

ER

Spring 2017, £Free

E a s y R e s e t t l e m e n t magazine

RESETTLEMENT

Focus on your job

If you've got a creative streak, an eye for detail and you like playing with cameras you could turn an obsessive hobby into a lucrative career.

RESETTLEMENT

KIER supporting the Armed Forces

Kier understands the importance its industry plays in supporting the UK'S defence sector.



RECRUITMENT

From base to Boeing Defence UK

BDUK has embraced the opportunity to officially recognise the value that service personnel, veterans and their families contribute to the business.



EAST OF ENGLAND AMBULANCE SERVICE

We recognise the skills and aptitude that forces staff have, especially when faced with pressurised situations. **P18**

CAREER TRANSITION PARTNERSHIP

First impressions count! How often have you heard that phrase, especially in your resettlement? **P20**

EASY RESETTLEMENT'S £100,000 TRAINING GIVEAWAY

Is back for 2017. Train for free with our selected training partner companies. **P38**

FORMER BLACK WATCH CAPTAIN FINDS HIS PLACE

In civvy street with his ActionCOACH business in Yorkshire which was launched in August 2009. **P52**

"Thank you so much for your help and work in putting things right. I thought there was something wrong but after two rejections of my own enquiries, success at last!"

Tony Smith, FPS Member

Tony believed he was entitled to a higher pension and we helped him identify the oversight. This led to him receiving a significant back-payment and a correction to his monthly pension.

We deal with hundreds of such enquiries from our Members, helping them through the AFPS pension maze every month. Join us and see how we can help you. Or simply become a Member for the peace of mind of knowing we're here to help you when you need us. You'll be in good company; we have more than 46,000 Members.

VALUABLE MEMBERSHIP SERVICES

Our Members have access to a range of valuable, through-life services with significant discounts from trusted Affiliates.



JOIN ONLINE NOW AND RECEIVE A FREE £150 RAMBLING & ADVENTURE HOLIDAY VOUCHER

Visit our website at www.forcespensionsociety.org quoting Promo Code **ESR2017** (T's & C's apply). **Membership for you and your partner costs just £37 per annum.**



JOIN US AND GET MORE FROM YOUR PENSION

Forces Pension Society

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Forces Pension Society

Forces Pension Society

Readers of Easy Resettlement have their minds firmly focused on leaving the Armed Forces and settling into civilian life.

Some of you will be leaving with immediate pensions but the vast majority will have preserved or deferred benefits. Whether the pension is in payment or not, if you have dependants, they may be eligible for benefits in the event of your death. In this article Mary Petley of the Forces Pension Society looks at what an adult dependant might expect to receive, paying particular attention of 'eligible partners'. The article is about what the pension schemes will provide. If your death is due to service, further benefits may be available from AFAB or AFCS, both of which are compensation schemes.

The picture is complicated by the fact that there are currently legacy Armed Forces Pension Schemes (AFPSs) with active members – that means members who are still serving. AFPS 75 closed to new members on 5

April 2005 when AFPS 05 was introduced. AFPS 05 closed to new members on 31 March 2015. Those AFPS 75 or AFPS 05 members who were age 45 or over for AFPS 75 and AFPS 05 members remained in those schemes but most of you were transferred to AFPS 15 on 1 April 2015 so will have entitlements from both your new scheme and your old.

Looking first at AFPS 75, adult dependants in this scheme are limited to spouse and civil partner, and their treatment depends upon whether or not your pension is in payment and whether or not you transferred to AFPS 15.

If you did NOT transfer to AFPS 15 and you leave with your pension in payment, your spouse or civil partner will receive a Short Term Family Pension equal to the pension in payment on the date of your death, payable for 91 days or, if there are eligible children, 182 days. This is followed by the Forces Family Pension (FFP) of 50%

of your pension on your date of death. If you are under age 55, all Consumer Price Index uplifts that occurred between your exit date and your date of death are added before the calculation is made.

If your pension is not yet in payment OR you transferred to AFPS 15, your spouse or civil partner will receive the FFP as described above. If your pension is not in payment, they would also receive your preserved AFPS 75 pension lump sum. Commutation is ignored when calculating the FFP.

Turning now to AFPS 05 and AFPS 15 benefits, adult dependants in these schemes normally receive 62.5% of the member's pension entitlement. Those eligible comprise spouse, civil partner or 'eligible partner' and all are treated the same.

An 'eligible partner' is someone who is cohabiting with the member (who must be single) and can demonstrate financial dependence or interdependence. Examples of the sort of evidence Veterans UK will look for are the existence of a joint bank account, joint ownership of property or evidence of bill sharing. It is a good idea to nominate your partner to receive any lump sum payable in the event of your death – the form, AFPS Form 2, is available on JPA or your browser. Nomination would help demonstrate your commitment to support your partner financially should the worst happen, and anything you can do to make these eligibility enquiries straightforward will make it easier for all concerned.

If you are leaving with a preserved AFPS 05 pension, your pension lump sum will be paid to whomsoever you have nominated to receive it. If you are leaving with a deferred AFPS 15 pension, a lump sum of three times your pension is payable to your nominee(s). If you have not completed an AFPS Form 2, your spouse, civil partner or 'eligible partner' will have to wait longer for these lump sums while Veterans UK determine eligibility.

AFPS 05 and AFPS 15 assume that spouse, civil partner or eligible partner less than 12 years younger than you. If they are not, there will normally be a reduction in the amount of dependant's pension payable. If you had more than 37.33 years' pensionable service the

AFPS 05 dependant's pension will be based on 37.33 years' service.

The majority of you will have benefits from more than one scheme because you were transferred to AFPS 15 on 1 April 2015. This means that, in the event of your death, your spouse, civil partner or partner could have benefits from more than one scheme. Let's look at a couple of examples:

Andy Smith leaves the Army on 31 March 2017 with a preserved AFPS 75 pension of £4,602.12, an AFPS 75 preserved pension lump sum of £13,806.36 and a deferred AFPS 15 pension of £1,600. He dies 5 years later and, assuming 2% inflation, his spouse or civil partner they would receive his AFPS 75 lump sum of £15,243.33, an AFPS 75 pension of £2,540.56 and an AFPS 15 pension of £1,104.08. If, instead, his relationship was with an 'eligible partner' he or she would receive nothing from AFPS 75 and a pension of £1,104.08 from AFPS 15. In either case, AFPS 15 would pay a lump sum to his nominee. The AFPS 75 lump sum would be paid to his eligible children or, if he had none, to his estate.

Roger Jenkins leaves the RAF on 31 March 2017 with a preserved AFPS 05 pension of £5,333.57, an AFPS 05 preserved lump sum of £16,000.71 and an AFPS 15 pension of £1,600. He dies 5 years later and, assuming 2% inflation, his spouse, civil partner or 'eligible partner' would receive an AFPS 05 pension of £3,680.43 and an AFPS 15 pension of £1,104.08. Again, lump sums would be paid to his nominee.

If you are a Member of the Forces Pension Society and have questions about this or any other pension-related issue, email us at pensionenquiries@forpen.co.uk. If you are not a Member but would like to know more about the Society visit www.forcespensionsociety.org.uk.



Career Opportunities for Armed Forces Personnel

Spring 2017 Easy Resettlement Magazine 3

Contents...

3 FORCES PENSION SOCIETY

Some of you will be leaving with immediate pensions but the vast majority will have preserved or deferred benefits.

12 ON THE ROAD

The UK road transport industry needs a great number of skilled and talented transport managers.

24 PASS ON YOUR SKILLS TO THE NEXT GENERATION

Volunteer at Sea Cadets to help young people in your community to achieve the life skills they need to survive.

26 BT ANNOUNCES A NEW SERIES OF TRANSITION FORCE CAREERS EVENTS FOR SERVICE LEAVERS AND VETERANS

BT Career Workshops are designed to help service leavers of all ranks gain valuable industry insights.

34 PRIVATE SECURITY CONTRACTOR

Life beyond the services.

38 £100,000 TRAINING GIVEAWAY!

Free courses on offer for any of our readers looking to leave the forces, including veterans and reservists.

48 WHAT IS FRANCHISING?

British Franchise Association, helping you choose the right franchise.

56 CONSULTANCY PROJECT MANAGEMENT

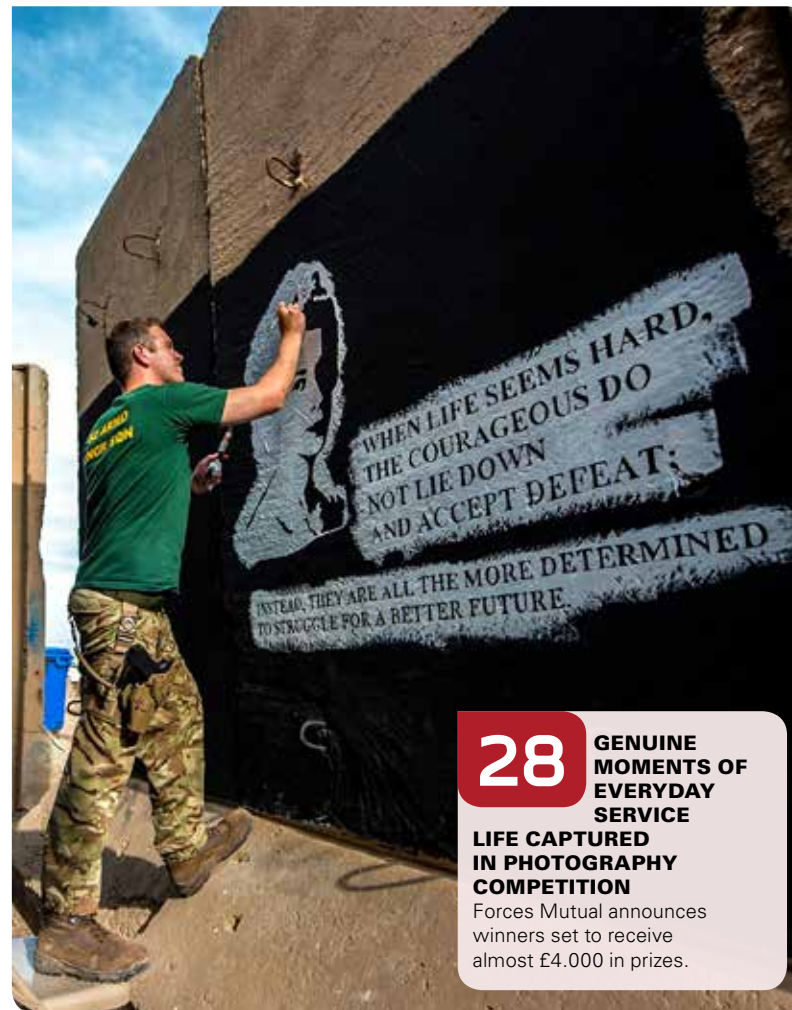
The transferable skills that you've acquired over your years of military service might make you an ideal candidate.

64 WANT A FAST-MOVING CAREER WITH GREAT PROSPECTS? CHOOSE LOGISTICS!

If you think logistics is all about trucks and big sheds, think again!

72 BECOMING A SKI INSTRUCTOR

Fitness training has increasingly become a preferred career option with service leavers.



28 GENUINE MOMENTS OF EVERYDAY SERVICE

LIFE CAPTURED IN PHOTOGRAPHY COMPETITION

Forces Mutual announces winners set to receive almost £4,000 in prizes.



14 ARMY CADET FORCE

Adult volunteers play a vital role in the Army Cadet Force, acting as role models for cadets and teaching all sorts of skills.

54

FORMER SOLDIER JOINS THE SNAP-ON RANKS

Corporal Chris Ashton was every bit the model soldier.

32

TAKING A CHARITABLE APPROACH

The voluntary sector currently employs over 600,000 people each year.



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Welcome...

Welcome to the Spring 2017 issue of Easy Resettlement magazine.



to recruit drivers and winners of the Employer Recognition Schemes Gold Awards who have been recognised for their commitment to the armed forces. Boeing and Kier are this issue's featured companies showing how they are supporting and recognising what service leavers can bring to their businesses.

In addition to all the employment opportunities we feature, you will find information from the Career Transition Partnership (CTP) whose events we attend, with their next event being Salford Manchester, so come along and say hello to our team. At the back of each issue you will find information about the Enhanced Learning Credits scheme, this step by step guide will help you with your entitlements and how to make a claim.

This issue's education feature includes the Open University, The troops to Teachers campaign and The University of Derby Online. The Franchising for Veterans feature includes information provided by the British Franchise Association known as the BFA with Snap On Tools and ActionCOACH providing an insight into becoming a franchisee.

We are proud to announce that this and all future issues of Easy Resettlement magazine are now being distributed under contract by the BFPO to ensure we reach as many readers as possible in the UK and overseas. The online version is available in PDF and can be sent to your email address further ensuring you never miss an issue, visit www.easyresettlement.com to subscribe for free.

This magazine is only possible thanks to the continued support of our advertisers. Please ensure that when speaking with anyone about booking a course or applying for a job that you mention reading about them in Easy Resettlement magazine. ●

COL MARTIN NEWMAN
EDITOR

Princes William and Harry join the Kier team on-site at the Veterans' Village



KIER supporting the Armed Forces

As one of the country's leading property, residential, construction and services groups, Kier understands the importance its industry plays in supporting the UK's defence sector.

The company is fully committed to supporting the Armed Forces community, particularly ex-service veterans and Reservists.

Kier was one of 22 companies to achieve ERS Gold in 2016, which recognises employers that are supporting the Armed Forces and making a real difference to the lives of those who serve and their families.

ESTABLISHING A VETERANS' VILLAGE WITH DIY SOS

In collaboration with Manchester City Council and a number of service charities, Kier supported the establishment of Veterans' Village, a new community for wounded service veterans for Haig Housing, which featured on BBC programme DIY SOS in October 2015. Kier project managed the facelift of 62 properties in Canada Street Manchester, including adaptation of four homes for veterans and their families, and

a Walking with the Wounded advice and therapy centre.

Following on from this initiative, Kier has converted a further 15 homes for Haig Housing for occupation by veterans, and some of Kier's veteran community returned to Canada Street in November 2016 to help the DIY SOS team refurbish the final house on the street.

BRINGING A MOTIVATED WORKFORCE TO THE INDUSTRY

People are at the heart of Kier's offer to its employees, who are given the opportunity to build their expertise and contribute to a rich and diverse environment. From assisting ex-service personnel to transition into the civilian working environment, to helping those within Kier who are part of the Reserve forces, and supporting employees who have serving family members, Kier provides training and development opportunities in supportive company culture, with lots of room for growth.

In 2013, Kier was among the first companies to sign the Armed

Forces Corporate Covenant, following its signing of the first Armed Forces Council Community Covenant in 2012, in partnership with Birmingham City Council. The Covenant forms part of Kier policy; for example, Reservists are allowed additional annual leave to conduct their military training.

The company strives to ease



Some of Kier's veteran community help regenerate the final house on Canada Street

CASE STUDY: BECKY, SUBMISSIONS COORDINATOR

Before joining Kier, I served in the Royal Marines Band Service, but while undertaking my Junior Command Course I injured my hip. This left me struggling with the physical aspect of military life and meant I had to leave the Armed Forces and adapt to a different way of life.

Through Kier's relationship with the Royal Marines Charity I was able to secure an interview (my first outside the Armed Forces) and a work placement with Kier, which has introduced me to many non-traditional

roles in the construction industry, including corporate responsibility, marketing and PR.

The nature of my role means splitting my time between the office and sites around Devon and Cornwall, and I'm really enjoying the mix of tasks. The skills I learned in the Royal Marines have proven easily transferrable to the construction industry and I'd definitely recommend a work placement to those leaving the Armed Forces; for me, it's been a great way to transition from the military to civilian employment.



the path for service leavers to work in the construction industry. The values of Kier and the military are closely aligned, with a focus on collaboration, enthusiasm and forward-thinking, and the company is keen to bring service leavers – a proactive and motivated workforce – into the industry as part of the solution to reverse the current skills shortage.

OFFERING A RANGE OF ROLES ACROSS THE UK

Kier knows that the work its employees do makes the world work better. As a national business with a regional heart, Kier is well placed to proactively promote the benefits of a technically skilled, motivated workforce as it establishes contracts around the country.

Kier offers a range of roles to those leaving the Armed Forces, offering a recognised route to employment with something to suit all skillsets, working with Armed Forces Career Transition Partnership (CTP) and specialist ex-Forces recruitment consultants. Early service leavers may choose to learn about a new industry using one of Kier's accelerated apprenticeship or graduate training programmes, while the

company's gas training course in the North East resettles service veterans, many of whom take on roles at Kier or its supply chain.

Kier's support and unique involvement with the Armed Forces Employment Pathway (AFEP), a joint DWP and MoD initiative aimed at reducing the number of NEETS while increasing the number of Armed Forces Reserves is an example of the country's innovative approach. In 2014, Kier supported the first six-week pilot programme, in association with Tyne Met College, taking young, unemployed personnel through industry technical training, CV writing, interview skills and work placements, alongside a week-long 'Be the

Best' military style boot camp.

The pilot was a success, with 340 young people now in permanent employment. Most recently, the programme has been running in Scotland, where it's been very well-received, with eight long-term unemployed young people now in permanent employment.

The team at Kier have acted as advocates for the programme, contributing to its design, as well as running and organising many more courses, hosting employer information days and speaking at AFEP visitor events.

As part of the MOD career transition programme, launched by Kier last year in its Western & Wales region, the company held an open day at its site in Beckley Court, Plymouth. The event saw six service leavers offered work experience with Kier, two of whom are now in full-time employment as assistant site managers, and one on a six-month placement as a social impact manager.

The successful initiative will now be rolled out in Truro, Bristol and Cardiff with similar events, providing attendees with a real taster of the industry and a chance to network with site teams. Through these events, Kier aims to introduce Reservists and service leavers to the wide range of roles within the construction industry and the many opportunities for transferring their skills to a new sector.



Kier collects ERS Gold for Armed Forces engagement

LOOKING TO THE FUTURE

The company is now looking at how to build on the success of its ERS Gold award. An armed forces forum, designed to connect Kier's ex-services employees across the country and communicate the great work its regional businesses are doing to support the armed forces, is in the pipeline, and has been specifically developed to support Kier's work with the Armed Forces Corporate Covenant.

Jim Fernandes, Kier's defence lead, said: "We want to play our

part in supporting the UK's forces community, and winning ERS Gold is a real testament to the support our regional businesses offer – from fundraising, to employment opportunities, and everything in between."

"While recognition of our support for the armed forces is welcome, we know there's more work to do. We're looking forward to building on our success with many more initiatives, and look forward to welcoming more veterans into our business." ●

CASE STUDY: DALE, ASSISTANT SITE MANAGER

Before joining the military, I worked in the construction industry, starting out as a labourer before completing apprenticeships in plastering and plumbing.

After seven years in the industry, I wanted a change; while a few friends were joining the Army, I wanted to set myself an even harder challenge, so applied to join the Royal Marines. After a gruelling eight months, I passed out of training – one of only 12 of the original 60 recruits to do so.

The next six years saw me train as a sniper and travel the world, including a tour of Afghanistan. Unfortunately, during service I sustained injuries to my knee and shoulder and was unable to regain the high levels of fitness required to continue my career in the Marines, and I was medically discharged from the services.

It was while I was preparing to leave the services that I was given a contact at The Royal Marines Charity, which helps injured Marines find work as a civilian, including help with CVs and the opportunity to meet with potential employers at regular career days.

After a chat with my advisor, who recommended I look into project management, I applied for an ex-Forces placement with Transport for London, where I worked for seven months as a project support officer, learning a lot about project management and getting ready to take the next step in my career.

When my placement ended, I had another talk with my advisor and she put me in touch with the team at Kier to discuss potential opportunities. I was excited at the prospect of returning to the construction industry, and after two interviews, I was offered the position of assistant site manager.

I'm enjoying learning the parallels between site management and project management, and Kier is fully supportive of my career development. My manager makes sure I'm attending the courses I need to develop my skills and that I have the opportunity to work with a range of sites to apply what I'm learning into practical insights.



More information on the CTP resettlement programme can be found on the CTP website: www.ctp.org.uk/ and available roles can be found on the Kier website: www.kier.co.uk/careers

From base to Boeing Defence UK

Around 25% of Boeing's global workforce are ex-servicemen and women or active reservists. Here in the UK we fully recognise the value and wealth of transferable skills that experience in the military brings to our business.

David Pitchforth, President, Boeing Defense, Space & Security Global Operations and Managing Director, Boeing Defence UK Ltd.

Boeing Defence UK (BDUK), which has long been a proud supporter and advocate for the defence and armed forces community, is one of 22 companies to have received the highest level gold award as part of the Government's 'Defence Employer Recognition Scheme' (ERS). The Defence Employer Recognition Scheme (ERS) is designed to encourage employers to support defence and inspire others to do the same.

Having shown its commitment by signing the Armed Forces Corporate Covenant in 2015, BDUK has embraced the opportunity to officially recognise the value that serving personnel, veterans and their families contribute to the business and the country as a whole.

BDUK has taken great effort in demonstrating its care for the armed forces, from implementing strong policies for reservists, encouraging celebrations across all sites for Armed Forces Day, as well as embracing multiple charity commitments and hosting events to support families of those in the forces community. BDUK's initial ambition of achieving a bronze award as part of the scheme quickly skyrocketed, culminating in the gold status being awarded in June of last year.

"Boeing in the UK supports veterans and reservists because it makes sound business sense. Not just because we have a significant defence business interest in the UK, but because we value how important defence is to our country. Globally, around one in four of

Boeing's 150,500 employees are reservists or veterans, in BDUK we believe we exceed that. We value the people who commit themselves to our Country in regular service or as reservists, and we value the skills and commitment that they bring to work for Boeing either after their regular service has concluded, or alongside their reservist career." Ian McNeil, Operations Director, BDUK.

BDUK dedicates itself to supporting reservists and leavers of the armed forces to forge successful careers, harnessing their talents and transferrable skills to carve their future within the company without hindrance and with the full support of management. To complement this, a Community of Practice forum

has been established on the BDUK internal networking site, to open up the channel of communication between reservists so they can share knowledge and information. In addition, various learning and development pathways and courses are on offer to aid the transition from 'base' to BDUK.

As Boeing continues to grow in the UK, so too will BDUK's dedication to its gold status. With a strong set of internal policies in place, outlining hot issues such as recruitment processes and leave provisions, BDUK will ensure reservists can fulfil their annual training and mobilisation commitments, at the same time demonstrating significant support to cadet instructors, veterans and military spouses and partners.



On Wednesday 12 October at Royal Chelsea Hospital, Managing Director of BDUK, David Pitchforth, accepted the award from His Royal Highness. Also pictured at the event are Sue Paternoster, BDUK Human Resources and Ian McNeil, Operations Director. Accompanying Prince William at The Royal Chelsea Hospital event, was The Rt Hon Sir Michael Fallon KCB MP, Secretary of State for Defence.

IN HER OWN WORDS: ELLEN HARRISON (LT RNR), PROGRAMME QUALITY TEAM LEAD

After nearly 25 years in the Royal Navy as an aircraft engineer and subsequently an aircraft support officer, I decided to begin a second career as a quality engineer with BDUK in January 2015. As I knew that I wasn't ready to hang up my uniform completely, I transferred directly to the Royal Naval Reserve Air Branch straight after leaving the Regulars.

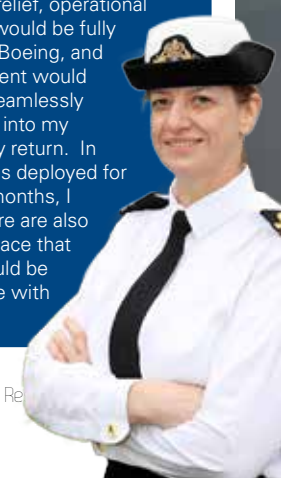
I joined the Royal Navy back in June 1990 as a non-seagoing Wren with no qualifications. Throughout my career, I became an advocate for life-long learning and made full use of the educational opportunities afforded to every serving person. I enrolled on GCSE and A-level courses and used standard learning credits and all three enhanced learning credits prior to leaving. The higher level courses I studied have benefited me greatly in my new career, as I am making good use of the qualifications in various areas of my work on a regular basis.

During my interview with Boeing, I was unsure whether they would embrace my commitment to being a reservist. These fears were unfounded, as my management has been very supportive and allowed me to have time away from work whilst I am with my training unit. As I am married to a Regular Royal Navy Officer this is particularly important to me - the flexibility allows me to take my holiday allowance when my husband returns from sea.

I spend at least 17 days a year at my designated training unit and the squadron uses my skills as a quality engineer to assist with their quality management system policy, strategy and audits. During my most recent visit, I was asked to review the squadron's readiness for transition to ISO 9001:2015; which coincidentally I have also been working on in BDUK.

Being a reservist allows me to transfer my leadership and management skills seamlessly to my role as team lead. The professional development courses available from The Royal Navy will of course benefit me as an individual, but they will also benefit my employer - the training and experience I gain is wholly transferable and can be used to affect continuous improvement and best practice.

I am confident that if I was mobilised for either an exercise, humanitarian relief, operational tour or war, I would be fully supported by Boeing, and the management would ensure I am seamlessly inducted back into my position on my return. In the event I was deployed for a number of months, I know that there are also networks in place that my family would be able to engage with for support. ●



Maritime Transport's Industry Leading Driver Training

We speak to Gary Austin, Transport Manager at Maritime Transport Ltd, and find out more about their Driver Training, the Company ethos and hear first-hand why Maritime will invest in you.

As an employer of over 1,800 truck drivers, not one of which was able to commence employment with us without undergoing training irrelevant of the experience and knowledge they join us with, we're passionate about ensuring each and every one of them is confident and able in everything they do.

To even be considered for a driving job with us, every applicant must be in possession of a full and valid C+E licence entitlement. This enables the applicant to legally drive vehicles with a capacity exceeding 3500kgs and a trailer exceeding 750kgs - in our world this means articulated juggernauts with a gross vehicle weight of 44,000kgs.

This is akin to a newly passed out recruit being given a tank to drive, a ship to sail or plane to fly just because they can now be called a soldier, sailor or airman. Of course this would

not happen in your world, so why should it happen in ours?

I attended a recruitment open day at Colchester barracks a couple of years ago and a local transport company proudly informed the gathered professionals that they would guarantee anyone in that room that day a job.

When asked if that included convicted drink drivers, convicted drug drivers or those with a poor disciplinary record, their representative confidently answered 'yes, yes and yes!'

If ever I needed a lesson in how to offend a group of highly trained professional individuals this was it. Even more alarmingly, this company's representative had proudly started his presentation with reciting his army number from his serving days...

So why do we covet and pursue people like you to join our business? Quite simply; your outstanding professionalism

and transferable skills.

Our industry has always been hit and miss with service leavers, with so many believing that a career driving trucks in civvy street is what they want to do because they 'like driving'. Unfortunately, commercial driving is a brutal baptism into Civvy Street, with many having such bad experiences that they leave it double quick and, what's worse, passing this onto their mates who are still serving and would maybe think twice about following this career path.

The law allows a commercial driver to work for a maximum of 15 hours per day for a minimum of three days per week (however, this can be six days a week if certain criteria are met on the other three days). So in effect, a 90-hour working week of which 56 of these can be driving and a daily rest break of nine hours and a minimum weekend rest of 24 hours. This can be done every week, LEGALLY. However, the good news is that on the second weekend you can have a 45-hour break. Oh and we don't have 'sports' on Friday afternoons. Tempting isn't it?

Thankfully what the law allows and what a driver actually does are two very different things.

At Maritime, we believe every employee is an investment; we

learned that the work we put in at the beginning will save us work throughout that person's employment. Also, that investment at the front end gives the employee a clear idea of their worth and importance to our business.

With our partner the Career Transition Partnership, we offer a very structured path into the industry and more specifically, a career with us.

We actively promote our work experience placements; we believe these are the perfect way to help you decide if this is the career, and industry, you want to work in when you leave. These placements, (you would need a valid C+E licence to be considered), can be anything from one to four weeks, during which time you get to do the job while under the expert guidance of one of our mentors.

These very popular placements let you 'try before you buy' and for the most part offer a full time position with our company at the end. Even those who choose not to pursue a driving career enjoy a positive experience and take the new skills learned from us with our compliments to whatever industry they end up in.

For those that do choose a career with us and are lucky enough to be offered a position, the training then starts in earnest. Our year long Professional Driver Scheme takes them on a journey to make them just that, a Professional Driver.

This scheme has been put together with service leavers strongly in mind, every single facet of the job and its associated skills are catered for, including the correct way of getting into the vehicle. During the year regular assessments are carried out by our highly qualified and experienced trainers with progress being recorded in a training manual. What's more, we don't penalise the trainee in terms of salary, they receive the same pay and entitlements to earn bonuses that our experienced drivers get.

So who gets what out of this approach? Well, we benefit because we know the standard of applicants from the forces. We train to our own very high standards from day one; this approach is very similar to the familiar environment they have just left. Our investment is rewarded by their loyalty to us, none of our service leavers have left to work for a competitor. We also believe in promoting from

within and the skills you have learned in the forces will hold you in good stead as you progress within the business. Finally, we offer a familiar environment to help ease the transition from forces life to civilian life with many processes and procedures recognised but called by different names.

Training never stops though, we have a team of trainers based at all our depots along with mentors. Training takes many different avenues from a full day annual driving assessment and appraisal, to targeted training on a very specific area, classroom courses that enable drivers to gain further qualifications all the way down to over the phone coaching by vehicle manufacturer trainers.

Drivers and staff are actively encouraged to ask for training if they feel they can improve in certain areas.

The cherry on top of the cake is that all this training is reflected in the driving style bonus that all drivers are able to earn, paid annually, with some of the top drivers able to earn an additional £2,000 extra a year for doing nothing more than doing their job as trained.

Training is becoming a core part of our business more and more as we see the benefits, not just to our business but also our

employees. We don't just train for the benefit of our business; we also train skills that benefit the industry and community too giving the drivers life skills.

So by cultivating our existing work force, we know exactly the standards and skills each and every one of our drivers possess on the road each day, what the public and customers can expect from them and the knowledge that we have prepared and trained them in the best way possible.

This is reflected back in increased productivity, profitability and reputation that is the envy of many. And, we all benefit through this, our drivers have had a pay rise every year for the last 15 years. Our fully owned fleet of over 1,000 top spec trucks are no more than three years old, the depots they park in, for the most part, are owned by the company, the facilities our drivers enjoy in these depots are the envy of the whole industry. And in a backhanded compliment kind of way, our drivers are sought after by all of our competitors because of their professionalism and training.

A proud moment came for the company when it signed the Armed Forces Covenant, confirming our commitment to employing and supporting service leavers. This commitment has recently been recognised further



with our Employers Recognition Silver Award from the Ministry of Defence awarded at the end of 2016 for our engagement with and employment of service leavers.

We are very proud of what we have achieved so far, but we have bigger ambitions going forward. As a privately owned company we do not have millions of pounds to throw at training, but what we do have is a belief in delivering good, effective, training that our business and employees need and most importantly, benefit from. ●



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JOIN THE BEST





On the road

The UK road transport industry needs a great number of skilled and talented transport managers, in both the haulage and passenger transport sectors.

Many skilled managers have retired in recent years, so the industry urgently needs an influx of well trained and qualified new managers.

The road transport industry is therefore an excellent one in which to carve out a new career after leaving the forces, providing a rewarding new challenge, as well as an opportunity to use your existing skills and develop new ones.

You will need additional skills and knowledge as the armed forces are exempt from some of the laws and rules which apply to civilian road transport. In civilian life, you will need to know and observe them all. To demonstrate that you have acquired the necessary knowledge and skills, you will need to qualify for the Certificate of Professional Competence for Transport Managers or Manager CPC (also known as Management CPC.)

Any transport organisation which transports good for customers in vehicles of more than 3.5 tonnes or transports passengers in vehicles with more than nine seats must have an Operator Licence in order to operate legally. Manager CPC is the minimum qualification

transport organisation which operates vehicle of more than 3.5 tonnes or with more than nine seats.

Novadata is one of the foremost providers of Manager CPC training in the UK, with an exceptionally high pass mark and an approval rating from candidates to match. We use only former transport professionals as course tutors, so they know not only the theory, but also the practice of running a successful transport organisation. Novadata is also accredited by OCR as an examination centre, so you can sit your examinations in familiar surroundings once you have completed your training. We also run Manager CPC Refresher courses, because the law does change from time to time, as does best practice, and it is essential to stay up to date.

The Manager CPC is a Level 3 qualification which makes it eligible for funding from the Enhanced Learning Credits Administration Service (ELCAS), which is available for training and development on leaving the forces and settling into a civilian career. In order to qualify for ELCAS funding, the course you choose must lead to a nationally recognised qualification at level 3 or above on the National Qualifications Framework (NQF). The Manager CPC course for either Road Haulage or Passenger Transport does qualify as a level 3 course. ELCAS normally provides 80% of the total cost of the course and examination fees, with the candidate being required to fund the remaining 20%. This is a relatively modest investment in a future career, especially when there is considerable demand for holders of the Manager CPC qualification.

The Manager CPC course prepares candidates for all the technical and legal aspects of either passenger transport or road haulage management and equips them with the knowledge required to establish and manage an efficient transport operation, fulfilling the Operator Licence undertakings.

The transport manager is responsible for ensuring that all the company's drivers understand and use their tachographs correctly and will also be responsible for

keeping accurate records of these readouts. The transport manager is expected to ensure the observation of the Drivers Hours rules and to make sure that there are no breaches of the Working Time Directive as it relates to transport.

The relevant aspects of Health & Safety are covered by the course, equipping candidates to be vigilant over H&S issues. The importance of planned preventative management is emphasised as this is key to the Operator Licence undertaking to keep vehicles maintained in a roadworthy condition. It is the transport manager's responsibility to ensure that accurate records are kept of all daily vehicle checks made, defects found and rectification of faults, as well as ongoing routine maintenance checks. Safe loading of vehicles and transit of goods is explained and best practice encouraged to ensure a strict adherence to safety on the road.

The Manager CPC course also covers highly useful administrative and skills such as financial management, vehicle costing, driver licencing and international transport documentation. Operator licensing is explained in detail; this knowledge is essential as the transport manager carries most of the responsibility for their organisation maintaining a healthy Operator Compliance Risk Score (OCRS) and remaining

safe and legal on the road. If the company is ever the subject of an inspection, the OCRS is a rating given to a number of key aspects of compliance in processes and record keeping; if the OCRS drops in just a few key areas, the Operator Licence can be suspended or withdrawn, which often results in the closure of the business.

Applying for a Manager CPC course for either Road Haulage or Passenger Transport is relatively simple. First, you must ensure that the training provider that you choose is an approved training provider for the MOD's Enhanced Learning Credits (ELC) scheme. Novadata is one of the leading training providers with this approval. We also recommend contacting the training provider of your choice to find out more about the course and whether this is a suitable route for you to develop a career in transport management. We receive an increasing number of enquiries from people leaving the forces and we are always happy to chat through your options. Novadata offers an MOD resettlement training package tailored specifically for forces leavers. Once you have decided to take the course, we will provide you with a written quote for the cost of the course to give to your resettlement officer so that your ELCAS funding can be



approved. This can be emailed or posted to you so you can pass it on.

The course itself lasts for nine days. One of these is a revision day and one is the actual exam day. Our trainers will guide you through the course, providing the information that you will need and helping you to retain it so you can demonstrate your knowledge under exam conditions. You will normally need to pay your share in advance of starting the course in order to guarantee a place, but it is often possible for the training provider to invoice ELCAS directly for 80% of the cost of the course so that you can get started sooner, and will not be out of pocket while you are waiting for funding to come through.

If you plan on driving from time to time as well as managing a fleet, you will also need to complete 35 hours of periodic Driver Certificate of Professional Competence (Driver CPC) training. Your Manager CPC course can be recognised by JAUP, the body which governs Driver CPC training, as qualifying for the full 35 hours. We can organise this when you book your Manager CPC course.

Many of the skills that you have acquired while serving in the forces will stand you in good stead as a transport manager; the Manager CPC qualification is an excellent way to harness and improve on them so you can make a smooth and successful transition to a career in civilian transport management. ●

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Department for
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Professional Qualifications



Army Cadet Force

Many young people are missing out on the challenges and adventures that could transform their lives but the Army Cadet Force (ACF) aims to change that by giving young people - from all walks of life - access to fun, friendship, action and adventure. With 41,000 cadets and over 9,000 adults in more than 1,600 locations, the ACF is making a big impact on people and communities all around the UK.

Adult volunteers play a vital role in the Army Cadet Force - acting as role models for the cadets and teaching young people all sorts of skills from fieldcraft, skill at arms and adventurous training through to music and first aid. As well as the satisfaction of seeing young people achieve what they never thought possible, volunteers also have the opportunity to learn new skills, gain qualifications and make new friends.

Army Cadet Force volunteers come from all sorts of backgrounds and those with military experience excel in helping to deliver the broad range of adventurous and military themed activities the cadets love.

Philip Kendrick was in the Royal Engineers for 18

years (five years at 33 Explosive Ordnance Disposal Regiment, five years as a Combat Engineer and eight years as an Armoured Engineer) and served on Operations in Iraq, as well as on Exercises in Kenya, Cyprus, Belize, Canada and Germany. Before joining the army Philip was a cadet with the ACF. When he was medically discharged from the army, due to a severe neck injury, he decided to put his experiences to good use: "I always said when I leave the army I will go back as an adult volunteer to help if I can in any way to give something back".

As well as working full-time as a Deputy Production Supervisor and Weighbridge Administrator, Philip is a volunteer Sergeant Instructor with Bovington Detachment, Dorset ACF. He joined in 2015 and is enjoying every minute: "It's important to have fun and we do. I get the chance to experience new challenges, new adventures and meet new people every time I go away or on a course. I have made some amazing friends who will be friends for life. I am a happy, outgoing person normally, but am at my peak when I do anything with the ACF" he says.

Philip's ACF training and experience has also benefitted his career prospects - helping him to secure job interviews and giving him practical examples of



coaching and mentoring skills to talk about with recruiters. He is now in the process of signing up for the City and Guilds Level 4 Award in Leadership and Management, through the ACF's partnership with the educational charity CVQO, which is just one of the many subsidised vocational training courses on offer to volunteers.

HELPING YOUNG PEOPLE TO DEVELOP

However the best and most unique part about being in the ACF, according to Philip, is seeing how the cadets benefit:

"As a volunteer it has given me immense pride watching the cadets achieve and overcome some of their own problems. The cadets always surprise me with their effort, commitment and spirit and the best thing is that I get to be part of it. There is a real sense of family, friendship, equality and inclusion within the Army Cadets."

Philip would encourage others to join as volunteers: "You can't teach experience and, with the right attitude and willingness to learn how the ACF works as a youth organisation, I'd encourage any former soldiers to join up."



FROM THE ARMY RESERVE TO THE ACF - HELEN SMAIL'S STORY

Though she's now Officer Commanding of A Company, Hereford & Worcester ACF, Helen Smail didn't intend to join the Army Cadet Force.

Helen joined the Army Reserve as a way to meet new people and develop a hobby, completing her officer training after three years. When her Colonel suggested that upon leaving she join the ACF as an adult volunteer, she wasn't sure.

"Until then, I'd always thought I wouldn't have the patience for young people," she says. What began as an uncertain decision turned into a lifelong passion that has shaped her personal and professional development.

USING YOUR SKILLS TO HELP OTHERS

"The ACF is like the Army Reserve," Helen says. "You move somewhere and you have a new family. You understand the beast regardless of where you are. People have specific jobs and run specific training. And wherever you go, people want the tools in your belt. If you've got skills, they want your help."

Initially Helen had a lot to learn about working with young people. She wasn't sure if she would enjoy it or be any good at it, but that quickly changed. She loved the tangible

impact she had on the cadets, how much fun she had with them and how they challenged her abilities.

"It's a bit of a stretch," she says. "It's enjoyable but not always easy. You can see a lot of positive changes from your influence. It's great to see a cadet come in at 12 years old and then see them leave at 18, when they've come such a long way in confidence, self-worth and their ability to achieve. It's powerful."

So powerful, in fact, that it prompted a major career shift. Helen was working as a Research Scientist, but she retrained to become a Science Teacher and further her positive influence on young people. She's been teaching for over 10 years now, a career she would have been unlikely to consider if it weren't for the ACF.



OPPORTUNITIES FOR LEADERSHIP GROWTH IN THE ACF

In her current role as Officer Commanding Helen manages over 30 adults and 200 cadets. "I oversee seven detachments - planning training weekends, managing people, making decisions, looking after both the adults and the cadets. It's an extensive role, and very rewarding."

Through the ACF she's also completed a Master's Level vocational qualification in Leadership, a qualification that's recognised by many employers: "It nearly killed me to do it - it was a lot of work - but I realised how much I've accomplished."

SEEING WHAT OTHER PEOPLE CAN ACHIEVE

Even though there are lifelong friends to be made, outdoor adventures to be had, and professional qualifications to be gained, the biggest reward the ACF offers its adult volunteers is seeing others achieve. Helen illustrates this with the story of a cadet she's known for over three years, who's grown from a quiet and reserved young woman to a confident leader.

"She's progressed to the rank of cadet RSM, she's amazing. She works at the National Challenge Service now [a charity that runs summer camps for young people], and her capacity is massive. I think she'd say a large part of that is from the ACF encouraging her to take on leadership roles."



To find out more about becoming a volunteer with the Army Cadet Force, visit www.armycadets.com/resettlement

THERE'S MORE TO LIFE AS AN ADULT INSTRUCTOR



» Aged between 18 and 55 and interested in inspiring, shaping and leading the next generation?
Then being an adult instructor with the Army Cadets could be an exciting option for you.

To find out more just visit: armycadets.com/resettlement «

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or search NHS Jobs.

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It's time to work at the
ambulance service.

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Have you considered working for the East of England Ambulance Service NHS Trust?

We cover the six counties of Essex, Hertfordshire, Bedfordshire, Suffolk, Norfolk and Cambridgeshire. We value care, teamwork, quality, respect and honesty in order to transform the care we deliver to our communities.

What is an intermediate ambulance practitioner (IAP)?

It is more than providing a transport service; you will be providing support where it's most needed to our patients, in emergency or urgent situations. You could be called to a road traffic collision, a cardiac arrest, or any scenario which requires an emergency response, driving our vehicles in any conditions.

What criteria do I need to apply?

A general education in reading, writing and arithmetic, and two years' experience of driving on a full UK manual licence (you will need to achieve full C1 category on your licence before starting your training). Experience of dealing with a range of people and able to demonstrate a caring, sensitive and compassionate nature is essential.

How do I become an IAP?

You can apply to an advert on www.jobs.nhs.uk and participate in our recruitment and selection process. If successful, you will complete a 10-week training course (six weeks clinical training and four weeks emergency driving course) before starting your operational duties working alongside other clinicians responding to whatever job requires your help.

What will I learn?

You will join EEAST on salary band 3 (£16,800 - £19,655). We also pay a salary enhancement dependent upon your shift allocation. We offer excellent paid holiday entitlement, entry to the NHS pension scheme and other employee benefits.

We offer career progression, excellent training opportunities, friendly colleagues and the ability to make a difference to people in the community.

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WORKING
FOR YOUR
AMBULANCE
SERVICE

Intermediate ambulance
practitioners

- Joining the ambulance service
- Who we're looking for
- Your next steps

On an ordinary day... an extraordinary service

There's Plenty of room...Room for more
inside...Come and Talk to us @EEAST_Jobs

We recognise the skills and aptitude that forces staff have, especially when faced with pressurised situations.



Doing this job is not all about having medical knowledge; it's often about applying a common-sense approach to dealing with patients in their hour of need, or demonstrating personal resilience when a patient's life is at risk. Of course, the training will provide you with the skills and knowledge to assess and treat a range of patients in need of your help.

The East of England Ambulance Service NHS Trust (EEAST) provides emergency, urgent and primary care services throughout Bedfordshire, Cambridgeshire, Hertfordshire, Essex, Norfolk and Suffolk since 1st July, 2006. Our dedicated and skilled staff work 365 days a year, 24 hours a day to make sure patients receive the best possible care.

We have more than 4,000 staff operating from 140 sites and a fleet of 1,000 vehicles. We are supported by more than 1,500 volunteers who provide community first responder and volunteer ambulance car services.

The eastern region is made up of both urban and rural areas with a population of nearly six million, as well as several thousand more tourists who enjoy visiting the area in peak seasons. It includes major airports and docks which increase the number of people in our region on a daily basis. Whilst we are looking to recruit across all areas of the trust, we are particularly looking for staff to work in the following areas: Essex, Hertfordshire, Bedfordshire and Norfolk.

It's not the buzz of driving fast with blue lights flashing that will excite you; it's the knowledge that your presence as part of an Ambulance Team has made all the difference to someone. That someone is your patient.

The East of England Ambulance Service NHS Trust (EEAST) has embarked on an ambitious programme to recruit a significant number of student paramedics and associate and intermediate practitioners; last year we recruited over 400 new staff, and we are looking to recruit a lot more in this financial year. The chance to join our entry level roles as Intermediate Ambulance Practitioner and Associate Ambulance Practitioner programmes is the start of a new career for those coming into the service fresh. This opportunity will mean you receive a salary and training throughout the duration of your development.

Becoming an Intermediate Ambulance Practitioner (IAP) with EEAST is a lot more than providing a transport service; it's about providing support where it's most needed to our patients and our communities. Naturally caring and level-headed, you will instil trust, share our values and provide a calming presence in whatever situation you find yourself in - from helping patients requiring urgent care get to hospital to assisting in emergency situations. Although you won't need a medical background, you will need to undertake the associated and required training in patient care as well as training in assisting other clinical colleagues. No medical training is required for this role, as full training is given. Working for the NHS also allows staff to apply for keyworker housing with local housing associations.

Successful applicants for this will be required to complete a 10 week training programme, which incorporates a four week advanced driving course, and will result in an accredited Level 3 award for those who successfully complete the course. This qualification can be used against career development pathways, should applicants wish to apply for progressing opportunities in the future.

The Associate Ambulance Practitioner (AAP) role with EEAST is an exciting new role that is clinically-lead and patient-focused to deliver clinical excellence, improve clinical outcomes, ensure patient safety and provide a positive patient experience.

Successful individuals for the AAP programme will undertake up to 18 weeks of initial training and supervision in front line Ambulance Operations. This will include a four week emergency driving course. The course will include time spent attending classroom based learning, self-study, online learning, and practical simulation. You will be expected to undertake a range of written and practical assessments and will include completion of a portfolio of evidence, as well as dedicated clinical placement time with EEAST. It is anticipated that the full course will be completed in 12 - 18 months from start date of employment. Following successful completion of the full course, a portfolio, and operational duties, candidates will be awarded a Level 4 qualification against the Qualifications Credit Framework (QCF). Upon

successful completion of the AAP programme, this qualification can be used against career development pathways, should applicants wish to apply for student paramedic in the future.

The clinical career pathway for our Student Paramedic Programme is the pinnacle of all opportunities within EEAST. This is completely restructured which will provide you with the access to our 3 year development programme to become a fully qualified Paramedic. You will undergo full training and will give you practical hands on experience to deal with a range of situations which will include both critical and emergency. At the end of your journey on the student paramedic pathway will reward you with the Level 5 Award, which is the equivalent of the 3 year Paramedic science degree and full registration with the HCPC.

A full clean UK manual driving licence with full Category C1 and a minimum of 1 years' driving experience on a full licence is required. Consideration will be given to applicants who have a maximum of 3 penalty points on their licence for minor motoring offences only). Applicants without Provisional or Full C1 who are successful in the recruitment and selection process will be required to obtain Provisional C1 before being allocated to a training course, and must achieve FULL C1 before you begin a training course. You will not start your employment with the Trust without full C1 on your licence Priority consideration will be given to those who hold full C1 category.

The recruitment and selection process will consist of the following:

- Shortlisting against essential criteria in Person Specification
- Assessment Centre Stage 1 - Literacy and Numeracy Assessment and Highway Code questionnaire
- Assessment Centre Stage 2 - An Interview, Driving and Fitness Assessment
- Pre-employment checks in line with the NHS Employment Check Standards
- Work Health Assessment clearance
- Candidates are expected to undertake and pass all elements of the selection process.

THE TRAINING PROGRAMME

Applicants must:

- Be highly motivated with excellent communication and numeracy skills with a minimum of 5 GCSEs of grade C or above of which two must be Maths, English or Science (alternative equivalent qualifications may be accepted).
- Be able to demonstrate a high degree of physical fitness by successfully meeting our fitness assessment standards and work health assessment check.
- Have their own transport, and a full UK manual driving licence (manual vehicle) with two years driving experience, (please note that the person specification states that 'a maximum of 3 points will be considered for a minor motoring offence only'). If

you have more than three penalty points on your driving licence, there will be no exceptions to this rule and you will not progress through the recruitment and selection process.

- Category C1 (manual vehicle) on your driving licence is essential in order to start on our Student Paramedic programme. Applicants without Provisional or Full C1 who are successful in the recruitment and selection process will be required to obtain Provisional C1 before being allocated to a training course, and achieve the FULL C1 before you begin a training course.
- Demonstrate real drive, motivation and enthusiasm to pursue this challenging and demanding career throughout the recruitment and selection process and beyond.
- Candidates will be expected to undertake ALL elements of the selection process and can't be offered a start date until such time that all of the elements are complete.
- All recruitment is conducted through the NHS portal www.jobs.nhs.uk.

Use the job search 'Ambulance' and select 'East of England' as a location. This will take you to the advert where you can apply. Alternatively, the HR Recruitment team will be happy to answer any queries; please call and speak to one of the team on **01234 243045**.





Enhanced Resettlement Provision from CTP

INTEGRATED SUPPORT FOR ALL SERVICE LEAVERS



The new Career Transition Partnership (CTP) contract between the Ministry of Defence and Right Management commenced on 1st October 2015.

Essentially it is business as usual and any changes will be in addition to the wide range of services and support we have delivered since 1998 as the MOD's official provider of Armed Forces resettlement.

The most obvious change you may notice is that we have unveiled our new brand image and logo as shown on this page. We are also excited to announce some other online tools such as an interview simulator and Plotr, a game to match skills and interests to civilian careers.

Under the new contract we are delighted to now deliver integrated support to all Service leavers, regardless of time served or reason for leaving. This includes support for Wounded, Injured and Sick service personnel via CTP Assist (formerly the Recovery Career Services) and support for Early Service Leavers via CTP Future Horizons (formerly the Future Horizons Programme).

CTP will also be delivering two trial programmes, which will support spouses and partners of RAF personnel and one for eligible Reservists. Further details of the spouse trial can be found on the CTP website and the reservist trial will commence in 2016.

Read on for a reminder of the wealth of support available to you as you make the transition from the military to civilian life.

WHERE DO I START WITH RESETTLEMENT?

All Service leavers are entitled to resettlement support, consisting of time, financial support, training/ upskilling and careers advice.

STEP 1: You are responsible for dealing with your resettlement arrangements and the first step in the process is to speak with your unit Resettlement Information Staff, who offer advice on your entitlement and the administrative process to access it.

STEP 2: You should then make contact with your Service Resettlement Adviser (SRA), in order to discuss your resettlement package and to register with CTP.

STEP 3: CTP provides advice, guidance, training and support to those leaving the military, and also incorporates RFEA – The Forces Employment Charity, who provide lifelong job finding support to Service leavers.

WHAT SUPPORT AM I ENTITLED TO?

The amount of support available depends on your length of service and your reasons for discharge:



LESS THAN 4 YEARS SERVICE OR ADMINISTRATIVELY DISCHARGED: CTP FUTURE HORIZONS

CTP Future Horizons offers referral to tackle any barriers to employment, and a post-discharge tracking service to ensure personnel gain a route into sustainable employment, education or further training after leaving. Personnel will be referred to the programme upon discharge.

4 – 6 YEARS SERVICE: EMPLOYMENT SUPPORT PROGRAMME (ESP)

The Employment Support Programme is accessed 6 months' prior to discharge and includes a 1 day workshop and one-to-one interview, resettlement briefs, job-finding support, employment fairs and events, and access (on a standby basis) to vocational training courses. Career Consultant support is also available for up to 2 years post discharge.

Resettlement Support from CTP



6 OR MORE YEARS' SERVICE OR MEDICALLY DISCHARGED*: CORE RESETTLEMENT PROGRAMME (CRP)

The Core Resettlement Programme is available to eligible personnel up to 2 years prior to discharge, until 2 years after discharge. The programme comprises a 3 day Career Transition Workshop, one-to-one interview and ongoing access to a personal Career Consultant, along with additional resettlement workshops and briefings. The programme also includes job-finding support, employment fairs and events, and access to vocational training courses, along with travel and subsistence.

*Wounded, Injured and Sick Service Personnel

In addition to the Full Resettlement Programme, CTP Assist is available to help those individuals who have the greatest barriers to employment due to serious illness or injury, through personalised support and Specialist Employment Consultants. Individuals are referred to the programme prior to Medical Discharge.

HOW CAN CTP HELP ME?

CTP support covers three broad areas: Transition, Training and Employment. From creating a CV through to learning interview skills plus researching and applying for jobs, what the CTP offers can help you not just with your first civilian job, but throughout your working lifetime. The programme is delivered

at nine Resettlement Centres in the UK and one in Germany, along with the Resettlement Training Centre in Aldershot.

The resettlement provision includes face-to face support, online resettlement planning via myPlan, the personalised area of the CTP website, and access to our ex-military job board, CTP RightJob. Successful resettlement requires clear aims, good job intelligence, effective networking and an intelligent approach to employers. It can also help to acquire extra skills. It's therefore vital that you take full advantage of the resources and facilities at your disposal.

TRANSITION

Workshops and Briefings - the first step for most on the resettlement journey is the three day Career Transition Workshop (CTW), which enables you to identify and evaluate those transferrable skills and qualities gained during Service. Following this, you will meet your Career Consultant and create a Personal Resettlement Plan, which will help identify the required steps for achieving your desired outcome upon leaving the Armed Forces.

A range of additional workshops and briefings are available, including Financial Aspects of Resettlement, Housing, Business Start Up, Networking and Interview Techniques.

Events - a full programme of employment fairs, company recruitment presentations and online events is available to Service leavers at any point in the resettlement process, offering networking, research and job-finding opportunities.

Online Support - myPlan, the personalised area of the CTP website, enables Service leavers to manage their own resettlement and offers career assessment activities, video library, Interview Simulator, Plotr career matching game, Personal Resettlement Plan, resettlement tracker and checklists.

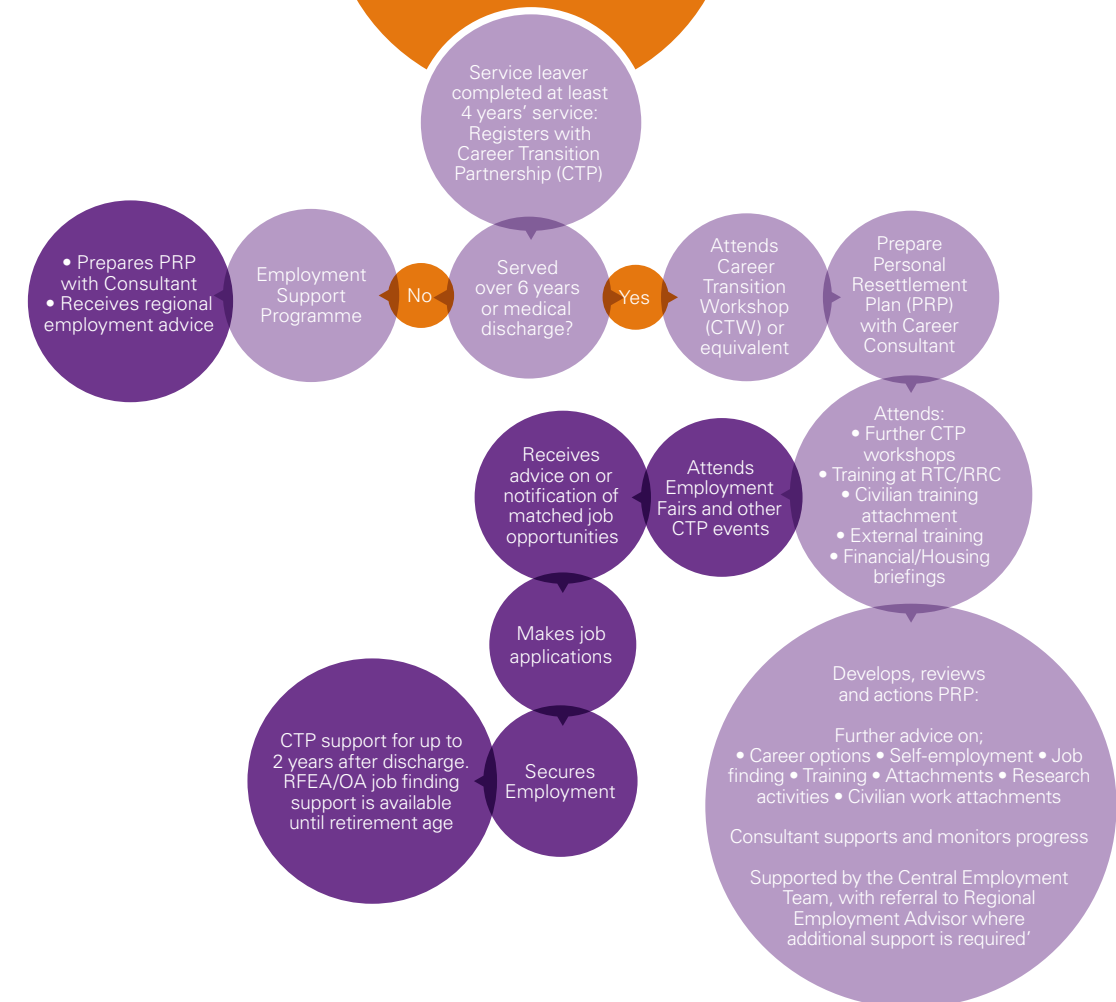
TRAINING

When leaving the Service, you get the chance to undertake vocational training to help you shape your future career. CTP delivers an extensive range of job-related vocational courses at Resettlement Centres and the Resettlement Training Centre in Aldershot. This is split into two types; Contract Funded and Non-Contract Funded training:

Contract Funded training has been 'pre-paid' for you by the MOD. This offers exceptional value for money and is the best way to make the most of your 'GRT pound'.

Non-Contract funded training can be funded using your Individual Resettlement Training Costs (IRTC) or ELC grants for; it is closely monitored for quality and is very competitively priced.

ROUTE MAP FOR SERVICE LEAVERS START HERE:



the lighter shaded elements also available to those with 4 to 6 years' service

If CTP does not offer the course you are interested in then you are able to find details of courses offered by hundreds of MOD approved Preferred Suppliers on the CTP website. All companies on this list have undertaken a stringent accreditation process to make sure their training is of the highest quality and value for money – so you can book with confidence.

The correct choice of training course can be the vital link between the skills you have gained during your military career and gaining successful civilian employment. Your Career Consultant is on hand to provide advice and guidance on choosing the right training to suit your future plans.

EMPLOYMENT

The Armed Forces equips its employees with a vast range of skills applicable to many industry sectors and CTP targets a wide range of employers to promote the skills, experience and strong work ethos Service leavers bring

with them after a military career. The employers themselves gain a high quality, no cost recruitment service and access to thousands of skilled and qualified individuals.

CTP RightJob is our online job finding service that lists thousands of live vacancies for Service leavers, with new ones being added every day. You can browse and search for available jobs by Industry, Location or Company Name, receive job notifications and alerts via email and submit job applications directly to employers. The website is easy to use and compatible with smartphones and tablets, plus you'll find video tips to highlight features on all key areas of the site. Registration is completed during the Career Transition Workshop.

The CTP Employment Team works closely with local, national and international organisations from all industry sectors to source and match suitable job vacancies for Service leavers. You'll receive regular job alerts

based on the preferences listed in your online profile, plus employers can also search the database for Service leavers with the skills they're looking for, and notify them of current vacancies.

Your career consultant is available to provide advice and guidance on job applications, CVs and covering letters, and the central employment team provide assistance with RightJob, along with links to further employment support where required.

Whilst we are making some changes, be assured that our support and the provision to help you through your resettlement remains unchanged, and will be enhanced in the coming months. We are here for you throughout your career transition - from two years pre-discharge and up to two years post-discharge.

Should you have any questions about your resettlement, please get in touch. You can find a wealth of information along with our contact details at www.ctp.org.uk



First Impressions Count! Top Tips for a Stand out Cover Letter

First impressions count! How often have you heard that phrase, especially in your resettlement?

Given that we know this to be true, it is alarming how many people do not take the time to carefully craft a covering letter that will complement and enhance the CV and intrigue the employer enough to invite them to an interview. For a recruiter, someone who doesn't take the time to write a good covering letter is someone who doesn't care about the opportunity.

Here are some simple tips to help you create a covering letter that recruiters will want to read:

- Include a method of contact at the top of the document – whether that's your address or email.
- If you do have a named person to write to please do so, otherwise 'Dear Sir/Madam' is acceptable.
- Clearly state where you saw the advert, e.g. I am applying to the position of Project Manager, as seen on CTP RightJob, reference N12345.
- Explain why you are interested in the opportunity and the company – this shouldn't be a replica of your CV, but your chance to highlight your most relevant experience.
- Write in full sentences; do not use 'text speak', e.g. pls c attchd CV. Rgds. (this has happened!)
- Use the job advert and/or person specification to structure your letter; this will help you ensure you are addressing the requirements of the role.
- Use the STAR (Situation, Task, Action, Result) or CAR (Context, Action, Result) format to help you write clear examples of how you meet the criteria for the job. Doing this will also help you prepare for an interview.
- Avoid bland, generic statements such as, "I have good

communication skills". Writing statements which demonstrate your broad range of communication skills, such as "providing instruction and training to colleagues; providing written and verbal reports to senior colleagues as well as representing the organisation through telephone and email conversations with internal and external stakeholders", clearly explains what your communication skills are.

- Don't waffle! Keep to the point and focus on the essential information you want the recruiter to know about how you match the requirements of the job.
- Check your spelling and grammar. This is incredibly important as employers will judge you on these. For some people, this can seem unfair but it is important for an employer to know that you can communicate effectively and utilise computer software to check for any errors.

Whilst writing a good covering letter can be a time-consuming exercise initially, it is important to remember that by being thorough at this point, you are making it easier for yourself to prepare for interview and you will also be able to utilise some of the paragraphs for other covering letters.

You will hear that not all companies read these covering letters; this is true, but you can't always be sure so it is always best to send a targeted CV and covering letter. As part of your resettlement with CTP, you'll have a Career Consultant on hand to provide advice on all aspects of your career transition – including cover letters, so make sure you seek help if needed.

Good luck!



FURTHER INFORMATION

Speak with your Career Consultant for advice or reassurance
Visit www.ctp.org.uk/resettlement-training to browse all CTP courses
Read JSP 534, paragraphs 0401 – 0437 for MOD policy on Resettlement Training
Call the Course Booking and Information Centre on **02894 456 200** for bookings and enquiries about CTP courses

Choosing the right training course for your next career

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



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

I'VE ALREADY GOT THE QUALIFICATIONS I NEED – HOW SHOULD I SPEND MY IRTC GRANT?

If you are confident that you have the knowledge and qualifications for your future career then consider training that can add support to your application; health and safety training is always welcomed by employers, as is a First Aid qualification.

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

If you are considering a change of career direction then it is important to ensure your expectations are realistic. For example, with a maximum of 7 weeks Graduated Resettlement Time (GRT) to retrain, you will not be able to qualify as an electrician. However, you can

complete meaningful training that will start you on that career path. With good foundation knowledge you can continue training post-Service and, if terms and conditions are met, use Enhanced Learning Credits (ELC) for higher qualifications whilst in employment.

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

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

HOW DO I DECIDE WHAT TRAINING TO UNDERTAKE?

The first step is to identify the qualifications employers are looking for. The goal for many Service leavers is to find employment, and so the training you undertake has to be appropriate to the sector you are aiming to work in. Search for live job

vacancies on CTP RightJob or other job sites and see what the required qualifications are. Be aware that some accreditations are bespoke and not all employers recognise these less mainstream ones. To check, see if a range of providers deliver the particular qualification you are looking into; if not, then it may only be accepted by very few employers and not nationally recognised.

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

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

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

If the CTP does not offer the course you are interested in then you are able to find details of MOD approved

Preferred Suppliers via the CTP website; simply click through to browse each training provider's courses via their own websites. All companies on this list have been quality checked, so you can book with confidence.

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

WHAT ABOUT MY TRANSFERABLE SKILLS?

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

PASS ON YOUR SKILLS TO THE NEXT GENERATION

Across the UK 14,000 young people are challenging themselves and learning new skills based on the customs and traditions of the Royal Navy to give them the best possible head start in life – all supported by 9,000 volunteers.

We are looking for people like you who are happy to roll up their sleeves and get stuck in! We hope you will pass on the skills that you have learnt in the Armed Forces to the younger generation.

You can share your skills in drill, seamanship, sailing, cooking or even drumming!

Sea Cadets is a national youth charity working with 14,000 young people in 400 communities. The nautical activities we offer have a positive impact on young people, including those that struggle academically and from disadvantaged backgrounds. While all of our cadets benefit from the progressive training programme and inspiring activities, it is often those cadets that can least afford it that stand to gain the most. With 31% of Sea Cadets units working in the poorest quartile of locations in the UK we are in a privileged position to be able to help them grab a better future.

Tony Thurgood, Lieutenant, Institute of Naval Medicine

"I've always wanted to give something back to Sea Cadets as they had given me so much as a teenager. I joined my local unit when I was 11 years old and had a wonderful time getting out on the water but a real highlight for me was being appointed the Deputy Lord Lieutenant Cadet. This early experience with Sea Cadets helped form who I am today.

I've been volunteering for seven years at my local Sea Cadet unit and the skills I have learnt in the Royal Navy, like problem solving, leadership and strong work ethics, are vital life skills that I pass on to the next generation.

You can do this too!

As a volunteer with a former or current career in the Royal Navy you have a unique skill set to offer Sea Cadets. With 400 units across the UK there will be a unit near you that could use your skills, experience and time."

Join our Sea Cadet family now!

Find your local unit here:

sea-cadets.org/units



**SEA
CADETS**

**INSPIRE
IN 2017**

Volunteer at Sea Cadets to help young people in your community to achieve the life skills they need to succeed.

To find your nearest unit visit:
sea-cadets.org/units

**SEA
CADETS**

Patrons H.M. The Queen
Marine Society & Sea Cadets, a charity
registered in England and Wales 353033,
Scotland 50027908

BT announces a new series of Transition Force Careers Events for service leavers & veterans

BT has announced a new series of **Transition Force** events from April 2017 following a highly successful run over the past 12 months.



The BT career workshops are designed to help service leavers of all ranks gain valuable industry insights, extend their networks and show employers how military experience will benefit their business.

BT Transition Force events are free of charge, and the format has been very well received, and has evolved in response to feedback by the service leavers and veterans who have attended...

"an excellent workshop by people who clearly believe in the value to be added to civilian companies by service leavers."
Stephen Tomkins

"I have spoken to a number of recruiters / resettlement advisors since starting my transition. The training & format you provided was by far the best yet. I will positively promote anyone in resettlement to attend one of your workshops"
Mat Napper

"During all my resettlement so far, today was far more informative - it was nice to actually talk to people who do the job and carry out interviews! I shall be recommending this to everyone in future."
Paul - Portsmouth

"The day was incredibly informative & excellently facilitated - the inclusion of

'BT Buddies' who know how the Armed Forces work is a superb addition. Please pass my thanks on to all involved in Transition Force. It is a superb service."
Shaun - Portsmouth

Booking for BT Transition Force events is exclusively through the Project Fortis careers network:
www.projectfortis.co.uk/bt-events



By attending 'A Day with BT' you will get:

- Advice on demonstrating how your military skills and experience transfer to civilian jobs;
- Career support based on BT's own recruitment processes e.g. CV writing and interview techniques;
- Introductions to ex-service personnel working for BT who have the experience of making a successful transition from military to civilian employment.

SELECT AN EVENT AND COMPLETE YOUR REGISTRATION BY SIGNING UP TO THE PROJECT FORTIS PLATFORM.
www.projectfortis.co.uk/bt-events



DAVID SHELTON'S TRANSITION PROJECT FORTIS MENTOR: KEVAN WALKER, KING'S COLLEGE HOSPITAL NHS TRUST

DAVID'S MILITARY SERVICE

David dedicated 29 years to the Armed Forces working in Human Resources, immersing himself across the function and taking on a multitude of roles and responsibilities over his long military career. David amassed a wealth of knowledge and experience in his role as an Adjutant, giving him a clear idea of the type of role he wanted to pursue as a civilian.

"In the army overall I had some bad times, and had some good times - I found if I took control of my life, the experience would be a lot better. Grab it by the reigns and you can make the most of a lot of opportunities"

DAVID'S TRANSITION

After a considerable term in the regular reserves, David sought greater stability in life. He wanted to pursue roles in IT and HR, but quickly realised that the process of securing the type of civilian job he wanted was going to have its challenges -

"It was trouble finding a job because you don't fit any specific roles. You can get a foot in the door and tick a lot of boxes, you have a lot of the soft skills, but don't necessarily fit the civilian way of working."

David felt overlooked for some opportunities because of his age, and this was compounded by the difficulty of translating his knowledge, skills and military experience to a civilian context.

DAVID'S PROJECT FORTIS MENTORING EXPERIENCE

David's registered with Project Fortis and signed up for a careers workshop hosted by BT in Shrewsbury in September 2016, as part of their 'Transition Force' military engagement programme. The workshop provided some useful industry insights, and advice on demonstrating how military skills and experience transfer to civilian jobs. Introductions to ex-service personnel working for BT with experience of making a successful

transition from military to civilian employment also provided inspiration.

David also wanted to explore careers in the NHS - sensing that the cultural dynamic may have some similar characteristics to the Armed Forces. Subsequently he went on to pursue roles in IT Service Management and Change Management Support roles with the NHS.

David connected with an NHS employee and mentor Kevan Walker, through the Project Fortis platform for additional support and guidance through the NHS recruitment process. Kevan served in the RAF 28 years reaching the rank of Warrant Officer, Kevan supported David with navigating the NHS application process.

"The key bit of support I received from Kevan was with my profile"

David's mentor Kevan attests to this - *"a common mistake for someone transitioning is that their CV is actually a resume of military life, and does not indicate the strength of their abilities."*

DAVID'S PROGRESS

Kevan was confident David's military skills translated well to the requirements of the role he was applying for and helped him to present his experience in the right context. David has since been successful in his application, and recently started a 2 year contract with the NHS.

David had done most of the work himself, all he needed was a fresh set of eyes with some experience of how the NHS recruitment process works -

"the thing with military guys is, they are bursting with confidence in uniform, but can lose that confidence when the uniform comes off" - Kevan.

Often it is a matter of focussing on the relevant skills, providing moral support and practical help in identifying where they applicable and valued in a civilian context,



LSBU signs covenant and commits to supporting Armed Forces Community

London South Bank University (LSBU), has this month (22 February 2017) signed the Armed Forces Covenant (AFC) to commit to supporting the armed forces community, in a private ceremony at Horse Guards Barracks, Whitehall, attended by students, alumni and staff from the University.

Signing the AFC represents a firm commitment by LSBU to supporting the armed forces community, by recognising the value of staff and students who are serving personnel- both regular members and reservists, veterans and military families - and their contribution to British business and the security of the country.

In attendance at the signing of the Covenant were Professor David Phoenix, Vice-Chancellor of LSBU, Major General Ben Bathurst, Councillor Charlie Smith, Deputy Mayor of Southwark and Professor Paul Ivey from LSBU, who managed the project over a six-month period.

The Armed Forces Covenant operates as a tiered system with Bronze, Silver and Gold award classifications. The level of the achievement acknowledges the amount of support an organisation has demonstrated in supporting the needs of the military community.

Professor Paul Ivey, Pro Vice-Chancellor at LSBU said, "This is a big day for LSBU as it is the first time the University has formally pledged its support for the Covenant. LSBU is now looking forward to a long and fruitful working relationship with our Armed Forces Community."

"Signing the Covenant represents a formal promise from the University to those who already serve, or who have served previously that the University will do all it can to ensure that those who sign up are treated fairly and not disadvantaged in their day-to-day lives; be they our

staff, students or stakeholders."

Speaking at the event, Professor Dave Phoenix, Vice Chancellor of LSBU said,

"From a standing start, in just six months, 50 LSBU students have shown an interest in engaging further and 15 staff who have served, or are reservists, or have an existing relationship with Armed Forces - are helping to shape our future commitment."

"Now that we have signed the Armed Forces Covenant we will soon be submitting our application for Silver status to achieve the next level of accreditation for the work we are undertaking on behalf of staff, students and the local community. This is only the next stage of a journey we hope will enable us to develop an exemplar partnership to go for Gold, and become the Armed Forces partner of choice."

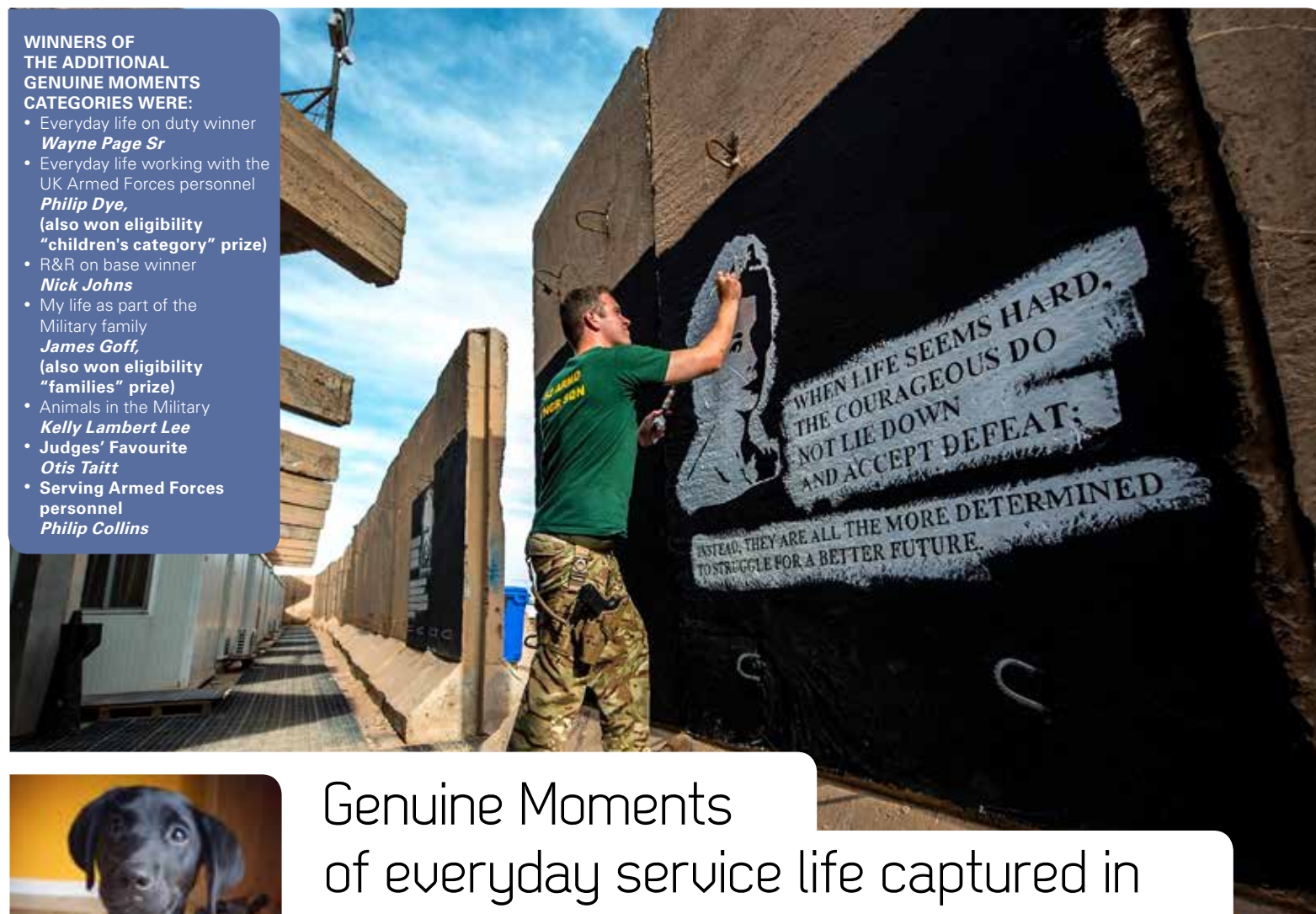
Anthony McGrath, Head of Department at LSBU's School of Health and Social Care at LSBU said: "In signing the Covenant today, LSBU are recognising not only the importance of the armed services in general but the valuable contribution made by members of staff at LSBU who work as veterans and reservists in a voluntary capacity."

If you are interested in being involved in our work on the Armed Forces Covenant, please send us an email and we will be in touch. We are currently setting up a staff and student network and would welcome an interest from anybody that would like to engage with us.

For more information or queries, please contact:
Jemima Broadbridge, Senior Press Officer, LSBU: Tel: 020 7815 6469, e - Jemima.broadbridge@lsbu.ac.uk

WINNERS OF THE ADDITIONAL GENUINE MOMENTS CATEGORIES WERE:

- Everyday life on duty winner **Wayne Page Sr**
- Everyday life working with the UK Armed Forces personnel **Philip Dye**, (also won eligibility "children's category" prize)
- R&R on base winner **Nick Johns**
- My life as part of the Military family **James Goff**, (also won eligibility "families" prize)
- Animals in the Military **Kelly Lambert Lee**
- Judges' Favourite **Otis Taitt**
- Serving Armed Forces personnel **Philip Collins**



Genuine Moments of everyday service life captured in photography competition

Forces Mutual announces winners set to receive almost £4,000 in prizes

Today, Genuine Moments competition organiser, Forces Mutual announces the winners of its photography competition for the Armed Forces community including Civilian Contractors and the wider Military family. Seven winners including one overall winner have been selected from over 100 eligible entry photographs spanning two RAF helicopters reflected in the waters of the River Ouse as they fly over on a training mission, framed by early autumnal woodland and a moody sky, and the close up of a Labrador puppy looking straight to camera, sporting a Remembrance Day poppy with Military boots just out of focus in the background.

Overall winner **Royal Engineer Section Commander Nick Johns** was awarded the highest prize for capturing fellow **22 Engineer Regiment "Sapper"** and street artist **Adam Williams** painting

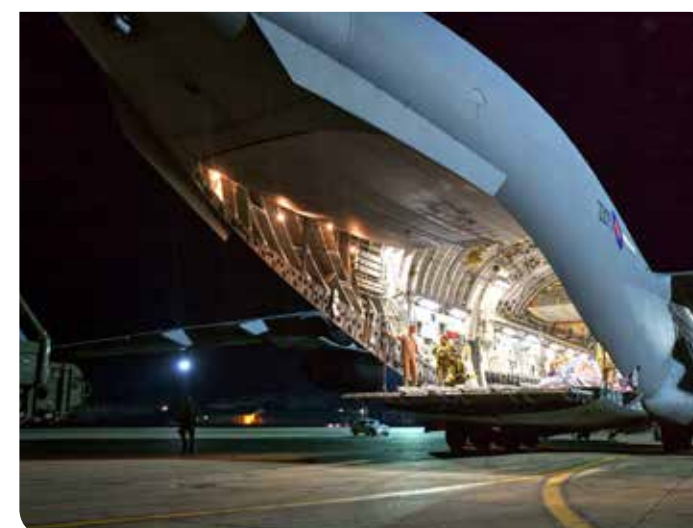
Queen Elizabeth II onto a wall in their **Camp Taji barracks in Iraq** to commemorate Her Majesty the Queen's 90th birthday in May 2016.

Talking about the moment depicted in the image, Nick comments, "Inspired by a painting of Winston Churchill already present in the barracks when we arrived, **Adam Williams** took to creating an image of the Queen on the opposite wall to add to our patriotic picture gallery. Military camps in Iraq don't tend to be the most homely places, so I wanted to mark **Adam** adding a much-needed dose of colour and creativity to our living quarters. The picture was taken on my Nikon D800 using **Nikon 14-24 mm F/2.8 lenses**."

As overall prize winner Nick will receive £750 of photography vouchers from Forces Mutual. The judging panel which included representatives from Forces Mutual, its parent Police Mutual Group, Amateur Photographer

magazine, and BFBS were stunned by the quantity and creativity of images received. Panel judge Mike Laird, a former Afghanistan photographer embedded with the International Security Assistance Force (ISAF) and photography lecturer commented, "These images tell the unseen stories of Military lives, distilled down into single moments. They are fantastic, especially for amateurs."

The judges were unanimous in their selection of the overall winning image, impressed by the juxtaposition of the informality of street art with the regal splendor of a royal portrait, all within the stark and dusty confines of a Military camp in Iraq. Mike Crofts, Head of Military Relationships, Forces Mutual commented, "For me Nick Johns was the clear winner because what he has captured is truly a genuine moment that would never have been seen by the wider world if not for this competition. Thanks to the wealth of fantastic photographs received we have created a limited edition 2017 Genuine Moments photographic



calendar to show off more images than we were able to honour through the competition." Forces Mutual designed the Genuine Moments photography competition to revolutionise the images of the Military that the public are exposed to – less parades, prestigious functions and 'boots on tarmac' – and show more intimate insights into the lives of the people who

put their lives on the line every day, focusing on the stories of individuals and their relationships with everyone from children to colleagues and the family pet. ●

Forces Mutual



Focus on your job

If you've got a creative streak, an eye for detail and you like playing with cameras you could turn an obsessive hobby into a lucrative career.

You could become a professional photographer but where do you start?

Well, you can start by having a look at First Point Photography. They are a contemporary photographic studio in Bournemouth, Dorset, established in 1995, offering all aspects of photography including Portraiture, Wedding, Advertising, and Product Photography.

The company's vastly experienced, formally trained and qualified team members are very passionate about photography and strive to produce the best for all their clients to create a centre of excellence for photography. This is demonstrated by achieving the honour of being awarded the status of an accredited City&Guilds training centre, offering City&Guilds Approved Portrait and Wedding Photography Diplomas, up to Level 3, for the keen amateur to the improving professional.

On completion of all Level 3 courses, all students are welcome to spend two weeks work experience with them in our studios. This will involve the day to day running of a commercial studio, helping with shoots, editing, printing and dealing with customers.

In addition to this FPP is also an ELCAS approved learning provider for the UK Armed Forces.

For example, the wedding seminar covers the whole aspect of wedding photography, from obtaining bookings through to producing the final album. In addition to the theory there will also be shoots with models on location at a local beauty spot, at home, in a church and in the studio. They will also cover technical difficulties you may encounter while photographing the intimate portraits of the bride and groom as well as how to set-up and pose the group photographs.

The main objectives of the seminar are to gain a City & Guilds workshop diploma in wedding photography; to give you the experience and confidence to become a successful professional wedding photographer and to gain practical experience in directing and undertaking a wedding shoot. Finally you will create a strong portfolio that you can use for advertising and to show to potential clients in the future. This will cost £425.

In this modern age of photography it is essential that a photographer is competent at image manipulation, the darkroom in the main having been replaced by a laptop computer and creative soft ware. At least it eliminates potentially dangerous chemicals, blacking out your house or spare room and discoloured hands. And it beats working in the dark, fume filled environment.

To meet this end First Point offers a one week course

covering a variety of editing software, Professional Workflow and a selection of professional techniques used to improve and manipulate images.

COLCHESTER SCHOOL OF ART

Colchester School of Art offers Further Education courses and Higher Education programmes in Photography. The Minories Gallery in Colchester town centre is home to studios for postgraduate students and a public gallery and its own Hay Gallery provides a versatile exhibition space for displaying students' work.

The Higher Education Centre provides a great range of specialist facilities for Colchester School of Art students including well-equipped teaching spaces and private study areas. As well as part-time evening Photography and Image Capture awards at its Braintree campus, The Colchester School of Art provides an expanded range of popular evening and short courses for beginners and hobbyists. These include courses and workshops include Photoshop, portfolio and printmaking.

The photography courses are delivered by tutors with extensive experience in the visual arts sector and their professional expertise is valued by all students. There are excellent facilities including studio spaces for painting, sculpture, ceramics, textiles and printmaking, as well as dark rooms. Further Education courses are offered across a wide range of art and design subjects and the Hay Gallery provides a versatile exhibition space for displaying students' work.

As well as evening courses you can gain qualifications including a BA (Hons) of a Foundation Degree in Photography.

The Foundation Degree is a broad-based course designed to prepare students for a career in commercial photography, fine art, photojournalism, picture editing, picture research, curating and exhibition organisation, photography writing and criticism.

Photography has an ever increasing role within our culture, through an array of applications and uses. This programme is structured to provide a solid overview and understanding of the subject area, with the opportunity to specialise in practical research projects and develop links with relevant photographic theory. As such, you will gain hands-on experience with both traditional and digital processing techniques and work with a variety of formats and equipment.

There is also a two day course in digital photography. If you keep your camera on manual but want to be more ambitious and creative this course could be for you. It might help you make a decision if this is the life for you.

PHOTOGRAPHY UAL DIPLOMA / EXTENDED DIPLOMA LEVEL 3

This course is designed for students who have completed their GCSE's or a relevant Level 2 qualification and want to explore different aspects of photography, such as portraiture, advertising, documentary and fine-art photography.

In the first year of the Photography UAL Diploma qualification you will have the opportunity to explore your creativity developing some of the essential skills that underpin all creative disciplines. With access to a photography contextual understanding of art and design and support you to make and articulate personal connections and interpretations. You will have the opportunity to take part in exhibitions and gallery visits and to develop your skills through independent and group learning.

In the second year projects enable you to develop a more specialist understanding and to apply your creativity in response to a series of fast paced industry relevant briefs. The Photography UAL Diploma programme encourages you to combine traditional and digital photography processes to create a portfolio of work suitable for moving image, portraiture, advertising, documentary as well as and fine-art photography. Regular contextual lectures on the history of art and design, photography and fashion, will underpin and complement your studio work.

The course will enable you to make informed choices with regard to a career in the Creative Arts sector. In addition to your main study programme you will also engage in GEM and GAP activities to develop your English, maths and employability skills to enhance your progression to Higher Education or to employment. Opportunities exist ranging from freelance photography to work for a wide range of employers, including creative businesses, publishers and photographic agencies, or in the education or public sector. Most professional photographers specialise in one area, such as commercial photography (including product, fashion, food or illustration photography), fine art, picture editing, picture research, photojournalism or social photography.

TO FIND OUT MORE VISIT

www.colchester.ac.uk/courses/areas-of-study/photography where you will find all the information you need on photographic courses, cost and enrolment details. ●



Taking a charitable approach

The voluntary sector currently employs over 600,000 people in addition to the millions of voluntary workers who give their time for free each year.

The number of paid workers in the sector increases year on year and job roles reflect that of commercial organisations, covering anything from finance and administration to fundraising, marketing and management positions.

If the charity or not-for-profit sector appeals to you you can start the ball rolling by attending the Charity Management Awareness Course facilitated by the Career Transition Partnership. This

will allow you to gain a clear understanding of the demands and rewards of working within the charitable sector, and find out if it's the right career move for you.

This course is suitable for any Service leaver considering working in the charitable sector. There are no specific pre-requisites to enrol for the Charity Management Awareness course but general management experience is an advantage. No prior experience in the charity sector is required but

applicants should have a strong interest in and be aiming to fulfil a challenging role in the sector.

There are no exams or qualifications but the course will give you a good insight into the sector, job opportunities and future prospects.

The course covers a broad range of topics to provide you with a clear understanding of working in the charitable sector. This includes:

- Understanding the Charity Sector
- Governance and Strategy
- Fundraising
- Marketing and Impact
- Volunteer Management
- Financial Management
- Sustainable funding
- Communications and PR
- Trusts and Foundation Fundraising

thanks to grants from funders but they also rely heavily on course fee income to deliver their services.

Go to website www.voluntarysectortraining.org.uk to find out if VST can help you on the first rung of the charity sector ladder. Alternatively you can give them a call on **01371 876747**.

The sector offers competitive salaries for the right people but there is the added advantage of job satisfaction not often found so readily in commercial sectors.

It also covers types of job roles available in the charity sector and most importantly, how to secure them.

This course is delivered in association with The National Council for Voluntary Organisations (NCVO). It costs £133.50, a cost-effective way of testing the water to see if this is the way forward for you. Full information is available through CTP, see the website www.ctp.org.uk.

If this appeals then you can look at further training, qualifications and the many specialist charity sector recruitment agencies and websites.

DIRECTORY OF SOCIAL CHANGE

The directory of Social Changes runs a range of courses directed to those working in the ever growing charity sector. An example is the one day course on Increasing Corporate Support and Sponsorship.

You'll learn to distinguish between different types of corporate support and sponsorship, how to ask in the right way depending who you are approaching, and pinpointing what the corporate wants out of the relationship too. Like everything in this area, good fundraising is about strategy: finding the best partners for a

long-term, mutually beneficial relationship. This course will increase your confidence and your skill for creating them.

Fundraisers with at least one year's experience of company fundraising and seeking sponsorship will gain most from this course. But any fundraiser looking into increasing their work with corporates will also find it beneficial.

If you're starting out the 'How to fundraise from the community' course could be the one for you. This key course focuses on building your organisation's place in your community as something to support, volunteer with, donate to and trust.

You'll learn the tried and tested methods for community fundraising, from local appeals and media work, through to door-to-door collections, engaging shops and businesses, and using committed volunteers effectively. This course brings fundraising right down to your level: among the people you care about, and those most likely to care about you.

This is a beginner's course, suitable for those working or volunteering in local organisations, or local branches of larger charities. It will also help those responsible for managing fundraising volunteers.

But working for a charity isn't just about fundraising and DSC offer courses in management and communications.

Charities are often reliant on volunteers but it falls to the full-time employees to manage the willing hands. And that's where military leadership skills can be a big advantage.

But how do you ensure you recruit the right ones, with the right skills, and then nurture complete course takes you every step through volunteer management, covering every aspect of the vital skills needed. DSC's Managing the Volunteers course, in conjunction with

the Institute of Leadership and Management (ILM) will help you find the answer.

You'll learn not only about recruiting volunteers, but how to manage them, make them feel rewarded and valued, and ensure their work fits into the overall strategic direction of your organisation.

You'll improve your people and management skills, and have the option of earning endorsement from the ILM too.

The ILM is a nationally recognised Awarding body who monitor the quality and the assessment procedures of the Endorsed Programmes.

To gain the endorsement you will need to complete some additional assignments and exercises. These are all based around course content and you can contact the Assessor for any additional support you need. You will also have access to a free six month membership to the ILM which provides access to a range of support and development materials and services. Once you have completed the assessments and it has been marked and passed, you will receive an ILM Endorsed certificate.

If you think the endorsement option is for you simply click on 'Add Institute of Leadership and Management (ILM) Certification fee' under the Booking Form on the organisation's website. and it will add the additional £140 fee to your booking and you will be on board to do the endorsement.

There's much more on offer too. There are courses in finance, data protection, writing for impact, HR and event management. There are also additional courses for personal development for people working in the charity sector. The courses are also highly cost-effective.

Full information and an on-line booking form is available on website www.dsc.org.uk ●

Good news for service homeowners deploying

Easy Resettlement is pleased to learn that the Government has extended support available to Service personnel and their families who own a home but are then posted overseas, to include those redeployed within the UK.

Under the agreement, military families are able to rent out their home without facing higher costs or having to change their mortgage.

The recent announcement from

Defence Minister Mark Lancaster will help to ensure that personnel and their families are treated more fairly

in line with The Minister said: "This extension means our brave men and women will save time and money when they are fulfilling vital roles across the country, and is another example of how the Covenant is making a real difference."

The initiative is supported by 47 of the UK's largest banks and building societies and is an extension to the original offer made back in January 2016. ●

SSAFA launches

Got your back campaign

New research published by SSAFA reveals that fewer than one per cent of personnel currently serving in the UK Armed Forces or veterans would seek help from a charity if they found themselves in need.

It highlights that those who are serving, or have served, in our Forces can find it extremely challenging to admit that they have a problem and cannot cope alone.

In light of these worrying results, SSAFA has launched its 'Got your back' campaign, which aims to address the 'grin and bear it' mentality that remains strong within the Forces community.

Although the majority of veterans transition successfully and do well in their subsequent civilian careers and life, the campaign is targeting those who struggle, asking them not to let their pride stand in the way of asking for help.

The 'Got your back' campaign has a simple, clear message. 'Those who have served this country have protected our backs; don't be too proud now to ask us to protect yours. Please call us.' For the official launch of the campaign, SSAFA has teamed up with 12 of the UK's best-known TV and sports personalities - Luke Pasqualino, Melanie Sykes, Nigel Benn, Stephen Graham, Ant Middleton, Gemma Atkinson, Jorgie Porter, Jenni Falconer, Kate Wright, Chloe Lewis, Will Satch and Danielle Armstrong, to create powerful visual representations of support for the Armed Forces.

Commenting on the launch of the campaign, former boxing world champion Nigel Benn, who served in the British Army for four years, says: 'I've seen first-hand the problems that some people face when they

leave the Forces and have to go it alone. It's a really difficult situation to be in, you might be struggling but it's so hard to hold your hands up and ask for help, especially when you've been trained to get on with the job. If you're in the Forces and need extra support, or a veteran finding it tough to cope, please get in touch with SSAFA. They have your back.

Currently serving members of the Armed Forces, veterans and their families in need can contact SSAFA's Forcesline on **0800 731 4880** or via email at www.ssafa.org.uk/gotyouback. Forcesline is a free, confidential helpline and email service that provides support and advice and operates independently from the military chain of command. For more information, visit www.ssafa.org.uk ●





Delivering training programs to achieve the correct qualifications to work within the Executive Protection Sector and as a Private Military Contractor

PRIVATE SECURITY CONTRACTOR (LIFE BEYOND THE SERVICES)

There's more to the military life than service in a nation's armed forces. For example, some people work for firms that provide contracted military services, and they're known as private military contractors or PMCs, or private security contractors. As of 2013, there's been growth in employment of PMCs or private security contractors, as some nations increasingly rely on them to provide traditional military services.

UCP UK is without doubt one of the world's most respected High Risk training providers, with overseas Government contracts for the provision of Ministry protection training with Internal Security Forces and private military training for some of the most well known Contracting companies.

For over 15 years UCP UK have been training former UK and overseas Government Military Personnel to work within the Private Military Contractor sector.

UCP UK's training programs are perfectly designed to offer all **UK service leavers** with the right amount of knowledge and the correct qualifications to apply for an employment role within companies such as Aegis, Control Risk, Minimal Risk and G4S Risk Management to name a few.

Our training will allow you to apply for your SIA front-line licence for VIP protection as well as working overseas as a private security contractor.

Delivering the training schedule to achieve correct qualifications for matching job opportunities and referencing the training cost to fit perfectly within your enhanced learning credit claim.



Some common questions answered

- Q. Private Military Company Pay Vs. Army Pay
- A. Twice as much. Same as the ranking within the Military, your pay will reflect your responsibility except your monthly pay to be £5,000 - £8000
- Q. What are the job roles in this industry?
- A. Private Contractor Jobs. Private contractors are employed in war zones and other dangerous areas to perform a wide variety of

specialized jobs, including repair and maintenance of infrastructure and pipeline equipment. Other contractors provide armed security for truck convoys carrying supplies between military bases, serve as guards for corporate headquarters and government buildings and provide personal protection for politicians and other leading figures. Private military contractors are normally employed only in defensive roles and are only expected to engage in combat if attacked. They are

not generally used for offensive military operations, so the term "mercenary" may not be strictly appropriate for what they do.

- Q. What are the job opportunities after training?
- A. Putting aside UCP Security Operations data base of former UCP UK graduates that now work within the industry direct with UCP SO, there are plenty more opportunities within our network of associates for overseas and UK based employment and work.

1. HABC Level 3 working as a close protection operative
2. First Responder Medic training
3. Hostile Environment Close Protection Officer (PSD, IED, PSC)
4. B6 Armoured Vehicle training
5. Use of drones within security
6. Firearms competency level 3
7. Private Military Contractor (CQB, SERE)
8. Team Leadership for small team tactics

Visit our Facebook "UCP UK Training" www.facebook.com/UCPGroup
For the latest course info, video's testimonies and images of our courses

UCP also provide a range of support and guidance to help service leavers gain employment upon successful completion of their course such as:

- Guidance in completing the SIA Application online
- Practical guidance in CV writing towards employment in the CP industry
- Guidance on using SLC/ ELC/GRT credits
- Guidance on future development courses
- Guidance on the financial support available from DWP for service leavers made redundant under Tranche 4

The main target of this unique training is to prepare military individuals (former and present) and security personnel for protective operations in a hostile environment mainly for the Middle East and Africa. The training will provide the maximum of realistic scenarios created by our own former military and UK SF instructors that have worked in these same environments and for Celebrities in the UK. This instruction will enable its participants to acquaint themselves with different types of weapons or equipment indispensable in high-risk countries as well as high profile VIP protection duties.



WEAPONS

Pistols - Glock (9mm) and Carbines - AK47, M-4 (5.56mm/7.62mm)
Simunition conversion kit - Glock, M-4

METHODS

This course will be taught with use of classroom lectures and practical exercises



Topics:

- Threat assessment and risk analysis - Introduction to Executive protection and PMC
- Surveillance/Reconnaissance
- Vehicle and foot drills
- Threat and Risk Assessment
- Convoy - arrivals / departures (embus/debus)
- Elements of the PES Team - roles and responsibilities
- Providing Security in High Risk Areas - SOP
- High Profile - Celebrity Protection (live exercise)
- Low Profile Protection (live exercise)
- Security Driver - Convoy and motorcade procedures
- B6 Armoured Driver
- Firearms Training in Team (Pistol & Carbine)
- High Risk foot formations - VIP+5 "DIAMOND"
- Concealed Carry and unarmed combat
- High Risk rural movement - SWAT Tactics
- Land warfare: force-on-force with the use of FX Simunition
- Advanced Firearms Training - Live Fire contact Drills with VIP
- Final examination - theory and practice



Visit: www.ucpuk.co.uk
Visit: www.ucpgroup.co.uk
Facebook: www.facebook.com/UCPGroup/
Twitter: twitter.com/ucp_group?lang=en
Email: Jemma@ucpgroup.co.uk
Talk to us: 08001951644 or 07966176129
UCP Group YouTube channel: www.youtube.com/channel/UCIP9xsurlv5-rslyGd7F7w

ELCAS Provider Number 5011
Career Transition Preferred Partner
Above course are the combined CP1 and 10 HECPO 28-day Close Protection Training. This can be split 18 days CPO and 10 days HECPO using two separate claims.





New Forces in Mind Trust award

King's College London to compare the offending behaviour, mental health and welfare needs of UK veterans with those of the general population

A grant of £94,779 has been awarded to King's College London (KCL), for a 12-month study into offending behaviour, mental health and the welfare needs of ex-Service personnel entering the criminal justice system, and to compare this to general population offenders.

Although the majority of those leaving the armed forces successfully transition into civilian life, a minority have a bleaker outlook and find themselves involved in the Criminal Justice System (CJS), sometimes as a result of health, behavioural and social problems. Until now, there has been limited opportunity to explore the nature and needs of veterans in the CJS and to directly compare with offenders who have not served in the military.

The aim of this study is to examine national court liaison and diversion service data to provide new understanding of offending behaviour, mental health and welfare needs of veterans entering the criminal justice system compared to general population offenders. This will help to inform policy and practice in the field of ex-Armed Forces offender health and welfare.

The 12-month project will be conducted by Dr Deirdre MacManus, Clinical Senior Lecturer and Consultant Forensic Psychiatrist, and Professor Neil Greenberg, both at King's College London.

Dr Deirdre MacManus said: "We know that a small but

significant subgroup of ex-military personnel end up in the Criminal Justice System. It is important for us to understand their welfare, mental health and offender needs in order to provide the most appropriate support to this population to cut the cycle of offending. We're delighted that FiMT have awarded us the funding we need to undertake this timely research."

Ray Lock, Chief Executive of the Forces in Mind Trust, said: "We know that, sadly, some ex-Service personnel end up within the Criminal Justice System and we currently lack a full understanding of the differences, if any, in their offending behaviour, mental health and welfare needs system compared to those of the general population. This study will provide an essential insight into veterans' needs compared to those of non-veterans. This chimes with the Armed Forces Covenant principle of ensuring no disadvantage due to military service. The findings from will be of particular interest to the NHS and the Ministry of Justice, who will consequently be able better plan and provide for those veterans who do find themselves in contact with the criminal justice system, thus supporting Forces in Mind Trust's strategy to provide an evidence base with which to influence policy makers and service deliverers." ●

FiMT
forces in mind trust
SUCCESSFUL SUSTAINABLE TRANSITION

Service Leavers and Veterans Offered Free Media Course by Forces Media Academy

The Forces Media Academy has launched a unique media course for service leavers and veterans which will be taught in a live media environment.

Students on the free one-year Higher National Certificate (HNC) Media Production Course also receive a bursary of £18k to help with living costs.

Forces Media Academy Director, Alistair Halliday, said: "We are delighted to offer this bespoke course to service leavers and veterans who are interested in pursuing a second career in the media. This will include those who've suffered injuries or sickness while in service."

Work experience and practical skills feature heavily in the course, which has modules such as: *Development and Techniques of Film and Video Editing, Promotional Video Production and Production of Multi-Platform Radio Programmes.*

"The Forces Media Academy is part of the Services Sound and Vision Corporation (SSVC), which has a proven history of media production with long-established and close links with the media, digital, and broadcast industries. We'll harness these to set up high quality work experience which will enhance the ability of the students to get a good job afterwards," added Halliday.

"We are most grateful for the support of charities and companies, in particular The Royal British Legion, which has most generously provided the bursary.

"This course is a perfect fit for service leavers and veterans with an interest in, and aptitude for, the media. It will equip them with skills for a range of roles such as a producer, multimedia journalist, and content creator."

The Royal British Legion's Head of Grants and Social Policy, Daniel Elser, said: "The Academy's work is innovative and practical, building on the existing and highly transferrable skills of those who serve in HM Armed Forces. We're eager to follow the first cohort's progress, and proud to provide bursary funding to make the course accessible to as many future media professionals as possible."

SSVC is also the parent company of the British Forces Broadcasting Service (BFBS) and Forces TV, and specialises in providing media services to the UK Armed Forces around the globe.

The first course starts on 25th September 2017 and will run until July 2018 at SSVC's headquarters in Buckinghamshire, so students will have the opportunity to work with award-winning media teams alongside the programme of lectures.

For more information about entry requirements and applications, and for full details of course modules, go online to www.forcesacademy.com.

The Academy was set up with a £1.8m grant from the Chancellor's Labor Fund. Initially the grant allows the Forces Media Academy to run media courses for the three years to help service leavers and veterans transition into civilian life. A minimum of 15 students will be trained each year, and The Royal British Legion has also contributed substantial financial support to help students to cover accommodation and living costs. ●



PROJECT FIREFLY

Transfer from Regular and Ex-Regular Entry into the Maritime Reserves

THE MARITIME RESERVES – are a force of highly trained civilian volunteers who are readily available to support any of the Royal Navy's wide ranging operational commitments.

The rewards for completing the minimum commitment which is either 24 days RNR or 26 days RMR include:

- Excellent rates of pay
- A generous tax free bounty
- Pension
- The added benefit of a 2 year harmony period
- Remain part of Naval Family with its special camaraderie

FOR MORE INFORMATION

call: 023 92628677

e-mail: Navypers-resfftpa@mod.uk

access: 2015DIN 01 – 213



THE JOURNEY DOES NOT HAVE TO END!

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

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

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

We would like to thank all of our partner companies for making this possible and helping to ensure that you, the service leaver, will have the best possible chance of gaining future employment by offering absolutely FREE training to gain civilian recognised qualifications.

With these free courses on offer all you need to do to qualify is simply email the company whose course you are interested in, please include £100k in the title along with information on when you joined service, when your exit date is, if you have had any other similar training and whether you are entitled to any resettlement or ELC funding? Each training provider will have their own dates for making the draw and announcing their winner(s). In most instances the winners will be notified by email, each company will have their own terms and conditions such as use by dates that they will be happy to inform you of.

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

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

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

We aim to make Easy Resettlement magazine the best forces resettlement publication freely available, if there are any features or topics you would like to see more of please let us know. Good luck to you all, please remember these are free courses readily available to anyone regardless of your age, rank or other entitlements. There are lots of courses available so please inform any friends or family that may benefit from some free training.

Our website www.easyresettlement.com has a section where you will be able to view these courses all through 2017. 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. ●

Aviation



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

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

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

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

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

Secondly, we understand the unpredictability of armed forces life. Although your Postings Officer will no doubt try to make your final years in the forces as stable as possible, to allow you to attend resettlement

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

FREE DRAW

A FREE Platinum II membership to give away.

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

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

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

CONTACT

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

Close Protection



UCP Group of Companies need no introduction.

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

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

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

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

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

ABOUT THE FREE EASY RESETTLEMENT COURSE GIVEAWAY

The selected applicant will receive the following;

The UCP Basic Package Qualifications and Awards

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

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

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

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

CONTACT

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



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

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

Your experience in the Forces will have equipped you with wide range of diversified skills which fit neatly with a career in facilities management, which is why we've teamed up with Easy Resettlement's £100,000 Training Giveaway to give one lucky reader a free BIFM level 3 Award course commencing in 2015 - worth over £1,700.

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

THE UNDERSTANDING FM TUITION COURSE

Now in its 23rd year, generations of FMs have attended Understanding FM to launch or further their careers, and with an unparalleled reputation both in the UK and overseas, it has long been considered a de facto recognised standard in FM training. Offering a sound introduction to the FM profession, the programme provides a solid base for your development before intermediate and advanced level training. The included site visit provides an invaluable insight into how a commercial FM operation runs in practice, plus you'll also be networking with FM professionals already working in a wide range of commercial working environments. At the end of the tuition, you'll receive

a BIFM certificate of completion which contributes towards your record of CPD [Continuing Professional Development].

ASSESSMENT

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

ESTIMATED DURATION

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

HOW TO ENTER

To request available course dates and enter, please send an email titled 'Easy Resettlement Training Giveaway' to info@bifm-training.co.uk and we will notify the winner by email in Jan 2015. When a course date has been agreed this is not transferable and will be forfeited in the event of non-attendance or cancellation by the winner. We reserve the right to change the course date and venue.

Please note we are an ELCAS approved provider so in the event that you do not win, you can still use the ELC system to fund others courses with us. BIFM Training (Quadrilect Ltd) Tel: **020 7404 4440**, www.bifm-training.com.

CONTACT

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



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

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

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

25 DAY MARITIME SECURITY OPERATIVE COURSE:

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

Our course differentiates itself from any other course due to our instructors' vast experience in the Maritime industry. This course offers an array of opportunities for students to enhance their skills in a varied range of qualifications.

Our comprehensive course gives the learner:

- City and Guilds level 3 (MSO) Maritime Security Officer
- MCA (SSO) Ship Security Officer
- RYA VHF
- RYA Radar
- Edexcel (FPOS) First Person on Scene Intermediate with advanced skills
- MCA Medical First Aid onboard ship
- ILM Post Incident Forensic Management
- MCA STCW 95 Firefighting
- MCA STCW95 PSSR
- MCA STCW95 PST
- MCA STCW95 EFA

Further to the recognised and accredited qualifications, PGI are the preferred provider of training to a multitude of Private Maritime Security

Companies and understand the need for some of the softer skills required. As a result we also conduct a CV writing seminar and assist where possible in gaining newly qualified MSO's employment in the industry.

15 DAY SECURITY & RISK MANAGEMENT CONSULTANTS COURSE:

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

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

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

Our SRMC course will give the learner:

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

Whichever course you choose it will give you the competitive edge you need to stand out in the job market, along with the confidence to thrive within a new role.

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

We are proud to be a part of Easy Resettlement Magazine's £100k training giveaway and we are excited to be able to offer the two courses above as a price to two lucky winners.

Just send us your full name, email address, contact telephone number along with service your belong to, your joining and exit date and if you are entitled to any ELC or Resettlement funding.

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



Kick start your new career as a transport professional

Novadata and Easy Resettlement have teamed up to provide a Transport Manager Certificate of Professional Competence training course.

The courses you can choose from is either Road Haulage or Passenger Transport free of charge for one fortunate reader of Easy Resettlement. Manager CPC is a nationally recognised qualification at level 3 on the National Qualifications Framework (NQF) which makes it eligible for 80% ELCAS funding – but for one reader, this course will be completely free. We will be welcoming one lucky winner to Novadata's own premises in Essex for the nine days that it takes to complete the course, revise for the assessments and sit the exams – potentially a life changing fortnight!

Novadata is one of the foremost providers of Manager CPC training in the UK, with a track record in the industry of more than 30 years, a Manager CPC candidate pass mark of more than 90% and an approval rating in the nineties from past candidates too. We use only former transport professionals as course tutors, so they know not only the theory but also the practice of running a successful transport organisation.

COURSE CONTENT

- This course prepares an individual for all the technical and legal aspects of a road haulage operation and includes, among other things, the following:
- Business and company law
 - Health & Safety
 - Financial management
 - Operator licensing
 - Drivers' Hours regulations and record keeping
 - Planned preventative maintenance
 - Vehicle costing
 - Driver licensing
 - International transport documentation

Please see OCR's Management CPC Syllabus for a more in depth look at what may be covered.

Novadata is accredited by leading examination board OCR

to deliver Manager CPC training and also has its own OCR accredited examination centre, so you can sit your examinations in familiar surroundings once you have completed your training.

There are two assessments that you must pass in order to obtain a Manager CPC qualification; a multiple-choice assessment and a case study based assessment.

We can't pass the examination modules for you, but we will prepare you to meet the challenge and give you the best possible chance to gain your qualification and embark on a new career as a transport professional.

BENEFITS OF ATTENDING

- This qualification is recognised throughout the transport industry.
- Demonstrates that the holder is qualified to be the nominee for a Standard National or International Operator Licence.
- Equips the candidate with the knowledge required to establish and manage an efficient road haulage operation.
- Can count as the full 35 hours of Driver CPC periodic training necessary for drivers to receive their Driver Qualification Card (DQC).

For your chance to win a Novadata Manager CPC course, simply email Ruth@easyresettlement.co.uk with your contact details, telling us where you saw this copy of Easy Resettlement magazine, whether you are interested in the Road Haulage or the Passenger Transport Manager CPC course and tell us when you are due to leave the forces.

CONTACT

www.novadata.co.uk
T: 01376 552999
E: info@novadata.co.uk



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
or visit: www.discovery.uk.com

*Workplace conflict management
experts since 1989*

We have been the MOD's sole mediation training provider since 2007 and under this agreement trained over 500 service and civilian personnel in workplace mediation.

Our training - We are ELCAS registered with 10 ILM Endorsed courses approved for ELCAS funding, including:

Workplace Mediator

Workplace Investigator

Mediation Skills and Practice

Mediation Coordinator

Mediation Supervisor

Group Mediation Skills

Our pricing - We haven't increased our prices with ELCAS, so our 6 day mediation training (worth £2808) is still only £1450!

Course information - To find out more about all of our public courses please visit:

cmpresolutions.co.uk/our-public-training-courses

ER Magazines £100,000 training give away

Win an ILM Endorsed Award in Mediation worth over £2800, to enter the draw Email:

ERgiveaway@cmpresolutions.co.uk

ELCAS Provider ID: 6610



Win an ILM Endorsed Award in Mediation worth over £2800, to enter the draw Email: ERgiveaway@cmpresolutions.co.uk

Any officer or NCO has experience of is dealing with conflicts, probably even more so in the workplace than in combat: Managing people and bringing a successful resolution to work problems is a skill that is much in demand in the wider world of industry and commerce.

So we are offering this great opportunity for you to get a national certificate in mediation that will give you the skills to mediate professionally in the workplace or the community.

CMP Resolutions developed the first workplace mediation programme in the 1980s which has now been adopted and adapted by nearly all of our competitors including ACAS.

As a recognised provider of the Institute of Leadership and Management (ILM), we are externally assessed, which ensures that our training is delivered to the highest possible standards.

And we don't just deliver training, and leave you to it! There is unlimited phone and email support for anyone who learns with us; and everything you need to put your training into practice.

Our training is:

- delivered using the principles of adult-learning
- experiential, not just chalk and talk
- delivered to suit a range of learning styles
- tailored to you

All our trainers are expert in their field, with over 10 years' experience. So they bring up to date skills, knowledge and expertise into the training room.

If you think that mediation could be for you there is much more information at cmpresolutions.co.uk

Course length - 6 Days + Post-course work
Course delivery- March, June or October 2017.

How to enter the training giveaway

To register your interest to win a place on one of our 2017 open courses, please email us at **ERgiveaway@cmpresolutions.co.uk** with your contact details. The winner will be announced in March 2017. Those who do not win can still attend by self funding or using the ELC process.



Online NEBOSH NGC Course Giveaway!

FREE NEBOSH COURSE

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

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

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

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

WHAT'S INCLUDED?

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

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

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

There is an exam process you have to go through in order to gain your new qualification. NEBOSH exams are held four times per year. We hold our exam in Hull, the 2017 City of Culture winner. You aren't required to take your exam with us and if you don't, we can help you find an exam centre that close to you. The NEBOSH exam process consists of three

units. Two of the units require you to come into an exam centre and sit a two hour exam. This is held on the same day. The third unit is a practical in which you complete a risk assessment of your workplace (if you don't have one, we can give you some additional ideas) and a management report. Once you pass all three parts, you are awarded your parchment.

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

HOW DO I QUALIFY?

All you need to do is be able to say you are currently in the military or are ex-military and go to the webpage listed below and fill in the entry form. <http://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 or call 01482 211989



**The Chartered
Institute of Logistics
and Transport**

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

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

The legislation is split into two parts:

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

LEARNING OUTCOMES

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

The programmes available are:

- Seven-hour modules
 - Safe and compliant Driver
 - Accomplished Driver
 - Proficient Driver
 - Professional Driver
- Each of these courses has been designed to

build on the previous one developing drivers skills and also reminding them of their obligations both to their organisation and themselves.

Three and a half hour modules (two modules to be completed), focussing on specific areas of Driving.

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

BENEFITS

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

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

APPLY

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

CONTACT

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



PQMS Training Ltd

Accredited training provider
Established in 1999.

We deliver apprenticeships and vocational qualifications to a diverse range of industries including Construction and Utilities, particularly Power, Gas, Water and Telecoms. We offer training internationally and nationwide as well as from any of our EUSR gold approved training centres located in the UK and Ireland.

Each year we offer and deliver thousands of training courses including bespoke courses tailored to your company's needs, all are fully accredited by City and Guilds, SQA, IOSH, Lantra, EUSR, CIEH and CITB to name a few!

Last year we taught over 4,800 students including ex-service personnel and fresh starters with a 94 % pass rate, all of whom are now working in their qualified profession.

We are the leading provider of BT accredited courses and offer the best training facilities and course rates in the UK. We really are a unique one stop training solution.

Contact our customer services before the 1st of April 2016 to find out how we could win 3 weeks of training costing £2250 in one of the following areas:

- Electrical
- Smart Metering
- Gas
- Telecoms (Copper or Fibre)

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- Working in Low Risk Confined Spaces
- Working in Medium Risk Confined Spaces
- Working in High Risk Confined Spaces
- Emergency Rescue & recovery of Casualties from Confined Spaces
- Managing Work in Confined Spaces

These qualifications cover all aspects of confined space working from lone working in Low Risk Spaces right through to the full management and planning of Confined Space work, including the planning and actuating of Emergency Rescue. All of our City & Guilds Confined Space Courses are Water UK approved, allowing you to work in any space within the Water Industry, as well as all other utilities.

CITY & GUILDS SMART METERING (ELECTRIC, GAS & DUAL FUEL)

- City & Guilds Electrical Qualifications
- 17th Edition
- PAT Testing
- Building Regulations (Part P)
- City & Guilds Gas Training (GAS Safe Registered)

All of our Electrical, Gas & Smart Metering Qualifications are accredited by City & Guilds and adhere to the newest standards, including the 17th Edition Electrical Regulations and the Gas Safe Register. We work with various energy companies, including some of the 'Big Six' to ensure that our courses run to the best industry standards and our students leave PQMS with the highest standard of training and employability.

OPENREACH CIVILS CITY & GUILDS/OPENREACH FIBRE ACCREDITATION

We offer a wide variety of Openreach accredited modules, covering all aspects of the Openreach network. As the leading provider of Openreach training & accreditation in the UK we can combine these modules with any of our other courses, and each other, to build bespoke training packages offering immense flexibility and employability

EUSR UTILITY EXCAVATIONS

- Category 1 – Location of utility Services
- Category 2 – Safe Excavating Practices
- Category 3-5 – Install & removal of Trench Supports (Deep Excavations)

Our EUSR Approved Utility Excavations courses cover all aspects of Deep Excavation and are mapped to the highest National Occupation and Industry Standards. ●

CONTACT

Please also take a look at our website to see the extensive range of course we have to offer; www.pqms.training/welcome/about_pqms_training



Flying Fish

Flying Fish trains commercial maritime professionals and instructors of water sports and mountain sports. We are very proud to be part of Easy Resettlement Magazine's £100,000 training give away.

At Flying Fish you can become a Yachtmaster, learn to crew on Superyachts, become an Instructor in Water sports and/or Snow sports. With over 20 years' experience in the UK, Australia, Canada and Greece, Flying Fish offers expert coaching and real adventure opportunities. Our most prestigious course and part of Easy Resettlement Magazine's £100,000 training give away, is our Yachtmaster Traineeship. We are operating this course from our UK base in Cowes, on the Isle of Wight in the challenging environment that the Solent offers.

Our yachtmaster course is an eleven week, intensive, zero-to-hero course. You need no experience to join just a passion for travel and life at sea. We strongly believe this course is the best value intensive yachtmaster course to be found.

The first section delivers nine weeks of practical and theoretical yacht training. Practical training includes: Sail trimming / Boat handling under sail and power / Passage planning / Navigation and pilotage / Passage making and watch keeping / Safety and emergency drills. The theory syllabus covers: Passage planning / Yacht and crew preparation / Navigation and chartwork

/ GPS and electronic aids / Meteorology / Tidal heights and streams/ Vessel stability / Safety equipment and procedures / Collision Regulations (IRPCS).

The second section in an intensive two week live-aboard course. During the live-aboard section you recap all the skills needed to enter your yachtmaster exam with confidence.

Your immediate job prospects include Flotilla Skipper in the Mediterranean, Charter Skipper in Australia, Europe and the USA, Superyacht Deckhand or delivery crew anywhere in the world.

Flying Fish is approved by the UK Ministry of Defence Career Transition Partnership (CTP) as a preferred supplier of training to service leavers from the United Kingdom's Armed Forces.

FUNDING FOR TRAINING

If you are entitled to MOD Resettlement funding as part of the transition to civilian life, you can use it towards any vocational training course with Flying Fish.

CAREERS ADVICE

At Flying Fish we are always happy to give personal advice on training opportunities and career planning for civilian life.

STANDARD LEARNING CREDITS (SLC)

Make the most of your available SLC funding by discussing the application process face to face with your Resettlement Officer.

ENHANCED LEARNING CREDITS (ELC)

If you are entitled to ELC funding you should check which Flying Fish courses are eligible in our Enhanced Learning Credits section.

At Flying Fish we promise you professional training and international adventure. ●

CONTACT

Visit our website www.flyingfishonline.com, email us mail@flyingfishonline.com or better, call us for a chat on +44 1983 280641

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PQMS are now a ELCAS Approved Training Provider for MOD leavers

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- City & Guilds Level 5 High Risk Confined Space Rescue

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or email karl@pqms.ie

ELC
Provider Number
6339



Have you ever thought of extending your military career into civil aircraft maintenance?

So – you can fix a PC board, you can fix a Tornado TR4, you can fix a Eurofighter Typhoon, a Sea King Helicopter, a Rolls Royce RB-199 engine, a 4 1/2" Naval Gun, a Sampson Radar System and a Type-45 Destroyer. Now if you can fix all that, you can learn to fix a Grob Tutor, a Boeing 737 and an Airbus A380.

But, in order for you to enter the civil aircraft maintenance industry at a level which is commensurate with your experience, you will need a **European Aviation Safety Agency Part-66 Aircraft Maintenance Licence**. Use the skills you already have to help you achieve the necessary qualification for a career in civil aircraft maintenance. **Total Training Support** have helped thousands of aircraft mechanics to graduate, so... however you study... wherever you study... we have the materials, the technology and the experience to help you achieve an EASA Part-66 Aircraft Maintenance Licence and a career in the civil aircraft maintenance industry.

The **Platinum Flexible Account** is a two-year membership incorporating the flexibility to suspend your membership at any time that you are unable to study (due to overseas posting for example). The Platinum Flexible Account is designed as a sole distance learning vehicle, with support from an **individually assigned, industry expert**. With the Platinum Flexible Account you get:

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2. Over 21,000 Part-66 multiple choice questions with answers, most with references and explanations, driving an online question-by-question study aid and an EASA Part-66 mock exam generator.
3. Tutorial support - a **real person, a subject specialist**, is just minutes away to help you through.

APPROVED BY PMS
IN SUPPORT OF
THE ELC SCHEME
ELC
2057

To find out more about the **Platinum Flexible Account**, the funding available from the **MoD's Enhanced Learning Credits** scheme and to start your training for your civilian career, email us for further information at:

elcas@totaltrainingsupport.com or visit <http://club66pro.com/elcas.php>



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What is franchising?

Franchising is a means of starting and running your own business with a very high success rate: providing you choose a good franchise in the first place.

A good franchise will offer you a proven business format with the initial and continuing support that you will need. Your business will work under the brand established by your franchisor, using the business system they have developed and proven in the marketplace.

You will pay an initial fee to set up the franchise and for the right to use the brand and the proven business system. You will also pay continuing fees for the support and will build an asset as your business grows that you can sell as a going concern.

CHOOSING THE RIGHT FRANCHISE

In a UK franchise industry worth over £15.1 billion and with currently over 900 franchised businesses, where do you begin to choose the franchise that is right for you?

Choosing which franchise network to join is not something to be entered into lightly; it

must be given due and careful consideration. That's where the bfa can help you. The bfa was set up in 1977 as a voluntary self-regulating body for the franchise sector. It's the non-profit trade association for ethical franchising in the UK, providing impartial advice (it has nothing to sell you!) every step of the way.

Complementary to its accreditation work is the bfa's role as the voice of ethical franchising in the UK, helping to inform the many potential individuals and businesses that are looking at franchising. Helping potential franchisees recognise the best that franchising has to offer is an important element of the organisation's work.

Franchisors apply to become bfa members by meeting standards set by the Association, establishing that their franchise represents a fair and ethical opportunity. The bfa also accredits professional advisors including solicitors, accountants, banks, franchise consultants and media, who offer quality advice and

services for the franchise industry.

You must take responsibility for checking out the franchise business, ensuring that financial projections are both sensible and realistic. Make sure you get the franchise agreement checked out by a bfa affiliate lawyer. Request a list of franchisees and ask to select some that you would like to speak with. Some franchisors may even offer you the opportunity to spend time with the franchisee at work to get a feel for their business and overall relationship with the brand.

Cross examine yourself as well! How much time and financial commitment can you give? What are your expectations and what personal qualities can you bring to the franchise opportunity? Remember that franchising is not an easy option and will require the investment of both hard work and money, particularly in the early stages. You must be prepared to be realistic about what you want out of the business and what you are prepared to put into it.

Investing in a franchise is a huge commitment for many franchisees, some risking their home, savings and family relationships. A record 97% of franchisee-owned units reported profitability in 2015. The key is to be cautious, do your homework and be honest with yourself about what you are prepared to give to build your business.

UNDERSTANDING FRANCHISE FEES

The investment costs to join a franchise network vary widely, from a few thousand pounds up to potentially hundreds of thousands for the most established brands that also require premises. The initial fee paid by a franchisee to join the network is not profit-making: it covers the cost of finding you and launching your business.

The main thing to remember here is that not all fees are calculated equally...

That's not to say that franchises are trying to mislead you – it's simply that with over 900 brands using a franchise model, each

model requires different tools and products to make it work for them, and inevitably that leads to differences in how they quote their fees to you, their prospective franchisee.

That's because some may be quoting the all-inclusive cost of starting the business, while others might advertise only elements of that total fee. Why, you might ask? It becomes a little clearer by looking at some examples.

Take a retail premises franchise; the cost of fixtures and fittings can vary widely from store to store depending on size and location, so it can be misleading to include them on an advert or website. Or a vehicle-based franchise might be quoting fees including only the initial repayment cost for a vehicle, whereas a competitor quotes for the total repayment cost for a similar vehicle.

Unfortunately, this isn't a one size fits all scenario. So how should you approach things?

CHECKS BEFORE CHEQUE

First of all, what all this means to you is that you need to be very careful about comparing costs when you don't fully understand what lies behind them. Don't write anything off from the costs alone – and don't commit to a franchise opportunity on that basis either. Do your research in full, ask lots of questions and get the full measure of the fees and what they cover.

Specifically, check which of the following are included, where relevant to the operations of your potential franchise business:

- Franchise fee (the fee to use the brand, system etc)
- Any necessary equipment (stationery, machinery, office equipment etc)
- Any necessary initial stock
- Initial training
- Initial marketing or sales launch
- Any necessary property costs, including fittings (average)
- Any necessary vehicles (specified whether this is the total cost of the vehicle or the first repayment if on finance)
- Any necessary subscriptions/

- memberships/licences etc
- Any necessary staffing costs (average)
- Any other element for the initial launch of the business
- VAT
- Working capital

TYPICAL TOTAL START-UP COST

Within a franchise operation, each franchisee may have a slightly different start-up cost due to location etc., so ask for a ballpark, all-inclusive start-up cost for a franchisee in the network. However, remember that this is only an indicator. Components such as vehicles, staffing and property can vary and mean that the actual cost of a specific franchise opportunity is noticeably more or less.

COVERING THE COSTS

You may be able to cover the total start-up fee of a franchise purely from your own savings. However, in many cases a loan will make up part of the finance. Of the previously mentioned 97% of franchisee-owned units reporting profitability and 56% saying they are 'quite' or 'very' profitable, franchising has stood the test of lending well in comparison to other sectors during the downturn; banks like the franchise model, which offers proven systems and operations, proven trading data of what is possible.

They particularly like bfa member franchises because they know the business model has been scrutinised by the industry's trade association as part of its membership accreditation process. They know those processes well.

The bfa has high street banks within its membership, contact

details of which can be found on the bfa website, www.thebfa.org. It's important to always ask for the franchise department, whose staff understand the niche model perfectly.

As a general rule, banks will lend up to 70% of the start-up fee for an established franchise, decreasing for those brands newer to the sector.

MINIMUM PERSONAL INVESTMENT

Some franchises will expect you to hold, and prove you hold, a minimum percentage (rather than just a minimum set amount) of the total start-up cost in liquid capital. This is typically, where set, 30 per cent of the total average cost, but can be significantly higher or lower.

Fees can be confusing, but as with most aspects of selecting the right franchise for you, careful and thorough research will steer you in the right direction.

For more information and advice on researching franchise opportunities, see the bfa's online guide to joining a franchise – and with careful research and substantial hard work, you might be able to start watching the money come in!

Real life franchising experience and the tools to evaluate any franchise opportunity can also be gained by attending one of the bfa's Franchise Seminars. These feature case study presentations from Franchisors and Franchisees, together with presentations from the bfa, Bankers, Lawyers and Accountants - Dates and venues for all bfa Franchise Seminars can be viewed on the bfa's website: www.thebfa.org

We also have a free Prospect Franchisee Certificate, which is a

modular, online course that provides insights into everything from evaluating franchise opportunities to business management, financial understanding and legal considerations. More information can be found at www.thebfa.org/pfc

These seminars will help you understand franchising and the key considerations, both in regards to the franchise and your own circumstances, that are required when exploring the opportunities that becoming a franchisee offers.

TOP TIPS

Whether the company you are considering is a member or not, you must still take great care, and research the company fully.

- 1* Be sure to speak to existing franchisees, and ones that you choose - not just the ones the Franchisor directs you to.
- 2* Be sure it is a business that suits you - it is going to take up a lot of your time, particularly in the early years, so don't choose a pizza outlet if you are allergic to cheese!
- 3* Be realistic about the amount of money you need to make, and choose a business that should cover that. Like any other business, a common reason for a franchise to fail is too much money being taken out too early.
- 4* Ask the franchisor to disclose his financial record, records of Directors and the basis of the financial projections they make on your particular franchise.
- 5* Take professional advice - have the franchise agreement checked by a specialist solicitor. ●



Forces in Mind Trust releases new report on the impact of self-build projects in supporting ex-Service personnel

Whilst the majority of Service leavers return successfully into civilian life without too many challenges, there are some who need additional support – especially in relation to housing. It is estimated that around 15% of ex-Service personnel might be homeless for a time when they leave the Forces – which includes living temporarily in a B&B or hostel, or ‘sofa surfing’ as well as living rough. Recent estimates also suggest that between 3% and 6% of rough sleepers in London have a Service background.

The Community Self Build Agency (CSBA) is a charity that runs self-build projects for homeless people, with the overall aim of helping them to rebuild their lives, find work, and reconnect with social networks. In 2012 the CSBA completed a pilot scheme in Bristol to support homeless Veterans build their own homes with the objective of securing permanent residence, employment and in some cases reconnecting with their families. This has been followed by a number of similar projects.

The research was commissioned to examine the first two projects, assessing the financial implications of the projects to establish a cost benefit ratio and to also examine the social processes of the projects.

Academics from UWV Bristol with expertise in economics, ethnography, health and housing tracked and evaluated the experience of Veterans as they worked on a scheme to build their own homes. The evaluation of the project identified that the initiative had transformed the lives of participants and was seen to improve relationships, job prospects, mental wellbeing and physical health. The report also highlights that the cost benefit ratio suggests that on the two projects, every £1 spent

yielded up to £7.20 of benefits.

UWE Bristol's evaluation team, led by Senior Research Fellow Anthony Plumridge conducted the assessment to measure the effectiveness of the scheme, and could now be used to help establish the best way of running similar projects in future.

The research summarised in the report included in-depth interviews with the self-builders conducted by team member, Dr. Katherine Collins, who said: “The self-builders spoke of feeling pride and a sense of achievement, increased confidence and willingness to trust. Some noticed improvements in physical health, attributed to the combination of food provided every day on site, exercise, fresh air and improved sleep. They helped out their neighbours when need arose and most participants found work using their experience on site, training and contacts made with subcontractors.”

Ray Lock CBE, Chief Executive of FiMT, said: “There are many components that contribute to a successful transition from military to civilian life, and there is clear evidence that most Service leavers have the knowledge and resilience to cope with the process. However, for a variety of reasons, some people struggle, and providing a secure and safe home, together with a framework of skills and employment and the opportunity to reconnect with friends and family, can be the catalyst for positive change.

Self-building schemes could, it is indicated by this report, act as an enabler for change while delivering considerable benefits. The challenge now is to exploit these findings perhaps more ambitiously to expand the self-build movement across the United Kingdom, so as to reach out and transform the lives of many, many more. The evidence is here – the opportunities await.”

Forces in Mind Trust

Directory of Social Change to develop the directory of UK military charities as part of three year ‘Armed Forces Charities Project’



A grant of £ 447,459.00 has been awarded to the Directory of Social Change (DSC) for a 3-year project to develop the current online directory of UK military charities, as well as producing a series of themed research reports on the sector, and another in-depth *Sector Insight: Armed Forces Charities report in 2019*.

The funding forms the next stage of the established partnership between Forces in Mind Trust (FiMT) and DSC. Together, FiMT and DSC have worked to illuminate the Armed Forces Charities sector for the benefit of a range of stakeholders, including policy-makers, the government, the media, ex-Service personnel and their families. DSC has, since 2014, undertaken research into the Armed Forces charities sector, providing information through the website www.armedforcescharities.org.uk and through two successful published *Sector Insight reports: UK Armed Forces Charities in 2014, and Armed Forces Charities in Scotland in 2016*.

An Impact Evaluation Report was also commissioned by FiMT, published today, to provide a mid-stream evaluation of the Armed Forces Charities Project to date, and to determine the future research needs of the armed forces charities community and its beneficiaries. The report has also informed the remit of this new project, to address the need for research and data on Armed Forces charities, given their role as a key pillar of support to Britain's serving and ex-serving personnel and their families. DSC's previous research has shown that there are thousands of Armed Forces charities providing a range of key services for the Armed Forces community. However, there is much more to learn about what they do collectively and how

effective they are in meeting the changing needs of the community they serve. There is also a need to connect Armed Forces charities with each other and to inform other stakeholders (such as policy-makers) about their activities via the provision of data and research.

The project will further develop the Armed Forces Charities website, which is a comprehensive web-based online searchable directory of the whole sector (www.armedforcescharities.org.uk), with in-depth information on over 500 armed forces charities whose primary remit is the welfare of the armed forces community. DSC will also deliver six focused, topical reports in 2017 and 2018. These will illuminate specific areas of charity sector provision for the armed forces community, such as mental and physical health, education, employment, housing and homelessness.

Ray Lock, Chief Executive of the Forces in Mind Trust, said: “The first edition of the *Sector Insight: UK Armed Forces Charities* report is regarded as a seminal piece of work, and this key project will provide a valuable addition to the knowledge-base by delving deeper in the data available, and providing new insights that could have implications on policy and practice. There is no better organisation than the DSC to undertake this project, and we look forward to our continued partnership.”

Debra Allcock Tyler, Chief Executive of DSC, said: “We could not be more pleased at the strength of our relationship with FiMT and our joint commitment to this vital work. I grew up in a military family and I know how very very important so many forces charities are to so many people. This project is about shining a light on those charities and what they do, so that policymakers and charities can make more effective decisions for beneficiaries. DSC is fully committed to producing more research and analysis of this type in the future.”

FiMT
forces in mind trust
SUCCESSFUL SUSTAINABLE TRANSITION

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TIME FOR SOMETHING FOR YOURSELF?

ESCAPE THE CORPORATE RAT RACE!

“ I hit my goal of £10,000 per month client income in month 5, and how great a feeling it is to know that my clients are already benefitting way more! And I can now take my kids to school and pick them up. ”

Joanna Martorana
- ActionCOACH Franchise Partner



“ As someone who had never sold anything other than a used motorbike or car, if you had told me when I left training 5 years ago that I'd bank over £1 million I would have found it difficult to comprehend! ”

Mark Jennings
- ActionCOACH Franchise Partner

“ There's such a wealth of information, tools, support and techniques that I can't possibly fail. And I've had more time at home with the family and I get to walk the dogs in the morning instead of rushing out of the house. ”

Rachel Spratling
- ActionCOACH Franchise Partner



“ Coming out of the corporate environment and into a franchise was like a halfway house compared to starting up on your own. The support and collaboration at ActionCOACH has been outstanding. I feel like I've got as many friends as I did in my corporate life. ”

Helen Pethybridge
- ActionCOACH Franchise Partner

When most people think of franchising, they think fast food, but for the last three years the UK's best mid-priced franchise has been a white collar opportunity...

...HERE'S WHAT YOU CAN EXPECT FROM ACTIONCOACH:

- ✓ A guaranteed income of £8,333 per month by month 7.
- ✓ More learning and development than you can imagine.
- ✓ A meaningful role in your community making a massive difference to local business owners, creating jobs and happiness.
- ✓ Award winning franchise support – ActionCOACH is 1 of only 5 franchise networks to score their franchise 5-stars for four years.
- ✓ The biggest challenge you've faced in your career with a year or two of productive activity to build your initial client base.
- ✓ £30k of unsecured finance from a High St. Bank, so you only need to personally invest £10k.
- ✓ The full support of your franchise network with a shared value of teamwork.

Call 01284 701 648

Find out more with the 6 minute video at: actioncoach.co.uk





Matthew during his time in The Black Watch

Former Black Watch Captain finds his place in civvy street

Matthew Atkin spent the first three and a half years of his working life serving in The Black Watch.

From his time as a 2nd Lieutenant at Sandhurst until he left the Army with the rank of Captain, The Black Watch operated as mechanised infantry in the British Army of the Rhine interspersed with a six-month tour in Belfast.

FINDING ACTIONCOACH

"I began looking for a new business opportunity, that's when I got a call from ActionCOACH. I learned about their tried and tested system and support structure and I thought my experience would work well with the franchise. So, in June 2009, I went to ActionCOACH training in Las Vegas for an initial 10 days. It was extremely challenging, intensive and I came away with my head boiling. You are given a huge amount of information and you need to convert that into the practical reality of being a good business coach. "In August 2009, I launched

my ActionCOACH business in Yorkshire. I was slow in getting to grips with sales and marketing. Whilst I had negotiation experience, I did not have marketing experience. The support from our franchisor in this area has improved exponentially in the last three years. Few military people have sales and marketing experience, but at ActionCOACH the education is provided and all you need is the will and application to succeed."

A REWARDING BUSINESS

"Initially, I worked from home but later took on office space on a flexible basis near my clients. The business has grown year-on-year consistently for seven consecutive years. Part of the attraction of ActionCOACH was that it's a cash generative business. I valued that most highly at that stage of my career and it remains true today.

"I have a variety of client needs that vary from meeting for one

hour a month to being in their business for a full day a month plus weekly contact in between. I have 10 clients (an average client invests £1,500 per month), which generates an income that matches anything I've ever had before. The Army can be 24/7 and the beauty about ActionCOACH is you can make it what you want - some coaches work a full five-day week and others choose less.

"I'm gravitating towards a

four-day working week, spending more time managing my own future. People bust a gut to make money and then spend very little time managing it afterwards. They abandon it to others and hope it works in stocks, property or a pension. We're in a position as Action Coaches to learn about how to manage our assets and money more wisely. One of the options is that you can still buy another business and grow it

whilst being an Action Coach.

"The rewards aren't just in the form of income for me. I enjoy helping business owners transform. I've been working with a veterinary clinic for five years. It has grown by 75% in gross turnover terms and now employs 35 people. To grow the business, you've got to take market share in a crowded marketplace and while supermarkets get excited by a 1.5% increase in market share, you can see why we are so pleased with the growth of this business! Profits are up by 380% and the value of business is up by 500%. Profitability is important as it gives you the cash to invest in great people and systems but it also allows the business owner to draw money from the business to enjoy life. The owner used to be a vet who happened to run a business, now she is a businesswoman who happens to run a veterinary clinic. She's currently using some of the profit

Few military people have sales and marketing experience, but at ActionCOACH the education is provided and all you need is the will and application to succeed.

to upgrade the clinic to hospital status, but the real value comes with having a business that she can sell at the time she decides to retire or take on a new challenge.

"ActionCOACH is a great business to be in once you are established. You need to be willing to invest time in training and lifelong learning but you buy the systems and support that you need to succeed." ●

If you'd like to be your own boss with our support and you:

- A) get a buzz from helping others succeed
- B) love learning and developing yourself
- C) have enjoyed success in your career or sport...

Then find out more by watching the 6-minute overview video at actioncoach.co.uk



Matthew Atkin helping business owners transform their business and their lives.



MAKING A DIFFERENCE

Here Louise shares how much difference ActionCOACH has made to her business and her family:

"Prior to working with Matthew, it was a very busy and successful practice but, at that stage, I was working very much in the clinical forefront of the daily work. I was in the consulting and operating room and running the business was a secondary focus for me.

"It was very difficult to separate work life from family life because I found myself arriving home late in the evenings and then dedicating my time to office-based work, rather than spending time with my husband and children.

"I was running the practice with no knowledge of how to do it and I just needed some guidance on how to be a business owner.

"As soon as I began work with my Action Coach, I started to see results very quickly. We looked at implementing structure into the way we worked and creating protocols so that everyone knew what they were doing and what role they played. Moving on from that, we started to see changes

of a financial nature with regards to the growth of the business.

"As a result of working with Matthew, we have recognised a 10% increase year on year with a forecast of £1.65 million this year. We have also seen a 600% increase in the profitability of the business and this speaks volumes - it recognises the improvements we have made in streamlining the business.

"It's fantastic to recognise that the business is now worth four times more than it was before ActionCOACH was introduced to us. And that has come about from the sustained growth and the continuous increase in profit.

"It has altered my identity completely, I am now very comfortable in saying that I am a business woman and I just happened to be a vet. I have managed to take holidays in the last couple of years when I have left the country for two to three weeks at a time and not contacted the business at all. I have confidence in knowing that the work will carry on exactly as it would, had I been there - the team know what they are doing and the protocols are in place."



Business Excellence Awards with Brad Sugars, ActionCOACH Founder, Louise Davison from Holmfield Veterinary Surgery and Matthew Atkin



Matthew enjoying family time



Former soldier joins the Snap-on ranks

Corporal Chris Ashton was every bit the model soldier.



Chris was inspired to follow in his footsteps and has been running his Snap-on franchise in Northallerton since 2014. He says it's one of the best decisions he's ever made. So much so that he's keen to spread the word about the opportunity for other ex-service men and women!

Like many young people, Chris left school at the age of 16 with just a handful of GCSE's. Describing himself as 'not academically inclined' he was keen to get straight into work and joined his dad's business as a builder. After a year of employment Chris branched out on his own and spent another year and a half self-employed in the same trade. Ambitious but unfulfilled in his work, Chris took the plunge and joined the army in January 2002.

"I joined the army when I was 19 going on 20 and spent the next 12 and a half years working my way up the ladder. I spent 10 years in Germany in total, one year in Ripon and year and half in Bassingbourne as a training instructor. I was ambitious! I promoted quickly in

the early ranks and then spent two years as a Lance Corporal and quickly promoted to corporal two years later. I also did a tour in Afghanistan in 2011 as a Search Team Commander towards the end of my career – so I had some pretty serious and responsible roles throughout."

Chris held his final roles in Welfare and Training of new recruits in high regard, seeing it as a great way to give-back and prepare his young counterparts for the years ahead of them. But after seeing numerous colleagues promoted around him, Chris felt undeniably overlooked and, ambition ever present, he set his sights set on new horizons.

With a natural desire to help others, Chris was initially keen to pursue a career in welfare or teaching. But being married with two children, the question of just what to do with life after the army was also weighted heavily on being able to support his family.

"I loved my job in the army, I was in welfare at the end and I loved helping people but on Civvy Street you need a degree for that sort of thing so it wasn't an option for me. At first I wanted to go into teaching and there are schemes for the armed forces to help you get into it. But the money would have been such a significant drop from my army wage that it wouldn't have worked. At the end of the day when you've got a

family to take care of you need to provide for them so I had to start thinking about other options.

"My brother-in-law was already a Snap-on franchisee - he'd been doing it for about four years when I was leaving the army and I'd seen him do really well over that time. I was talking to him about things and he suggested I look into it for myself. The more I thought about it, it was a no brainer!"

Snap-on is the world's number one professional tool brand. They are the leading global manufacturer and distributor of tools for the professional technician. Franchisees deliver gold-standard, premium products to technicians up and down the country. Their fantastic business opportunity offers you the chance to be your own boss whilst being supported by an elite team of industry specialists.

Spurred on by his brother-in-law's success, Chris threw himself into learning all he could about the franchise opportunity. He researched online, met with the head office team and even went out on van rides with other franchisees to get a feel for what being a Snap-on business owner was really like. After a few months, convinced this was the opportunity for him, Chris signed on the dotted line and officially joined the Snap-on franchise family! Up next: training of a new kind!

"The training was fantastic – all the help you get starting and setting up the business was spot on. I've obviously done a lot of courses in the army and for those, you get guided through in a very step-by-step way so that it's as simple, structured and straight-forward as possible. I didn't expect it to be but Snap-on was very much the same. From obtaining my licences to setting up my accounts and planning my initial routes to visit customers. They talked me through it and gave me the confidence to do more."

Snap-on training starts with a week in Dallas in the US. Afterwards, new recruits are welcomed into the Snap-on family at the UK head office in Kettering. Here, new franchisees meet the staff who will support them on a daily basis and collect their very own custom-built mobile store! Training continues with a full week of on-van support out in the field. New franchisees are assigned to a dedicated franchise developer for the first 12 months who spends an additional 12 days on the road with them offering one-to-one support within the first four weeks.

"The thing that struck me most was just how much you feel like part of a team and a family. Especially at head office in Kettering. You get a guided tour, pick your truck up and put all your tools on the van... your photo is

on the wall and everyone knows who you are. There's a real friendly atmosphere and you feel part of something big. Walking up to my truck and seeing my name on the side was pretty cool I have to say!"

Snap-on understands that it's only ever going to be successful if it's franchisees are! That's why they continue to invest millions in a global support programme that already boasts a staff ratio of 2:1 for every franchisee. From sales and marketing to product and technical knowledge; the programme is designed to help every franchisee build a profitable business. Thanks to his military background, Chris says he's a good problem solver and thinks on his feet. Whilst he likes to be self-sufficient, he knows that if he ever needs it, Snap-on's support programme means a team of industry experts is always right behind him.

"I try not to use the support team but that's just how I am! I know I can always pick up the phone if I need anything. Snap-on are always keeping an eye on you to make sure you're ok. They look at your stats for example so if they see a drop in your sales then they come out with you for a day to try to get you back on track; it's a partnership really."

After just three years, Chris is the proud owner of a profitable, successful business which not only provides financially for his family, but enables him to have control over his own future: "For me, the best thing about being a franchisee is being your own boss. Being able to do what you want, when you want. Having control over your own time and your own destiny – sorry if that sounds corny but it's true! Looking back, it was an easy transition for me - you don't need any qualifications and it's a ready-made business so provided you're willing to work hard, you can't go wrong."

It's not all work, work, work! When he's not running the business, his new flexibility means Chris can indulge in his favourite hobbies... fishing, skiing and riding his new motorbike! "I've wanted a crosser for years and I'm now in a position to buy one and enjoy it which is quite exciting! My wife plays football so we both have a hobby now...that's fair isn't it?"

Testament to his natural inclination for helping others, Chris has a grand plan for the future. And it might just surprise you: "I want to build my business for a few more years and get some more decent money under my belt and then look at going into management

within Snap-on. I still love the idea of helping others so I think when I've got five or six years' experience doing it myself, I'd like the opportunity to help others into the network. Especially those coming out of the forces because it's such a great opportunity for them.

True to his word, Chris is already working with some eager friends who are now preparing for life after the army. And this time, he's the one taking them on van rides with him to show what being your own boss is like!

"I've got a mate who's getting out in about 10 months' time. He's been out with me on the van and been on some van rides with other franchisees and he loves it, he can't wait!"

"I speak to a lot of guys who are coming to the end of their service and I say to them, do Business Management or something like that in Resettlement because it gets your brain ticking over ready for when you come out. With Snap-on my advice would be talk to someone who's already doing it like myself to learn about their experiences and then just go for it! The business is there waiting so if you want to be your own boss and make some good money then I'd definitely recommend it."



If, like Chris, you want to take control of your future and be your own boss, text FRANCHISE to 07786 201 770 or visit www.snaponfranchise.co.uk to find out more about the Snap-on franchise opportunity. ●

Snap-on

Be your own boss: with a Snap-on Tools franchise

Snap-on is the world's number one professional tool brand. With over 90 years' experience, we are the leading global manufacturer and distributor of tools for the professional technician.

As a franchisee, you will own and run your own iconic showroom on wheels! We have over 430 franchisees who come from all walks of life - many joined us after leaving the armed forces. We provide training in all aspects of the business and work with you for life to ensure your success.

With Snap-on, you're never just a man in a van!

- ▶ Full training and lifetime support
- ▶ You keep 100% of your profits
- ▶ A family-feel community of likeminded people
- ▶ More time, more money and more freedom
- ▶ Help to buy scheme available

On average, our franchisee's sales to their customers are in excess of £6k per week.

Text **FRANCHISE** to 07786 201 770 or visit www.snaponfranchise.co.uk to find out more.



"I've been doing this for three years; I've got my own business making good money and supporting my family. The best thing for me is being my own boss: doing what I want, when I want and knowing we get the benefit of my hard work." Chris Ashton, Northallerton franchisee.

Consultancy Project Management

The transferable skills that you've acquired over your years of military service might make you an ideal candidate for management consultancy or project management.

SO YOU THINK YOU'RE A CONSULTANT? HOW DO YOU KNOW? WHO SAYS?

Probably experienced, even qualified, in your own discipline but how can you demonstrate to potential clients that you also provide a Consultancy service that really adds value? Over the last decade A3 Training Ltd has trained dozens of serving and ex-military personnel who wish to branch out into the world of consultancy.

The company provides is a suite of courses designed for Experts, Consultants, Change Agents, Project Managers and Continuous Improvement Practitioners. Having experience, knowledge or skills in a particular discipline is not enough for today's clients. They expect their consultants to be qualified in order to meet the challenges of a business environment, whether in the private or the public sector.

Clients need consultants who can add real value to their business by delivering independent, considered and well balanced solutions that achieve measurable results. Consultants holding this recognised Chartered Management Institute (CMI) qualification will increase their chances of securing their client's business.

So if you want to be acknowledged as an effective consultant (internal or external) then you should consider this qualification course.

The Level 5 qualifications in Professional Consulting (QCF) have been developed by the Institute of Consulting and the CMI. At A3 Training Ltd they have selected the most appropriate units to build that essential foundation in professional consulting.

The course offers more than most providers by allowing delegates to choose which two units they would prefer to study for their qualification – rather than impose pre-selected units. Built around a consultancy model, this is a comprehensive three-day course comprising tutor input sessions, interactive exercises, media clips and a case study that

runs throughout the duration of the course. The case study allows delegates to use and practice the many tools and techniques shared over the three days.

You can opt for the Award or the Certificate in Professional Consulting and for those wishing to progress further with their qualifications A3 Training Ltd offers the Level 5 Diploma and post graduate programmes at Level 7 in Professional Consulting. These qualifications form a clear pathway for individuals to apply for the ultimate status of Certified Management Consultant (CMC).

It is worth noting that the CMI is currently working hard to develop, secure support for and launch a new chartered qualification, as a badge of recognition for the skills, knowledge and professionalism of management consultants. This will be called 'Chartered Management Consultant'.

The three-day Level 5 Introduction to Professional Consulting course costs £1,650 which includes all CMI fees & materials, but does not include your travel & accommodation. Reduced rates available for group bookings and for early booking (two months before start).

For additional flexibility A3 Training aims to offer two versions of their three-day course

- Three consecutive days, or
- Three separate days spaced at approx. 6 week intervals.
- Venue TBC but likely Portsmouth /Southampton area.

The course comprises an Introduction to Consulting Essentials including the Role and Responsibilities of a Consultant and Communication for Consultants (Unit 5029), planning and Managing Consultancy Interventions (Unit 5030), The Client Relationship (Unit 5032) and Problem Solving Tools and Techniques for Consultants (Unit 5034).

To complete the course delegates are able to choose which Units they would prefer to

study for their qualification and have to complete one written assignment to achieve the Award in Professional Consulting.

They also have to complete two written assignments to achieve the Certificate in Professional Consulting.

The amount of time and effort involved is estimated by the CMI in 'Guided Learning Hours' (GLH). For two of the units above this adds up to approx. 60 GLHs. Attendance on the three-day course counts towards the 60 GLHs.

Delegates have up to 12 months in which to complete & submit their two assignments but most delegates achieve this within six months. Full support & coaching is given.

All courses can also be delivered on an in-house basis, tailored to meet individual specific organisational needs with regards to the units covered and course structure.

More details of A3 Training's Consultancy course and contacts are to be found on the company website www.A3Training.co.uk.

PROJECT MANAGEMENT

Many service leavers will at some stage in their military careers have been involved in some form of project management. But how do you transfer those skills into the outside world and gain the appropriate qualifications? Again A3 Training could provide the solution.

Any task that requires preparation to achieve a successful outcome will be done better by using project management methods in the process. Project management methods can help in the planning and managing of all sorts of tasks, especially complex activities.

Projects come in various shapes and sizes, from the small and straightforward to extremely large and highly complex. Increasingly companies and organisations are beginning to realise that by properly understanding the scale of a project they can make better informed decisions about how to manage it. This should include consideration of whether to appoint an in-house Project Manager or contract an external consultant.

A3 Training Ltd offers a Level 3 qualification course [accredited by the CMI] that differs from the norm by including a new approach to Project Management. A3 Training

has introduced a new matrix that allows you, the Project Manager, to assess the size of a project and consequently the amount of time and resource required. All this whilst retaining the essential steps and tools associated with all credible methodologies.

Designed and built around this matrix, this two-day course comprises tutor input sessions, interactive exercises, media clips and an opportunity to work on your own case study. Following the course the company will provide ongoing support if you decide to progress to the qualification.

A3 Training Ltd is a small company that punches above its weight. As former public sector employees in the Royal Navy and Civil Service, the company knows what it's like to experience that transition into the private sector, or self-employment. The instructors also share and appreciate the invaluable skills and expertise accumulated by ex-military personnel throughout their careers.

The company website claims: "Our aim is to maximise those skills and create the best opportunities, through training and qualifications, for those people making that transition. A3 Training's portfolio offers a wide range of courses to include Consultancy, Lean Six-Sigma, Change Management, Management & Leadership, Project Management, Coaching and Facilitation. For many of our clients we have tailored a blended package to suit particular needs. Being small makes us more flexible."

To find out for yourself visit the A3 Training website or telephone **0203 828 6064**.

KNOWLEDGE TRAIN

A one day Central Manchester based Project Management course is also available through Knowledge Train. The course is packed full of useful tools and techniques ready to use immediately

This project management course will teach you the basic techniques used by project managers. No prior knowledge is needed. You learn from the experienced and enthusiastic trainers and go away with the confidence to start managing your own projects.

Managing your first project can be a bit daunting, but this short introductory course has been designed by experienced project managers especially for people who are new to project management. If you are looking to take a PRINCE2 course in the near future, this course is an effective preliminary introduction to project management.

During the training you will gain an understanding of the key

concepts, tools and techniques which experienced project managers use to keep control over their projects. Within just one day, you will feel more confident in being able to manage your own projects, and even organise your day-to-day tasks more effectively.

Knowledge Train delegates come from all walks of life and work in all industries and in organizations ranging from one to over 100,000 employees. Its courses have helped all these individuals further their careers and skills in project management.

If your career goals differ from the ones listed below, please feel free to discuss your goals with one of the company's specialist advisors on **0207 148 5985**. They can advise you on choosing a course which best suits your career. You can also find more details of course content, dates and costs by visiting website www.knowledgetrain.co.uk ●



TAKE TO THE OPEN ROAD.

It's going to be harder than ever to slide effortlessly back into civilian life. With the global economy under attack in all continents, nobody is fully protected. Leaving the Army, Navy or RAF suddenly pitches you into a new battle. The fight for a good job. On the bright side, the skills you've gained, and the experiences you've had provide a tremendous basis for a worthwhile career in civvy street. What they don't give you is a free pass. The important thing is that you're not on your own. The MoD is strongly committed to resettlement, to offering the help and tools that make sure you land on your feet when you leave. To do that, the MoD works closely with a number of organisations who can maximise your talents and help smooth the path into a job that's probably going to feel very different to the one you're used to. One of the best known and most respected of those organisations is The Open University.

Open road - a road well trodden

The relationship between the three services and The Open University goes back a long way and, make no mistake, it's special. Special because The Open University - let's call them the OU, everyone else does - lights up a clearer and more exciting career path. It doesn't matter what rank you've achieved, where you've served, what unit or trade you're in or what your personal interests are, the OU can build on that. Basically, the OU can make you more attractive to a civilian employer.

At the moment, more than 1,200 service personnel and their dependants are taking advantage of the special relationship between the OU and the Armed Forces. Many others who have left the forces are starting or continuing to study with the one university that suits an income-earning lifestyle. The OU not only offers them the freedom that comes with its renowned distance learning style of study but also the benefit of choice. You'll find a course from the OU that fits with what you've done before, with what your interests and talents are and with where you want to go. Take your pick from over 600 OU and Open University Business School courses and make the most of the cost, flexibility and quality advantages on offer.

"There is a huge range of courses available and suitable for service personnel enabling preparation for resettlement and the ensuing competition for jobs," says Pam Barber, Head of Business Development (Defence) at the OU.

If you're still serving

If your eye is on where you want to be when you go back to being a civvy but you're still in post, the sensible move is to make the most of the Ministry of Defence's Enhanced Learning Credits scheme (www.enhancedlearningcredits.com). This initiative promotes lifelong learning amongst members of the armed forces by granting financial support, based on length of service, towards the costs of personal or career development from approved suppliers like the OU.

The OU's flexible distance learning format is ideal for those in the armed forces, as you'll be able to work your studies around your shifts and postings. Studying with the OU while in the services has two purposes: to advance your service career and to prepare you for a new career in the fiercely competitive civilian jobs market.

Most of the courses taken by service personnel aren't entirely academic in focus. They draw directly on your personal experience in the roles you have done or are doing. When they are rooted in the workplace like this, they can lead to a named qualification which is powerful evidence of your professional ability and skills.

Open road to teaching and business

For example, if you're thinking about teaching, then studying for a BSc (Honours) in Sport, Fitness and Coaching with the OU can provide you with leadership and coaching skills that will enhance your career prospects. The OU offers a modular programme that allows flexible patterns of study which can be completed in as little as 3 years, which will suit those whose circumstances prevent them from taking a traditional full-time course.

For the large number of service personnel with a leadership background, the OU also offers undergraduate and postgraduate routes into a career in business.

The BA (Honours) in Business Management and our triple-accredited MBA are flexible, distance learning routes to qualifications that are respected by FTSE 100 companies such as KPMG, Rolls-Royce and Pfizer. In fact, more than 80% of FTSE 100 companies have sponsored staff on OU courses.

Part of the study can be completed around service duties using resources such as books, DVDs, online tutorials and forums. Existing higher-level qualifications and experience can be used to reduce study time.

Open road to engineering success

Engineering affects almost every part of our lives, and a qualification in this field can be your passport to a huge variety of rewarding careers. Qualified engineers are in great demand globally, and are amongst the best-paid professionals. You'll need to be imaginative and enjoy solving problems, but as a graduate engineer your broad-ranging skills and knowledge will be highly valued.

The OU's cutting-edge engineering and technology courses enable you to explore how to design, engineer and manage situations where technology and people interact. A wide-range of undergraduate engineering qualifications means that you can choose to study just one short course or you can complete a certificate, diploma, degree or work towards a masters (and chartered status).

The career options as a professional engineer are varied; advances in technology ensure there are opportunities in areas as diverse as communications, energy, health care, manufacturing, music and transport. Or you may choose to work in a particular engineering discipline such as aerospace, chemical, civil or mechanical engineering.

Costs of the Open road

We keep our fees as low as possible and offer a wide range of flexible payment and funding options to make study even more affordable than you might think.

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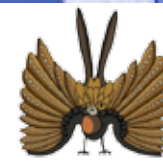
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good standard. The training team
is approachable, have years of
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**Adam Nesfield, April 2016,
CP, Surveillance, PI**
*The course was excellent
throughout, well worth doing.
adamnes (at) gmail.com*

**Nicholas Scott, April 2016,
CP, Surveillance, FPOS(I)**
*A very good course, excellent
instruction, highly recommended.*

**Julian Moses, December 2015,
CP, Surveillance, FPOS(I)**
*Excellent course, well run.
Accommodation more
than adequate. Came
away feeling confident and
looking to apply new skills.
julmoses1974 (at) gmail.com*

*Natasha McCabe, December
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enter such a highly reputable TP,*

*however the minute I arrived help
was readily available. Now that I
am qualified I know that I can still
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natalia.ann05 (at) gmail.com*

**Andrew Ford, April 2015,
CP, Surveillance, FPOS(I)**
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If you are leaving the military
and have ELCAS then this course
is a no brainer. Great course,
excellent, friendly instructors who
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andrewford2534@hotmail.co.uk*

**Richard Clark, April 2015,
CP, Surveillance, PI, FPOS(I)**
*Whilst critically cynical of the
need to undergo such a course I
strongly believe that this course
will direct the way I move forward
in the security industry. The
course focuses more on the very
necessary CP + surveillance skills,
the added value comes from
the in-depth knowledge and*

*experience of those who instruct.
richard.clark984@gmail.com*

**Iain Dawson, October 2014,
CP, Surveillance, FPOS(I)**
*This is the best course that I
have done since leaving the
Royal Marines. Training and
instruction second to none.
Friendly and approachable
throughout the whole course.
stirling23@hotmail.co.uk*

**Ronnie Scott, October
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*After 24 years military service – this
is the best course that I have done!
ronnie.scott8@btinternet.com*

**Mike Jeffrey, September 2014,
CP, Surveillance, PI, FPOS(I)**
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career in Private Investigations,
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Want a fast-moving career
with great prospects?

Choose logistics!

If you think logistics is all about
trucks and big sheds, think again!

The sector offers a variety of jobs and opportunities for progression are vast. In fact, haulage company directors often say they started their careers as truck drivers because it's a great way to understand the business.

The Freight Transport Association (FTA) represents over 16,000 members, ranging from household names to small owner-operators, delivering by road, rail, sea and air. However, despite the difference in size of the businesses, they are all suffering from skills shortages. Lack of HGV drivers tops the list but many also struggle to recruit engineers, technicians and even warehouse and office staff.

More than two million people are directly employed in the UK logistics industry but over the next five years the sector needs to recruit an additional

450,000 - the aging workforce means 80% of these will just replace those who are retiring.

The sector has an older demographic than the UK average which means it must start training new people while the knowledge of existing staff is still available. From research carried out by FTA, there is currently a shortage of 35,000 HGV drivers. There are various reasons why people are no longer considering the role but cost of the licence acquisition and a poor industry image are areas that FTA's skills campaign is focusing on.

FTA is working with various organisations to help promote logistics as a career choice and service leavers and reservists are a prime target for its members. Some service leavers will already have an HGV licence, gained during their armed forces career, and therefore the training

required is mainly commercial knowledge; learning about drivers' hours regulations, customer service, safe and fuel efficient driving. Commercial drivers also need a Driver Certificate of Professional Competence (CPC) qualification, however there are options to help fund this.

From April 2017, UK businesses with a payroll of £3m or more will have to pay an Apprenticeship Levy. This will help to pay for apprenticeships for all ages in England and Wales (Scotland and Northern Ireland are still to announce their rules post levy). Part of the overhaul of apprenticeships was the development of new Trailblazer standards, designed by employers. This has enabled the logistics sector to develop an HGV driver standard which means that licence acquisition can now be funded. FTA fully expects to see more businesses offering apprenticeships as they look to recoup some of the levy. This is great news for people interested in training to become an HGV driver, not only can the licence be funded but service leavers will receive

a full training programme to help make the move into civilian driving.

At this time, only 1% of HGV drivers in the UK are female. This is where the image of driving has had the biggest negative effect - the stereotype of a middle-aged and overweight male driver with a Yorkie bar in hand is still prevalent. Girls at school would never think about driving for a living but FTA members' female drivers are quite often the best for fuel efficiency and have (dare we say it) fewer accidents!

Admittedly this is purely anecdotal evidence and it isn't supported by data, but we're sure you get the message! FTA wants to encourage more female HGV drivers. In fact, more females are needed across the whole industry - only 25% of the logistics workforce is female.

The first question everyone asks when looking at potential job roles is how much can I earn? The answer is probably more than you think, with household name retailers offering salaries upwards of £30,000. If you went on to do further training to become a tanker driver, then you are looking

at around £40,000 a year.

Logistics is not just about driving. The skills gained while working for the armed forces can be transferred to other roles, the most obvious of which is engineering. If you've been working on vehicles during your time in the forces, then bring that knowledge with you and work on HGVs. With the changing technologies, technicians will soon need to be trained to work on electric and hydrogen vehicles. One of FTA's own apprentices, Jack Franklin, says he loves working on HGVs because of the variety of work, from servicing to repairs. Interestingly the Engineering Manager at Jack's site used to be a helicopter engineer with the RAF.

As a technician you would expect to earn approximately £25-35,000, an engineering manager from £40-60,000 and an engineering director £60-85,000. The problem-solving skills developed in the armed forces can be put to good use in many managerial roles. Few people think about the journey of goods. For example, TVs manufactured in

Korea involve around 22 different job roles as they travel from manufacture to sale. These include customs officer, freight forwarder, buyer, planner, warehouse operative and manager, inventory controller, transport manager and health and safety manager.

Focusing on a couple of these roles, a freight forwarder acts as an intermediary on behalf of importers, exporters or other companies or person, arranging the efficient and cost-effective transportation of goods by any mode, be it road, rail, air or sea.

An apprenticeship is currently in development for this role. While in training you could expect to earn £20-25,000 and senior freight forwarders would expect to earn over £40,000 per year.

The mainstay of every transport business is the transport manager. This role involves managing drivers, planning routes and scheduling delivery times, ensuring vehicles are maintained, working with customers and managing contracts. A Transport Manager Certificate of Professional Competence

(CPC) is required, however FTA hopes this will also soon be available as an apprenticeship. Most companies will help in acquiring this qualification. You could expect to earn from £25-40,000 dependent on experience and qualifications.

The logistics sector has experienced significant changes over the past 10 years and will continue to develop. New roles will be required, certainly IT skills will be needed in the future. The big sheds on industrial estates alongside the motorway network are vast computerised buildings efficiently selecting goods for transportation. A quick online job search will show a need for warehouse solution design managers as businesses look to make operations ever more efficient. The world of logistics has moved on.

This is the message that FTA is taking out to schools, colleges, universities, jobcentres and in particular to service leavers. FTA members value the skills and commitment of service leavers and actively recruit via CTP and work directly with the Armed Forces. FTA has taken part in CTP employment fairs and workshops, promoting logistics. As a part of our campaign we've developed the 'Careers that deliver' brochure and further careers information will be available soon. The way people shop is changing, internet sales continue to grow each year with Black Friday generating a staggering £1.9 billion in 2016 - a 25% rise from 2015 for online sales. An army of van drivers is needed to deliver to customers' homes to satisfy the relentless march of the online shopping revolution.

Logistics is an exciting, long term career option and for those who put in the time and dedication can give great rewards. ●



Pic is myself at front, MP Natalie McGarry to my right, Veterans and locals with hidden wounds.



Local businesses dig deep to support veterans project

I am Susan Wilson Tesco Parkhead Extra Community Champion in Glasgow's East End. I first heard about the group "Save Our Service Veterans" last year, but had such a full diary working in the community did not manage to meet. I saw a post on LinkedIn about someone setting fire to the poly tunnel and decided it was time to meet. I met the chairman John Noble at Parkhead community gardens which is behind a housing scheme and beside the Salvation Army and library. To the back of garden is spare waste land. John told me that they have received no help in 2 years and that when you are a veteran suffering from post traumatic stress there is not much help at all. John has taken a lad under his wing who suffers from deep hidden wounds and did not go outdoors for years after the death of

his dad. I needed to help. I posted a couple of pictures on LinkedIn and asked if any businesses were having a range reset or if anyone had second hand gardening equipment. The first person to reply was DJ Rees decorators. He asked what the lads needed and I sent a list and asked him to pick a couple of things off it with the most important item being anti theft paint. David very generously sent over £400 of brand new gardening tools and 6 warm coats within 2 days of my appeal. I can't believe a man would be so kind to supply this to our lads when he comes from Wales and we in Scotland. The wheels are in motion with the men now getting help from different organisations be set up as a charity. I arranged a community garden clean up with the help of my Tesco colleagues, City fix, MP Natalie McGarry and others. Stewart's catering donated hot soup and my store donated tea, coffee, biscuits and fruit for the volunteers. The cleansing van came as a good will gesture. All in all a productive day, but still need more hands of help to make a blank canvas. We cannot thank David Rees for his kindness and compassion towards our Scots lads. Jewson are giving us £500 of wood plus nails screws etc. B&Q giving tools, plants, shed, paint. Tom wood gave waterproofs. So we are slowly getting there. ●



The garden ...



Veterans, locals, Tesco colleagues, city fix, Stewart's catering



Here is the delivery from DJ Rees and the men wearing their warm jackets

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The answer might lie in the soil

If your service in HM Forces has given you a taste for the great outdoors, a life in one of the land based industries might well appeal.

Interested? Then it's worth having a look at the former Royal Agricultural College, now the Royal Agricultural University in Cirencester. It is the oldest agricultural college in the English speaking world and has been at the forefront of agricultural education since 1845. The campus is set in 25 acres of beautiful Cotswold countryside.

The University offers a range of undergraduate, postgraduate and short courses to suit many requirements. The Business Development Team will equip you with the skills and knowledge to further your professional development, and provide support and advice throughout the course.

The Rural Innovation Centre at Harnhill Manor Farm also offer a number of Lantra approved

training courses. Many of the short and intensive courses are professionally accredited.

The Graduate Diploma in Agriculture is particularly appropriate for students who are re-directing their careers towards agriculture. In addition to developing the pure agriculturist, the course provides students with a detailed knowledge of the UK agricultural industry.

Students are able to handpick their modules from a broad range of subject areas, to create a bespoke course, tailor made to meet their individual requirements. The ability to customise course content makes this the ideal opportunity for graduates, and professionals from other disciplines, looking to re-direct their career towards agricultural and associated rural industries.

A summer study tour, and £250

worth of rural skills training, are included in the cost of the course.

The course may be studied full-time over one academic year, or part-time over two, three or four years.

You will complete three compulsory modules, followed by four modules selected from a wide range of undergraduate modules allowing you to tailor the course to meet your career aspirations. You can undertake practical skills training courses at the Rural Innovation Centre to further enhance their employability.

You will participate in lectures, farm walks and visits, case studies, assignments, and management projects to develop your knowledge across curricular themes. You will also take part in a summer study tour, which exposes you to a variety of agricultural enterprises.

Prospective students are strongly encouraged to complete pre-course reading in order to secure a minimum basic knowledge of agriculture and to highlight possible areas of weakness.

The Graduate Diploma in Agriculture comprises a programme of study that requires graduate (Honours Degree) level entry or its equivalent, and has learning outcomes that match qualifications at Honours degree level. As a result, the programme is affected by the UK Governments' policy on Equivalent

and Lower Qualifications (ELQ) whereby such students are not eligible for funding support through the Higher Education Funding Council for England.

Candidates will normally have a first degree from a discipline other than agriculture, awarded at upper second level. Equivalent overseas and other UK qualifications may be accepted at the discretion of the University. Applicants of 25 years and over may seek admission on the basis of a curriculum vitae, but evidence of ability to study at degree level, such as proven managerial level experience, is essential.

A period of relevant practical work experience within the agricultural industry is recommended as a means of enhancing understanding of the industry and the relevance of specific modules towards future career goals, but is not a prerequisite of joining the programme.

The University is ELCAS accredited and offers a range of generous fee waivers and bursaries. To find out more about the scholarships, awards and bursaries available plus the full range of full and part time course visit website www.rau.ac.uk. If you are unable access the online form you can call Admissions on **01285 889 912**, or email admissions@rau.ac.uk.

LYNHER TRAINING

For over 20 years Lynher Training has been delivering land based skills training in the South West of England. From Chainsaws to Dump Trucks, Tree Identification to Professional Tree Inspection, Bat Awareness to Animal Transport the company provides a wealth of knowledge and training.

Lynher Training is also an approved NPTC Assessment Centre that can provide and arrange both your training and assessments. Or if you are just looking to arrange an NPTC assessment then simply give us them call for available dates.

The Lynher Training website cover as much of what the company can offer as possible, but, as it covers such a broad range of disciplines, if you cannot see what you are looking for then simply give the friendly team a call. If they don't provide what you need, they probably know someone who does.

The organisation specialises in the delivery of courses in Chainsaw, Forestry & Arboriculture, Trees & Timber, Vehicles, Machinery, Plant, Workshop, Rural Skills, and Health and Safety including First Aid, throughout Southwest England.

Lynher Training Ltd (Company Reg: 8543086) has been running courses on sites for clients throughout the Southwest region or by special arrangement in other locations for over 20 years.

It is a UK Registered Training

Provider and is Lantra Awards & NPTC approved. Lynher Training is also registered with the Department of Work & Pensions "Procservice" scheme and can now deliver training for the MOD under the Standard or Enhanced Learning Credits scheme (registered number 4146).

Lynher Training is able to deliver courses for assessments with the following awarding bodies:

- Lantra Awards
- National Proficiency Tests Council (City & Guilds NPTC)
- City & Guilds
- Construction Plant Competence Scheme (CPCS) – also the Level 2 NVQ in Plant &

- Machinery Operations
- Qualsafe Awards
- International Powered Access Federation (IPAF)
- Scottish Qualifications Authority (SQA)

Where assessments are not required they will issue a certificate of attendance. Most of the courses are suitable as 'Accreditation of Prior Learning' for NVQ or QCF awards. Specialist training can also be arranged.

Lynher Training offers open courses for individuals who want to train in its local area and if you have a group then a discount may be available. Our administrative team is based in the Tamar Valley near Tavistock. Lynher Training also works with local and national funding agencies to help adults, young people, the unemployed and people with low skill levels to get the skills they need for employment.

More information on the range of courses and qualification can be found by visiting website www.lynhertraining.com. If you cannot find what your looking for then give them a call on **01822 832232**.



SRUC – SCOTLAND'S RURAL COLLEGE

SRUC's Training Service offers a wide range of training and skills development courses to meet the needs of the land-based workforce across Scotland and the rest of the UK. Based at a number of campuses throughout Scotland, the college manages six research farms to provide research, education and knowledge transfer resources linked primarily to its applied research programme. These include dairying, arable, beef, upland/hill sheep systems, pig and poultry units.

Courses cover a full range of subjects including veterinary, land management, forestry, equine studies, landscape, poultry, fisheries and much more. The choices of land, agricultural and ecological courses available through SRUC is extensive and explained in fine detail on the university's website www.sruc.ac.uk.

At SRUC they recognise that life isn't all about work. The social aspect of being a student is just as important and there are various clubs and societies that students can join, either at SRUC or at partner Universities or in the local area.

There is also a wide range of sports and clubs that students can participate in. Each Campus has a range of sports facilities available as well as those on offer in their local areas.

In addition, each campus draws on its social facilities and those of the surrounding area to offer a wide range of activities. Various student groups organise discos, ceilidhs, cheese and wine parties etc. within the College.

These promote interaction among students on different programmes and very often they are fundraising events for end of year balls.

Facilities such as student accommodation and indoor and outdoor sports facilities are provided at each campus. If this interests you telephone **0800 269 453** or E-mail: recruitment@sruc.ac.uk.





Forecasting your future career in accounting and finance

Accountancy might not seem the obvious choice of career for a service leaver, unless you've been a paymaster or pay clerk, but there are plenty of opportunities in accounting, book-keeping and other areas of finance.

But if you haven't had any specific experience, how do you get started? A good starting point is the Home Learning College which offers a whole range of courses suitable for people with limited time, or who want to integrate their study time into an already established lifestyle.

Its online accounting courses – AAT and ACCA – are ideal if you are looking to start your accounting career or would like to progress your career right up to Chartered Status. Home Learning College is the UK's largest online provider for accounting qualifications. The college claims more people choose them because they offer a

complete package including exam booking, revision support and live online classes. The award-winning online courses are designed with a single objective: to get the best out of you, realising your full potential.

The college supports you throughout your journey with the very best interactive resources, live online classes and tutor support with the opportunity to go at a quicker or slower pace, or even take a break, if you need to.

The Association of Accounting Technicians (AAT) is the UK's leading awarding body for skills-based accounting qualifications and account for nearly 90% of all vocational qualifications in finance and accounting.

The Home learning College website claims: "We are thrilled to

have won two awards at the 2016 AAT Training Provider Awards: Best Use of E-learning, in recognition of our expert learning team and ground-breaking online campus and AAT Distance Learner of the Year which was awarded to one of our most dedicated students.

ACCA is the global body for Professional Accountants, with 170,000 members and 455,000 students across 180 countries. The ACCA Diploma course, one of the several ACCA accountancy courses, is the first of three parts making up the ACCA accredited route to Chartered Certified Accountant status.

Whether you want to gain a professional distance learning qualification but are concerned about the cost of specialist online

training there are a number of payment and funding options available. The College does all it can to make studying with them affordable, so it offers a range of payment plans and funding options, and will work with you to find the right one for you. Simply visit the website www.homelearningcollege.com and select the option that best describes your situation to find out more.

If you are not sure which course is right for you, please don't hesitate to give the College a call on **0207 173 5847**, right up until 8pm weekday evenings.

If you're looking to gain a professional qualification around work, family and other important commitments, distance learning

offers a flexibility that is simply not available from traditional colleges. The company also offers a range of free taster classes to help you make the right choice of course.

Studying online is a great way to gain a qualification while still being able to work, parent, or juggle the many commitments that define most adult lives. If you feel at ease using digital technology, are happy to study independently and looking for a learning style that offers flexibility, distance learning is an ideal option. It could lead to a career and qualification as an accountancy technician or more.

PREVENTING FINANCIAL CRIME

If a career in financial management interests you but accounting seems a bit mundane prevention of financial crime is also an area to consider. The International Compliance Association (ICA) is a professional membership and awarding body and source of information on careers. It is the leading global provider of professional, certificated qualifications in anti money laundering; governance, risk and compliance and financial crime prevention.

Being a member of the ICA, a global community, demonstrates a commitment to the highest standards of practice and conduct, enhances your professional reputation and employability and significantly, protects and improves the performance of your organisation.

ICA certificates and qualifications are globally recognised benchmarks of competence and excellence in the fields of governance, risk and compliance; financial crime prevention and anti money laundering.

There are courses, leading up to these qualifications, offered at all levels of knowledge and experience from Introductory to Expert, provided in partnership with approved learning organisations across the globe.

Also, if you are based in a jurisdiction where face to face workshops aren't available, you can study via online learning, with

W If you're looking to gain a professional qualification around work, family and other important commitments, distance learning offers a flexibility that is simply not available from traditional colleges.

the training provider International Compliance Training (ICT).

Many potential students find it helpful to understand the wider context of ICA qualifications by attending one of the open days / briefing sessions that they host internationally. You can also watch a short summary of a recent open day in London on the Association's website.

Next, decide which of the four levels of experience best describes you and then explore the various options tailored for that level. Certificate, diplomas and post-graduate diplomas range from introductory and intermediate to advanced, specialist and expert and cover a range of anti-fraud and money laundering subjects.

Money laundering is the process of transforming the profits of crime and corruption into ostensibly 'legitimate' assets. In a number of legal and regulatory systems, however, the term money laundering has become conflated with other forms of financial and business crime, and is sometimes used more generally to include misuse of the financial system (involving things such as securities, digital currencies, credit cards, and traditional currency), including terrorism financing and evasion of international sanctions. Most anti-money laundering laws openly conflate money laundering (which is concerned with

source of funds) with terrorism financing (which is concerned with *destination* of funds) when regulating the financial system.

Some countries define money laundering as obfuscating sources of money, either intentionally or by merely using financial systems or services that do not identify or track sources or destinations. Other countries define money laundering to include money from activity that *would have* been a crime in that country, even if it was legal where the actual conduct occurred. This broad brush of applying money laundering to incidental, extraterritorial, or simply privacy-seeking behaviors has led some to label it financial thought crime.

Financial crimes are committed by individuals, corporations and even some legislations. It is easy therefore to see how the attributes and qualities of service personnel and leavers would be attractive to those organisations committed to fighting these crimes and ensuring compliance.

You can find out more about working in this interesting and varied area of finance by visiting www.int-comp.org. The website provides a wealth of information on the qualifications available and the range of opportunities within the sector. ●

Becoming a ski Instructor

Fitness training has increasingly become a preferred career option with service leavers with life as a fitness instructor being an appealing option.

There are many aspects of fitness training but have you considered becoming a ski or snowboard instructor? You can set yourself up for a dream career in the snowsports industry with a structured coaching program and internationally recognised qualifications. Nonstop Ski and Snowboard Coaching's famous ski instructor courses are amazing life experiences. Afterwards you could find yourself living and working in the mountains of Canada, USA, Japan, Europe, and New Zealand. Course are run in different resorts, including Banff, a region that many of you will already be familiar with, Fernie and Red Mountain Resort. There are also courses held in new Zealand. The Banff ski instructor course combines a massive ski area, amazing terrain parks and the favourite party town, set in the

stunning Banff National Park. The most comprehensive course you'll find: your winter will be packed with professional coaching, certifications, new experiences, new friends, and amazing memories. Banff truly offers the ultimate season experience. You can start off with the 11 week Ski Instructors' Course in either of the three Canadian resorts or at Treblecone in New Zealand. This will enable you to gain CSIA Level 1 and 2 ski instructor qualifications as well as other additional certifications. You will get hands-on work experience and the company will guarantee to get you noticed when applying for jobs. If you're going to spend a season anywhere in the Southern Hemisphere, Wanaka is the place to do the 11 week Instructors Course. You'll fully prepare yourself for the instructor industry, so you can go straight into work in the Northern Hemisphere or

anywhere else for that matter. Over the course of 11 weeks you'll clock up a massive 180,000 vertical meters of skiing! There are also fast track three and five week level 1 courses available. For the more experienced skier you can train to become a ski patroller in Fernie, a resort with challenging terrain and complex avalanche operations. Learn the heroic skills needed to work in one of the most exciting and interesting jobs on the mountain. There is also a range of snowboarding instructors course available or you could go for the ultimate double-threat and become both a ski and snowboard instructor in one season. The company offers a range of course combinations for you to get dual certified in one epic winter, with program combinations of six or 14 weeks. To top it off Nonstop organise Level 2 and 3 Instructors' courses or you can opt for a 20 week French ski instructors' course in the French Alps. Entering the French ski instructor system is notoriously hard and this course focuses on helping you to achieve that goal. It takes dedication, drive and talent. If you think you've got what it takes, Nonstop can help you along

the path towards a fulfilling and lucrative ski instructor career. Throughout the year Nonstop hosts a number of, what they like to call, 'Preview Days' in London. But don't be fooled by the name, the event is not as formal as a 'Preview Day' might infer, and is only a few hours long. You'll get the chance to meet our team and speak with past clients about their Nonstop experiences. We'll deliver a presentation on our courses, resorts and what you'll get up to and achieve during a Nonstop program. This is followed by an informal Q&A session for you to ask any questions that come to mind. You'll find more information on the website.

Since Nonstop launched in 2002 they have been causing quite a stir in the ski and snowboard industry, but don't take our word for it - read what the experts have to say. www.nonstopsnow.com. You can also speak to Nonstop for more details by calling them on **01225 632165**.

ALLTRACKS ACADEMY
Another UK company, ALLTRACKS Academy offers ski instructor qualifications whilst taking your own skiing to the next level with the ultimate ski instructor courses.

Pristine powder runs, instructor qualifications, backcountry tours or perfecting your technique – wherever you want to take your riding, ALLTRACKS will help you make the perfect turn. Every one of its ski instructor courses and training camps and its snowboard courses are run against the backdrop of Whistler Blackcomb, Canada – consistently rated one of the world's top year-round destination resorts.

Whether you're looking to spend a fun but challenging career break or gap year on an extended course, perfect your powder turns in a couple of weeks, learn more about backcountry riding and avalanche safety, go ski touring or become a qualified ski or snowboard instructor, we have a course for you.

Its ski instructor programmes are an ideal way to spend a rewarding career break or gap year, kick start a career in snowsports or just radically improve your own skills. ALLTRACKS ski programs combine expert coaching in a fun and supportive environment with fantastic off-slope resort care and many extras. They offer a range of ski instructor courses, which vary in length from 4 to 15 weeks.

ALLTRACKS coaching team will support you to reach your goals, whilst also sharing the best runs across the resort. So if you're keen to transform your ski technique and qualify as a ski instructor whilst enjoying some of the best ski terrain in the world, join ALLTRACKS in Whistler.

The organisation runs a range of ski and snowboard training courses, all of which are designed to give

you an amazing experience in the mountains. You'll take your skiing to the next level while having great fun at one of Canada's best ski resorts.

Whichever programme you choose, you can be assured that you will receive the very best ski coaching available in a supportive and constructive environment – structured using our unique ALLTRACKS Training Formula.

Almost every ski course also provides foundational training in avalanche safety and backcountry skills, which can extend to recognised qualifications. These can be attained on their own, or as a useful supplement to qualifications awarded as part of an instructor or improvement course.

ALLTRACKS operates exclusively at Whistler Blackcomb, Canada – one of the world's premier all-mountain resorts. You'll be based there for the duration of whichever ski course you choose, benefiting from the experience of experienced staff in the resort and with the option to stay in well-located chalet accommodation.

Despite having some of the most popular courses in the market, ALLTRACKS remains a small, family-run business that is as passionate about skiing and snowboarding now as the day they started back in 2007.

If you are interested in finding out more about ALLTRACKS and its team, please do contact them on **01794 301777**. Better still if you can visit their office in Hampshire. More information can be found on their website www.alltracksacademy.com.



The MoD Enhanced Learning Credits Scheme

The MOD's Enhanced Learning Credits Scheme (ELC) promotes lifelong learning amongst members of the Armed Forces.

The 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, Northern Ireland and Wales), a Level six or above on the Scottish Credit and Qualifications Framework (SCQF) or, if pursued overseas, an approved international equivalent qualification with an approved learning provider.

Getting Started: How does it work?

1. There are several stages to the ELC process. Full information is set out in Joint Service Publications (JSP) 898.
2. First you must have already been registered to become a Scheme Member and have accrued a sufficient amount of service before you can submit a claim. If you are still serving speak to your local Education Staff as they will be able to check your entitlement for you. If you have left the forces contact ELCAS as they can make the appropriate checks.
3. Have a look at Service Personnel Claiming ELC or Service Leaver Claiming ELC respectively as these pages will tell you how to make your claim.
4. Finally you must complete your Course Evaluation via the Member's Area. Please note that further claims cannot be processed until the evaluation has been completed.

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 ClaimForm (form ELC 005.01)

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

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

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

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

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

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

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

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

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 the learning provider.



Claiming ELC Funding

You are required to read this page if you are in service or ex-service and are looking at claiming on the ELC Scheme. Before registering for any learning activity serving personnel must get authorisation from their line manager and Education Staff to ensure that their chosen course meets the MOD requirements for ELC funding. Ex-Service personnel must get authorisation from their Single Service Representative.

Before being eligible to make an ELC claim, individual scheme members must have completed not less than six years eligible service (lower tier).

If you have completed 4 years qualifying service prior to 1st April 2017, please read JSP 898. The lower tier of funding is up to £1,000 per claim instalment and the higher tier (eight years service) is up to £2,000 per claim instalment. Only service accumulated since 1st April 2000, may be counted as eligible service for the purpose of the ELC Scheme.

You are entitled to make three ELC claims in total. You can only make one claim per financial year (1 April- 31 March), however if you have served between 6 and 8 years you are eligible to aggregate all three claims together. As the expiration date of your claims is dependent upon many factors please read JSP 898. If you are claiming in the last year of scheme eligibility, study must commence before scheme expiry date.

If you are in your qualifying resettlement phase you may be eligible to claim under the Joint Funding Initiative (PF FE/HE Scheme). For the full details and to check the eligibility rules, please view the Serving Personnel/Claiming Publicly Funded FE/HE page.



ONE.

You fully must research both the Provider that you choose and the course that you wish to study. *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.*

TWO.

ELC funding is only available for courses that result in a Nationally Recognised Qualification at level three or above on the National Qualification Framework or level six or above on the Scottish Credit and Qualifications Framework. Just because an organisation is listed as an Approved Provider does not mean that all of their courses are of the required level. *TOP TIP: The course must be listed as an approved course (on the ELCAS website) for your chosen Learning Provider. You can verify this information by viewing the Searching for a Learning Provider page.*

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.

FOUR.

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, because it can have a serious effect on future ELC eligibility. (See cancellation/reinstatement section).

FIVE.

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).

SIX.

You must make a personal contribution of at least 20% from your own resources towards the total course cost. You will also be responsible for any costs associated with food, accommodation, course books, material, travel and subsistence. *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.*

SEVEN.

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

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.

NINE.

If your course is split into modules, list each module you are claiming for. However, for longer courses of study such as degree level, where the academic year is out of synch with the financial year, it is permissible to use one claim for several modules which count towards a continuous and recognised block of study which may extend into or start in the next financial year. *TOP TIP: You must refer to the Joint Service Publications (JSP) 898.*

TEN.

Retrospective ELC claims are not permitted. Claim forms must be received by your Education Staff at least 25 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).

Eligible Service Personnel

PROCEDURE FOR ELIGIBLE SERVICE PERSONNEL

Please note that the following information must be submitted to your Education Staff (in paper or electronic format) a minimum of 25 working days prior to your course start date/registration date:

- Fully completed claim form.
- Full information about the course that you wish to undertake and include details of your registration date where applicable
- On receipt of your Claim Authorisation Note (CAN), you must present it to your chosen Learning Provider before the course is due to start.





Service leaver claiming ELC

Once eligible to claim you may submit a claim up to five years after you leave the service. Please note for service leavers who left the forces before the 31st March 2016, please read JSP 898 for the expiration date of your claims. You can only make one claim per financial year (1st April to 31st March), however if you have served between 6 and 8 years you are eligible to aggregate all three claims together. If you are claiming in the last year of scheme eligibility, study must commence before scheme expiry date. Personnel who are still in Service, and/or in their resettlement phase, should refer to their Education Staff and the guidance on the Serving Personnel Claiming ELC 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 view the Service Leaver /Claiming Publicly Funded FE/HE page. ●



Choosing Your Learning Provider

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

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

The easiest way to identify a suitable provider is to use the search filters available. Using these results you can then either

refine your search to take into account other factors or you can explore the individual provider websites through the links provided. This search engine facility also allows searches for PF FEHE approved providers, Approved Learning Providers by name, The Geographic Area, Course Title, and/or Delivery Method. Please note that when searching for Learning Providers offering distance learning you should not search by geographic location. ●

Single Service Representatives

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

AMENDING, CANCELLING & REINSTATING A CLAIM

All Learners wishing to withdraw from their chosen learning activity should contact their designated Education Staff. 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 in JSP 898.

Individuals who give up a course through lack of commitment will not be considered for reinstatement of an ELC

instalment. This also applies if they withdraw because the course did not meet their expectations.

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

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

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

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

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

Points to note when booking your course

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.

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. Only MOD approved courses will appear on the Provider's course listing on the ELCAS website Learning Provider Search Engine.



Procedure for Claimants no Longer in Service

Please note that the following information must be submitted with your claim by either post/electronic (Member's Area) to your Single Service Representative (address details below) a minimum of 25 working days prior to your course start date/registration date:

- Fully completed claim form
- 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 (see notes below).
- A copy of a utility bill showing your home address.
- Full information about the course that you wish to

undertake and include details of your registration date where applicable.

- Completion and submission of course evaluation form for all previous ELC funded courses via the Member's Area.

RAF Personnel can request a copy of their discharge document from the RAF Disclosures team at www.raf.mod.uk/links/contacts.cfm

Army Personnel can request details of discharge dates from the Army Personnel Centre – phone number **0845 6009663**. **Remember! If you are submitting your second or third claim you must complete your previous claim evaluation form.**



Publicly Funded Further Education, Higher Education (PF FE, HE)

BACKGROUND

The Publicly Funded Further Education/Higher Education scheme provides Service Leavers and Service Personnel in their qualifying resettlement phase with access to a first full Level three (GCE A level or vocational equivalent), or a first higher education qualification (a foundation degree or a first undergraduate degree or equivalent) free from tuition fees.

If a Service Personnel has obtained 120 credits this would result in a Higher Education qualification and makes them not applicable for this scheme. MOD and the relevant national education

authority in England, Scotland, Wales and Northern Ireland pay for the tuition fees in full rather than the individual making a contribution towards the cost.

Before making an application, Service Leavers are advised to first check the national position on existing support with the relevant national education authority (e.g. in England BIS or SFA). There may already be existing 'free' provision by another route e.g. those aged 25 years or under are already entitled to a first level 3 in England; free entitlement for all who fulfil the residency requirements on degree/HND level courses in Scotland; Welsh residents also

attract some support for FE and HE provision. It makes sense for SL to explore alternative routes before considering support and access through the ELC 'top up' scheme, but there are safety measures in place to prevent any possibility of double funding.

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.



Single Service Representatives (SSR) Contact Details

ELC MANAGER

Mailpoint 3.3
Leach Building, Whale Island
HMS Excellent
Portsmouth
PO2 8BY
Tel: 02392 625954
Email: NAVYTRGHQ-EL3RRESETSO3C@mod.uk

ARMY

Learning Credit Scheme (LCS) Manager
Education Branch Zone 4, Floor 2,
Army Personnel Services Group,
Home Command
Ramillies Building, Army HQ
Monxton Road, Andover
SP11 8HJ
Tel: 01264 381580
Email: elc@detsa.co.uk
The Army ELC helpline is open 0930-1230, excluding bank holidays.

ROYAL AIR FORCE

Learning Credits Administrator
Accreditation and Education Wing
RAF Central Training School
HQ 22 TrgGp
Room 221B
Trenchard Hall
RAF College Cranwell
NG34 8HB
Tel: 01400 268 183
Email: 22TrgGp-CTS-AandEWg-LCA@mod.uk



CONTACT US

If you are out of the services please ensure you send your claim form and required documents to your Single Service Representative and not ELCAS. You can view their details by visiting the Service Leaver Claiming ELC page.

ELCAS Contact Details
ELCAS
Challenge House
International Drive
Tewkesbury Business Park
Tewkesbury
Gloucestershire
GL20 8UQ

elcas@uk.g4s.com
UK: 0845 3005179
Overseas: 0044 1684 277034
Lines open 09:00 – 17:00
Monday to Friday excluding bank holidays



Eligibility Rules

IN ORDER TO TAKE ADVANTAGE OF THE SUPPORT CLAIMANTS MUST:

- Must have previously joined the Enhanced Learning Credit (ELC) scheme and have completed six years eligible service (four years qualifying service prior to the 1st April 2017).
- 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 not already obtained

120 credits.

- Have left the Service or entered their qualifying resettlement phase on or after 17 July 2008.
- Meet UK's residency requirements to qualify for full state subsidy.
- Be undertaking at least the equivalent of 25% of a full time course.
- Undertake learning with an approved provider listed on the ELCAS website 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 first point of the Eligibility criteria, if they are medically discharged from Service. They are still required to have registered for ELC scheme membership. Any injury or illness must be caused or significantly worsened wholly or predominately by the Service as defined by the Armed Forces Compensation Scheme.

QUALIFICATION LEVEL

- This commitment will provide access, free from tuition fees, for your: **First Level three or national equivalent.** This

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

CLAIMING

- Please ensure you read this document before submitting a claim to your Education Staff.
- Firstly read the Joint Service Publication (JSP) 898 and ensure you meet the eligibility criteria.
- Complete the PF FE/HE claim form (paper/electronic) and submit it to your Education Staff a minimum of 25 working days prior to your course start date/registration date.
- Check the ELCAS website 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 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 Learning Provider/Responsibilities 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. This can be a lengthy process. Once accepted you can submit your application.

ON RECEIPT OF YOUR CLAIM

- Authorisation Note (CAN), you must present it to your chosen Learning Provider before

the course is due to start.

- If you are submitting your second or third claim, you must complete your previous claim evaluation form. This is completed online via accessing your Member's Area.





National Army Museum Marches Towards Opening

The National Army Museum has announced that it will open to the public on 30 March 2017 after a three-year £23.75 million re-development project including £11.5 million from the Heritage Lottery Fund (HLF).

The Museum has gone through a radical transformation to maximise access to, and engagement with, the Collection. The main Chelsea site has been reconfigured with architects BDP to create a more welcoming, accessible and flexible environment, enabling the National Army Museum to manage increasing visitor figures, predicted to reach 400,000 by 2026. Aiming to be a bridge between the British Army and society the Museum will encourage greater public engagement with ideas of defence and security, both past and present.

The bright new building will include over 2,500 objects in five permanent thematic galleries, laid out over four floors – Soldier, Army, Battle, Society and Insight. There will also be a 500m² temporary exhibition space, a study centre, a three-room learning centre, as well as a brand new café, shop and Play Base, where children aged zero to seven can learn through play.

The first gallery that visitors will enter is **Soldier**. This gallery draws on the abundance of individual

stories contained within the National Army Museum's collections and archive. It brings to life displays of personal, and often inspiring, objects that explore the physical and emotional experience of soldiering throughout the army's history. While the army may be almost 400 years old, the thoughts, feelings and human experience of soldiers remain remarkably similar.

The gallery will follow the life of a soldier from joining the army to training and daily life, and the reality of crime and punishment, to exploring both combat and non-combat roles and finally coming home. Visitors can engage with a series of tests to find out if they could become a soldier and can be drilled in marching. Objects on display within the gallery include *Crimean Tom*, a cat found during the Crimean War and brought back to Britain as a pet; the *Welsh flag* which formed part of the memorial of a soldier who was wounded in Afghanistan in 2009 and later died in hospital; and James McGuire's *Victoria Cross*, which he received for gallantry during the Indian Mutiny but lost when he was convicted of stealing his uncle's cow!

The **Army** gallery charts the history of the army as an institution. It explores its origins in the chaos of the British Civil Wars, (such as the *Flag of Gells Regiment*) its major role in the political development of the country onto its impact on global history. Finally the gallery looks at how the British Army tries to remain relevant through technological and social change including the change in modern *recruitment* posters.

Visitors will be able to explore how the army has adapted and evolved in the face of political and popular policy, changing circumstance and innovation to remain effective and achieve its objectives. The international story of the British Army will be told through paintings including portraits of *Oliver Cromwell* and *Khudadad Khan VC* (the first Indian Soldier to win the Victoria Cross) as well as the first official representation of black soldiers in the army on the *Regimental Colour of the West Indian Regiment*.

The **Battle** gallery explores the British experience of battle from the 1640s to the present day. Throughout this period tactics evolved in the light of technological development and became a major determinant of victory in battle. However, when tactics did not keep up with the technological development such as the machine gun, the scale of casualties became horrific.

Visitors will be able to experience some of these technological developments through interactives such as driving a tank or drumming a battle command. The Battle of Waterloo will be brought to life with

a new multimedia interpretation of the *Siborne Model* that enables visitors to investigate both the model and the famous battle.

The largest number of new acquisitions feature in the **Society** gallery where objects and stories are brought together to examine the army as a cultural as well as a military force. The gallery looks at the army's impact on our customs, values and choices, from the toys (*Action Man*) and music (*Jimi Hendrix* by Gered Mankowitz) we create to the way we vote, underpinned by the real experiences of both civilians and soldiers.

Looking at the army in fashion (*Burberry Trench Coat*), fiction (*War Horse*) and journalism (*Kate Adie's Flak Jacket, helmet, identity discs and press pass*), and at its impact on medicine, technology and benevolence, the army is revealed as recognisable and distant, loved and loathed. The gallery also examines moments when communities have encountered British soldiers in circumstances of conflict, natural disaster and national security.

The **Insight** gallery examines the impact the British Army has had around the world. No other army has seen service in so many different countries or interacted with such a huge range of peoples and cultures.

Intended as a regularly changing exhibition, the gallery's opening displays look at the army's connection with Germany, Scotland, the Punjab, Ghana and Sudan. Communities from these areas have been involved in the creation of the gallery, sharing thoughts on their relationship with Britain, the army and the objects within the Museum's collection, such as a Nazi Car Pennant and a cup from the 1745 Jacobite Rebellion.

Janice Murray, Director General, said: 'The new National Army Museum is a bright, contemporary space where visitors of all ages can learn about the British Army past and present. The thematic galleries provide a space to explore and discuss the army and its relevance to society in ways that we sometimes would not imagine from fashion and films to flood defences and, of course, conflict. We are excited to welcome visitors to come and explore this story with us in the new Chelsea museum.'

Sir Peter Luff, Chair of HLF, concluded: 'The National Army Museum is quite literally transformed. It's always been a great place to learn about the British Army's role in military and civilian life but it now has an inspiring new energy and purpose. The clean, spacious design should please regular visitors and also attract a whole new audience. We're sure this will include many National Lottery players who have made such a big contribution to the site's redevelopment.' ●



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