


**RESETTLEMENT**  
Snow Skool offers instructor courses which aim to provide better on-snow training for our future snow pros. **P64**

# ER

Autumn 2014, **£Free**

# Easy Resettlement magazine

...is proudly sponsored by  **forces recruiting**

RECRUITMENT  
**Morson International**  
Ever fancied going into an aerospace career?

RESETTLEMENT  
**Building a New Career in Construction**  
The Construction Skills College Service offers a range of ELC funded courses

RESETTLEMENT  
**Put Your Career into Gear**  
Former Armed Forces personnel are ideal candidates and make model driving instructors

RESETTLEMENT

# Trained to Lead

Transferable skills gained during military service can be very easily adapted to the workplace



## NEWS

Duke and Duchess of Cambridge and Prince Harry visit the Tower of London's art installation marking the centenary of the First World War. **P58**

## CAREER TRANSITION PARTNERSHIP

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. **P16**

## RESETTLEMENT

Job Satisfaction What Does it mean to you? A course advisor at Hove College tells us what it means to them. **P52**

## ELC SCHEME

The MoD's Enhanced Learning Credits Scheme is an initiative to promote lifelong learning amongst members of the Armed Forces. **P66**





0121 663 0855

info@fef-trg.co.uk

£1 Million giveaway!!

Course is fully funded  
No ELCAS needed!!

"Want to be a  
**Gas Engineer**  
in approx 4 months?"

## Job Opportunities

**City & Guilds Level 3 Diploma**  
in Gas Utilisation, Installation & Maintenance

Diploma also includes:

CCN1 (Core Gas Safety),  
LPG (Permanent Dwellings),  
Boilers, Cookers, Fires,  
Meters, CPA1 & Basic Electrics

Comprising of the following units:

Health & Safety in Gas Utilisation  
Scientific principles in Gas Utilisation  
Combustion & Properties of Gas  
Building Services & Structures  
Understanding Gas safety

**99.9% guaranteed**  
"work experience"  
sourced across  
the entire UK

**Bournville**  
COLLEGE

**City & Guilds**  
Approved Centre

**BLUEflame**  
certification

# WHATEVER YOU THINK OF YOUR ARMED FORCES PENSION, WE'LL HELP YOU GET THE MOST FROM IT.



The 2014 Armed Forces Continuous Attitude Survey shows dissatisfaction with pensions has continued to rise across all three Services. But you can protect your interests and find out how to get the most from your pension by joining the Forces Pension Society.

### HOW WE CAN HELP

Armed Forces Pensions are complex and we can help ensure you get the most from your pension by advising **when to leave** (and when not to), commutation, how to deal with **pension troughs**, the impact of **AFPS2015**, the implications of **redundancy, divorce**, how you might be able to top up your pension, and much more. Help is available from our acknowledged **Pension Advisory Service experts**.

### INDEPENDENT, NOT-FOR-PROFIT

We value our independence as it enables us to **serve the interests of our Members** as their pension watchdog. We campaign to **put right injustices** in the system such as the case we are arguing now for **all Service widows who**

**remarry to be allowed to retain their pension.** Our role also includes **holding the government to account** to ensure the Armed Forces Covenant recognises the vital importance of pensions.

There is no other not-for-profit organisation **dedicated to looking after the pension interests** of the whole military community.



### PLUS VALUABLE MEMBERSHIP SERVICES

We offer our Members a range of **valuable through-life services** with significant discounts from trusted affiliates.

**JOIN ONLINE NOW AND RECEIVE A FREE £100 CITY BREAK VOUCHER**

Simply visit our website at **www.forcespensionsociety.org** quoting **Promo Code EAS2014**

(t's & c's apply).

Membership for you and your partner costs **just £35 per annum.**



**JOIN US AND GET THE MOST FROM YOUR PENSION**

## Forces Pension Society

68 South Lambeth Road, Vauxhall, London, SW8 1RL

Tel: 020 7820 9988 - email: memsec@forpen.co.uk - [www.forcespensionsociety.org](http://www.forcespensionsociety.org)

A member of  
**Cobseo**  
The Confederation  
of Service Charities



# Contents...

## 6 TRAINED TO LEAD?

Transferable skills gained during military service can be very easily adapted to the workplace.

## 10 A WORLD OF OPPORTUNITIES

Use your skills and experience to inspire others in a new career to last a lifetime.

## 16 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 Workshop.

## 20 MORSON INTERNATIONAL

Ever fancied going into an aerospace career?

## 28 PUT YOUR CAREER INTO GEAR

Pontefract based Learner Driving Centres is an ELC training provider.

## 33 EASY RESETTLEMENT'S £100,000 TRAINING GIVEAWAY STARTS HERE!

In this section you will be able to view numerous courses from various training providers.

## 46 BUILDING A NEW CAREER IN CONSTRUCTION

The Construction Skills College Service offers a range of ELC funded courses for service leavers wishing to pursue a career in the construction industry.

## 52 JOB SATISFACTION WHAT DOES IT MEAN TO YOU?

A course advisor at Hove College tells us what it means to them.

## 54 VISTA HEALTHCARE

Fairhome Care Group (WL) Ltd has nearly 25 years of experience in the health and social care sector.

## 56 IT'S A KIND OF MAGIC!

The UK's leading hard surface repair company, Magicman, is now offering franchise opportunities.

## 58 888,246 CERAMIC POPPIES

Duke and Duchess of Cambridge and Prince Harry visit the Tower of London's art installation marking the centenary of the First World War.

## 60 PUT YOURSELF IN THE FRAME FOR A CAREER IN PHOTOGRAPHY

If you're thinking of leaving the services and have an interest in photography and wish to study at home, the Photography Institute could provide you with a solution.

## 64 SNOW SKOOL

With the introduction of Ski & Snowboard instructor courses which aim to provide better on-snow training for our future snow pros. There is also plenty of options to consider from the country to the duration.

## 66 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.



6

### TRAINED TO LEAD?

Transferable skills gained during military service can be very easily adapted to the workplace.



58

### 888,246 CERAMIC POPPIES

Duke and Duchess of Cambridge and Prince Harry visit the Tower of London's art installation marking the centenary of the First World War.



### COVER IMAGE CREDITS

John Gomez, EDHAR, iofoto and auremar, www.shutterstock.com

### EDITORIAL

EDITOR:  
Col Martin Newman  
E: editor@easyresettlement.co.uk

### DESIGN & PUBLISHERS

DESIGNER:  
Chris Keller  
E: chris@lancepublishing.co.uk  
T: 01536 521 126  
PUBLISHER:  
Lance Publishing Ltd  
1st Floor, Tailby House, Bath Road, Kettering NN16 8NL

### ADVERTISING

SENIOR SALES EXECUTIVE:  
James Atkins  
E: james@easyresettlement.co.uk  
T: 01733 205 938  
EXECUTIVES:  
Mark Pillin  
E: laurence@easyresettlement.co.uk  
T: 01733 205 463  
Karen Hill  
E: karen@easyresettlement.co.uk  
T: 01733 205 463  
ACCOUNTS  
Ruth Fiddler  
E: ruth@easyresettlement.co.uk

### PRINTING

LANCE PRINT LTD:  
Unit 3, Houghton Hill Industries, Houghton Hill Farm, Houghton, Huntingdon, Cambridgeshire, PE28 2DH

### SUBSCRIPTIONS

For queries regarding your subscription to Easy Resettlement please contact:  
E: subscribe@easyresettlement.co.uk  
T: 01536 512 624

### DISCLAIMER

This publication is copyright Easy Resettlement Ltd and may not be reproduced or transmitted in any form in whole or in part without prior written permission of Easy Resettlement Ltd. While every care has been taken during the preparation of this magazine, Easy Resettlement Ltd cannot be held responsible for accuracy of the information herein or for any consequence arising from it. Views Expressed in this publication are not necessarily those of Easy Resettlement Ltd or the editor.

# Welcome...

Welcome to the autumn issue of Easy Resettlement magazine.



their driving skills to become HGV drivers as well as close protection drivers or chauffeurs, LDC offer an alternative by becoming a driving instructor and utilising your communication skills to help teach others.

When joining the armed forces the main thing everyone has instilled in to them is leadership and management. Many civilian employers are now recognising the transferable skills gained during military service with Barclays Bank offering a fast track leadership role. The programme developed with Lord Ashcroft International Business School at Anglia Ruskin University, offers the opportunity to work in various business areas. Furthermore, you will benefit from a University education without incurring the debt, whilst also benefiting from structured work placements. To find out more take a look at page 6 about the Barclays leadership programme as well as other options in management whilst still in service through The Institute of Leadership and Management (ILM) who have over 10% of their members currently serving or Ex-forces personnel.

In this issue we still have our partner companies offering the £100,000 worth of free training courses, make sure you don't miss out on your chance of winning a completely free course, simply send any of the companies taking part an email with your name and contact details, along with when you joined service and when your likely exit date is. It's as simple as that! Winners will be selected at random later in the year. You can apply with as many companies as you like but we ask only one entry per company.

In this issue we take a look at the Construction industry and the recent report that there is a shortfall of 182,000 qualified trades' personnel.

The Buildforce scheme is being funded by the CITB and being co-ordinated by the industry charity the Construction Youth Trust (CYT) Buildforce are teaming up with various forces friendly employers as well as the Ministry of Defence's Career Transition Partnership. The CTP will be looking to identify 650 service leavers interested in the construction industry, if this is something you are interested in then take a look at page 46 to find out more.

We also take a look at a Pontefract based Learner Driving centre (LDC) who are offering the chance to train to become a driving instructor, many service leavers choose to use

If offices are not your thing and you still have the urge for the great outdoors then maybe take a look at page 64 as we talk to SnowSkool who offer Ski and Snowboard instructor training courses in Canada, France and New Zealand.

There are many more interesting articles and case studies in this issue as well as information from the CTP and our ELCAS feature towards the back pages. You may have noticed each issue getting bigger? Well you would be right as we have now increased to 76 pages thanks to our readers making Easy Resettlement such a popular resettlement magazine. We are here to help with your transition and cover the topics you want to read about, so do please let us know your thoughts and ideas on what you would like to know more about. Please mention our magazine to your friends and colleagues as well as to our advertisers. ●



# Train to Lead?

Although the situation is changing and many potential civilian employers are beginning to recognise the importance of transferable skills gained during military service can be very easily adapted to the workplace.

Two things that everyone in the armed forces has instilled into them from the very first day they sign on the dotted line are leadership and management.

To an employer looking for either people of very senior rank to slot into senior managerial or board level positions or more junior personnel for supervisory and middle management roles, the forces provide rich pickings.

Many organisations, especially global companies with defence industry interests will jump at the chance of having a general or admiral on their letterheads, there are many more opportunities which could suit an abundance of service leavers.

Financial services offers many opportunities and Barclays has identified that the leadership and managerial skill gained in the forces are the very skills they are looking for.

The Barclays programme offers a fast track into a Barclays Leadership role coupled with a fully sponsored degree. The Programme has been developed with the Lord Ashcroft

International Business School at Anglia Ruskin University.

You will have the opportunity to work in one of many Barclays' business areas to include its Branch Network and Barclaycard.

You will gain a university education without incurring debt, taking structured work placements in various roles that will provide you with skills, experience and insight. With the support of your tutors, an academic mentor, your various managers and your assigned buddy, you'll have every opportunity to achieve your potential.

You might not have considered a new career in Financial Services. If you have leadership experience, your transferable skills will truly lend themselves to Barclays values as an organisation. They say: 'We don't look for the 'finished article', we are interested in potential.' The people who do best on this programme can lead and challenge. They're bold in their approach, and they collaborate to achieve the best possible results for their teams and our customers.'

## ROUTE TO ENTRY LORD ASHCROFT INTERNATIONAL BUSINESS SCHOOL

On this programme you'll complete a three-year BA (Hons) in Management and Leadership. You'll be work-based and will need to be flexible on where you begin your career in the UK. You are employed by Barclays from Day One, but there will be study blocks to attend at the Business School – three two-week blocks in your first year, and two two-week blocks in your second and third years.

Your studies will cover topics such as Entrepreneurship and Enterprise Realities, Career Management and Development and Contemporary Issues for Leadership and Innovation. Your experience at work will be built up through a series of structured

## Make the Most of it



placements – all of which will help you develop your leadership skills and establish yourself as a business professional.

### WHAT'S IN IT FOR ME?

This is just the beginning. Your placement on this programme is your start to becoming a Leader in Barclays, and could lead to joining our Graduate

Programme or a long-term leadership career with Barclays.

Not only does Barclays fully fund your degree, you will be eligible for all Barclays benefits and you will be paid a basic salary of £13,500+ from the start.

### HOW DO I APPLY?

To apply, you will need to attest to having leadership experience in your

current/previous career and successfully completed the Barclays on-line assessment process. Go to website [www.joinus.barclays.com](http://www.joinus.barclays.com). Click the 'Apply' button and select 'Ex-Military' when prompted. For alternative ways to apply, please visit the Barclays Degree Programme page on the site.

## CONSTRUCTION INDUSTRY WANTS MILITARY MANAGEMENT

An industry that relies on military precision. Just as in the armed forces, you'll be working as part of a highly professional team in which every member depends upon their colleagues to get the job done. Your military training will have given you the flexibility to be prepared to travel at short notice, allowing you to make a vital contribution wherever the action is. You'll be able to apply the technical and practical skills you've acquired to a whole range of essential tasks.

## BECOME A CAPTAIN OF INDUSTRY

The UK construction industry offers a huge range of exciting, challenging and dynamic opportunities where you'll be able to apply the technical and practical skills you've acquired.

- There are a wide choice of trades, professions and rewarding careers
- Vacancies are available right now - particularly in management and infrastructure development

There is even the possibility of setting up your own business once you've learned the ropes.

Oliver Turner, 27, from Colchester, served in the Royal Engineers from April 2005 until August 2011. Before joining up, he had begun a career in the construction industry as a carpenter, but decided to join the army to challenge himself and develop his skills.

Oliver served in Canada, Iraq, Afghanistan and Cyprus. He seized the training and development opportunities the army has to offer, developing his carpentry and electrical skills.

After leaving the army, Oliver initially worked as self-employed carpenter, before returning to working on bigger projects in a larger team. He currently works as a construction manager for Lend Lease in London.

He said: "The work I did in the army and the work I am doing in the civilian construction industry have many similarities, with many of the same structures and processes in place.

Returning to construction was the natural choice for me, and gives me a chance to use all the skills I picked up in the armed forces."

For more information on managerial and training opportunities in the construction industry contact the Construction Industry Training Board, [www.citb.co.uk](http://www.citb.co.uk) using the online form or call 0344 994 4400 FREE.

*The work I did in the army and the work I am doing in the civilian construction industry have many similarities, with many of the same structures and processes in place.*

Oliver Turner

## FOR OVER 30 YEARS ILM HAS PROVIDED CIVILIAN ACCREDITATION FOR MILITARY TRAINING IN LEADERSHIP AND MANAGEMENT

You don't have to wait until you leave the services to gain recognized qualification in leadership and management. Membership of the Institute of Leadership and Management delivers support and recognition to the leaders of both today and tomorrow. Members range from highly experienced senior executives and CEOs to people taking their first management position.

The Institute provides qualifications through ILM accredited military career development courses across the whole of the MoD. Visit the website [www.i-l-m.com/information-for-armed-forces](http://www.i-l-m.com/information-for-armed-forces). Then just refer to the single Service pages to find out what is available.

## RECOGNITION OF PRIOR LEARNING (RPL)

The ILM can retrospectively accredit relevant training completed, as long as the course content is relevant to its portfolio of qualifications. This is particularly useful if you did not claim your accreditation at the end of your course or in some cases where accreditation was not available at the time. For guidance contact the Customer Service team at [armedforces@i-l-m.com](mailto:armedforces@i-l-m.com).

## ILM MEMBERSHIP

ILM membership provides an excellent platform to support you throughout your military service and, when the time comes, it can help you make the transition to a civilian career by providing recognition of your skills and military rank. Over ten percent of ILM Professional members are serving or have served in the Armed Forces.

## STUDYING MEMBERSHIP

All candidates undergoing an ILM accredited military career development course are eligible for free ILM Studying membership. A minimum of 12 months or for the length of the study programme (whichever is the longer), and can enjoy a range of member benefits which are explained on the website.

## TUTOR MEMBERSHIP

Tutors and instructors delivering ILM accredited military career development courses can take advantage of indefinite free Tutor membership. You can access the same member benefits as Studying members, use the online resources to support you and to build your skills and knowledge. To active your free Tutor membership, please contact [armedforces@i-l-m.com](mailto:armedforces@i-l-m.com).

## PROFESSIONAL MEMBERSHIP

Professional membership provides access to exclusive member events and forums, letting you engage with a network of like-minded professionals. The ILM range of online tools are tailored to help you progress your career and through post-nominal letters. You gain professional recognition which is instantly recognisable in the civilian sector. ●

For further information the ILM consult your unit or visit the ILM website at the web address shown above. You can also call 44 (0) 1543 266886 for details of membership and how ILM can help you.



Bristol Executive Management Programme

# Taking Excellent Managers and Making Them Even Better

Bristol Management Centre (BMC) has been helping military managers (SNCO to Senior Officer) to make the transition to the corporate, public and charity sectors for the last 40 years. No one knows better than them how to do this with the greatest success and the fewest tears.

The BMC Executive Management Programme is a three week Master's Level (Level 7) course specially designed to fill in the gaps between military management and non military management. All the instructors on the course are

seasoned professional managers and consultants with a wealth of practical business experience behind them. What is unique about BMC is the way these talented instructors impart their knowledge in everyday, understandable language. Maj Gen M H said of the Accounting for Non Accountants week "I only

wish I had done something like this a long while ago. Not only would I have been wiser, it would have saved me hours of work in some cases. Certainly one of the best courses I have ever been on and probably the only one to keep my attention throughout." Imagine anyone finding accounting interesting! But then that's exactly what Phillip and Peter do - make it interesting.

Whilst Accounting for Non Accountants forms a fascinating first week foundation for the three week course, what follows is of equal importance. Phillip, Amaya, Robert, Rob, John and Amanda all play their part in putting across the broad and detailed picture of the operational (including the dreaded Employment Law), Strategic and Marketing picture, drawing the whole programme together with the business game at the end of the course. WO1 M B said at

the end "John, I wanted to say THANK YOU to both of you and your team for the great service and tuition I have had the privilege to receive. Everything has been thorough, informative and enjoyable. You all have a unique, friendly and professional approach to everything you do, please never lose that, no matter how successful you become. I believe I used my resettlement wisely when opting for your courses."

However, BMC is not just a one trick pony. It offers a wide variety of other resettlement courses ranging from Project, Programme, Portfolio and Risk Management from the UK Government Best Practice stable to Change Management and Better Business Cases based upon the UK Treasury widely respected Green Book and jointly developed by the Treasury and APMG International. All of these can be packaged together to make best use of Enhanced Learning Credits as can the BEMP course. The portfolio of courses is constantly changing to keep up with modern developments and trends. That's probably why BMC's been around for 40 years! ●

## PROJECT MANAGEMENT TRAINING COURSES

2020<sup>TM</sup>  
business  
insight

### 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](mailto:training@2020businessgroup.com) to book or to ask questions.

# 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](mailto:training@bmc.ac.uk)

[www.bmc.ac.uk](http://www.bmc.ac.uk)





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

Other courses available – the College also offers the Certificate in Education and Training and the short introductory Award in Education and Training

The new two year Diploma in Education and Training starts on September 25th 2014, with a one year programme beginning in October 2014

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

DID YOU KNOW?  
TEACHER TRAINING  
AT SOUTH DEVON  
COLLEGE

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

Men and women are sought in all areas, with males required in maths and English and females in science and engineering

**FREEPHONE 08000 380 123**

[www.southdevon.ac.uk](http://www.southdevon.ac.uk)

[enquiries@southdevon.ac.uk](mailto:enquiries@southdevon.ac.uk)



# A World of Opportunities

with South Devon College

Use your skills and experience to inspire others in a new career to last a lifetime.

At South Devon College we pride ourselves on giving people of all ages the best possible start in their studies, offering not just an Ofsted 'Outstanding' accredited learning environment but also fully qualified staff who come from an industry background.

Providing industry relevant experience alongside academic qualifications is at the forefront of our learning culture, which means that we offer

a fantastic opportunity to those looking to retrain and use their skills and knowledge to inspire a new generation of learners.

The College has an extensive Uniformed Public Services provision, relying on experienced service leavers to prepare students for life in various branches of the armed forces and public services. The chance to continue using your experience in your teaching means not only an easy transition into civilian life, but the start of a rewarding and successful career in teaching.

## NUMBER 1 AND TAKING THE GOLD!

There are many reasons to consider South Devon College, either as an employer or a place to retrain and complete further study. The College was recognised as the top Further Education and Tertiary College in England in results published by the Skills Funding Agency this year. The results, which are based on learner success rates and retention, cements our exemplary status as a leading Further Education establishment, as well as a beacon for skills development, economic growth and employment in Torbay and South Devon.

The College also recently received the prestigious Investors in People Gold Award, which confirms our status as a top employer in the South West. The College received the quality standard as a result of our robust procedures that ensure

the development and wellbeing of employees. Gold status is only awarded to organisations that demonstrate excellence in the support of their staff members, with the College commended for our culture, which drives an environment of challenge and improvement in every member of staff.

In addition to these prestigious accolades, we were also awarded the Investor in Careers accreditation, showcasing the quality of our excellent careers guidance service. The College is committed to finding the right career for each individual, providing a free and impartial service that offers careers education, information, advice and guidance. So, if you're unsure whether a career in teaching is right for you, the College can still help you in identifying your options and the next step in your new career.



## TRAIN TO BE A TEACHER WITH THE NEW DIPLOMA IN EDUCATION AND TRAINING

There has never been a better time to consider a career as a teacher in Further Education, particularly for those who want to use their own industry experience, or those thinking about teaching maths or English. Colleges welcome applications from a broad spectrum of people with diverse backgrounds, so it's much easier than you think to retrain and teach in further or adult education.

## WHY TRAIN TO BE A TEACHER?

Would you like to make a difference in the lives of young people or adults seeking to improve their knowledge or skills?

Would you like to acquire transferrable skills that can be used in a variety of roles, not only in colleges but also organisations such as hospitals, leisure centres or private businesses where training of any sort is required?

If so, a teaching qualification provides new, exciting and fulfilling employment opportunities and increased flexibility in the job market, making you an outstanding candidate and demonstrating a range of abilities and skills that employers seek, not just in the education sector, but worldwide.

## HOW LONG DOES IT TAKE?

Training to be a teacher doesn't take as long as you may think; an advanced qualification such as the Diploma in Education and Training can be completed in one year, with shorter awards and certificates that can be completed in just a few days.

## HOW MUCH DOES THE DIPLOMA IN EDUCATION AND TRAINING COST?

Less than you might think. The Diploma in Education and Training provides the recognised national qualification for teaching in further and adult education for only £1,995, with generous bursaries designed to help people train for a career in teaching.

The government offers tax free bursaries of up to £20,000 to suitably qualified graduates who want to train as maths or English teachers. To be eligible you must have an honours degree in maths (or a science or engineering subject) or English (or an arts or humanities subject). A similar bursary scheme also exists for graduates in any subject considering a career teaching students with special educational needs (SEN).

## WHEN CAN I START?

Today! South Devon College are currently recruiting for new classes starting in September,



with enrolment continuing throughout the academic year.

## WHAT ELSE SHOULD I KNOW?

If you start on the new Diploma in Education and Training programme

you will not only be able to take advantage of a competitive tuition fee, but also an internship scheme that provides you with the opportunity to work at the College, supporting and assisting with classroom teaching and gaining valuable, practical experience.

## WHO DO I CONTACT?

If you would like to find out more about training to be a teacher with South Devon College, call **01803 540579** or contact **erica.mansfield@southdevon.ac.uk**

# Case Studies

Shaun Aston,  
Trainer Facilitator  
in Uniformed  
Public Services  
at South Devon  
College.

"I joined the army at the age 16 and completed a year of training as a junior leader. Throughout my career I have travelled all around the world either on operations or engaged in exercises.

At a young age I gained a promotion, which led me to start teaching and instructing my men, which has gathered pace during the last 25 years of my service. As part of military teaching I also

teach mountaineering and lead climbing, which I have been doing for the past 15 years, so a job at South Devon College where I could employ both of these skills was a fantastic opportunity for me.

I find no greater reward than helping young students who wish to join the forces and enjoy the career that I had. By September the Armed Forces Preparation Course will have placed another 20 young men and women into full-time employment in Her Majesty's Forces, and I always take great pride in what a significant achievement this is."

Helen Flint, Apprenticeship and Work  
Experience Manager at South Devon College

"I have been working at South Devon College for three years and it is my first civilian job after leaving the Royal Navy where I was a Training and Education specialist, colloquially known as a "Schoolie", for 18 years. I was an experienced and qualified science teacher before I joined the Navy and did quite a lot of training delivery in the Service, in addition to training management. I was sponsored through my Masters degree in Education by the Navy and a move into Further Education was quite a natural progression really. In many ways it is similar to being in a Training Establishment, with good training facilities and keen learners. Although I did spend the first few weeks stopping myself from telling young people to stop holding hands or to take their hands out of their pockets!

South Devon College is an inspirational place to work where I have been provided with new challenges and development opportunities. The transition to civilian life was made relatively easy for me here and I would encourage other Service leavers to consider Further Education as their next career."

**FREEPHONE: 08000 380 123**

[/southdevoncollege](https://www.facebook.com/southdevoncollege)

[@sdcollege](https://twitter.com/sdcollege)





## Human Touch Training

### Ambulance Courses

ELCAS credit approved (ref 5937)

IHCD/Edexcel/BTEC Accredited Centre

Based just off the A1 near Peterborough

Courses:

- IHCD FPOS Basic, Intermediate and Enhanced – 3 to 7 days
- 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.



Call: 01778 348333 Web: [www.htas.org.uk](http://www.htas.org.uk) email: [phill@humantouch.org.uk](mailto:phill@humantouch.org.uk)

### 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



WANT A CAREER IN CLOSE PROTECTION?  
THEN LOOK NO FURTHER THAN:

PERSEUS RISK MANAGEMENT

HOME OF THE ONLY BTEC LEVEL 4 HOSTILE ENVIRONMENT CP COURSE

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

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

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

Steve Lambert  
Managing Director



[WWW.PERSEUSRISK.COM](http://WWW.PERSEUSRISK.COM)

90%  
OF OUR  
GRADUATES  
NOW EMPLOYED

MARITIME SECURITY TRAINING

## MSO Offshore Pro



The most comprehensive specialist maritime security training package available.

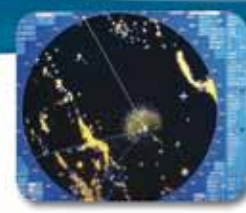
The Trident MSO Offshore Professional programme offers industry recognised qualifications at the highest academic level for those wishing to enter the private maritime security industry. With an increasing number of reputable UK and overseas companies now recognising our training standard as the global industry lead, our courses have proven to lead to employment opportunities. No other training provider can offer the same level of competency and recognition. Trident is an ISO 9001:2008 UKAS certified training provider with courses eligible for ELC funding



TRIDENT Maritime Security Operative (MSO) Course



TRIDENT Maritime Trauma Care (TMTCC) Course with O13 (Specialist) endorsement



TRIDENT Radar and Maritime Navigation (RADNAV) Course



STCW 95 Basic Safety Training delivered by PHSS Ltd.

Call us for more information 01202 679170

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

Trident Training Centre

Jolliffe House, 32 West Street,  
POOLE, BH15 1LD

Email: [admin@tridentoperations.com](mailto:admin@tridentoperations.com)



01225 904680 [www.HRsecurity.co.uk](http://www.HRsecurity.co.uk)

email: [info@hrsecurity.co.uk](mailto:info@hrsecurity.co.uk)

## - 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. Conducted at HR Security's facility in the City of Bath, it is designed to give you the qualifications and confidence to seek employment secure in the knowledge that you can do the job, having gained practical experience of the conditions in which you could be operating. 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.

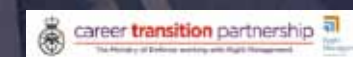
These are all competencies considered essential by potential employers and this course will equip you with the high level of skills demanded in the current commercial sector and climate.

### The Course Syllabus includes:

- Roles and Responsibilities of the Close Protection Operative
- Threat and Risk Assessment
- Surveillance Awareness
- Operational Planning
- Law and Legislation
- Close Protection Teamwork and Briefing

- Conduct Reconnaissance
- Close Protection Foot Drills
- Route Selection
- Close Protection Journey Management

- Search Procedures
- Incident Management
- Venue Security
- FPOSI - First Person On Scene







Having successfully gained his qualifications, Peter now works as a personal trainer at Liverpool Personal Training Studios and is looking to the future.

Peter Greene said: "I served almost ten years in the Marines and was determined to complete the full 22 years, so I was devastated when I found out I was going to be medically discharged.

"I never anticipated that my time in the forces would be brought to an end so soon and didn't think I would be able to find another job that I loved so much. I came close to sinking into depression.

"Luckily, it was then that I was referred to The Training Room course. Personal training is something that I have always been interested in and having the opportunity to complete the course for free really gave me the push I needed. I'm now working under the guidance of an excellent mentor and am looking to open my own personal training business in the future."

Lucy Birch, Head of Training at The Training Room, said: "The Training Room is incredibly proud to be able to work with Help for Heroes and support the work that it does.

"Joining the fitness industry is a logical step for many people leaving the forces and, since we launched our partnership with Help for Heroes, we have helped over 50 ex-servicemen and women pursue a career in personal training.

"Peter's story is truly inspiring and it's wonderful to see him successfully launch a career in personal training following the completion of his course. We look forward to continuing our work with Help for Heroes and supporting more injured servicemen and women as they look to regain control of their lives."

Bryn Parry, CEO and Co-Founder of Help for Heroes says: "We are hugely grateful to The Training Room's for their generous support of our wounded heroes. For individuals like Peter, the transition into civilian life is an incredibly daunting prospect and by working together we can ensure individuals have the best possible chance at a fulfilling second career."

To date, The Training Room has provided free courses to over 50 veterans through Help for Heroes and now also offers Enhanced Learning Credits (ELC) funding. This means that ex-military students who signed up for ELC during their time in active service can use them to help fund one of The Training Room's Level 3 courses, allowing up to a £2,000 discount off the usual price of qualification. ●

## Injured Royal Marine is Given New Lease of Life After Embarking on Personal Training Career

A determined former Royal Marine who was injured during service has vowed to live his life to the full by becoming a fully-qualified personal trainer.

**P**eter Greene, 33 and from Liverpool, was serving his tenth year in the Marines and had experienced two tours of Afghanistan when he suffered a serious knee injury, prematurely ending his career.

Peter underwent several months of physiotherapy and rehabilitation, followed by an extensive operation, but was later informed that he had no choice but to leave the forces.

Left devastated by the prospect of giving up his career, the father-of-one took advantage of personal training courses offered by The Training Room through Help for Heroes. The course is offered free to injured Veterans and equips individuals with industry ready qualifications.

## EVER FANCED BECOMING A PERSONAL TRAINER?

The Training Room is looking to enlist ex-services men and women to become Elite Personal Trainers with the best in the business.

The Training Room have a passion for sports, health and fitness and provide top health clubs with fully qualified, industry ready personal trainers.

You'll gain a nationally recognised qualification Active IQ Level 3 Diploma in Fitness Instructing and Personal Training through a fast track 6 week course, blended learning course or through an E-Learning Course.

The Training Room now also accept Enhanced Learning Credits (ELC).

For more information please visit:

[www.thetrainingroom.com/funding-mod/](http://www.thetrainingroom.com/funding-mod/)

Some of our Partners and Supporters:



CALL FREE NOW ON: 0800 021 6050



**the training room**  
PERSONAL TRAINING CAREERS

## A CAREER IN PERSONAL TRAINING?



QUALIFY IN ONLY  
**6 WEEKS!**

CALL US: 0208 543 1017  
EMAIL: [info@discovery.uk.com](mailto:info@discovery.uk.com)  
[www.discovery.uk.com](http://www.discovery.uk.com)

Discovery Learning UK @PT\_Courses

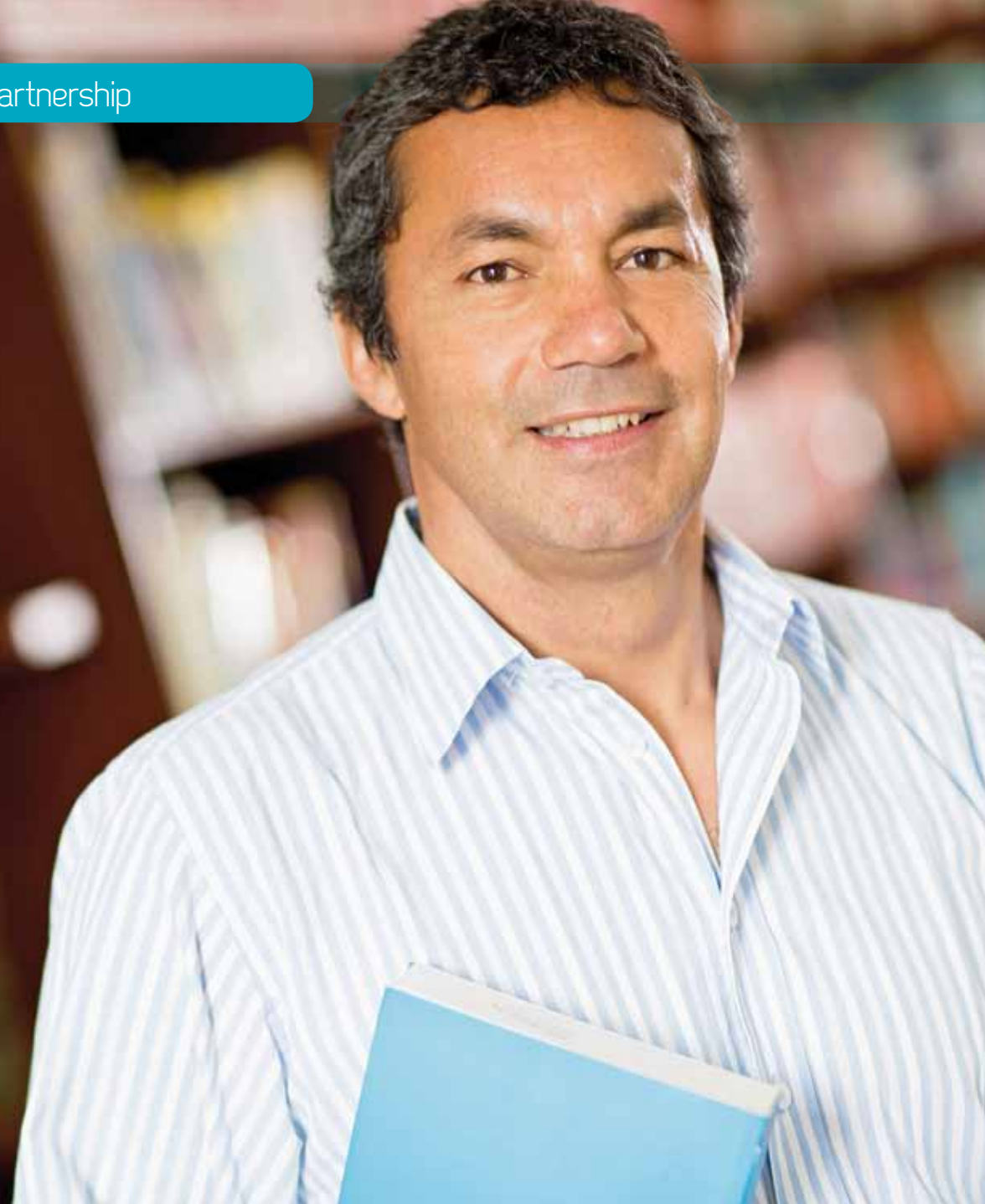


### Personal Trainer Course Benefits

- 2 FREE CPD's with any PT course booking! (QUOTE ER)
- CYQ Recognised Qualification
- Professionally designed Web site (£49/year hosting)
- First month of professional insurance free
- We can help you find work upon graduating

**Discovery**  
LEARNING





## 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](http://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](http://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



# Bike Maintenance Training Centre

**City & Guilds**

Fully Equipped Individual Workstations  
Cycle Mechanic Wheelbuilding  
and Frame Building Courses



**NO PREVIOUS EXPERIENCE NECESSARY**



**downland  
cycles**



**Level 3  
Certified Professional  
Mechanic Courses**

**Tel: 01227 709756**

**E-mail [julie@downlandcycles.co.uk](mailto:julie@downlandcycles.co.uk)**

**Website [www.downlandcycles.co.uk](http://www.downlandcycles.co.uk)**

**Downland Cycles Ltd, Training Centre, 2 Stone Cottages, Lynsore Bottom,  
Upper Hardres, Canterbury, Kent, CT4 6EG**



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](mailto:pd@ciltuk.org.uk)**



Stronger Together



**NEBOSH HEALTH AND SAFETY COURSES**

**WE CAN HELP YOUR CAREER  
TRANSITION WITH OUR GLOBALLY  
RECOGNISED HEALTH AND  
SAFETY QUALIFICATIONS**

## **NEBOSH National General Certificate in Occupational Health and Safety**

Many of our service leavers choose the NEBOSH National General Certificate as a crucial part of their management development programme. Many people take the NEBOSH National General Certificate as a first step in a career in Health and Safety. It provides a valuable overview, and is a sound basis for further professional study.

## **NEBOSH National Certificate in Construction Health and Safety**

The NEBOSH National Certificate in Construction Health and Safety is a globally recognised Health and Safety qualification specifically for the construction industry. The qualification is referred to in the Approved Code of Practice (ACoP) to the Construction (Design and Management) Regulations 2007 as an important knowledge indicator when assessing competence on construction sites.

## **NEBOSH National Certificate in Fire Safety and Risk Management**

The NEBOSH Fire Certificate is also a globally recognised Health and Safety qualification for employees with responsibilities to conduct fire risk assessments and identify the necessary range of fire protective and preventive measures in the workplace.



**DO ALL THREE COURSES  
FOR ONE ELC CLAIM AND  
YOU WON'T PAY A PENNY  
IF YOU QUALIFY FOR OUR  
CASH BACK SCHEME.**

**CALL US TODAY AND SEE IF YOU  
MEET OUR CASH BACK CRITERIA...**

**Ipswich: 01473 212535 | London: 0207 194 84 33**

**E: [info@ccas-ltd.com](mailto:info@ccas-ltd.com) | [www.ccas-ltd.com](http://www.ccas-ltd.com)**





# Morson International

## Six Top Tips to Transition into an Aerospace Career

### TIP ONE, CV

If you need help with your CV speak to a recruitment company who can help you tailor it to a relevant role.

### TIP TWO, EVENTS

Attend the CTP/BFRS Job Fairs and security cleared expos. They are useful for both networking and future opportunities.

### TIP THREE, RESEARCH

Look into prospective employers' history, current activities and potential permanent and contract opportunities in detail. A simple internet search should provide all of the information you need.

### TIP FOUR, SOCIALISE

Ensure you have a LinkedIn and/or social media account (such as Facebook) and make use of networking Groups.

### TIP FIVE, CERTIFICATIONS & QUALIFICATIONS

Ensure you have all of your trade papers, certificates and any relevant qualifications to hand.

### TIP SIX, NETWORK

Make an effort to meet people in the industry – through meetings, social groups or industry events.

## Interview with Daniel O'Sullivan

**D**aniel O'Sullivan served in the RAF for nearly 24 years. In that time he took part in 12 tours across the UK and Europe in his position as Engineering Manager. In 2014, Daniel made the transition into civilian life after serving in the RAF for over 23 years. Finding a fulfilling career was a top priority for Daniel, and with help from the global engineering recruitment firm, Morson International, he found a role that was right for him with BAE Systems working at RAF Marham, Norfolk.

Daniel spoke to Jennifer Morris about the steps he took to transition successfully into his civilian role.



the Falklands, Oman, Iraq and latterly Afghanistan.

**JM:** And did you work on a variety of aircraft or did you specialise in one type?

**DO:** I worked on a variety of different aircraft Ground Equipment. My trade was as a Ground Equipment Electrician, so it wasn't restricted to one type of aircraft. Certain Ground Equipment is aircraft specific and there is also generic equipment that can be used on all aircraft types. As a Ground Equipment Technician you can go from working on the Tornado equipment at RAF Marham or RAF Lossiemouth to working at the Typhoon equipment at RAF Coningsby. The Ground Equipment just changes depending on the platform you are either posted to or deployed with.

**Jennifer Morris (JM):** Hello Daniel, can you tell me a bit about your career in the RAF?

**Daniel O'Sullivan (DO):** I joined the RAF in 1991 and served over 23 years in total. I was based all over really – in Germany, as well as doing tours of Scotland, across England in the Lincolnshire area – in total I've done about 12 tours of different places. I have also been part of many operational deployments including

RAF I was much more reactive. If there is an international or domestic crisis then you can end up being deployed at short notice. Now, I come to work and I know next week that I'm going to be here because this is my job and there is no expectation that I will need to move at short notice. Being in the RAF is very secure in terms of job security but then the actual job role is quite insecure because of the transient nature of life in the Forces. If I was still in the RAF for instance then in I would expect to move within the next few years as well as deploy on a six month tour overseas whereas now that I am no longer serving I can choose when and if I wish to change location.

**JM:** With that in mind then, how did you go about approaching your job search?

**DO:** The first thing I did was to figure out what I wanted and what suited me and my family. I have children doing GCSEs and A Levels, so stability is important over the next few years in terms of location. Although I am reasonably mobile I wanted to have a firm base that I would return to ideally daily, rather than weekly. I then considered the industry I was interested in working in, and what would make me happy. There's no point in leaving the Forces and doing something that makes you unhappy because it's convenient or local. So I looked at a few industries such as Norfolk's food industry which employs a lot of engineers and technicians, as well as offshore wind and offshore oil careers but I dismissed them because of the instability of having to be away from home a lot.

**JM:** How did Morson International help you?

**DO:** It was making that connection really – putting me in front of the right people. BAE Systems was looking for skilled workers and I matched the requirements,

**JM:** And do you find that it's more flexible, that it gives you a bit more freedom?

**DO:** It's more settled – within the

## Interview with Chris Moore

**C**hris Moore is a senior recruitment consultant at Morson International, a specialist recruitment company for the engineering industry. Chris works for the company's aerospace and defence division – here he shares his experience and advice with Easy Resettlement readers about how to make the transition into successful civilian careers.

**Jennifer Morris (JM):** Hi Chris, how long have you worked in the engineering recruitment industry?

**Chris Morre (CM):** I've worked in the industry for more than 18 years, and I would suggest that there has been an increased usage in contract labour, or temporary workers, from the more traditional permanent roles.

**JM:** Why is that – is that a general situation in the engineering industry or is it specific to the aerospace sector?

**CM:** I think it's a general thing in engineering industries but it allows organisations to better cater for the peaks and the troughs in their workloads.

**JM:** In your experience are ex-military personnel suited to careers in the aerospace industry?

**CM:** Yes – service leavers are well suited to certain careers and opportunities in the aerospace and defence industry, principally around aircraft, marine or IT software technology where they have had the opportunity to use those skills in their day to day military jobs.

experience and skills that they needed. The irony of my situation was that I was right under the nose of BAE Systems and looking for work, and BAE Systems were looking for people with my skills – Morson provided that link.

**JM:** Based on your experience what advice would you

**JM:** What job opportunities are there at the moment for service leavers in the aerospace industry?

**CM:** It is a positive time for service leavers and typically the opportunities that Morson has would be based around aircraft technicians – whether that is from a mechanical, electrical or an avionic background. Logistics support is another area that is currently being recruited for by Morson. Programme and project managers are also a desirable commodity in the marketplace at the moment, particularly those who have perhaps some PRINCE2 experience.

**JM:** What steps would you advise service leavers to take to prepare themselves for job searching?

**CM:** When I meet service leavers at various recruitment events that I attend they can be fairly poorly prepared in terms of their CVs. The CVs are often not particularly detailed or specific about their most recent jobs and/or roles and typically

feature lots of acronyms rather than actually spelling out the information; there are many acronyms in the MoD that do not translate into the civil market. If a hiring manager or HR department is sifting through CVs, they want to find the right candidates at the earliest opportunity without having to trawl through pages and pages of a CV – it is good to stand out from the crowd. But I think the most important point that I can make is that they actually underestimate how capable they are.

**JM:** How does Morson help service leavers?

**CM:** Morson can help people in many ways – we can enlighten them to the opportunities that we have with our client base, which extends beyond the aerospace and defence industries and across all engineering sectors. Morson can also help them with our ability to give CV writing and careers advice. We have 45 years' experience supplying skilled workers to the engineering industries, and we have been recognised as the UK's No.1 Technical Recruiter for eight consecutive years. Our recruitment consultants are experts in their fields and have access to excellent career opportunities with some of the world's most exciting organisations; we recruit similarly high calibre candidates and service leavers offer an excellent proposition to many employers. ●

**CONTACT DETAILS**  
[www.morson.com](http://www.morson.com)  
[aerospace@morson.com](mailto:aerospace@morson.com)  
 +44 (0) 0161 707 1516



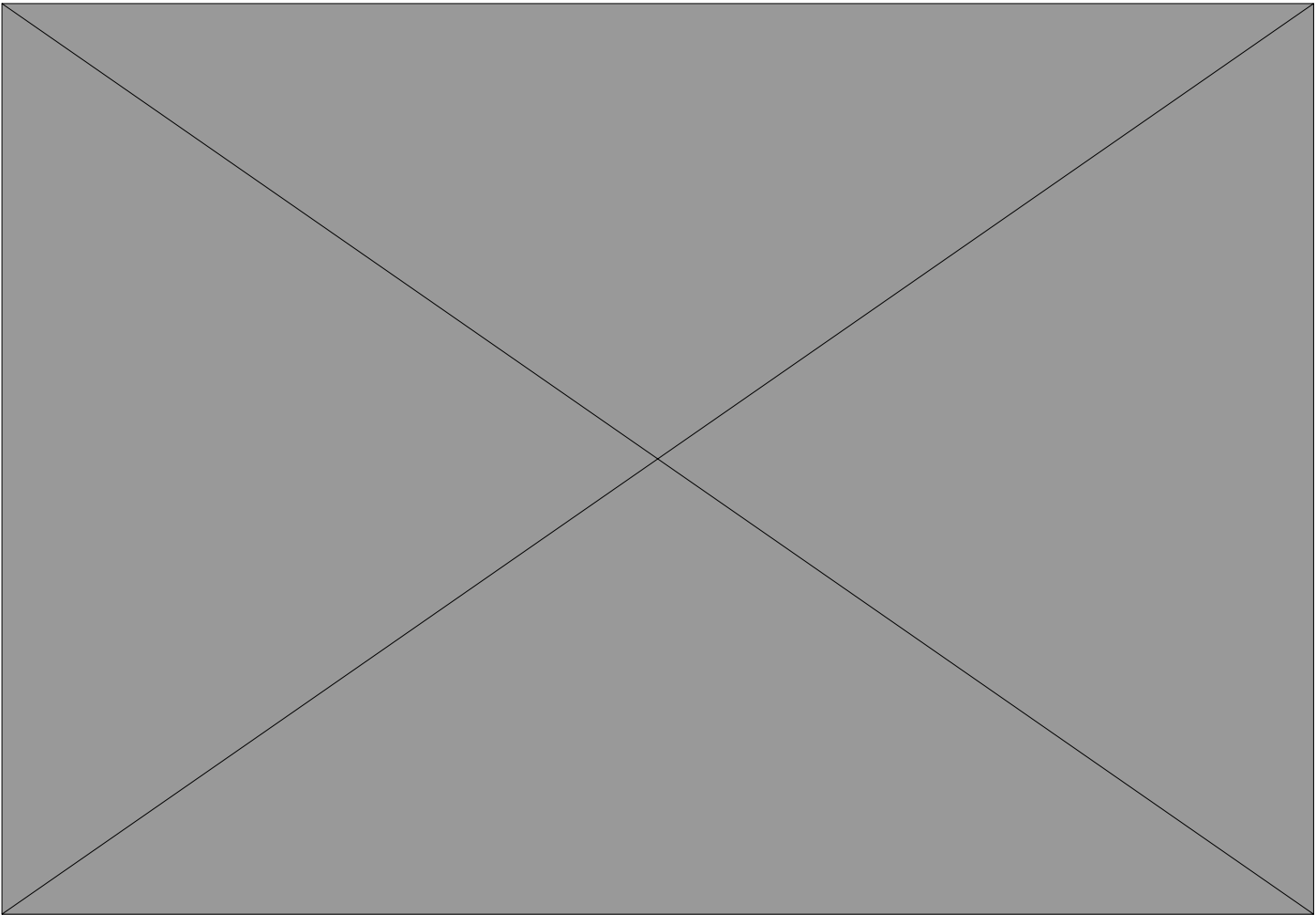
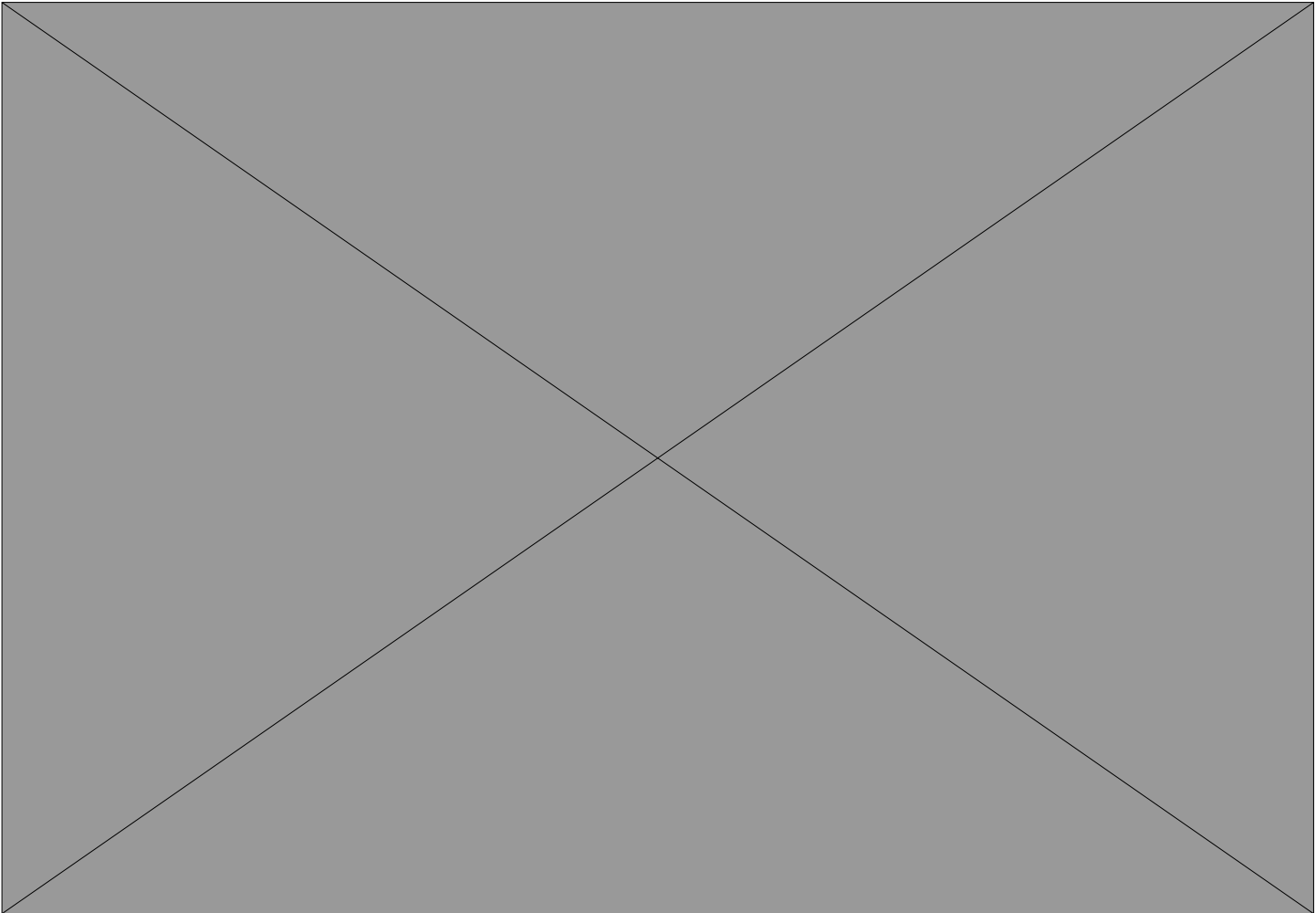
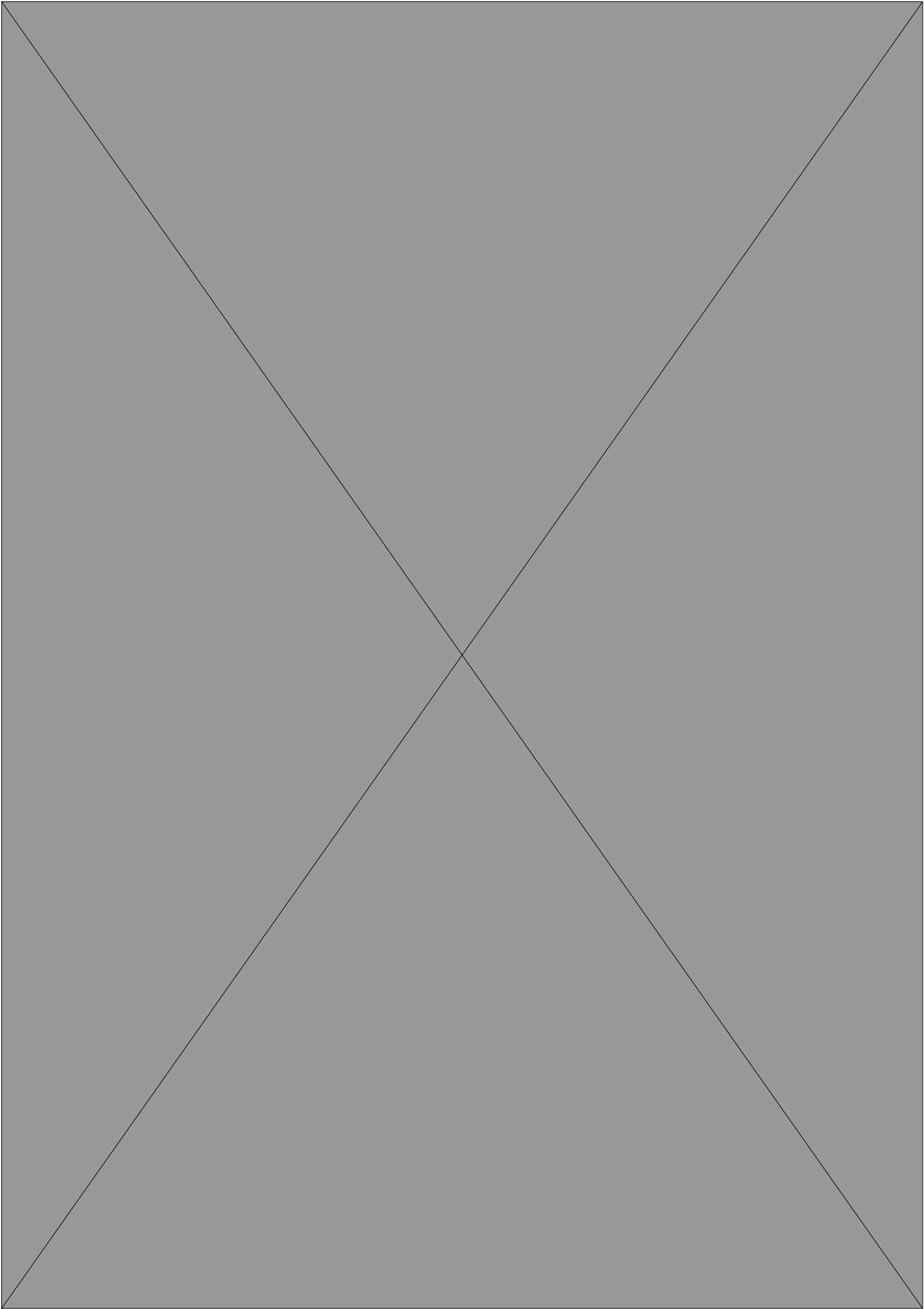
give to military personnel who are approaching the end of their service and are transitioning into civilian roles?

**DO:** Get your profile out there – use as many tools as you can in terms of social media and put your CV on websites and job boards – be brave. No-one's going to come along and knock on your door. Opportunities

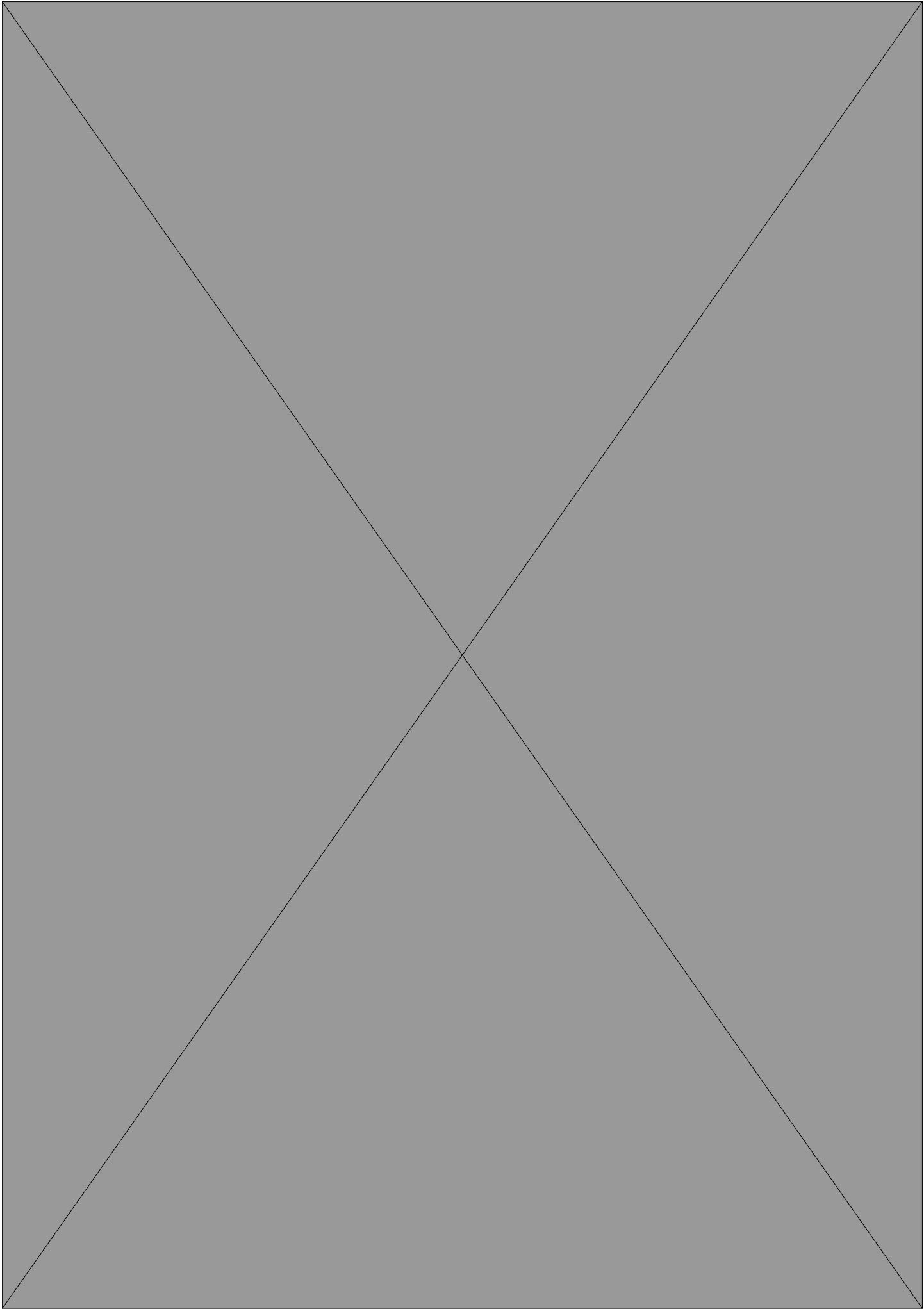
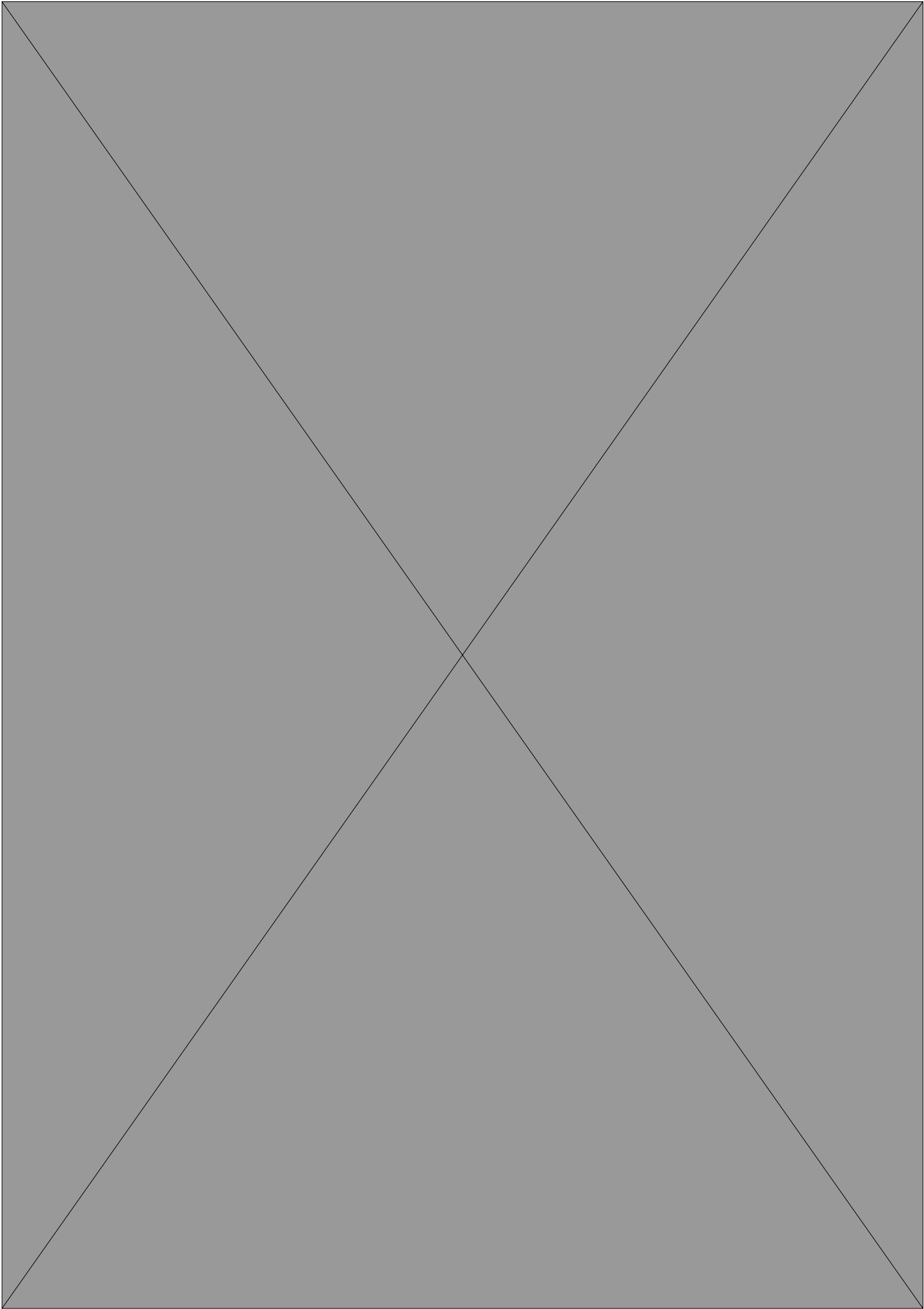
are there but they are not always as visible as perhaps they could be. Just be positive and utilise everything available to find the right job for you. ●

[www.morson.com](http://www.morson.com)  
[www.baesystems.com](http://www.baesystems.com)

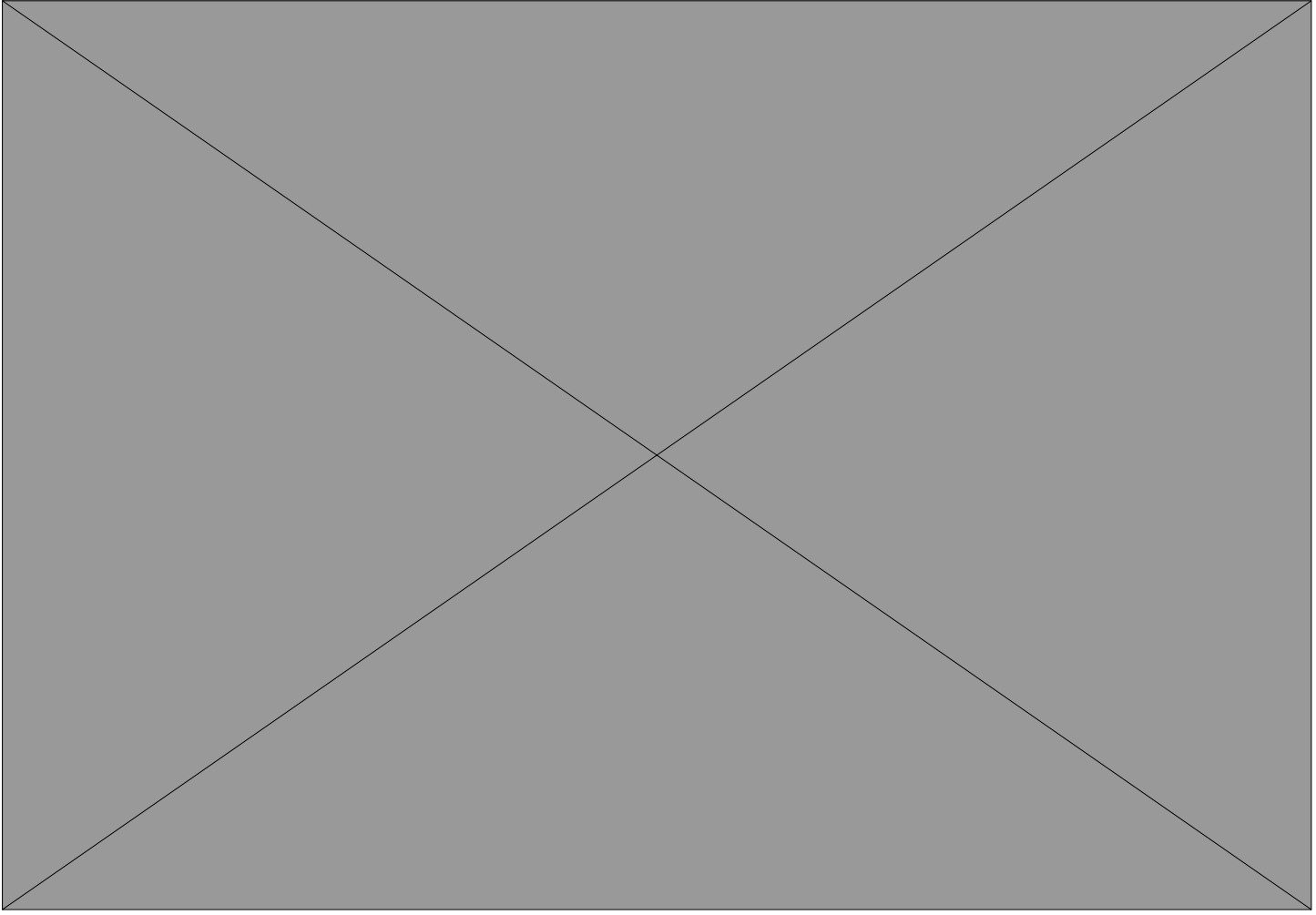
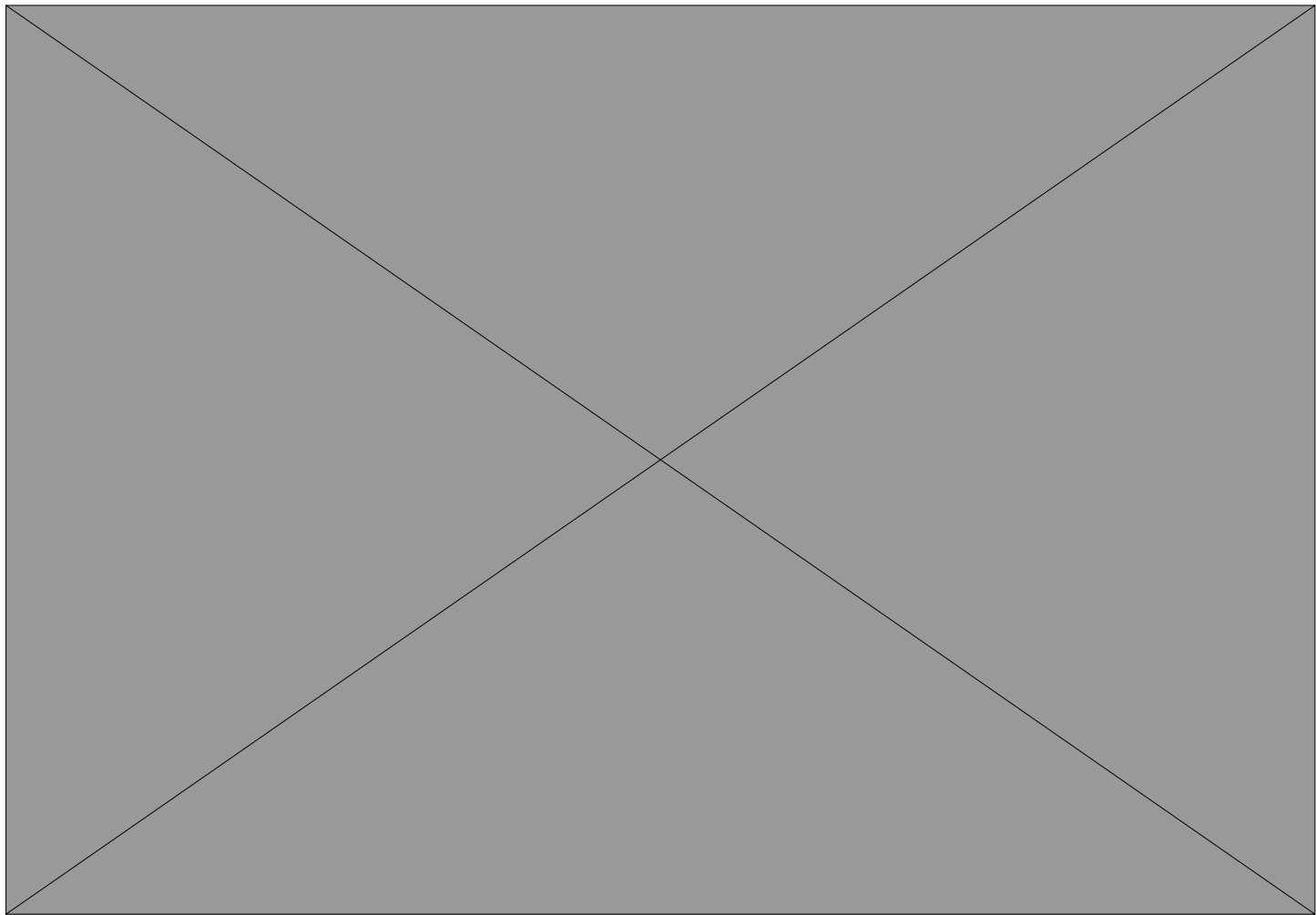
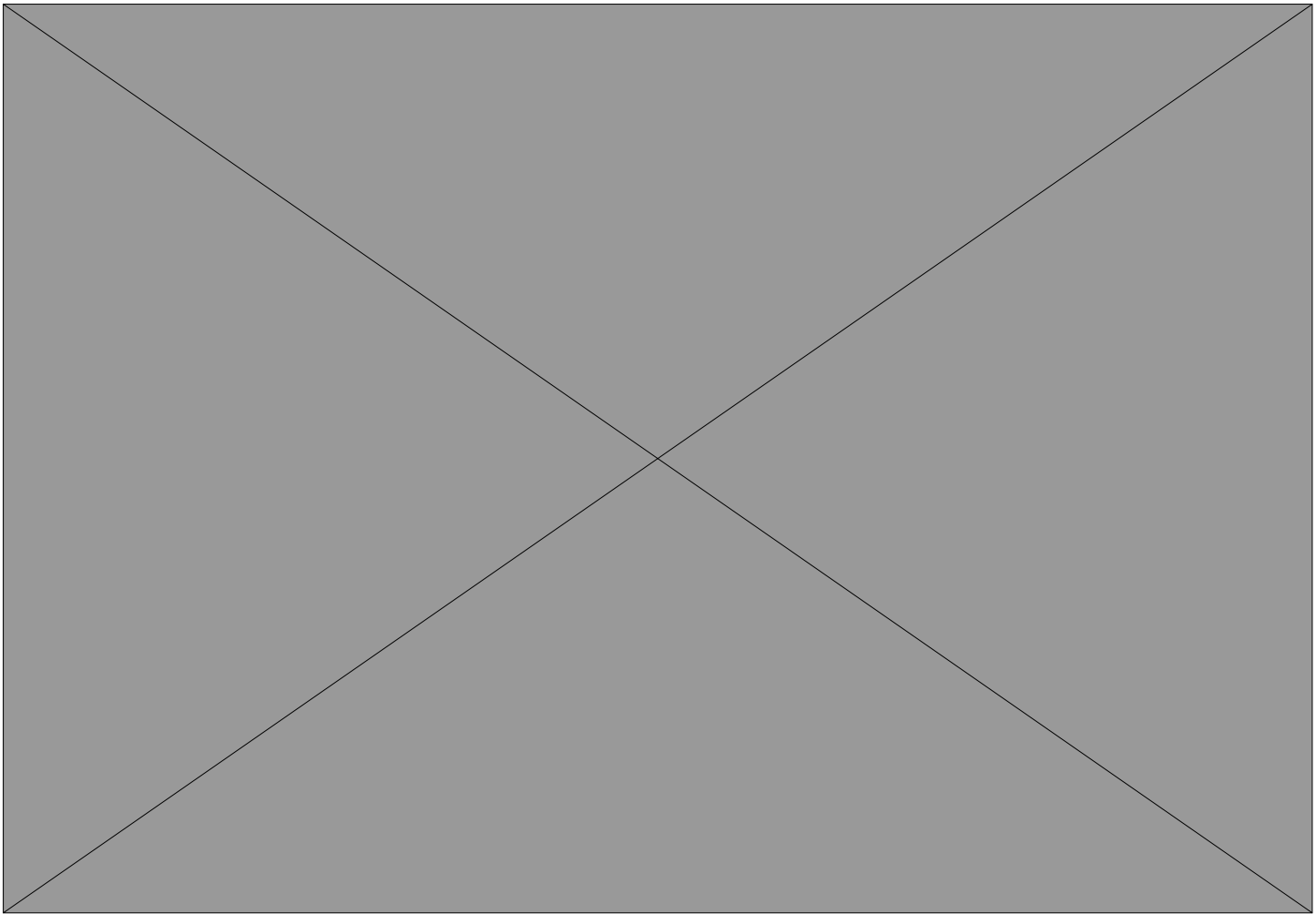
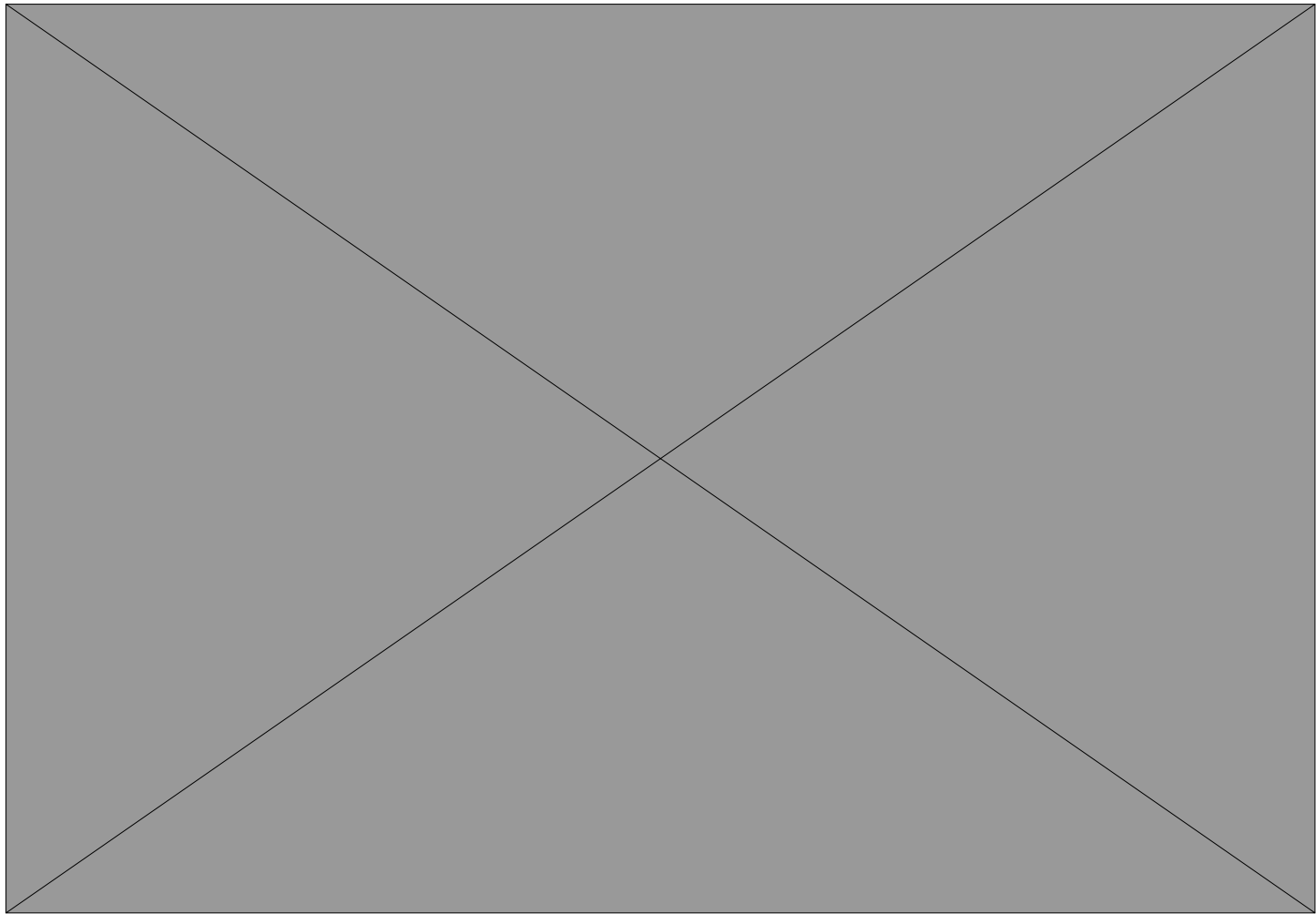














# Put Your Career into Gear

Pontefract based Learner Driving Centres (LDC) is an ELC training provider. The company decided to become an ELC provider because of the many positive attributes former Armed Forces personnel have to offer. Based on its own experience the company claims they are not only ideal candidates for the way they train they also make model driving instructors.

Over the last 20 years ELC has helped many former members of the Armed Forces achieve both fruitful and successful driving instructor careers. LDC operates one of the most successful national driving school networks in the UK. In the last 12 months it has experienced a 70% increase in enquiries from people wanting to learn to drive with one of its caring student centred driving instructors using LDC's revolutionary LD System. As a result LDC is looking to recruit and train more driving instructors to satisfy the increasing demand for LDC driving courses and lessons.

The LD System is the new 'client centred' way to learn to drive. It is the first training system of its kind to meet the new Government initiative to offer client centred training to people learning to drive, except



that it isn't new to LDC, it has been operating this way for the last 20 years. This puts LDC driving instructors way ahead of the game when it comes to offering modern client centred training methods.

The LD System is based on many years of successfully getting people through the UK driving test and follows a highly structured but flexible course of driving lessons. Designed for intensive training, it was vital that no time in the car was wasted, so each lesson was given a very clear structure with set targets to achieve. By targeting and focusing on specific skills development using LDC's "Coaching Cycle" teaching method, learners progress far more rapidly.

To help speed up the learner's progress further, a video programme and workbook was

later added to accompany the in-car training programme. This programme was more recently re-shot in high-definition and available in HD on Blu-ray disks or standard widescreen on DVD. The idea being that the learner would watch a video brief about the next driving lesson and complete a quiz in a workbook in the comfort of their home before attending the in-car lesson. In this way a lengthy verbal brief would not be required at the start of a new lesson and would only need to focus on any aspects of the video brief or workbook exercises that the learner wasn't sure about. This resulted in further improvements in the speed at which the learner progressed, because the learner was better prepared for each lesson and because less practice time was wasted at the side of the road giving explanations on things

the learner could have learnt from the video and workbook. Hence, a mixture of well planned, client centred training with clear targets, LDC's modern teaching methods (i.e. the Coaching Cycle), home study training materials and more actual practice time in the car on each lesson, ensures learners are better trained and require far fewer lessons to pass the test – thus saving the learner money and stress from being thrown into the unknown.

The introduction of a workbook and a DVD Video programme to accompany the tuition system also provides the opportunity to earn additional money by either renting or selling the workbook and DVD. If you believe that quality counts and you would want to do the very best for your customers as a driving instructor, then LDC is the company for you.

Dave Rushton served in the British Army for 25 years and joined LDC in 2007. He explains: "I started in the Army as an Apprentice Chef in 1966 and during the next 25 years I served in many different locations round the world cooking in the main Kitchens, Officers Messes, and even in a Generals household.

"After a number of civilian jobs I felt I needed a job that would allow me to use the skills I had developed in the Army. I had self discipline, I could teach, I got on well with people, I wanted to be my own boss and I could drive to a reasonable standard. The answer was simple; the problem was how to go about it. After looking at several training options and the franchises the one that really stood out was LDC."

The initial interview went well and he felt that this was a good team to be in, everything was explained and he says didn't feel that he was being pressured into something he didn't really want.

The training began and Dave was able to go at his own pace, if he had any problems there was always a friendly voice at the end of the phone. He continued: "The practical training started and while I will say it was not easy, it was interesting and certainly very informative.

"On completing the training and passing the required exams then came the part of setting up your own business. LDC carried out the job they promised and I now have a successful business with all the support I need.

"Unlike many of the competitors LDC actively encourage you to generate your own business and let you get the benefits. The LD System is about getting the people to do the practical part of the driving while they are with you, and for them to do the studying while they are at home. Less of the boring chats in the car, more of the interesting practical part.

"I would recommend LDC to anyone looking for a new career as a Driver and Vehicle Standards Agency Approved Driving Instructor." ●

For further information about driving instructor training through LDC, an ELC approved provider, visit website **www.learnerdriving.com** and use the online contact forms.

## Bespoke Driver Training for You

If you prefer to put those driving skills gained during your time in the services to other use you might want to talk to Bespoke Driver Training. The company offers specialist courses in chauffeuring and VIP close protection driving especially designed for ex-service personnel.

Bespoke Driver Training has been helping servicemen and women for over 15 years to pursue a rewarding career as a professional driver. The ever popular Chauffeur and VIP Close Protection driving courses will help to show you the way into a well paid civilian job utilising your driving skills. The good news is that you can fund 80 per cent of the cost of Bespoke driving courses using your ELC upper tier entitlements because both courses lead to an Edexcel BTEC Level 3 Award.

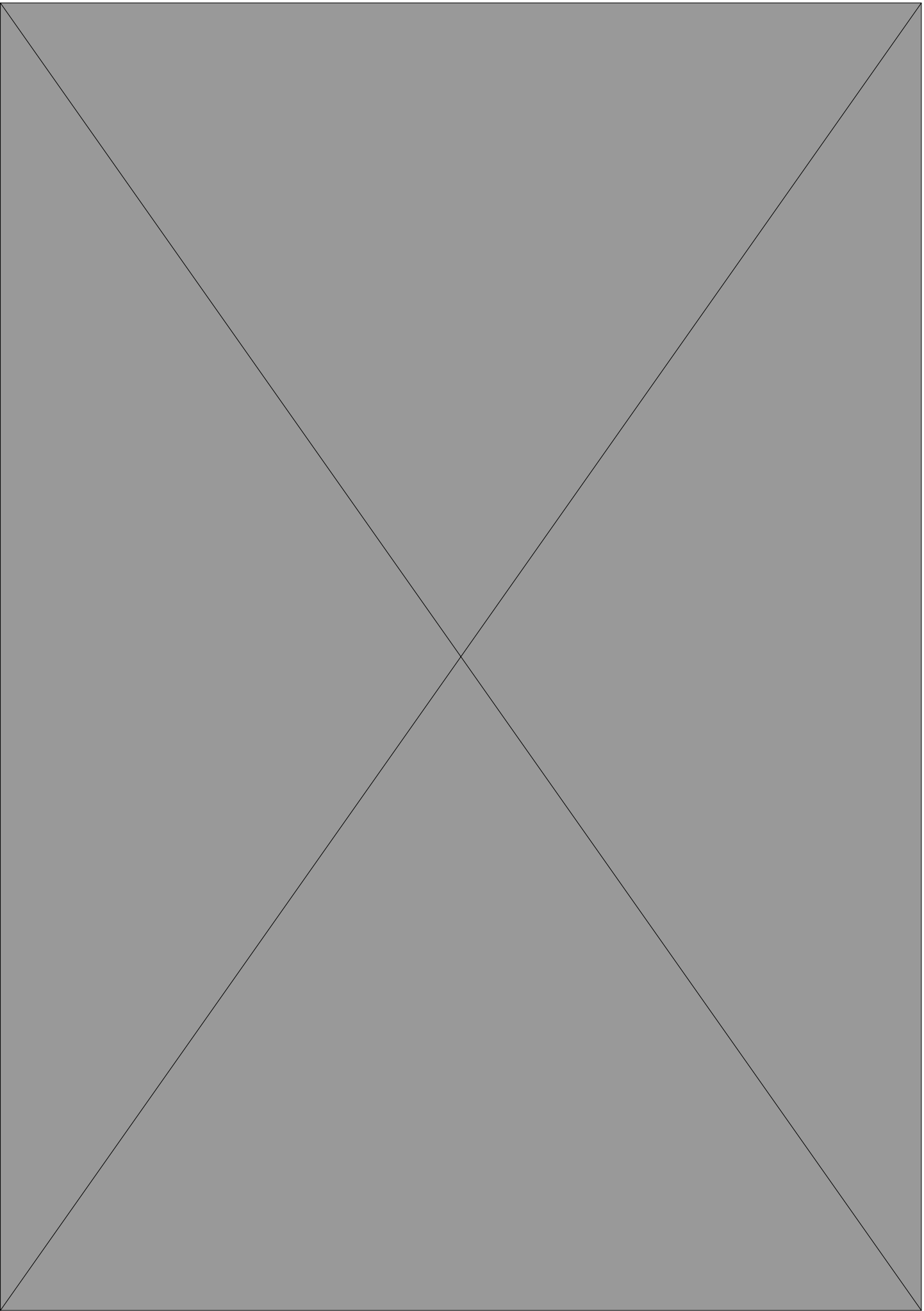
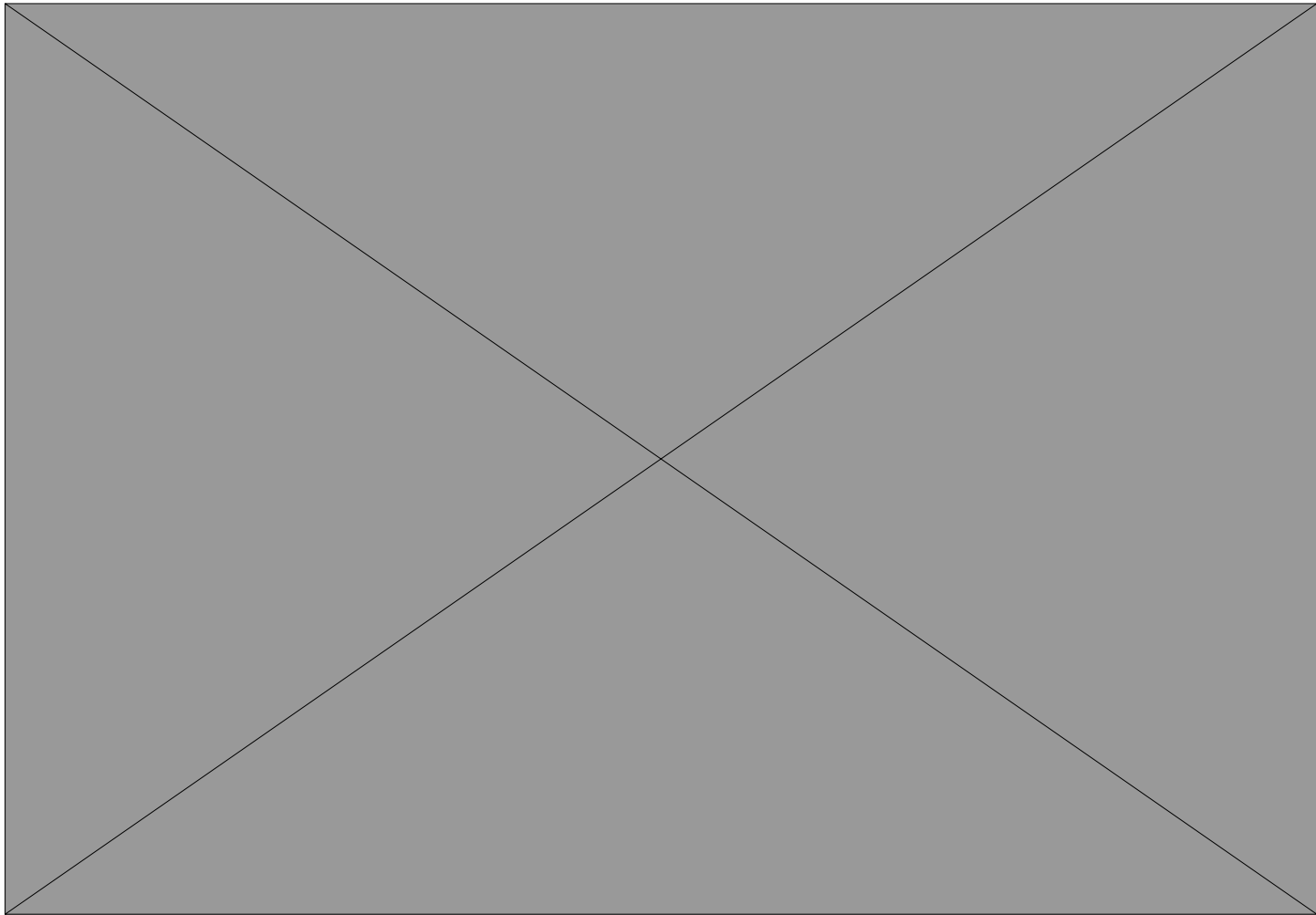
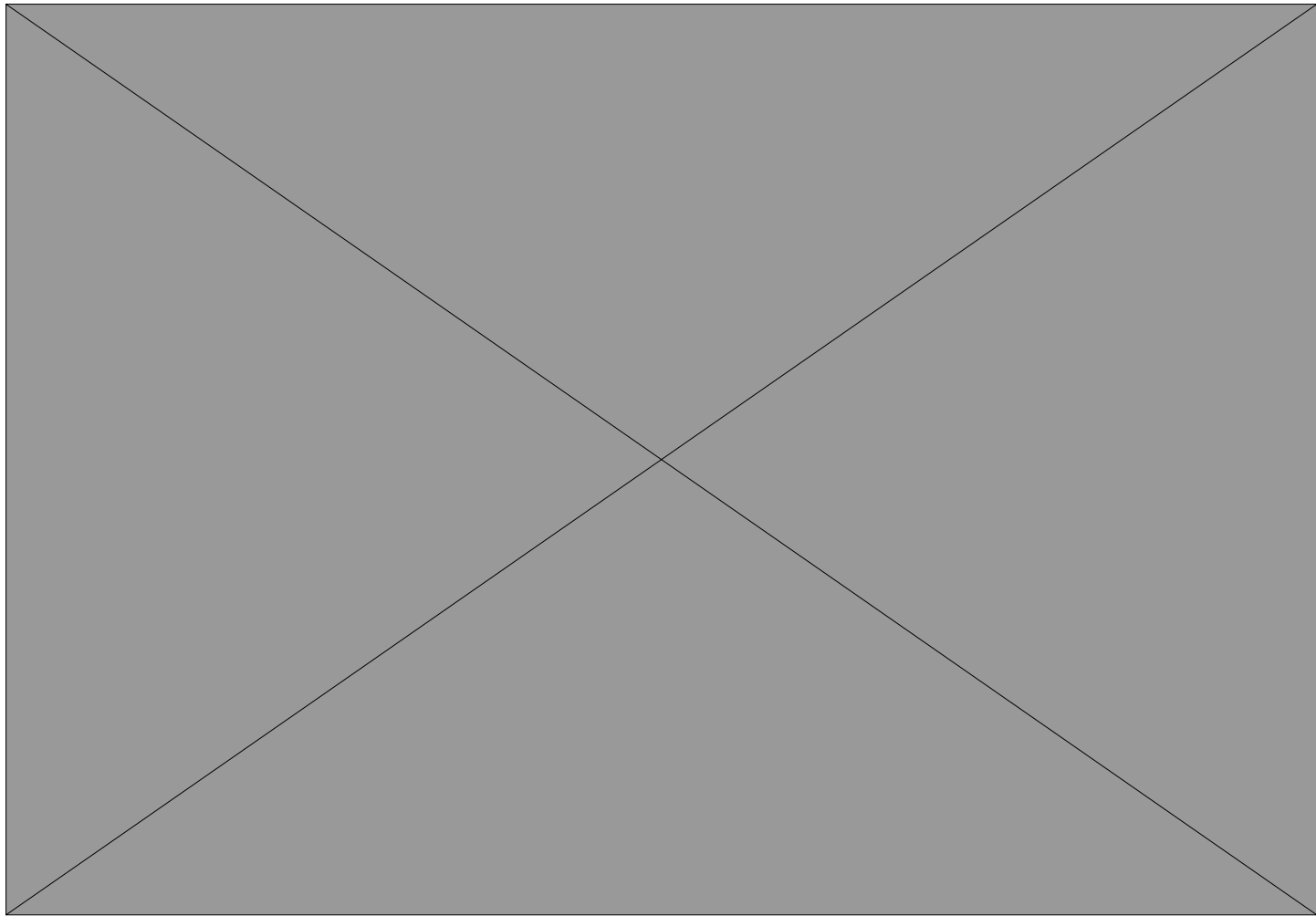
The Bespoke Close Protection Course has been engineered by drivers with extensive experience of governmental and commercial close protection duties. The company is also a

preferred supplier of advanced training to the British Army, Foreign and Commonwealth Office and the European Union. The eight day course usually costs £1763.83 but it could cost you just £352.76 while the five day course, normally costing £973.86 would be £194.77 using Enhanced Learning Credits. ●

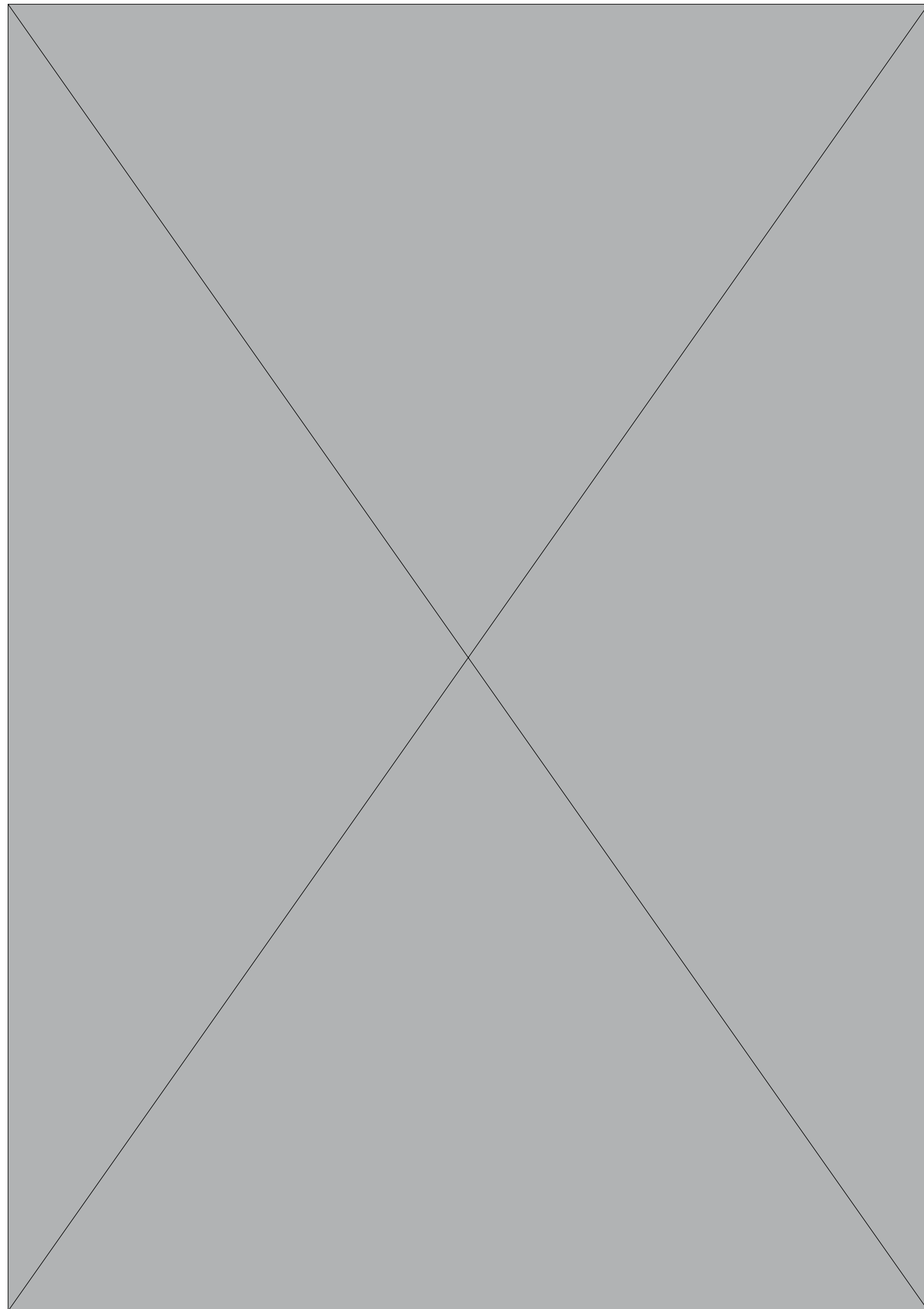
If you're planning on becoming an executive chauffeur or protection driver on leaving the services the five day Chauffeur Driving or the eight day VIP Protection Driving Course could accelerate your resettlement. Visit: **www.bespokedrivertraining.co.uk**.











## 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.

**O**ur 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](http://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. ●





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. If you are the lucky winner, you will be invited to register for free at **club66pro.com** where you can start your two year study programme and start passing the CAA exams as soon as you are ready. ●

#### CONTACT

Email: [admin@club66pro.com](mailto:admin@club66pro.com) or call 07734 172 223

## downland cycles

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

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

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

#### ADVANCED CYCLE MECHANIC COURSE LEVEL 3 PROFESSIONAL PROGRAMME

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

Advanced Cycle Mechanics, Hydraulic Brakes, Suspension Systems, Internal Hub Gears, Wheel Hubs, Lever Service, Headset 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](mailto: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](mailto:julie@downlandcycles.co.uk) or call 01227 709706

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](mailto:criss@ucpgroup.co.uk) or call 01474 823 032



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](mailto:info@cercoit.co.uk) or call 01270 219 760



## 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](mailto: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](mailto:nett.training@yahoo.com) or call 01914 547 733



Technique Learning Solutions are the UK's leading Electrical, Air Con, Refrigeration and PLC Training Specialists who are very proud to be apart 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](mailto: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](mailto:enquiries@learntechnique.com) or call 01246 802 222



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](http://www.tnseurope.co.uk) or email us at [training@tnseurope.co.uk](mailto: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 & twitter. ●

### CONTACT

Email: [training@tnseurope.co.uk](mailto:training@tnseurope.co.uk) or call 01782 914 001



Ubi-Tech (3R) Ltd are specialists in telecommunications training, and are very proud to be sponsors of Easy Resettlement's £100,000 free training campaign.

The Telecommunications industry is growing, and with the implementation of 4G 125,000 jobs within the UK alone, have been safeguarded or created. Ubi-Tech is in a fantastic position of being able to provide the training for these jobs.

A Post Graduate Certificate in Wireless Communication issued by the University of Wolverhampton is an excellent qualification that will seriously enhance career prospects.

### COMPANY OVERVIEW

We are a specialist provider of engineering & training services to the telecommunications industry. We are also a preferred supplier to the Ministry of Defence Career Transition Partnership and provide resettlement training courses for those about to leave HM Forces and for those just wishing to enhance their knowledge and qualifications.

Our unique leading edge courses in telecommunications that specialise in radio, wireless, 4th Generation (LTE), WIMAX technologies and advanced wireless are accredited by at the University of Wolverhampton. The courses are delivered in an informal fashion by industry experts.

We have also teamed up with a partner company who will be able to train in rigging, working at height, tower rescue, rooftop safety and access, radio frequency awareness and issue the Arqiva passport a must for those wishing to move into the engineering arena.

### COURSE TITLE

#### Wireless & Radio Engineering

This course starts with looking at the radio frequency spectrum and moves through to radio transmission principles and ends looking at the most common wireless technologies. On this journey the delegates will explore modulation and coding techniques.

### Advanced Wireless Technologies

This comprehensive and authoritative five day briefing is designed for people who have a background in telecommunications but have no previous experience of commercial wireless applications. The course provides an essential introduction to 802.11 (WiFi) and 802.16e/m (Roaming WiMax) Wireless networks.

### Design and Implementation of 4th Generation Network

This unique, comprehensive and authoritative five day course builds on the concepts and principles of commercial wireless applications to an advanced level. 4th Generation technologies such as WiMax and Long Term Evolutions are explored in detail to enable engineers to carry out design and implementation of wireless networks. Also included in this week is an overview of the Project Management within the telecommunications industry.

### QUALIFICATIONS OFFERED

Post Graduate Certificate (Wireless Communication) which is part of an MSc Programme. Students can work toward a full MSc if they wish. On completion of the course the students are entitled to join the Institute of Diagnostic Engineers who are one of our industry partners. This entitles the student to have M.Diag.E after their name as they are recognised as a Professional Engineer (P.Eng).

Former students have moved into some of the following areas - Engineering roles, Technical Consultants, Project Management, Off Shore Industry, Wireless Planning and Bid Managers.

### CONTACT

Email: [info@ubi-tech.co.uk](mailto:info@ubi-tech.co.uk), call: 07814 678 406 or 01527 893 558 or visit us: [www.ubi-tech.co.uk](http://www.ubi-tech.co.uk)





## Fancy retraining as a gas engineer?

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

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

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

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

### WHAT THE COURSE INCLUDES

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

You complete five weeks' classroom training and assessment combined with

practical training to ensure you receive the best all-round training available.

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

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

### OPPORTUNITIES FOR EMPLOYMENT

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

For your chance to win simply email [gastraining.info@kier.co.uk](mailto:gastraining.info@kier.co.uk) and quote GASCOMP in the subject box. Full terms and conditions apply and will be sent to you on entering. ●

### CONTACT

Email: [gastraining.info@kier.co.uk](mailto:gastraining.info@kier.co.uk) or call 01916 432 233



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

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

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

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

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

We offer our students the most comprehensive package, which also includes wider aspects and a more in-depth study of maritime security. The course allows students to not only gain the City & Guilds MSO 8269 OCF Level 3 qualification, but also a University short course certificate, with academic credits that contribute

towards a foundation degree in protective security management. The course culminates in a ship practical ship vulnerability exercise on a commercial vessel in Poole, with hands-on use of Radar and bridge familiarisation.

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

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

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

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

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

### CONTACT

Email: [email@tridentoperations.com](mailto:email@tridentoperations.com) or call 01202 679170



## Push the start button to your new career.

**P**PD 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 is a fast growing sector can offer you a wide variety of career prospects.

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

### WORKPLACE FIRST AID

This 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](http://www.ppd-safetytraining.co.uk). ●

### CONTACT

Email: [enquiries@ppdsafetytraining.co.uk](mailto:enquiries@ppdsafetytraining.co.uk) or call 01453 758475



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

**W**e 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.

### CONTACT

Email: [info@perseusrisk.com](mailto:info@perseusrisk.com) or call 0203 358 0222





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](mailto:info@stratumworldwide.com) or call 0845 650 6500



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

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

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

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

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

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

#### DOMESTIC GAS TRAINING CITB GAS - PORTFOLIO PLACEMENT - ACS

Looking for a fast track route to becoming Gas Safe registered then this package of learning will meet your requirements. This course meets all of the requirements of training, portfolio placement and ACS (formal

gas exams) - all of which are required if you are looking to join the Gas Safe Register.

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

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

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

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

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

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

#### CONTACT

Email: [info@ableskills.co.uk](mailto:info@ableskills.co.uk) or call 0808 100 3245



### 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 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](mailto:info@wiseglobaltraining.com) or call 01482 211989



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](mailto:pd@ciltuk.org.uk) or call 01536 740100





North East Rescue and Medical Services (NERAMS) are proud to be a part of Easy Resettlement's £100K training give away. We are offering an EMT Training Emergency Medical Technician. Intermediate course worth £3,500.

The next step in your EMT Training is to build on your knowledge and understanding to become a better medic. This programme builds on your skills achieved from your basic training and the experience you have gained working in the industry so far.

Again we have designed a phased solution to the training programme so you can complete your training alongside your current job.

#### PRE COURSE ENTRY PHASE

Minimum programme entry requirements are a valid AREMT Basic qualification and 12 months occupational experience minimum. We can APL similar qualifications across on a case by case basis. You will be required to submit evidence of your CPD portfolio and successfully complete a pre entry examination to confirm your basic skills and understanding.

#### PHASE ONE

Five days residential EMT training in our Durham training centre. You will be attending classes with a mixture of theoretical and practical modules; you and your crew mates will also be responsible for maintaining an Ambulance to an operational standard. Normal class timings are 9am to 5pm and evening sessions are 6pm-8pm.

#### PHASE TWO

Two months E-learning modules. Designed to give you more flexibility we offer an electronic learning package where you are required to complete assignments. You will have the Skype support of a nominated tutor to ensure you are keeping on track.

#### PHASE THREE

12 days Clinical placement. You will travel with your tutor

to Bucharest in Romania where you will meet your Pre hospital Doctor mentor. You will complete both day and night shifts on frontline ambulances under the watchful eye of an English speaking Doctor. Your mentor will coach you through using your new skills in real time where you will respond to real emergencies and treat sick and injured patients.

#### PHASE FOUR

Ten days residential EMT training in our Durham training centre. You will be attending classes with a mixture of theoretical and practical modules; you and your crew mates will also be responsible for maintaining an Ambulance to an operational standard. Normal class timings are 9am to 5pm and evening sessions are 6pm-8pm.

#### PHASE FIVE

12 days Clinical placement. You will travel with your tutor to Bucharest in Romania where you will meet your University hospital Doctor mentor. You will complete both day and night shifts in the University Hospital of Bucharest under the watchful eye of an English speaking Doctor. Your mentor will coach you through using your new skills in real time where you will become the receiving team dealing with emergency patients arriving by Ambulance.

For your chance to win this course free of charge simply send us an email with £100k training in the title, along with when you joined and when you are leaving service. Please also include any further relevant information and your contact telephone number. ●

#### CONTACT

Email: [info@nerams.co.uk](mailto:info@nerams.co.uk) or call 07841 337 152



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

You may be unsure of which direction to take or what qualifications you need to break into your chosen sector. We can help you to transition into a new role where you can continue to use the enormous amount of transferrable skills you have already gained in the Armed Forces.

With this in mind PGI Training are delighted to be able to offer Easy Resettlement Magazine readers an amazing opportunity to win a free career propelling courses.

#### 25 DAY MARITIME SECURITY OPERATIVE COURSE:

There is no other provider that encompasses all of the necessary qualifications in one over-arching course as PGI's unique 25 day MSO training.

Our course differentiates itself from any other course due to our instructors' vast experience in the Maritime industry.

This course offers an array of opportunities for students to enhance their skills in a varied range of qualifications.

#### 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 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. As a result we also conduct a CV writing seminar and assist where possible in gaining newly qualified MSO's employment in the industry.

#### 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, along with the confidence to thrive within a new role.

Our dedicated resettlement team are recruited exclusively from the Armed Forces, so they understand how daunting it is to leave the Armed Forces. They will help you find a way to transfer your skills into a new role, and also give you free and impartial advice about who is recruiting and which sectors best suit your skills and experience.

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 service you belong to, your joining and exit date and if you are entitled to any ELC or Resettlement funding.

You will then be automatically entered into the prize draw and we will notify the winner by email. ●



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](mailto: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](http://www.bifm-training.com). ●

#### CONTACT

Email: [info@bifm-training.co.uk](mailto:info@bifm-training.co.uk) or call 020 7404 4440



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:

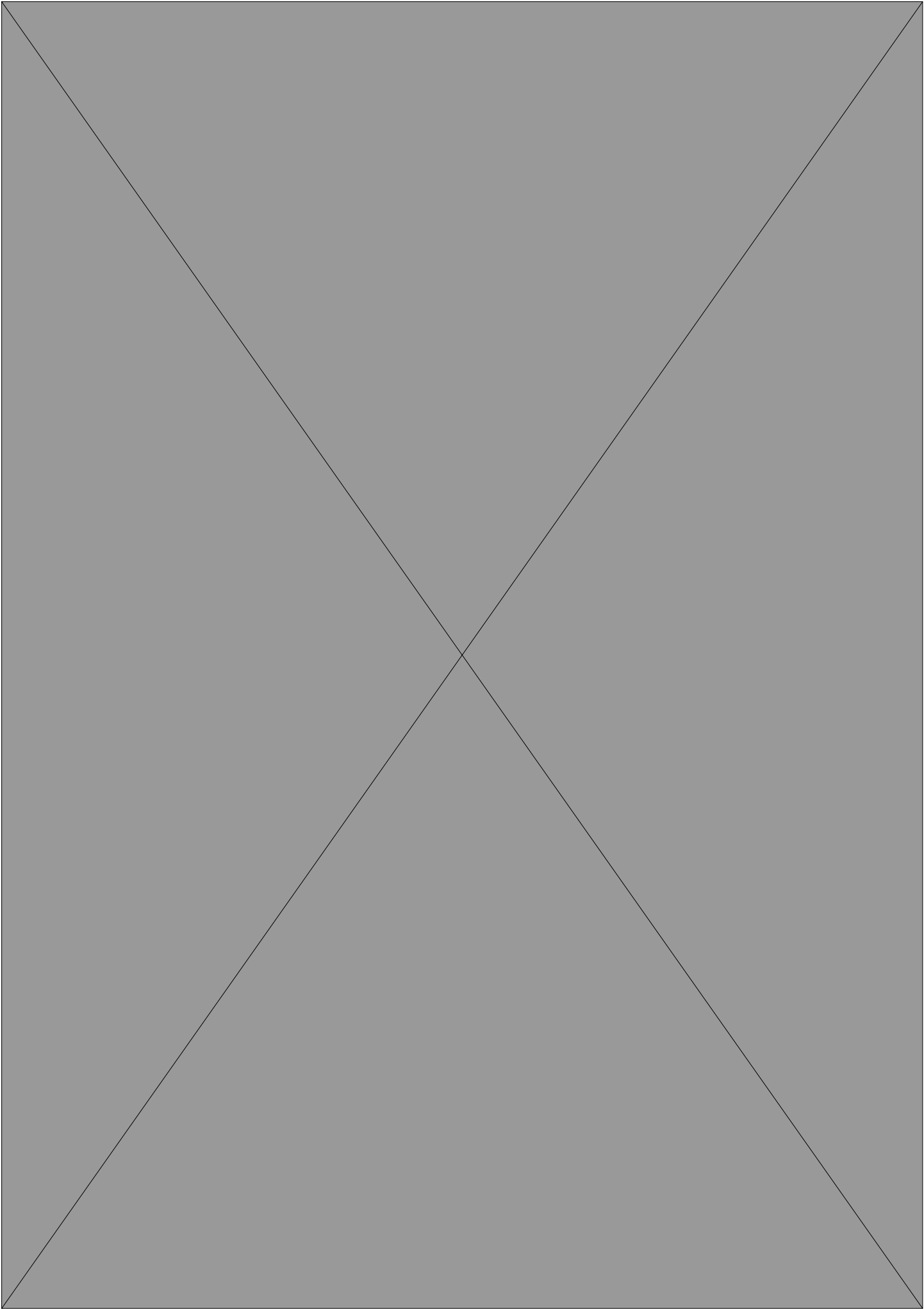
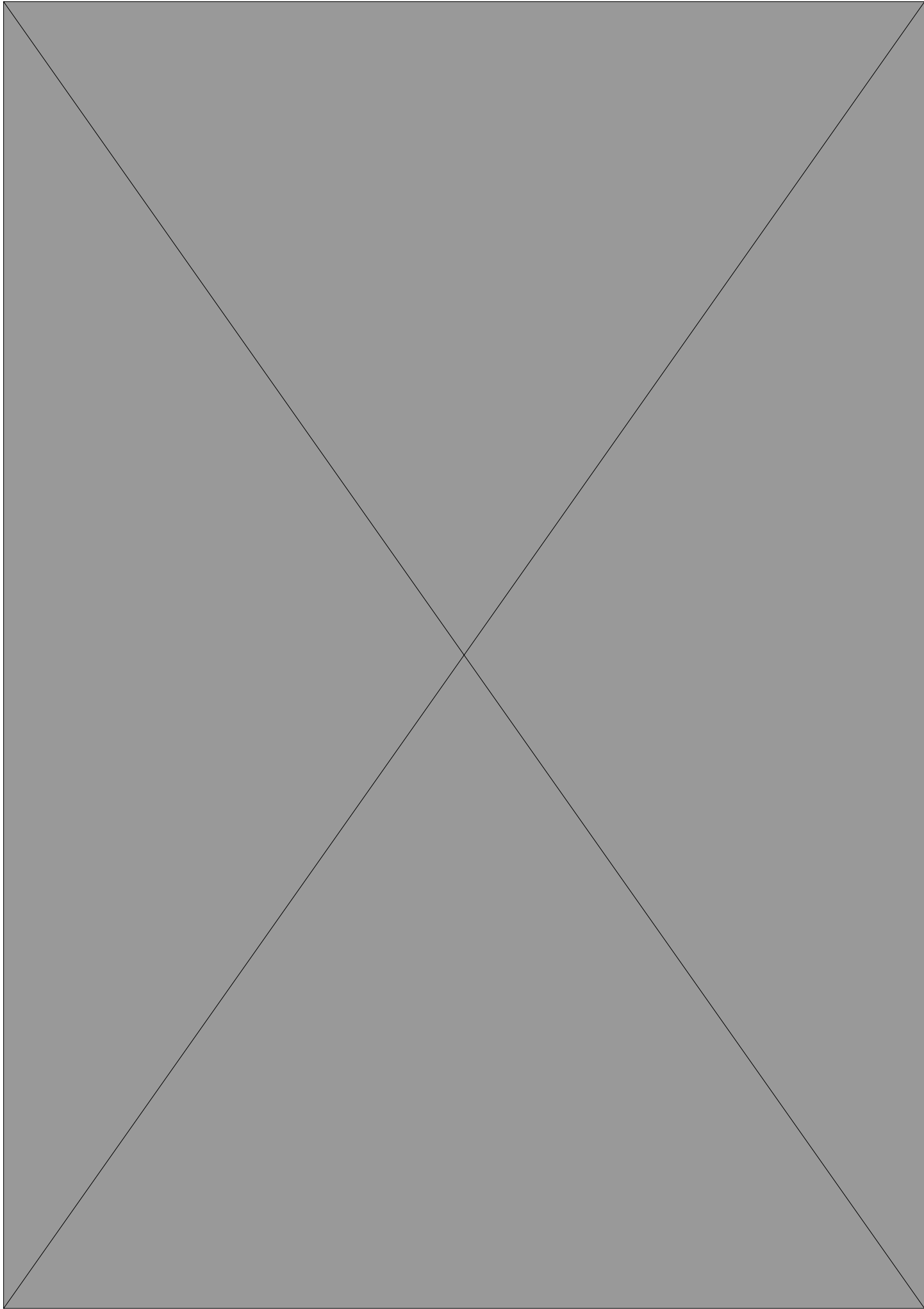
- Your name
- Tel no
- Date leaving or left
- ELC funding eligible – yes/no to [phill@humantouch.org.uk](mailto:phill@humantouch.org.uk)

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](mailto:phill@humantouch.org.uk) or call 0800 345 7662







# Building a New Career in Construction



The Construction Skills College Service offers a range of ELC funded courses for service leavers wishing to pursue a career in the construction industry.

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

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

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

The benefit of completing one of the Construction Skills College training packages is that you will also receive level 3 accreditations

for the individual trade training you complete plus you will receive a level 3 certificate with the title of the package. For example, the certificate you would receive from the awarding body would state that you have been awarded 21 credits at Level 3 on a course entitled Complete Kitchen Installations provided by Construction Skills College Limited. Units - Developing Kitchen Fitting Skills Level 3, Developing Plumbing Skills Level 3, Developing Plastering Skills Level 3. Or you could choose a course package of Complete Bathroom Installations, Complete Plastering, Property Development, Multi-Skilled Tradesperson.

The ELCAS approved packages have been designed to give each individual the choice of what trades they wish to pursue.

#### The training/trades you can choose from are as follows:

- Plastering (10 days)
- Plastering Training within a Domestic Property (10 days)
- Rendering (5 days)
- Wall and Floor Tiling (10 days)
- Plumbing and Heating (10 days)
- Carpentry (5 days)
- Kitchen Fitting (10 days)
- Bricklaying (10 days)

#### The more comprehensive complete packages that are available from the college include:

- CSC01: Complete Bathroom Installations Course (30 days, £2,500)
- CSC02: Complete Kitchen Installations Course (30 days, £2,500)
- CSC03: Complete Plastering Course (25 days, £2,500)
- CSC04: Property Development Course (25 or 30 days, £2,500)
- CSC05: Multi-Skilled Tradesperson (15 or 20 days, £1,750)

#### HOW TO CLAIM ELC FUNDING?

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

The college staff can email or tell you over the phone all of the information that your resettlement officer needs to process the claim (the information is also in the further information tab of each

course package). Once your ELC funding has been approved you will receive a Claim Authorisation Note in the post which the college will need a copy of. If you wish to claim your resettlement allowance of £534 please send a 1746 form to the college and who will complete the relevant sections for you. You can email or fax any documents to them, the fax number is **01782 801065**. Your resettlement officer is your first port of call and should be able to support you throughout your claim but if you do need any additional help the college staff will oblige.

#### ACCOMMODATION

If you require a hotel whilst you are on one of the courses please contact them for details of special rates that we have available for armed forces personnel at local hotels. For example, £42 per night for Bed and Breakfast or £50 DBB + a free drink, and including free parking, free WiFi, TV sports bar and free use of a health club and gym including indoor heated swimming pool and Jacuzzi. If you are completing a course for several weeks it is nice to not have to pay for extras such as WiFi and it is good to be able to relax in health club and have free access to the gym. The hotel is only 1.7 miles from the Staffordshire based training centre and in the main town of Hanley. So you are not stuck in the middle of nowhere. Most people attending courses stay at this hotel so you can car share and socialise if you wish.

If you are staying at the hotel you will need to tell them that you are completing a course at Construction Skills College to get the stated rates and they will also ensure that you stay in the best rooms they have available.

If you require information of the nearest military establishment please contact the college.

For full details of all the Construction Skills College Courses visit their website [www.tradeteacher.co.uk/courses/elc-plumbing-course-armed-forces-service-leavers](http://www.tradeteacher.co.uk/courses/elc-plumbing-course-armed-forces-service-leavers) or telephone them on **01782 837 007**.

#### BUILDFORCE LINKS INDUSTRY AND SERVICE LEAVERS

A new job brokerage service is to be set up to help smooth the transition into construction careers for hundreds of soldiers, sailors and air crew leaving the armed forces.

The Buildforce scheme is being funded by CITB, co-ordinated by industry charity the Construction Youth Trust (CYT) and supported by industry employers Carillion, Morgan Sindall, Lend Lease, Crossrail and Wilson James, together with their supply chains.



Buildforce also involves the Ministry of Defence's Career Transition Partnership, business consultancy EY and project manager Circle Three consulting, and will officially launch this summer.

It will run for an initial 20 months, delivering direct employment opportunities, industry awareness days, and up to 70 accredited work placements.

The scheme's referral partner, the MoD's CTP resettlement service, will initially identify 650 service leavers with an interest in construction.

The military's links with construction are already strong.

The CYT's brokerage coordinator will then assess candidates to identify their best route into the industry. Some might be able to move straight into work, while up to 500 others will receive further training and advice at industry awareness days.

John Graham, business development manager at CYT, said: "The awareness days will see staff from partner employers and other industry organisations give presentations, provide mock interviews and taster practical demonstrations.

"Around 70 of the most promising candidates will then be matched to work placements with employer partners or their supply chains. The beauty is

Buildforce will be able to help ex-services people dependent on their current situation."

Continuous support will be provided including access to educational materials, employability skills, or referral to other services where appropriate. Ex-forces personnel of all ages will be eligible to take part in the scheme.

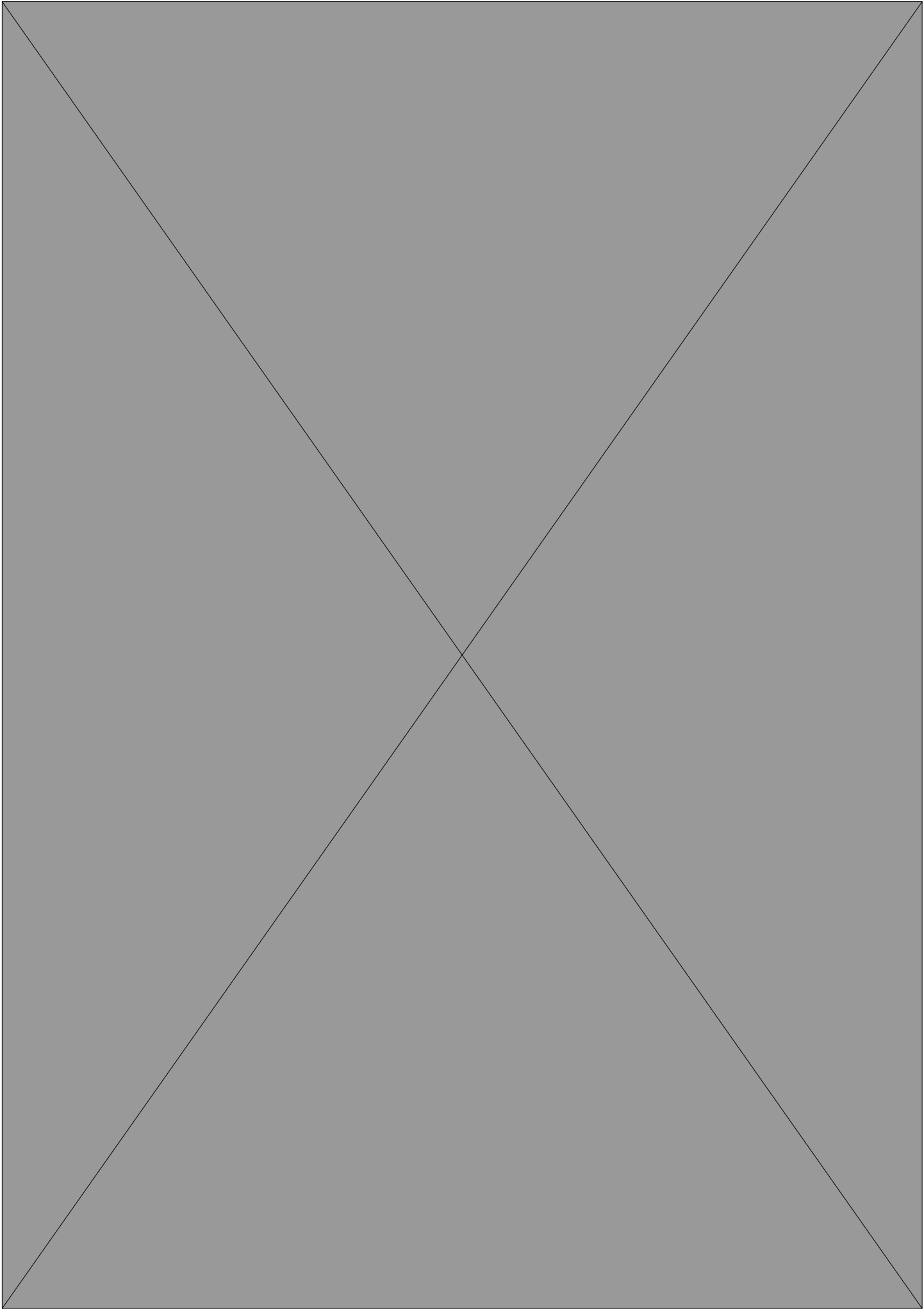
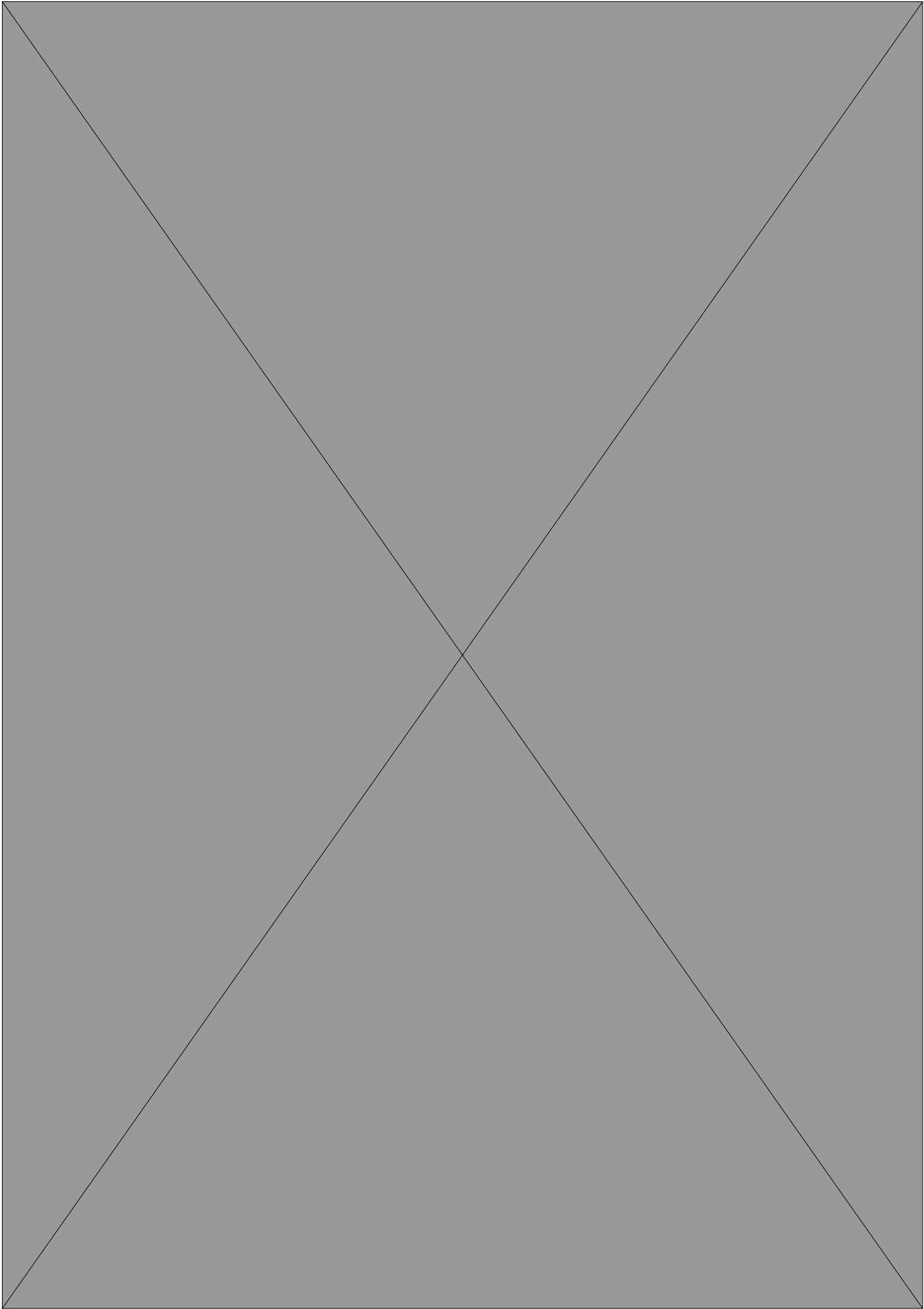
A report on Buildforce's impact will be produced after December 2015, and depending on success it could lead to a national roll-out designed to get many more ex-forces personnel into construction.

Construction's links with the military are already strong and major contractors such as Lend Lease, Morgan Sindall and Costain are active services recruiters, targeting ex-Royal Engineers in particular.

Morgan Sindall found that 10% of employees either have a direct or family connection to the military. At Vinci, 50 out of its 3,000-strong management team were in the services, while Carillion has 400 ex-regulators in its 25,000 staff.

Buildforce will be holding a number of events throughout 2014 and 2015 - keep an eye on the CTP events calendar for further details. You can contact CYT direct for more details on **020 7467 9540**.







## The Forces Pension Society

# Returns to Germany for its Presentation Series

As part of its growing international programme, representatives from the Forces Pension Society (FPS) the pension watchdog for the whole military community, recently visited Germany to present to over 1,300 Armed Forces Personnel in UK Military bases.

partnerships and organisations FPS works closely with.

More recently, the society has been campaigning on behalf of widows, seeking to secure their pension for life; over half of those personnel now serving and most of those retired are on the 1975 pension scheme which requires that widows who cohabit or remarry surrender their Armed Forces widows' pension. The widows form the vast majority of the demographic cohort until the 2050s, after which they will be superseded by widows of the later schemes, AFPS 2005 and AFPS 2015, which do not require surrender of widows' pensions on cohabitation or remarriage.

The annual visit took place between 13-18th July 2013 and the programme included presentations to Elmpt, Hereford, Paderborn, Gutersloh and Bielefeld stations by FPS' General Secretary and former GOC Support Command Germany, Major-General John Moore-Bick and Marketing Manager, Donald Kirkpatrick.

FPS, which is funded by membership subscriptions, works to ensure all members of the Armed Forces and their dependants receive the pension they deserve and to which they are entitled. During the presentations, personnel heard about the new Armed Forces Pension Scheme, common pension issues, the types of enquiries the society's busy help desk will receive as well as information about the

FPS General Secretary, Major General John Moore-Bick said: "Our visits to Germany are a key part of our presentation programme and it is always an absolute pleasure to return, we want to make sure that people are kept up to date with all of our activities; particularly our campaigns. It is an extremely valuable opportunity to speak to both serving personnel as well as their dependants within the region and is an important opportunity to raise awareness of challenging times ahead and the ins and outs of the Armed Forces Pension Scheme." ●





**THE POPPY FACTORY**  
getting you back to work

**Below pictured L to R:** Mark Cryer and Diana Nell from the Mo Farah Foundation, David Weir, Liz George from The Poppy Factory with Poppy Factory client Wayne Harrod



## Poppy Factory Client Joins David Weir to Launch the 2014 Richmond Running Festival

Celebrated Paralympian David Weir visited Kew Gardens to launch this year's Richmond Running Festival and the new junior wheelchair race, accompanied by former 1st Battalion Royal Anglian Colour Sergeant Wayne Harrod, representing The Poppy Factory.

**T**he Poppy Factory, together with the Mo Farah Foundation, is one of the two main charities to benefit from this year's Richmond Running Festival, which takes place on Sunday 21st September 2014.

In 2001, Wayne Harrod was seriously injured in a tank accident, resulting in a below the knee amputation. When he came to the end of his service with the army in 2011, The Poppy Factory helped him find employment. Wayne now works as Gardener/Caretaker for the Commonwealth War Graves Commission in Cambridge.

"You have to be fit to be a gardener," said Wayne. "I have climbed Mount Kenya and I cycle 26 miles a day to and from work, so being here for the Richmond Running Festival in September should not be a problem. I have thoroughly enjoyed visiting Kew Gardens to see another side of what I do."

This year's Festival features the Visit Richmond Half Marathon, which has already sold out\*, the Kew Gardens 10K run and the NIKE Kids' Mile, with an amazing Richmond Fitness Expo & Music Festival post-run celebration in Richmond Old Deer Park. Those interested in taking part can sign up to run for The Poppy Factory by sending

an email to [fundraising@poppyfactory.org](mailto:fundraising@poppyfactory.org). The Richmond Running Festival is donating 10% of the registration fee to the two charities.

BBC Broadcaster, Chris Rogers, a Vice Patron of The Poppy Factory said, "At a time when many of our forces have only just returned from active duty in Afghanistan – the dangers of warfare will not have left them. The Poppy Factory is crucial to give the servicemen and women the help and support they need as many choose to return to civilian life and look for alternative employment. Others will be coping with mental scars or physical injury and have paid a huge sacrifice to bring hope to a country and protect ours. I wish everyone the very best of luck in raising important funds for a charity that is needed now as much as it was when it first began many decades ago."

\*The Poppy Factory has a few exclusive places left for the half marathon. If you are interested in running to help wounded injured and sick ex-Service men and women like Wayne Harrod find meaningful and sustainable employment around the UK, please contact the fundraising team on **020 8939 1861** or email [fundraising@poppyfactory.org](mailto:fundraising@poppyfactory.org) or visit [www.poppyfactory.org](http://www.poppyfactory.org). ●

## Job Satisfaction What Does it Mean to You?

For me, as the course advisor at Hove College, it means three things. It means enabling people to achieve their goals. Meeting people of all ages, cultures and backgrounds, and most importantly it means witnessing their journey to career success. Start to finish.

One of the many people to study with us was Amy Turner. A single mother-of-two, whose children had just started school, Amy was looking for a change, a new start after eight year break from the work world. In her words, "I was looking for a way forward when I first visited the college. I wanted to change my career, my life. Maybe go to University and do a degree. The support I would get from the staff was apparent from the very first day I visited. I knew this was where I could achieve my dreams."

Just like Amy, one of the main reasons students choose Hove College is due to the friendly supportive atmosphere.

Class sizes are small at Hove College, with no more than 12 students in each group. This small class size, coupled with high standard of teaching means that before long students are achieving results beyond their expectations.

Ex-student, Ben Digby told us,

"Before I started my course with you, I was stuck. I had finished my degree at University but had little to no practical skills. I thought I would never make it. Six weeks in and I was already being approached to do some design jobs!"

All our tutors are practitioners in their field and are therefore ideally placed to ensure that learning is relevant to the real world. Practical skills are a vital part of the courses at Hove College, as statistically candidates who have practical skills as well as theoretical

knowledge are three times more likely to get a job. "The teachers and practical tutorials create a perfect balance, making learning fun, yet professional," according to Tony Vaz, who confidently entered the work force after studying a Diploma in six months at the college.

Amy came to see me a few weeks ago to tell me what she was up to. She is now working as a Creative Assistant, for a top design firm in Brighton.

It is very fulfilling to witness an individuals educational journey and

watch them successfully get a job in their chosen field. To see first hand the overall impact of what we can do at Hove College. The knowledge that I have played some part in their path to this success is what makes my job satisfying. ●

### HOVE COLLEGE

Call: 01273 772577 or email:  
[lina@hovecollege.com](mailto:lina@hovecollege.com)  
[www.hovecollege.com](http://www.hovecollege.com)







Vista Healthcare (Fairhome Care Group (WL) Ltd has nearly 25 years of experience in the health and social care sector.

Founded in 1987, following the announced closure of the North Wales Hospital, several care homes were established to meet the needs of individuals requiring specialist support. Following a successful and rapid expansion of care homes, Fairhome Care Group opened their first low secure Hospital in Winchfield, Hampshire. The hospital was established in 2002 to provide specialist care within a low secure environment for people with learning disabilities, mental health illness and associated behaviours that challenge. From the initial 17 bedded unit, the Hospital expanded and the purpose-built facilities now have the capacity to accommodate 67 individuals (21 female beds and 46 male beds). Services evolved and were streamlined to the current care pathway, of six services from low secure to locked rehabilitation services

including Autistic Spectrum Condition services delivered from specialist wards within the service. The hospital operates with high staff to patient ratios and a rich skill mix of Allied Health Professionals to ensure effective care, support and rehabilitation. Vista Healthcare has now enhanced the care pathway into the community from the hospital through the provision of transitions services, assertive outreach and supported living services, to provide consistency and continuity of care and support to service users who may still have behaviours that challenge but who are able to live in the community

#### VISTA HEALTHCARE'S SERVICE AREAS INCLUDE:

- Emergency admissions, including short-term assessment packages
- Gender specific low secure services
- Gender specific step down/ rehabilitation services
- Services for people with Autistic Spectrum Condition
- Residential care homes for people with enduring mental health illness
- Supported living services: including enhanced supported living with assertive outreach from the hospital's multi-disciplinary team where necessary

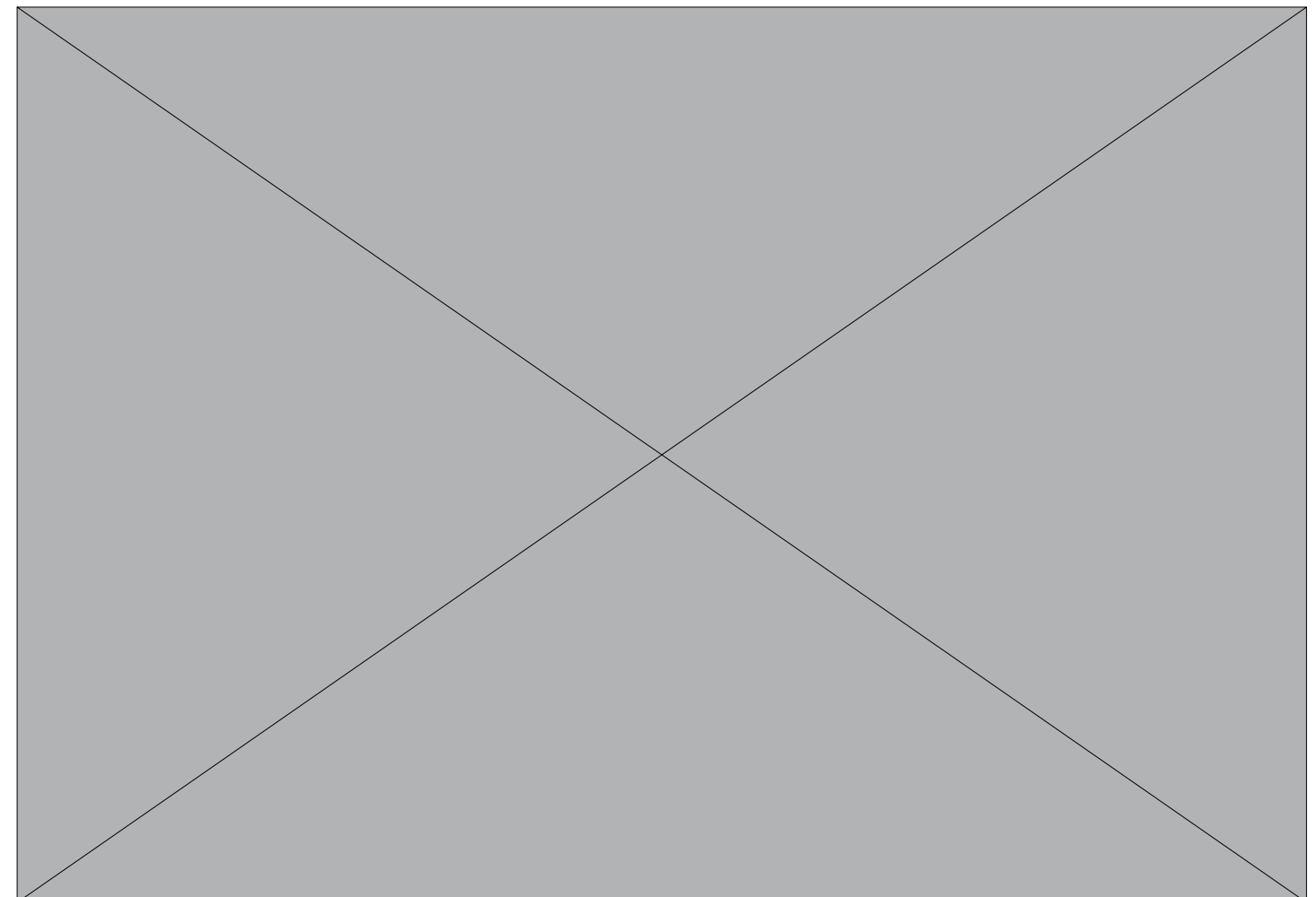
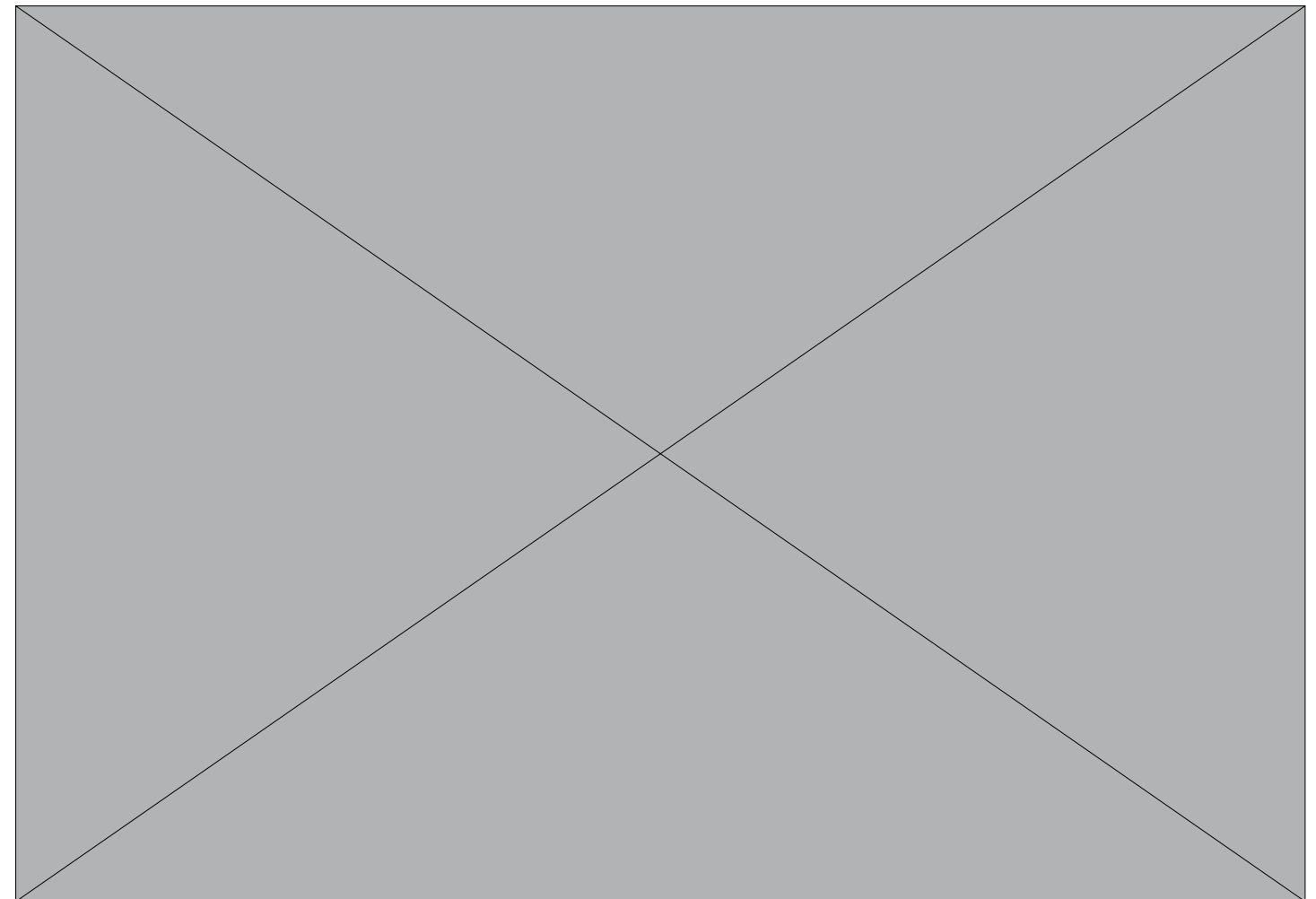
Vista Healthcare aims to make a difference to the lives of everyone we care for and support, be it patients, their

families, commissioners, referrers or colleagues as well as being a good neighbour.

Our aim is to give individuals the opportunity to be fully engaged in their pathway of care and their involvement is paramount. Encouragement and support for their involvement in recording their progress is given and enhances their engagement of their care and progress towards their planned goals. We use a system of Recovery tools including My Shared Pathway

and the appropriate Outcome Stars to improve individuals' skill set and map progress towards planned outcomes.

We are committed to working with all agencies to ensure that peoples' transition along the care pathway is therapeutic, effective, is least restrictive and provides choice which is designed to be flexible to accommodate changes in their conditions. All of our work is also person centred and meets the needs of the people we are privileged to care for. ●





# It's a Kind of Magic!

Magicman launches its franchise opportunity.

The UK's leading hard surface repair company, Magicman, is now offering franchise opportunities to enable it to meet the growing demand for in-situ repair of damaged fixtures, fitting and furniture. Its management team has based its future expansion strategy on building a franchise network, in both the UK and overseas.

Magicman has developed a range of innovative techniques for repairing damage such as scratches, dents and chips to all types of surface – wood, metal, uPVC, ceramic, stone, laminate, marble and even glass. The standard of finish makes the repair virtually impossible to detect. It's as if the damage has disappeared, just like magic!

The business was founded 21 years ago by ex Navy shipwright Mark Henderson. When he left

the Royal Navy in May 1993 he had one clear ambition in mind. He wanted to be his own boss and in control of his own destiny. It's an ambition that's been very successfully fulfilled. Mark has built Magicman into a multi-million pound business and the UK's leading hard surface repair company, and he is now offering ex-servicemen with entrepreneurial drive the chance to follow in his footsteps by buying a Magicman franchise.

Magicman's move into franchising is a reaction to the considerable demand that is building for 'on site' repair solutions. Mark says the launch of the Magicman franchise is well timed. "Property owners and managers are becoming very aware of the costs, inconvenience and environmental impact of replacing damaged fixtures and fittings. The size of the market and the potential it offers is huge, particularly the private residential, hospitality and insurance sectors, and we believe this provides an ideal platform for franchisees to develop a great service business."

A Magicman franchise is an owner-operator business. Working from home with a fully equipped and stocked van, franchisees are trained to apply the range innovative surface repair techniques and in all administrative and marketing aspects of the business. No specialist skills are necessary, as Mark explained "Being practical with an eye for detail and some creative talent are useful attributes otherwise the business simply requires the usual ingredient of determination and self-motivation to build

a profitable business, with help from Magicman."

Included within the business support programme available to franchisees is Magicman's Call Centre, which will book jobs and survey visits and schedule into the franchisees work diary.

Franchisees will benefit from Magicman's pedigree as a key supplier to the construction, utilities and facilities management sectors, with regular work being available from these blue chip Key Account customers to supplement jobs secured from the local domestic and commercial

market. They will also be able to exploit the significant advantage offered by Magicmans' extensive accreditations, which include SafeContractor, CHAS, Investors In People, ISO 9001 and 14001.

Mark feels that franchising will enable it to fully exploit its potential. "This is a tremendous business but it's really not taken full advantage of all the opportunities available. Franchising will definitely allow it to do this. Magicman has a great pedigree, strong technical credentials and excellent resources, all of which are healthy ingredients for a robust franchise."

Magicman runs Discovery Days on a regular basis at its headquarters in Brighton.

If you're interested in learning about the Magicman franchise then you can contact Magicman on **01273 426525** or email: **franchise@magicman.co.uk**. More information is available on the Company's web site **www.magicmanfranchise.co.uk**.

Running a business can be a juggling act. Magicman franchisees are well equipped to keep all the balls in the air and create a magical future. ●







The Duke and Duchess of Cambridge and Prince Harry visit the Tower of London's art installation marking the centenary of the First World War.

**T**uesday 5th August 2014, The Duke and Duchess of Cambridge and Prince Harry visited the Tower of London's 'Blood Swept Lands and Seas of Red' poppy installation in the Tower of London's moat. The evolving installation by ceramic artist Paul Cummins, with setting by stage designer Tom Piper, was officially unveiled one hundred years since the first full day of Britain's involvement in the First World War. Their Royal Highnesses were greeted by General the Lord Dannatt, Constable of the Tower of London who then introduced them to the installation's artist, designer and project team before walking

through the poppy field to each plant a ceramic poppy in the moat. The ceramic poppies were presented to Their Royal Highnesses to plant by members of the Lord Lieutenant's Cadets. Representatives from each of the service charities benefitting from the net proceeds of the poppies were also introduced to Their Royal Highnesses. Historic Royal Palaces, the independent charity that cares for the Tower of London, is marking the centenary anniversary of the First World War by installing over 800,000 ceramic poppies into the dry moat over the summer to create a major art installation. The first poppy was planted on 17th

July 2014 by one of the Tower of London's Yeoman Warders. In total, 888,246 ceramic poppies will be planted in the moat, one for each British and Colonial fatality during the First World War. A team of over 8,000 volunteers from across the UK will install the poppies, with the last one being planted on Armistice Day, 11th November 2014. Each poppy will be available to buy for £25 (+p&p) from 5th August 2014. 10% from each poppy, plus all net proceeds which we hope will amount to millions of pounds if all poppies are sold, will be shared equally amongst six service charities. The charities chosen are Confederation of Service Charities (COBSEO), Combat Stress,



Coming Home, Help for Heroes, Royal British Legion and SSAFA (formerly the Soldiers, Sailors, Airmen and Families Association). Throughout the installation period (5th August to 11th November) at twilight, the public will be able to witness from Tower Hill terrace the names of

180 serving military killed during the First World War being read out in a roll of honour. This will be followed by the 'Last Post' bugle call played by a single bugler. Members of the public can nominate a name for the roll of honour using a weekly 'first come, first served' nomination system



which will allow those with the relevant information to put a name forward for the roll of honour to be read the following week. Volunteers and members of the public are invited to document their involvement and witness the project evolve via Historic Royal Palaces's social media channels on Facebook:

/TowerofLondon or on Twitter: @HRP\_Palaces #TowerPoppies. Members of the public can express their interest in volunteering opportunities; find out more about nominating a name for the roll of honour or purchase a poppy by visiting [poppies.hrp.org.uk](http://poppies.hrp.org.uk).



# Put Yourself in the Frame for a Career in Photography

If you're thinking of leaving the services, have an interest in photography and wish to study at home the Photography Institute could provide you with a solution.

The Photography Institute offers you the most advanced and comprehensive online solution to learning available today. Online education has quickly become the preferred method of study for people around the world, who are looking for additional skills to enable them to make more money, start successful

careers, turn a favourite interest into something more rewarding or accomplish a personal quest for self improvement.

## LEARN IN YOUR OWN TIME, IN YOUR OWN HOME AND AT YOUR OWN PACE

Whilst distance learning programmes have been available from a variety of providers for some time, it is the interaction and immediacy of

the web which has revolutionised modern study methodology.

The Photography Institute's commitment to providing the highest quality training programme has resulted in unique teaching and student support systems, which produce unparalleled results. In short, its students consistently produce higher quality work and achieve higher levels of proficiency, in a shorter period of time, than other teaching methods can provide. The continuing achievements of students and the professional recognition and external validation of our programmes is a testimony to the high quality of the courses available.

The Professional Photography Course offers you, the most advanced alternative to a

conventional classroom, for the training of freelance photography. It provides the most thorough home study course in photography that is available anywhere in the world, using the very latest online learning techniques.

## COURSE BRINGS YOU EVERYTHING YOU NEED TO ACHIEVE THE SUCCESS YOU WANT

Although some conventional schools run photographic correspondence courses as a sideline, The Photography Institute has specialised in teaching photography solely by the home study method, online using the internet. The days of corresponding via video or audio tapes, CD's or DVD's or paperwork through the mail is over. The methodology gives the student fast access to his or her tutor via email, enabling a student - teacher relationship that is as close to sharing a conventional classroom as possible.

For those who are interested in complete online training, this might just be the solution to your needs. Discover your true potential now by taking the next step.

## ABOUT THE PHOTOGRAPHY COURSE

This is a new cutting edge photography course written and directed by some of the best working photographers in their field. The aim of the course is to provide you with the knowledge and skills required for a career as a professional photographer or as a keen hobbyist. This is an up-to-date and massively comprehensive course covering every aspect of photography.

The "Professional Photography Course" is delivered online and consists of 12 modules and 12 interactive assignments. The normal time required to complete the course is 24 weeks. During this time you will be tutored in all aspects of professional photography by George Seper; one of the top freelance photographers around. His vast wealth of accumulated knowledge is provided to you together with the ways to apply this knowledge to the areas of photography that most interest you.

The business of photography is not just about award winning images. It can also be about the right picture at the right time. Newspapers, magazines and websites worldwide are constantly on the lookout for new and interesting material.

The opportunities are enormous and always growing.

The many thousands of magazine titles, books and newspapers worldwide are the freelance photographer's main market. But this is not to mention all the metropolitan newspapers, regional newspapers, community newspapers, corporate publications, websites and a host of other possible markets.

The "Professional Photography Course" supplies you with all you need to know to enable you to gain access to these markets. By the end of this course you will have the knowledge and skills to work as a freelance photographer and be paid for your efforts.

In addition to all the technicalities and creative aspects the course also covers equipment, studios, the use of agents and how to sell your photographs ~ and get more business.

## YOUR PERSONAL TUTOR

All the course tutors have been handpicked for their own professional success and their ability to pass on what they know. The tutors who work for the company are not just

teachers, but the leading professionals in their field.

Your personal tutor will guide you through each step of the course, offering personalised and specific feedback on your submitted work. If you ever have any questions in relation to your course, all you need to do is send your tutor a message and they will promptly reply with an answer.

With this close tutor mentorship, you will feel like your tutor is in the same room as you, and all this can be achieved from the comfort of your own home.

One of the greatest benefits of this course is your one-on-one relationship with your personal tutor - gain the inside information on how to develop your career or hobby aspirations from a working professional.

If this type of flexible learning appeals to you and you have a flair for photography visit [www.thephotographyinstitute.co.uk](http://www.thephotographyinstitute.co.uk) and use the online message form for a free prospectus. Course fees are £649 but the college offers a £50 discount and fees can be paid up front, monthly or weekly.

If you're interested in a full time course in photography and live in the south of England you might want to consider New College in Swindon. The college provides a range of courses from A/

AS levels up to BTEC Level 3.

BTEC qualifications are practical work-based courses that reward consistent, hard study. Work is completed in a series of units and currently there are no examinations; qualification is based on you achieving all the specified learning outcomes for the required units. You have to reach specified

assessment and grading criteria to gain a Pass, Merit or Distinction.

## THE COURSE

BTEC Level 1 qualification is delivered progressively over 1 year: you first study for the Award and, on successful completion, you will then move on to the Certificate, and finally the Diploma.

This course is a new and exciting way of studying Photography. Students who are interested in pursuing a career in Photography have the chance to develop and refine their skills through a range of practical and theoretical units. Working in a wide variety of photographic genres you will gain a basic understanding of the Photographic industry. The qualification is split into three parts; an Award in Photography; a Certificate in Photography and the Diploma in Photography - these constitute a year's programme.

## WHERE IT WILL LEAD

The successful completion of the BTEC L1 Diploma in Photography can lead on to a Level 2 and 3 BTEC Extended Diploma in Photography which goes into more depth of the techniques and genres covered on the L1 Diploma course. Students may then want to continue at New College, by applying to progress onto the Foundation Degree in Professional Photography.

## COURSE REQUIREMENTS

You will need a keen interest in Photography and a lot of enthusiasm as this will run for approximately 6 hours a week. There are no formal qualification requirements: all applications will be considered. Your application will be reviewed on an individual basis, which will include the submission of a portfolio of photographic work and an interview by the course leader.

## STUDY PROGRAMME

Students will follow a varied programme of study which will include learning about working, Photographic Equipment, Processes and Techniques, Lighting for

Photography, Experimental, Photographic Images, Working to Photographic Briefs, Creative Camera Techniques and Photographic Images for Presentations. Students are required to study a specific number of Units to gain a BTEC level 1 qualification.

Assessment is by coursework - currently there are no requirements for any formal exams (but this may change in the future). All the work you do in class counts towards your final grade. Each part of the qualification is based on you achieving all the specified learning outcomes for the required units.

Students have to reach specified assessment and grading standards to gain a Pass, Merit or Distinction.

## TIME

The BTEC L1 Diploma is a one year course delivered over three days for six hours per week. (It is possible to study English and Maths or other GCSEs alongside this qualification). In addition you will be expected to spend independently four to six hours a week completing sketchbook work.

## FACILITIES

BTEC Level 1 in Photography is taught in well-equipped studios by specialist staff. Students have access to a wide range of art equipment across all art disciplines.

## EXPENSES

There is a £20 studio fee which is payable at the start of the course to cover the cost of all materials used in workshops throughout the year. Two hardback A3 sketchbooks (7.50 each from the art department).

Students will be expected as part of the course to attend trips to museums and galleries; an additional charge for this is made (approximately £15 per trip) to cover the travel and ticket cost for these events.

Students experiencing financial hardship can apply for equipment grants via student services.

## VISITS

Students will have the opportunity to attend trips to Galleries and Museums as part of their course. There is also the opportunity to attend the art department's residential trip to New York or Spain. ●

You can get more details from [www.newcollege.ac.uk](http://www.newcollege.ac.uk) or telephone 01793 611470.



# Career Change Services



Helping you discover your ideal future.

Over 50 years Career Analysts has helped tens of thousands of individuals from all walks of life and backgrounds achieve real career success and personal fulfillment as a direct result of their unique careers advice programmes.

They can help members of the Armed Forces who now need to find their way into a new career in 'Civvy Street'. Even with the wealth of official support agencies at their disposal, the move can be quite daunting. Unlike CV help companies with generic Soldier to civilian templates, Career Analysts will uncover the real you in depth – your drives and

motivations, aims and ambitions, skills and talents (including hidden talents that your time in the forces perhaps didn't bring to the fore) – and show you how and where to apply them to really set you on your way to a new working life.

Their programme starts by building a profile of you. They will send you a number of questionnaires to be completed prior to your consultation. These include a personal, career & education history, as well as personality, interests and values questionnaires to identify your personality traits, preferences and needs, particularly in relation to work. Most are multiple choice and are designed to show how much you like or dislike a range of interests and activities.

You will then spend a day with them at St Martin's House in London, just a short walk from King's Cross/St Pancras and Euston stations.

The objective of all the assessments is to build an accurate profile of who you are, what motivates you?

What are your strengths and weaknesses? What are your values and beliefs? What gets you up in the morning? There are no right or wrong answers and you are not being judged in anyway. A fully trained Occupational Psychologist, having carefully analysed the data, interprets the results in the light of your current personal circumstances, past experience, needs and aspirations. He or she will help to identify new options, define goals and develop an action plan for the future. Avoid being one of the statistics you hear about, where you send out your CV to hundreds of companies with little or no response. Give Career Analysts a call to get the best help. See the advert below to call or email. ●

## AS YOU LOOK TO MAKE YOUR WAY IN CIVILIAN LIFE, YOU MAY BE ASKING YOURSELF SUCH QUESTIONS AS:

- |   |  |
|---|--|
| 1. How can I make best use of the skills and training I've acquired during my time in the forces? | and talents, and how can I apply these in a civilian career?                           |
| 2. What new training will I need?   | 4. How do I make the switch to Civvy Street but not take a significant drop in salary? |
| 3. What are my true abilities   | 5. What careers are out there  |

for someone like me?

- |  |
|--|
| 6. How can I get started when everyone is asking for previous business experience? |
| 7. Could I start my own business?  |
| 8. Is my CV okay? How can I improve it?  |



# SnowSkool®

www.snowskool.com



Back in the day, it was the “keen-o’s” that were invited to join the School as a “non-qual.” You know the sort... the ones that shredded the local hill every weekend and bowed down in deference whenever an instructor was nearby. There followed a couple of seasons of waxing skis and boards, fetching coffees and taking bookings and all in exchange for the odd tip or opportunity to shadow a lesson. The instructors were the Lords of the Manor offering drippings to the poor!

**B**ut it’s all change now with the introduction of ski & snowboard instructor courses – does this stem from a desire to provide better (and more respectful) on-snow training for our future snow pros...or was it because someone invented the word “monetisation” and decided to apply it to everything?!

However you view... it is what it is and for those that want to work the slopes, joining a ski or snowboard instructor course is the only option. Armed with that knowledge, you may think that planning the next steps will be easy but there’s a bunch of different options out there with regards to the country and resort in which you train, the qualifications you decide to go for, the price and duration of the course and it can seem beguiling. Some companies appear to offer



three months of drunken rutting with the odd day on snow thrown in whilst others would have you knuckling down over your manuals every night before an early night!

We spoke to Phil Purdie, Director at SnowSkool (a registered training provider with ELCAS) to get a little more insight...

**Easy Resettlement (ER):** Hi Phil, can you please tell us about SnowSkool in a nutshell?!

**Phil Purdie (PP):** Sure...! SnowSkool was founded in 2003 and has been organising ski & snowboard instructor training courses ever since. We now operate courses of between five weeks and 12 weeks in Canada, France and NZ leading to the qualifications of CSIA/ CASI, BASI and NZSIA/ SBINZ respectively. Offering a broad range of qualifications obviously gives our customers the choice of where to train but also allows us to offer impartial advice over which qualifications are best...”

**ER:** And so which qualifications are best?!

**PP:** Sorry I should have said... “which qualifications are best for each individual”...! We get a wide cross-section of people joining our courses and it comes down to what each of these customers wants to achieve from their course. Our most popular courses are in Canada primarily because skiing in Canada is an itch that every skier/ snowboarder has to scratch and the gap year crowd tend to favour New Zealand as a starting point for further travels. I would guess though that most of your readers would be advised to join the France course because we offer the BASI qualifications on this course.

**ER:** Tell us about BASI...

**PP:** The BASI qualification is the “local” one: British Association of Snowsport Instructors and it is very well-respected internationally and, particularly, in Europe. BASI is an exporter of instructors... there are not enough instructor jobs on the slopes in the UK for BASI members and so they have created a qualification that stands up to/ surpasses all other qualifications and the Association has lobbied hard to get that strength of recognition internationally. As such, BASI instructors are welcomed at Ski and Board Schools throughout the world with employers knowing that these guys are going to be well-trained and well-drilled. The other qualifications that SnowSkool offers are also very well-regarded but the BASI qualification requires skiers & snowboard to pass exams and log 35 hours of Ski and Board School experience per instructor Level and so you are finishing the course with qualifications and work experience. This is not a requirement of the Canadian or Kiwi qualifications.

**ER:** What kind of money do these courses cost?

**PP:** Broad strokes, a ten-twelve week Level 1 & Level 2 SnowSkool course will cost you between £7,000 and £7,500. On top of that, you will need another £2,500 to £3,000 to keep you going. Spending money is required for any meals not provided, any additional exam fees or courses, trips to other resorts and, what’s the other one... oh yeah... booze! Because SnowSkool is a registered training provider with ELCAS [Number 3947 under the name “SportSkool Ltd”], you can receive funding to join a SnowSkool course making it a little easier!

**ER:** And what happens after the course?

**PP:** With your Level 2 qualification, you are able to work as ski or snowboard

instructor at resorts internationally although the whole of France and parts of Italy are out of bounds until additional qualifications are achieved. The rest of the world is a little more relaxed and Level 2 instructors are very welcome!

**ER:** Is it hard to find a job as a ski or snowboard instructor?

**PP:** Jobs won’t fall into your lap... but then when do they ever?! SnowSkool offers a comprehensive recruitment service for all graduates of our Level 1 + Level 2 courses. As well as running recruitment seminars in-resort, we have a database of more than 200 Ski Schools in fourteen different countries that have opted-in to receive information from our graduates. Finally, we actually deliver instructor recruitment on behalf of Ski & Board Schools in Australia, Canada, Japan & Switzerland. It is fair to say that we do not look beyond the pool of SnowSkool graduates... ●

SnowSkool offers ski & snowboard instructor courses in Canada, France and New Zealand. Please call: **01962 713342** or check out **www.snowskool.com** for more details.

## Case Study... Scott Tucker

**A**fter 5½ years in the Corps of Royal Engineers, posted with 101 (City of London) Engineer Regiment (Explosive Ordnance Disposal), Scott joined the SnowSkool NZ course and is, as we go to print, training to become a SBINZ Level 2 snowboard instructor at Cardrona Alpine Resort near Wanaka in New Zealand!

**Why SnowSkool NZ?** “I chose the SnowSkool New Zealand course primarily because of the convenience of the southern hemisphere winter coinciding with my discharge from the Army. It would also allow me to get qualified and seek employment as an instructor in the northern hemisphere immediately after the course.”

**Best thing about the course?** “The best thing about the SnowSkool course is the high standards delivered by the

SnowSkool instructors and expected of the SnowSkool students for the duration of the course. The qualifications are not gifted...”

**Best thing about New Zealand?** “New Zealand is a truly awesome place – I love the laid-back and friendly manner in which people live...the country is beautiful and the people are so welcoming”

**What’s next?** “After the course, I would like to work as a snowboard

instructor in the northern hemisphere... I have a big list of locations I would love to work in and so will begin to tick them off over the next few years and, to continue chasing the snow, I definitely feel that a season back in NZ next year is in order!”

**Any advice?** “You can think about it for as long as you want... but you’ll come to the same decision!” ●





# 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/](http://www.enhancedlearningcredits.com/claiming/ex-service%20personnel/)
- Finally you must complete your Course Evaluation Form via the website. Please note that further claims cannot be processed until evaluation forms are received for all previous courses (even those still underway)

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

## Claim Process

## Followed by Learners and Learning Providers

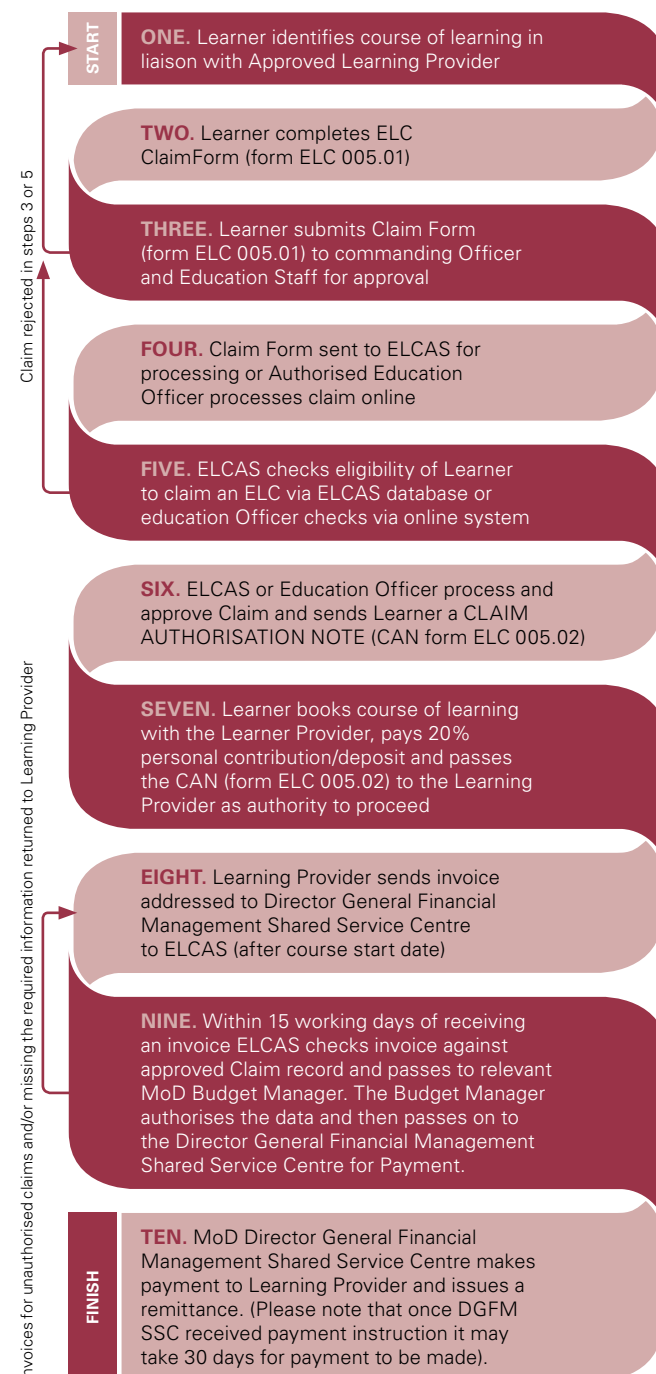


Image: Bonbert Patrick, www.shutterstock.com



# How to Apply

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

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

## ACCUMULATING ELIGIBLE SERVICE

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

Each eligible claimant may make a total of three claims.

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

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

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



# How to Claim

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

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

## TIP ONE

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

## TIP TWO

ELC funding is only available for courses that result in a Nationally Recognised Qualification at level three or above on the National Qualification Framework or level six or

above on the Scottish Credit and Qualifications Framework. Just because an organisation is listed as an Approved Provider does not mean that all of their courses are of the required level. *TOP TIP: A list of the references to help with course level research may be found on our useful contacts page under the claiming tab. You must refer to the Joint Service Publications (JSP) 898 Part 4, Chapter 3 - The Enhanced Learning Credit Scheme: The Sponsorship of Service Personnel for Personal Development and your Education Staff for guidance with regard to eligible activities.*

## TIP THREE

You must present your Claim Authorisation Note (CAN) to your chosen Provider before your course start date. If for any reason you do not undertake the course you must submit a request to cancel/reinstate the claim. Failure to do so may result in the loss of Scheme Membership, which

will prevent any future claims. *TOP TIP: Keep a copy of your CAN as you will need the reference numbers for completing your evaluation form.*

## TIP FOUR

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

## TIP FIVE

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

## TIP SIX

You must make a personal contribution of at least 20% towards the total course cost. You will also be responsible for any costs associated with food, accommodation, course books, material, travel and subsistence. Learners are to meet the cost of their minimum 20% personal contribution

from their own resources. *BE AWARE: MoD rules strictly forbid the acceptance of inducements or incentives from providers including subsidies, free accommodation, travel and equipment. Learners who breach these rules risk forfeiting their ELC membership.*

## TIP SEVEN

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

## TIP EIGHT

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

## TIP NINE

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

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

## TIP TEN

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

# Ex Service Personnel

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

Once eligible to claim you may submit a claim up until ten years after you leave the service. Personnel who are still in Service, and/or in their resettlement phase, should refer to their Education Staff and the guidance on the Claiming ELC only page of the website.

As a service leaver you may be eligible to claim under the Joint Funding Initiative (PF FE/HE Scheme). For full details and to check the eligibility rules please visit the website.

## PROCEDURE FOR CLAIMANTS NO LONGER IN SERVICE

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

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

employment, document stamped by regiment confirming leaving date

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

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



# Single Service Representatives

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

### AMENDING, CANCELLING & 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.



# Choosing Your Learning Provider

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

Our 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](mailto: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/](http://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. •

### 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](http://www.enhancedlearningcredits.com) please refer to the website for any future updates.

# Eligibility Rules



