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**DOWNLAND CYCLES  
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Successfully training cycle  
mechanics and frame  
builders for 18 years. **P98**

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# As a Reservist, new rules entitle you to an Armed Forces Pension.

To find out how to get the most from it, join the Forces Pension Society.



## JOIN US NOW AND PROTECT YOUR INTERESTS.

Armed Forces Pensions are complex. We help our Members get the most from their pension whatever their circumstances. And now as a Reservist, you will want to ensure you know what the new rules mean for you and your family from April 2015.

## YOUR INDEPENDENT PENSION WATCHDOG

No other organisation campaigns for fairness in Armed Forces Pensions; no-one else has the interests of its Members at heart. FPS is an independent not-for-profit company that holds government to account on behalf of the whole military community.

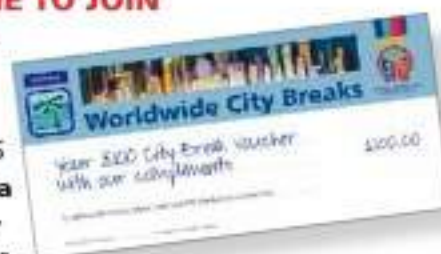
## VALUABLE MEMBERSHIP SERVICES

Our Members have access to our acknowledged experts in our Pension Advisory Service as well as a wide range of **valuable through-life services** with **significant discounts** from trusted affiliates in Travel, Legal & Financial, Healthcare, Motoring and Personal services.



## NOW IS THE TIME TO JOIN

If you join us online now (membership for you and your partner costs just £35 p.a.), we'll send you a **City Break voucher worth £100** (Terms & Conditions apply); just visit [www.forcespensionsociety.org](http://www.forcespensionsociety.org), quoting promo code **ESR2015**.



## 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](mailto:memsec@forpen.co.uk) - [www.forcespensionsociety.org](http://www.forcespensionsociety.org)



FOR OVER 23 YEARS CERCO HAS BEEN TRAINING EX FORCES

## Cerco I.T. Ltd.



## ABSOLUTELY FREE INSTRUCTOR LEAD, CLASSROOM BASED 10 DAY I.T. TRAINING COURSE

To those who we believe are suited for a career in I.T. Support

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Our recruitment team offer you the opportunity of working for us on a contract basis at full market rates of pay.

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We work with some of the largest I.T. companies in the UK; Fujitsu, BT Engage and Ricoh etc.

### Why do these companies and others work with us?

More and more today, employers are looking for people trained vocationally; they need to know that they have been trained to do the job not just to pass exams and Cerco have been at the forefront of this type of I.T. training for over 23 years.

Gaining qualifications are important in furthering your career but not at the start of it. So save your ELC's till you need them later on in your career; don't waste them at the start!

### What can Cerco do for you if you are already qualified?

Contact our recruitment team as our client base are looking to Cerco for highly qualified I.T. Engineers.

We will arrange for an interview with us, at which your skills level and aspirations will be discussed; then we will find you either suitable I.T. contracts or permanent positions to match your qualifications.

### INTERESTED? THEN CONTACT US TODAY

[info@cercoit.co.uk](mailto:info@cercoit.co.uk)  
or call **01270 219760**



**you have nothing to lose and everything to gain!**



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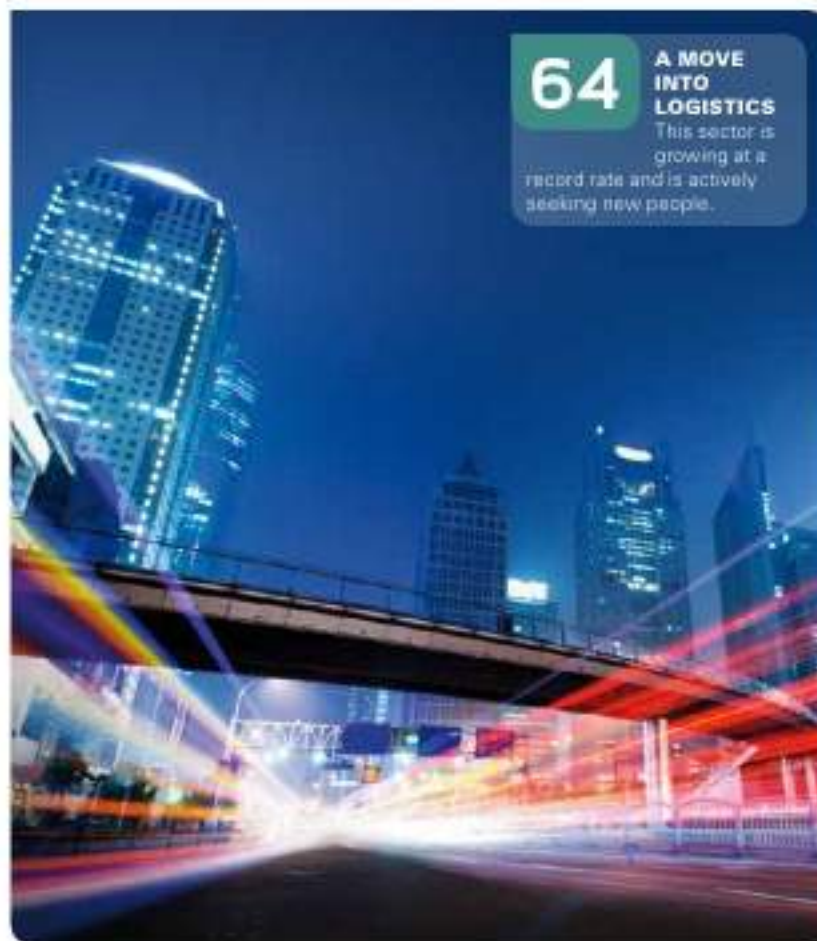
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# Welcome...

Welcome to the spring issue of Easy Resettlement magazine.



training campaign which many people believed too good to be true! Furthermore, we have been working with our partner companies who have been selecting their winners, some of which are attending these free courses now and others will be training later in the year. One of the winners, who is training at Downland Cycles, is featured in this issue, however we will be featuring other winners and be reporting on their progress in future issues. We have been working hard to sign up new training providers to offer you even more free courses through 2015 and as always you will be able to read about the companies taking part and the courses on offer in the centre pages of each issue.

We would like to welcome our new sponsors of the magazine Morson International, who

are a specialist technical and engineering recruitment company for the engineering industry, they have recently been named as the UK's No.1 Technical Recruiter in the definitive industry publication, the Top 250 Report. Morson

International delivers exceptional personnel to a diverse client base across the world, and develops bespoke, innovative recruitment solutions across all sectors. Since 1969 Morson Group has provided the world with engineering recruitment and design that really matters. The group is made up of three main subsidiaries, Morson International, Morson Projects and Vital Human Resources, who are a leading brand in the provision of skilled trades and contingent labour solutions to the rail, mechanical and electrical, construction and power markets in the UK. In this issue they look at Aerospace and Defence which you can see on page 26.

Recently, we featured on BFBS radio about our £100,000

We are proud to be working with DRM and featuring companies who have signed up to the Military Corporate Covenant. This issue we feature Atkins Global who appear on page 22. We will be bringing you more of these forces friendly companies in future issues.

We are proud to announce that Easy Resettlement Magazine have been awarded a Bronze Award in national recognition of our commitment to the armed forces.

Finally, we have more good news as we have been invited to attend Career Transition Partnership (CTP) events this year which will enable us to meet our readers face to face and hear about what matters to you. You can find the event dates and information about the CTP on page 38 as well as information from elcas about how to apply and your entitlements towards the back few pages of each issue.

We welcome any comments you may have about our magazine and ask that you mention our magazine when speaking to any of our advertisers. You can subscribe for free online at [www.easyresettlement.com](http://www.easyresettlement.com) and each issue will be sent to your email address. ●





## A Smart Way Ahead

The introduction of dual fuel Smart Meters is opening up a vast number of job opportunities among the major energy utility companies who will need suitably experienced engineers to install the new appliances.

Smart meters will replace the current gas and electricity meters and with the addition of a smart energy monitor, people will be able to see how much energy they are using. British Gas, as an example, is rolling out smart meters to all its customers by 2020 so everyone will get them over the next few years. British Gas is just one of a number of energy companies that will be initiating similar programmes, as well as the vast number of sub-contract companies.

FEF-TRG, an organisation with vast experience in providing training and qualifications in all aspects of fuel delivery, is offering 150 free dual energy smart meter engineering courses to service leavers

through Easy Resettlement's £100,000 training giveaway.

FEF-TRG is looking for service leavers to fully re-train and become qualified dual fuel smart meter engineers for one of the top six energy providers. The company will offer free training to suitable candidates with a guaranteed contract of employment once they have successfully completed the on-site work experience programme and passed the examinations.

Successful smart meter engineers can expect an income in the region of £28,000 within the first 12 months plus additional bonuses. The roll out, which starts this summer, means that all the utility providers will need hundreds of newly qualified and experienced engineers to help them to meet their targets

in installing the new meters. The prospects are promising. According to official figures around 50 million gas and electricity smart meters will have to be installed in over 27 million homes by 2022 at the latest.

Smart meter installers fit the new meters into customers' homes and businesses and also maintain and repair them. During the installation process they also demonstrate to the customers how to use the new equipment. All you need are practical skills, the ability to get on with people and the desire for a career that gets you out and about. This is the type of industry that normally appeals to any service leaver who is prepared to be re-trained.

Smart meters are progressively substituting existing meters and are a helpful tool for consumers to keep on top of energy bills.

Smart meters work with a smart energy monitor that can be placed anywhere in the home, to show how much energy is being used and an indication of how much it's costing the individual consumer in pounds & pence. The consumer can view both their gas and electricity consumption and see how much it is costing to boil the kettle or leave the heating on at night. They can really see how much they are

using and can start to make small changes to use less and save money on their energy bills.

According to leading utility company EDF, "Smart Meters are coming. Part of a broader government-led initiative, it's going to change the way customers use and pay for their energy". EDF Energy is making it happen and is already offering Smart Metering Apprenticeships to people who will play a vital role in revolutionising the future of energy. All you have to do is Google 'smart meter jobs' and you will see the number of opportunities that are already being advertised. This will multiply dramatically once the programme is fully implemented.

Easy Resettlement's head of sales, James Atkins, concluded: "We are delighted that FEF-TRG has joined our £100,000 training giveaway to benefit our service leavers. This is an amazing opportunity to meet a demand to fulfill new job opportunities created by this new initiative and this is just the beginning. FEF-TRG is offering a valuable opportunity for service leavers to get in early just as it all begins to happen." •

### MORE INFORMATION

To find out more about training opportunities and becoming a Dual Fuel Smart Meter Installer, call 0121 663 0855 or email [info@fef-trg.co.uk](mailto:info@fef-trg.co.uk)



# Guaranteed Job!!

with one of the

## "Big 6 Utility Companies"

**150 FREE "Dual Fuel Smart Meter Engineering" courses through Easy Resettlement's £100,000 training giveaway**

FEF-TRG require up to 150 service leavers to fully re-train and become qualified **Dual Fuel Smart Meter Engineers** for one of the top 6 energy providers.

FEF-TRG will offer virtually free training with a guaranteed employment contract once candidates have successfully completed the on-site work experience portfolio and exams. An annual income of circa £28,000 is expected within 12 months, plus bonuses.

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

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

Successful candidates will also gain an Industry recognised qualification on completion of this course.

## Interested?

for details please call:

# 0121 663 0855

[info@fef-trg.co.uk](mailto:info@fef-trg.co.uk)







*'This practical course allows you to access the skills and expertise we have acquired from decades of operational experience in UK special forces, medical units and close protection medical work.'*

# Healthy

## Career Prospect

All service personnel have some form of medical training from basic first-aid to the skill provided within the services own medical branches. This training could open up a range of careers opportunities in the ambulance service, as paramedics, nursing or indeed add a necessary requirement for many jobs in close protection and security.

work. Our course exceeds industry requirements and will introduce additional elements dependent on course/student requirements. These can include: fluid therapy; advanced trauma to chest; and abdominal, head and extremity (including tourniquets and hemorrhage) injuries.

This is a four day course, held at Blue Mountain's dedicated training facility in South Wales. The facility includes a modern, fully equipped training room with comprehensive training equipment and dedicated 'break out' areas; on-site admin support and ample car parking. Service leavers can use their resettlement grants towards the cost of training.

### COURSE SYLLABUS

#### THE PRE HOSPITAL ENVIRONMENT:

- The role of FPQS
- Scene safety
- Minimising infection risk
- Post-incident procedures
- Scene management
- Safety
- Triage
- Patient assessment
- Communication with patients
- Primary survey and assessment
- Safe moving and handling
- Circulation and shock

The Blue Mountain IHCD FPQS Intermediate course has been created by the Institute for Health Care Development (IHCD) and the Royal College of Surgeons' Faculty of Pre-Hospital Care. It is intended to provide intermediate level skills for the management of a broad range of common emergencies, covering initial patient assessment to the management of circulation and shock; respiration and airway management; basic life support; de-fibrillation; and treatments for a range of typical medical emergencies.

This practical course allows you to access the skills and expertise we have acquired from decades of operational experience in UK special forces, medical units and close protection medical

### RESPIRATION & AIRWAY MANAGEMENT:

- Recognition of respiratory problems
- Common breathing difficulties
- Basic airway management
- Causes of blocked airway
- Opening and maintaining an airway
- Choking
- Use of suction
- Removal of crash helmets
- Use of oro-pharyngeal airways
- Oxygen supplementation
- Perform basic life support
- Recovery position
- Basic life support (infant and child)

### DE-FIBRILLATION:

- Automated external de-fibrillation
- Normal / abnormal rhythms
- Medical related emergencies
- Heart attack/angina
- Diabetes
- Stroke
- Epilepsy
- Unconscious patient
- Asthma
- Anaphylaxis

Blue Mountain's IHCD First Person On Scene intermediate course includes four days of training delivered by experienced instructors with all training aids,

reading material and manuals. Successful candidates will receive HABC Level 3 Award in First Aid at Work (QCF), BTEC Level 2 IHCD FPQS I Royal College of Surgeons/ Edexcel certificate, the Blue Mountain Group Close Protection Team Medic certificate, STCW 95, MCA approved Elementary First Aid certificate and Level 2 Cardiopulmonary Resuscitation & Automated External de-fibrillation certificate.

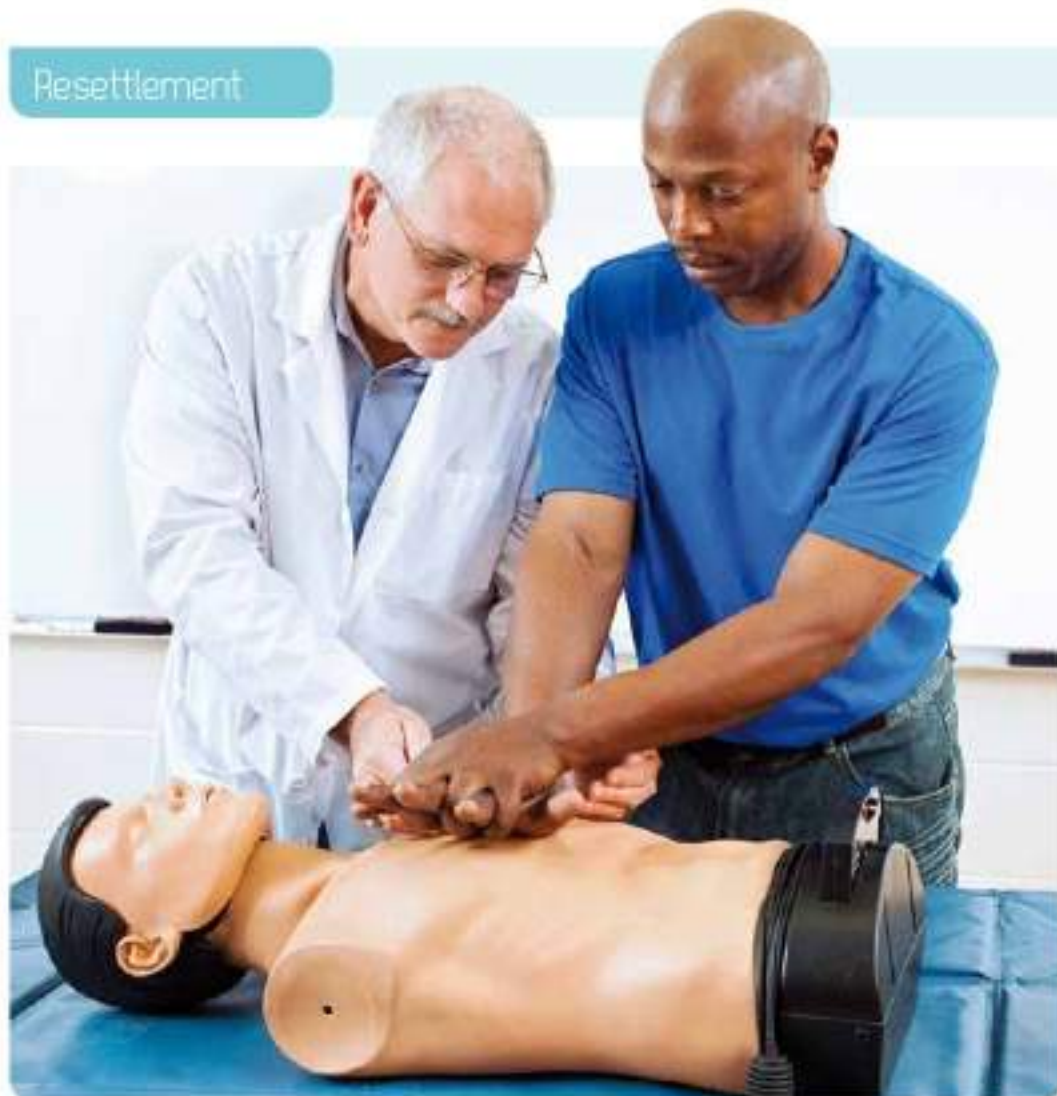
The Course fee is £594 (including VAT). A discount is of £60 is available if booked with the Blue Mountain close protection course. Full details are published on the company's website [www.bluemountaingroup.co.uk](http://www.bluemountaingroup.co.uk) or telephone 01267 241 907. You can also contact them through the easy to use form on the website.

### FTS SOLUTIONS

For a wider range of training opportunities in the medical field, have a look at FTS Solutions. FTS specialises in ambulance training and is approved and accredited by Edexcel IHCD, Centre Number 79683. The Edexcel IHCD courses are the ONLY ambulance training courses recognised by NHS Ambulance

CONTINUES... >>





Trusts and Private Ambulance Services (PAS) throughout the UK.

There is a great demand for IHCD Ambulance Technicians at present. They respond to a wide and varied range of medical and trauma situations. They administer a number of prescription-only medicines, assist the paramedic with invasive medical procedures and manage a multitude of challenging situations.

FTS offers the one-week IHCD D1 Patient Transport course and the two-week IHCD D2 Emergency Driving courses. They are normally taken back-to-back. The D2 course follows on from the D1 and focuses on the advanced driving techniques required to drive ambulance vehicles on emergency duties whilst claiming exemptions to road traffic law. Successful completion of the combined three week programme leads to the award of a BTEC Level 3 in Ambulance Emergency Driving.

FTS clinical courses include the seven-week IHCD Ambulance Technician course and a two-week CMT1 / RN MA / RAF MA-to- IHCD Ambulance Technician conversion course. After completing the classroom programme, probationary Technicians will go on to complete 750 hours of supervised clinical practice and submit a portfolio of evidence of their learning and skills practice. On completion and verification of their portfolio,

candidates will be awarded a BTEC Level 3 in Ambulance Aid, giving them full Technician status.

FTS Solutions is a preferred supplier to the Career Transition Partnership and to the Enhanced Learning Credits Administration Service – Provider Number 3891 – so you can use any ELC entitlement you may have to contribute towards the cost of the courses outlined above.

This specialist training gives candidates the opportunity to enhance their prospects of employment in pre-hospital health care in both the public and private sectors. Furthermore, there is reciprocal recognition

of these qualifications in many other countries. You can attend the company's regular courses at its training centres in Moulsham, Oxfordshire or Alexandria, near Glasgow.

If you feel FTS Solutions could be your choice of training provider, visit the website [www.ftssolutions.com](http://www.ftssolutions.com), which gives full course details and dates. Then call them on 01324 620720 or 07803 887510 or email [training@ftssolutions.com](mailto:training@ftssolutions.com), quoting Easy Resettlement magazine.

**CORPORATE RISK SYSTEMS**  
If environmental or occupational health interests you then visit

[www.crsrisk.com/mod](http://www.crsrisk.com/mod). CRS is approved and recognised as a resettlement training provider by MoD ELC, CTP and BFRS. The company offers single courses and specially discounted packages of courses that will help you to start and build a career in health, safety and/or environmental management.

CRS offers courses at technician and professional levels including Chartered Membership of IOSH and Full Membership of IEMA. You can use ELC credits on a number of courses to gain substantial savings.

CRS is approved and recognised as a resettlement training provider by MoD ELC, CTP and BFRS. The company offers single courses and specially discounted packages of courses as shown below that will help you to start and build a career in health, safety and/or environmental management. They also offer courses at technician and professional levels including Chartered Membership of IOSH and Full Membership of IEMA.

#### NEBOSH NATIONAL GENERAL CERTIFICATE IN OCCUPATIONAL HEALTH AND SAFETY

The NEBOSH National General Certificate is a nationally and internationally recognised qualification. It is designed to help those with health and safety responsibilities, for example managers, supervisors and employee representatives, from all types of organisations making day-to-day decisions at work. It will give them a broad understanding of health and safety issues and enable them to manage risks effectively.

Many people take the NEBOSH National General Certificate as a first step in a career in health and safety. The qualification meets the academic requirements for Technical membership (Tech IOSH) of the Institute of Occupational Safety and Health (IOSH). It provides a valuable overview and is a sound basis for further professional study.

#### TARGET AUDIENCE

The NEBOSH NGC is the most widely held health and safety qualification in the UK with nearly 100,000 people having gained the award since it was launched in 1989. It is an ideal qualification for managers, supervisors and employee representatives and for people to have as a first step in a career in health and safety.

No previous health and safety knowledge is required but students must be able to write short reports. The duration of study for the National General Certificate is ten days plus private study and background reading. Full details are on the CRS website. Take a look or call CRS on 0808 1203895.



## The Robert Jones and Agnes Hunt Orthopaedic Hospital

NHS Foundation Trust

Oswestry, Shropshire SY10 7AG

### Delivering Outstanding Patient Care

### Operating Department Practitioners, Anaesthetic and Scrub Nurses – Band 5

**We are recruiting Operating Department Practitioners, Anaesthetic and Scrub Nurses (full and part time posts) to join our Theatre Team supporting specialist orthopaedic surgery in a 10 theatre complex.**

You will work in a unique state of the art theatre suite, with a dedicated Short Stay Surgical Services Unit, Recovery and High Dependency Unit. Specialist surgery includes: Paediatrics, Spines, Sports Injury, Arthroplasty, Upper Limb, Foot & Ankle along with a regional Tumour service.

We are due to commence an exciting programme of redevelopment of 4 of our Theatres.

**Why work for this Trust?** As a leading Orthopaedic provider and established Foundation Trust, we have an excellent reputation locally nationally and internationally for the provision of high quality care and lead the way in many innovative processes.

The Trust has joined the Health Services Journal List of Top 100 NHS Best Places to Work List.

We can accommodate individual preferences, with rotation between anaesthetics and scrub, or just anaesthetic or scrub roles.

Informal enquires and visits are welcomed (including visits at weekends). Please contact Ian Fort, OPD Manager, on 01691 404244 for an informal discussion or to arrange a visit. If you have submitted an application, we can interview you on the same day as an informal visit if desired.

To apply, or view the job description please visit: [www.jobs.nhs.uk](http://www.jobs.nhs.uk)

Relocation expenses package available. Accommodation and travel expenses covered for any informal visits.



## Opening doors to a new beginning

Vista Hospital provides specialist care and support to adults with learning disabilities, mental illness and autistic spectrum condition and associated behaviours that challenge within low secure and locked rehabilitation services.

There are a number of career pathways at Vista as part of the multi disciplinary team and business support:

- Psychiatry
- Psychology
- Occupational Therapy
- Rehabilitation technician
- Nursing Qualified, RMN and RNLD
- Healthcare Worker
- Speech and language Therapy
- Administrative Business Support
- And more

We provide in-service training at our own training facility, including e-learning modules and work in partnership with local colleges to support staff in gaining National Vocational Qualifications to ensure on-going training and development.

**So why think about joining us? See what colleagues have said?**

*"I just wanted to say that I have enjoyed working here and appreciate the valued insight I have received over the years. I am honestly saying that I wouldn't be where I am today without the opportunities I have had. Thank you for all the help, support, insight and patience you have given to me"* – CPA Manager

*"I have worked with some great teams and I admire the knowledge and professionalism of so many of the staff here. I learnt a great deal from you and for that I am thankful"* – MHA Legislation Officer

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



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01252 845826

[www.vistahealthcare.co.uk](http://www.vistahealthcare.co.uk)

Contact us at: [recruitment@vistahealthcare.co.uk](mailto:recruitment@vistahealthcare.co.uk)



Perseus Risk Management

# Continues to *Achieve* Excellence in their Security Training Packages

With over 25 years experience in the British Army, Steve 'Tab' Lambert Managing Director of Perseus Risk Management has been able to draw on his vast operational and training experience to organise and deliver Close Protection of three successive US Army Commanding Generals.

Steve has provided a training oversight for over a thousand close protection operatives in the largest security contract in Iraq, with seven years experience as a senior security consultant, CPO, team leader and tactical advisor to senior management supporting operations and personnel in the Middle-East. The Perseus team all have ground experience and pride themselves on delivering well structured and up to date security training courses.

The Perseus Academy classroom and student accommodation is situated at a beautiful country manor on the banks of Draycote water. Set in 1,400 acres of rolling countryside situated between Warwickshire and Northamptonshire these

idyllic settings also allow for the various scenarios for their Hostile Environment CP and FPDS-1 courses as well as providing easy travelling access to the M1, M6 and M45 motorways.

The Perseus BTEC-Level 4 award in Hostile Environment Close Protection (HECP) course consists of ten days of learning and is only available for personnel with prior military or armed response police background. It is the ONLY HECP course that Edexcel have accredited and is owned solely by Perseus Risk Management. It is designed to serve primarily as a Pre-Deployment induction course for those CPOs wishing to work in the world's many non-permissive environments whilst offering a BTEC Level 4 qualification upon completion.

Steve Lambert explained: "These unique training methods add unparalleled realism to the practical exercise scenarios, which are based on actual incidents that our instructors have experienced in a variety of hostile environments around the world. We also take into account the current TTPs of terrorist organisations in Iraq and Afghanistan. All students will have the opportunity to display both their individual and leadership qualities throughout the course with everyone taking the role of Team Leader at various stages of the course."

#### MODULES INCLUDE:

1. Pre-deployment administrative requirements & introduction to operating in hostile environments

2. Cultural awareness
3. Small-team tactics, including: Communications, Vehicle and Dismounted Body-Cover drills
4. On foot and vehicle anti-ambush drills with IED Awareness training
5. Reacting to Trauma and Medical crisis in a hostile environment including Medevac/Casvac procedures
6. Rules for the Use of Force and Graduated Response (RUF/GR)
7. Fitness assessment designed to assess physical and mental robustness
8. Rules on Use of Force, Firearms Competency (RUF2C) & Security Equipment. This course meets the guideline requirements recommended within ISO 28007. The RUF2C & Security Equipment course has been specifically designed for individuals employed as armed security personnel in either the Close Protection or Maritime Anti-Piracy role

A detailed training report grading the overall performance of the student will be produced and made available to prospective employers (with the students permission), who can then form a decision on whether or not the candidate is suitable for deployment. The majority of hostile environment security contracts are now moving away from government subsidised contracts to those of a commercial nature where the 'luxury' of an induction course is becoming a rare occurrence. Companies expect ALL HECP operatives to be fully mission capable on day one of deployment and this realistic "ground truth" course will ensure that all successful candidates will hit the ground running in their deployed theatres of operation.

Perseus Risk Management are accredited with an ELC number meaning you are able to use your alcas credits to pay for the course, this has been the case for many service leavers to which you will be able to read testimonials on our website from a range of students.

There are of course many CP training providers so why choose Perseus Risk Management?

Close Protection Domain have carried out an eight month research review and found Perseus Risk Management to be in the top 10 companies in the world. Information is freely available to view and download at [www.cp-domain.com](http://www.cp-domain.com).

The report has already been downloaded over 3,000 times since being published and will prove to be a 'bible' for newbies looking to get into the security industry.

Steve Childs MC Sgt, 2nd Bn Rifles served with Paul Ingham, who is now one of our instructors and security consultants, stated that he was aware of Paul's 24 years in the British Army (Infantry) rising to the rank of WO2 (CSM) which helped him make the decision to attend the CP Elite 4 course. The course was delivered over 28 days comprising of a BTEC-level 4 award in Hostile Environment close protection (HECP) Level 3 (SIA) CP Course, RUF2C (Rules of Use of Firearms and Firearm competency) along with the FPDS-1 (First Person on Scene intermediate) After a completely compelling course with realistic training and hands on experience the MD of a leading CP company interviewed everyone at the academy, we all received a comprehensive report which was passed on with our CV to at least 3 private security companies.

Although Perseus does not recruit their candidates they guarantee an interview with highly regarded security companies for successful graduates. Nearly all of



their successful graduates are now employed on the circuit as a direct result of attending their courses.

Perseus Risk Management offer their vast experience in delivering a course that is more than suitable for anyone wanting a career in the hostile environment and close protection industry.

We are proud to be a partner company of Easy Resettlement magazine and are offering a completely FREE course for one lucky applicant. To win a BTEC-Level 4 award in Hostile Environment Close Protection (HECP) course plus Rules on Use of Force, Firearms Competency (RUF2C) & Security Equipment qualifications consisting of ten days learning in Dunchurch Warwickshire. Worth £1850.00

Simply send us an email with a few details about when you

joined service, when you are expecting to leave and if you have any previous experience.

We will then select a winner at the end of June 2015 and invite you to attend the course for free in 2015 or 2016 subject to course availability. You can visit our website to read more testimonials or view upcoming course dates. We also offer £100 cash back for anyone who attends the course and recommends another candidate.

#### CONTACT

Perseus Risk Management  
via email: [steve.l@perseusrisk.com](mailto:steve.l@perseusrisk.com)  
or visit: [www.perseusrisk.com](http://www.perseusrisk.com)  
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We at Perseus pride ourselves on providing well structured, unique training packages for service leavers, delivered by former career soldiers who have vast historical and current ground truth Close Protection experience that is unsurpassed on the training circuit today. This experience has been gained through operating at both the operational, management and strategic planning levels, across the world's 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 (FPDS-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.

**90% OF OUR GRADUATES NOW EMPLOYED**

Steve Lambert  
Managing Director

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or **+44 (0) 781 542 3499**  
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# LUKE'S WAR IS NOW MY WAR

"My son Luke came home from combat three years ago. But in his head, he's still there. And it breaks my heart. I see the terror in his eyes when he wakes up screaming in the night. I see the horror on his face when he stares out at nothing for hours at a time. He needs help. We both do."

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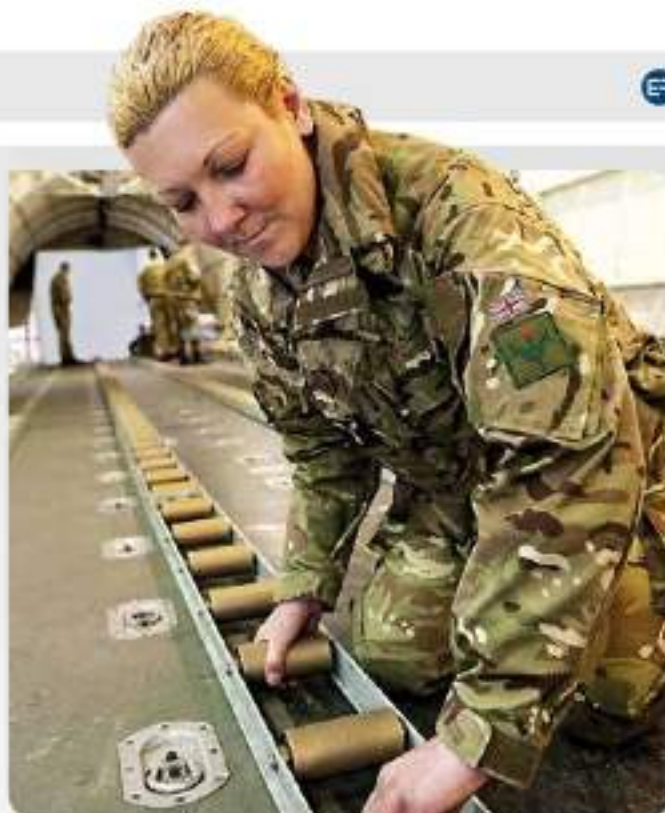




# £10,000

## Reserves Incentive for Ex-Regular Personnel

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



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

The new incentive will be paid in addition to a reservist's daily pay and annual bounty and will be backdated for eligible personnel who have already joined since 1st April 2014. Introducing the incentive aims to further stimulate the growth of the trained part-time volunteer component of the RAF Reserve.

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

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

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

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

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

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

### MORE INFORMATION

To find out more visit [raf.mod.uk/recruitment](http://raf.mod.uk/recruitment) or call the Reserves helpline on 0333 202 1099 or 0845 606 9069



BELOW: Squadron Leader Darren Scales on duty in May 2015



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- Work with your colleagues and friends
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- Opportunities in many trades nationwide
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- Many civilian companies will agree up to an extra 10 days leave for Reserve Service

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\*Conditions apply, further information available from the above number





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# Building Bridges Between Defence and Employers

At a time when public support for the Armed Forces is reaching a new high, a new Ministry of Defence organisation is drumming up support from willing, smart and dynamic organisations in the UK who wish to tap into the many benefits of partnering with Defence.

**H**undreds of employers across the UK are waking up to the fact that the Armed Forces community can contribute amazing value to their workforce. Service leavers and reservists bring a wealth of talent, skills and experience to employers who open their recruitment doors and create exciting careers for them. Likewise, by creating flexible working conditions for spouses, partners and members of the reserve forces, companies can do the right thing for society and generate goodwill and loyalty among their staff.

But if navigating the world of Defence can be bewildering even for the likes of Google and Tesco, imagine what it must be like if you are a medium size printing business in Yorkshire.

With this in mind, the Ministry of Defence's Relationship Management team (DRM) has been established. Since April 2014, DRM has been providing a new accessible interface for employers in the UK to establish long term relationships with Defence.

The DRM team provides a point of contact for employers to discuss all the different opportunities to engage with the broader Armed Forces community. For many companies, the first step is signing up to the Armed Forces Corporate Covenant – a public pledge to support the UK's Armed Forces. Anyone from major multinationals to small local businesses can sign up and make pledges to support parts of the Armed Forces community that are important to them.

In particular, DRM aims to enhance employers' understanding of the unique challenges and circumstances faced by the families of serving members of the Armed Forces and assist them in providing a flexible and supportive working environment.

Fleur Thomas, Director Engagement of DRM said: "We want to encourage employers of any size and sector to see things from the perspective of Service forces personnel and their families. What's important for employers is that they feel they have a choice about how they can support Defence in a way that really matters to them."

A total of 450 organisations have now publicly pledged their support – and support can take different shapes, so it

is tailored to employers' own needs. For example, some businesses are working with Career Transition Partnership to find great positions for veterans, or are actively encouraging spouses and family members to apply for vacancies, or supporting Reservists who are already on their staff books.

**HOW CAN DRM HELP YOU?**  
If you're on the job market and you're seeking a company that will listen with interest to your military training or association

with the Armed Forces, check which organisations have declared themselves as Armed Forces friendly by signing the Armed Forces Corporate Covenant. Visit [www.gov.uk/government/collections/armed-force-corporate-covenant-signed-pledges](http://www.gov.uk/government/collections/armed-force-corporate-covenant-signed-pledges). Look up who is in your area and read about the pledges they have made. You will find that many companies out there are hugely supportive.

## HOW CAN YOU HELP THE ARMED FORCES COMMUNITY?

If you've already found a great employer who has supported you – whether you are a Reservist, a military personnel spouse, or a veteran of the Armed Forces, you can pay them back. You can nominate any company that you think has gone above and beyond to support the Armed Forces community for a Ministry of Defence Employer Recognition award. Awards bring recognition to those who walk the talk of support and encourage others to get involved.

## WHO'S BEEN REALLY SUPPORTIVE SO FAR? SODEXO

As well as regularly employing service spouses and dependants, Sodexo raised more than £20,000 for charities including SSAFA Forces Help last year. Eight hundred Sodexo employees cycled on exercise bikes at 75



locations in the UK, Cyprus and Falkland Islands, covering over 14,000 miles, or the equivalent of cycling to Afghanistan and back.

**BOEING, TESCO AND EY**  
Boeing, Tesco and EY all recognise the important contribution that Service families make to society, and show that the companies will endeavour to support service spouses before, during and after their partner's deployment.

## VODAFONE

Vodafone are about to launch a career portal especially for service leavers and veterans. The portal will help them translate the specialist skills they gained during their time in the Forces into directly transferable skills and seek job opportunities in Vodafone's communications networks teams. They hope to broaden this to include Forces' families looking for opportunities across their retail business later in 2016.







## Tapping Into Military Skills

# Pays Off for Atkins

Becoming an Armed Forces friendly organisation is helping Atkins recruit and retain valuable talent, bring leadership skills into its divisions and even support new business development overseas.

### ABOUT

Atkins is one of the world's most respected design, engineering and project management consultancies. We build long-term trusted partnerships to create a world where lives are enriched through the implementation of our ideas.

When Sir William Atkins started building runways in 1938 ahead of World War II, little did he know that his company's association with Defence would be long-lived. For over 75 years, Atkins has been providing services and capabilities that meet the evolving needs of the UK Defence market and the business has gone from strength to strength. Its 18,000 employees are now working on projects around the world, from offices across the UK, the Middle East, North America and Asia Pacific.

From its very earliest beginnings, the company has been involved in a wide range of technically challenging and time critical projects across a diverse range of

sectors, including serving as the official design and engineering services provider for the London 2012 Games. Atkins' current work commitments outside Defence include developing infrastructure across the Transportation, Energy, Water and Built Environment, including major projects such as HS2 and Crossrail.

A stable, motivated workforce with top technical expertise and a pragmatic approach is a key priority for Atkins. Over the years the company has been successful in attracting men and women with the right mix of technical skills and emotional intelligence by opening its recruitment doors to Reservists and veterans. The business now has a growing number of Reservists on its payroll. Reserve

Forces staff bring a wide variety of important skill sets for the business as well as first class leadership training. Even the company's new UK & Europe Chief Executive Officer, who took on the role on 1st December, was a commissioned officer in the Army Reserves for ten years.

Atkins also has a large number of veterans working across all of its divisions. These include over 20 ex-service personnel who were brought into its rail business as part of a fast track railway signalling testers recruitment initiative.

Geoff Robins, Atkins' Managing Director of Defence, Aerospace and Communications, comments: "We understand and recognise the skills and capabilities that staff with military training bring to Atkins and our clients and we want to continue attracting high calibre people."

"Military personnel demonstrate leadership and a massive can-do attitude. They are incredibly self-motivated and we empower them to use their skills in the workplace."

The Ministry of Defence has just recognised Atkins' commitment to Defence personnel by awarding the company a Silver award as part of its Defence Employer Recognition Scheme.

Atkins' Human Resources Director, UK & Europe, Sharon Pamplin adds: "We are really proud to have our support of the Armed Forces community and our Reservist and veteran

staff recognised through one of the first Silver awards.

"Among the many benefits of employing Reservists and veterans, we see that people with a military background bring a real understanding and appreciation of the wider world and different cultures and particularly how things work in challenging environments. They also have impressive leadership qualities and a wide range of useful skills. We fully support our Reservist and veteran staff and would like to see their numbers grow in the near future."

To make sure that Reservists find an open door into the business, Atkins has successfully established HR policies and procedures to ensure such staff have the support they need. They actively promote the benefits available to Reservists through the company's intranet, hoping that other staff will either come forward to identify themselves as Reservists or perhaps consider the benefits of joining the Reserve Forces.

By supporting initiatives such as Armed Forces Day, raising money for Defence charities during Remembrance week and promoting these and other activities externally, Atkins puts its commitment to



Defence at the heart of its CSR. The company believes that its involvement with Defence has had positive effects on employee engagement and brand awareness among current and potential recruits into the business.

Sharon Pamplin comments: "We offer specific benefits to Reservists and make sure everyone is aware of them. We are offering an extra week's paid leave to help Reservists with their training commitments. We communicate

our support internally through our intranet, using our channels to run articles and features on why Reservists are important to the company. We have worked really hard to develop a clear and fair approach across the organisation and part of that is making sure that all the information Reservist staff and their line managers need is easy to find."

Geoff Robins says: "We want all our staff to have leadership

skills, not just those who are in management roles. Leadership is all about communication and motivation. We find that those who have a military background have experience of leadership and know how to motivate others in the workplace. However, there's no leadership without trust.

Our military trained staff use their leadership skills to communicate, motivate, inspire and get people to go the extra mile. What more could we ask for?" Being Armed Forces friendly is also helping Atkins to bid for and win contracts in other countries. Geoff Robins explains: "Supporting the UK MoD gives us a very big tick in the box for our overseas clients. We have worked in the Middle East in Defence arenas

and also in the U.S. The fact that we have staff who are veterans or Reservists only enhances our employer brand and increases recognition and confidence in our expertise among our clients."

Atkins plans to expand its involvement and no doubt will be working towards getting the Gold Employer Recognition Scheme award from the Ministry of Defence. Watch this space. •



## Defence Opportunities

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There is a wide range of expertise within our team. From systems engineering to mechanical design and analysis, and from control and instrumentation, to complex infrastructure design and project management.

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methods so investing in our people's skills and professional development means we all stay ahead of the competition. We encourage career progression through technical or management routes.

**Search** our current vacancies to see where a career in Atkins' defence team may take you:

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# Achieve Great Heights with Morson

Expert Career Advice from a Market Leading Recruiter

Precision technology, complex manufacturing and innovative design are just three key components of the aerospace and defence industry. It is a pioneering sector that develops some of the world's finest examples of high-performance engineering, which is why it needs a specialist workforce to support it every step of the way.

**M**orson International is a recruitment company for the engineering industry, and is based at key locations across the UK. Morson works with some of the most high profile companies in the aerospace and defence sector,

and delivers to a diverse range of projects across the UK and overseas. With nearly 50 years' experience specialising in this area of recruitment, Morson excels at working with ex-Forces personnel to help them find a career when they transition to civilian work.

Two of Morson's specialist aerospace consultants are client account manager, Pat McMullan, and contracts manager, Jon Moon – both ex-Forces personnel. Here, they speak to Jenny Morris about their experience and what recruitment companies like Morson International can do for those making the transition to civilian life.

## PAT MCMULLAN Q&A

### WHAT DOES YOUR ROLE INVOLVE AT MORSON?

My role entails the full end to end recruitment process and includes contractor care and management, contract implementation and governance, client liaison and meetings.

### HOW DOES MORSON CATER FOR THE EX-FORCES?

We recognise and endeavour to utilise ex-Forces candidates in roles that are aligned to their existing military skillsets and abilities, or are a close match if looking outside of their previous role.

Morson also attends all resettlement roadshows and network with candidates either via social media and or running/ attending local events and roadshows, offering advice and market expertise to help them transition into a civilian role.

### ARE THERE MANY JOBS FOR EX-FORCES? IF SO – WHERE AND DOING WHAT?

Many of our clients fully recognise the capabilities of ex-forces candidates and actively seek these skillsets for roles in maintenance, logistics, software/IT, working on projects across the whole of the UK and overseas. In many cases the roles are designed specifically for ex-forces candidates, allowing a natural transfer from service to a civilian role.

### TELL ME ABOUT OPPORTUNITIES IN THE AEROSPACE SECTOR FOR EX-FORCES:

Currently it is a very positive time for service leavers with many roles that are based around aircraft technicians – such as mechanical and electrical/avionics – along with many associated support roles such as software, instructors, IT and logistics. Also, there are a number of programme and project management roles, particularly for those that are Prince2 or AMP qualified.

## YOUR NEXT STEPS...

If you're ready to start the search, here are Jon and Pat's expert tips to get the ball rolling:

- Open yourself up to a change of direction
- Do not take your pension in to account when working out an acceptable remuneration package (you worked for that, so bank it)
- Start early to find that job you want so you don't have to settle for a job you need
- CV – if you need help with your CV speak to a recruitment company who can help you tailor it to a relevant role
- Attend the CTP/BFRS Job Fairs, useful for both networking and future opportunities
- Ensure you have a LinkedIn/ social media account and make use of networking Groups
- Ensure you have all your Trade papers/certificates to hand
- Make an effort to network with people in the industry

## MORE INFORMATION

For more expert advice, or to find out about opportunities in aerospace, and other engineering sectors, visit [www.morson.com](http://www.morson.com)

## JON MOON Q&A

### HOW LONG WERE YOU WITH THE FORCES?

I served for just over 15 years as a Sergeant in the Royal Electrical and Mechanical Engineers both in the UK and overseas.

### HOW LONG HAVE YOU WORKED FOR MORSON?

Nearly five years. My prime responsibility is the performance of our rotary wing maintenance and operations programmes including: recruitment of permanent skilled staff; staff retention through professional development, training and performance management; financial performance; representing Morson at client meetings and representing Morson within the business community.

### HOW DID YOU FIND THE JOB SEEKING PROCESS WHEN YOU WERE READY TO TRANSITION?

I was lucky as I had a job to transition straight in to. Unfortunately the position came to an end after only one year! It was after that position that I realised how high the competition is for roles in the industry.

IF YOU HAD ANY JOB SEEKING ADVICE FOR THOSE APPROACHING THE END OF SERVICE, WHAT WOULD IT BE? Do your research and spend some time working on CV that is clear and easy to understand. Tailor your CV to specific roles – it makes you stand out from the competition – and become familiar with social media, such as LinkedIn, to make contact

with companies, recruiters and see what jobs are on the market. Attending CTP events and recruitment fairs is also great.

WHAT DOES MORSON ACTIVELY DO TO SUPPORT ITS EX-FORCES CONTRACTORS/EMPLOYEES? Morson signed the corporate covenant to demonstrate our support to forces personnel, and we also support Reservist

personnel. Our on-site support teams assist our ex-forces employees from interview to transitioning into work for that first day. Morson also operates an open door policy so if anyone has an issue, be it at work or at home, we will help.

A lot of our staff are ex-forces so there is a support network already in place, they too have been in your position.





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

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

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

### The Course Syllabus includes:

- Roles and Responsibilities of the Close Protection Operative
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- Law and Legislation
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- Close Protection Journey Management
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A preferred supplier to the  
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# TOP 10 TIPS

## TIP TWO

Translate your skills and experience into the company's language. However much the company might wish to employ ex-military people, they need to understand the skills and experience you will bring in their own terms. Skilled trades (engineering, medical, logistics etc) translate easily; 'soft' skills are more difficult. Companies like SaluteMyJob help candidates by using commercial assessments but these are only an aid; you will need to draw on your experience to illustrate your skills. For example...

- Illustrate your depth of experience as a project manager, gained as a patrol commander in Afghanistan.
- Demonstrate your skills as a client relationship manager and negotiator with examples of managing rival Afghan 'stakeholders'.
- Show how your military training and experience have developed your 'creative problem solving' skills.

## TIP THREE

Polish that CV. CVs don't get you a job, but they can certainly stop you getting one. The standard of CV we see is generally poor. So, take advice and...

- Conform to the convention in format (profile, skills, job history - most recent first - interests) but don't worry about stuffing it into two pages - take more space, provided it is relevant to the role that you are applying for. Keep it short, simple and relevant. Also do not put reference to your age, marital status and whether you have children or not. You want to be judged on your ability and not your personal circumstances.
- Adjust the CV to the job description of the role you're applying for.
- Show responsibilities and achievements in the job history section; avoid a list of job descriptions.



## TIP FIVE

Be confident, not scary.

- Try to display confidence in your ability to do the job but be realistic about your commercial experience.
- Put yourself in the employers' shoes; be aware that they may be nervous about hiring a military person.
- But don't hide your military experience.

## TIP SIX

Talk to a human.

- Persistence pays dividends. It's easier said than done, but try to stand out from the crowd by talking to the recruiter.
- Find out what it's like to work for the company (e.g. sites such as [Glassdoor.com](http://Glassdoor.com) or people you know who have worked for the company).
- Insist on feedback - at any stage of the process.

## TIP SEVEN

Avoid military speak, acronyms and war stories. Make sure recruiters and interviewers understand what you are talking about. Keep it simple and understandable to all levels and backgrounds.



## TIP FOUR

Rehearse, preferably with an experienced interviewer. Don't use job interviews as rehearsal time for other jobs. Be succinct (i.e. brief but clear), always use examples, be straight and at all costs, don't try to be clever, funny or macho. Always be word perfect on...

- Why you want that particular job.
- Why you want to work for that particular company.
- How you will add value (i.e. what you will bring, how you will do the job and your fit to the culture and values of the company).

## TIP EIGHT

Ask questions. Prepare a couple of questions to ask at the end of the interview about the role and/or company. However, be prepared that they may be answered during the interview. Don't ask a question for the sake of asking it, such as "how many days leave do I get?". Do not ask "have I got the job?"



## TIP NINE

Accredit and improve your military qualifications. This will not only strengthen your CV but also help you focus on what you want to do.

- Your education centre will be able to help with accrediting your military qualifications.
- Use the resettlement courses to improve your skills - and keep the training relevant to your job aspirations.



## TIP TEN

Get some work experience. It can be difficult to convince an interviewer you are right for the company. Prove it to the business first in order to gain their trust. This will also help you find which role would suit you best.

- Find out which businesses run apprenticeship schemes in your preferred sector. The 'Apprenticeship Vacancy Matching Service' is a good place to start.
- Ask for some work experience.
- Don't discount Fixed Term Contracts. If it is with the right Company, it will give you the 'in' that you need.

Good luck from the SaluteMyJob team and please get in touch if we can help. •

## ABOUT

Andrew Jackson is a retired Army officer. He has spent ten years in the military and commercial Human Resources field, responsible for Army recruiting before transferring to Kienexa, an HR Science and Technology company, and then IBM. He launched SaluteMyJob in 2014 to help employers plan and implement structured ex-military programmes and, where necessary, help supply ex-military people.

The SaluteMyJob team works with employers to help put Veterans' programmes in place and with candidates seeking employment. Employers have high expectations of applicants for jobs but they, and you as candidates, face some barriers to overcome if you are to land the job you want. I hope these Top 10 Tips will help.

Most of us leaving the military worry about our lack of commercial experience. This is rarely the obstacle we believe it to be. This is because employers value the hard and soft skills of ex-military candidates. They are recruiting you for these skills; a mix of good training and mentoring by the employer and your active enthusiasm to learn will quickly overcome any perceived inexperience.

But, and it's a big but, you will need to work hard at the three Ps of planning, preparation and presentation (especially of your skills and experience) to succeed in finding the right job for you - and in the organisation where you will thrive.

The biggest barrier facing ex-military candidates is the translation of your skills, and the context in which you've developed them, to employers in their language - not yours. You can't expect companies, and especially their HR departments, to interpret anything other than



Written by  
**ANDREW JACKSON**  
SALUTEMYJOB,  
MANAGING  
DIRECTOR

language that is already common (e.g. mechanical engineers, roles in medical services etc).

We spend too much time, often at too late a stage in the process, improving CVs, helping with research and interview preparation. My advice is to work hard on the three Ps throughout your resettlement and job hunting phases and to deliver them to the same high professional standards you've achieved in the Services. Do your very best to be imaginative, honest and realistic (i.e. don't oversell your skills) to capture the interest of employers.

So here are the SaluteMyJob team's Top 10 Tips to help you succeed...



## TIP ONE

Do your homework, time in preparation is never wasted. So...

- Make sure you understand the company's business, how it is performing and where the job you're applying for fits in.
- Be ready to answer questions about the company.
- If you don't know the answer, say so.



# Careers in Health and Safety

Some would argue that Health and safety has become a cottage industry and that it is arguably adding more levels of needless paperwork to already overstressed businesses. In reality the onus for safety at work lies with the employer who has a legal responsibility for the safety of his workforce.

**T**he good news is that it is a growing industry and one that looks towards the armed forces to provide a flow of service leavers to act as Health and Safety instructors, advisors and inspectors.

One company that provides this service and has an excellent record of working with former service personnel is PPD Solutions. The team is led by Dave Middlemiss, a safety practitioner and trainer running a successful training business in Health & Safety, HSE First Aid, Training the Trainer, AED and Fire. He also provides a

health & safety advisory services for all aspects of business.

Dave spent 26 years with the RAF responsible for occupational health and risk management, medical training and health & safety. A member of the National Federation of Small Businesses Health, Safety and Risk Management committee for three years. His company also delivers NVD Level 5 in Occupational Health & Safety, NEBOSH General Certificate, IOSH Managing Safety and many other health & safety courses.

The company was established in 2002 when Dave left the RAF.

He said: "We have always been based in Gloucestershire although we have trainers all over the country delivering their own courses after been trained by PPD. We support them, about 200 at the last count by providing administrative and training support."

## FIRST AID TRAINING

The Health and Safety (First-Aid) Regulations 1981 currently require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. These Regulations apply to all workplaces including those with less than five employees and to the self-employed.

Employers are required to carry out an assessment of their first-aid needs. This involves consideration of workplace hazards and risks, the size of the organisation, lone workers,

pregnant and young workers and any other relevant factors, to determine what first-aid equipment, facilities and personnel they should provide. PPD Safety Training can help employers correctly identified the right training course for their needs and advise on the appropriate number of first aiders for their workplace.

PPD Safety Training can also design tailored first aid courses to meet businesses needs ensuring that all the risks identified in the workplace are included in the appropriate training course.

## HEALTH AND SAFETY TRAINING

At PPD Safety Training believe that all businesses need to create an approach to health and safety which is integrated with staff's working lives, which makes it impossible for them to ignore or trivialise the company's health and safety systems.

From senior executives/directors to employees PPD Safety Training can help create

the right culture and climate and help motivate staff to accept health and safety

is just as important as financial, HR, resource management and other key business systems.

PPD Safety Training also believe passionately in educating managers and staff how to better understand their roles and responsibilities required by an effective health and safety management system. This can significantly contribute to a company's profit level, reduce staff accidents and illness rates, and improve morale and productivity.

## FIRE TRAINING

Fire Safety training for staff is a legal requirement in the UK under the Fire Safety Order

2005. PPD Safety Training aims to help you meet your obligations with a range of quality training and consultancy services.

PPD Safety Training can provide fire safety courses which are expertly delivered in-house by ex-fire service experienced trainers.

## Training the Trainer

PPD Safety Training train exceptional trainers with the skills knowledge to inspire. This is probably one of the areas of most interest to former servicemen and women as it provides the opportunity to utilise those instructional skill inherent in military training.

PPD offers excellent train the trainer training for anyone looking to make an impact on other people's lives. Communication is one of our most valuable tools and the company believes that they can help motivate, excite and encourage others

in the workplace, all through the power of structured and intelligent interaction.

PPD Safety Training ethos dictates that effective training requires professional trainers who have the ability to run fun, exciting and effective training programmes. Not surprisingly, training professionals spend a

substantial proportion of their time training others at the cost of their own professional development.

Trainers tend to receive training that is usually aimed at familiarising them with the specifics of a new or revised module or programme. But what about the trainers' needs, ability, confidence and motivation to deliver those training programmes effectively?

PPD Safety Training offers tailored or national qualifications for train the trainer in occupational subjects or train the trainer programmes and these can be designed to meet your company's specific training needs.

The courses include material which will enhance the trainer's ability, confidence and motivation by developing and refreshing essential training skills. ●

## MORE INFO

For more information on how PPD Solutions can help you on the first rung of a career in Health and Safety visit website [www.ppd-safetytraining.co.uk](http://www.ppd-safetytraining.co.uk) which will give you a calendar of course dates and details or telephone 01453 758475.

*"We have always been based in Gloucestershire although we have trainers all over the country delivering their own courses after been trained by PPD. We support them, about 200 at the last count by providing administrative and training support."*





# Careers in Health and Safety

Another company worth talking to is Wise Global Training. This company can help if you would like to start a new career or enhance your current using the ELCAS credits you have earned. Wise Global can get the process started and help you on the way to a NEBOSH (The National Examination Board in Occupational Safety and Health) qualification.

Better yet, you can use your credits for all three NEBOSH certificates or any combination you need. NEBOSH recommends that those taking the Oil and Gas course already have at least one of the level three health and safety qualifications such as the

NGC or IGC. This way you will increase your chances of passing the IOG course. Wise Global Training can help you figure out the best way forward based on your goals and experience.

With the NEBOSH courses, you have the option of the classroom options or the eLearning courses.

The company can help arrange your exams here in the UK or even overseas through the British Council. All of the courses come with full tutor support. The eLearning course are available 24/7 so you can study around your own busy schedule.

Wise Global Training was set up when its founders realised that whilst eLearning was a modern, efficient and cost effective alternative to classroom based training health and safety training, the quality of what was on offer in the general market place, left a lot to be desired.

Wise Global Training's Dave Newgass, said: "We have invested heavily in developing suites of eLearning training courses which have had to meet our self imposed high quality standards as well as those of NEBOSH and IOSH. We recognised from the very beginning

that much of what was on offer from other providers was written by trainers with the trainers needs in mind. We have written our material from the perspective of what you need and how you can best engage with the subject and course material used to cover that subject.

"That resolution and determination is reflected in the courses we offer today where we continue to view you as the most important part of the equation of transferring knowledge."

The workplace is made up of several different components at any given time. You have the managers, the workers, contractors or suppliers, visitors, machinery, equipment, furnishings, systems, and the facility itself where all of the work takes place. Bringing together this number of factors presents the possibility of an accident or an injury occurring - and regardless of whether you're a top executive or one of the newest recruits, you need to have the proper knowledge and skills to prevent or manage such risks to your health and safety. ■

## MORE INFO

To find out more about how Wise Global Training can help you start a career in Health and Safety and view the full range of courses available visit the company's comprehensive website [www.wiseglobaltraining.com](http://www.wiseglobaltraining.com) or telephone (+44) 01482 211969.

## The Significance of NEBOSH Health and Safety Qualifications for Today's Industries

### NEBOSH HEALTH AND SAFETY QUALIFICATIONS

Risks and hazards can occur in big industries like construction and oil and gas. But incidents and accidents are also probable in office environments. Whether it's misuse of electrical equipment or simple failure to exercise safety behaviour, employees may be at risk. This is easily reduced and prevented by establishing a solid health and safety culture in the workplace — one that is properly guided by management through sufficient training and acquisition of qualifications. NEBOSH health and safety training courses can help.

### BUILDING HIGH PERFORMANCE ORGANISATIONS

In today's highly competitive business environment, smart

preparation and disaster prevention strategies are essential to achieving success. For the astute business owner, making the organisation equipped against unexpected, unfortunate incidents should be given more attention compared to establishing a speedy response and recovery system. This future-oriented perspective is proven to be a helpful approach to crafting the company's occupational health and safety policy; successful companies understand the direct link between effective risk management and increasing business bottom line.

In order to build a sound risk management framework, companies need to invest in the right training systems to ensure employees are equipped with the relevant skills, tools and knowledge. There are various internationally recognised occupational health and safety certifications today that business decision-makers can choose for their managers, supervisors and staff. In the UK, among the most widely held health and safety qualifications is the NEBOSH National General Certificate in Occupational Health and Safety. The broad overview and solid foundation that NEBOSH



General Certificate courses offer provide multiple benefits for the employees, company stakeholders and the company itself.

### BUSINESS CREDIBILITY

Companies with key managers and supervisors holding NEBOSH certificates earn the respect and acknowledgement of other companies, industry leaders and general consumers in the locality and the global business

stage. For most professionals, proper risk management training is almost synonymous with being a responsible, reliable organisation. For leaders of winning teams, guarding the safety and health of people in the workplace is the first step towards stellar performance.

### IMPROVED OUTPUT

A healthier workplace promotes worker productivity and better performance. Studies have shown how employees equipped with basic health and safety knowledge can be more efficient and will show more accountability compared to their peers without proper safety training; experts say that being exposed to international standard best practices is the first step towards career development.

### NEBOSH COURSE PROVIDERS

Don't let accidents and incidents result in loss of business and investments. Get the proper training for your workers, supervisors, and managers. Get NEBOSH accredited course providers for your staff training such as Wise Global Training. Guarantee the health and safety of your employees and secure the future of your business. ■



**Wise Global Training**  
 01482 211969  
[Info@wiseglobaltraining.com](mailto:Info@wiseglobaltraining.com)  
[www.wiseglobaltraining.com](http://www.wiseglobaltraining.com)

## HEALTH AND SAFETY TRAINING ISN'T EXPENSIVE IT'S PRICELESS!

Help yourself and others by using your current skill set and a health and safety qualification or certificate from **NEBOSH** or **IOSH**. This includes the **NEBOSH** International Technical Certificate in Oil and Gas Operational Safety. You can even use your ELCAS credits for most courses!

- >> NEBOSH National General Certificate in Occupational Health and Safety
- >> NEBOSH International General Certificate in Occupational Health and Safety
- >> NEBOSH Technical Certificate in Oil and Gas Operational Safety
- >> IOSH Managing Safely
- >> IOSH Working Safely





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.

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

```

graph TD
    Start((Service leaver completed at least 4 years' service. Beginners with Career Transition Partnership (CTP)) --> Decision{Served over 4 years?}
    Decision -- No --> ESP((Employment Support Programme))
    ESP --> ECL1((Employment Consultant Led))
    ECL1 --> ECL1_Content((• Prepares PRP with Consultant  
• Receives regional employment advice))
    ECL1_Content --> AEP((Attends Employment Fairs and other CTP events))
    AEP --> RA((Receives advice on or notification of matched job opportunities))
    RA --> MJA((Makes job applications))
    MJA --> SE((Secures Employment))
    SE --> ECL1_Content
    SE --> ECL2_Content((CTP support for up to 2 years after discharge. RFEA/QA job finding support is available until retirement age))
    Decision -- Yes --> CTW((Attend Career Transition Workshop (CTW) or equivalent))
    CTW --> PRP((Prepare Personal Resettlement Plan (PRP) with Career Consultant))
    PRP --> AFW((Attend further CTP workshops))
    AFW --> TRC((Training at RTC/PRC))
    TRC --> ECL2((Employment Consultant Led))
    ECL2 --> ECL2_Content((Develop, review and action PRP  
Further advice on:  
• career options • self-employment • job finding • training • attachments • research activities • civilian work attachments  
Consultant supports and monitors progress))
    ECL2_Content --> AFW
  
```

The flowchart illustrates the Career Transition Partnership (CTP) process. It begins with a decision point: "Service leaver completed at least 4 years' service. Beginners with Career Transition Partnership (CTP)". If the answer is "No", the process moves to "Employment Support Programme" and then to "Employment Consultant Led" (red circle). If the answer is "Yes", the process moves to "Attend Career Transition Workshop (CTW) or equivalent", then "Prepare Personal Resettlement Plan (PRP) with Career Consultant", then "Attend further CTP workshops", then "Training at RTC/PRC", then "Employment Consultant Led" (red circle), then "Develop, review and action PRP", then "Further advice on: career options, self-employment, job finding, training, attachments, research activities, civilian work attachments", and finally "Consultant supports and monitors progress". The "Employment Consultant Led" circles are red, while the others are purple.

For information from  
CTP please visit  
[www.ctp.org.uk](http://www.ctp.org.uk)





## CTP Events 2015

Network with potential employers and take the next step towards your new career.

The Career Transition Partnership offers a range of Employment Fairs, Industry Awareness Events and Company Presentations throughout the year.

These events offer Service leavers the opportunity to meet employers specifically seeking their skills and qualities, along with the chance to research a particular industry or employer, find out more about current or future job vacancies and determine any training requirements.

Details of forthcoming Employment Fairs and Industry Awareness Events can be found below. Additionally, the CTP regularly hosts recruitment presentations from companies with multiple job vacancies, either at Regional Resettlement Centres or company premises; visit [www.ctp.org.uk/events](http://www.ctp.org.uk/events) for full details.

All events are free to attend and are open to Service leavers at any point of the resettlement process.

### Employment Fairs

REGION	DATE	VENUE
NORTH EAST	10 March	York Racecourse
EAST MIDLANDS	9 April	Lincolnshire Showground
SCOTLAND	14 May	Deacons Centre, Perth
SOUTH WEST	16 June	University of the West of England, Bristol
EAST OF ENGLAND	16 July	Newmarket Racecourse
NORTH WEST / WEST MIDLANDS	10 September	Manchester Central Convention Complex

### TOP TIPS FOR ATTENDING EVENTS

#### Before the Event:



**Research** – exhibitor lists are published on the CTP website prior to each event; identify those you'd like to approach. Most companies recruit for a **wide range of different jobs** and not just industry-related ones; don't rule out any employer until you have found out more about the vacancies on offer.

**Plan** – think about the type of questions you could ask.



**Prepare** – bring along a generic version of your CV to hand out to employers.

**Remember** – Employment Fairs can benefit Service leavers at any stage of their resettlement; even if you're not ready to approach the job market, come along to research job types, companies and industry sectors, to help you plan for the future.

#### During the event:



**Don't be shy** – companies are at CTP events because they recognise the skills and experience Service leavers have and view you as potential employees.

**Make notes** to help you compile a **targeted CV** at a later date for a particular employer, or to remind yourself of what was discussed.

**Network** – speak with other Service leavers to share ideas and opportunities that may be of interest and to build your network of contacts.

### Industry Awareness Events

INDUSTRY	DATE	VENUE
SELF EMPLOYMENT	24 March	19 Regt RA / 1 RHA Training Wing, Jellicoad Barracks, Tidworth
FINANCE & CONSULTING	23 April	RRC Northolt, Ruislip
UK & GERMANY	28 April	Gymnasium, Hammarsmith Barracks, Herford, Germany
IT & TELECOMS	29 May	The Bell, St Omer Barracks, Aldershot
RENEWABLES/OFFSHORE	11 June	Catch Facility, Christy
TRANSPORT & LOGISTICS (including Rail)	25 June	Cottonick
ENGINEERING	2 July	Cotnamore
NUCLEAR	24 July	Plymouth
TRANSPORT & LOGISTICS	8 September	19 Regt RA / 1 RHA Training Wing, Jellicoad Barracks, Tidworth
MANAGEMENT (including Facilities Management/Health & Safety)	30 September	18 Regt RA / 1 RHA Training Wing, Jellicoad Barracks, Tidworth

### TOP TIPS FOR APPROACHING AN EMPLOYER



Be confident in your approach - remember to smile.



Introduce yourself with a handshake as this will naturally help exude confidence.

Be ready to **briefly discuss your career goals, qualifications, work experience and extra-curricular activities**.

Ask for their business card too at the end of the discussion. If they give you a general company business card, make a note of their details on the back so you remember who you spoke to.

Don't forget this is a marketing opportunity, so try and **highlight the relevant skills you have** for the type of company you are speaking to.



Before you leave, do a mental checklist. Have you spoken to all the companies who are present, and if not, why not? They may just have an opportunity which matches your requirements.

## My Resettlement Story: Richard Eason

Find out how ex-Squadron Leader Richard Eason went on to start his own business, CycleFox, which offers private cycle training and mobile bicycle maintenance.



### HOW DID YOU FIND THE CTP CAREER TRANSITION WORKSHOP?

For me, the most important aspect was that it allowed some time out from a busy work schedule where I could actually start to think about the future. Sharing plans and ideas with others who were in the same position was also very reassuring.

### DID YOU ATTEND ANY OTHER WORKSHOPS?

I also attended the Business Start Up workshop – again, sharing ideas with others was very useful. In my experience any business idea/plan will evolve over time; the sooner you can get your initial idea down on paper, the sooner you'll have a platform from which you can develop your ideas – the Business Start-up Workshop enabled me to start this process.

### Top tip:

The one day Business Start Up workshop takes place in all Regional Resettlement Centres throughout the year. View dates and locations at [www.ctp.org.uk/resettlement-courses](http://www.ctp.org.uk/resettlement-courses)

### COULD YOU TELL US A LITTLE ABOUT YOURSELF?

I served for 16 years in the RAF, leaving as a Squadron Leader in February 2014. It was time for me to have a little more stability. Newly married, I was ready to set down some roots, buy my own home and become part of a community.

### WHAT SKILLS AND EXPERIENCE DID YOU GAIN DURING YOUR TIME IN THE RAF?

It's difficult to identify specific experiences or qualifications. It's more a collection of all these things and the mind-set that you naturally develop throughout your time in the service. The importance of having a plan has stuck with me, and accepting that you'll need to be flexible when you come to implement it.

Of my military career, I most enjoyed working with capable, innovative, funny and committed people and being surrounded by the mentality of wanting to provide effective solutions to problems.

### Top tip:

Register for resettlement and book a Career Transition Workshop as soon as you're within two years of your discharge date – visit [www.ctp.org.uk](http://www.ctp.org.uk) for more info and to check your eligibility.

### DID YOU COMPLETE ANY VOCATIONAL TRAINING?

With the plans for my business in place, I used my IRTC grant to qualify as a National Standard Qualified Cycling Instructor. This then enabled me to gain some freelance work with Cycle Confident, a large cycle training organisation in London. This gave me a much better insight into the environment that I wanted to develop my own business in.

### HOW HAVE YOU FOUND RUNNING YOUR OWN BUSINESS SO FAR?

One of the benefits of starting your own business is there is no interview process to get nervous about, but there are a lot of new things that you need to learn. At this stage of my start-up the key areas of focus are recruiting new bicycle mechanics and cycling instructors so that I can widen the area in which CycleFox services are delivered. Then there's the challenge of marketing our services to the communities we're working in.

CycleFox ([www.cyclefox.com](http://www.cyclefox.com)) offers private cycle training to help build people's confidence cycling on the roads, so that they can use their bicycle for everyday local transport. We also provide a mobile bicycle maintenance and repair service. The project management skills I gained in the military are really useful. Linked to this is the ability to make decisions. They're not always the right ones initially, but at least the business keeps moving and developing.

### DID YOU FACE ANY OBSTACLES DURING YOUR TRANSITION FROM THE MILITARY?

One of the things I'm still working on is establishing an effective routine. There's no one else to provide direction on when and where you should be, when you start and when you finish. I need to get smarter about how I manage my time so that I can be as productive as possible, rather than flitting from one thing to another.

### WHAT ADVICE WOULD YOU GIVE OTHER SERVICE LEAVERS CONSIDERING STARTING A BUSINESS?

If you decide to start your own business you need to be clear and honest about your strengths and weaknesses. You can then identify those areas where it might make sense to get some external help. For me this included some creative design and technical web coding expertise, along with a good accountant who talks in a way that I can understand. This means you can focus on the things that you're good at, whilst others help you with the things that you're not so good at. When building a business, your time is valuable, so you need to make sure you spend it working on those elements of the business where you can add the greatest value.

### Top tip:

View useful links to help you start a business in our Resettlement Guide at [www.ctp.org.uk/resettlement-guide](http://www.ctp.org.uk/resettlement-guide)



## 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 winners. 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 2015. 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. ■

## Resettlement Management Courses

Bristol  
Management  
Centre

### Bristol Management Centre

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

**F**rom the very beginning our approach has been, first and foremost, to provide practical hands-on instruction and learning in order to give Service Leavers the means to quickly

acquire the knowledge and skills to convert their many years of management experience to suit the demands of the non-military world. Our instructors are all highly experienced practitioners drawn from the top levels of management, who can give you real-life insights into things you really want to know about. This means that you hit the ground running when it comes to job interviews, as well as when you start in your new appointment. In addition you will acquire qualifications which will act as neon lights on your CV and, of course, qualify you to use ELCs to the best advantage.

We are also a CTP Approved Provider which means that we can offer you a wide range of fantastic value packages which neatly fit the funding you have available. For further details, see our website or for your chance to win a free course through Easy Resettlement magazine's £100,000 training giveaway, simply send us an email with when you joined service along with your expected exit date and please state which course you would like to win. We will be selecting winners throughout this campaign and will contact winners via email.

All Level 7 courses are residential. Residential costs are not included in the prices quoted here. All courses are offered in ELC-friendly combine packages.

There are no examinations as such in the core Programme, but during their attendance at BMC, delegates are able to

complete the assignments for the course and thus achieve a Master's Level qualification.

Bristol Management Centre is accredited to deliver qualifications on the UK Qualifications & Credit Framework (QCF) at Level 7 (MBA level) which thus makes the Executive Management Programme eligible Enhanced Learning Credit support. ■

#### Other Courses run by BMC

- PRINCE2 - Project Management
- MSP - Programme Management
- MoR - Managing Risk
- Managing Change
- APMP - Project Management

#### CONTACT

Email: [names@address.co.uk](mailto:names@address.co.uk) or call 0117 949 1500

## IT and Telecomms

TNS  
Europe

### TNS Europe

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

**W**hen 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 up to 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 and twitter. ■

#### CONTACT

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





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

## Technique Learning Solutions

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

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

#### TOTAL ELECTRICAL 20 TEC20

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

A four week course which gives you the foundation knowledge you need to commence working as a domestic electrician. The



## 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



## Protection Group International

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

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 transferable 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.

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 (FP05) 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.

#### 15 DAY SECURITY & RISK MANAGEMENT CONSULTANTS COURSE:

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

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

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

Our SRMC course will give the learner:

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

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

#### CONTACT

Email: [enquiries@pgiit.com](mailto:enquiries@pgiit.com) or call 0117 949 1500



CERCO IT Ltd

## Cerco IT

What makes Cerco IT unique?

Cerco is an IT Recruitment Company that doesn't insist that its candidates have at least two years IT industry experience, nor do we insist that all our candidates have IT industry recognised qualifications such as Compta, 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, Compta Network+ and Servers (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



## BIFM Training

## BIFM Training

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

From BIFM Training (Quadrilect Ltd) – the official training arm of the British Institute of Facilities Management (BIFM) and a leading provider of BIFM qualifications at levels 3 to 6.

Your experience in the Forces will have equipped you with wide range of diversified skills which fit neatly with a career in facilities management, which is why we've teamed up with Easy Resettlement's £100,000 Training Giveaway to give one lucky reader a free BIFM Level 3 Award course commencing in 2016 – 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 years' 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, the competition will end on the 15th January 2016. 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



## Wise Global Training Ltd

## Online NEBOSH NGC Course Giveaway!

## FREE NEBOSH COURSE

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

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

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

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

## WHAT'S INCLUDED?

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

revision and gathering additional knowledge.

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

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

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

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

## HOW DO I QUALIFY?

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



## Stratum

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

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

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

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

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

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

## TRAINING FOR IT PROFESSIONALS

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

## TRAINING FOR COMPUTER USERS

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

## TRAINING FOR PROFESSIONAL DEVELOPMENT

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

## YOUR LEARNING AND DEVELOPMENT PARTNER

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

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

## CONTACT

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



## HR Security

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

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

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

Modern day Close Protection Officers need to be capable of operating in a multitude of diverse environments from remote hostile environments through to corporate and executive settings, each of which will present unique challenges and we have developed our Close Protection Training Course with this in mind. HR Security Ltd follows the National Occupational Standards for Close Protection. These feed

into the SIA core competencies that our organisation delivers. HR Security Ltd training provides 150 guided learning hours, which are split between two Modules, CP and Conflict Management. All senior staff and instructors are former Special Air Service (SAS) operatives with over 50 years combined operational experience. Roles and Responsibilities of the Close Protection Operative include Threat and Risk Assessment, Surveillance Awareness, Operational Planning, Law and Legislation, Interpersonal Skills, Close Protection Teamwork and Briefing, Reconnaissance, Walking Drills, Route Selection, Close Protection Journey Management, Search Procedures, Incident Management and Venue Security.

## WHAT THE COURSE INVOLVES

Conducted at our facility in Bath in the south west of England, our 16-day course involves both theoretical and practical training.

We thoroughly cover everything from the entry-level basics all the way through to high-level procedures such as physical intervention, first aid and trauma management - competencies that are considered essential by employers in the commercial sector.

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

## ENHANCED LEARNING CREDITS FUNDING

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

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

## CONTACT

Email: [info@hrsecurity.co.uk](mailto:info@hrsecurity.co.uk) or call 01225 304680



AMBREY RISK

## Ambrey Risk

Ambrey Risk is the leading international private maritime security company, providing a range of security services and training to international private security and the oil and gas sector.

Our growth has been rapid and we currently have an ever expanding number of Head Office employees based in Herefordshire and hundreds of ex military contractors. In addition to our HQ in Herefordshire, we have further offices in Dubai, India, Germany, Korea, Singapore and Hong Kong. Ambrey's core team is drawn from all sectors of HM Forces and we work tirelessly to attract and retain the best people to deliver our services. We provide continual professional development for our contractors with opportunities for promotion, flexible work patterns, excellent remuneration and international travel.

Our principal service is the provision of protection teams in support of vessels transiting through the 'High Risk Area' of the Red Sea, Gulf of Aden, Indian Ocean, Arabian Sea and off the coasts of East and West Africa. Since inception at the end of 2010, Ambrey have conducted over 1500 transits

and service a client base of blue chip ship owners, managers and major charters in excess of 100 strong and rapidly growing.

Ambrey is one of a handful of companies that have been awarded the recently introduced ISO 28007, a quality management system that delivers guidelines for private maritime security companies providing armed security personnel on board ships. This certificate is increasingly becoming a compulsory requirement for private maritime security companies who wish to contract with blue chip clients.

We are proud to be a part of Easy Resettlement's £100,000 training give away and are offering a free training course up to the value of £1,800. Simply send in an email to us stating when you joined service and when you are leaving along with the course that you are interested in and your contact details. We will then notify the winner in early 2016. email: [training@ambreyrisk.com](mailto:training@ambreyrisk.com), Tel: 0203 503 0340. ●

### CONTACT

Email: [training@ambreyrisk.com](mailto:training@ambreyrisk.com) or call 0203 503 0340

Discovery  
LEARNING

## Discovery Learning

Discovery Learning specialise in providing fitness and nutrition training courses and are taking part in the 2015 £100,000 training giveaway!

Discovery Learning offers a wide variety of courses within the fitness industry allowing people to start a career from scratch or up skill in areas they are interested in. To take part and be in with a chance to win a free course enter your contact details, your exit dates and funding entitlement. You can choose a course that you want to complete up to the value of £1,800.

### DISCOVERY LEARNING COURSES LEVEL 3 PERSONAL TRAINER COURSE

Our Personal Trainer packages are flexible and can be completed at a time that suits you either full time of part time. We also give you the opportunity to specialise in different areas with our L3 and L4 Master PT qualifications, here you can create a niche for yourselves with our L3 Sports Massage Therapy qualification for example or our L3 Pilates or Yoga or perhaps a L4 Obesity and Diabetes management course; whichever route you are interested in, we can help.

Our learning approach is varied and flexible, we run full time, part time and online courses. We also offer free transfers and 0% interest on payments for all ELCAS students.

Our full time courses are Monday – Friday 9am-5pm and are intensive, but the quickest route to the industry.

Our part time courses are blended learning so comprise home study then practical attendance days.

Depending on which venue you choose these attendance days may be at the weekend or during the weekday.

Our online courses can be completed as stand alone and all work is submitted and completed electronically.

If a combination of this is more suitable then we can accommodate that too, along with which venues are chosen to attend. All you need to do is discuss your preferred option with our sales team and they can plan everything for you. ●

### OTHER COURSES RUN BY DISCOVERY LEARNING:

- Level 2 Gym Instructor
- Level 2 Exercise to Music
- Level 2 Children's Fitness
- Level 3 Strength & Sports Conditioning
- Level 3 Personal Training
- Level 3 Pilates Instructor
- Level 3 Exercise Referral
- Level 3 Sports Massage Therapy
- Level 3 Pre and Post Natal
- Level 4 Obesity & Diabetes Management
- Level 4 Lower back Pain
- Mixed Martial Arts
- Suspension Training
- Spinning Instructor
- Childhood Obesity
- Circuit Training
- Kettlebell Instructor
- Core Strength & stability
- Strength & Conditioning
- Sports Nutrition

### CONTACT

Tel: 0208 543 1017,  
email: [info@discovery.uk.com](mailto:info@discovery.uk.com) or visit: [www.discovery.uk.com](http://www.discovery.uk.com)



## Forces Employment Fairs

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

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

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

The role will require meter installations, maintenance and repairs, often working in customers' homes and outdoors dependent on where the meter is situated. The benefits may

include your own van (meaning a full driving licence is required) along with tools for the job and the latest hand held technology. Other benefits may include paid holiday and pension options.

According to official figures, around 50 million gas and electric smart meters will need to be installed in more than 27 million homes by 2020-2022. Making this career choice a sustainable employment opportunity for many years.

If you are interested in training with FEF-TRG for free (a few daily living expenses apply) then simply email: [info@fef-trg.co.uk](mailto:info@fef-trg.co.uk) or call 0121 663 0855 where one of our team will be happy to give you more information. This is not just a free training course, this is a GUARANTEED employment contract on completion of the course for successful applicants with one of the top six energy providers. ●

### CONTACT

Email: [info@fef-trg.co.uk](mailto:info@fef-trg.co.uk) or call 0121 663 0855



## Fordham, Institute of International Humanitarian Affairs

The Institute of International Humanitarian Affairs (IIHA) was created at Fordham University in December 2001 to forge partnerships with relief organizations, offer rigorous academic and training courses at the graduate and undergraduate level, host symposia, and publish books relating to humanitarian affairs.

The IIHA is a leading training organization that specializes in humanitarian affairs. Our global list of course offerings facilitates flexible yet academically rigorous training options for aid workers of varying levels of experience. With the creation of a graduate Masters and undergraduate Minor and Major degree programmes, we provide an academic base for the study and development of international health, human rights, disaster management, and other humanitarian issues, especially those that occur in periods of crisis and conflict.

Courses range from one to four weeks and can be taken as stand-alone training courses in subjects of importance to the participants, or in pursuit of Fordham's Masters in International Humanitarian Action (MIHA).

The Institute of International Humanitarian Affairs (IIHA) Fordham University 33 W. 60th St., Suite 804, New York, NY 10023. ●

### COURSE OFFERINGS INCLUDE:

- Strategic Issues in Humanitarian Affairs (April 20th-24th; London)
- Disaster Management

### CONTACT

Email: [miha@fordham.edu](mailto:miha@fordham.edu) or call +1 212 636 6294



# Looking for a Facilities Management Role in the Civilian Sector?

Strong organisational and communication skills and experience in logistics means that many find the fit with the FM profession very comfortable and a natural progression from the Services into the civilian sector.

It is an exciting time to get involved in Facilities Management as a career and there are a range of opportunities at operational and strategic levels.

It is important to do your research about the roles and a good starting point would be to review current job opportunities on a number of specialist FM recruitment websites and see

what type of skill sets, credentials and qualifications they are looking for and what sort of salaries these typically demand.

It makes sense to join the largest professional body in the UK that represents FM, in this case, The British Institute of Facilities Management, giving you the opportunity to attend free networking events and keep abreast of industry news.

It is invaluable to meet fellow professionals and build contacts.

BIFM also have a set of professional standards which are very useful when looking at your strengths and weaknesses and profiling your abilities which in turn enables you to focus on the right role and identify where training and qualifications would really support your development.

As a service leaver you will have access to ELCAS funding for level 3 and above qualifications so speak to your resettlement officer who can advise you on available qualifications in FM.

The winner of our previous certificate giveaway done in conjunction with Easy Resettlement Magazine is doing just that.

By participating on the competition Steve Rogers won a FREE BIFM Level 3 Award in FM Study Programme from us, the official training arm of the British Institute of Facilities Management and a leading provider of BIFM qualifications, BIFM Training (Quadrilect Ltd).

## THIS INCLUDES:

- Three days at the BIFM Training flagship foundation programme in London "Understanding FM"

- Two nights on-site accommodation (full board) at a 4\* hotel venue, if required
- Personal Tutor for the two unit assignments that follow
- Two year's free studying membership with BIFM

## TESTIMONIAL: STEVE ROGERS

I first saw the magazine last November, filled out the application form and entered the competition immediately. I read the magazine as and when it is available; it's clearly become more important since I've entered my resettlement phase.

So why not join him and start your new FM Career. •

## MORE INFORMATION

If you would like more information on how we deliver these through our face to face training programme, on line learning and tutor support please contact us on 020 7424 4141 and we can provide you with a study plan for you to discuss with your resettlement officer and secure the funding for your future.

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

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

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

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

Competition ends Friday 15th January 2016

**BIFM Training**  
QUADRILECT LTD

020 7242 4141 | [www.bifm-training.com](http://www.bifm-training.com)



# UK TRADES TRAINING

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[info@uktradetraining.co.uk](mailto:info@uktradetraining.co.uk)  
0191 427 4591

## UK TRADES TRAINING LOCKSMITH COURSES



Fast track Self Employment level 3 courses



Our fast track ready for work locksmith courses will teach you the fine art of lock picking and how to gain non destructive entry.



This intensive course will have you picking locks within the first ten minutes of starting the course

To find out more call us on:  
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[www.uktradetraining.co.uk](http://www.uktradetraining.co.uk)



## UK TRADES TRAINING PHOTOGRAPHY COURSES



Fast track BTEC Photography level 3 courses



Our accredited fast track ready for work courses will teach you all you need to know to start up your own photography business and become self employed.



This intensive course will have you taking professional photographs and using editing software within the first day of training.

To find out more call us on:  
0191 427 4591  
[www.uktradetraining.co.uk](http://www.uktradetraining.co.uk)





# Downland Cycles Training Centre

## VRQ Level 3 Cycle Mechanic and Frame Building Courses

We have been successfully training cycle mechanics and frame builders for 18 years.

Julie and Bryan established their retail/repairs/training centre in Canterbury and relocated to their purpose built training facility in 2012. They are a Campag Service, Shimano and SIC! Bikefit centre and have their own custom bikes Hand Made in Kent by Bryan Jackson under the Invicta Brand. Julie managed a local race team and the South East Road Race League for many years. They have put on Sportive and Nocturne events, appearing on BBC on two occasions with their events. Julie ran cycle training in schools and Bryan worked as a pro team mechanic for RadioShack.

and Recycling teams in the Tour of Britain and in Europe. We helped research the route for the Tour of Britain and the Tour de France when they finished in Canterbury and organized the cycling festivals for both occasions. We have real experience and knowledge of the industry and will help you with your

skills development, component compatibilities, sourcing tools, equipment and parts and setting up business or gaining employment.

No expense is spared on providing the right equipment for you, individual work stations in our purpose built training centre. Purchase tools, parts and accessories at generous course discounts.

Five people per course means individual attention from Bryan, Julie and Martyn.

Our on site accommodation is just £38 per night including all meals, home cooked by Julie using local meat, bread and home grown veg. The idea is, you come and stay, ride in the evenings, immerse yourself in the cycle training, utilise the workshops in the evenings for practice.

We are on site out of teaching hours to support and assist you so you leave



feeling confident and having the confidence in your skills.

It doesn't stop there, we will support you with no time limit when you need us, advice or help given by email, telephone or coming back down for a refresher or to solve a problem at no additional cost.

We assume no previous knowledge when you arrive, and will train you in all types of components and systems, from 1950s internal hubs through to the latest electronic gearing technology, frame building, and everything you need to know about wheels, hubs, frames, brakes and suspension systems.

All this offers a real opportunity to learn the skills and trade in the context of a comprehensive leading industry cycle business.

We can supply contacts for our course references from people who have trained with us and set up their own businesses, or now work as employees within the bike industry. ●



### MORE INFORMATION

So take a look at what's on offer on our website at [www.downlandcycles.co.uk](http://www.downlandcycles.co.uk), email us on [julie@downlandcycles.co.uk](mailto:julie@downlandcycles.co.uk) or call us 01227 709756

# Easy Resettlement Competition Winners

This years winner is Terry Amies who joined the RAF on 3rd March 1992.

Terry completed a VRQ Level 3 Cycle Mechanic Course with us in the past and is now working as a sales/mechanic in West End Cycles, Llandudno Junction. He saw the advert in Easy Resettlement after completing the mechanics course and wanted to do the frame building course so entered. The entries are put in a box and the winner is drawn by the first customer on the draw day. We were amazed when Terry

reminded us he had trained in mechanics with us.

Terry was the lucky winner out of 16 entries so we will look forward to welcoming him back for his course in September 2015.

Last years winner was Steve Gaze, he completed the Level 3 Cycle Mechanics Course and since leaving the forces has set up his own mobile mechanics business in the Forest of dean area. Check him out



Congratulations also to Craig McClelland who has set up business following Level 3 Cycle mechanics training with us.

Thanks to everyone who entered the competition last year and this year. All entries are entitled to a credit note for two nights accommodation on site free of charge, the offer is open to until April 2016. So for everyone who entered, book a course to start before 1st April 2016 and you are entitled to two night on site accommodation, totally free. The first to take up this offer is Shelley Dixon who is coming to do the Level 3 Cycle Mechanics course in May this year. ●



Mark who now owns Cycle tech in Shrewsbury.



And congratulations to David Torbitt who completed our training in 2012 and now works in a bike shop in Germany.

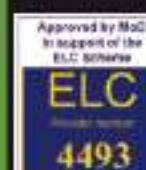
# Bike Maintenance Training Centre

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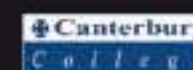
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Tel: 01227 709756

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.





# A Career Where You Could Fit Right in

If you've served in the armed forces, or if you're still serving, you will no doubt have kept up a good level of personal fitness and an enthusiasm for sport and physical activity.

and the Register of Exercise Professionals (REPs). Courses are delivered through face to face and distance learning styles and offer e-learning platforms.

Ray and the team at Pegasus continuously strive to provide candidates with the best possible learning experience. A combination of small class sizes (typically less than ten students) and Ray's vast knowledge of the industry ensure students' expectations are exceeded.

The company's aim is to provide you with the assistance and guidance needed in seeking employment and building a successful career in the health and fitness industry.

Pegasus a proud preferred supplier for the Career Transition Partnership (CTP) who guide personnel during resettlement and also for the Enhanced Learning Credits funding scheme ELCAS. This means that the MoD will support current serving personnel and service leavers who have been out of the forces for less than ten years by contributing toward the cost of learning with them. Pegasus has expert local knowledge to ensure the best employment opportunities and have an unparalleled record of placing service personnel into civilian roles.

Working as a personal trainer in a health club environment or on a freelance basis is a financially and emotionally rewarding career in which you motivate and inspire others to change their lives. Pegasus Personal Training qualifications will highlight your industry specific strengths and put you in the best possible position to direct your future study and greatly enhance your

employment options. Courses offered lead to qualification such as the Certificate, Diploma and Master in Personal Training.

Working in a gym is a varied, fun and often challenging job. It involves working closely with clients to design tailored gym programmes and encouraging gym users to train effectively and safely. The Pegasus Gym Instructor based qualifications will provide that solid and practical foundation required to begin your career, giving you a clear insight into how you might progress in the health and fitness industry.

As you work and develop your skills within the fitness industry, you will come in contact with a variety of different clients with specific needs and requirements. You may have to adapt exercise for pre/post natal women, clients from exercise referral schemes, adolescents and post injury clients in need of rehabilitation.

The various Exercise Specialist courses will provide you with the expertise to prescribe and deliver safe and effective exercise for these specialist groups of people.

As well as emergency first aid at work and sports therapy massage there are elements in Circuit Training, Studio Cycling, Kettlebell Training and Exercise to Music.

One satisfied student is Carla Molinaro. She said: "Upon leaving the Army, the main challenge for me was deciding what direction to go in. After trying a few different jobs, I found my passion for Personal Training and decided to make a career change."

I started to look for providers in Scotland and following strong recommendations from qualified, working Personal Trainers and thorough Internet research, I found Pegasus Training. An added bonus of finding Pegasus was that I could use my Enhanced Learning Credits to help fund the course.

"The course was well structured and run by incredibly knowledgeable instructors who made lectures interesting and fun. I had a great six weeks on the course; met some great people and most importantly, I secured employment with David Lloyd as a Personal Trainer prior to completing the course."

"If you want a career in Personal Training I would highly recommend Pegasus Training. Not only will you gain a great qualification, the team will go the extra mile to help with your resettlement and job opportunities."

Pegasus Training is ideally located within the Glasgow West End David Lloyd Club near to Anniesland Cross. It has convenient access to Great Western Road, the West End, Clyde Tunnel, Milngavie and Bearsden, and offers some of the finest gym, sports and leisure facilities in

Glasgow. It boasts the latest in cardiovascular, resistance and free weights as well as offering a range of racquet sports, swimming and relaxing spa facilities.

It provides the perfect learning environment to undertake your health and fitness courses, allowing you to become familiar and confident within a well established gym.

## INTERESTED?

Then contact Pegasus Training for more information on the wide range of courses, time schedules and costs. You can visit their website, [www.pegasustraining.co.uk](http://www.pegasustraining.co.uk) or telephone 0141 959 3400 or 07889 933828.

## INTERNATIONAL INSTITUTE OF FITNESS

If you're set on being a personal trainer you might also want to consider talking to the European Institute of Fitness. Located at Lilleshall National Sports Centre it is conveniently located in the heart of the UK easily accessible

via motorway or train with full board and accommodation on site. Formerly home to the FA's highly acclaimed residential school of excellence producing some of the biggest names in football, Lilleshall National Sports Centre is currently home to a number of GB sports including Gymnastics, Archery and Hockey and of course the European Institute of Fitness.

The 50 acre site is a wonderful place to retrain as a PT offering the perfect opportunity to get away from the distractions of everyday life and immerse yourself in an experience that will leave you ready and raring to embark on your new chosen career. The idyllic setting and relaxed atmosphere on-site provides a non-intimidating and focused way to retrain and enjoy the experience.

EIF claim to offer the only exclusive residential course in the UK incorporating five weeks living on-site so they can provide a more comprehensive education.

The course includes a Daily PT clinic so you leave confident and properly prepared to do the job. Because it is residential in inspiring surroundings away from distractions students can focus and enjoy a life changing experience with like-minded people so they aren't held back by others.

Few other personal training courses offer this level of experience. This unique residential focus, whether you enrol on the full five week residential or online option with ten days practical, is one of the main reasons EIF graduates are working as successful fitness professionals.

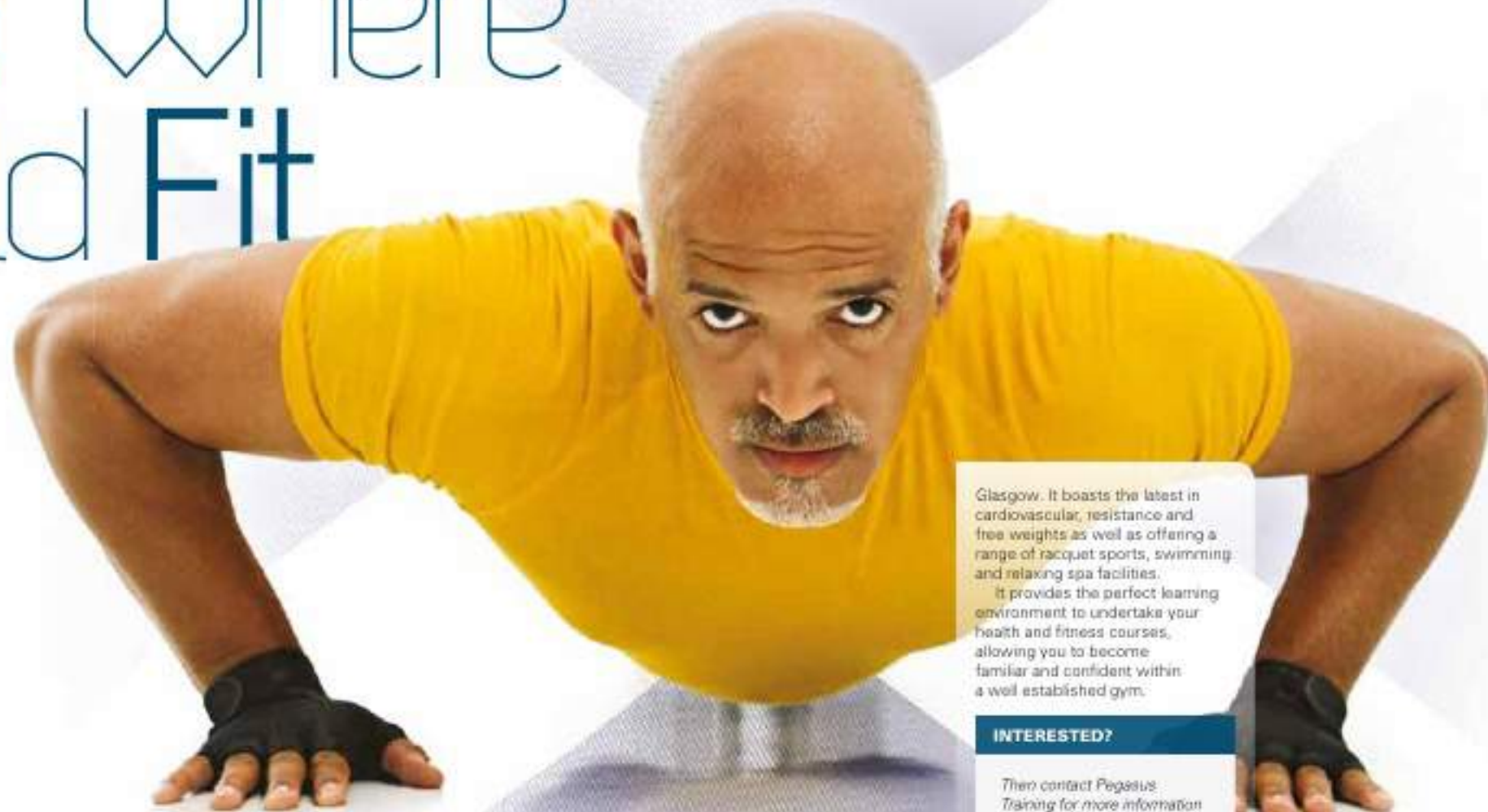
According to EIF CEO and founder, Darren Tabbenham, the modern-day Personal Trainer must distinguish themselves from other trainers. They must better coach and manage behaviour change, be open to small group PT training options, not just one-on-one, be business savvy and more than ever they must be results focused.

A recent nationally published survey revealed 11,000 fitness professionals in the UK earn less than £10,000 per year! Make sure your training propels you beyond the average and offers ongoing support after you graduate.

EIF graduates are mainly freelance Personal Trainers who deliver small group training, operate their own mobile PT business, offer half hour PT, kick-start nutrition plans, PT box sessions or work out of a club but without the risk of becoming just another poorly paid Gym Instructor. If you want to break free and truly create a career and lifestyle you will love to see what EIF has to offer. ●

## FURTHER INFO

You can visit the Institute of Fitness website [www.eifitness.com](http://www.eifitness.com) and view the many online testimonials and download a comprehensive e-brochure. Alternatively telephone them on 01952 820 434.





# Ex-Forces Personnel Get on the Right Track

to join us in giving Britain a world class railway system. Our investment in people is second to none and, in joining any of our programmes, your future career opportunities are excellent. Indeed, some of our most senior engineers and managers have come through these programmes in past years.

## MORE INFO

For more information on careers for service veterans with Network Rail visit [www.networkrail.co.uk/careers](http://www.networkrail.co.uk/careers)

## RAIL TRAINING FOR SERVICE LEAVERS

Intrasafe is a preferred supplier of rail safety training for the Career Transition partnership providing full support to service leavers to develop skills and forge a new career in the rail industry.

You need training to work on the track. You cannot work on the railway infrastructure without gaining the entry level Personal Track Safety (PTS) qualification. Network Rail sets out the requirements to attend PTS training. All candidates need sponsorship by an approved employer, a valid original medical certificate to their specification and a valid drugs and alcohol certificate.

Intrasafe offers special support to service leavers at their base in Blaydon, Tyne and Wear. The company is an approved supplier of rail safety courses and provides

*"We offer a full range of opportunities with development programmes specifically tailored to suit the needs of everyone from school leavers through graduates to experienced engineers."*

## WHICH SCHEME IS FOR ME?

**ADVANCED APPRENTICESHIP SCHEME:** Men and women age 17 and over with four GCSEs or equivalent. Want to become Maintenance Engineering Technician.

**ENGINEERING CONVERSION PROGRAMME:** Experienced engineers outside the railway industry. Want to convert to railway engineering.

**INDUSTRIAL PLACEMENT SCHEME:** We've got industrial placement opportunities in engineering for undergraduates who have achieved a 2:1 in their first year and are aiming for the same in their second year. We've also got opportunities in Information Management (IT) for those who are aiming for a minimum of a 2:1 honours degree in any degree subject and are in their penultimate year of study.

**GRADUATE SCHEME:** Graduates who have a minimum of a 2:1 honours degree. Graduates who want to join a graduate programme in Engineering, Project Management, Operations and Customer Services, Information Management (IT), Strategic Planning, Finance, Contracts and Procurement or Commercial Property.

labour to Network Rail and major rail contractors. It recruits quality staff on an ongoing basis.

Because of its dual role as both trainer and employer Intrasafe is able to sponsor candidates for the course. It can also advise on medical and drugs and alcohol tests.

According to Intrasafe the company can also advise on the best industry websites and how to move your career forward.

## MORE INFO

You can get more information on what Intrasafe has to offer by visiting [www.intrasafe.co.uk/training-and-assessment/service-leavers](http://www.intrasafe.co.uk/training-and-assessment/service-leavers). Alternatively you can telephone 0191 499 0024 for more information.

Another Career Transition Partnership approved training provider is Akona who have been more widely recognised in the Security Industry but since 2012 have been working closely with a number of Railway Engineering Service providers in the development of Railway Engineering training for Overhead Line Electrification Construction (OLEC).

Akona is providing both safety critical training and national engineering qualifications for a number of clients in the North West and across the UK. Some of Akona's project companies include; Balfour Beatty, ABC consortium, Volker Rail and Amey to name but a few.

After completion of the mandatory (PTS) students can then embark on a number of different elcas approved courses that upon completion gain national recognition from NSARA, the National Skills Academy Rail Engineering and EAL.

Akona's approved NVQ Level 3 Diploma in Railway Electrification Construction (QCCF) comprises of 11 days initial training in their purpose built indoor span. This will provide you with the skill set to be job ready, enabling you to complete your qualification whilst at work. Akona are on hand, during and after initial training, to help seek employment. ●

## MORE INFO

You can find out more about Akona and the courses on offer by visiting [www.akona.biz](http://www.akona.biz) or by sending an email enquiry to [info@akona.biz](mailto:info@akona.biz)

If you're a self-motivated team player with good communication skills and a great work ethic, you'll fit right in at Network Rail.

According to Network Rail the skills and experience you'll have picked up in the Forces are easily transferable to the kind of work they do there. The big connection is safety. You'll know that keeping yourself and your colleagues safe is top priority in the Forces. And it is for Network Rail too. After all, millions of people depend on the company everyday to get them to their destination, safely.

You may be used to a field-based environment working with big kit in all weathers. Or you may have been desk-based

involved in planning and analysis, strategic design, systems, or electrical engineering. Dependent on your skills and experience, you may be suited to one of their many engineering functions.

### These include:

- Maintenance
- Asset Information
- Track
- Buildings and Civils
- Construction
- Signalling, Power & Communication

Just like the Forces, Network Rail relies on a number of support

functions. If you don't feel engineering is for you, the company has got plenty of other areas that you may be better suited to, like:

- Commercial management
- Finance
- HR
- Legal
- Project management

If you join the company they will give you every opportunity to develop a highly rewarding and long-term career, offering training and development that will make the most of your potential.

When you look at the diverse responsibilities of the company it is easy to see why disciplined ex-service personnel with self-determination and the ability to lead and work as part of a team is an attraction. The Government has only just announced major developments within the UK's

rail infrastructure. The new HS2 and now HS3 project will link more of our major cities reducing travelling times significantly while closing the North South divide.

## SCHEMES

Network Rail run many different schemes so that they can recruit and develop the people who they need to run the railway.

According to the Network Rail website: "We offer a full range of opportunities with development programmes specifically tailored to suit the needs of everyone from school leavers through graduates to experienced engineers. All our development programmes lead to nationally recognised qualifications. If you are looking for a rewarding and challenging career, this is the industry for you."

"We want a dedicated workforce, with the right education, knowledge, skills and commitment





## Utilise your complete skill set and make the right tactical move with a Caremark franchise

If you feel excited, energised and motivated at the prospect of having to take personal responsibility for your business and your team, please contact us today for more information.

## Take command of your future.

In the armed services, people's lives and wellbeing are at stake, you have the support of a highly efficient organisation, you work closely with colleagues, and you are capable of operating solo. The nature of a Caremark home care franchise is very similar.

Becoming your own boss is a logical step to take when you leave the armed forces. Running your own 'white collar' franchise is a great way to utilise the communication and other skills you have learned, while your can-do attitude, attention to detail and methodical approach will give you a head start from day one.

A Caremark franchise ticks all the right boxes. This UK-based company is a well-known and well-established home care franchise organisation. It provides care and support services to a broad range of customers, including older people, adults, children, those with mental health needs or with learning difficulties, people with physical difficulties, and those who are terminally ill, as well as individuals who have recently returned home from hospital and need interim assistance.

As a Caremark franchisee you will run a team of dedicated, well-trained professional staff, delivering bespoke care to provide a genuinely beneficial service for local communities by enabling people of all ages, abilities and ethnicities to continue living independently at home. Your personal training, staff training, all business start-up needs, and ongoing support will be taken care of within the comprehensive Caremark franchise package.

The Caremark brand opens doors because it guarantees quality and has instant credibility as a highly respected care service provider. All Caremark franchisees become part of an exclusive community of like-minded people, each running their own business, comparing notes, sharing ideas and experiences, and motivating one-another. Caremark's unique culture ensures that franchisees are always supported, assisted and encouraged throughout every stage of the development and growth of their business.

Your background has armed you with a valuable range of capabilities and attributes. Why not put them to good use in your future career by joining Caremark?

### The benefits of a Caremark Franchise:

- A white-collar management role running and developing your own company
- A 2015 forecast network turnover of over £50 million
- A business in a sector with huge growth prospects
- Access to the proven Caremark formula and systems
- Comprehensive franchise package, including licensing rights, updated operations manual and in depth training course

### Start the process...

☎ 01903 266 392



E: [franchise@caremarklimited.co.uk](mailto:franchise@caremarklimited.co.uk)  
W: [www.caremarkfranchises.com](http://www.caremarkfranchises.com)



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

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

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

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

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

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

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

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



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

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



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

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# Dublcheck

**21<sup>st</sup>  
ANNIVERSARY**  
1993 - 2014

Franchise owners say:



**JOANNE**  
Previously Project Manager at Bank of Scotland  
Starting turnover: £50k  
Current turnover: £130k

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

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



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



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

"Facing redundancy in my 40's was unsettling. A management franchise was ideal because it enabled me to utilize my previous management experience. I love the fact that the harder my team and I work the higher the rewards!" - Graham



**LEN**  
Previously Retail Manager  
Purchased resale  
Current turnover: £300k

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



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

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

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## 21 YEARS SUCCESS OF SETTING PEOPLE UP IN BUSINESS



Carol Stewart-Gill  
and the  
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Support Team

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• Turnover • Growth • Support



**Larry, Franchisee**  
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Turnover: £62k  
Current  
Turnover: £200k



**Jolanta, Franchisee**  
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Turnover: £14k  
Current  
Turnover: £108k

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Carol Stewart-Gill,  
Founder and Chairman of Dublcheck



**Further Details: 0800 317236**

email: [franchise@dublcheck.co.uk](mailto:franchise@dublcheck.co.uk)

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

\*Turnover is not a guarantee of profit.



Belvoir was founded in 1995 by Wing Commander Mike Goddard and his wife Stephanie in Lincolnshire. Their extensive military experience and strict standards of quality and customer care were applied to create a professional residential lettings service.

## Why invest in a Belvoir Franchise?

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

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

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Gerry McGuinness



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WHY TWO MEN AND A TRUCK?			
£1.4 billion*	18%*	58	43
2013 average gross sales	2013 average pre-tax margin	Straight months of growth	Consecutive months of record growth

5,500 Movers	1,700 Trucks	96% Referral Rate	4th Largest Moving Company worldwide	Every Move Fully Insured
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TWO MEN AND A TRUCK® is offering franchise opportunities in UK including some prime locations like London.

TWO MEN AND A TRUCK® is a great business opportunity with an amazing track record of success, even through the recent recession. As a removals franchise, it has been able to show 28 months of double digit growth.

Because moving is experienced by almost everyone at one time or another, the market is ripe for a business opportunity like this. TWO MEN AND A TRUCK® offers home and business moves, so you can easily generate additional revenue opportunities. This page is dedicated to help you understand what it takes to have your own Two Men and A Truck business, what your franchise business consists of and the powerful franchise business support you can expect.

For you, it's not about moving boxes and working in the business. It's about working on a business that can give you financial freedom. As a part of this removals franchise opportunity, especially with the way that TWO MEN AND A TRUCK® treats its customers, you will get to be a part of the lives of people and business at a critical point: when they are moving onto new and exciting opportunities. You can make a difference by making the experience stress-free, smooth and positive. And here's the bottom line: 96% of TWO MEN AND A TRUCK® customers would refer us to their friends and family. That's powerful for your business.



What they are saying about  
Two Men And A Truck

"I've never felt more at home working for Two Men and a Truck, and running the branch at Watford is a privilege. Our founder Mary Ellen Sheets once said 'if a day goes by that you don't smile, then you should close the doors' and I can honestly say I smile every day. Where else can you deliver excellence while 'Moving People Forward'? Two Men And A Truck, Watford are close to our community, we are a business you can trust and we offer the world class value and benefits of one of the worlds largest removals companies"



(0203) 696 1601

john.murphy@twomenandatruck.co.uk

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## Stratum – training excellence in Cardiff, Newport, Bristol and South Wales

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



#### HM Forces - resettlement training

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

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IRTC + ELC = Yes  
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Stratum is an approved supplier to the Careers Transition Partnership, so you can be guaranteed a high quality of training and customer service.

To see what packages and courses we offer for your resettlement funding, please go to [www.e-academy.ltd.uk/training-offers-wales/hm-forces-packages-and-courses-for-you](http://www.e-academy.ltd.uk/training-offers-wales/hm-forces-packages-and-courses-for-you)  
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# A Move Into Logistics

The logistics sector is growing at a record rate and is actively seeking new people, especially those with an Armed Forces background and experience.

Logistics is one of the most dynamic and important UK sectors and is often misunderstood. All aspects of the UK economy rely heavily on professional logistics and supply chain operations. Only when logistics fail do people realise just how intrinsic the Logistics Sector is to the very fabric of our daily way of life.

If the challenge of a career in logistics appeals you should contact Skills for Logistics (SfL) which is the Skills Sector Council (SSC) for the freight logistics and wholesaling sector (The Logistics Sector). SfL works alongside

companies in the UK that are involved in moving, handling, storing and wholesale of goods. SfL is licensed by Government to tackle the skills and productivity needs of employers in the logistics and supply chain sector.

For those taking this first step the future is bright. The Logistics Sector is vital to UK plc. Worth £74.45bn to the economy, there are approximately 200,000 logistics employers in the UK employing some 2.4 million people – that's one in 12 of the UK workforce. However, a number of emerging factors mean that within the UK's recovering economy, a further 500,000 more must be recruited over the next four years simply for the sector to stand still. This offers enormous potential to career loggies and those seeking a challenging and stimulating career with potential to cut across all mainstream industries.

Skills for Logistics has a total understanding of the Logistics Sector. Its team has worked with employers and partners to help the sector meet the challenges it is facing.

Established in 2003, SfL's mission is to enable employers in the logistics sector to gain competitive advantage by developing workforce skills. It also aims to deliver a more productive and efficient low carbon UK Logistics Sector, enhancing UK competitiveness in the global marketplace.

SfL's ambition is to "open the doors so that logistics skills potential can be released, enabling people and organisations to do amazing things." This drives SfL's vision "to deliver the best skilled workforce in the world."

Skills for Logistics describes itself as a not for profit organisation and registered Charity that works closely with employers, government, Local Enterprise Partnerships, training providers and professional bodies to design and deliver solutions to address the employment and skills challenges faced by the Logistics Sector.

The SfL website states: "We want to help people have the best possible logistics careers, whether they are currently working in the sector or looking for work in the sector."

For example, it often hears from employers how interviewees are not 'work ready.' In collaboration with leading logistics employers, Skills for Logistics has developed a Pre-Employment Training programme that delivers skills, training and preparation for a career in the sector. The programme is a structured two week training programme focusing on the knowledge, motivation, skills and

confidence to get people 'work-ready' and into employment.

A range of courses are on offer encompassing transport, supply chain, warehousing and maritime. To find out how SfL can help you make the first move visit website [www.skillsforlogistics.com](http://www.skillsforlogistics.com) or telephone 01908 313360.

Another organisation that provide training in logistics and a full career infrastructure is The Chartered Institute of Logistics and Transport in the UK - CILT(UK). It is the independent professional body for individuals associated with logistics, supply chains and all transport throughout their careers.

CILT(UK) is the UK territorial body of CILT, which has a presence in more than 30 countries across the world. This network of members and contacts can connect all CILT members wherever they are in the world and constitutes the greatest resource of professional expertise within our areas of interest.

CILT(UK) offers training for accredited qualifications. These are programmes that are accredited by CILT(UK) only and include assessment to confirm that the Learning Outcomes and Assessment Criteria have been achieved at the required standard. These include Supply Chain Practitioner Programme, Humanitarian, European Logistician and Transport and Travel Planning.

£74.45 billion  
is what the Logistics Sector is worth to the economy

2.4 million  
are employed by the approx 200,000 Logistic companies in the UK

1 in 12  
of the UK's workforce is in the Logistic Sector

There are also a number of regulated qualification in all areas of the logistics sector. These cover rail, bus and coach, transport planning, active travel, supply chain, aviation, freight forwarding and ports, maritime and waterways. Qualifications are at varied levels to allow for ongoing

professional development.

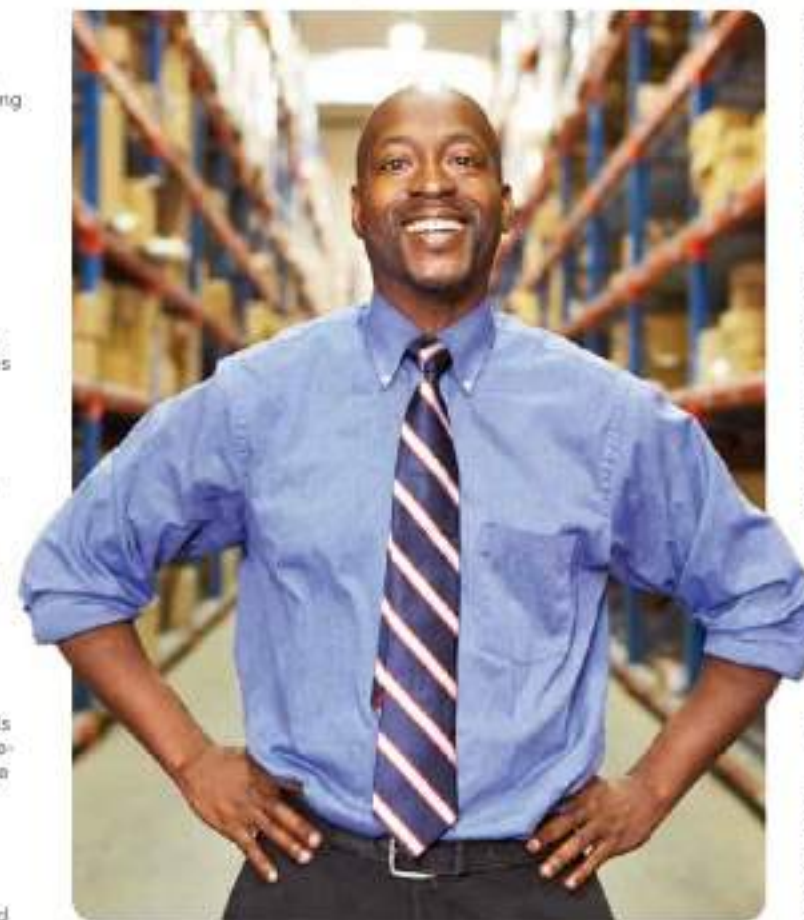
Membership comes at various levels with a range of benefits and services. Becoming a member of CILT gives you access to all these which have been designed specifically to support you, both personally and professionally throughout your career.

Membership of the Institute pays for itself, not only in a monetary value through the benefits it provides, but also in the progression of your career. Applying for an Assessed Grade can give you access to renowned CILT post-nominal letters representing your level of membership.

It is important in today's world to plan ahead if you want to be successful, find a job that you enjoy and keep up to date with what is going on in the industry. If you don't know what your choices are – and there are so many available – it becomes difficult to plan your next step. Career management and continued professional development is an area where CILT can help all its members.

If you're still serving in the Royal Logistics Corps, Corps of Royal Engineers, Army Air Corps, REME, RAF or Royal Navy you could well qualify for membership in preparation for transition into civilian life and a career in one of the world's booming industrial sectors.

In addition access to mentors, CILT offers an online careers service and can help with management careers pathways. For more information visit [www.ciltuk.org.uk](http://www.ciltuk.org.uk) or telephone 01536 740100.



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# A Career Fit for Purpose

Combat Academy is one of the strongest fitness franchises to launch in the UK in years!

Experts in the Fitness Industry say that military style boot camps are going from strength to strength and this franchise combines the fitness element with self defence training. The business allows franchisees to work from home with a very low overhead and high profitability. Franchisees can expect to be fully trained and operational with all equipment and marketing materials from £2,000. Combat Academy may also offer in-house financing to the right individuals where a proportion of the cost is offset against future income from the business.

The sports and fitness franchise is ideal for ex military looking for employment in the UK. Ex Military personnel are used to wearing combats, tend to be fitness and sports oriented and make excellent mentors. Combat Academy also offers discounts and additional support to any ex forces and police personnel who are interested in running their own low cost work from

a home franchise business. Discounts are also given to people who already have suitable qualifications in the field and this could well include former service PT instructors.

## THE OPPORTUNITY

The opportunity is to become a fully certified self defence instructor and deliver self defence courses, seminars, classes and personal training. You do not need a background in fitness as the company's training programme is designed



for complete beginners. A positive attitude, reasonable level of health and general interest in health and fitness is all that is required.

This fitness franchise is a limited opportunity and currently only available in the UK via website [www.franchisesales.co.uk](http://www.franchisesales.co.uk). Alternatively applicants can fill out the enquiry form on the Combat Academy website and download a full franchise prospectus.

## THE QUALIFICATION

The Combat Academy self defence instructor training courses are the most comprehensive in the UK. They are designed to take a beginner and turn them into a fully qualified and certified self defence instructor within eight weeks. The programme starts with an induction then there is plenty of physical training complimented by classroom and online learning.

People looking for personal trainer qualification and fitness instructor qualifications may be interested in the level three Combat

Instructor award which is mapped against the Level 3 BTEC or NVQ on the national qualifications framework. The qualification will enable you to teach Military style fitness boot camps and self defence in your local area.

## A BOOMING INDUSTRY

The health and fitness industry is booming despite the recession and now former service personnel have a chance to become involved. The UK business opportunity is fully backed by head office support for both the launch and on-going business. "This is truly one of the best UK fitness franchises that has launched in years. It combines exceptional support and training with a brilliant and highly marketable business which runs from very low overheads and high profitability," said franchisee Lisa Logan.

You will be trained to deliver self defence courses, classes and seminars for women, youth and children's groups and beginners and Combat Academy will even send instructors from head office to assist you in your first few courses. As with any franchise – you receive full training and receive all marketing materials, equipment and uniforms.

This is a low cost work from home franchise and probably one of the cheapest



franchise to buy in the UK although this is not reflected in the training and support which is second to none.

## A LOW COST BUSINESS OPPORTUNITY

The business provides very high income with low overheads due to the work from home business model. The total investment required is from £2,000 and that includes everything from your training through to your equipment and full launch. There is even an in-house finance option for the franchise fee. Although this is a low cost franchise – full head office support for the initial launch and on-going support to ensure the business success is second to none. A fully comprehensive

franchise starter pack with uniforms, leaflets, posters and marketing materials is provided in this turn-key business.

Combat Academy's Reece Coker, said: "The business is tremendous fun and you could soon be running self defence courses and classes in your local area. The demand for this sort of training is huge and the military style branding and boot-camp fitness environment is a big draw for all demographics. You will soon be running courses for beginners, women, mixed adults and even youth groups and children."

This fitness franchise opportunity provides a high income with very low operating overheads which makes it one of the strongest franchise offerings

in the UK market place. The franchisee is essentially trained to deliver self defence course, classes and even seminars. In addition to offering self defence – the training is delivered in a boot-camp style with plenty of fitness training which gives the public a double incentive and opens the concept up into the fitness class market. The business is lots of fun to run and franchisees will quickly build up a large student base of regular training clients. Combat Academy works with the UK Self Defence and Martial Arts Guild (UK SDMAG) and is an approved training centre under their auspices. The UK SDMAG sets quality and standards for the martial arts industry governing anti-bullying, personal safety, self defence, control and restraint, team building and martial arts.

As a franchisee you might well be running courses ranging from Beginners Self Defence to Military Unarmed Combat and Fitness and Professional Close Quarter Combat with everything in between. There will certainly be plenty of variety.

Bronwyn Sutton a franchisee from Guildford commented: "The demand for self defence is huge. We have groups ranging from children through to women and men of all ages and levels of ability. We even run corporate team building days and conduct specialised self

defence courses for bespoke groups such as schools, scouts, guides and youth clubs. This also includes hard to reach and under privileged segments of the community."

And that is just part of the story. With growing international threats corporate bodies are increasingly calling on the services of suitably qualified personnel to look after their property and personnel in especially sensitive geographic regions and industries. ■

## CONTACT US

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The UK Self Defence  
and Martial Arts Guild  
11 Media Centre,  
Liscombe Park, Soulbury,  
Leighton Buzzard,  
Buckinghamshire LU7 6JL

Tel: 0843 289 1632  
Email: [info@combat-academy.co.uk](mailto:info@combat-academy.co.uk)





# Archbishops Bless Military Covenant

The Archbishop of Canterbury, the Rt Revd Justin Welby joined with the Parliamentary Under Secretary of State and Minister for Defence Personnel, Welfare and Veterans, Anna Soubry MP and the Archbishop of York, the Rt Revd John Sentamu, in signing the Armed Forces Covenant last night at Lambeth Palace in London.

Archbishop Welby praised the Armed Services and Forces' Chaplains for their work, he said: "Signing this corporate covenant is of great importance to us in the Church of England. There are chaplains in every part of the Armed Services whom we value hugely. They are crucial to our understanding in the role of the Church. "Whatever happens in the next few years will see great changes to the Armed Services and a significant increase in Reserve Forces. This will place a great deal of pastoral strain on clergy and chaplains who look after both regular and reserve service men and women."

The Armed Forces Covenant is the expression of the moral obligation that the Government and the nation owe to the Armed Forces Community. The Covenant acknowledges that members of the Armed Forces sacrifice some freedoms and often face dangerous situations. It recognises that families play a vital role in supporting the operational effectiveness of the Armed Forces. Minister Anna Soubry MP added: "Those who serve in a faith capacity give incredible support to the lives of our Armed Forces personnel, especially in the worst moments of service – we thank you for the important role you play."



## Army Boosts Reservists Campaign

The British Army's new Army Reserve recruitment campaign was launched in January with a special event at Waterloo Station, with TV adverts hitting screens nationwide and recruitment events across the country, including London.

The campaign aims to improve interest in joining by showcasing some of the unique opportunities that reservists get involved in during their spare time and address what is lacking from their current careers. These include the opportunity to travel both in the UK and abroad; the ability to secure professional qualifications for free; the benefit of being paid while training (including regular

promotions and pay rises); and the variety of exciting and challenging roles to choose from. If you've left or are leaving the services but would like a paid, part-time career that will keep you in the military family this could present an interesting opportunity for you. Serving soldiers from London based Reserve units 101 Royal Engineers, 135 Geographic Squadron, the Royal Yeomanry, and 7 Rifles were at London

Waterloo Station to speak with interested commuters about the opportunities a career in the Army Reserves can offer. The event features the Army's new Oculus Rift technology - wrap-around virtual reality headsets which will let potential new recruits experience the sensations of being on training exercises and operations in the UK and abroad. The campaign shows reservists taking part in a range of activities from live firing exercises in Challenger tanks to underwater welding, and from lagoon diving to delivering emergency medical supplies and humanitarian aid. New research, commissioned as part of the British Army's new Army Reserve recruitment campaign, has revealed that more than one in four Londoners feel that challenge and excitement are missing from their day job. The survey carried out by OnePoll, revealed that seven in ten would consider voluntary work on top of their day jobs. The top things Londoners said were missing from their current career include the opportunity to study for employer-sponsored qualifications (25%), to travel (27%) and an exciting and challenging role (26%). Four in ten Londoners said they would consider joining the Army Reserve to benefit from all of these opportunities. Director General, Army Recruiting and Training Division,

Major General Chris Tickell said: "This research tells us that people from London feel their jobs are lacking challenge, excitement, the opportunity to travel and a clear long-term career path – all of which are available at a world-class standard with the Army Reserve. No matter what your day job, the Army Reserve has something to offer you in your spare time, whether you want to use and improve your existing workplace skills, or try your hand at something completely different. You can travel the world, gain extra qualifications and training, and benefit from improved confidence and leadership skills that will help you shine in your civilian career, all for as little as 19 days' commitment a year." The research goes on to reveal that seven in ten Londoners surveyed don't realise that reservists get paid, six in ten don't realise the Army Reserve provides opportunities for UK and overseas travel, and half don't know that they can gain qualifications and skills for free by being a reservist in their spare time. Yet, nine in ten Londoners worry their careers are being held back by the cost of professional courses and training, with only 41% of employers offering free training and development to its employees. Army reservists get paid for their time and can even qualify for a tax-free annual bonus. The Army also pays for reservists to gain civilian qualifications while they volunteer - from apprenticeships, literacy and numeracy skills through to Masters and PhDs - which improve employability outside of the Army in civilian life. Over 1,500 employers nationwide have publicly pledged their support for employing reservists, and over 1,000 have a reservist HR policy in place. Naomi Lee, 32 from London a captain serving with the 159 Field Company and 101 Battalion Royal Electrical and Mechanical Engineers, who works for Jaguar Land Rover in her day job said: "I feel so lucky that I'm effectively paid to make new friends and broaden my horizons in my spare time. I've travelled to countries I'd never have been to otherwise, and seen a side of life I'd never have experienced. As reservists, we regularly travel and train abroad - for example world-class courses in mountaineering, rock climbing, and diving. The list is as long as your goals and ambitions. And I get the best of both worlds - when I'm spending the weekend running around a muddy field or in a tank on a training exercise with my mates, I know that on Monday morning I'll be back behind the desk at my day job."

## John Pitt-Brooke Announced as New General Secretary of the Forces Pension Society

The Forces Pension Society is pleased to announce the successor to Maj Gen John Moore-Bick as General Secretary of the Society. Mr John Pitt-Brooke will take over the mantle on the 10th June at the Society's Annual General Meeting.

Mr Pitt-Brooke was born in Salford, Lancashire, educated at Salford Grammar School and Queens' College Cambridge and spent 40 years as a Civil Servant with the Ministry of Defence, the Northern Ireland Office and Cabinet Office. He says: "I am delighted to be taking on the challenge of General Secretary of the Forces Pension Society and carrying forward the outstanding work of my predecessor. The Society has achieved a hugely significant and lasting change in the rules relating to widows' pensions; but with the introduction of the new pension scheme this year there is an enormous amount of work to do and many people will benefit from the services that the Society can offer - this is an important time for us and I look forward very much to being part of that." The incoming General Secretary served at the

MoD as Private Secretary to the Minister of State, the Permanent Secretary and the Secretary of State. He also spent a sabbatical year at Harvard University studying international relations. Throughout this time he worked closely with the Armed Forces in Whitehall, in single service headquarters and in deployed operations in Northern Ireland, the Balkans and Iraq. His final job was as Director General Secretariat at the Army's Land Headquarters and he was awarded the CB in 2009. FPS chairman, Vice Admiral Peter Wilkinson said: "John was a senior civil servant in MoD who worked extensively with the Army and in the highest reaches of Defence. As a former director of communication in MoD we know that he has an appreciation of the challenges of both communicating with our members and articulating our future campaigns in Whitehall."





# The Enhanced Learning Credit Scheme

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

The ELC scheme provides financial support in the form of a single up-front payment in each of a maximum of three separate financial years. You are reminded that ELC funding is only available for pursuit of higher level learning i.e. for courses that result in a nationally recognised qualification at Level three or above on the National Qualifications Framework (NQF) (England and Wales), a Level six or above on the Scottish Credit and Qualifications Framework (SCQF) or, if pursued overseas, an approved international equivalent qualification.

As such you must ensure that you are able to demonstrate the level of the course to your Education Staff / Single Service Representative when asking them to authorise your claim.

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

Have a look at the claim procedure flow chart (far right) to the JSP.

- First you must register to become a Scheme Member

and accrue a sufficient amount of service before you can submit a claim.

- Then you must select a relevant course ensuring that it meets the higher level learning criteria (level three or above and an Approved ELC Provider)

Thirdly, you must complete and submit an ELC claim, approved by an authorised Education Staff if you are in-service or your Single Service Representative if you are out of service. For further details regarding claiming out of service, ex-service personnel should visit [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 to be Followed by Learners and Learning Providers

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

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

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

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

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

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

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

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

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

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

### FURTHER INFORMATION

If claim is rejected in step three return to step one and if rejected in step five then please return to step five.

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



# 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](http://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. **TIP 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. **TIP 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. **TIP 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. **TIP 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.

**TIP 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 AND REINSTATING A CLAIM

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

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

Scheme members who request a reinstatement under such circumstances risk forfeiting their ELC instalment and membership eligibility of the ELC scheme. If

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

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

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

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



## Choosing Your Learning Provider

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

Your chosen organisation must be an ELC Approved Provider. For claims including an element of PF FE/HE funding your chosen organisation must also be a PF FE/HE 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 FE/HE

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 FE/HE 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 FE/HE 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.qcfa.gov.uk/](http://www.qcfa.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.

- 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.

- 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 FE/HE 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



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

left and right in order to bring up the correct year. Click on the year that you require, then the month and then the day. • If you refer a claim to ELCAS and you intend to print the CAN once the query is resolved, please confirm this in the referral. • Please be aware that currently the 15 day ruling remains in place for all claims and the online claims system validation reflects this ruling. If you have a valid request for an override

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

## Eligibility Rules

**IN ORDER TO TAKE ADVANTAGE OF THE SUPPORT CLAIMANTS MUST:**

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

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

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) •

### MORE INFORMATION

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.



# Investigate New Career Opportunities

International  
Criminal  
Investigation and  
Specialist Security  
Consultants

Terrorism and world political instability is always a cause of heightened tension. And with Governments throughout the UK, Europe and worldwide constantly measuring and reviewing their national security status there has been an increase in the demand for private security and investigation services and facilities.

Private individuals in the public eye and industrial and commercial organisations, especially in industries such as defence manufacturing and the political arena are particularly prone to threats and worse, and they need greater protection and intelligence than that provided by the national security and police services.

Working in this field has proved to be particularly attractive to service leavers as they already possess many of the attributes and skills required of practitioners in the private security and investigations business. Experience in provost and intelligence is a particular bonus.

However, it will be illegal to undertake any surveillance or investigation activity without holding an SIA Professional Investigators License, expected to be implemented in 2015.

ESS Consulting, which is recognised by MoD as part of the ELC Scheme and is a preferred service provider to Careers Transition Partnership provides a range of courses and qualifications that will enable candidates to get this all important license. The company's range of specialist training programs has been uniquely developed to prepare the student for the

reality of covert assignments in the commercial world.

ESS Consulting's Jason Clear said: "We train the student to the highest standards possible using relevant up to date methods that reflect real operational situations. The structure of the training is based on covert operational assignments in the UK and overseas from 1995 to present and our involvement training varied law enforcement agencies internationally. ESS training is based on reality, not idealism."

ESS is a highly qualified group of investigation and protective security consultants with covert operational experience in some of the most politically sensitive areas of the globe. Its team members are subject to enhanced security vetting meeting British Standard 7858 the highest level of security vetting within the private sector.

Operating internationally ESS Consulting typically responds and achieves outstanding results with difficult assignments that other investigation agencies will not or cannot undertake. The company is often the representative agent that completes the 'on the ground' work for other prestigious international agencies and the legal profession.

ESS policy is one of continued relevant training and simulations while holding up to date private sector qualifications for every security and investigation service provided.

Operatives' backgrounds range from former intelligence agencies, military, Special Forces and specialist police surveillance units.

Its range of specialist training programs has been uniquely developed to prepare the student for the reality of covert assignments in the commercial world. Courses include Professional Investigation, Open Source Intelligence Gathering, Covert Foot and Mobile Surveillance, Advanced Covert Surveillance and Security Penetration Testing. All the awards are at IQ Level Three or Four.

## COUNTER SURVEILLANCE & ANTI SURVEILLANCE

Counter Surveillance is the use of a dedicated team or third party to identify and gather intelligence on covert potentially hostile surveillance.

Anti Surveillance are procedures (drills) carried out to identify and help prevent surveillance being imposed.

When hostile reconnaissance is suspected towards its clientele, they carry out sophisticated anti surveillance drills as part of the confirmation process. A dedicated counter surveillance team will then actively investigate any hostile observation and control that threat source. With their clients authorisation they use every lawful means available to negate a potential threat while gathering evidence for the possibility of prospective legal proceedings.

Along with more serious threats, some unscrupulous investigative reporters and many paparazzi have surveillance training and the technical resource to

implement sophisticated surveillance monitoring. ESS has halted professional surveillance teams attempting to gain compromising photography and audio dialogue of its clientele. If this type of attention is to be controlled or avoided, then technical and physical counter surveillance protection officers are necessary.

## COVERT SURVEILLANCE

ESS specialises in covert surveillance gathering intelligence and evidence for prospective legal proceedings. It provides detailed reports, witness statements and photographic/video evidence with assignments undertaken. From criminal activity to matrimonial issues, the company can help its clientele obtain the facts necessary to ascertain the truth and bring a successful conclusion to many situations.

ESS surveillance operatives are also instructors for private corporations and Government departments in the United Kingdom and overseas. The expertise and professional ability within the field of intelligence and evidence gathering using covert surveillance is second to none.

## ESS surveillance services include but are not limited to:

- Rural camouflaged observations Covert camera installations
- Undercover operations
- Blackmail
- Misappropriation of property & funds
- Monitoring of risk from terminations & redundancy
- Vandalism & antisocial behaviour
- Sickness & personal injury
- Pilferage & stock loss
- Covert vehicle tracking for criminal investigations

Surveillance evidence attained during the course of our investigations is collated within the guidance of RIPA 2000 and with careful consideration of the following acts:

- The Human Rights Act 1998
- Regulation of Investigatory Powers Act 2000 (applicable to public bodies)
- The Data Protection Act 1998
- Criminal Procedure & Investigations Act 1996
- The Protection from Harassment Act 1997

Feedback from students is impressive. One former student, known as CS for security reasons, said: "I joined the Professional Investigator Level 3 course for two days training prior to taking the exam at the end of the course. My background is military, having spent nine years in the Royal Marines. On leaving HM Forces, I started working in this industry in 1998, and since then have conducted surveillance operations on a daily basis."

"I have specialised in this area and whilst Private Investigations/Civil Investigations covers a wide range of subjects, I have concentrated solely in this field. I therefore met other candidates on the course run by ESS with a wide range of abilities and experience, and over the course, everybody contributed with their differing views and opinions, making it richly rewarding and interesting in terms of knowledge and different skills."

"I can wholly recommend this course to others, and since completing, have actively sought out colleagues to inform them of the opportunities available. The instructor was highly informative, professional and his depth of knowledge and experience carried across to candidates with ease. This made the process enjoyable and I came away having absorbed new and valuable information, which will be put to use in my day to day capacity as a surveillance operative. There is something for everyone here, whether you are considering starting a career in the industry, fairly new to it, or have a lifetime experience in this ever changing industry."

For further information on the full range of highly professional training available through ESS Consulting simply visit the company's website [www.ess-consulting.com](http://www.ess-consulting.com), telephone +44 (0)20 8133 9148 or email [info@ess-consulting.com](mailto:info@ess-consulting.com).

*My background is military, having spent nine years in the Royal Marines. On leaving HM Forces, I started working in this industry in 1998, and since then have conducted surveillance operations on a daily basis.*



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