 20 years I am taking more of a back seat and passing on the reins to my son who will no doubt run it for the next 20 years. I strongly believe that the Dublcheck franchise is the kind of franchise that would suit many service leavers looking to be their own boss. Their network of support provides not only the guaranteed income they offer, but also continued support from the day you sign up to 20 years after. I can testify to that."

"My experiences and skills gained in the RAF were recognised by Dublcheck and they helped me harness these skill sets to successfully run and sustain a franchise for so long."

Jo at Dublcheck is still as keen in supporting new franchisees. She would be more than happy to have an informal chat with any service leavers and answer any questions about becoming a franchisee to ensure you know every part of the business. ●



For more information call 0800 317 236, visit www.dublcheck.co.uk or email info@dublcheck.co.uk

www.easyresettlement.com

Franchise owners say:

JOANNE
Previously Project manager at Bank of Scotland
Starting turnover: £50k
Current turnover: £150k

"Once I met the Dublcheck team I found the concept of commercial cleaning very appealing" - Joanne

PETER & PRU
Previously Greengrocers
Starting turnover: £12k
Current turnover: £77k

"We found Dublcheck during our research into the franchise industry and immediately liked its concept of guaranteed turnover" with Dublcheck finding your clients and guaranteeing the level of turnover you desire." - Peter

GRAHAM
Previously MD of Coloursoll
Starting turnover: £48k
Selling turnover: £400k

"Facing redundancy in my 50's was unsettling. A management franchise was ideal because it enabled me to utilize my previous management experience. I love the fact that the harder my team and I work the higher the rewards." - Graham

LEN
Previously Retail Manager
Purchased resale
Current turnover: £330k

"A big thank you to the Dublcheck team, and to receive an award was brilliant" - Len

SONAL & MITESH
Previously Quantity Surveyor
Starting turnover: £14k
Current turnover: £148k

"Sonal and I can't believe a year has past since we decided to join this wonderful franchise. We both wish we had done this years ago." - Mitesh

ALL FIGURES CORRECT AT THE TIME OF GOING TO PRESS

21 YEARS SUCCESS OF SETTING PEOPLE UP IN BUSINESS



Carol Stewart-Gill and the Dublcheck Support Team

BUILD YOUR BUSINESS THE EASY WAY

NO NEED TO DO ANY SELLING... WE GET THE BUSINESS FOR YOU!
We Guarantee:

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Current Turnover: £200k

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Starting Turnover: £14k
Current Turnover: £108k

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Turnover from £14,000 to half a £1/2 Million per annum.

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Carol Stewart-Gill,
Founder and Chairman of Dublcheck



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web: www.dublcheck.co.uk



Dublcheck, The 20th Fastest Growing Company in the UK - Official Source, Sunday Times

*Turnover is not a guarantee of profit.



From Active Service to Customer Service

Earlier this year Rob Cawley took his life in a completely different direction. After ten years in the army he became a Mac Tools franchisee, joining over 125 other distributors in the ever-growing network.

Rob, aged 36, saw a good deal of active service during his time in the Royal Engineers, which included two tours of Afghanistan. Rob's first tour saw him involved in construction,

while during his second tour he was in a counter-IED (improvised explosive device) task force. Given this background it should come as no surprise that he has easily risen to the challenge of becoming self-employed as a Mac Tools franchisee.

Explaining how his life in the services prepared him to take on his own business, Rob says, "My army training provided me with a real sense of self-motivation and self-reliance, as well as attention to detail, discipline and the ability to be self-critiquing and analyse what I am doing in any given situation. I'm now able to use those skills in a very different way to take my career to the next level running my own business."

"Not only that but my experience on active duty in Afghanistan

communicating with local people, where there was an obvious language barrier, and having to be diplomatic with the ability to step back and see the big picture has helped me tremendously in the world of retail, which when I first took on the Mac Tools franchise, was completely new to me."

There may be a world of difference between serving Queen and Country and being self-employed as a Mac tools franchisee, but that was what appealed to Rob about the opportunity when he left the army. "The need to challenge myself to do something that was completely different and under my own control after leaving the forces was what really appealed to me about the Mac Tools franchise."

A real highlight for me along the way was my first tool box sale. It was a large investment for the customer, and I feel it shows their faith in me and that's a real confidence booster." Not that Rob feels the need to have his confidence boosted on a regular basis thanks to the continued support he is getting from Mac Tools. "There's always someone there on the end of the phone when I have a question," says Rob of the back-up he gets from Mac Tools. "Naturally for my first few weeks on the road I was on the phone a lot more often than I am now and the support I got meant I never felt alone. It has given me the peace of mind I needed to develop and now I see myself on the path to financial independence. Taking on the Mac Tools franchise has made a huge difference to my life," concludes Rob. ●

If you are ready to take the driver's seat with Mac Tools and join this thriving network of franchisees, please call 08450 6000 60 or email franchise@mactools.co.uk for more information.

Taking Positive Steps for a Positive Future

People from backgrounds as diverse as B2B sales and working on HGVs are realising the advantages of self-employment, and the benefits it offers for their futures.

Now, four more people have taken that step as they go on the road to success with a Mac Tools franchise, transferring existing skills and knowledge to their new career.

Father of two, Wayne Harriman, had previously worked for himself in sales within the construction industry, but was ready for a new direction when he began looking at the franchise opportunities offered by Mac Tools. Wayne says of his decision to take on the Mac Tools franchise, "I wanted to continue running a business, but with the support of a knowledgeable team and a multi-national brand behind me, so Mac Tools was the perfect fit." Coming to the franchise with 18 years of experience in the construction industry,

Wayne already had a good knowledge of tools in general, but thanks to being able to spend time with well-established franchisees on the road, he now has a clearer understanding of just what is possible from a Mac Tools franchise.

Given that his pastimes include acting as an army cadet weapons instructor, Marcus Webb knows what discipline is and how a methodical approach can pay dividends, and it is these skills that he has brought with him to the Mac Tools franchise that he is now operating in Cambridge. Commenting on his decision to make the transition into self-employment Marcus says, "I've always wanted to be my own boss, and to have the ability to make my own decisions and take the business in the direction I want, knowing what will work

in this area. The fact that Mac Tools offers a world class range of tools, along with professional support in every area, gave me the confidence I needed to succeed. My background was in mechanical engineering and B2B sales so I already had a good understanding of the product and the sales process, and Mac Tools are providing plenty of support along the way, too," concludes Marcus.

"I first started looking into franchising because I wanted to be in charge of my own destiny and take on a new challenge," says Glenn Carpenter from Kent.

"A Mac Tools franchise seemed like an exciting opportunity. I used to be an electrician so I'm fairly familiar with the tools Mac offers, and I know the product range and quality." Glenn's knowledge of the brand played a large part in his decision to take on a Mac Tools franchise, but it was his desire to do something different that sealed the deal. "It's a big lifestyle change for me, and that's the part I'm most looking forward to. I can't wait to get out on the road and start making my mark around Gravesend."

Matt Gell has always been happiest in a workshop environment, but he felt the need to push himself

further. Explaining his thinking, Matt says, "I'd been working as an HGV technician in the Goole area for the last few years, and I knew that most people, like me, wanted to have more choice with the tools they bought, and that's the main reason I joined the Mac Tools team. I also like the idea of being my own boss and I want to prove myself, so becoming the 'Mac Man' in my local area is an exciting challenge that I'm happily rising to." ●

If you are ready to take the driver's seat with Mac Tools and join this thriving network of franchisees, please call 08450 6000 60 or email franchise@mactools.co.uk for more information.



BE YOUR OWN BOSS WITH A MAC TOOLS FRANCHISE

- ✓ Part of £7 billion global organisation Stanley Black & Decker
- ✓ The strength of world famous brands like Mac Tools, Facom, Britool Expert & DeWalt
- ✓ Opportunity to earn £50,000 - £75,000 a year
- ✓ Professionally-equipped van stocked with some of our 18,000 strong product line
- ✓ No ongoing royalties so you keep 100% of your profits
- ✓ Head office support & a comprehensive training programme
- ✓ We now offer two options to finance your Mac Tools franchise:
 - With £15,000 liquid capital & a £35,000 bank loan you receive our highest trading terms
 - With £3,750 liquid capital & a £8,750 bank loan you will receive our lower trading terms

POTENTIAL TO EARN OVER **£75,000 pa**



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franchise@mactools.co.uk

GREAT TO WORK WITH

"After days out with other franchisees I saw what can be achieved. The rewards, job enjoyment and satisfaction were obvious and lead to an easy decision to pursue the chance of becoming a Mac Man"

Steve Marchant | Mac Tools Northampton



Mac Tools UK



"A Franchise opportunity should not involve unnecessary risks or complications for the Franchisee", so says Don Waterworth, Founder of the TOP 100 Master Tradesman Directory.

Don continues by stating that, "many people purchasing a Franchise are lead to believe that the Franchise they are becoming involved with is simple to operate and make successful. However, often the opposite is true. Franchisees can be faced with a high initial investment, ongoing costs for specialist training, vehicle, monthly service costs, stock, etc. The Franchisee can be overwhelmed even before they start to attempt to make their business work".

The TOP 100 Master Tradesman Directory (MTD) was formed in 2009 by Don Waterworth of Hanley Amos Stewart, Chartered Building Engineers, Building Surveyors and Expert Witnesses, who have over 25 years experience in private practice.

It was felt by Don that there was the need for a proper, professionally run Trade Association for quality tradesmen working in the residential sector. This was primarily due to the fact that Don Waterworth who formed the

TOP 100 MTD register, was patently aware that most Trade Organisations within the residential construction sector, do not represent either the trades people nor indeed the consumer.

Indeed, many trade organisations do not incorporate a vetting system, therefore this allows any tradesman regardless of history or competency to become a member. It is simply (in most cases) a matter of the tradesman handing over 'a cheque for a sticker' for his / her van.

"The TOP 100 MTD Franchise opportunity is most unique, in my opinion", says Don Waterworth, and continues by saying, "We have always operated to a high professional standard in our practice and operate the Franchise in the same professional manner. We offer a fully transparent business model and make our Franchisee's fully aware of all our costings and their level of investment and commitment, which, in my opinion, is quite unique. Hence we say, 'this is a different kind of Franchise'".

The Franchise operates on a post-code area system and maintains the TOP 100 MTD exclusivity within an area by limiting the number of tradespeople members to 100. This gives the Franchisee a revenue of anywhere between £30 - £70,000.00 per post-code, say the TOP 100. The investment

"FRANCHISE OPPORTUNITIES WITH A FLEXIBLE APPROACH TO BUSINESS CREATING NEW HORIZONS"

is below £15,000.00 and there are no monthly service charges. The TOP 100 MTD say that the Franchisee simply needs a car, a phone and a desire to be successful. It is that simple!

"We have built and honed the TOP 100 MTD to the position today whereby we are the envy of the industry. There simply is no other trade organization in the residential construction sector which offers anything like the member and indeed consumer services that we offer".

"Our Franchise opportunity is uncomplicated and very easy to run, many are not. Check out our website at www.mastertradesmanfranchise.com and come along to one of our informal coffee meetings in January. This could be the best start to the New Year that you have every had".

Call us now for full details on **0800 1954922** confirming your attendance at one of the venues listed below:

**Birmingham - Wednesday
14th January 2015 10am**

**Oxford - Sunday
18th January 2015 10am**

**Manchester - Wednesday
21st January 2015 10am**



THE franchise opportunity **not** to be missed...

Low Investment
Easy to Operate and Make Profit
No Specialist Vehicle or Training Required

Then consider this unique business opportunity provided by the TOP 100 Master Tradesman Directory.

Welcome to 'A Different Kind of Franchise'. Most Franchises are the same, you pay your Franchise Fee then you have got a whole raft of fees and charges to pay on an ongoing basis. Then on top of this you have to try to make a living.

Our Franchise is 'A Different Kind of Franchise'. It is a Franchise with no service charges, no stock, and requires no specialist vehicle or premises. It is a Franchise which rewards your effort without you having to pay out again and again.

The investment is quite low and the return can be considerable.

Areas are allocated on a post-code basis, first come first served, with full residential training, marketing and a 24/7 business back-up being provided to ensure success.

So why don't you visit our website mastertradesmanfranchise.com to download our PDF Brochure, along with a full list of venues and dates of our informal seminars, come along for a chat and coffee to realise your potential with the Top100 Master Tradesman Franchise. Simply you, your car and your phone, like we said 'A Different Kind of Franchise'

www.mastertradesmanfranchise.com



Don Littlewood, well known TV presenter and Consumer Champion with Don Waterworth another Consumer Champion and founder of the Master Tradesman Directory.

"Franchise business model has been proven out over a number of years"



"We have been members of the TOP 100 Master Tradesman Directory for 4 years and have benefited immensely in gaining extra sales, the advantage over my competitors cannot be overstated. Additionally, should I have a Legal or Technical problem, the TOP 100 are always on hand".
Steve Green Managing Director, Leeds Glass Windows

**Call us now for full details
0800 1954922
or visit our website to download
our PDF Brochure at...**

TOP 100 TRADES **MASTER TRADESMAN Directory**
A Different Kind of Franchise

AN OPPORTUNITY OF A LIFETIME!

Your own successful business in the automotive paint repair industry



If you want to manage and run a successful business in a massive high growth sector or just want to experience something new, then mySmartPaint is the answer.

mySmartPaint is based on a unique method of restoring car paint work originally developed over 20 years ago. We are the Master Franchisors for this technology and our Operators are the **only** people who can provide this revolutionary method of car repair in the UK.

As a mySmartPaint Franchisee, you will have the backing of an established, proven and successful technology which has been performing automotive S.M.A.R.T. (Small Area Repair Technique) repairs for over 20 years.



Fantastic earning potential.

Operators should be able to earn £80,000+ per year



No experience necessary.

Operators are personally trained in an extensive residential course



Reasons to be happy

You are backed by an established technology and professional brand.

You are on the road to success without the risks experienced by independent or start-up businesses.

You can achieve success fast.

You will have full residential based training, marketing collateral including your own website, social media support, branded uniform and van livery.

You will be a part of an exciting business venture that will change your life and secure yours and your family's future.

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your success is our success!



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to discuss how mySmartPaint could change your life!

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Established global network



Environmentally friendly "repair not replace" philosophy



High growth business sector

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

Over the next few pages you will be able to view numerous courses from various training providers who are backing this campaign.

Our main aim is to assist service leavers by giving you totally free training regardless of your age, rank or entitlements.

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 to gain civilian recognised qualifications.

With these free courses on offer all you need to do to qualify is simply email the company whose course you are interested in, please include £100k in the title along with information on 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.

There is no limit to how many courses you are eligible to apply for, however we do ask that you only enter once per course/company taking part in the campaign. You will see that there are courses available in most industries, if however there are particular

courses you are interested in that we have not yet included then please call or email us and we will try to find something for you.

This campaign is only possible due to our advertisers so please do let them know your thoughts on our campaign. Our aim is to make next year's campaign even bigger and better, so with your support in applying and spreading the word about these free courses, may well help next year's campaign be in the region of £250,000 worth of free courses.

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. There are lots of courses available so please inform any friends or family that may benefit from some free training.

Our website **www.easyresettlement.com** has a section where you will be able to view these courses all through 2014. Simply click on 100k partners to view the course information on offer from each company. You can also subscribe for free to receive each issue being sent to your email address. ●



Total Training Support

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 "honing" 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. We have now selected our winner who will be joining us in January to commence his course. Congratulations to Paul Nevitt the Total Training Support team look forward to seeing you. ●

CONTACT

Email: admin@club66pro.com or call 07734 172 223



The Chartered Institute of Logistics and Transport

Win one of ten CILT Drivers CPC courses with Easy Resettlement's £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), focussing 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. ●

CONTACT

Email: pd@ciltuk.org.uk or call 01536 740100



UCP UK

UCP Group of Companies need no introduction.

UCP UK is the group training division and industry leader in high threat security training, programme writers for Hostile Environment Close Protection Officers (HECPO), Subject Matter Experts (SME) as well as the authors of the 22 day Basic Executive Close Protection Programme (ECPO).

UCP UK wrote the only HABC International Awarding Body for Compliance endorsed level 3 Firearms Training for Hostile Environment Close Protection Officers.

UCP UK is a British company with a diverse directorship from former 22 SAS, SF, EOD (Explosives Ordnance and Detonations) Specialist Unit, Air Assault Units and Commercial VIP Protection veterans with over 30 years of proven Close Protection experience.

UCP Group have over ten offices and training centres globally and have sanctioned Worldwide Security Operatives Ltd, an operational company that is part of the UCP Group created to manage and assist UCP students in obtaining experience and employment within the Executive and Hostile Protection Operational theatre, UCP Group have trained approximately 10% of all industries CPOs with many success stories wherein

students having progressing careers within the security sector.

The UCP Close Protection level 3 Course is 240 guided learning and adheres to the guidelines set by the SIA which is 140 hours approximately, therefore the UCP course provides an additional 100 hours over the set minimum requirements and is beyond that provided by most other UK and worldwide security CP training companies; therefore giving UCP UK's students the best possible foundation to get into the industry with minimal real time experience, in addition to the services provided by the Worldwide Security Operatives arm of the UCP Group this course really is a world leader even without UCP's extensive post and prior support.

ABOUT THE FREE EASY RESETTLEMENT COURSE GIVEAWAY

The selected applicant will receive the following;

The UCP Basic Package Qualifications and Awards

- 1 x Close Protection QCF Level 3 qualification
- 1 x Education and Training Level 3 Qualification
- 1 x First Person On Scene Intermediate Level 3

The UCP Advanced Packages and Maritime Packages are industry leading, designed and developed to get UCP students into employment as rapidly as possible by providing them with the correct qualifications and the highest standards of training.

UCP firearms level 3 is the only real calibre live firing course guided and developed for the Hostile Environment CPO, the level 3 in firearms training certificate is all you require for weapons competence and is the most up-to-date and correct method of training for both Maritime and Land security.

Please visit our web-site for more information regarding the UCP brand of companies, training courses provided by UCP, testimonials and success stories of former students and current UCP Operatives, the UCP Facebook page, the extensive UCP photo gallery, dates and prices of future courses provided by UCP. ●

CONTACT

Email: criss@ucpgroup.co.uk or call 01474 823 032



Cerco IT

What makes Cerco IT unique?

Cerco is an IT Recruitment Company that doesn't insist that its candidates have at least two years IT Industry experience, nor do we insist that all our candidates have IT Industry recognised qualifications such as Comptia, Cisco or Microsoft...

WHY?

Because that's not what OUR customers necessarily want from their workforce.

Our customers need to know that any IT engineer working for them can do the job technically, efficiently and with a smile on their face!

For nearly 25 years Cerco has been supplying the Industry with newly trained engineers that have undertaken an intensive vocational training programme designed to ensure they have the capability to perform any task asked of them.

Prior to being trained each candidate is evaluated by our experienced Cerco management, to ensure that they have the right attitude, desire and interpersonal skills to make them stand out from the rest. This stringent evaluation includes technical testing and a personal interview.

Although our training is FREE it doesn't mean it has no value, on the contrary because it is FREE, we can be more selective as to whom we train and our Customers benefit from the quality of the Contractor we place with them!

As a recruitment company, we make money when our candidates make money [we pay our trained engineers full market rate whilst on contract] and therefore it is

imperative we only take people on to our programme who we can place into work with confidence; thus enhancing our reputation amongst our customer base.

Not only do we help people break into the IT Industry, we also help them progress in the IT Industry...

HOW?

Once a candidate has completed six months worth of assignment with us, they become eligible for another FREE training course, Comptia Network+ and Server+

(after 12 months). We know that by doing this, our candidates will progress their career and in time hopefully help others break into the industry as they themselves become the future employers... simple, the cycle completes!

This is what makes Cerco IT Unique! ●

CONTACT

Email: info@cercoit.co.uk or call 01270 219 760

Cycle Maintenance

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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 and 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 cater 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. ●

CONTACT

Email: **julie@downlandcycles.co.uk** or call **01227 709706**

Trades Training

UK TRADES TRAINING

UK Trades
Training

UK Trades Training started off as NE Tiling Training over seven years ago, we are now a well respected, established and proven training centre.

Over the years we have extended our successful Tiling course programme and now have a full professional range of quality tutors teaching Tiling, Plastering, Plumbing, Locksmith, Decorating, Kitchen Fitting accredited courses and offer training to a very high standard. We have delivered and maintained very high standards of tuition throughout the years we have been trading. Our reputation is built upon the success of our past students, many of them now running their own businesses. You can be rest assured, training with us is everything you need to start your new career, feel free to drop by anytime to have a look around and have a friendly chat about any of our courses, we'll be glad to show you what we offer.

The new trade skills we can fast track teach you in Wall and Floor Tiling, Plastering, Locksmith, Kitchen Fitting, Plumbing and Decorating will simply make you money, whether you're looking for a full time self employed career change, or just adding a construction skill as an extra income to supplement your current job or doing your own jobs around the house, our courses will suit you down to the ground.

Trainers are fully qualified assessors, have level 3 qualifications and have their own self employed business experience. We are committed to delivering and giving you a quality, no nonsense course.

Here is a list of our Level 3 courses

- Five Week Multi Trades Course
- Three Week Advanced Multi Trades course
- Eight days Locksmith Course
- Two Week Photography Course
- Two Week Self Employment Course

- Three Week Wall and Floor Tiling Course
- Three Week Plastering Course

Your course can be nationally accredited with a recognised award in your chosen trade by the end of your course, showing you have reached a level of competence. These will go towards your NVQ.

We are proud to be a part of Easy Resettlement's £100,000 training give away and are offering a free course of your choice by simply sending us an email enquiry. Please email **nett.training@yahoo.com** title the email £100k give away and state which of the courses you are interested in. Please also let us know when you joined and when your exit date from service is. We will then select a winner at the end of the year, good luck! ●

CONTACT

Email: **nett.training@yahoo.com** or call **01914 547 733**

Maritime Security



Protection
Group
International

PGI Training know it can be difficult to consider working in a civilian role after leaving the Armed Forces, we've been there ourselves!

advanced skills • MCA Medical First Aid onboard ship • ILM Post Incident Forensic Management • MCA STCW 95 Firefighting • MCA STCW95 PSSR • MCA STCW95 PST • MCA STCW95 EFA

Further to the recognised and accredited qualifications, PGI are the preferred provider of training to a multitude of Private Maritime Security Companies and understand the need for some of the softer skills required.

15 DAY SECURITY & RISK MANAGEMENT CONSULTANTS COURSE:

The PGI Level 5 Ofqual City and Guilds SRMC course is an accredited Professional Recognition Award which is mapped specifically to the security industry. This intensive course will ensure all candidates will gain the necessary skills and competencies in:

- Establishing Security context to mitigate risk • Country Risk Analysis • Physical security and Journey Management • Security Planning and Report Writing • Business Communications • Crisis and disaster management • Fraud, Corruption and Human Rights • Investigating crime at work • Security Project Management

This highly respected qualification includes leading industry and business guest speakers.

Our SRMC course will give the learner:

- Qualification - City & Guilds Professional Recognition Award Level 5 (Security & Risk Management Consultants) • Post Nominals - City & Guilds Affiliateship (Security & Risk Management Consultants), AfCGI • Graduation Ceremony – Invited to attend an annual graduation ceremony

Whichever course you choose it will give you the competitive edge you need to stand out in the job market. Our dedicated resettlement team are recruited exclusively from the Armed Forces, so they understand how daunting it is to leave the Armed Forces. We are proud to be a part of Easy Resettlement Magazine's £100K training giveaway and we are excited to be able to offer the two courses above as a price to two lucky winners. Just send us your full name, email address, contact telephone number along with which service you belong to, your joining and exit date and if you are entitled to any ELC or Resettlement funding. Winners will be notified by email. ●

Our comprehensive course gives the learner:

- City and Guilds level 3 (MSO) Maritime Security Officer • MCA (SSO) Ship Security Officer • RYA VHF • RYA Radar • Edexcel (FPOS) First Person on Scene Intermediate with

Electrical, Air Con and Refrigeration



Technique
Learning
Solutions

Technique Learning Solutions are the UK's leading Electrical, Air Con, Refrigeration and PLC Training Specialists who are very proud to be a part of Easy Resettlement's £100,000 of free training campaign.

All of our Intensive/ Practical Courses are ELC accredited and are designed to help you change career or up skill to put you in the right direction. Whether you want to train to become a Domestic Electrician, a Refrigeration Engineer or a PLC Engineer we have the right course for you. With purpose built training bays and the latest facilities in a quality environment to give you the best chance of success.

TOTAL ELECTRICAL 20 TEC20

These comprehensive electrical training courses fully meet the certification requirements of Part P schemes and are aimed at non-electrical and electrical persons wishing to up skill or re-train. The aim of the courses is to provide a level of competence, which will allow work to be safely and efficiently carried out on Electrical Equipment and Systems all within a four or six week period.

A four week course which gives you the foundation knowledge you need to commence working

as a domestic electrician. The courses are a mixture of both practical work and theoretical study, with the emphasis being put on as much practical as possible.

TOTAL PLC 10 TPLC10

This ten day course is designed for new entrants into the PLC arena, whether you're looking to become a PLC engineer, maintenance engineer with PLC knowledge or currently working in an environment which utilises PLC's.

This ten day course covers the major manufacturers such as Allen Bradley, Siemens S7 and Mitsubishi. However if you have a specific manufacturer you wish to cover then that's usually not a problem either. The course is designed to be as hands on as possible with well over 80% of your time spent practically on the PLC's and training rigs, as we firmly believe the easiest way to learn is to 'do it'.

TOTAL AIR CONDITIONING & REFRIGERATION TACR10

Our intensive 10, 15 or 20 day air conditioning and refrigeration training courses have been structured to meet the ever increasing demands on industry to meet safety, environmental and legal requirements regarding installation, commissioning, service and maintenance of both refrigeration and air conditioning systems including the electrical aspects of installation dependent upon course selection. The first ten days of the course are mechanical only, the following five or ten days are the electrical aspects, depending on which route you need to go down.

TOTAL INDUSTRIAL ELECTRICAL MAINTENANCE TIEM10

This course is designed to enable candidates who have a small amount of electrical knowledge to gain recognised qualifications and skills to enable them to enter an industrial environment and work as an industrial electrician. The course will include a large amount of practical, enabling the candidate to install, fault find, design and wiring up control panels, using a variety of different methods.

For your chance to win one of these courses simply send us an email **enquiries@learntechnique.com** include in the title £100k partners and please let us know which of the courses you are interested in, along with your exit date and if you have done any similar training previously. ●

CONTACT

Email: **enquiries@learntechnique.com** or call **01246 802 222**



Stratum

Stratum is the only Microsoft Gold Learning Partner in Wales and the region's leading provider of computer training, project management training, and service management training.

The leading learning and development company in the region, Stratum has been providing training to people, organisations and government departments since 1990 and has many more years of experience.

Previously known as e-academy, we have a local focus delivering training to organisations in Cardiff, Newport, Bristol and South Wales. We also offer national coverage, delivering training and organisational development services across the UK. We work with a wide range of industries, helping all shapes and sizes of organisations to realise their visions of becoming world-class.

We provide everything from a single training course to large-scale, tailored programmes - and we work in complete partnership with our customers to ensure that our services provide exactly what you need.

Each and every one of our customers enjoys the same level of service from a single, named contact - whether that customer is an individual wanting a single course, or a company director from a corporate organisation

wanting to develop their entire organisation. We work hard to deliver the quality that you deserve, focusing on the small details of our services and programmes as much as the large.

TRAINING FOR IT PROFESSIONALS

For IT professionals, we provide training on technologies such as Microsoft (in fact, we're the only training company in Wales accredited as a Gold Partner for Learning Solutions, and one of just six in the whole of the UK), Cisco, Citrix, Novell and Unix. We also provide professional skills training for IT professionals - on topics such as PRINCE2 project management and ITIL IT service management.

TRAINING FOR COMPUTER USERS

For computer users, we offer a range of courses on Microsoft Windows, Office and Adobe graphics/web design applications.

TRAINING FOR PROFESSIONAL DEVELOPMENT

For those seeking professional development, we provide a wide range of leadership and management courses which are ILM-accredited, as well as social media training, project management training (PRINCE2 and Agile), business analysis and requirements engineering training, trainer development, occupational effectiveness training, and six sigma and lean training.

YOUR LEARNING AND DEVELOPMENT PARTNER

Whatever your development needs, on an individual or an organisational level, we will work closely with you to develop your skills - or the skills of your workforce - as a real partner. We're proud of developing successful long-term customer relationships and we avoid the hard sell that's favoured by many bigger learning and development companies.

We are proud partners of Easy Resettlement's £100k give away and are offering a free course up to the value of £1,800 to one lucky winner. Simply email us for your chance to win. Please include £100k partner in the title along with how long you have served and when you are due to leave. ●

CONTACT

Email: info@stratumworldwide.com or call 0845 650 6500



Wise Global Training Ltd

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 takes 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's 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. ●

CONTACT

Email: info@wiseglobaltraining.com or call 01482 211989



Perseus

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 magazines £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. ●

CONTACT

Email: info@perseusrisk.com or call 0203 358 0222



PPD Safety Training

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 five 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 set up their own first aid training business.

IOSH MANAGING SAFELY

This four day qualification is a nationally recognised health and safety qualification, this 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 three 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. ●

CONTACT

Email: enquiries@ppdsafetytraining.co.uk or call 01453 758475

Resettlement Management Courses



Bristol Management Centre

Bristol Management Centre has been providing dedicated Resettlement courses for military personnel for almost 40 years.

From the very beginning our approach has been, first and foremost, to provide practical hands-on instruction and learning in order to give Service Leavers the means to quickly acquire the knowledge and skills to convert their many years of

management experience to suit the demands of the non-military world. Our instructors are all highly experienced practitioners drawn from the top levels of management, who can give you real-life insights into things you really want to know about. This means that you hit the ground running when it comes to job interviews, as well as when you start in your new appointment. In addition you will acquire qualifications which will act as neon lights on your CV and, of course, qualify you to use ELCs to the best advantage. We are also a CTP Approved Provider which means that we can offer you a wide range of fantastic value packages which neatly fit the funding you have available. For further details, see our website or for your chance to win a free course through Easy Resettlement magazines £100,000 training give away, simply send us an email with when you joined service along with your expected exit date and please state which course you would like to win. We will be selecting winners throughout this campaign and will contact winners via email. All Level 7 courses are residential. Residential costs

are not included in the prices quoted here. All courses are offered in ELC-friendly combine packages. There are no examinations as such in the core Programme, but during their attendance at BMC, delegates are able to complete the assignments for the course and thus achieve a Master's Level qualification. Bristol Management Centre is accredited to deliver qualifications on the UK Qualifications & Credit Framework (QCF) at Level 7 (MBA level) which thus makes the Executive Management Programme eligible Enhanced Learning Credit support. ●

- Other Courses run by BMC*
- PRINCE2 - Project Management
 - MSP - Programme Management
 - MoR - Managing Risk
 - Managing Change
 - APMP - Project Management

CONTACT
Email: name@address.co.uk or call 0117 949 1500

Emergency Medical Training



Human Touch

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

Offer applies to 1 place on Amb Tech and 1 place on D1/D2 course. Individual must fulfil pre-course suitability to qualify. 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 does not include accommodation or meals. ●

CONTACT
Email: phill@humantouch.org.uk or call 0800 345 7662

Facilities Management



BIFM Training

Win a 'BIFM Level 3 Award in Facilities Management' course worth over £1,700

From BIFM Training (Quadrilect Ltd) – the official training arm of the British Institute of Facilities Management (BIFM) and a leading provider of BIFM qualifications at levels 3 to 6. Your experience in the Forces will have equipped you with wide range of diversified skills which fit neatly with a career in facilities management, which is why we've teamed up with Easy Resettlement's £100,000 Training Giveaway to give one lucky reader a free BIFM level 3 Award course commencing in 2015 - worth over £1,700.

Ideal for new entrants or those with less than two to three years experience in an FM role, this qualification is designed to develop your understanding and knowledge of the industry. You will receive three days tuition at the BIFM Training flagship foundation programme "Understanding FM" in Central London or Edinburgh complete with two nights' full board on-site accommodation at one of our 4* hotel venues, plus a personal tutor for added support. You will also gain two year's free studying membership with BIFM, giving you access to free resources and networking events, as well as a 20% discount on the BIFM Training programme.

THE UNDERSTANDING FM TUITION COURSE
Now in its 23rd year, generations of FMs have attended Understanding FM to launch or further their careers, and

with an unparalleled reputation both in the UK and overseas, it has long been considered a de facto recognised standard in FM training. Offering a sound introduction to the FM profession, the programme provides a solid base for your development before intermediate and advanced level training. The included site visit provides an invaluable insight into how a commercial FM operation runs in practice, plus you'll also be networking with FM professionals already working in a wide range of commercial working environments. At the end of the tuition, you'll receive a BIFM certificate of completion which contributes towards your record of CPD [Continuing Professional Development].

ASSESSMENT
With further recommended reading and the support of a personal tutor, you will be required to complete two post-course assignments for units FM3.01 'Introduction to Facilities Management' and FM3.03 'Customer and Stakeholder Relations in FM'. You can contact your tutor by email with any questions, and have the opportunity to submit up to two draft assignments before final submission.

ESTIMATED DURATION
Before you start we'll schedule a personal study plan with proposed assessment dates for your approval, and most learners achieve this qualification within three months. You do however have up to two years to complete the qualification meaning there's plenty of flexibility if you have other commitments to work around.

HOW TO ENTER
To request available course dates and enter, please send an email titled 'Easy Resettlement Training Giveaway' to info@bifm-training.co.uk and we will notify the winner by email in Jan 2015. When a course date has been agreed this is not transferable and will be forfeited in the event of non-attendance or cancellation by the winner. We reserve the right to change the course date and venue. Please note we are an ELCAS approved provider so in the event that you do not win, you can still use the ELC system to fund others courses with us. BIFM Training (Quadrilect Ltd) Tel: 020 7404 4440, www.bifm-training.com. ●

CONTACT
Email: info@bifm-training.co.uk or call 020 7404 4440

IT and Telecomms



TNS Europe

TNS Europe training is one of the UK's leading providers of IT and telecoms training, our courses are designed to give you maximum employment opportunities when leaving the forces and start a career in the IT and Telecoms industry.

When you enrol with us, you'll have everything you need to qualify as an IT or telecoms engineer within a matter of weeks!

We have an extensive range of courses to offer, whatever your background, these comprehensive courses will provide you with everything you need to start your career in the IT & Telecoms industry.

Courses start from as little as two weeks upto six weeks depending on which course you choose, with level 2 and 3 qualifications so you can use your ELCAS funding. Last year we trained over a 125 service personnel who were leaving the forces. Many went straight into full time employment and many others went contracting or self employed.

Why did they choose TNS? Because we are industry leaders in IT and Telecoms training with an outstanding reputation within the industry, we work with individuals helping them

into employment, we have strong partnerships with leading companies who are after your skillset, and we work closely with recruitment companies helping you into employment.

- Our course offering*
- C&G 3667-02 fibre optics and telecoms
 - BTEC level 3 in fibre optic installation and testing
 - Comptia A+ It support
 - Comptia Network + Network support
 - Microsoft MCSA windows 7/8
 - Microsoft MCSA windows server
 - Cisco CCENT Network technician
 - Cisco CCNA Network administration

You can check our website for the latest courses at www.tnseurope.co.uk or email us at training@tnseurope.co.uk or just give us a call on 01782 914001

What makes us unique is our trainers still work within the industry, all our staff are from the forces who have been in your shoes when choosing their resettlement and embarking on a transition back to civilian life, we are in it for the long term. We don't forget about you once you have completed our course, we like to stay in contact with you and are always here to give a lending hand when you need it the most, and we have been there and done that so we know exactly what you are going through. You can even take advantage of free refresher training on certain courses. One lucky enquirer will receive a free course for just making an enquiry so don't miss out, call or email us today for a chance of winning a free course. We are approved by City and Guilds, BTEC Edexcel, Comptia and Microsoft. Like us and follow us on facebook and twitter. ●

CONTACT
Email: training@tnseurope.co.uk or call 01782 914 001

Trade Skills



Forces Employment Fairs

FEF-TRG are proud to be a part of Easy Resettlement magazines £100,000 training give away.

Not only are we offering 150 free Dual Fuel Smart Meter Engineering courses with successful candidates gaining an industry recognised qualification on completion of the course, we are also able to confirm a guaranteed employment contract with one of the top six energy providers.

The course will offer on-site work experience with exams and on completion you can expect an annual income of circa £28,000 within 12 months, plus bonuses. This is due to the requirement for all energy providers needing hundreds of "newly qualified" engineers to assist them in the installation of these meters.

The role will require meter installations, maintenance and repairs, often working in customers' homes and outdoors dependant on where the meter is situated. The benefits may include your own van (meaning a full driving licence is required) along with tools for the job and the latest hand held technology. Other benefits may include paid holiday and pension options.

According to official figures, around 50 million gas and electric smart meters will need to be installed in more than 27 million homes by 2020-2022.

Making this career choice a sustainable employment opportunity for many years.

If you are interested in training with FEF-TRG for free (a few daily living expenses apply) then simply email: info@fef-trg.co.uk or call **0121 663 0855** where one of our team will be happy to give you more information. This is not just a free training course, this is a

GUARANTEED employment contract on completion of the course for successful applicants with one of the top six energy providers. •

CONTACT
Email: info@fef-trg.co.uk
or call **0121 663 0855**

Close Protection

Our staff are predominantly former UK Special Forces, with over 50 years' operational experience between them. All our personnel have been carefully selected to ensure they have the appropriate operational backgrounds and qualifications to effectively teach close protection, surveillance and firearms skills.

Our comprehensive and highly regarded courses have a market-leading instructor-to-student ratio. They provide students with the high level of professional expertise and continuity of training that will prove invaluable in their future roles.

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

and we have developed our Close Protection Training Course with this in mind HR Security Ltd 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 include 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 and Venue Security.

WHAT THE COURSE INVOLVES
Conducted at our facility in Bath in the south west of England, our 16-day course involves both theoretical and practical training. We thoroughly cover everything from the entry-level basics all the way through to high-level procedures

such as physical intervention, first aid and trauma management – competencies that are considered essential by employers in the commercial sector.

By passing our course, you'll gain an SIA-accredited Certificate in Close Protection, as well as the HABC Level 3 Certificate in Close Protection.

ENHANCED LEARNING CREDITS FUNDING
The HR Security Close Protection Course has been approved by the MoD for Enhanced Learning Credits (ELC) funding.

If you are a service leaver, or have left the services within the last ten years you may be eligible to apply or for your chance to win a FREE course simply send an email to mark@hrsecurity.co.uk stating when you joined and when you are leaving service. We will then notify the winner who will be invited to attend the course with us for free as part of Easy Resettlement magazines £100,000 training give away. •

CONTACT
Email: info@hrsecurity.co.uk
or call **01225 904680**

HR Security

Founded by Matt Hellyer and Mark Reid, HR Security's mission is to provide the best quality training both for service leavers and those already operating within the private security industry.

Bristol Management Centre

3-week Executive Management Programme

The perfect ELC-approved business management resettlement course for SNCOs to Senior Officers

An MBA Level (Level 7) course giving you everything you need to prepare yourself for your new career; delivered by experienced managers who know the business world and how to get the message across.

Covering all the essentials from Accounting (for Non-Accountants!), Business Operations and Business Strategy to Employment Law, Marketing and use of Social Media.

Join our giant course giveaway!! £'000s of courses free every month. For details, see our website.

Plus all these Global Best Practice courses in convenient ELC packages:-



Managing Successful Projects



Managing Successful Programmes



Management of Risk



Management of Portfolios



Managing Portfolio Offices



APMP & APMP for PRINCE2



Change Management

Excellence in Management Training

Bristol Management Centre, Armada House, Telephone Avenue, Bristol BS1 4BQ
T: 0117 949 1500 (Jo/Kay/Claire) F: 0117 975 3663 E: training@bmc.ac.uk

www.bmc.ac.uk



20|20TM

business insight

PROJECT MANAGEMENT TRAINING COURSES

ARMED FORCES COURSE BUNDLE OFFER

APM INTRODUCTORY CERTIFICATE + APMP

The training, which has been accredited by The Association for Project Management (APM) aims to help military project managers integrate successfully with civilian industry. Service leavers often find it difficult to articulate and demonstrate the relevance of their experience for civilian employers.

This package has been put together to ensure that your valuable experience translates into the civilian world and you understand how to frame your expertise for both examiners and future employers.

YOUR DEAL

Normal price for the two courses: £3,360 (including VAT) - Your price: £2,400 (including VAT). We are accredited by ELCAS, and as a result, if you are in the Higher Tier bracket, you are eligible for 80% of the course fee up to a maximum of £2,000. **This means that you will pay £400 and your ELCAS funding will cover the rest.**

Visit **WWW.2020PROJECTMANAGEMENT.COM** for more information; call 0808 168 2020 or email training@2020businessgroup.com to book or to ask questions.

Win a FREE 'BIFM Level 3 Award in FM' course worth over £1700

From the official training arm of the British Institute of Facilities Management (BIFM) & a leading provider of BIFM qualifications at levels 3 to 6

Your experience in the Forces will have equipped you with a wide range of diversified skills which fit neatly with a career in FM, which is why we've teamed up with Easy Resettlement to give one lucky reader this free BIFM qualification course to help you make the transition. Ideal for new entrants or those with less than two to three years' experience in an FM role, it's a great place to start, and includes attendance on the 3-day BIFM Training flagship foundation programme in Central London.

To enter: please send an email entitled 'Easy Resettlement Training Giveaway' to info@bifm-training.co.uk and we will supply you with available course dates and full T&Cs.

BIFM Training

QUADRILECT LTD

020 7242 4141 | www.bifm-training.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

Bike Maintenance Training Centre

Fully Equipped Individual Workstations Cycle Mechanic Wheelbuilding and Frame Building Courses

NO PREVIOUS EXPERIENCE NECESSARY






downland cycles

Tel: 01227 709756
E-mail julie@downlandcycles.co.uk
Website www.downlandcycles.co.uk
Downland Cycles Ltd, Training Centre, 2 Stone Cottages, Lynsore Bottom, Upper Hardres, Canterbury, Kent, CT4 6EG




Approved by MoD in support of the ELC Scheme

ELC Provider number: 4493

Level 3 Certified Professional Mechanic Courses

Canterbury College

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www.easymresettlement.com

Career Opportunities for Armed Forces Personnel

Winter 2014 Easy Resettlement Magazine 47



A Service Leaver's Route Map

No

Employment Support Programme

Employment Consultant led

- Prepares PRP with Consultant
- Receives regional employment advice



Service leaver completed at least 4 years' service: Registers with Career Transition Partnership (CTP)

Served over 6 years?

Yes

Attends Career Transition Workshop (CTW) or equivalent

Prepare Personal Resettlement Plan (PRP) with Career Consultant

- Attends:
- further CTP workshops
 - Training at RTC/RRC
 - civilian training attachment
 - external training
 - Financial/Housing briefings

Attends Employment Fairs and other CTP events

Receives advice on or notification of matched job opportunities

Makes job applications

Secures Employment

CTP support for up to 2 years after discharge. RFEA/OA job finding support is available until retirement age

Employment Consultant led

Develops, reviews and actions PRP:

- Further advice on:
- career options
 - self-employment
 - job finding
 - training
 - attachments
 - research activities
 - civilian work attachments

Consultant supports and monitors progress

Shaded elements also available to those with 4 to 6 years' service

- define yourself in terms of unique selling propositions

PREPARE SELF-MARKETING LITERATURE

Your CV should include:

- a personal profile – your unique selling proposition
- major achievements – the benefits you brought to current and previous jobs
- a focus on your transferable skills

Your CV should avoid mentioning:

- details of salary
- references
- any negative aspects of your career to date
- clichés, jargon, abbreviations and untruths

RESEARCH THE MARKET

- decide on sectors, geographical areas, etc
- use directories, databases, internet, etc
- ask for information
- use your personal network
- use industry associations, chambers of commerce, etc
- attend employment fairs and conferences

IMPLEMENT A MARKETING CAMPAIGN

Use a variety of approaches including:

- responding to advertisements
- direct approaches by phone, email and letter
- networking
- employment agencies
- develop a system and keep records of all activities
- follow up approaches systematically
- learn from your mistakes

SELL YOURSELF ON A FACE-TO-FACE BASIS

- research the employer
- think about what skills the job involves and how you could demonstrate these
- prepare interview responses
- dress appropriately
- arrive early; impress everybody you meet
- smile
- avoid crossing arms and legs when sitting
- maintain eye contact
- answer questions honestly, but focus on the positive
- manage the interview to match your benefits to the employer's needs
- prepare questions that you can ask the interviewer
- seek feedback and learn from mistakes

For information from CTP please visit www.ctp.org.uk

Making the Transition

Even if you have a job to go to on leaving the Armed Forces, you are still strongly advised to attend the CTP Career Transition Workshop (CTW), along with any other that you will find of benefit, such as CV Writing or Interview Techniques.

The purpose of these workshops is to help you to recognise and assess your options and learn skills in order to approach the civilian workplace and market yourself to a future employer. These are skills that

are important to develop for life, and not just for your next job. If you don't go – you won't know. Throughout our lives we are faced with choices or options and as you prepare to leave the Services, you are potentially about to face some of your biggest

ones yet. You can never start this preparation early enough so plan your resettlement carefully and thoroughly. In order to commence a successful self-marketing campaign one of the first things you should do is to decide what it is you wish to achieve.

UNDERSTAND THE WORLD OF WORK

- what has changed since you joined the Services?
- how do those changes affect you?
- how do you effectively manage your own career?
- what are the different patterns of work?

- what do you want from a company?
- how do you negotiate a salary package?

IDENTIFY YOUR INTERESTS AND SKILLS

- what are your interests?
- what transferable skills do you have?
- what training or qualifications have you done?
- Can you identify what you have achieved so far?
- does all this help you decide what to do next?

PROACTIVE NETWORKING

- how do you establish a useful network?
- how do you use networks to help you research?
- how can networks help you into a job?
- how can networks help with career development?

NETWORKING ADVICE

- start early
- create mutually supportive relationships
- use these at all stages of career development, not just at time of job change
- networks are useful information sources
- successful people develop networks
- use them to market yourself and your organisation

The CTP can help you find the answers to these questions through attending workshops and one-to-one sessions with your Career Consultant. If you are not yet registered with the CTP, speak to your local Resettlement Officer or Service Resettlement Advisor for further advice. For the most up to date information, please visit www.ctp.org.uk.

The Self-Marketing Approach is based on the application of well-established marketing concepts

to the task of getting a new job. Marketing is about delivering products and services to meet customers' needs. In this case, you are the product, the customer is your next employer. Your task is to persuade the customer that the range of benefits, which you bring, match his or her needs.

DEFINE THE PRODUCT

- identify as wide a range of your skills and experience as you can
- from these you can choose which ones match what the employer wants
- demonstrate your value to the employer
- list your successes
- focus on skills and attitudes rather than tasks
- identify transferable skills
- learn to think in terms of product (you) and customer (your next employer)
- remember, customers buy benefits



Choosing the right vocational training

When leaving the Service, you get the chance to undertake vocational training to help you shape your future career. Liz Taylor, CTP Director of Training, shares her tips on how to ensure you make the right choice.



"The training you choose is not an end in itself but part of the route along your resettlement journey", says Liz. "It needs careful planning and consideration before committing any time and funding to it. You should, of course, do your own research but also use the knowledge and expertise of your Career Consultant who is there to advise and guide you towards the correct choice."

HOW DO I DECIDE WHAT TRAINING TO UNDERTAKE?

The first step is to identify the qualifications employers are looking for. The goal for many Service leavers is to find employment, and so the training you undertake has to be appropriate to the sector you are aiming to work in. Search for live job vacancies on CTP RightJob or other job sites and see what the required qualifications are. Be aware that some accreditations are bespoke and not all employers recognise these less mainstream ones. To check, see if a range of providers deliver the particular qualification you are looking into; if not, then it may only be accepted by very few employers and not nationally recognised.

WHAT ABOUT MY TRANSFERRABLE SKILLS?

You will bring many transferable skills with you to the civilian workplace: some of these – such as teamwork, integrity, punctuality and time management – are not quantifiable and don't carry a piece of paper proving that you have them. Employers value these 'soft skills' highly too, but they need supporting by vocational training to prove that you also have practical or commercial knowledge. You may also have leadership skills that don't carry an accreditation but can be proved in other ways: make sure you have examples ready before you attend an interview.

I'M LOOKING TO CONTINUE USING MY MILITARY TRADE IN A CIVILIAN CAREER – DO I NEED ANY QUALIFICATIONS?

If you're looking to continue in a similar field to your job in the military, concentrate on the vocational accreditation that proves your existing knowledge and skills, and that can be applied in a commercial environment. For example, if you are aiming to work in the Facilities Management world and have a military background in that area, then you will need the commercial vocabulary and a recognised qualification, such as the BIFM Facilities Management Level 4 Award, to gain employment.

I've already got the qualifications I need – how should I spend my IRTC Grant? If you are confident that you have the knowledge and qualifications for your future career then consider training that can add support to your application; health and safety training is always welcomed by employers, as is a First Aid qualification.

I'M PLANNING A COMPLETE CAREER CHANGE – WHERE SHOULD I START?

If you are considering a change of career direction then it is important to ensure your expectations are realistic. For example, with a maximum of 7 weeks

Graduated Resettlement Time (GRT) to retrain, you will not be able to qualify as an electrician. However, you can complete meaningful training that will start you on that career path. With good foundation knowledge you can continue training post-Service and, if terms and conditions are met, use Enhanced Learning Credits (ELC) for higher qualifications whilst in employment.

THERE ARE SO MANY TRAINING PROVIDERS – WHICH ONES SHOULD I BOOK WITH?

For peace of mind you need to book your training with an MOD approved provider; this will ensure quality control and value for money. The Career Transition Partnership (CTP) offers a range of Contract Funded training which has been 'pre-paid' for you by the MOD. This offers exceptional value for money and is the best way to make the most of your 'GRT pound'.

The CTP also offers a programme of Non-Contract funded training that you can use your Individual Resettlement Training Costs (IRTC) or ELC grants for; it is closely monitored for quality and is very competitively priced.

If the CTP does not offer the course you are interested in then you are able to find details of courses offered by hundreds of MOD approved Preferred Suppliers on the CTP website. All companies on this list have been quality checked, so you can book with confidence.

The correct choice of training course can be the vital link between the skills you have gained during your military career and gaining successful civilian employment. The opportunity is to be valued and through careful research, combined with guidance from your Career Consultant, you will reach the best decision to suit your needs.

My Resettlement Story: Tony Brown



COULD YOU TELL US A LITTLE ABOUT YOURSELF?

I previously served in the Royal Engineers from 1976 – 1994 then took early redundancy and spent 9 years working as a postman. I then decided to join the MPGS (Military Provost Guard Service), in which I will have served just less than 12 years by the time of my departure. I am currently in my last 3 months serving with the MPGS; my main role is a Section Sergeant, which basically entails supervising and managing a section of soldiers in the carrying out of security tasks in and around my site (MOD St Athan).

WHEN DID YOU START THINKING ABOUT RESETTLEMENT?

When I came up to the two years pre-discharge point, the first thing I did was to register with the Career Transition Partnership (CTP) and get myself booked onto a Career Transition Workshop (CTW).

WHAT DID YOU LEARN DURING THE CTW?

The main thing I took away from the workshop was the importance of preparation when entering the civilian job market.

A good, targeted CV is vital; I rewrote my CV loads of times over the course of 18 months – sometimes changing just one or two words can make a difference. Always get other people to read it as well – sometimes what you are trying to say will make sense to you but may not be understandable to others.

I also learnt the importance of a strong Cover Letter in order to sell yourself before the prospective

employer even looks at your CV; you need to catch their imagination there and then. Find out what is important to them. As with the CV, get your career consultant, friends, family or colleagues to read and add their comments.

You should also consider attending an Interview Techniques workshop – like me, I would guess that a high proportion of Service leavers have not been in an interview situation for some time.

Top tip:

don't forget about your online profile – try Googling yourself and see what comes up – is it suitable viewing for a potential employer?

HOW DID YOU RESEARCH THE JOB MARKET?

Having decided that I wanted to work in security (I had been doing it for 11 years) I paid particular attention to the security section of CTP RightJob. I suppose I was lucky because I was willing to move anywhere to achieve employment (make sure you put this on your CV and Cover Letter if it applies to you). There are hundreds of jobs advertised on RightJob, added daily, and I used to look forward to sifting through all the jobs to see what was out there.

Top tip:

your CTP Employment Consultant can provide local job-finding advice and connect you with employers in the area

WHEN DID YOU START APPLYING FOR JOBS?

When I reached the 3 months pre-discharge point, I was confident I had all the qualifications (SIA & CCTV Courses) required for the work I was seeking and started the job-finding process in earnest, applying for 18 jobs. I didn't have to wait long for a response and within 5 days of starting to actively seek employment I had received 8 offers to attend interviews. Wow. It was then that I realised all the hard work on my CV and Cover Letter had paid off.

Top tip:

remember some employers will require applications via an online form, rather than a CV – ensure you draft and proof-read your answers thoroughly before submitting

WHAT WAS YOUR EXPERIENCE OF THE INTERVIEW PROCESS?

I attended two interviews for a Security Supervisor role with Jaguar Land Rover; the first took a competency-based format and the second was slightly more in-depth: the first question they asked was 'tell me what you know about the company'. I had researched so well that they had to tell me when to stop!

DID YOU GET THE JOB?

Yes! I believe all the preparation with my CV, Cover Letter, interview techniques and the guidance and activities on the CTP website helped me to get a job at the first interview.

WHAT ADVICE WOULD YOU GIVE TO OTHER SERVICE LEAVERS?

Attend the CTW and Interview Techniques workshops and make use of the CTP website (www.ctp.org.uk). Think carefully about what area of employment you want to be in but never be afraid to change direction, and spend as much time as you can working on your CV and Cover Letter.

My main advice would be to start planning early for your resettlement – your discharge date comes around really quickly and there is no better feeling than knowing that you have a job to go to when you get out.

Top tip:

register for resettlement as soon as you're within two years of your discharge date – visit www.ctp.org.uk for more info and to check your eligibility

Further information

Speak with your Career Consultant for advice or reassurance

Visit www.ctp.org.uk/resettlement-courses to view courses offered by the CTP and Preferred Suppliers

Read JSP 534, paragraphs 0401 – 0437 for MOD policy on Resettlement Training

Call the Course Booking and Information Centre on 02894 456 200 for bookings and enquiries about CTP courses



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Steve Lambert
Managing Director








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Thinking of Buying Your Own Home?

On the 1st April 2014 the Government launched Forces Help to Buy, a deposit loan scheme from the Ministry of Defence (MoD) for regular Armed Forces members to use along with Help to Buy, to purchase a new build house with just a 5 percent deposit and a 75 percent mortgage.

The scheme aims to make it easier for Britain's regular Armed Forces personnel to borrow their 5% deposit from the MoD and take advantage of Help to Buy – the popular scheme that has already helped so many on the property ladder across the UK. The scheme is available to regular Armed Forces Personnel who are first time buyers and those who may need to move due to a change in circumstances. It offers an interest free loan to applicants of up to 50% of their salary, with a maximum of £25,000. The loan is repayable in monthly instalments over the term and the typical amounts, per rank are listed in the table (above right).

With the help of a Forces Help to Buy deposit loan Armed Forces are given the necessary boost to secure a 75 percent mortgage with a 20 percent

RANK	MAXIMUM LOAN AMOUNT
PRIVATE	£10,800
CORPORAL	£13,200
SERGEANT	£15,000
MAJOR	£23,800

Help to Buy equity loan funded by Government. Don't miss out on this brilliant opportunity to own a new home of your own.

So where do you start? Linden Homes have over 130 sites throughout the UK and most other national house builders such as Barratts and regional operators such as Gleeson offer new builds so first of all check out where you want to live and check out what's on offer.

Servicemen and servicewomen can apply for the loan online through the Joint Personnel Administration system and can

seek advice on their application through their Chain of Command and personnel agency.

A Forces Help to Buy scheme which relates to those leaving the armed forces under the Tranche 4 redundancy programme was launched in June 2014.

If you are considering buying a home, but have not done so before, you may wish to read some general information on how to buy one and understand better how the process works.

You might want to talk to a company that understands the specific needs of service

personnel. Forces Financial has a team of mortgage experts who can offer you free whole-of-market advice in addition to mortgage information. Whether you are moving house for the first time, switching mortgage lenders or leasing new business premises Forces Financial is very likely to be able to help you. The company has many branches located at headquarters and garrisons throughout the UK, Germany and Cyprus. Visit www.forcesfinancial.com. The user friendly site will guide you to the full services available from Forces Financial and your nearest advisor in addition to mortgages and information on the Forces Help to Buy scheme. The company is registered under the NATO Status of Forces Agreement.

An Armed Forces Guide to Homes and Homes Ownership has also been published by Nationwide and can be accessed via its website www.nationwide.co.uk/guides/buying-and-owning-a-property/forces-help-to-buy.

Before you start talk to your unit for advice first and visit www.gov.uk/forces-help-to-buy.

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Plumb into Success

Tradesmen are increasingly in demand so it's no wonder that highly qualified people are turning from white collar jobs and retraining in plumbing.

It's also proving to be a popular choice with service leavers and there is a wealth of retraining and job opportunities out there.

If you're looking to become a fully qualified trades person, then there is one company that 100 per cent guarantees you a written local work placement with an immediate start. The company is Brookhouse Training.

Brookhouse Training Centre has preferred training status with the Enhanced Learning Credits Administration System also known as ELC or ELCAS & Career Transition Partnership CTP. As well as plumbing it offers full and part-time gas and electrical courses.

The aim of the ELC is to promote "lifelong learning"

amongst service personnel, providing the opportunity to claim up to £6000.00 towards retraining, either for a potential role within the armed forces, or for a future career upon leaving the services.

The ELC scheme contributes up to 80 per cent towards courses and funding is only available for training towards higher level learning/nationally recognised qualifications at level 3 or above.

Brookhouse Training Centre's provider reference number with ELC is 3993.

The company claims to have trained many MoD Service leavers back into full time employment through its "Managed Learning Programmes" with Guaranteed Work Placements.

BTC offers several plumbing courses, each with industry recognised BPEC qualifications.

BTC PROFESSIONAL DOMESTIC PLUMBING

For anyone wishing to become self-employed as a plumber. This is mainly

a practical course but does cover hot & cold water systems theory to provide you with a very good understanding of the industry. The plumbing course is around 80% practical to give you lots of "hands on" training. It also includes BPEC Level 3 Water Regulations course.

BPEC WATER REGULATIONS LEVEL 3

A BPEC approved course for anyone looking to apply for approved plumbing contractors status with the water authorities.

BPEC UNVENTED HOT WATER LEVEL 3

Aimed at practising plumbers and heating engineers who already have knowledge of the fundamental requirements of

hot and cold water systems and central heating systems.

BPEC PART L ENERGY EFFICIENCY LEVEL 3

This course is aimed at gas fitters, heating engineers and associated trades who are involved in designing, specification, installation and maintenance of gas boilers, heating controls and hot water systems.

ELECTRICAL COURSES

Brookhouse Training run several Professional Domestic Electrical courses throughout the year. All of its courses are Level 3 and as such are ELCAS qualifying for anyone looking to use their ELC resettlement entitlement if leaving the MoD. Each course is aimed at new entrants but equally can be undertaken by exiting trades 'up-skilling.'

The current electrical courses range from:

- Essential Electrics for Beginners
- Part P Defined & Full scope
- Part P Building Regulations
- 17th Edition Wiring Regulations & 17th Edition Update
- PAT Testing
- The Fundamentals of Inspection & Testing (2394)

GAS COURSES

BTC Gas courses are provided with real opportunities in mind; we know where the gas skills shortages are, where the demand in the industry is and

how future legislation can shape and change requirements.

"One cap does not fit all" is the company's philosophy. The team of friendly dedicated professionals will provide you with support and guidance to point you towards the right gas course for you, which will meet your future aspirations and goals.

For immediate information on BTC plumbing, electrical and gas courses: pricing, availability, start dates, course details, either call

0844 415 2700 or visit www.brookhousetraining.net and make use of the user friendly enquiry form. Brook House Training makes a powerful claim: "Last year alone, over 60 per cent of our students got offered a job from their work placement company!"

RESETTLEMENT TRAINING FROM ACCESS TRAINING, THE BEST OF THE ENHANCED LEARNING CREDITS PROVIDERS

Access Training has been delivering resettlement courses for many years and are one very few enhanced learning credits providers to be able to offer you bespoke resettlement courses tailored to your individual needs.

Access Training is one of the only enhanced learning credits providers able to deliver expert resettlement courses, including:

- Plumbing Training Resettlement Courses
- Electrical Training Resettlement Courses
- Gas Engineer Resettlement Courses
- Carpentry Training Resettlement Courses
- Plastering Training Resettlement Courses
- Bricklaying Resettlement Courses
- Tiling Training Resettlement Courses
- Decorating Training Resettlement Courses
- Roofing Training Resettlement Courses
- Multi Skills Resettlement Courses
- Property Development Resettlement Courses
- And many more courses that can combine many of these trades

As a Preferred Supplier to the MoD, Access Training has been successfully working with service leavers for many years, tailoring courses to suit every individual's requirements and using our extensive knowledge of the resettlement process to ensure that the service leaver gets the maximum possible training benefit from their course with one of the recommended enhanced learning credits providers.

Whatever your previous experience, whether none at all or whether you have previous trade skills, Access Training is able to tailor resettlement courses to suit anyone and their future aspirations for whatever subjects interest you the most. The company will cost and tailor its resettlement courses for you personally and all resettlement courses are available to all servicemen and women of any age as one of the enhanced learning credits providers, so you can use your ELCs to your advantage.

WHAT DO YOU WANT TO ACHIEVE AFTER ATTENDING YOUR RESETTLEMENT COURSES?

Access Training has the experience to help and guide you to select from the wide range of resettlement courses, as they have found in



its extensive experience that resettling service personnel mainly fall into two categories:

1. Those wanting resettlement courses to learn Property Development and Maintenance skills to use on their own property.
2. Those wanting resettlement courses to learn Professional Trade skills and want to gain qualifications to start a new career and possibly their own business.

Most importantly regardless of which category you fall into, Access Training will provide you with a state of the art training facility, quality accommodation and above all a friendly and relaxed training environment.

Access Training claims to have successfully trained many service leavers over the years and its feedback from them has always been superb, with many returning at a later date for further training. Find out for yourself by visiting www.accesstraininguk.co.uk/armed-forces-resettlement or telephone 0800 345 7492.

As you can see the choice of training opportunities is vast and there are ready job opportunities waiting. With the current financial situation encouraging people to improve their existing property rather than considering house moves things can only get better for the qualified tradesman. ●



Preparation is All!

Your military training has prepared you well, so be prepared for your new venture.

Military life instils a high level of preparation and going out into civilian life doesn't mean you have to compromise your standards. High quality training can stand you in good stead for the future. It may be that 'edge' required over another candidate.

Medical and First Aid training can build on the skills you have acquired during your military service. Many of these skills will be transferable and enable you to consider a variety of career paths. There are many opportunities that can be considered and can draw on the wealth of experience you would have gained from your service.

Your experience might be suited to consider a new career path amongst the wealth of opportunities available in the maritime sector, including maritime security (port, vessel and facilities security), or you might be able to use your skills aboard ship or on a super yacht or conservation vessel.

Perhaps you may be an experienced diver and can look to commercial diving or becoming a Dive Master working with recreational divers in tropical warm seas. Indeed you might consider becoming a hyperbaric chamber operator and use your knowledge of diving in a more medical setting.

The offshore sector is of course huge and provides an abundance of new career opportunities working in oil and gas, or renewable energy. Medical and first aid skills could improve your employability when opting to work in such remote locations.

There are a vast number of generic and specialist training providers and courses available to you. It's really important to take the time to make sure you explore

exactly what each can offer you, so that you can decide which best fits your own circumstances and requirements. Look for accreditations, student testimonials and recommendations too.

Some courses are approved by the MoD as qualifying for Enhanced Learning Credits (via ELCAS), but many other courses would still greatly benefit your employability prospects.

DDRC Healthcare is a not-for-profit organisation based in Plymouth at the Hyperbaric Medical Centre which specialises in providing high quality medical

training, with a particular emphasis on hands-on practical experience, for people looking to work in the diving, offshore and maritime sectors.

Most of our trainers are ex-emergency services or ex-armed services, including navy clearance divers and medics, police and fire officers. They understand the concerns that arise when leaving the military and when making choices about future career paths.

Jon Parlour, Training Officer at DDRC Healthcare, advises: "I strongly believe in the value of training and gaining a qualification

to support future employability. However, make sure you scrutinise your potential training providers and ask lots of questions about the course content, the trainers and practical experience that you will be given. Good quality teaching and a training provider with a good reputation and standard is vital."

Training courses worth considering could include 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 or working in remote areas. Past students have ranged from people setting off on transatlantic sailing

challenges for charity, to workers in maritime security and anti-piracy operating in highly volatile areas.

When you work in a remote location, whether at sea or on land, a medical situation can rapidly become very serious when access to medical knowledge and facilities is limited. In a small team situation, such as an expedition or film production crew, there may not be the resources to have a full time doctor on hand. Having a well equipped medical and first aid bag is not enough – someone needs to have the confidence and competence to use it!

Other medical courses worth considering or exploring for their relevance to your career path may include; Emergency First Aid at Work (EFAW), First Aid at Work (FAW), Emergency First Responder (EFT), Medical Emergency Response Training (MERT) or for those who are already medically trained how about an HSE Offshore 'Rig' Medic course?

If you are not sure what might suit your interests best, do not be afraid to contact a training provider and ask to speak to the Course Tutor or Trainer, as they should have an in depth knowledge of the course content, relevance and any pre-course requirements.



CASE STUDY: FORMER TEAM MEDIC BRITISH ARMY

I served for a total of 20 years in the British Army. After a long period of service in Iraq culminating with an unfortunate incident involving an IED I was injured and subsequently referred for medical board of survey and was later retired from service on medical grounds at the rank of Staff Sergeant.

During the first year after retirement from the armed forces I worked for security firms doing occasional close protection in Afghanistan and Iraq. I often found myself having to use my team medic knowledge and felt I needed to enrol on a further medical course to improve my skills. I decided to take the opportunity of using ELCAS to further my medical career and began to look around at what courses were available and the various training providers.

I spoke to the manager of training at DDRC Healthcare and he suggested the best course of action would be to complete the 4 day MCA Proficiency in Medical First Aid on Board course followed by the MCA 5 day Proficiency in Medical Care on Board Ship.

The course at DDRC Healthcare in Plymouth was quite intense and there was ample opportunity for practical 'hands on' experience. I gained a wealth of knowledge and understanding and learned many new techniques and procedures. I now feel much better equipped to deal with medical situations ranging from personal medical problems to multiple traumas.

Thanks to the extra medical training I have been able to get contracted work in a medical/security position on board a vessel. ●

Whichever course you select, make sure you really get the most out of that learning experience. It should not just prepare you

to pass the course, it should rigorously ensure you are well prepared to use your skills when needed. ●



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- HSE Offshore First Aid at Work

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DDRC Healthcare is a not-for-profit organisation & a UK registered charity no. 279652

Forces in Mind Trust

Reservedly Welcomes Government Response to Lord Ashcroft Veterans' Transition Review

Forces in Mind Trust's Chief Executive, Air Vice-Marshal Ray Lock CBE, has welcomed the Government response to Lord Ashcroft on the Veterans' Transition Review. He says...

We are pleased that the Government has accepted most of Lord Ashcroft's recommendations, which strongly echoed those we made in our Transition Mapping Study of August 2013. In particular, the key message that the majority of Service personnel transition without difficulty into civilian life and contribute to society economically, socially and in many other areas is one we should all continue to push hard.

"We are disappointed that the MoD has not found a way to change its accommodation charging to use of direct debits – this will continue to mask the true cost to Service personnel of their accommodation, and make their transition into being individually financially responsible all the more difficult. It also runs counter to other initiatives to improve life skills, which we are pleased to see are being considered within the Personal Development Pathway, something Forces in Mind Trust has been advocating alongside improving transferable skills and making CVs more comprehensible."

"The suggestion that the MoD will look at offering spouses employment support is something we would wish to see implemented as soon as possible. Our Transition Mapping Study highlighted the key role the family plays in successful transition, and hence our own programme of work currently underway, but a single mention of spouses,

and a complete lack of reference to families suggests that this important aspect of transition is in danger of being overlooked. Lord Ashcroft originally recommended to: 'make families a greater part of the process of preparing for transition' and we invite the MoD to do more in this area.

"As the Government has rightly acknowledged, the

establishment of the Veterans Research Hub at Anglia Ruskin University, one of the founding objectives of Forces in Mind Trust and hence co-funded by us at the University, will provide an independent source of research: but not just on health, as the response suggests, but on the whole range of Veterans' issues, including such diverse aspects as housing needs, or local authority information exchange requirements.

"There is both a need and an opportunity to build on the momentum our Transition Mapping Study and Lord Ashcroft's Review have created, and we would add to the Government's invitation that Lord Ashcroft 'maintains an overview of transition' our own resources. These are reflected in our aim 'to provide an evidence base that will influence and underpin policy making and service delivery in order to enable ex-Service personnel and their families to lead successful civilian lives,' which we see as holding the Government to account in the coming years on the genuine implementation of this overall positive response."

We are disappointed that the MoD has not found a way to change its accommodation charging to use of direct debits - this will continue to mask the true cost to Service personnel of their accommodation, and make their transition into being individually financially responsible all the more difficult.

HR security
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- HABC level 3 in Close protection - your first step to a career in CP

This comprehensive 16-day training package realistically prepares men and women for a career in the Close Protection industry.

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The course integrates theoretical and practical aspects of the syllabus into a package that moves you from entry-level basics to a high standard in CP procedures, physical intervention, and first aid and trauma management.

These are all competencies considered essential by potential employers and this course will equip you with the high level of skills demanded in the current commercial sector and climate.

The course is taught by operationally experienced and professionally qualified instructors, including former Special Forces and other specialists with extensive military, police and commercial experience. Passing the HR Security Ltd course gives you a SIA-accredited certificate in Close Protection, as well as a HABC Level 3 certificate.

The Course Syllabus includes:

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Top IT Training for Service Leavers

Blue ScreenIT provides a unique training package. These resettlement packages are in weeks, rather than in courses.

This means that you get to train in a course package that could cost in excess of £10,000 to buy individually, using your resettlement grants and a minimal top up. This helps you to achieve industry recognised, international IT qualifications.

Instead of being told which courses you have to do, Blue Screen has the ability to provide you with advice on your course selection and you get to choose the qualifications in the industry, vendor or career of your choice.

Once you have confirmed your entitlements, you will know the number of weeks you have available to you. When you contact Blue Screen IT, you can discuss your career and course choices. Once these are understood, the company will provide you with a tailored professional training course according to your selection. If you know the courses that you want, simply make contact with these and they will be able to provide you with all the training schedule options.

As an Enhanced Learning Credits authorised provider Blue Screen IT is able to provide training to service personnel qualifying for the ELC scheme. Qualifying for up to £2,000 a year, for three years of training on selected courses, the ELC scheme will allow you to train or retrain during your service period or after you have resettled.

The company has provided ELC services for many years now and is fully aware of the application, processing and paperwork required to attend an ELC training course. New packages have been created by them for the Higher ELC which provide the delegate with an array of options to qualify into well known and employable skills and qualifications.

Just about all of the courses at Blue Screen IT are available through the Enhanced Learning Credits (ELC) scheme.

Blue Screen IT is a Preferred training provider to many NATO and British Forces IT and IS personnel. Internationally accredited qualifications and certifications are offered through full time, lab style, hands-on real kit IT training. They do not use simulated equipment.

All the instructors are consultants with wide real world experience and knowledge and exam reviews included with courseware, and provided within training delivery. All examination Certification is through officially recognised bodies and exams are held on-site.

Laptops are provided for after hours study and further supporting electronic courseware

and applications are provided on USB. All courseware, stationery, technical drafts, whitepapers and more are included and three months post-course student support is available free of charge.

Additionally students receive a free recruitment guide including CV, response and letter templates, recruitment advice and recruitment agency contacts. In addition to being an authorised ELC and CTP provider Blue Screen IT is an Authorised Virtual University Enterprises (VUE) and Prometric exam centre which allows exams, including Microsoft, CompTIA and Cisco, to be taken on-site.

COMPTIA

Blue Screen IT offer a comprehensive portfolio of Security related courses, all with the aim of achieving certification in their respective streams, from the entry level CompTIA Security Plus, to the high level process driven ISC2 CISSP (Certified Information Systems Security Professional) and ultra-technical Certified Ethical Hacker. All these courses are delivered with the company's trademark

flare and led by experienced instructors to ensure that you gain the very best understanding of information security, whatever your task or area of expertise, systems administration, network engineering or IT management.

MICROSOFT

To help you succeed in today's very competitive market you will need to demonstrate your skills, technology and expertise to employers.

Microsoft certifications can provide a very fulfilling career, you feel more respected as an IT Professional, and feel more rewarded for certifying as an engineer.

When you qualify your status will change and can be made available to potential employers, as your status represents how qualified you are i.e. Microsoft Certified Professional/Microsoft Certified Technology Specialist. There are a variety of technologies covering Microsoft Technologies which are available through Blue Screen IT.

Cisco is probably the most prolific and industry recognised networking company in the world,

There are many different vendors in this fiercely contested industry sector but none have achieved the recognition or market penetration, let alone the 'household-name' status of Cisco Systems.

CISCO

The Cisco qualification structure starts with the CCNA, which acts as Cisco's entry level qualification. From this point the student can then progress to the CCNP which provides a far more in depth view of Cisco's technologies. Finally the candidate can attempt the CCIE, a qualification that is respected worldwide as being the pinnacle of Cisco knowledge.

This massive share of the market led Cisco to develop its certifications at the end of the last century, immediately establishing the 'Cisco Certified' qualifications as the industry benchmark. This continues today with the constant evolution of the Cisco Certifications, and as such, Blue Screen IT is proud to offer its certification courses.

CHECK POINT

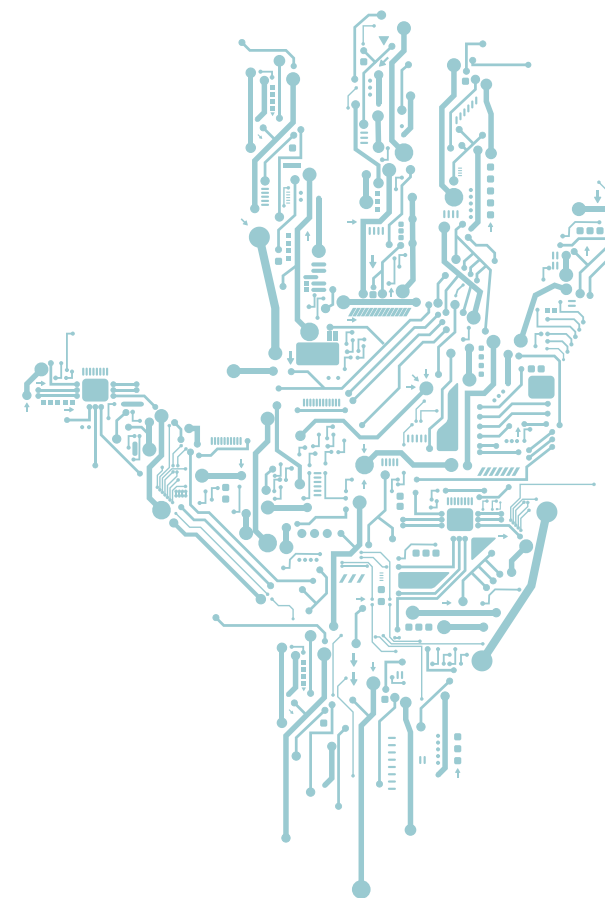
Security is at the forefront of many executive summaries. As a world leader in Security, Firewall and VPN solutions, Check Point technologies is a commonly implemented perimeter solution. The Check Point CCSA is the benchmark certifications for all Check Point Administrators, Engineers and Analysts.

The choice available through Blue Screen IT is extensive and further information for service leavers can be obtained by visiting the company's website, www.bluescreenit.co.uk or by telephoning +44 (0)1752 724000 FREE.

OPEN I.T

Another company offering IT courses for service leavers is Open I.T. A recognised ELC provider, the company works with the MoD to provide resettlement training and also successful training programmes to Schools, Colleges, Barclays Corporation, the Armed Forces, the NHS and governmental departments, including the Department of Work and Pensions. Open I.T has placed students into academic and professional roles such as IT Engineering, IT Administration, Telecommunications, Programming, Teaching & Education, IT Networking, IT Security, Project Management, Business Marketing, Web Design and many more.

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South Devon College provides introductory courses for people planning careers in teaching coming from industry

Government sponsored incentive schemes are available for new entrants to the profession, in particular those planning careers in teaching maths or English

Short courses available - such as the introductory Award in Education & Training and short awards for people planning a career as a maths or English teacher

The national awards in teacher training including the one year Certificate in Education & Training and the Diploma in Education & Training (offered part time over two years or as a full time programme over one year)

Military training is an excellent base to become a teacher. Teachers need to be resilient and positive under pressure, and use their skills to instil discipline, manage behaviour and motivate individuals

45 teachers trained every year who are already working in further or adult education

Now is the perfect time to consider a career in teaching, in particular maths and English or supporting special educational needs

A full range of assessor and verifier awards with flexible start dates – ideal for any service leavers planning a career supporting apprenticeships in education or industry

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- IHCD Military Conversion to **Ambulance Technician Course** – 2 weeks course
- IHCD **Ambulance Technician Course** – 7 weeks course
- IHCD **Ambulance Technician Course** – 7 weeks course 'Split' over 13 weeks
- 750 hours **placements** offered to staff who meet criteria
- IHCD **D1/D2 Courses** – 3 weeks

Accommodation provided on site

ELCAS credit approved, credit cards accepted.

We are directly accredited and use our own professional training team who are Paramedics.

2014 Course Dates

- IHCD **FPOS Intermediate (3-5 days)** - with Ambulance Aid Module
21 July, 13 Oct
- IHCD **Military Conversion to Ambulance Technician Course (2 weeks)**
4 Aug, 24 Nov
- IHCD **Ambulance Technician Course (7 weeks)**
2 June, 22 Sept
- IHCD 'Split' **Ambulance Technician Course (7 weeks)** - 'earn while you learn'
- IHCD **D1/D2 Emergency Ambulance Driving Courses - 3 weeks**
17 March, 14 April, 12 May, 16 June, 7 July, 4 Aug, 1 Sept, 29 Sept, 27 Oct, 24 Nov





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Akoma Ltd

Akoma Ltd is a Training Solutions Company specialising in the delivery of various vocational training packages. We offer a wide variety of rail courses and in 2014 opened a brand new indoor practical rail training centre. Akoma Ltd is an NSARE approved provider of Overhead line Electrification Training which meets to Network Rail Standards.

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Rail Course List:
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OLEC 1
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OLEC 3

L3 Qualification in Electrification, Engineering, Maintenance & Construction




Level 3 Qualification in Electrification Engineering, Maintenance and Construction

This Level 3 Qualification includes:

- Personal Track Safety DCCR (PTS)
- Health and Safety Training (Working Safely at Heights, Moving and Handling, Manual Handling, Harness Safety, Fire Awareness and Emergency First Aid)
- Overhead Line Electrification Level 1 (OLEC 1)
- Overhead Line Electrification Level 2 (OLEC 2)
- Overhead Line Electrification Level 3 (OLEC 3)

The course will be completed in our brand new indoor practical rail training centre and includes practical training sessions, classroom sessions and assessments. For this qualification we can offer you a rail sponsor and employment opportunities.

As Akoma Ltd is an ELCAS approved training provider this qualification can be funded by Enhanced Learning Credits.

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RAILWAY ENGINEERING

Approved by MOD
IN SUPPORT OF
THE ELC SCHEME

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Fancy Using Your Skills to Become a...

Physical Training Instructor?

British Military Fitness, an organisation with a military ethos only uses serving or former Armed Forces personnel.

BMF was founded in April 1999 by Major Robin Cope as an alternative form of group fitness training to gyms. Robin's idea was to get people of all fitness abilities outdoors training in parks, with motivation provided by military trained instructors. It was never the intention to make this a 'boot camp' but a fun and effective form of training using the highly professional skills learnt in the military to get people fit. A highly decorated officer, Robin left the army after 16 years service. Given his reputation, Robin was immediately in great demand as a military consultant and worked with, amongst others, Russell Crowe on the movie 'Gladiator' and Tom Hanks and Matt Damon on the movie 'Saving Private Ryan'. On both these movies, Robin was asked to train all the actors in the fighting scenes and to provide advice on how to act in a military style.

In April 1999, Robin decided to focus his knowledge and skill into the launch of British Military Fitness in Hyde Park in London. The first session saw just three people turn up but week by week, the numbers grew as the people being trained enthused to their friends and work colleagues about what an amazing experience it was, and others simply walked up in the park and asked to join in. By the time they reached the first winter, BMF had 200 members but was contemplating closing for the winter months. The members' pure passion indicated that they wanted to continue through the dark, cold months and that has been the case ever since!

Soon BMF was spreading across London as people asked for classes to be set up in parks near them. Very soon it had moved beyond the capital, and is now in over 100 venues across the UK.

In terms of the future, the plan for BMF is more of the same! More parks and more classes, with potential for new products such as BMF holidays, BMF kids classes and families activities. Robin Copes said: "Whatever we do, we are aware that the single most important element to retain is to ensure the standard of exercise classes stay the same and that our professional instructors keep providing fun and challenging classes for all our members."

British Military Fitness instructors all have two things in common - a military background and fitness qualifications. Either currently serving, or have served in the UK or Commonwealth armed forces, they all have relevant military or personal training fitness qualifications.

Throughout their military careers, our instructors were encouraged to be the best they could be and to achieve as much as they could through hard work, a positive attitude, and maximum effort at all times. This is the approach they adopt at British Military Fitness and you'll experience the distinctive motivational style (and irrepressible sense of humour) of all the instructors from your very first session.

The carefully selected instructors enjoy working outside; thrive on meeting new people and the constant challenge of helping members to achieve their health and fitness



goals. British Military Fitness has participants of all ages and backgrounds, from complete beginners to seasoned athletes.

British Military Fitness runs its own continuous professional development training and assessment to ensure that its instructors are always up to date with the latest outdoor fitness techniques and methods. Which means that they are able to run innovative, varied exercise classes which are challenging and fun for those taking part.

Tamsin Howard, a former RAF fuels specialist enjoys her work as a BMF instructor. She said: I really enjoy the sense of achievement in helping our members reach their health and fitness goals. If you are interested in becoming a BMF instructor call **020 7751 9742** or use the online contact form on website **www.britmilfit.com**.

START YOUR CAREER IN PERSONAL TRAINING

YMCAfit also provides a range of qualification courses for personal trainers.

A career as a personal trainer can be both financially lucrative and emotionally rewarding. You have the opportunity to run your own business and develop a career that you can build around your life. It offers a break from the mundane cycle of working nine to five and ensures that no two days are the same.

The Advanced Diploma in Personal Training will give you an extensive portfolio of skills and the expertise to ensure that your new career gets off to a flying start.

A career in fitness is a popular and exciting option for service leavers and ex-military personnel. At YMCAfit, the UK's first and most experienced fitness training provider, we understand the support and training you need in your transition to a new career.

Whether you are leaving the Air Force, Army or Navy or would like to gain additional skills whilst still serving, YMCAfit offers an extensive range of courses including the best possible start.

YMCAfit is an approved training provider of ELCAS (the Enhanced Learning Credits Administration Service) and can offer assistance and advice with Enhanced Learning Credit applications. It is also a preferred supplier to the Career Preferential course fees.

All military personnel and service leavers are eligible for a 10% discount on YMCAfit courses. In addition, resettlement fees can be used towards any of our Level 3 courses, such as the Advanced Diploma in Personal Training, which can cover up to 80% of your training costs.

ARMED FORCES AND THE YMCA

The YMCA movement (of which YMCAfit is a part) is proud of the close working relationships forged with the armed forces over the past 150 years, from deploying teams of volunteers to support front line troops during the great wars training and supporting service leavers as we do today.

YMCAfit enjoys working relationships with a wide range of services and has delivered training to service leavers from the RAF, HMS Temeraire, Royal Britannia Naval College and the Army School of Physical Training at Fox Lines.

YMCAfit offers a range of courses including Personal Training, Gym Instructor, Exercise Nutrition, Strength and Conditioning, Exercise Referral, STOTT PILATES and Yoga. For more information visit **www.ymcafit.org.uk** or call **0844 346 0036** FREE. ●

From the Battlefield to the Oil Field

Former army medic Paul Cherry has swapped battlefields for oil fields after making a radical career change into the offshore sector with the help of AIS Medipro.

Paul, aged 46, from Guisborough spent 22 years as a medic in the army with tours of duty in Cyprus, Kosovo and Iraq under his belt. But after years of saving lives on the front line, Paul wanted to work in a more controlled environment so left the army and trained as a nurse for three years.

Paul got a job working in an NHS hospital's A&E department, alongside his wife, but juggling different shifts and childcare for their four children left little time for quality family life together.

It was at that point Paul considered an offshore career, he said: "I still wanted to care for people and potentially save lives but my biggest priority was to ensure quality of life for my family. Working offshore offered that possibility so I went to AIS Medipro to train as an offshore medic. Within days of completing the HSE Offshore Medic course with them I had a job offer on the table as an offshore medic."

"The work as an offshore medic is very broad. On any one day you could be dealing with anything from basic coughs and colds to appendicitis or general health checks. You also need to have trauma experience just in case the worst

happens. Because of my military background it was an easy transition to working away from home in an isolated environment and I advanced very quickly.

"I'm now working as a health and safety consultant and oversee the health, safety and hygiene practices on offshore installations around the world. I've been to Burma, Australia, Vietnam and Columbia to name but a few. The lifestyle is fantastic – I'm earning eight times as much as I did in the army and I'm only working six months of the year. It gives me the quality time off with my family that I always wanted and plenty of money to enjoy our time together."

"I certainly have no regrets. Working offshore has been the best career decision I've ever made."

Brian English from AIS Medipro said: "Offshore medics are massively in demand and there are numerous job opportunities for trained medical personnel. Those from the military tend to make a very easy transition into offshore life as there are lots of synergies. You're working away from home, living in close proximity to other men in a confined space, with a lot of similar camaraderie."

"I'm delighted to hear how well Paul has done in his offshore career. Hopefully his story will act as inspiration to encourage other clinicians to consider working in the oil and gas industry as an alternative career option." ●



For more details on the wide range of medical and offshore courses offered by AIS Medipro please contact **0845 838 7322** or visit **training.aisgroup.co.uk**.

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.

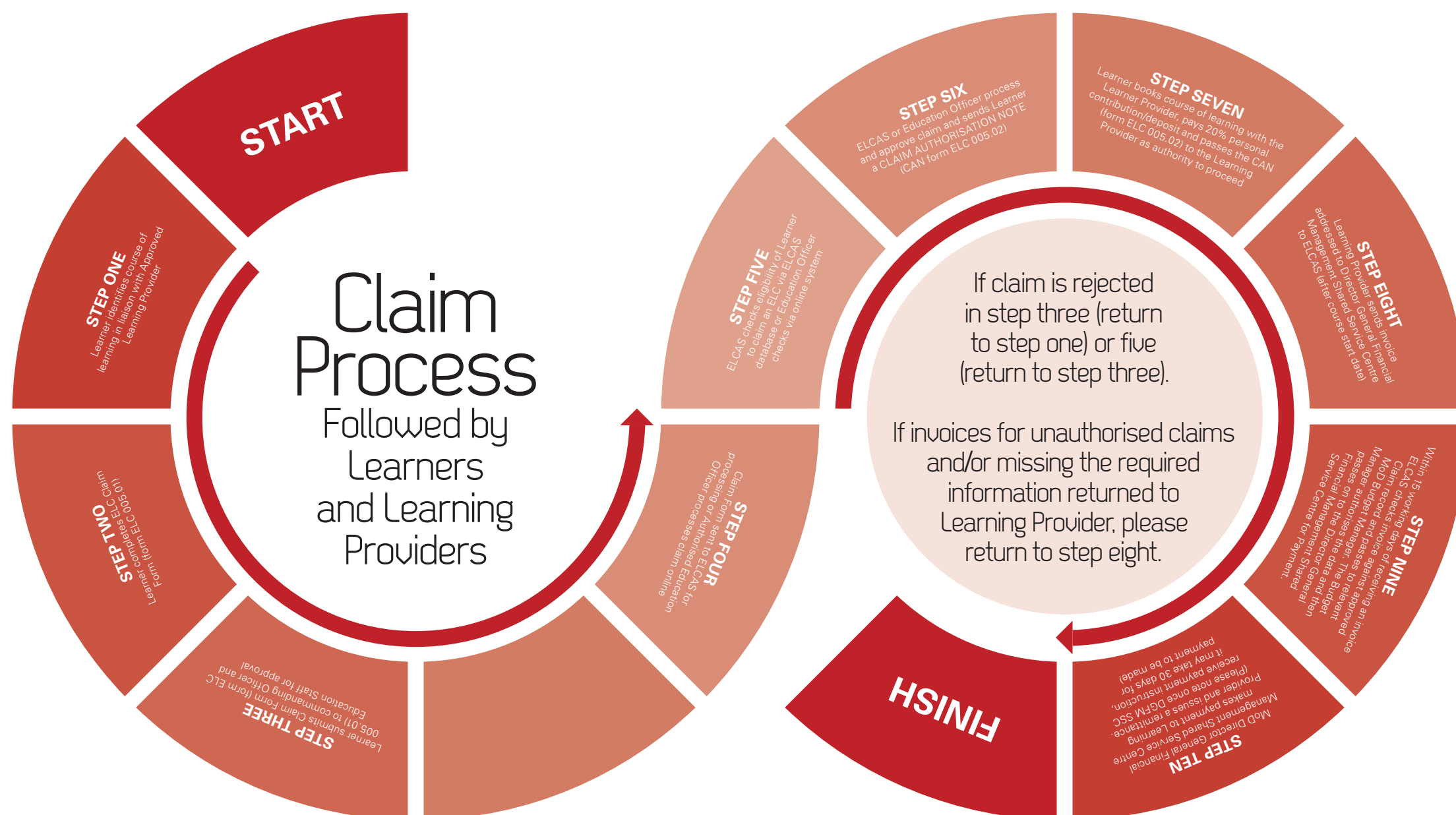
There are several stages to the ELC process. Full information is set out in Joint Service Publications (JSP) 898 Part 4, Chapter 3 - The Enhanced Learning Credit Scheme: The Sponsorship of Service Personnel for Personal Development.

Have a look at the claim procedure flow chart (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 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. •



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)). •

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"I want to thank the Management of Vista for giving me the opportunity to be a part of this wonderful family. It has indeed been a great time knowing you all. To me Vista is indeed one big family. So please keep your doors wide open you never know I may be running back to knock on the door" - Charge Nurse



Vista Healthcare Hospital, Odiham Road, Winchfield, Hampshire RG27 8BS
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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. ●

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 & 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 contribution 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.	

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.

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

Choosing Your Learning Provider

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

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, 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 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 you:

- 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.



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