

ER

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

magazine

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Ministry
of Defence

Exceptional Employers Recognised



**Winners of the Ministry of Defence Employer
Recognition Scheme Gold Awards 2015 announced.**

**Find out who's been awarded for their outstanding
support of the Armed Forces community.**



MANAGING YOUR FUTURE

Every organisation needs management and there is a constant need for qualified and experienced people. **P25**

DRIVER TRAINING

Most members of the Armed Forces have obtained some form of driving qualification during their service. **P30**

ER £100K GIVEAWAY

You will be able to view numerous courses from various training providers who are backing this campaign. **P42**

ELC SCHEME

The MoD's ELC Scheme is an initiative to promote lifelong learning amongst members of the Armed Forces. **P76**

Competitive home cover

Protecting what matters

All home and contents cover is the same, isn't it? You may think so but, if you're serving or have a military connection, you'll find a real difference with The Military Mutual.

Is The Military Mutual home cover right for you?

Our cover is designed for the whole military community, including veterans, reservists and all those who care about our Armed Forces.

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TOP TIPS FROM THE MILITARY MUTUAL

How to Maintain a Good Credit Record When You're In the Military

Are you a good or a poor credit risk? You may not know until you submit an application for a loan or credit. The result can sometimes be surprising. Moving around with the Armed Forces doesn't always help your credit score, so here are some useful tips to help maintain a healthy credit score regardless of your location.

How does a credit rating score work?

Your credit score measures you as a financial risk. A poor credit score can make it difficult to borrow money. This can affect your application for credit cards, motor finance, a mortgage and other services such as mobile phone contracts.

How is your credit risk measured?

All lenders want different things and have their own ways of scoring but are likely to take into account details such as occupation, address history, length of employment and annual income.

How to help your application for credit when on the move

- State you are a member of the Armed Forces when applying for credit
- Provide a full postal address including postcode
- Register to vote in the UK, which will put you on the Electoral Register
- Manage your debts and pay your bills on time
- Check your credit report before you apply for any credit

What is likely to make you a poor credit risk?

- Excessive debt with no spare income to support more credit
- Too many credit searches within a rolling two-year period
- Poor credit history such as missed or late payments

For the full article go to: themilitarymutual.com/magazine Tel: 0800 088 22 83

Project Firefly

Seamless
Transfer
from Regular
to Maritime
Reserves

There is a real Buzz around Project FIREFLY, which is aimed at offering the service leaver the opportunity to remain associated with the Naval Service and its unique way of life, through a Seamless process into the Maritime Reserves (MR), either Royal Naval Reserve (RNR) or Royal Marine Reserve RMR).

Since its launch in April 2013 Project FIREFLY a Naval Personnel Team (Reserves) led Initiative has attracted over 400 highly-skilled personnel to transfer. Personnel who are making a valuable contribution to the Future Reserves Whole Force concept and enjoying the added benefits for their spare time commitment. ●

BENEFITS

For a commitment of just 24 days RNR and 26 days RMR benefits include:

- Extra money, pension and an annual bounty (currently upto £1,725). All in addition to any service pension accrued or civilian benefits secured.
- It provides opportunities for continued professional development and promotion.
- A two year harmony period safe in the knowledge you will not be compulsory mobilised
- Remain a part of the Naval Service and its unique way of life.

MORE INFORMATION

For those still serving you can find out more in 2014DIN01-130 "Entry into the Maritime Reserves (MR) for all Tri-Service Serving Personnel," alternatively get in touch by calling **023 92625534** or Email: navypers-restpa@mod.uk the team look forward to hearing from you.

Ex-Regular personnel should contact their local Armed Forces Careers Office or the 24hr Contact Centre on **0345 607 5555**. Further details are also available at: www.royalnavy.mod.uk/careers



THE SEAMLESS TRANSFER FROM REGULAR TO MARITIME RESERVES

You could apply to transfer from Regular to Maritime Reserves by using PROJECT FIREFLY's 'Seamless Transfer Scheme'

For more information: call 02392 628 677 or
e-mail navypers-resfftpa@mod.uk

Further details can also be found in 2014DIN 01 - 130

THE JOURNEY DOES NOT HAVE TO END!

navygraphics 15/647

Contents...

12 ATKINS: CAPITALISING ON MILITARY INTELLIGENCE

The outstanding people that the company employs enable it to take on some of the most technically challenging and time critical projects.

14 CERCO IT

CERCO's contract division works with some of the largest IT companies in the UK.

25 MANAGING YOUR FUTURE

Every organisation needs management and there is a constant need for qualified and experienced people to undertake managerial roles.

20 THE WAY INTO IT

If you're thinking about a future in IT, and most service personnel these days do have some level of IT literacy, Open IT could be a good starting point.

30 DRIVER TRAINING

Most people leaving the armed forces have one particular asset, a drivers' license and many will have received driver training on a whole range of vehicles.

38 FORCES RECRUITING OFFERS FREE MEMBERSHIP

Forces Recruiting Limited is a web based company providing service leavers with a wealth of information and opportunities.

42 ER £100K GIVEAWAY

You will be able to view numerous courses from various training providers who are backing this campaign.

50 EXCELLENTIA CLOSE PROTECTION TRAINING

Excellentia was established in 2006 and has grown from strength to strength over the last 9 years.

54 UCP GROUP

1. Number one Bodyguard training provider since 2003.
2. More action than words (less classroom more live out on the ground exercises).

66 TACKLING THE SKILLS SHORTAGE IN OFFSHORE INDUSTRIES

In 2012 Renewable UK and Energy and Utility Skills issued a report on the rapid rate of growth within the renewables industry and the potential jobs created because of it.

70 BUILDING A CAREER IN CONSTRUCTION

The construction industry is screaming out for skilled craftsman and we often read about plumbers earning more than university graduates. That's a tempting choice.



32

RESETTLEMENT SUPPORT FROM CTP

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



60

OFFSHORE INDUSTRY

The supply of appropriate skills to the labour market needs to ramp up rapidly over the coming years to meet rising demand'...



08

GOLD AWARD WINNERS

The Ministry of Defence has announced the 2015 Gold Award Winners of their Employer Recognition Scheme.

16

**SECTION
COMMANDER
TO STUDENT
PARAMEDIC**

My name is Matt Kenyon; I served as a Corporal and section commander on II SQN RAF Regiment.

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Welcome...

Welcome to the winter issue of Easy Resettlement magazine.



he received, Army veteran and AA Recovery Patrol of the Year Mo Moran said: "Working at the roadside presents various challenges so you need to act calmly and decisively in whatever situation you face. The experience and skills I gained in the military help me deal with the unexpected and bring a professional focus to the job. These qualities are ideal for the AA, which offers a range of support for former service personnel and reservists."

Army Reservist, Lieutenant George Rawlins, who works at Atkins added: "As well as the ten days leave for annual Reservist training and the flexible working structure I really love the supportive culture throughout the organisation. My colleagues and line management are genuinely interested in what I'm doing and I'm encouraged to apply what I've learnt in my Army Reserve training throughout my work at Atkins."

In addition to the employment opportunities featured, the CTP (Career Transition Partnership) employment fair dates for 2016 are included on pages 32 - 35 as well information from elcas about your entitlements and how to apply for funding.

As always we are proud to offer you free training courses as part of our £100,000 training give away. You will see in our centre pages the companies offering these free courses exclusively for our readers. All you need to do for your chance to win is simply email any company whose course you are interested in with your exit date and contact details and they will notify the winners.

Our magazine is freely available through resettlement and education centres, HIVES, RFEA offices as well as being available online at www.easyresettlement.com/magazine/ where you can subscribe for free to have each issue sent directly to your email address. Please get in touch with us if there is anything we can help you with about your resettlement process. We kindly ask that you mention our magazine when speaking with any of our advertisers.

Finally we hope you enjoy reading this issue and look forward to working on the Spring 2016 issue, which will take us in to our fourth year helping service leavers with their resettlement.

Col Martin Newman.

In this issue we look at various employment choices and opportunities and we feature the companies that have achieved their Gold Awards in national recognition of their commitment to the Armed Forces.

The Employer Recognition Scheme (ERS) recognises employers who actively support Defence and encourage organisations to adopt the same behaviour in their workplace. To qualify for a gold award employers must not only pledge their support but become advocates for support and commitment to defence personnel.

THIS YEAR'S GOLD AWARD WINNERS INCLUDE:

Atkins, The Automobile Association, Babcock, Fujitsu, Gateshead Council, Deloitte, Jaguar Land Rover, Gloucestershire Hospitals NHS Foundation Trust, ISS UK, JP Morgan, M-EC Consulting Development Engineers, National Express, PWC, SERCO, Tesco.

Secretary of State for Defence, Michael Fallon said:

"The support that these companies provide is making a real difference to our armed forces community. Whether allowing reservists the time to train or supporting veterans and spouses, they embody what the Armed Forces Covenant is about."

This year the awards focussed particularly on commitment to employ Reservists, veterans, and forces family members. Commenting on the support



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NATO

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Nuclear
Telecoms



Ministry
of Defence

Exceptional support from exceptional employers



We are proud to honour these employers for their outstanding support of the Armed Forces community through the 2015 Employer Recognition Scheme gold awards:



**Atkins, The Automobile Association
Babcock, Deloitte, Fujitsu, Gateshead Council
Gloucestershire Hospitals NHS Foundation Trust, ISS UK
Jaguar Land Rover, JP Morgan, M-EC Consulting Development Engineers
National Express, PwC, SERCO, Tesco.**



The Employer Recognition Scheme awards were launched in 2014 by the Ministry of Defence to publicly recognise employers who demonstrate their support of Defence and encourage others to do so.

www.gov.uk/government/publications/defence-employer-recognition-scheme



Ministry of Defence

The Ministry of Defence has announced the 2015 Gold Award

Atkins

A stable, motivated workforce with top technical skills and a pragmatic approach is a key priority for design, engineering and project management consultancy Atkins. The company undertakes diverse, technically challenging and time critical projects across the world. For many years, Atkins has opened its recruitment doors to reservists and veterans to tap into the right mix of technical skills and emotional intelligence.

In December 2015 Atkins launched its Partnering with the Armed Forces programme. This company-wide initiative encompasses Armed Forces advocacy, improved HR support for reservists and ex-service personnel, recruitment of service leavers, graduate and personal development and support of the UK Defence enterprise skills agenda. The company also reinforced its existing Corporate Covenant pledges to formalise this improved commitment.

Atkins believes that its involvement with Defence has had positive effects on employee engagement, brand awareness among current and potential recruits and business development opportunities at home and overseas.

Oz Rhodes

Rank: Commander

Unit: Commander Maritime Reserves HQ

Role at Atkins: Consultant

"As Commander responsible for the Royal Naval Reserve National Branch of Warfare (Seaman), I manage 300 personnel and the many enquiries I receive can't be addressed out of working hours. I simply couldn't meet the demands of my role without the support and flexible working structure Atkins offers its reservist staff." ●

The Automobile Association

The AA has a longstanding history of support for the armed forces community, being among the first 50 employers in the UK to sign up to the armed forces corporate covenant. They see the covenant as a living document and they have recently strengthened their pledges at a new signing. They have agreed to review their support every year and actively invite feedback on their performance.

Former service personnel are considered to be a natural fit with the AA for their skills and positive mindset. Last year they hired over 60 service leavers from several Army regiments, including the Royal Electrical and Mechanical Engineers (REME), the Royal Logistics Corps, the Guards and the Parachute Regiment among others.

The AA promotes the benefits of the reserves among its employees and has developed HR supportive policies. It also works with The Poppy Factory charity to help place injured soldiers into work.

The AA is an enthusiastic supporter of Armed Forces Week – marked this year by holding key events every day of the week, including the launch of an internal defence network and workplace engagement sessions.

Mo Moran

Rank: Veteran/Former Corporal

Unit: 26 Squadron Royal Corps of Transport (Northern Ireland)

Role at the AA: AA Recovery Patrol

"Working at the roadside presents various challenges, so you need to act calmly and decisively in whatever situation you face. The experience and skills I gained in the military help me deal with the unexpected and bring a professional focus to the job. These qualities are ideal for the AA, which offers a range of support for former service personnel and reservists." ●

Babcock

Babcock's outstanding commitment to the armed forces community goes back many years. They have approached Defence with a "what can we do to help?" attitude, which has led to many initiatives across all Defence Personnel areas. Babcock employs over 80 reservists, hundreds of veterans and cadet forces adult volunteers – and wants to employ more. They offer a guaranteed interview for any reservist who applies for a post via the Babcock International website.

Babcock understands that employer support is vital to the recruitment of reserves and encourages their current employees to consider joining the reserve forces.

From line managers to senior directors, Babcock's management stands firm behind their reservists, offering support and showing flexibility for their training or mobilisation. Babcock has developed a clear and supportive HR policy, which includes paid time off for training, additional leave and protection for those mobilised.

Babcock is always looking for new ways to demonstrate advocacy for the armed forces by hosting events such as the 2014 Babcock conference for reservists, which celebrated their skills and contribution.

Stephen Caley

Rank: Lance Corporal

Unit: D Sqn, Royal Wessex Yeomanry

Role at Babcock: Through Life Management Engineer

"Babcock has fully backed my involvement in the Army Reserves since joining the company in 2008 from top to bottom. My line management and HR have been commendable in providing flexibility and additional paid time off to attend military training as well as supporting me before and after deployment to Afghanistan." ●

Deloitte

One of the earliest employers to actively recruit armed forces personnel and sign up to the Armed Forces Covenant, Deloitte has remained a stalwart supporter and advocate for the Armed Forces community. Following their silver award in 2014 in recognition of their longstanding work to recruit service leavers and reservists, the firm has stepped up their support with robust policies and campaigns.

Deloitte has taken a championing role, promoting the vital role of the armed forces and the value of reservists widely among their clients through their corporate website. The firm has also worked hard to identify and communicate regularly with their reservists internally and through their military network.

Deloitte promotes the value of military skills in the workplace to their supply chain, speaks publicly in support of Defence at national events and provides pro-bono consultancy time to develop the Voices of Employees That Served (VETS) Programme.

The firm has also championed the value that Armed Forces personnel bring to professional services organisations in prominent industry publications *Economia* and *CIMA* magazines.

Doug Green

Rank: Sergeant - Army

Role at Deloitte: Cyber Risk – Risk Advisory

"Deloitte's Military Transition and Talent Programme provided me with the opportunity, training and support I needed to translate my military skills and experience into a rewarding civilian career in cyber risk. Transitioning from the military was made easier thanks to the support and encouragement provided by my Deloitte colleagues as well as our internal Deloitte Military Community." ●

ATKINS



Deloitte.

Award Winners

of their Employer Recognition Scheme

Fujitsu

Fujitsu has long demonstrated a steady and strong advocacy role in support for Defence and is continually looking for new ways to promote the benefits of the business-Defence partnership. They do this by speaking at industry events such as the Partnering with Defence Conference 2015 and promoting their commitments to Defence in their internal publications, their intranet and through their graduate, apprenticeship and industrial placement communities.

Fujitsu employs reservists and service leavers and welcomes military skills into the business. To attract service leavers, they have set up a recruitment process that recognises Armed Forces skills and qualifications. They work closely with CTP, providing access to vacancies through their internal recruitment system.

Fujitsu is fully supportive of reservists' mobilisation and reintegration at all levels and departments, from strategic to operational. Their HR policy grants 10 days' paid leave and 10 days' extra unpaid leave to attend annual training. Fujitsu proactively seeks to employ injured servicemen and supports them in their transition to a fulfilling career.

Dwayne Dawson

Rank: Squadron Leader

Unit: 600(City of

London) Squadron

Role at Unit: Chief of Staff

Role at Fujitsu:

Innovation Consultant

"As an RAF reservist with 10 years' employment with Fujitsu, I have received extraordinary support and encouragement to deliver my reservist duties. This support has made the preparation for my two operational tours and return to employment seamless and given me the confidence to remain an active RAF reservist." ●

Gateshead Council

Gateshead Council is one of the most forward-leaning Armed Forces authorities within the North East, if not the country, proactively supporting the Armed Forces community. They have hosted reserve awareness events within the Borough for staff, young people aged 18+ and local businesses.

Their inclusive HR policy offers reservists up to two weeks additional paid holiday for training. The council also employs many ex-service personnel and has links with CTP and Catterick's Early Leavers Project.

Since 2012, the council has employed a dedicated Armed Forces Outreach worker and has taken the lead in launching the Tyneside Armed Forces Outreach Service, which it currently manages. It also provides front line staff with information outlining employment and support services for veterans.

Gateshead Council showcased this good practice at the MoD Regional Community Covenant Conference 2014 in Manchester. The organisation has provided the Outreach Service as a case study for Local Government publications and assisted in the Reserves 2020 Green Paper consultation. In addition, it has facilitated employer focus groups and assessed online toolkits for the MoD.

Councillor Stuart Green,

Armed Forces champion for Gateshead Council, says:

"Gateshead Council has always maintained close links with our armed forces, so when we signed the Armed Forces Covenant we were determined to do all we could to provide the kind of support that serving and ex-service personnel clearly need." ●

Gloucestershire Hospitals NHS Foundation Trust

Gloucestershire Hospitals NHS Foundation Trust are extremely and visibly supportive to the Armed Forces

Personnel community, reservists in particular. Driven by their senior management, this support has been advocated in many ways through their internal and external channels.

Gloucestershire Hospitals have created an online presence supporting reservists in their 'Work for Us' section of their website, advocating the benefits of joining the reserves and providing a host of links to make joining as easy as it can be. This public web presence also goes to show that Gloucestershire Hospitals position themselves as the reservists' employer of choice, backed up by the publication of their reservist-friendly HR policy that clearly highlights their special paid leave of two weeks plus an additional unpaid week to accommodate training commitments. Gloucestershire Hospitals has also taken a lead on forming a Regional NHS Medical Reserves Committee to build specific relationships for the benefit of Medical Reserves.

Gloucestershire Hospitals NHS Foundation Trust's Associate Director of HR, Dr Mike Seeley is delighted by the announcement:

"This hugely prestigious award recognises the commitment of those in our organization who in some way support the armed forces, whether it be serving personnel, veterans or family members. We are particularly proud to support our medical reservists, nurses, doctors and others who dedicate their time and skills to helping others in need". ●

ISS UK

ISS leads the way among facilities management and service companies in its strong commitment to Defence. Through its seven activity streams: recruitment, reservists, training, placements, VETS, cadets and families, ISS has demonstrated a pioneering approach towards the entire range of armed forces community members.

At ISS sites, a large number of staff are spouses, partners or children of service members. The company is campaigning to increase current number of reservists and has a standing offer of work placements for Air Cadets.

To support reservist employees, ISS has a new policy in place and offers additional paid leave for training and a single point of contact for employees and managers. ISS has also produced in-house guidance for reservists and their line managers to ensure a collaborative internal approach to reserve service.

ISS is also a strong advocate for veterans and the wounded, injured and sick. In support of the VETS initiative, the company provides bespoke job appraisal, mentorship and CV support services and creates work placements.

ISS's charitable work is commendable, focusing fundraising efforts on service charities such as RAFA, RAFBF and ABF.

Adam Milliken

Rank: Corporal

Unit: 1 Military Working Dog Regiment

Role at ISS UK: Defence Business Analyst

"ISS's positive and proactive support for Armed Forces service leavers has had a profound impact on my life, one that will continue throughout my new career in the civilian sector." ●





Ministry
of Defence



Jaguar Land Rover

A longstanding advocate for Defence, JLR has worked hard to go beyond their Armed Forces Covenant

pledges. In the last two years, they have stepped up their initiatives and boosted employment of service leavers, offering career opportunities to over 200 ex-forces personnel.

JLR encourages their supply chain to recruit service leavers, recommending candidates to their suppliers. Working closely with the Recovery Career Service and Mission Motorsport, they arranged seventeen placements for wounded, injured and sick personnel leading to eleven full time jobs at JLR and suppliers.

JLR support their 45 reservists with 15 days paid leave for training. When their employees are mobilised, they ensure a seamless return to their jobs. JLR encourages and supports an Ex-Forces Society which this year co-ordinated Armed Forces Day and Reserves Day celebrations.

The company's charitable work is commendable. Their support of service charities includes Help For Heroes, Rally for Heroes, ABF and individual regimental associations. Recently, they sponsored the Invictus Games, which also counted with 150 JLR volunteers, vehicles and drivers.

Wayne Walker

Rank: Staff Sergeant

Unit: Queen's Royal Lancers

Role at Jaguar Land Rover: Process Leader, Solihull Manufacturing Team

"I am delighted to have been offered a permanent position at Jaguar Land Rover after taking part in the company's placement programme to help rehabilitate wounded, injured and sick ex-service personnel and aid transition into civilian careers. This means security for my family's future and a great confidence boost. I hope this will inspire others also leaving the forces." ●

J.P.Morgan

JP Morgan

The firm has long championed strong initiatives of support for the Armed Forces community. For five years, JP Morgan has been running a market-leading Ex-Military Internship Programme to help service leavers of all ranks transition into successful careers in the private sector. Through the programme, JP Morgan provides candidates with the opportunity to gain exposure into financial services, strengthen their skills and experience and build a network within the firm.

JP Morgan grants reservists ten days' paid military leave per year to attend training camps, fully accommodates employee mobilisation, allows flexible leave around a partner's deployments and works closely with CTP to assist the transition of veterans into the workplace. JP Morgan supports charities with a forces connection at national and local levels and actively supports employee volunteering for military charities.

To spread the message more widely and reaffirm their advocacy role, the firm recently contributed to a City AM piece to promote the value of the skills and attributes that Armed Forces personnel bring to business.

Steven Lowe

Rank: Major

Unit: 7 Rifles

Role at J.P. Morgan:

Executive Director, Fixed Income Portfolio Manager, J.P. Morgan Private Bank

"J.P. Morgan has fully supported my commitment to the reserves and gives me additional leave for my annual military training. My colleagues, many themselves ex-military, are interested in and supportive of my role in uniform. Although it is challenging pursuing two high-pressure careers, J.P. Morgan's support has given me the confidence and time to develop as an individual - which ultimately benefits both my employers." ●



M-EC Consulting Development Engineers

M-EC's Reserve Forces Policy formally acknowledges that military training develops skills

and attributes that lead to improved performance in the workplace such as leadership, communication, team working and organisational ability.

The company has a very positive attitude towards reservists and service leavers when recruiting. They have encouraged two reservist employees, providing additional paid leave for training commitments and support during mobilisation.

In support of Armed Forces Week, the company organised a vehicle safety demonstration and a team building event in association with their local reserve unit.

M-EC's support for reservist employees and their activities with the local Reserve unit have delivered significant media coverage in the press, Chamber of Commerce magazines and their company newsletter, leading to an increased awareness with other businesses. This award to a small private sector employer recognises the significant way in which the company has demonstrated supportive attitude and behaviour towards the Reserve Forces - a great example to other private sector SMEs.

Eddie Mewies, Managing Director, at M-EC, said:

"We have actively been supporting the reserve forces since 2013 and have found many mutual benefits of employing Reservists, particularly in terms of leadership and organisational skills. To see this support recognised with a gold award is a source of enormous pride as it highlights our commitment to date and inspires us to continue to be creative with our future support." ●



National Express

National Express was the first company to sign up to the Armed Forces Corporate Covenant at its launch in 2013.

Since then, they have been active supporters of the Armed Forces. From generous travel discounts for reservists, service personnel and their families, to year on year support for Armed Forces Day, National Express has a long tradition pioneering forces friendly initiatives.

National Express is keen to offer careers to service leavers, offering guaranteed job interviews to those leaving with a PCV driving licence.

Recognising the Armed Forces' huge contribution to society, the company supports their reservists with additional paid annual leave for training.

National Express enthusiastically promotes itself as forces friendly by advertising their support on their coaches and campaigning on social media.

They work closely with the Poppy Factory, holding free workshops for veterans looking for work and work placements. They also partner with Canine Partners to provide life-changing assistance to those injured in service and support the British Legion by offering free travel to serving and ex-serving personnel and their families to much needed holidays at the Legion's Break Centres.

Duane Porteous

Rank: Private

Unit: 23 Pioneer Regiment

Role at National

Express: Coach Driver

"I am tremendously proud to work for National Express, which really gets behind the Armed Forces community. I was honoured to be chosen to support Armed Forces Day, standing shoulder-to-shoulder with personnel from the Army, Navy and RAF. It is fantastic to work for a company that publicly flies the flag for the Armed Forces and recognises the contribution they make."



PwC

Offering support to the Armed Forces lies at the heart of PwC's ethos to give opportunities to all.

The firm demonstrates an advocacy role not just within the firm but also among the professional services industry.

PwC has recruited over 100 ex-service personnel who are successfully employed across the firm's business areas, some at partner level. PwC's Military Network provides invaluable guidance to those transitioning from the services and the many veterans and reservists employed throughout the firm.

In addition, PwC offers work experience for ex-forces individuals and runs workshops to guide veterans on how best to interview, present and be best placed to gain employment in civilian jobs.

PwC has a strong track record as a key contributor to numerous initiatives in support for Defence. Their sponsorship of the Invictus Games, provided financial support and volunteer staff to assist during work hours. The firm's support extended beyond the Games to include CV and career coaching to athletes.

PwC are an enthusiastic contributor to press to promote the contribution that military skills and qualities bring to commercial environments.

Richard Wilton

Rank: Ex- Army Captain

Unit: 4 Rifles

Role at PwC: Manager in PPM - Consulting

"I have been fortunate enough to be both involved in and supported by PwC and its Military Network. Whether through bespoke training packages within the Business Unit and Line of Service to fill the gaps in my professional knowledge, time off to brief the Invictus Games competitors on my personal journey of transition, or planning and hosting PwC's Ex Military Insight Day for over 45 service leavers, PwC fully supported. The firm certainly recognises the value and skills of those from the Armed Forces and works incredibly hard to allow them to achieve their potential from day one."



SERCO

Serco has continuously provided support for UK Defence for over 50 years. Integrating military personnel within the company is truly embedded in their culture.

Their proactive approach is spearheaded by a steering group engaging all business areas that has piloted collaborations with reserve units. The team has focussed on the transferability of skills between industry and Defence, with Serco-produced recruiting materials encouraging members of the workforce to join the reserves and advocating the benefits of reservists to their business managers. As a result, Serco has seen a significant increase in people joining the reserves, helped by the 12 extra days' paid leave for training that the company provides and the support it gives to the Armed Forces Corporate Covenant.

Recognising the value of military training to the business, Serco employs around 3,000 ex-service personnel – 10 per cent of their UK workforce. The company hosted a high profile Reserves Day at the Defence Academy in Shrivenham this summer to internally publicise this approach.

Serco has also spread the reserves message externally, with contributions to the Evening Standard, local BBC radio and trade sector press.

Shayne Leach

Rank: Lance Corporal

Unit: 167 Catering Support, RLC

Role at SERCO: Refuse and Recycling Driver

"Serco are great, they allow me 12 days' paid leave to carry out my annual training and organised a great celebration for Armed Forces Day in June – it was brilliant."



Tesco

Tesco is one of the biggest employers of reservists and former service personnel and has a record as a forces-friendly organisation – their founder Jack Cohen set up his first market stall with his demob money after serving in WW1.

The first supermarket to publicly declare itself as forces friendly, Tesco has contributed resources, creativity and energy to supportive campaigns. The retailer actively supports the recruitment of service leavers and has been a key partner of the Career Transition Partnership since 2007, enabling forces leavers to see if retail is for them.

To support existing employees, Tesco offers the most generous reservist policy in the industry, as well as launching and funding an Armed Forces Network to give a voice to the armed forces community, both inside the business and externally.

Many Tesco stores enthusiastically supported this year's Armed Forces Day by inviting local serving personnel for a "Heroes Breakfast" in their canteens.

Since 2015 Tesco has raised over £30 million for Armed Forces charities including Help for Heroes and The Royal British Legion.

Rich Scott

Rank: Captain

Unit: The London Regiment

Role at Tesco: Procurement Manager, Logistics

"Tesco's flexible reservist policy means I can pursue my passion of serving in the Army while enjoying the benefits of civilian life. I can now take part in more training and activities which will develop my military skills, without being out of pocket or using annual leave. Tesco has made it easier for people to balance their day jobs with their military roles, and I'm pleased the business recognises the commitment we make."

ATKINS Capitalising On Military Intelligence



Atkins is one of the world's most respected design, engineering and project management consultancies and the outstanding people that the company employs enable it to take on some of the most technically challenging and time critical projects.

Atkins draws those people from many walks of life, and has had considerable success employing service-leavers. In the words of Nick Roberts, the company's UK and Europe CEO and a former British Army Reservist officer: "As an engineering consultancy, our people are our greatest asset and Atkins has long recognised the leadership, project management and technical skills that our Reservist and ex-military personnel bring which benefit both the company and our clients."

In light of this, Atkins formalised its status as an Armed Forces friendly company when it signed the Military Corporate Covenant in November 2014. However, this was just the start of a push within Atkins to better cultivate, identify, support and engage with its Armed Forces staff.

Chris Jones joined the company in January 2015 having previously served as an RAF Air Commodore. As part of his new duties he was tasked with driving forward the commitments Atkins had made as part of its Corporate Covenant pledges.

Chris explained: "It's been a year since Atkins signed the Corporate Covenant and were awarded one of the first Silver Defence Employer Recognition Scheme awards. Over the last twelve months we have worked hard to cultivate and engage with our community of Reservist staff and explore and develop partnerships across MOD, the Armed Forces and Defence.

"As part of this work, our UK Senior Leadership Team approved the creation of Atkins' Partnering with the Armed Forces initiative - a dedicated programme of work to better coordinate our company-wide engagement and advocacy activities."

PARTNERING WITH THE ARMED FORCES

Atkins' Partnering with the Armed Forces' programme encompasses a number of project streams including Armed Forces advocacy, improved HR support for Reservists and ex-Service personnel, recruitment of Service leavers, graduate and personal development and the UK Defence enterprise skills agenda.

Chris said: "Fundamentally, the programme represents a commitment at the highest levels of the company of resources, money, time and people to actively advance the pledges made in our Corporate Covenant. In recognition of the commitment made by our Reservists, this enhanced commitment also includes increasing the amount of paid time away from work we offer our Reservist staff for annual training purposes from five to ten days."

A number of the programme's elements are particularly relevant for service leavers, including:

- Creation of an Atkins Armed Forces champion – Atkins wanted to give its Armed Forces staff a spokesperson and internal champion. As a former RAF Regular, and having recently taken up service as an RAF Reservist, Chris was chosen to fill this important role.
- HR Support – It was essential to develop the policies, procedures and infrastructure that could not only capture, track and support a growing number of Reservist employees, but also provide the internal communication network across a single Armed Forces community of interest.
- Recruitment of ex-Armed Forces Personnel – The programme would need to explore increased recruitment of veterans, making enhanced use of services like the Career Transition Partnership to

attract appropriately skilled service leavers to Atkins.

- Advocacy of the Armed Forces – In order to demonstrate that Atkins is an Armed Forces friendly company, external marketing activity is key. However, further embedding a supportive culture internally is just as important and so the programme also needs to manage internal engagement with Atkins' ex-Armed Forces employees and Reservist staff community to maximise skills and experience.

Chris continued: "With our Partnering programme set to formally launch in December 2015, our focus has been on Reserves and soft skills until now. However, we will now build on those foundations and expand our programme to include Service-leavers. A key element of this will involve the creation of an Armed Forces community. This will not only provide an internal, mutual support network but will also allow Atkins to identify and use the skills and expertise of Service-leavers to better inform business development and client delivery."





ATKINS ARMED FORCES CHAMPION CHRIS JONES

ACHIEVING GOLD AWARD RECOGNITION

Atkins' continued support of, and advocacy for, the Armed Forces was recognised in November 2015 when the company was awarded a coveted Gold Defence Employer Recognition Scheme award by the MOD.

Nick Roberts said: "Recipients of the Gold Defence Employer Recognition Scheme award are considered industry leaders and beacons of excellence for their employer support programmes. I could not be more proud that we have been recognised by the MOD with this prestigious accolade."

The company received the award for a number of reasons including the policies and support it has in place for its Reservist employees as well as its active promotion – internally and externally – of partnerships with the Armed Forces community. The positive and beneficial relationships that Atkins has developed extend across its sponsorship of Armed Forces charitable organisations including SSAFA, its close working with the Ministry of Defence (MOD) and Defence organisations, and its commitment to the national skills and Reserves agenda.

REINFORCING ATKINS' CORPORATE COVENANT PLEDGES

In order to build upon the endorsement of the Gold award, as well as to enshrine the commitments outlined in the company's Partnering with the Armed Forces programme, Atkins has decided to reinforce and expand its Corporate Covenant voluntary pledges.

The company intends to continue to support the employment of Armed Forces leavers, young and old, by advertising company vacancies through the Career Transition Partnership. However, it will also develop a partnership with Recovery Career Services and consider wounded, injured and sick veterans for any appropriate employment opportunities within Atkins. It will also commit to undertaking Corporate-level charitable activity with veteran organisations, outside of wider marketing and client engagement activity.

The company will also support the creation of an inclusive Atkins Armed Forces network, comprising both Reservists and Armed Forces Veterans, to help offer support to its employees and their families, as well as to help identify key skills of use to the business.

And consideration is also being extended to Service families. Atkins will recognise the demands and pressures on



Corporate Covenant

Service families, particularly those caused through the requirements for mobility and the deployment of serving military personnel, whether Regular or Reserves.

There are a number of other voluntary pledges the company has made and these will all be publicly available once the MOD publishes Atkins' revised commitments on the MOD's Corporate Covenant website.

If you are interested in exploring career opportunities at Atkins, please visit: <http://www.atkinsglobal.com/en-GB/af>

CAREER TRANSITION PARTNERSHIP: TARGETED RECRUITMENT ACTIVITY

In 2013 Atkins recognised a shortage in its testing division for railway signalling testers – an established shortage in

the UK. Atkins, Network Rail and other partners committed to training new testers up and putting them through a fast track scheme.

We identified military veterans as being good potential trainee candidates as they would have a lot of transferable skills – an understanding of the use of technical equipment, a familiarity with communications, training in safety awareness, a willingness to travel for the job and a pragmatic attitude. Our relationship with the MoD Career Transition Partnership (CTP) facilitated access to the rapid recruitment of ex-service personnel as railway signalling testers. The six month fast track training took the trainees from 'no knowledge' all the way to achieving their Functional Testers licence. Twenty of the 24 testers that were ultimately chosen were ex-Service personnel. ●





CERCO IT

CERCO's contract division works with some of the largest IT companies in the UK such as Fujitsu, Ricoh, BT and Government agencies to name a few.

CERCO provides flexible IT resourcing solutions and motivated I.T. professionals for permanent and/or contract style requirements to complete a wide range of tasks, from installation and project support to fault finding, diagnosis and repair.

Starting out life as Granada IT services, in 1987 it was awarded a government contract to install computers in every government department across the UK. It was calculated that 200 engineers were required to fulfil the role and as a result a training course in order to create the resource was designed.

This model provided the foundation for CERCO which was set up to sell these IT courses to individuals wanting to become IT hardware engineers. In 2003 the organisation was sold and a recruitment arm added to ensure the paying customer was found suitable employment in IT whilst generate a second income stream.

CERCO hit a major turning point in 2011 when they were asked to fill 25 vacancies and couldn't due to the lack of candidates in the area. This led to a review of policy on payment for the course and as they were already giving their courses away free to medical discharges a decision was made to extend this to everyone. The rationale behind this was to only train candidates in areas that required resource. In essence Cerco became a Recruitment Company with a training arm. By doing this they aimed to recruit individuals who were

most likely to succeed in the IT industry. CERCO have had a relationship with CTP since 2003 and now also work alongside RCS, Help for Heroes and the Poppy Factory advertising recruitment days and positions they need to fill for future contracts.

In order to meet expected demand CERCO holds regular recruitment days across the breadth of the UK, Northern Ireland and Germany. It is offering those candidates meeting their entrance criteria 10 days FREE IT Hardware and System Support entry level vocational training. These opportunities are advertised on both the CTP website and RCS Portal.

A degree of prior IT knowledge is required but an interest in computers or technical aptitude

and exceptional customer service skills is extremely advantageous.

Training is held at CERCO's Cheshire office and whilst training is free, service leavers will need to arrange their own travel, accommodation and subsistence.

Trained candidates are then in a position to be considered for the many permanent and temporary opportunities given to CERCO by their extensive list of clients. There is NO GUARANTEE of employment however it is in CERCO's interest to ensure all who undertake the training are placed within suitable employment as soon as possible.

Chris Barlow, Operations Director at CERCO said "Ex Forces candidates deal with issues in a logical way, do not panic under pressure and adapt the lessons learnt from their military

experience to IT. Most have SC or DV clearance for 12 months post discharge which is incredibly beneficial in this Industry. It is all of the above that on the whole make them perfect candidates."

"Our customers like to hire candidates with an ex-forces background as they find them to be well presented, dedicated and 'can-do' in their approach, perfect commodities for today's IT Engineer."

"Candidates who have held or currently hold SC and/or DV clearance will always be of interest as many of our customers have roles in sensitive sectors."

For further information about Cerco IT or to be considered for the programme please contact Cerco on **01270 219760** or email **admin@cercoit.co.uk**.



FOR OVER 23 YEARS CERCO HAS BEEN TRAINING EX FORCES

Cerco I.T. Ltd.



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INSTRUCTOR LEAD, CLASSROOM BASED 10 DAY I.T. VOCATIONAL TRAINING COURSE

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

After the training, what then?

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

You are not committed to work for us unless you want to.

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

Why do these companies and others work with us?

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

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

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

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

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

INTERESTED? THEN CONTACT US TODAY

**info@cercoit.co.uk
or call 01270 219760**

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



Section Commander to Student Paramedic



East of England Ambulance Service **NHS**
NHS Trust

My best tour was working on the MERT (Medical Emergency Response Team) as force protection and fire team commander on my last tour in Helmand.

During my last operational tour of Afghanistan I found myself wanting a career change and more stability after being inspired and humbled by the professionalism of the MERT team. I felt that they walked on water and could treat any injury and deal with any situation that arose; their god-like medical abilities influenced me to seek a piece of the action.

I had been fortunate enough to be the fire team commander on the MERT; our role was to protect the MERT team, aircrew and chinook whilst it was grounded and awaiting the arrival of the casualty, or casualties, in need of extrication. We witnessed first-hand how this team of regular, and reservist, paramedics and doctors worked tirelessly treating the most severely wounded casualties, often whilst flying tactically over Helmand Province.

I looked at my options and it didn't look good; I barely scraped my 5 GCSE's and I have never considered myself as particularly 'academic'. Whilst still on tour I questioned the on-job role of a paramedic and asked how they managed to get where they were today. I received lots of information and help, although sadly it looked like a re-trade or an access course as I didn't have the correct qualifications to enter university. A re-trade was not available due to manning issues and the university access course would have added another year onto what is already a three year course. In addition, there was the issue of securing a student loan and the worry of having to pay it off for years to come. I decided that university was not a realistic option. I wanted to train as a paramedic, but also a training option that was quick and offered as much on the road exposure as possible.

I did some research on the internet and found that some NHS Trusts recruited student paramedics and required only minimal GCSE

My name is Matt Kenyon; I served as a corporal and section commander on 11 SQN RAF Regiment, which is an airborne unit. I served for nine years from 2005-2014 completing four full operational tours (3 in Afghanistan and one in Iraq).

grades; I also found that almost the whole process was on the road-training and that you were paid throughout. This appealed to me greatly as I think of myself as more of a 'hands-on' learner, rather than being 'academic'; I realised that there would be some aspect of academic work, although the prospect of this was nowhere near as daunting as the thought of four years at university, a large student loan with less on the road experience.

Unfortunately, the tempo on tour picked up and I was out on the ground, unable to reach facilities to research any further; I had to leave this pipe dream until I was home and safe. When eventually home and back to work after post operational deployment leave (PODL), I was sitting in the barracks and I saw an advert on the local news. The advert stated that due to the declining number of paramedics, the East of England Ambulance Service Trust was about to undertake an exceptionally large recruitment drive for student paramedics. I loaded the NHS job search website immediately and found the relevant application form; I spent a couple of hours filling it out and after triple checking what I had written, I sent it off. The application form had the usual information boxes and requested references from former and current employers. It also requested a brief 2000 word description on your current job and role. The whole process was fairly quick and easy and two weeks after sending off my CV, I had a

letter informing me that I had been successful and was invited to attend a local interview assessment day.

The assessment day comprised of GCSE level maths and english literature tests and a test of the Highway Code; I revised for the maths and english tests with GCSE bitesize online which was a good asset in restoring knowledge and gaining some academic confidence.

The Trust were looking to recruit 800 student paramedics over a 2 year period; on that day we were told that for every five people in the room, fifty people had been rejected. This seemed a bit daunting but showed just how much interest there was for this role. After a two week wait, I received an email

stating that I had successfully passed the first interview stage and was invited to undertake the second at the headquarters in Chelmsford. I was given a variety of dates and times to choose from which allowed me to arrange a time around my position at work.

The second stage of the interview process involved an hour long interview, a CAT C driving test and a fitness test. The interview was based around my knowledge on the daily role of a paramedic and what the role offers on a professional and personal level; the East of England Ambulance Service Trust itself, its capabilities and the service it provides and; the demographic area that it serves. The fitness test comprised of some basic fitness tests; a breeze compared with any military tests and the driving assessment was roughly an hour long and the instructor observed your driving style and ability whilst driving along. The final test of the day was a health test, which involved a blood pressure and urine test. It was at this point that I signed a provisional contract detailing which of the six counties I wanted to work in and how much notice I would need to give my current employer; thankfully I was





clinical and driving courses, you are eligible to start work from an ambulance station in your chosen area; I started on New Year's Eve which was daunting. I was still in the military mind-set and was unsure how the transition to 'civvy street' would unfold. It was smoother and easier than I could ever have imagined. My first day was spent being introduced to a wonderful team of paramedic mentors who took us on a tour of the local stations; we were shown facilities and fire exits, all things you would expect when starting a new job. From that point onwards we would be let loose on the general public and put our newly acquired skills to use and start treating patients.

I was extremely nervous and anxious about my first shift but was put at ease by the friendly, professional staff and pleasant manner in which I was received. Road staff are aware of the clinical remit of students who are fresh out of training; they are also aware of the stress and emotions which students experience in their first few shifts on the road. All have been in the same position and empathise with the pressures and demands of the job itself.

Since starting, I have returned to training school three times to undertake various practical and theoretical assessments; the workload and revision can be daunting, although help is always on hand if needed and if you are willing to put the effort in, you will reap the rewards. At the end of the first year you submit a written reflective case study of approximately 2000 words, a completed portfolio and clinical skills sign off. You also submit a log of the hours you work with a qualified member of staff. Once you have achieved the required standard you are eligible to wear technician epilates and go out on the road with another crew mate working as a fully qualified technician. The second year of training is comprised of a 44-week university course; this consists of clinical placements, training in further skills and involves more practical and theoretical assessments.

Since joining, I have attended a variety of calls ranging from elderly patients who have fallen over and are unable to get up, GP urgent transfers, traumatic injuries and unfortunately cardiac arrests. If you're expecting this job to be nothing but car accidents and full on trauma jobs you will be disappointed. My expectation was that I would be working as they do in TV programmes like 'Helicopter Heroes' and I would be undertaking time critical jobs daily; thankfully this isn't the case although it does happen and this is when you earn your money.

There is more to this job than

just saving lives and taking people to hospital. As well slick drills and quick-thinking you need empathy, compassion, a caring nature and the ability to offer support and sympathy to the patient, their family and even your colleagues during difficult times. The support on offer for us as employees is excellent and always available.

I have no regrets about leaving the military although I took the job security for granted; sadly if you fail anything in the training process more than twice you could lose your job. The positive to this, however, is the drive and determination it gives you to succeed and complete the daily challenges you face. I believe this job appeals to military personnel due to the freedom and autonomy afforded by the role and also the variety you experience daily. No single job is the same and no single job has the same outcome; you are tested daily both physically and mentally. The shifts can be long and tiring and can put strain on family and social life, but it's nothing compared to leaving loved ones for a six month tour or feeling like you are not in control of your life. When not working you have lots of time off to complete various assessments, revision and spend time with family and friends renewing the bonds taken by the strain of military life.

This job also provides many opportunities to further your career. When registered as a paramedic the possibilities are endless; you could become a critical care paramedic working on the air ambulance or rapid response vehicle; work for a private company providing medical cover at events; join the reservists and keep your foot in the military door, whilst still being supported by the NHS; travel to different countries to medically support people on expeditions or; qualify as an emergency care practitioner and work in a local GP surgery.

I have no regrets about leaving the military and if completely honest the only things I miss are the friends I made and the experiences we shared, however the new people I have met have a wicked sense of humour and share the same work ethos as that in the military. If you are looking for a challenging and rewarding career with excellent career opportunities I highly recommend this job and lifestyle that it offers.

All recruitment is conducted through the NHS portal www.jobs.nhs.uk. Use the job search 'student paramedic' 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**.

coming to the end of my nine year contract and had the ability to leave the forces within six months.

After an agonising wait of roughly three weeks I found out I had been successful and was offered the job; I told my Flight Commander, handed in my notice and booked myself onto some resettlement courses, just in case things didn't pan out as I planned. The last tests I had to undertake were a blood test and a DBS check; the blood test was done locally at a GP surgery and the DBS check was sent off and funded by the trust. It took about four weeks for the results to come back. If you have any prior convictions declare them at the outset, the Trust are very supportive; my local police station were also helpful in providing me with information and advising me on problems which may have arisen. Overall, the trust were extremely helpful and supported my application despite a few discrepancies.

Once I had finished my resettlement and sorted out my annual and terminal leave, I informed the trust of my availability to work and a date was set for my

new career to start; I started my eight week long training course in October 2014. The eight week course is very intense and requires commitment; it was fifty percent theory and fifty percent practical. I found the course well balanced and enjoyed it thoroughly even though I found myself revising daily for long periods of time; it's a small price to pay for what you want to achieve. The course teaches you the basics required to undertake a position as a crew member on an ambulance and how to deliver emergency treatment at your level.

After successful completion of the clinical course we had a small break before undertaking our three week driving course; the course involved learning how to drive safely whilst under blue light conditions and what to expect from the general public. Over the course we undertook journeys of varying distances, driving all over the east of England and as far afield as Southampton; we even managed to go to a local RAF base and drive on a skid pan. The training was invaluable.

After completing the initial



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Chest pain.

Dizziness.



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NHS Trust

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Visit www.eastamb.nhs.uk

A large aircraft engine is shown in a factory setting. A technician in a blue uniform and safety glasses is kneeling and working on the engine's base. The engine is mounted on a yellow support structure. The background shows other parts of the factory and another engine.

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The Way In To IT

If you're thinking about a future in IT, and most service personnel these days do have some level of IT literacy, Open IT could be a good starting point. Open IT has been providing online IT training for over 15 years and the company claims that they can give you the best online learning experience in the UK.

Open IT states that it goes above and beyond its competitors by offering you the latest learning material and methods with 24/7 one to one tutor support and an excellent exam pass rate of 93 percent. Price for the training courses are competitive with no hidden extras with regards to tuition, courseware or exam fees.

The Open IT website states: "We want to inspire you into getting a career that will last you a lifetime. We offer a diverse selection of high quality, industry recognised online courses are for just about anyone, from any background, whether you are new to computers or already an IT professional."

Whatever your length of service, leaving the forces and the transition into civilian life can often be very daunting. Through the specialised ELC training division at Open IT

you will be offered assistance every step of the way.

Open IT is a UK Learning Centre which help thousands of jobseekers, working professionals and service personnel into IT training programmes every year. With over 18 years experience, the company is a market leader within the field of distance IT Training with a strong passion in providing modern, reliable and innovative training. This training is delivered by some of the most experienced lecturers the UK has to offer.

Each student is given undivided attention, commitment and support in helping students with job placements with an aim to securing employment and a successful career within a highly desired industry. Upon course completion, further optional training is given in interview techniques, soft skills and how to maximise your effectiveness in gaining the

best job position available.

Open IT understands that certifications and experience are of paramount importance in determining a candidates' employability. Accordingly training programmes are designed to provide both. The company claims to offer only the 'best of breed' IT learning solutions specialising in online and classroom based training with bespoke packages for those currently serving within the forces and ex-service personnel alike.

Open IT is constantly adapting to changes within a rapidly moving industry providing market leading and advanced E-learning training and a passion for educational development.

Open IT works with the Ministry of Defence to provide resettlement training in addition to successful training programmes to schools, colleges, Barclays Corporation, the Armed Forces, the NHS and

governmental departments, including the Department of Work and Pensions. It has placed students into academic and professional roles such as IT engineering, IT administration, telecommunications, programming, teaching & education, IT networking, IT security, project management, business marketing, web design and more.

The company offers training and accreditation on behalf of all major vendors such as Microsoft, Cisco and CompTIA, covering industry recognised professional courses and certifications such as the MCSE, MCSA, CCNA, CCNP, CCIE, CompTIA A+, CompTIA Security+, ITIL, Prince2, Certified Ethical Hacker, Social Media for Businesses, and Web Design. To find out more visit website www.openittraining.com or telephone 0800 022 6969 or use the online enquiry form.

Another ELCAS approved IT training provider is ITonlinelearning which offers a range of courses suitable for service leavers. If you are a member of the Armed Forces, or have recently left, ITonlinelearning is ready to help you with your new career. Its advisors can walk you through the process and tailor a study package to suit your skills and to assist you in finding the perfect career.

ITONLINELEARNING

As an approved learning provider for the MoD (Ministry of Defence) and a member of their Enhanced Learning Credit Provider List (ELCAS), ITonlinelearning is able to accept enhanced learning credits for a range of courses.

With ITonlinelearning provides a range of Project Manager, Developer, IT Technical and IT Security study packages designed to teach you the skills as well as prepare you for official exams.

Irrespective of whether you are studying to prepare for a new career in civilian life or are looking to add to your current skills, the company's course and career advisors can assist you in choosing the study package best suited for your needs.

With high average salaries enjoyed by Project Managers and IT professionals, you can prepare yourself for a long and rewarding career by gaining the skills you need and employers want.

Hiring ex Armed Forces personnel with traits like obedience, leadership, determination and organisational skills can be a big plus for any recruiting company.

ITonlinelearning can help you make your CV stand out and help you gain the skills suited for your career objectives and skill set.

You can read many of ITonlinelearning's testimonials on its website, www.onlinelearning.com together with all information about the courses and careers advice available to you. Alternatively you can speak to a careers advisor on **0800 160 1161**.

JBC COMPUTER TRAINING

JBC is a preferred supplier to the CTP and as such accepts an obligation to advise service leavers (RAF, Army and Navy military personnel) on how to get the most out of their resettlement entitlement.

You may have already decided that IT is the right career for you or you may be considering IT alongside other career options. Either way, it pays to plan ahead so that you can make the right decisions and maximise what you achieve out of your resettlement.

You can visit the JBC website, www.jbctraining.co.uk and read all the details and study the Careers Roadmap to get an idea of the structured retraining programme that the company has developed over many years. They state: "Our experience tells us that the most effective resettlement, to achieve your objectives, is one that is well planned."

It is easy to visit JBC for an open day. Go along and see the JBC resettlement programmes in action and receive advice with no obligation. Just call them on **024 7671 9720** or email info@jbcmail.com or contact them using the online form and arrange to visit on a day that is convenient for you. JBC claim never accept a course booking without first doing everything they can to make sure it meets your requirements.

Small groups, professional learning environment

It is important to remember that you are making the transition towards working in civilian, commercial organisations. At JBC the environment is professional and business like. You will be taught in small groups allowing you to quickly acquire, develop and practice new IT skills ready for the business world.

Practical, high contact teaching

JBC training is hands-on. You will practice the skills you have learnt in the classroom in fully equipped workshops, with highly qualified, knowledgeable training staff around to guide you. This ensures you have the hard skills that employers want and also the confidence to take an IT job knowing that you have the capability and experience. To achieve qualifications, the company will prepare you

with mock exams and when you are ready you can take the exam for real on their premises.

Relevant skills, in demand with employers.

JBC boasts long-standing relationships with employers who are keen to employ ex-service personnel who have completed a JBC training course, particularly those with security clearance. They will provide you with job opportunities and will distribute your CV to employers. Furthermore they will assist you in your search to find employment that is right for you. Many ex-service personnel have multiple job offers to choose between before they have completed the course.

Personal skills development and career support

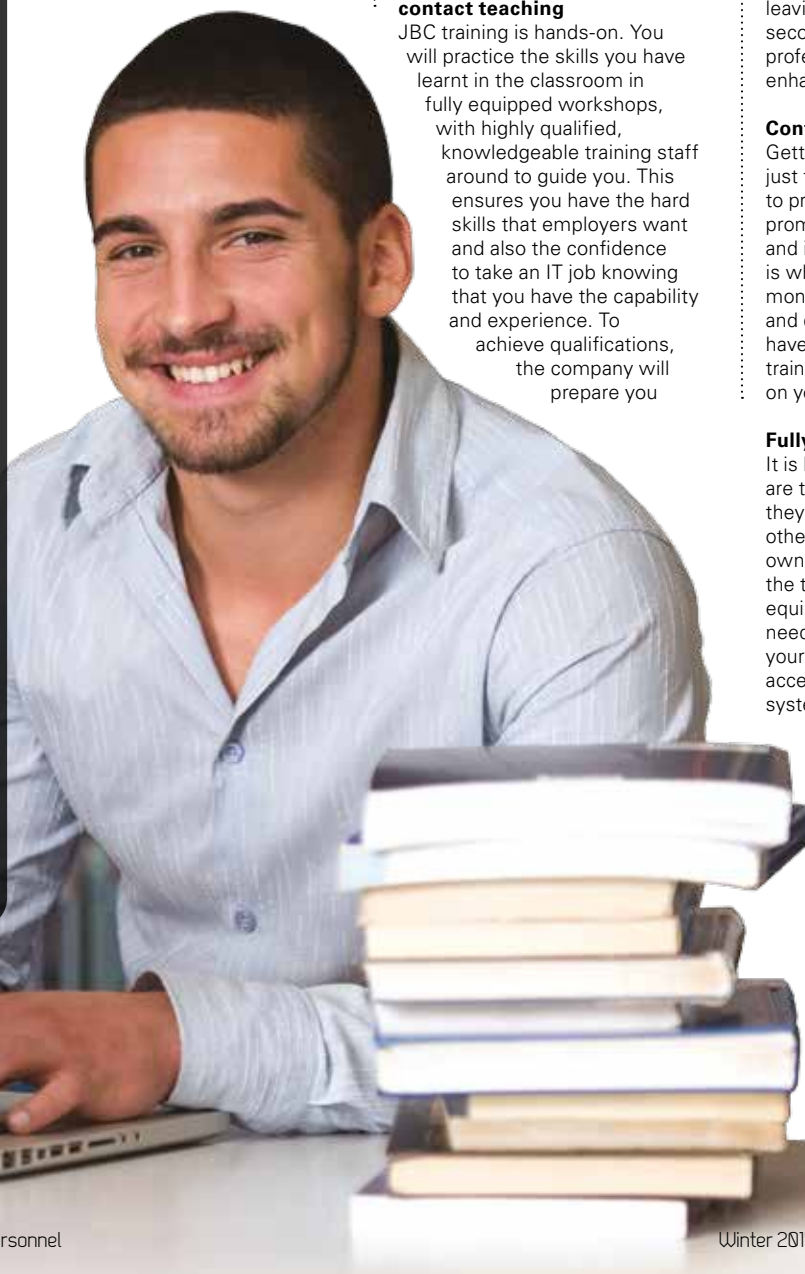
Just tell them what your objective is and what you want to achieve from your resettlement. Often the primary objective is to secure employment after leaving the services with the secondary objective of achieving professional qualifications that will enhance future career prospects.

Continued development

Getting the first job in IT is just the start; you will want to progress your career, get promoted, learn new skills and increase your salary. That is why JBC will give you 12 months of continued support and development after you have completed your classroom training to enable you to build on your achievements.

Fully accommodated

It is hard work whilst you are training with JBC and they wouldn't have it any other way. They have our own accommodation near to the training centre which is equipped with everything you need to make the most out of your stay with them, including access to their practical learning systems from your room. ●



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91% of employers believe IT certifications play a key role in the hiring process.

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As an approved learning provider for the MoD (Ministry of Defence) and a member of their Enhanced Learning Credit Provider List (ELCAS), ITonlinelearning is able to accept enhanced learning credits for a range of courses. Our Advisors can walk you through the process and tailor a study package to suit your skills and to assist you in finding the perfect career.

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GET INTO TEACHING

The **Troops to Teachers** non-graduate programme is a great opportunity for eligible Service leavers to become primary or secondary teachers, gaining a University of Brighton degree and earning a salary whilst training.

This employment-based programme matches you with a school in your home location for two years of training, supporting you through intensive study weeks and weekly web based university studies.

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Find out how you can become an outstanding teacher:

www.brighton.ac.uk/troops
troopstoteachers@brighton.ac.uk
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LEEDS BUSINESS SCHOOL

Levelling the Playing Field - Making Your Experience Count

MSc Executive Leadership

Our MSc Executive Leadership is one of the few programmes that recognises the outstanding professional development attained by military personnel by offering the equivalent of one third of a Masters degree (60 level 7 credits) to those holding the minimum rank of Lieutenant (RN), Captain (Army), Flight Lieutenant (RAF) or WO2.

This enables you to access an accelerated learning route by entering the programme at PG Diploma level, requiring you to attend four short taught blocks (two-four days each) and complete four assignments and a dissertation to gain a full Masters award. All assessments can be applied to your current workplace or address future professional aspirations.

The programme is competitively priced at £2,600 (ELC qualifying).

Delivery and Additional Accreditation

We are fully accredited by the CMI so you can apply independently for both the level 7 Diploma in Professional Consulting and level 8 Certificate in Strategic Direction.

This programme recognises the considerable professional commitment that both regulars and reservists have given throughout their careers and provides the essential managerial certification and knowledge for delegates to understand the challenges in the civilian world right up to boardroom.

For those holding a CMI Extended Diploma further exemptions can be gained.

Discover more at www.leedsbeckett.ac.uk/military



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FDM

IT plays an increasingly central role in the modern business community and the demand for talent is ever increasing; however there is simply not enough skilled labour to meet that need effectively.

According to a Computer Weekly poll of IT specialist recruitment agencies, 87 per cent of respondents viewed a fundamental skills mismatch as their biggest challenge in recruiting IT talent.

These challenges are what make FDM's Ex-Forces Programme so valuable. The programme is specifically designed to provide Ex-Servicemen and women with expertise, training and commercial experience; ultimately bridging the gap between the Forces and the corporate world. This programme serves to remedy both an industry-wide skills gap and the challenges that accompany resettlement issues.

A SKILLS SHORTAGE IN THE IT INDUSTRY

A recent survey by the Confederation of British Industry (CBI) revealed that 39 per cent of firms are already struggling to recruit skilled workers with the

necessary advanced technical STEM (science, technology, engineering and maths) skills and 41 per cent of firms believe that the shortage will persist over the next three years.

As the IT industry continues to grapple with the challenges of an underequipped labour force, the number of university graduates with STEM qualifications is unable to independently meet this need. IT employment is predicted to increase at a rate of 2.19 per cent a year over the next decade – five times faster other jobs markets. Of new entrants to the IT industry, the majority are expected to come from other sectors, making the military and Ex-Forces a fertile recruitment ground for the industry.

THE ANSWER: EX-FORCES RECRUITMENT

Roughly 20,000 people leave the British Armed Forces annually and as service leavers seek to transition into new careers, they often face unique

challenges in entering a career in civilian life. Military service is distinctive and holistic in its employment culture and the transition often means more than finding a new career, it also means relocation and a major shift in lifestyle.

This can be particularly challenging as personnel often enter the Forces without previous corporate experience, making the expectations and environment that the corporate world presents even more daunting.

When you contrast the challenges of resettlement with the IT skills gap challenges, currently facing the UK, the solution seems natural: combine the existing applicable skill sets that Ex-Servicemen and women have developed during their careers in the Forces, with training that equips them for successful careers in IT consultancy.

THE FDM SOLUTION

FDM's Ex-Forces Programme focuses on transforming Ex-Servicemen and women into IT and business professionals, be that senior Project Managers or entry-level Consultants, in order to bridge the gap between the military and the commercial world. Once trained, participants are prepared for working with high-profile clients on a consultancy basis. To date, FDM has placed 100 Ex-Servicemen and women as IT consultants in placements with some of the world's largest companies.

Stewart Sharman, Retd. Col and Head of FDM's Ex-Forces Programme explained, "With 100 Consultants on-site, the FDM Ex-Forces Programme continues to successfully transition service leavers into meaningful second careers

across the UK. Committed to showcasing the impeccable skill set of Ex-Forces personnel, we make it our mission to help them succeed in the business world."

While the UK government also offers resettlement assistance through CTP, a close partner of FDM, FDM's initiative goes above and beyond by providing tangible job security through client placements. The programme is led by a team of Ex-Forces personnel who have an comprehensive understanding of this transition: the career progression and history of a service leaver, the transferability of skills between the Forces and the corporate world and the ability to identify the potential to excel within FDM's client organisations.

Alex Davies, Former RSIGNALS and FDM Consultant placed at Towergate Insurance said, "As a JNCO, FDM Group gave me the opportunity to work within a FTSE 100 company that I would have never have been able to do on my own. The training is excellent and relevant and will prepare me well in the future to enter the likes of Credit Suisse, Barclays or any of the other major clients FDM has."

ABOUT FDM

FDM Group is a professional services provider with a focus on IT and the UK's leading IT graduate employer. FDM's business model is both unique and robust, bringing people and technology together.

For more information on FDM's Ex-Forces Programme, or to apply, please email exforces@fdmgroup.com or connect with us online at www.fdmgroup.com/uk/about/ex-forces/ ●



Managing your future

Every organisation needs management and there is a constant need for qualified and experienced people to undertake managerial roles in all industries and organisation. Military service means that you are likely to have had to have some experience in the management of people, operations and resources. Arguably, the armed forces must be one of the few career options that trains its employers in managerial and supervisory skills from the day they join.

Getting on the first rung of the civilian management ladder might seem daunting but there is an array of qualifications and training available to get you started.



Oak Tree Management Training

According to Oak Tree Management and Training organisations are 'consistently facing up to challenges in key areas of leadership effectiveness, talent and succession management and change enablement'. Present surveys highlight the direct link between investment in leadership and organisational performance. Future leaders are dependent on investment in their development to achieve organisational goals and gain the competitive advantage.

Oak Tree recognises that in the military you are consistently facing up to challenges within your role. If you are still serving, about to take the plunge or you are already a service leaver, Oak Tree offers a range of courses in varied disciplines to help you enhance your career.

Courses in leadership and management on offer lead to qualification through the Institute of Leadership and Management from Level 3 upwards. There are also courses specific to management within the construction industry leading to NEBOSH (The National Examination Board in Occupational Safety and Health) qualifications and courses in project management.

Additional offerings are specific to fire and health and safety along with qualifications for environmental auditing and management as well as IT and HR courses.

When Gary Burden was considering leaving the services he turned to oak Tree. He said: "Like many I was unsure exactly what I wanted to do when it came to resettlement and a second career, I went through the motions of resettlement and churned through the process but without any clear direction, goals or ambitions I was unsure of my future career. I began to get more involved in Health and Safety in my new

job and decided that I enjoyed the challenges that this type of work provided. I already held the NEBOSH National General Certificate when I met Steve the Programmes Director and his team at Oak Tree and had decided I wanted to progress my learning and forge a career in health and safety.

Like many others course providers Oak Tree offer a range of packages. What Oak Tree were able to do which others wouldn't was change the package to suit my needs in terms of learning and finances. Using ELCAS Gary attended the NEBOSH Certificate in Environmental Management and the NEBOSH Certificate in Construction Safety.

The courses were held at Oak Trees' learning centre just outside Bury St Edmunds. The classroom space is informal and there is a relaxed atmosphere and a range of delivery methods from individual and group work to PowerPoint presentations. Gary continued: "The small group size ensured a quality learning experience with knowledgeable tutors delivering current information and relating this to personal accounts this helped understanding of the application of Health and Safety in terms of practical solutions.

"The other students came from mixed backgrounds which I feel added value, those with a non-military background had a very different perspective on things, all have since become useful professional contacts. Having completed the range of NEBOSH Certificates with Oak Tree my employment opportunities grew. I now have a full time role with an established consultancy."

You can find out more about Oak Tree, how the company can help you and what's on offer by visiting www.oaktree-training.co.uk, by phoning **01284 763040** or email **mod@oaktree-training.co.uk**. ●

QUANTA TRAINING

Preparing for resettlement should not be underestimated. When considering who to choose to help, you don't just want a training company. You want someone to assist you, inspire you, and help prepare you for possibly one of the biggest challenges you'll be likely to face. Quanta Training believes that it can do just that for you.

The fear felt is often something we naturally associate with change. But there comes a time when everybody has to 'make the jump'. Quanta sees this as business as usual. The company claims: "We will be there with you to help you along the way, we have helped hundreds of people before you and as such we know what works. We can soften the impact and ensure you have a successful career transition which is both

manageable and enjoyable."

As an Approved Learning Provider for the ELC Scheme, their primary aim is to provide you with the highest quality resettlement training to ensure you make the most effective transition possible to a new career. As part of this they offer course bundles enabling you to gain both nationally and internationally recognised training qualifications, such as PRINCE2®, ITIL®, M_o_R®, APMP and MSP®. These courses and qualifications open up a host of opportunities in all forms of project management, IT service management and management development.

QUANTA doesn't see itself as a "training company" but rather your Resettlement Partner giving you the best possible start to resettlement and preparing you for a successful future. They will help you gain internationally recognised qualifications,



RAINING LTD

giving you invaluable practical guidance and real life experience allowing you to actually use your new found knowledge from day one.

QUANTA is an Approved Learning Provider under the Enhanced Learning Credits Scheme. It is an Accredited Training Organisation (ATO) for Office of Government Commerce (OGC) best practice qualifications, which are all deemed of level 3 standard or above.

Quanta started in 1991 as a technical training company in Worcester, focusing primarily on UNIX systems, employing just one person, based above a launderette. Nowadays it is based in a grade two listed building with dedicated training centre in the heart of Worcester. Julian & Jane Ward, the directors, have been with the company since its inception and continue to lead the company today.

They said: "We have always kept the family values that Quanta started with throughout this growth."

Quanta slowly evolved and expanded and at the turn of the century a strong belief that technical training alone was not enough to ensure the success of an IT department, led to the development of a series of Personal Development courses, uniquely aimed at IT staff. These management, communication and leadership courses continue to be amongst our more popular course offerings, alongside a rapidly increasing portfolio of Project Management and IT Service Management.

You can find out more about the company and what it offers service leavers by visiting www.quanta.co.uk. Alternatively call them on 0800 018 5597. ●

WHEN?
☒ TODAY
☐ TOMORROW
☐ NEVER

CMP Resolutions

One thing that any officer or NCO has experience of is dealing with conflicts, probably more so in the workplace than the battlefield. Managing people and bringing a successful resolution to a problem is common practice and a skill that is in much demand in the wider world of industry and commerce. You can now be formally trained to undertake the key conflict management processes of mediation and investigation, which is emerging as a professional field in its own right, and which are management skills which add value to those seeking a move to civilian life.

CMP Resolutions offer training in incident and workplace investigation, workplace mediation and conflict management skills for work issues. CMP Resolutions has worked with the military for over 8 years, training armed forces personnel to mediate disputes, and to investigate complaints; and is an ELCAS approved provider, meaning their public courses are available to people leaving the services. ILM awards, a valuable UK qualification, are available for many of their courses,

so, together with their recognised provider status with the ILM, you can get the skills to work to the highest standards when it comes to mediating and investigating workplace complaints.

All their trainers are expert practitioners with over 15 years' experience, so bring up to date skills, knowledge and expertise into the training room. The courses cover the necessary theory and technical knowledge, and focus on building the necessary skills to mediate or investigate to a high standard. The trainers will also be open with you about your strengths and areas for ongoing development.

CMP wants its training to make a difference so there is extensive evaluation and feedback, including assessing the amount of learning that has taken place against the specific skills covered for any given programme and they don't just deliver training and abandon you – you can turn to them for phone and email if you need to talk anything through, or simply to debrief.

If you think that conflict management, mediation and investigation skills training could be for you, there is much more information at www.cmpresolutions.co.uk or call them on 01763 852225. ●

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 ½" 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:

1. EASA Part-66 study notes for each EASA Part-66 Module, read online, plus an optional hard copy version.
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.

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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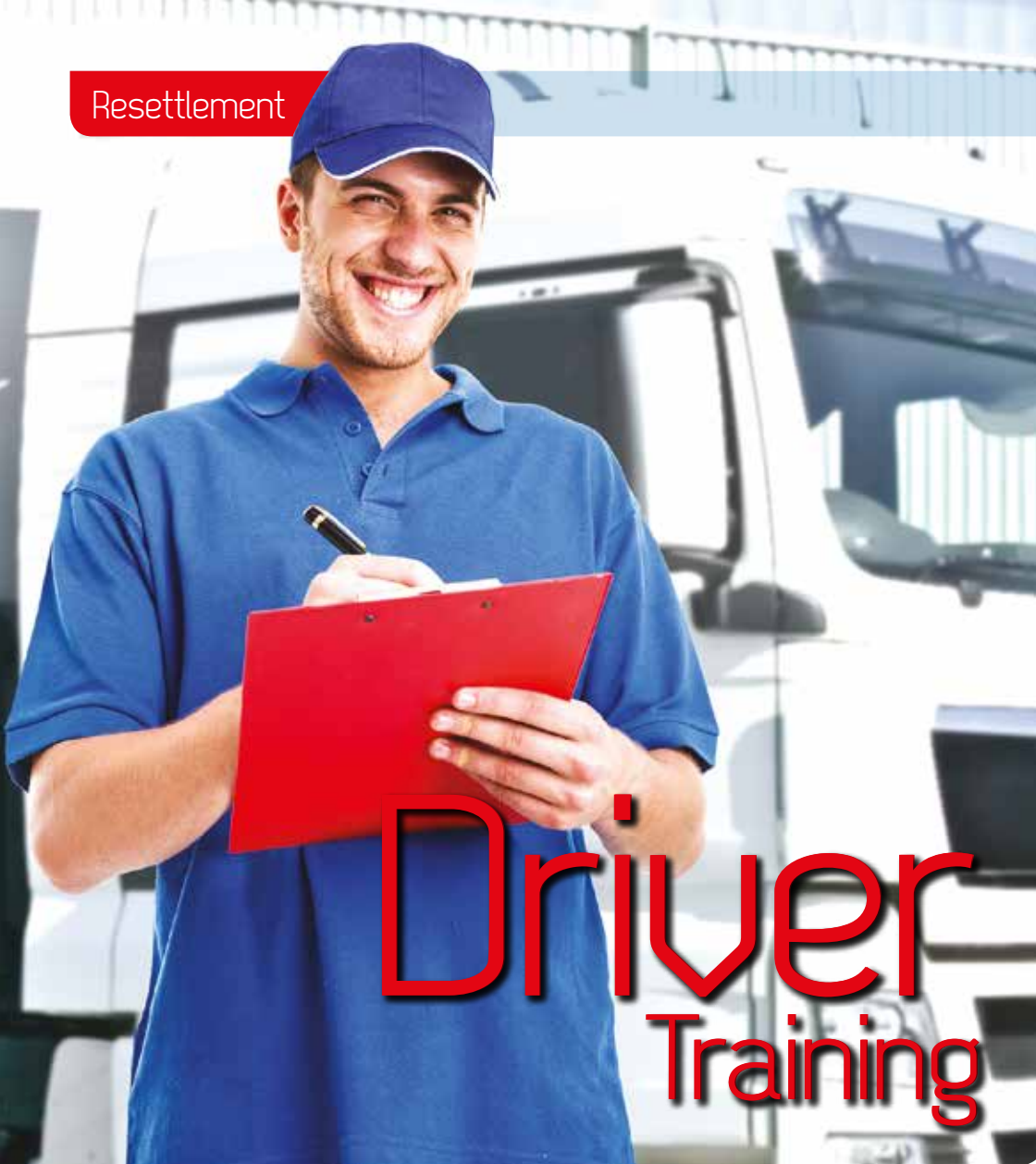
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Driver Training

Most people leaving the armed forces have one particular asset, a drivers' licence and many will have received driver training on a whole range of vehicles - vehicles not even available to those in civilian life. That license could be the key to a future career as a driver or running your own logistics company.

Drivers Direct specialise in the recruitment and placement of professional drivers into both temporary and permanent positions within the UK Logistics sector.

The company's client portfolio has been built upon trust and proven success and they are proud to hold longstanding and successful relationships with the biggest Logistics providers in the UK marketplace. Unlike many recruiters Drivers Direct is a standalone business, logistics is its specialty.

If you're looking for HGV agency work on a temporary basis, or looking to find a permanent position, look no further than Drivers Direct. Its in house HGV Recruitment specialists will work with you to find your ideal role.

Recruitment doesn't sleep, Drivers Direct is always looking for reliable, experienced contract drivers to fulfill driving vacancies in all classes. They take immense pride in its work and believes its track record and substantial client list speak for itself.

The company is owned and run privately by a team that has a

background in both recruitment and distribution. From its branches in Runcorn, Nuneaton, Northampton, Feltham, Sutton, Preston, Eastleigh, Swanley, Leicester, Crewe, Alfreton, Derby, Manchester, Leeds, Cardiff, Wolverhampton, Reading, Sheffield, Swindon, Liverpool, Bishop Auckland and Bristol its aims to satisfy the needs of a market that demands a professional and pro active service from a recruitment company.

Drivers Direct was formed in April 2002 by four individuals and through its network of branches

it aims to support both customers and applicants by providing a quality of service second to none. They say: "We will ensure that each and every communication with Drivers Direct, whether in writing or verbally is dealt with in a professional, courteous and above all honest manner."

"The team has developed a selection process which has been designed in conjunction with customer's needs and then fine tuned by listening to the experience of the applicants. With this in place they will provide a market leading service in the recruitment and placement of:

- LGV Drivers Class 1
- LGV Drivers Class 2
- 7.5 Tonne Drivers
- 3.5 Tonne Drivers
- Light Van Drivers
- Mini Bus Drivers
- Porters
- Driver's Mates
- Fork Lift Truck Drivers
- Warehouse Operatives

TRAINING

Whilst driving is the core business Drivers Direct continues to develop its very successful on-site managed service operation. This service has a proven track record which demonstrates an ability to provide an enhanced service with clear and tangible cost reductions, maintaining and improving the level of supply. In addition, it also offers a number of related services to the core activities. Drivers Direct Training is part of Drivers Direct Recruitment, with 19 branches nationwide and a reputation for excellence in providing temporary and full time professionals to the transport and logistics sectors.

Drivers Direct Training can now provide training and assessments for our drivers on behalf of its clients as well as in-house training for prestigious transport companies nationwide.

FRANCHISING

Drivers Direct Recruitment have been trading since 2002 and has 19 branches across the UK, 6 of which are franchised.

The company claims to have enjoyed steady growth year on year and has featured in the Sunday Times Fast Track 100 in 2007 and The Recruiter Hot Top 50 in 2009 and 2010 for being one fastest growing privately owned companies in the UK.

A visit to website www.driversdirect.co.uk will give you more information. You can use the online enquiry form or call **01928 572200**.

PERTEMPS NETWORK

Specialists in delivering first class driving solutions.

If you are already an experienced driver and have the appropriate licences it would be worth looking at Pertemps Network. Pertemps has a team of driving consultants who provide experienced and fully qualified personnel to suit any driving requirements.

The branches are local and cover the whole of the UK, ensuring no job is too near or too far. If you are looking for drivers or for work, Pertemps could have the solution for you.

Pertemps provides qualified and experienced drivers to support not only long distance trucking needs, but also local deliveries, shunting and loading requirements.

The company has a large force of transportation and distribution staff, including drivers of all categories and specialist personnel. Its driving consultants will take great care to match everyone's requirements.

Pertemps offers every client:

- 24 hours a day, 7 days a week service to industry, transport and distribution companies.
- Recruitment of both temporary, contract and permanent workers.
- Out of hours telephone number.
- Clients benefit from Pertemps' Fidelity Guarantee.
- Opportunity to offer Flexible Employees permanent positions.

Pertemps offers every driver:

- Employment status plus benefits.
- Flexible or permanent positions to suit your lifestyle and needs.
- Very competitive rates of pay.
- In-house training and accreditation to work with all its clients.
- A wide range of driving positions covering the whole of the UK.
- Dedicated consultants working to place you to fit your needs.

To see if Pertemps can help you find a driving job, permanent or part-time, call **01676 525 000** or have a look at the branch locator on website **www.pertemps.co.uk**.

NOVADATA

Novadata is one of the country's leading providers of transport training, resources, services and products.

Managing Director, Derek Broomfield has over 35 years experience in the transport industry. During this time, he founded Novadata and has grown the company from being an important tachograph analysis bureau into a nationwide, multidisciplinary transport consultancy with a first class reputation for training.

Novadata is passionate about its customers and continually strive to meet the needs they have today as well as planning and innovating for the needs they will have tomorrow. The Novadata mission has always been to bring together transport experts and unite them in a single purpose, to create the very best results for its clients.

A preferred supplier to Careers Transition Partnership and approved by MoD in support of the ELC scheme, Novadata has vast experience of working with service personnel and service leavers. It is proud of its reputation for providing high quality training and services for both the commercial sector and ex-service personnel.

Novadata specialises in packages aimed specifically at those leaving the armed forces who wish to either transfer their military skills or seek a completely new career in transport. The resettlement training can be a single course or a training package tailored to an exact future career requirement.

If you are unsure of the training you require to pursue a transport related career, Novadata can offer advice based on current industry trends. They can also advise on training packages that are eligible for Enhanced Learning Credits funding.

All resettlement training courses include the relevant examinations set by the appropriate examinations boards (OCR for the CPC and SQA for the ADR and DGSA).

Alex, a former member of the Royal Air Force was delighted with his training package. He said: "Having gained my Management CPC some years ago and about to leave the RAF, I wanted to update my knowledge and skills appropriately. Novadata's CPC Refresher course was exactly what I needed.

"Right from the outset, Novadata's trainers and support staff impressed me with their professional attitude and service. Prior to booking the course, each time I phoned for information I got the answers I wanted and spoke to people who had a close understanding of the courses they were running.

"This course has brought me bang up to date with current transport legislation and good practice. The pack of accompanying information is extremely useful and will be used as a reference tool in my future career. I feel undertaking this course has been a really valuable investment in my future."

For more information about Nova3.175 mmdata you can visit the company's website **<http://novadata.co.uk>** or telephone **01376 852999**.





Resettlement Support from CTP

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.



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.

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

ROUTE MAP FOR SERVICE LEAVERS START HERE:



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

CTP Employment Fairs 2016



During the event:

- Don't be shy – companies at CTP Employment Fairs are there because they want to talk to Service leavers like you.
- Take your time – the companies are there all day, so take a pause after each discussion.
- Make notes to help you compile a targeted CV at a later date for a particular employer, or to remind yourself of what was discussed.

Additionally, CTP regularly hosts recruitment presentations, company open days and live online chat events with employers; visit www.ctp.org.uk/events for details and to book your place.

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

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

Each event has around 50 employers, representing a wide range of industries and job types – from project management, finance and engineering to health & safety, construction and retail.

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

Call the central bookings team on 0203 162 4410 to book your place today.

TOP TIPS FOR ATTENDING AN EMPLOYMENT FAIR

Prior to the Event:

- Do some research ahead of the day; see which companies interest you and identify those that may be seeking someone with your skills. Exhibitor lists are published on the CTP website prior to each event.
- Most companies recruit for a wide range of different jobs and not just industry-related ones; don't rule out any employer until you have found out more about the vacancies on offer.
- Think about the type of questions you could ask, and what information would help you with your resettlement planning.
- Employment Fairs are not just for people who are looking for a job right now. They can be a good opportunity to do some research and help you think about what type of jobs you could do or what organisations you would like to work for in the future.

Event	Date
North East York	Thursday 11th February 2016
South Central Newbury	Thursday 10th March 2016
Scotland Perth	Thursday 28th April 2016
East Midlands Lincoln	Thursday 19th May 2016
South West Bristol	Thursday 9th June 2016
South East/East Newmarket	Thursday 14th July 2016
North West Salford	Thursday 29th September 2016
South Coast Southampton	Thursday 20th October 2016
West Midlands Telford	Thursday 17th November 2016

Making a success of your resettlement

- Mark Thompson

Having served for twenty six and a half years as a Reactor Panel Operator on submarines, ex-Chief Petty Officer Mark Thompson felt that the time was right to leave and develop a new civilian career. Now working as a Sub-Contracted Safety Engineer at NESC Ltd, Mark shares his advice for a successful resettlement.

ATTEND THE CTW AS EARLY AS POSSIBLE...

I began my resettlement with the CTP's Career Transition Workshop (CTW), and would advise other Service leavers to do the workshop as early as possible – ideally before your last few months. The best aspect for me was the exercise in listing what skills we had. Having been told for many years "the grass isn't greener" and "there's no jobs outside" and "you don't have the qualifications", it was nice to know what I personally had to offer, and very useful for interviews.

CTP tip: you can register for resettlement up to two years prior to discharge date – then the first step is to ensure you book an interview with your service resettlement advisor to learn about your eligibility and entitlement. Your details will then be forwarded on to your local resettlement centre, who will be in touch to book your CTW.

USE YOUR NETWORK...

I used my network of contacts to find my current role as a safety engineer; I got in touch with an old shipmate, who contacted the safety principal, who then coached me in the world of safety.

Speak to colleagues who have left – see what they did, who they spoke to. That's how I'm where I am now, and, if it's something you desire, keep regular contact to see how things are progressing – if at all.

SPEND TIME ON YOUR ONLINE PROFILE...

Update your profile on LinkedIn, make as many contacts with as many recruiters as you can, keep the timeline updated with

when you are due to leave and check the jobs tab. Recruiters scan LinkedIn all the time, so be prepared for lots of phone calls. On that front, I got loads of initial calls, but second phone calls weren't that prominent. Some recruiters are good; some aren't – simple as that!

Don't be 'shy' on your CV – experience is only good if it's relevant to what you're going for.

CTP tip: be aware of your online presence – employers regularly Google prospective employees, so make sure there's nothing available online that you wouldn't want them to see. If in doubt, amend your social media profile settings to 'private'!

DON'T PANIC ABOUT INTERVIEWS...

Learn your interview technique, but don't panic if you think you will struggle. If you've done oral boards for example, they're no worse than that, and as soon as you get going, you'll be fine. Don't be afraid to admit to it if it's something that's NOT common knowledge

KNOW THAT 'WE'LL GET BACK TO YOU' DOESN'T ALWAYS APPLY...

Be aware of what 'we'll get back to you' often means – it could well be a brush off. Sometimes no news means forget it and move on. On the other hand, some say you'll hear in a couple of weeks, and it can be anything up to four.

If you're considering self-employment, do your research...

Investigate all the possibilities if you are planning to become your own business (I am). Things to be aware of are accountant's fees – anywhere between £400+VAT to around £2k, and also planning for the amount of time things take. If you're not earning millions, get the 'flat-VAT' rate – you actually gain a little bit from the taxman!

CTP tip: you can attend a Self-Employment Awareness workshop as part of your resettlement, to help you identify whether starting your own business is right for you.

IDENTIFY ANY QUALIFICATIONS NEEDED FOR YOUR DESIRED CAREER PATH, AND GAIN THEM BEFORE YOU LEAVE...

If you are in the last 5 years, research a job you would like and get the qualifications sorted, using your ELCs or IRTC grant. A few roles I was sent to interview for wanted the IEng or CEng – if you don't have the desired qualifications, this may cause you to miss out, or you may have to take a longer route to achieve your career goal.

CTP tip: before you book any training, speak to your CTP career consultant who can advise on the different options available, and help you to make the right choice for your new career.

DON'T FORGET ABOUT YOUR TRANSFERRABLE SKILLS...

The ability to 'get things done' is well known in civvy street, and this is a hugely desirable quality.

I also found that sensing problems and thinking ahead (e.g. like was done for maintenance periods) are desirable qualities, as is the 'what do you want me to do next?' approach.

Ensure you're prepared to enter the civilian job market by making the most of your resettlement. Find out more at www.ctp.org.uk



A LOGISTICS CAREER, DELIVERED EXACTLY

DX is one of the leading independent mail, parcels and logistics end-to-end network operators in the UK and Ireland.

In 2014 DX delivered more than 200 million items, from legal and identity documents, to credit cards, gig tickets, furniture, white goods and business critical items.

The proven next day delivery services for mail, parcels and 2-man deliveries to homes and businesses, for both public and private sector companies, saw DX become the largest corporate fundraising of £200.5m on the AIM market since 2006.

Add to this, recent investment of £25million into its IT capacity and network expansion and a planned new 122,000 square foot hub near Walsall; and the opportunities and growth for employees and customers alike is clear.



Recognising the rapid growth currently being experienced throughout the logistics industry, DX has partnered with Hire a Hero to build a pool of ex-armed forces talent in order to deliver planned expansion within the market place.

Hire a Hero is a registered charity that provides Transition Support to all former members of the Armed Forces. Through Hire a Hero, clients who enrol in Career Coaching and Mentoring have been found to be six times more likely to find employment than those that don't. The partnership aims to fulfil DX's commitment to the Corporate Covenant to hire ex-military personnel and provide employment support, training and working interviews to Hire a Hero clients.

DX recognises former members of the Armed Forces as complimentary to its business and a source of talent through which plans for growth can be achieved.

"It is our aim to bring highly trained individuals into our business whilst supporting those who have served our country," said Petar Cvetkovic, chief executive of DX. "The partnership with Hire a Hero will benefit our existing employees and the performance of the business overall.

"DX shares many goals and ideals with the Armed Forces; it is our daily mission to deliver great service through our people, ensuring our customers' items are Delivered Exactly."

DX have opportunities across the business, in both operational and support roles in many of its 50 locations throughout the UK and Ireland. Find out about a career with DX: www.dxdelivery.com/careers



**For more information visit: hireahero.org.uk,
call: 01495 761084 or email: jennifer@hireahero.org.uk**

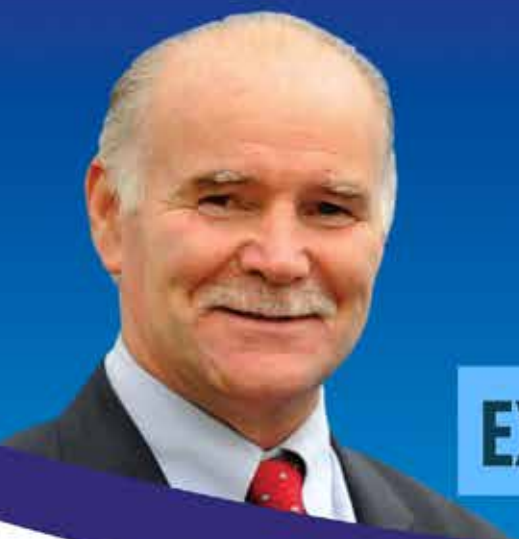


HIRE A HERO

serving those who served us

Registered Charity No. 1143606

**REACH YOUR POTENTIAL
WITH A CAREER COACH
FROM HIRE A HERO**



**PLUS A JOBS BOARD
EXCLUSIVE TO EX-FORCES**

A Service Leaver is **SIX TIMES more likely
to find employment through Mentoring &
Career Coaching from Hire a Hero**

Improve your chances with free employment support

Contact the charity's dedicated team:



hireahero.org.uk



info@hireahero.org.uk



01495 761084



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

Forces Recruiting offers FREE membership

Forces Recruiting Limited is a web based company providing service leavers with a wealth of information and opportunities for those undertaking their resettlement process. We speak with David Hale the business development manager about their opportunities and how they see the resettlement process for service leavers.



David states that "the resettlement process, although still daunting, is getting better each year with many more companies working together to provide all the information required for those about to leave the armed forces." He said: "Initially we offered recruitment and training opportunities on a CD Rom around 10-12 years ago. This was sent out free of charge and included advertisements and information with web and email links to show what was available to the service leaver."

"Since then things have changed and we now produce the Soldier 2 Civilian DVD which allows video footage to be seen from recruitment and training companies as well as franchises offering more information than just magazine style static advertising. The videos are hosted on our website and allow companies to show their premises and workshops or classrooms, they also allow for case studies to be heard from people who may work for the company or that have attended their training courses. This enables viewers to gain more information before making enquiries with those companies, meaning they are aware of what's on offer to them."

In addition to the Soldier 2 Civilian DVD the website includes a list of current and active ELC providers. This allows service personnel to search for companies by name or by key words to search for a certain trade or industry. The companies have their name and address listed along with

their contact telephone numbers, email and website address and a list of ELC courses they offer. There are currently around 200 to search from making Forces Recruiting one of the most visited forces websites.

As well as the list of elcas providers you will see recruitment, resettlement, education and franchise sections that have full page adverts and editorials from companies looking to provide you with that extra bit of information. They will also appear within the Soldier 2 Civilian yearly handbook which is published in the spring as a handy A5 booklet. It will contain the full page advertisements and editorials as well as case

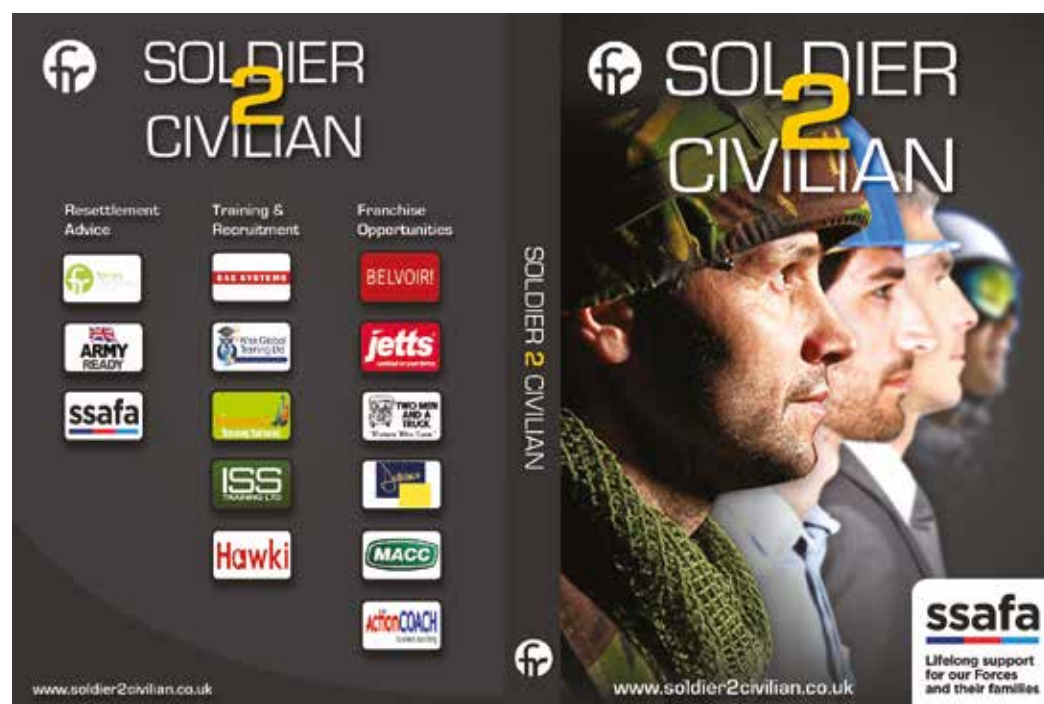
studies. David explained: "This is due to many of our advertisers not having the video clips for the DVD but still wishing to inform you of their offers, course dates and employment opportunities."

"We work alongside various governing bodies and organisations such as the British Franchise Association, known as the BFA, who give the essential information on what makes a good franchise. Included is information from various forces charities and we are proud to have previously raised £5000 for Combat Stress, which is our chosen charity. Combat Stress provide a great care plan and support network for those who suffer from PTSD

and we feel this is a charity that deserves our continued support as they are helping those who have protected us by serving their country and may be suffering from the after effects of doing this."

"We are now in the process of offering free membership to all service personnel and will be able to send them the Soldier 2 Civilian DVDs as well as the yearly handbook by post or by email, also keep them informed of all the latest forces news, employment opportunities, training courses and offers, pension news, and much more."

There is no sign up fee or annual subscription fee as it really is a completely free service to



anyone who is leaving the armed forces in addition to those who may have left many years ago and want to keep an eye on new vacancies and opportunities. You will be able to submit your CV which Forces Recruiting will keep on file and send to its affiliated companies who are looking to recruit Ex-forces personnel.

David continued: "The best advice I can give for those about to leave or that have already left the armed forces is as follows:

"Consider what you want from your next career, for some people it may be job satisfaction, others it may be a monetary requirement, you may be looking for a completely new challenge and change of career or feel more comfortable doing what you know best.

"Be sure not to under sell yourself, all too often we hear of people not having the confidence to properly put their self forward or being able to translate their true value. The key skills you have gained whilst serving in the armed forces will stand you in good stead with future employers.

"When applying for positions tailor your CV for each vacancy rather than sending out standard CV's. Highlight why you are

suitable for consideration, focus on your skills gained whilst serving and include them in civilian language and terminology, try to avoid abbreviations and keep it simple.

"Research and be pro active, although we are here to assist you by offering numerous opportunities it is down to you to research the industries and gain the information you need before taking the next step. Make sure you are prepared well in advance and know the history of the company, look at what it offers its clients, how it values its staff, what the role entails and the chance of future career progression.

"Network. Many opportunities arrive from friends or family knowing the right person. This is often a chance of having a foot in the door. With so many vacancies having dozens and even hundreds of applicants applying for the same positions, a friendly and positive word in the right person's ear may gain the chance of an interview at the very least. Join groups that offer free information as our website does. Also use social media groups such as LinkedIn.

"Practice. You may not have had much experience in this area and even the best of us can get

tongue tied or nervous when put on the spot. If you have already done your research and have translated your CV to civilian terminology you are already half way there. Anticipate questions that may be thrown at you during the interview. However remember this is not an interrogation. It is a way for employers to get to know you and understand how you could fit within that company or department. Although more companies understand Ex-forces personnel and their roles, it is sometimes still a misconception of a screaming Sgt Major bellowing at the top of their voices. So be sure to speak clearly and calmly and remember to be friendly."

David recommends that you should ask questions. Demonstrate you have an understanding of the company. Engage in conversation, try to avoid the "So when do I start?" "How much do I get paid?" kind of questions and consider more subtle questions about how the role could develop in time and prospects of career progression.

In conclusion David Hale said: "These tips are just part of the way we may be able to point you in the right direction. You will also be able to seek some great advice from your resettlement officer

who will be able to assist you. The Career Transition Partnership is another link that has been providing resettlement information for those about to leave. If you have already been through that process there are still many companies who will be able to provide you with the support networks you need for making a successful transition back to civilian life. At Forces Recruiting we understand that you will always be Ex-forces or a veteran depending on your terminology as opposed to a civilian. We have a good understanding of your road ahead."

If you want Forces Recruiting and other partner companies to help in this process then please sign up for free to membership. You can visit the website **www.forcesrecruiting.com** to view elcas providers, the Soldier 2 Civilian DVD and many other areas of interest including recruitment, resettlement training, education and franchises. You can also subscribe for free to Forces Recruiting membership and have all this information sent to you in the post or by email. Please feel free to send an email if you have any enquiries and one of the team will be more than happy to assist you. Email **David@forcesrecruiting.com** ●



forces recruiting
for your future...

WWW.FORCESRECRUITING.COM

**Need a Job?
Looking for training?
Leaving the armed forces?**

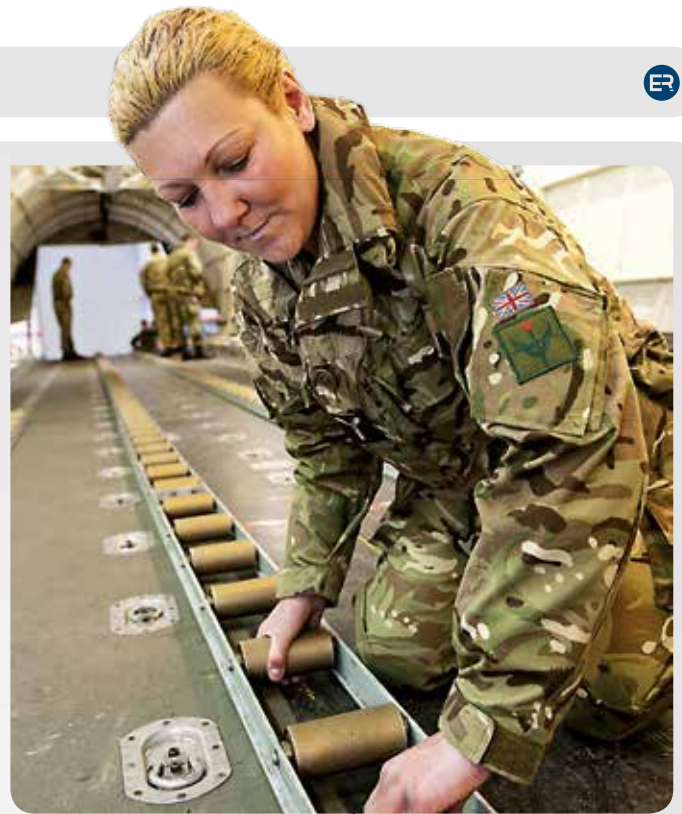
Forces Recruiting Ltd are producing the first comprehensive guide on forces recruitment and training opportunities on DVD. The DVD will be sent out free to ALL service leavers from within the Army, Navy and RAF. Unlike magazines where all the adverts appear the same, the DVD and website that accompanies it offer a much more insightful look at the companies offering to train or employ you. Companies are invited to showcase their premises, classrooms, workshops and trainers by appearing on the DVD. This will also show testimonials from people who have actually been on the course.

Copyright: tankist276

£10,000

Reserves Incentive for Ex-Regular Personnel

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



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

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

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

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

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

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

The experience provided by ex-Regulars is also key to providing the

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

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

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

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

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



MORE INFORMATION

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





REGULAR & RESERVE

Leaving the
Regular
Armed Forces



Join the
RAF
Reserves

- Financial incentive worth up to £10,000 over 3 years*
- Qualify for the top level Tax free annual training bounty*
- Work with your colleagues and friends
- Continue with your adventure training and sports
- Retain your rank (subject to vacancies)
- No call-out liability for the first 3 years*
- Continue your life long learning with entitlement to Standard Learning Credits
- Opportunities in many trades nationwide
- Reduced commitment*
- Many civilian companies will agree up to an extra 10 days leave for Reserve Service

To discuss the opportunities available to you call:

0845 606 9069 0333 202 1099

www.raf.mod.uk/recruitment

 /rafrecruitment  @RAF_Recruitment

*Conditions apply, further information available from the above number



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 2015. Simply click on 100k partners to view the course information on offer from each company. You can also subscribe for free to receive each issue being sent to your email address. ●



BIFM Training

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

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

Your experience in the Forces will have equipped you with wide range of diversified skills which fit neatly with a career in facilities management, which is why we've teamed up with Easy Resettlement's £100,000 Training Giveaway to give one lucky reader a free BIFM level 3 Award course commencing in 2016 - worth over £1,700.

Ideal for new entrants or those with less than two to three years experience in an FM role, this qualification is designed to develop your understanding and knowledge of the industry. You will receive three days tuition at the BIFM Training flagship foundation programme "Understanding FM" in Central London or Edinburgh complete with two nights' full board on-site accommodation at one of our 4* hotel venues, plus a personal tutor for added support. You will also gain two 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, the competition will end on the 15th January 2016. When a course date has been agreed this is not transferable and will be forfeited in the event of non-attendance or cancellation by the winner. We reserve the right to change the course date and venue.

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

CONTACT

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



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 Diabetes Management
- 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



ORCHID Risk Management

Orchid are pleased to confirm their partnership with Easy Resettlement magazines 100,000 training give away.

Orchid Risk Management is an independent, global risk consultancy specialising in Executive Protection, Maritime Security and Training Solutions. We work with a broad range of clients and not only understand but manage the risks and opportunities whilst operating in complex environments. We support clients by providing strategic consultancy, expert analysis and in-depth investigations. Providing practical assistance and support across all genres. Our unique combination of services, our geographical reach and the trust our clients place in us ensures we can help them effectively solve their problems. With a global footprint, Orchid provides a broad range of services to help our clients maintain political integrity and manage their security risks and requirements.

OUR PEOPLE

Extraordinary people work at Orchid and we are proud of our diversity, breadth of experience and our world-class skills. There is a unique dynamic within our business, our team are passionate about their role, from delegate training to acting at the sharp end of a

protection team in complex and often difficult environments. With a wealth of knowledge and diverse perspectives, Orchid has the expertise required to tackle our clients' most complex problems. We are united behind our company values and commitment to providing our clients with the best possible consultancy and training services. Orchid draw upon experienced personnel from the UK Special Forces (Military & Police), Royal Marines and other specialist military units ensuring that we only employ the highest level of qualified personnel to meet our client's requirements.

TRAINING

Our cadre of Instructors from credible backgrounds, fully qualified with vast industry experiences to deliver your specific training requirements. Close Protection, Maritime or Medical, we have a course to suit you. Our recently formed Medical Training Unit (MTU) will be offering a number of courses from First Aid at Work to Offshore Medics and Tier II Medics operating in remote areas. Orchid are pleased with the our new developments in the Medical Training sector and are proud of the training courses we deliver which we believe are industry leading. We are proud to be a part of Easy Resettlement magazines £100,000 training give away, that is why we are offering the FPOS1 and Close Protection course combined as a prize to one lucky winner. Simply send us an email with your contact details, along with your preferred dates for training. You will automatically be entered in to the draw and we will notify the winner by email. ●

CONTACT

Email: ep@orchid-office.com



ITonline learning

ITonlinelearning is a training provider that specialises in online IT and Project Management e-learning courses.

Passionate about helping people to increase their employment and earning potentials, ITonlinelearning

offers tailored training solutions and financing options to suit all budgets.

ITonlinelearning is an ELCAS approved provider (ID: 6447). Therefore, being an approved learning provider for the MoD and a Member of the Enhanced Learning Credit Provider list we are able to accept credits for a number of our IT and Project Management courses.

We are so confident in the quality of our training that we offer free, no obligation, trials from our Demo Library to allow our potential students to fully explore our courses and make an informed decision.

Our expert Course and Career Advisors are available to offer insight into career training needs and to assist in determining the ideal study path to suit the goals of our students. We pride ourselves in offering our students superior quality training, as well as support and encouragement throughout their studies.

We are passionate about making training affordable for everyone irrespective of whether you are an experienced professional or just starting out in your career. Our Course and Career

Advisors always ensure our clients are happy by delivering excellent tailored advice and customer service.

ITonlinelearning is proud to be a part of Easy Resettlement magazine's £100,000 training give away where we are offering one course as a prize to one lucky winner. All you need to do is to send us an email with your contact details along with the date that you joined, when your exit date is and which course you would like to win. Winners will be notified by email.

A few of the courses that we offer:

- PRINCE2 Foundation and Practitioner
- Agile Foundation and Practitioner
- TOGAF 9 Level 1 and 2
- ArchiMate 2.1
- Business Analysis Foundation
- Lean Six Sigma
- CompTIA A+
- Certified Ethical Hacker
- Adobe Photoshop CS6
- CIW Web Design Professional
- Java Developer
- MCSA Courses

The benefits of studying with ITonlinelearning:

- Unlike in a classroom, you can pause and rewind as often as you need to
- You can study at your own pace – anywhere, anytime
- Prepare to pass your exams with confidence using our extensive exam simulators
- Studying is broken down into "bite-sizes" to improve memory retention
- Unlimited access to the course and practice exams for 1 year
- Flexibility to choose which courses you want to study
- Perfect for brushing up on skills and preparing for interviews

Choose ITonlinelearning and rest assured that your training needs will be catered for with the care and efficiency that you deserve. ●

CONTACT

Email: <http://itonlinelearning.com/>
or call 01795 436969
or 0800 160 1161



Bristol Management Centre

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

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

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

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

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

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

Other Courses run by BMC

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

CONTACT

Email: training@bmc.ac.uk
or call 0117 949 1500



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



Ambrey Risk

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

Our growth has been rapid and we currently have an ever expanding number of Head Office employees based in Herefordshire and hundreds of ex military contractors. In addition to our HQ in Herefordshire, we have further offices in Dubai, India, Germany, Korea, Singapore and Hong Kong.

Ambrey's core team is drawn from all sectors of H M Forces and we work tirelessly to attract and retain the best people to deliver our services. We provide continual professional development for our contractors with opportunities for promotion, flexible work patterns, excellent remuneration and international travel.

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

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

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

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

CONTACT

Email: training@ambreyrisk.com or call 0203 503 0340



HR Security

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

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

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

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

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

WHAT THE COURSE INVOLVES

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

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

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

ENHANCED LEARNING CREDITS FUNDING

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

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

CONTACT

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



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

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

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

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

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

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

The Course Syllabus includes:

- Roles and Responsibilities of the Close Protection Operative
- Threat and Risk Assessment
- Surveillance Awareness
- Operational Planning
- Law and Legislation
- Close Protection Teamwork and Briefing
- Conduct Reconnaissance
- Close Protection Foot Drills
- Route Selection
- Close Protection Journey Management
- Search Procedures
- Incident Management
- Venue Security
- FPOSI - First Person On Scene

01225 904680 www.HRsecurity.co.uk
email: info@hrsecurity.co.uk



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career transition partnership
The Ministry of Defence working with Right Management



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*Valid until 30 June 2016





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Securewest is a leading international security company providing complete global risk management solutions since 1987. Securewest deliver a wide range of national and international courses to prepare you for employment in the Security Industry. Securewest is an approved adult learning centre, accredited by Pearson and City & Guilds to deliver BETEC and NVQ qualifications.

Available Courses:

- Maritime Security Office (MSO) City and Guilds Level 3 (ELCAS approved)
- STCW95 (Covering all four STCW95 modules plus FREE Online Proficiency in Security Awareness course worth £50)
- First Person on Scene, Intermediate (FPOSi)
- First Aid at Work (FAW)
- Maritime Firearms Competency Course (MFCC)
- Company Security Officer (CSO)
- Ship Security Officer (SSO)

BOOK TODAY!

Call: +44 (0) 1548 856 001

Email: training@securewest.com

Securewest regularly recruit former UK military personnel - employment opportunities available following completion of MSO course.



EXCELLENCE THROUGH EXPERIENCE

TRAINING THAT'S CREDIBLE

Established in 2006, Excellentia's training team consists of some of the best Close Protection instructors in the country.

All our instructors have recent operational and instructional experience from one of the following world renowned protection units:

- * Royal Military Police Close Protection Unit
- * Metropolitan Police Protection Command
- * United Kingdom Special Forces

A LOCATION THAT MATTERS

Our Executive Close Protection Course is based in London to maximise candidates understanding of the capital, the location where 95% of the UK's Close protection work is within the SW1 area of London, so why train anywhere else.

Excellentia also conduct other courses and have placed their newly qualified CPO's either on their first operational tasking or continuous operational tasking's.

INDUSTRY LEAD QUALIFICATIONS

Close Protection Course (including FPOS-I) - ELCAS

BTEC Level 3 - 21 day

- * Monday 29th February - Sunday 20th March 2016
- * Thursday 2nd June - Wednesday 22nd June 2016
- * Friday 23rd September - Thursday 13th October 2016

Close Protection Course (medically qualified) - ELCAS

BTEC Level 3 - 17 day

- * Friday 4th March - Sunday 20th March 2016
- * Monday 6th June - Wednesday 22nd June 2016
- * Tuesday 27th September - Thursday 13th October 2016

First Person on Scene-Intermediate (FPOS-I)

BTEC Level 2 - 4 day

- * Monday 29th February - Thursday 3rd March 2016
- * Thursday 2nd June - Sunday 5th June 2016
- * Friday 23rd September - Monday 26th September 2016

Close Protection Approved Prior Learning Course (APL)

BTEC Level 3 - 1 day

Protection Driver and Enhanced Chauffeur Skills

BTEC Level 3

Other courses available:

London Familiarisation Course

European Firearms Course

Contact us : 0207 060 2130

www.excellentia.co.uk



edexcel
Approved Centre

Tel: 0207 060 2130

Email: training@excellentia.co.uk

Excellentia Ltd, Suite 199, 34 Buckingham Palace Road, Belgravia, London, SW1W 0RH.

Excellentia Ltd. is a registered trading company (no. 5974563) in England & Wales

APPROVED BY MoD
IN SUPPORT OF
THE ELC SCHEME

ELC
PROVIDER NUMBER
3798



Excellentia

Close Protection Training

Excellentia was established in 2006 and has grown from strength to strength over the last 9 years.

John Morrison and Derek Kerr joined Excellentia in 2010 and their experience and expertise has aided in this growth.

As an ISO 9001 Operational and Training company our quality ensures that Excellentia only deploys the security industry's very best operators and instructors on our assignments and training courses, the vast majority of whom have served in specialist Government departments relevant to their specialism. All our operators are BS7858 staff screened compliant before deployment.

Our maxim is 'Excellence through Experience' as experience cannot be gained by attending a course, nor can it be gained in a matter of months. The best operators take years to develop. This same ethos is why Excellentia trained Close Protection Operatives are some of the best in the industry.

Our clients take great satisfaction and comfort in the knowledge that Excellentia operators have worked at the highest levels both nationally and internationally. Our people are professional, discreet and vetted to the highest levels. We provide high calibre operatives, both male and female, relevant to your needs to protect you, your family and your assets, 24 hours a day, 7 days a week.

Excellentia was established in 2006 and has grown from strength to strength over the last 9 years.

The vast majority of our personnel have served in one of the following world renowned Protection units:

- UK Royal Military Police (Close Protection Unit)
- UK Civilian Police Protection Units – Royalty and Special Branch Protection
- UK Special Forces

Excellentia undertakes many forms of protective security nationally and internationally, including:

- Executive Protection for Royalty, Ambassadors and Ministers
- VIP and Celebrity Protection.
- Residential Security & Security Surveys
- Yacht Security & Security Surveys
- Security Chauffeurs
- Asset Protection
- Event Security
- Surveillance and Technical Surveillance Counter Measures
- Risk Assessments
- Sport & Delegation Team Security
- Overt and Covert Investigations

Excellentia training and operations is ever evolving and we endeavour to insure our newly qualified candidates and seasoned operators are prepared for their area of operations, be it either nationally or internationally.

Excellentia have stepped into the maritime domain offering security training to super yacht crews, way beyond the current MCA awareness guidelines. As well as bespoke crew training, they have set the bar high with their super yacht security assessments and recommendations, further enhancing the safety and security of vessel, crew and clients this is due to the ever increasing threats in the Mediterranean Sea. Excellentia have been approached by Principals and Clients within the UK and from overseas Governments & Military to provide instructors, operators and training for the aforementioned.

Recent training and operational taskings have seen Excellentia provide for the following:

- Close Protection training resulting in two female CPO's and a male CPO working for a Middle Eastern client in London.
- Super Yacht crew security training.
- Firearms training in Czechoslovakia.
- Driver training for Security Chauffeurs.
- Residential Security, Close Protection and Security Chauffeur to a Middle Eastern Family in London.
- Security Chauffeur for an American client visiting London on numerous occasions.
- Close Protection for a client at FIFA, Switzerland
- Client's security background checks on staff before employment within company.
- Residential and Office TSCM sweeps.
- Event security staff for numerous high profile events to a major events company in London.

If Excellentia are the company you require day or night then contact us on **+44 (0) 207 060 2130** to discuss further or email operations@excellentia.co.uk for operational matters or for training then email training@excellentia.co.uk with your requirement or request.



**CASE STUDY ONE
- EXCELLENTIA
CLOSE PROTECTION
COURSE 1501
MONDAY 2ND TO SUNDAY
22ND MARCH 2015**

M.L. (Male) -
Military Student
from March 2015
Close Protection
course gave
the following
feedback on
our 21 day Close
Protection course
based & delivered
in Central London:

In late December 2014 I decided that the private security industry was an area I wanted to enter, learn from and develop in. Having looked for months online, asking friends within the industry and ringing numerous training providers one company stood out EXCELLENTIA.

From the first phone call, through the numerous questions I had prior to the course, on obtaining my joining instructions and once the course commenced the standard of support was outstanding.

I have been fortunate to complete numerous courses throughout the world but never have I witnessed the level of professionalism, cohesion, experience or down

right dedication I observed whilst on the EXCELLENTIA close protection course.

Throughout every stage I found it a steep learning curve, this said the level of support, guidance and commitment shown by the instructors was incredible. Every question and stumbling block I faced was resolved by the instructors ensuring that I and every person on the course was both satisfied and content.

The practical foot, mobile and surveillance drills were incredible, the instructors are able to merge extensive foot and mobile drills with learning London. I had little knowledge of London prior to the course but once again the investment provided by the training team ensured that locations of interest were not only identified but understood down to every individual characteristic of locations.

If the above was not enough the level of personal experience, insight and expertise provided by the training team will make the difference. The knowledge I have obtained from the training team over the past 16 days has been invaluable. The old statement of entering a course with a sharp pencil and empty note book has never been truer.

To summarise, if you are looking to conduct a close protection course which will provide you with REAL and credible training with instructors that invest all their time in ensuring they provide you with everything you require and so much more then look no further than EXCELLENTIA.

At the end of the course I was best described as "fragged" looking back I now believe I'm in the best position I can be on entering the security industry and that is down to one reason, EXCELLENTIA.

**CASE STUDY TWO -
EXCELLENTIA CLOSE
PROTECTION COURSE 1501
MONDAY 2ND TO SUNDAY
22ND MARCH 2015**

C.P. (Female) -
Having completed
the Excellentia
Close Protection
course (March
2015)

I can thoroughly recommend it. The course was intense but extremely well thought through and taught.

I chose Excellentia primarily as a friend had recommended them but also researched a number of other course providers. I decided

that Excellentia looked like it would suit my needs as a former Police Officer. From their website to various forms of communication I felt Excellentia were professional and friendly. I cannot compare Excellentia's course to other providers but can say that Excellentia far exceeded my expectations.

It is an intensive course and you should expect that from the off. We were kept on our toes throughout, ensuring that we thought well ahead and prepared thoroughly but were able to adapt to situations and scenarios as they developed. I feel that this was a very realistic aspect of the course and you are constantly being assessed and given constructive feedback on performance. The criteria and hours taught by Excellentia far exceed the SIA requirement.





You are told, "it's not just a course; it's a three week interview."

The first 4 days covered the First Person on Scene Course Intermediate (FPOS I). Adam is an excellent instructor whose methods ensured good understanding and retention. The next 17 days were full on with early starts and late finishes to emulate the working environment. Many miles of walking, map reading, route recce, driving techniques, close quarter

combat, protocol, presentations, dress, communication and awareness skills were covered. Top tip - wear shoes comfortable enough to be on your feet for 14 hours a day!

The course instructors are always on hand to help, advise and give practical experience. I believe they have given me the knowledge and contacts that I need to build a successful career in the Industry.

CASE STUDY THREE - EXCELLENTIA CLOSE PROTECTION COURSE 1503 MONDAY 5TH TO SUNDAY 25TH OCTOBER 2015

Y.A. (Male) - Student from October 2015 Close Protection course:

If you are after your SIA badge to get your Close Protection licence, then there are plenty of companies out there and good luck with that. If you want to be a professional CP operative, above and beyond what is required from the SIA, in my opinion there is only one company and that is Excellentia. I don't say this without hard evidence and experience.

Having spent 15 years in the Met Police both I have learnt under no uncertain terms that before you commit to anything you need to do your homework and research them. I did just that and researched companies across the UK including a company run by someone personally known to me. As I wanted to make a real go of this career, was keen to stick as close to London as possible as my research showed that this is where CP work happens. So then it was time to research companies. It was clear very quickly that Excellentia were the professionals, so I called up and chatted with the director. At no point was a sales pitch involved and in fact I found myself having to sell myself to them and was honoured to get a place on their course.

The start day came. Now, you will see for yourself if you go on Excellentia's course that the 3 weeks suddenly disappear. I went into it thinking, "It can't be rocket science being a CP". I was wrong but as it's not rocket science, it IS a science that requires a level of skill and common sense as well as a ton more. I could not believe just how intense it was. I went through every emotion including pride, excitement, fear, frustration

and seriously wondered if I had what it takes. With the average day being 13-14 hours long AT LEAST, and the coursework etc etc, it is full on from the start. You soon learn that 14 hours is NOT enough!! I was put into situations to test certain aspects of how I would deal with scenarios and these were NOT classroom exercises, it's all live in the public arena so is a shock to the system. You are taken completely out of your comfort zone a lot of the time. All of this is to prepare you for the 4 day live exercise when you spend 2 days planning for a live principal and then spend 2 days looking after a real VIP. The pressure you are out under is immense. The first day was approx. 17 hours with a few hours' sleep and straight back in for the second day of the VIP part of it.

Whilst all of the above is an accurate description of the course, what I have not yet mentioned is the instructors. The Excellentia instructors are not outside trainers reading from text, books etc, they are LIVE CP operatives taking time out to show their trade as it is in the real world. Other very experienced operatives are brought in to add to this learning. All of them have had commendable experience in the SF and other backgrounds which makes them about as experienced, current and professional as they get.

I have undergone many training programmes with the Met Police and say with confidence that Excellentia blow them out of the water. I cannot speak highly enough of them and would recommend no one else to any person who truly wants to be at the top of their game with their CP career.

This student has gone on to work on our tasks the day he received his SIA Close Protection badge. Y.A. won 'Instructors best student', won the coveted Gold Excellentia Lapel badge and unanimously won 'Students best student.'



UCP

Close Protection, Hostile Environment
& Tactical Firearms Training



THE TRUE FACTS LAY IN OUR OPERATIONAL AND TRAINING EXPERIENCE.

Our clients include the usual Governments, Royalty and A-List celebrities, making UCP the real choice when considering a Close Protection training course. UCP deliver exactly what our clients want "Ultimate Bodyguards" meaning; you get the correct up-to-date training drills from real UCP operators and we get you to work placement as quick as possible.

Visit www.ucpso.com for our client testimonies, taking away any doubts you may have.

As they say, "you are only as good as your last training session." That statement also includes UCP as your training provider.

T.E.A.M IS OUR MOTTO TACTICAL EDUCATION ACHIEVEMENT AND MOTIVATION

What we do best is deliver teams and individuals to the operational market on the sectors below:

1. Hostile Environment Close Protection
2. Firearms (Live)
3. Celebrity Close Protection
4. Maritime Security

1. Number one Bodyguard training provider since 2003.
2. More action than words (less classroom more live out on the ground exercises)
3. Want to read about us? Visit www.ucpgroup.co.uk or go direct to www.ucpuk.co.uk

WHAT WE TRAIN

- 18-day Close Protection QCF HABC level 3 course delivered every month like clockwork (ELCAS 5011) cost includes the SIA licence and FPOS
- 10 day HABC Firearms 9mm/5.56mm/7.62mm for Hostile Environment Close Protection Officer HABC Level 3 course delivered every month like clockwork (ELCAS 5011)
- 28-day combined CP + HECPO HABC Level 3 QCF Firearms training 9mm/5.56mm/7.62mm For HECPO delivered every month like clockwork (ELCAS 5011) cost includes the SIA licence and FPOS
- 10-day HABC Firearms Level 3 plus (MSO) Maritime Security officer, STCW 95 delivered every 3 months

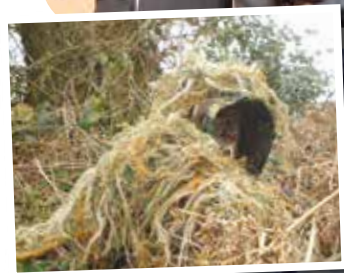
WE NEVER CANCEL COURSES.

All our CP courses include Rural Surveillance and FPOS as standard and all learners will receive a 50% off MIRA voucher upon completion of the 28-day combined course.

All our Firearms courses include Close Quarter Battle (CQB) and PSD, PMC and PSC training.

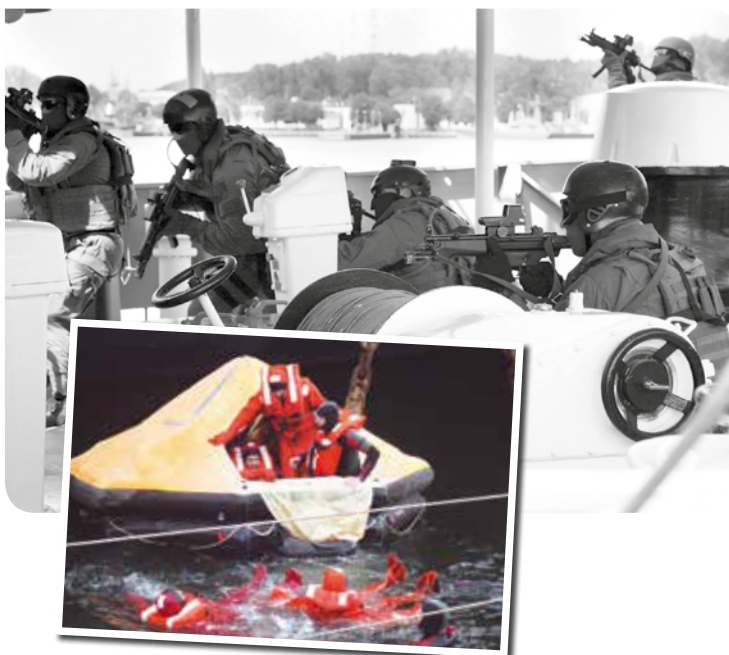
Look at the funding options (can't get full course funding from one, then we can help with our other preferred funders)

- ELCAS Approved 5011
- CTP Preferred Supplier
- DWP for Funding
- 24 + for Funding
- WSO for funding (train to work scheme)
- VSS for funding
- Royal British Legion Funding
- Plus many more.....



LOOK AT THE FACTS (10 GOOD REASONS TO BOOK A COURSE WITH UCP UK)

1. One of the UK's longest established London based Security Training companies (2003 – present) trained over 1400 learners in Close Protection Level 3 and delivered 120 CP courses worldwide since 2008.
2. First UK Training Company to deliver Close Protection Courses in Europe (2008) with 5 offices worldwide.
3. First UK Training provider to think outside the box and develop the live 9mm/5.56mm/7.62mm Firearms for Hostile Environment Close Protection Officers level 3 HABC endorsed and ELCAS approved (2010). Train on what you will use, not .22 rimfire. (unless you shoot rabbits)
4. Most service leavers are entitled to either £1000 or £2000 Enhanced Learning Credits per annum x 3 claims, depending on how long you have served, UCP guide their prices towards your credits making sure you use them in the most economical way without using your own money or wasting your hard earned credits.
5. UCP deliver the most GLH (Guided Learning Hours) of any training provider, making sure you receive the ultimate quality in training.
6. UCP staff operate and instruct at the highest level, with backgrounds from Military, Police and Civilian Celebrity Protection Operatives, all UCP instructors are considered the best in the world.
7. Most service leavers like yourselves will return to the security sector, mainly in the Hostile Environment and Executive Protection arena "which is the natural choice for service men and women" UCP will help and guide all those that complete our courses, to gain employment in such areas.
8. UCP only instruct teams of 6 students at any one time, making this the lowest class ratio: learner to instructor, making sure you enjoy, learn and digest the course content and gain support where needed. (We don't sit 12 in a classroom and PowerPoint you to boredom)
9. UCP are an operations company as well as a training provider (TP) and will monitor all the learners for selection on projects in Middle East and Africa as well as UK Celebrity Body-guarding.
10. Accommodation is mandatory, keeping team education and motivation to the highest.



Our training grounds and Academy are based in Kent and London, giving the best start in both Hostile and Executive Close Protection.

YOU ARE COVERED FOR SECURITY TRAINING

UCP hold the following:
9001 QMS Certification
Data protection licence
Liability public and
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CONTACT

Contact Jemma Stevenson
on **01474 823032** or
Jemma@ucpgroup.co.uk.
Call head of Training direct on
their Mobile **07508113826** or
indeed, visit our Facebook page
UCP UK TRAINING for the
latest news and reviews. ●

Looking at a career in the Security Industry

Looking for a training provider (TP) can be an exhausting exercise. It is imperative that you make the right choice for you. You may have colleagues that have undertaken training themselves and have recommended a particular training provider but that provider may not be the right one for you as it was for them. Everyone has different needs and it is imperative that yours are met.

FACTORS TO CONSIDER WHEN LOOKING FOR A TRAINING PROVIDER

Experience: You have to look at the backgrounds of the trainers themselves. Have the trainers got the experience to deliver what you require? Is someone that has been involved with convoy work in the Middle East training you? Does this experience really make them the most suitable people to be imparting on you the skills required of a professional security operative? Perhaps they have been involved with static security in the UK and are now fully-fledged trainers helping to run a Close Protection training course! It is not actually that difficult to become a 'qualified' trainer so be careful and delve in to the experience of those who are going to be training you.

Longevity: How long has the company been in existence? Will your certificate mean anything in 2 years time when said company has gone out of business? This has happened many times over in the security industry over the past 5 years. Can a new startup company deliver great training? Of course they can

but there is something to be said for having been in the business for a good amount of time.

Reputation: Does the company have a good reputation? People will ask you whom you completed your training with. It does matter and can make all of the difference when it comes to people offering you an opportunity.

Course Setup: Are you going to be sat in a classroom listening to endless hours of boring lectures with limited practical exercises? Generally speaking this is done for two reasons, the first being to save money, the second relates to the experience of the instructors, it may well be that they simply do not have the experience to run realistic training exercises. How many instructors are there? A CP course should have a good variety of trainers all able to impart their specialist knowledge on to the students. Training is not for the 1 man band.

Duration: Courses ran over 10 days are just not practical. Not only do you have to consider the minimum learning hours (making for extremely long days) but also the fact that you just cannot expect to

impart so much knowledge over such a short period of time in an effective manner. It is simply unrealistic.

Value for money: we all need value for money, it is just a fact of life that you must get good value for your hard earned money. Achieving good value for money does not simply mean opting for the cheapest course, not at all; it means that the training provider invests a good proportion of your money in your training. If you end up sitting in a classroom for days on end they are simply not doing this.

Close to home: Is it wrong to opt for a course based on the fact that it is located close to your home? Absolutely not, providing it ticks enough of the other boxes then going local is totally fine and can assist in other areas such as being able to manage family matters more effectively during the period of your training course. It can also cut down costs on accommodation and this will help you achieve good value for money, just make sure that this is not the only reason you book with a local provider.

Post course support?: Is this the hardest area for a training

provider to deliver? What does it actually mean? Most TPs will tell you that they will support you after your course, many will even tell you that you are guaranteed an interview or indeed a job with them or their associates but how many actually deliver on this? We would suggest that in most cases this is absolute b/s and should signal as a huge warning to you! So what is post course support? It can range from something as simple as taking calls from former students and listening to their problems to actually offering them work and everything in-between. Are they willing to help you out with your CV? Do they have connections that can present employment opportunities to you? Do they have an online area where former students can network with each other? When you finish your course you will have many questions and what better place to be able to ask them than amongst people that have gone through the same training course that you yourself have been through? This can create great camaraderie and foster opportunities for all.

try?

STANDING STILL?

Quite possibly the worst thing you can do once qualified. You absolutely must continue to invest both time and money in yourself throughout your career or you will soon fall behind your contemporaries and this is a slippery road to be on. You must look at your strengths and weaknesses and consider what you most need to improve upon and then move forward with a plan. Perhaps you'd like to improve your academic qualifications with some relevant courses pertinent to the security industry but feel that before doing so you must become more proficient with your IT as it is an area of weakness. In this instance an IT course would be the first step. If you've been out of academia for some time then perhaps a Level 5 Security Managers course would be more appropriate than a Level 7. Be honest with yourself before committing and again, speak with the provider and take advice from them.

YOU CANNOT DO EVERYTHING!

Take a look at the industry and try and see where it is going. Gaining complementary skills can be a great idea. Are security and health and safety related? Absolutely. Would business owners in the security sector gain from knowledge of H&S? Absolutely but this may not be the most appropriate avenue for you to go down so an honest assessment is required before commitment. Do not be that person that has every Gucci qualification going but never implements any of them in anyway.


PLAN YOUR WORK, WORK YOUR PLAN AND YOU WILL GET THINGS DONE!

Write down your plan in black and white and there is so much more chance that you end up completing the plan and making progress. Do not

be scared to alter and amend your plan as you go. Reflect on your progress and have the courage to change the plan if it is not working out as well as you thought that it would. One thing we must be in the security industry is flexible and adaptable; if you are not then you will not succeed!

GOOD LUCK.... BUT DON'T RELY ON IT.

We all need a bit of luck, it is part of what will make you succeed or indeed fail and you will experience both good and bad throughout your career. Successful students vary greatly, they come in all varieties that you can imagine, and there is simply not one type but being positive, proactive, flexible, adaptable will serve you well. Having a supportive family is an absolute must have, without that you will really struggle. ●



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- High percentage of candidates who pass our MSO course are immediately put forward for deployment opportunities
- Offering Continued Professional Development with opportunities for promotion
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Orchid

Risk Management

Orchid Risk Management is an independent, global risk consultancy specialising in Executive Protection, Maritime Security and Training Solutions.

We work with a broad range of clients and not only understand but manage the risks and opportunities whilst operating in complex environments. We support clients by providing strategic consultancy, expert analysis and in-depth investigations. Providing practical assistance and support across all genres. Our unique combination of services, our geographical reach and the trust our clients place in us ensures we can help them effectively solve their problems. With a global footprint, Orchid provides a broad range of services to help our clients maintain political integrity and manage their security risks and requirements.

Our People

Extraordinary people work at Orchid and we are proud of our diversity, breadth of experience and our world-class skills. There is a unique dynamic within our business, our team are passionate about their role, from delegate training to acting at the sharp end of a protection team in complex and often difficult environments.

With a wealth of knowledge and diverse perspectives, Orchid has the expertise required to tackle our clients' most complex problems. We are united behind our company values and commitment to providing our clients with the best possible consultancy and

training services. Orchid draw upon experienced personnel from the UK Special Forces (Military & Police), Royal Marines and other specialist military units ensuring that we only employ the highest level of qualified personnel to meet our client's requirements.

Training

Our cadre of Instructors from credible backgrounds, fully qualified with vast industry experiences to deliver your specific training requirements. Close Protection, Maritime or Medical, we have a course to suit you. Our recently formed Medical Training Unit (MTU) will be offering a

number of courses from First Aid at Work to Offshore Medics and Tier II Medics operating in remote areas. Orchid are pleased with the our new developments in the Medical Training sector and are proud of the training courses we deliver which we believe are industry leading.

We are proud to be a part of Easy Resettlement magazines £100,000 training give away, that is why we are offering the FPOSI and Close Protection course combined as a prize to one lucky winner. Simply send us an email with your contact details, along with your preferred dates for training. You will automatically be entered in to the draw and we will notify the winner by email. ●



NOT EVERYTHING IN LIFE IS BLACK AND WHITE

Level 3 Certificate in Close Protection

Under the Private Security Industry Authority Act 2001, all individuals wishing to work in the security industry must undertake a recognized qualification before applying for a license. **Orchid Training** provides Candidates with the relevant SIA 'Specifications for Learning and Qualifications for Close Protection Operatives.'

There are three mandatory units to achieve the Highfield Awarding Body for Compliance (HABC) certificate:

- Working as a Close Protection Officer (CPO)
- Planning, preparing and supporting a Close Protection Operation
- Conflict Management within the Private Security industry

Hostile Environment Close Protection including firearms can also be added to the Level 3. This is certified separately.

First Person on Scene Intermediate

The Edexcel First Person on Scene (FPOS) is a Level 2 BTEC Award IHCD. The purpose of the First Person on Scene © (FPOS) qualifications is to provide immediate life support to the patient pending the arrival of definitive pre-hospital care. Our course delivery is a combination of classroom and appropriate practical scenario based content. This course is suitable for and delivery is dependent to recipient:

- Close Protection Officers (CPO)
- Community First Responders
- Emergency Services; Fire and Police
- Organisations where an advanced level of first aid is required

Our instructors have first hand, extensive, current and relevant experience across all aspects of all subjects.



Web: www.orchid-training.com
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 CP Training: ep@orchid-office.com
 Tel: +44 1202 676 752



Offshore Industry

According to a credible report on the offshore renewable energy industry in 2012 'the supply of appropriate skills to the labour market needs to ramp up rapidly over the coming years to meet rising demand'...

The offshore industry generally, including gas and oil, has proved a popular career option with service leavers who are used to working away from home and irregular hours. With 18,500 Service leavers coming on to the civilian job market each year, including highly trained engineers, technicians and trainers, these individuals are a

perfect solution for the skills shortages in the renewables sector. With the right training, skills developed within the forces can be easily adapted to meet the needs of this rapidly growing sector.

In this job you would need to be willing to live away from home for long periods. You would need to work well as part of a team. You would also need to be physically fit. You don't need

any specific qualifications to get into this job. However, many offshore workers enter through an apprenticeship scheme. To get onto one of these, employers typically ask for four GCSEs (A-C) including English, maths and another relevant subject such as science or design and technology. There are however many training opportunities available leading to recognized qualifications as well as experience.

Underwater Centre

Whether you're looking to start an exciting new career in diving, train as an ROV pilot technician, or you want to carry out vital subsea equipment testing or trials, its commitment to your needs is what makes The Underwater Centre, Fort William special.

The sheltered purpose-built dive site is the perfect place for student commercial divers and ROV pilot technicians to learn and perfect their new skills in a realistic subsea environment.

Whether you need assistance with finding that all-important first job or you need to work out the most efficient and cost-effective way to test new equipment, you can count on the expert and friendly staff team at The Underwater Centre to do their very best to help you.

The range of courses available through The Underwater Centre is extensive and attractive to service personnel looking to their future career.

A visit to an Armed Forces oil and gas fair proved to be life changing for former soldier and NDT technician Jason Mutch. The 27 year old was considering his options after making the decision to leave the Army after five years, when he visited a stand occupied by The Underwater Centre.

He attended an Introduction to Commercial Diving Careers day a month later, and it was then that he knew it was going to be the career he wanted. He found out he had been awarded the funding in the December, and started on the 13-week Premium Industry Package in April 2013.

He said: "I was already very keen to pursue a career in diving, so was always going to do it, but had I not received the funding it would have been a bit more of a struggle to get the money for the course. It made my chance of becoming a diver come a lot sooner."

Service as a Soldier

On leaving school, Jason knew he was not cut out for a career that involved sitting behind a desk all day. 'I decided to get a trade, so I joined the Army to become a mechanic in the Royal Electrical and Mechanical Engineers (REME)', he said. "I thoroughly enjoyed my service as a soldier and mechanic serving in operations in Canada, Kenya and Afghanistan; however after five years I decided the time was right to leave as I was missing seeing my children grow older. When I left the Army, I trained for a career in non-destructive testing (NDT), which I used as a stepping stone to diving."

Jason completed the Premium Industry Package, which includes HSE SCUBA, surface supplied and surface supplied top up, as well as a subsea construction course and a preparatory underwater inspection-NDT course. This all allowed him to call on his experience from his previous job: The training was difficult at times, but with the right attitude and determination he passed all his exams first time.

Jason was delighted. He said: "The instructors at The Underwater Centre are patient and understanding. They know that everyone is at different stages in life experience, so some pick things up quicker than others."

GAINING CONFIDENCE AS A COMMERCIAL DIVER

"At first, I was not a very confident diver and was not 100 per cent sure of the equipment – the whole experience seemed very alien to me. However, the instructors at the Centre helped me overcome all of that and now, with the correct amount of training and on job experience, I totally trust the equipment and people who are looking out for me topside."

Since graduating, Jason has successfully completed the Diver Medic Technician (DMT) course and the 3.1U, which allows him to become an inspection diver offshore. He has also completed the commercial endorsement for RYA Level 2 Powerboat and an OPITO rigging/banksman slinger course.

He has also worked continuously in a variety of different diving jobs, from inshore inspection jobs to offshore with Stork Technical Services. He is currently working in Geneva, Switzerland, on a four-month diving contract for South West Services after learning of the post through his continued contact with The Underwater Centre*.

He continued: "I enjoy being, and want to be, challenged and put to the test. The great thing about this career is that you're always working with new teams of people and doing a variety of jobs. Each challenge is different and no job is ever the same as the last. All the experience you gain from one job improves your skills to make you a better diver for the next job."

'DREAM JOB'

"My next step is to attend a mechanical dive technician's course and, once I have gained enough experience, I wish to attend my mixed gas closed bell course so that I can become a saturation diver," said Jason.

He concluded: "As well as

being exciting and varied, the money and the opportunities for travel are very attractive. This is definitely my dream job. I would advise anyone wanting to go into commercial diving as a career to do their research fully before embarking on the training, as it is a very challenging and demanding

job that requires the right person and attitude to succeed. However, it is worth everything."

Interested? The find out more visit **www.theunderwatercentre.com** or call them on **+44 1397 703 786**.



ROV PILOT TECHNICIAN TRAINING

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FORT WILLIAM

APPROVED BY M2D
IN SUPPORT OF
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ELC
PROVIDER NUMBER
1593



MTCS

Noted as a leader in offshore industry, MTCS offer high quality training and competence services, backed by years of experience and the most rigorous accreditation and certification in the industry.

MTCS training courses are delivered by qualified, experienced instructors from, both at the company's Windermere training centre, Aberdeen and Singapore satellite offices, client premises as well as vessels around the world.

MTCS offers training in a wide variety of areas, tailored specifically for offshore oil and gas industry, but widely applicable to related fields such as offshore wind power and marine operations.

The instructors are widely recognised as being some of the best in the industry, and regularly deliver courses to clients across the globe as well as from its own training facilities in the UK.

The company regularly develop bespoke courses, or tailor existing courses, to meet unique client specifications. The cost for this is often not significantly higher than our standard rates, so if you're requirements aren't exactly met by the courses below just contact MTCS to discuss how they can create a custom solution to fit your needs.

The most popular courses:

- **ROV Pilot Technician Induction**
A 10 day intensive course for personnel with excellent technical backgrounds who wish to transfer their skills to the ROV Industry.
- **HV Safety Awareness / Safe and Working Practices**
One and two-day courses for those who have to work with or isolate high voltage equipment. This is also available through distance learning.
- **Hydraulic Principles / LARS & TMS Hydraulics**
Two one-day courses covering hydraulic theory and application in ROV and offshore technology. Also available as distance learning.
- **ROV Awareness**
Half / one day course for personnel wishing to familiarise themselves with the capabilities of current ROV technology.
- **Assessor Skills**
Two day course for senior personnel seeking to assess competence in the offshore workplace. Also available as distance learning.

MANAGING COMPETENCE

In the offshore industry, managing competence of personnel is a key component in maintaining a credible safety system. In practice, this means that personnel should be assessed in the workplace according to recognised standards to provide a trail of evidence which proves their capabilities.

As well as ensuring regulatory and contractual compliance with the increasing number of jurisdictions and clients which now require it, competence management forms an excellent basis for continual professional development, and provides individuals with hard evidence of their skills and experience outside of their academic qualifications.

The company claims: "Our competence management programme is designed to be flexible enough to be easily implemented at the worksite, and rigorous enough to withstand close inspection by accrediting bodies and client audits. Our competencies are aligned with those produced by IMCA to ensure

the widest possible applicability, and individual grades can be tailored to reflect the real responsibilities at every level of the operational structure.

"A well designed and implemented system is good for clients, operating companies and staff, and our accredited programme has a proven track record of satisfying both operational and administrative requirements."

In addition to its services to corporate clients, MTCS provides a mechanism for individual contractors to demonstrate their own competence to prospective employers through the company's Experienced Personnel scheme.

To discuss your options, please email competence@mtcs.info or call **+44 (0) 15394 40202**. You can also visit website **www.mtcs.info** to find out what courses are on offer and meet your needs. Alternatively call **+44 15394 40200** for advice.



SURVIVEX

Survivex is a market leader in health and safety training for the global energy industry. Operating from a state of the art facility in Aberdeen, the established training provider has built its reputation on the delivery of superior courses that meet the specific needs of its customers.

Supporting the offshore industry, Survivex has assisted in producing one of the safest environments, in some of the harshest surroundings, by developing health and safety courses which cover basic safety training as well as more specialised disciplines. As the development of renewable technologies gathers pace, the organisation sees the training that delivers for oil and gas as also fundamental to the requirements of this new sector.

Commenting on the range of courses offered by Survivex, Andrew Green, Chief Executive Officer explained, "Our offshore survival training is well known in the industry but Survivex delivers so much more than that. These include Working at Height, First Aid, Confined Space, Rigging & Lifting, Banksman Slinger and much more. Our courses are delivered at our purpose built facility or at client's own premises on or offshore, by knowledgeable, experienced and enthusiastic instructors."

Military studies show that skills-based training delivered in a realistic environment is more likely to be retained and recalled by individuals when later applying it to their daily work practices. With this in mind, the Survivex training facility was developed specifically to provide training within situations that bear resemblance to current working environments.

The survival training zone creates realistic North Sea storm conditions, boasting Europe's only environmental simulation theatre producing wind, waves, rain, thunder & lightning. Furthermore, the helicopter underwater escape trainers (HUET) mirror the interiors of helicopters currently used for offshore transport, with seats, belts and windows replicating the real thing.

The multi-level rigging bays have been designed to emulate the tight spaces typically found below deck in offshore installations, the banksman yard

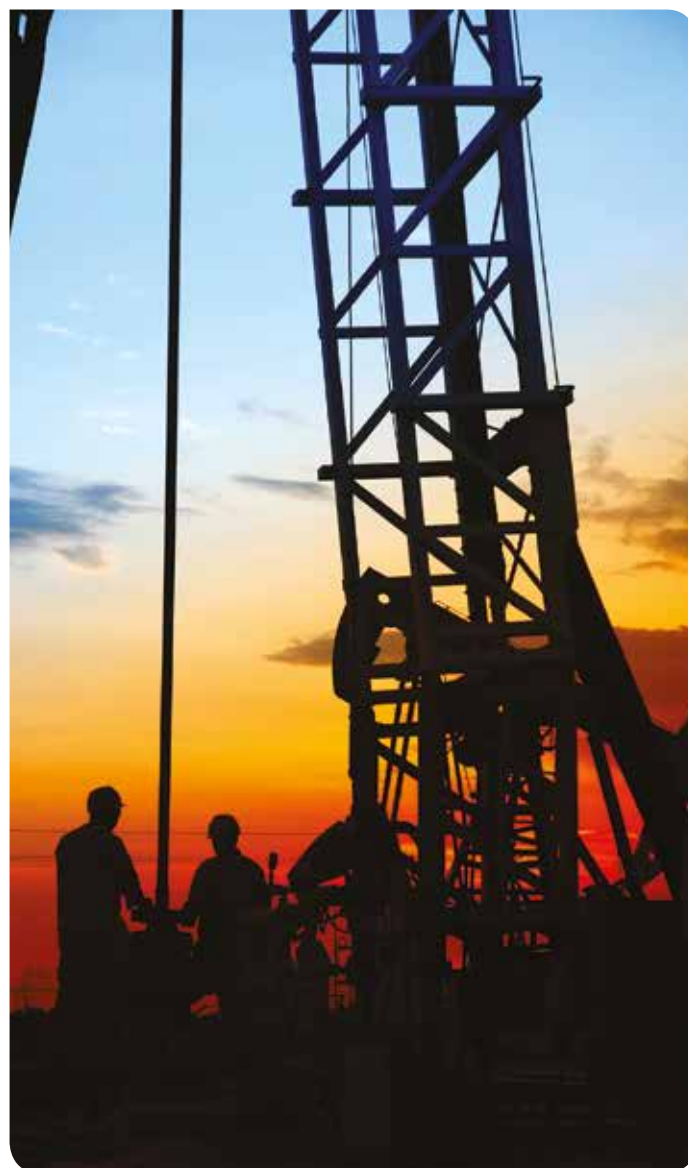
provides a similar environment to the deck of a busy offshore asset, and the helideck complies with CAA Cap 452 guidelines.

In four years Survivex has set about establishing itself as a market leader in the provision of health and safety training courses. In 2015, the organisation gained a host of new OPITO approvals making it the most accredited single training site in the world.

Mr Green concluded, "The safety of offshore workers is imperative and the diversity of our industrial skills based courses and our health & safety

related services reflects our commitment to safety in the industry. Safe working practices improve production and reduce the need for unnecessary down time following an incident. This is as true for the renewables sector as it is for oil and gas and we look forward to continuing our work with both sectors to enhance competencies and ultimately produce a safe and efficient workforce."

For further information visit www.survivex.com or call **01224 794800**.



IMAGES: © zhengzishun, curraheeshutter, www.shutterstock.com

I've served 12 years and 6 months in the British army, I've served all over the world both on operations and on exercises, I got to the rank of corporal but I came to the point in my army career to settle down ready for family life. After looking around and trying to decide what I wanted to do, I needed a job that would match my wage and give me a challenge like the army once did,

After some research I found the railway was taking on trainee linesman and I looked into this thoroughly. I found a course run by Akona, it's owner Steve Ashley was very helpful in finding out the things I needed to know before and during the course. The staff at Akona were like a little tight family always happy to help in every way, I arrived for the two weeks course and was met with open arms and like I was part of this family.

The course itself wasn't gruelling, however an open mind to different problems and how to solve them is needed plus a good understanding of Meccano is worthwhile. The trainer, Barry Davies has so much to teach and his knowledge of the railway is unbelievable, any problem or question isn't too daft, even if the day had finished he's still there to help by phone,



After completing the course and getting the qualification, I waited around for about two weeks and then was contacted by the Akona staff to invite me in for an interview with one of the largest company's on the railway ABC Babcock. Then two weeks later I received an email from Akona saying I had been selected for the job, I was over the moon as when you make the decision to come out of the army, your biggest worry is a job. Thanks to ABC, Steve Ashley, Natasha Isaac and all the other Akona staff for both looking after me while on the course and also helping me to find the job. I am now currently working on the railway learning a new trade and new challenges every day.

Ashley Bray – Corporal

In 2015 I decided to terminate my service in the army after 13 years service and I was very unsure of what I wanted to do. I visited the resettlement centre and after hearing very positive things about AKONA training I decided to look further into the training provided.

I had often thought of working within the rail sector but I had no idea of what to do or how to get started. Once I had researched my options I decided that the best option for me would be AKONA as the training provided was governed by recognised qualifications.

From start to finish the help I received from the staff at AKONA was outstanding, Natasha is very helpful and takes you through everything from the completed paperwork to booking the relevant courses that you require. The training that was provided by Barry

AKONA

is excellent his knowledge of the job and the experience that he passes onto you is second to none, there is nothing that this man doesn't know about OLEC.

Steve Ashley is fantastic at explaining what the course provides for you and explain what the next steps are, as well as this, he also invites companies within the rail sector to come in and speak to you which in my opinion gives you a real feel for what an employer is looking for.

AKONA training has provided me with the right tools and skill set to start my career with the rail sector and the further investment in your career speaks for itself as they will take you onto OLEC 3 after you complete your log book.

I was torn between what to use my ELCAS money on and I am glad I made the right choice with AKONA. I am due to leave the army around Christmas 2015 and I can't wait to use the training I have learned from AKONA in a working environment.

Scott Berry



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

Contact Us
Visit: www.akonz.biz
Email: info@akona.biz
Tel: 01928 518004

Rail Course List:
Personal Track Safety AC
Personal Track Safety DCCR
OLEC 1
OLEC 2
OLEC 3
L3 Qualification in Electrification, Engineering, Maintenance & Construction







Level 3 Qualification in Electrification Engineering, Maintenance and Construction

This Level 3 Qualification includes:

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

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

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




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Tackling the Skills Shortage in Offshore Industries

In 2012 Renewable UK and Energy and Utility Skills issued a report on the rapid rate of growth within the renewables industry and the potential jobs created because of it.

The message to the renewables sector was stark, 'the supply of appropriate skills to the labour market needs to ramp up rapidly over the coming years to meet rising demand'.

Three years on and the UK is now the world leader in Offshore Wind Energy, providing around eight terawatt-hours (TWh) of electricity annually, this is equivalent to the electricity consumption of around two million homes.

Labelled by RenewableUK, the trade body for the UK wind and marine renewables sector, as one of the key 'growth sectors', the offshore wind industry, along with wave and tidal, has seen a 74% increase in jobs since 2010, now directly employing over 18,000 people full time. This figure is equivalent to three times the number of people employed in the UK coal industry (5,005 in June 2013 according to DECC).

To ensure that these growth sectors keep the wind behind them, it is vital that, as RenewableUK and EU Skills highlighted in 2012, the industry has a skilled work force which meets its increasing demands.

One solution is to tap into a well of already skilled individuals who possess the very skills required to work

in roles within the onshore and offshore Renewable Energy sector, ex-military personnel.

With 18,500 Service leavers coming on to the civilian job market each year, including highly trained engineers, technicians and trainers, these individuals are a perfect solution for the skills shortages in the renewables sector. With the right training, skills developed within the forces can be easily adapted to meet the needs of this rapidly growing sector.

SAFETY TECHNOLOGY LTD

One company that has set about encouraging and enabling this transference of skills is leading wind energy safety training provider, Safety Technology Ltd. With a vast history in the Wind Energy sector, the RenewableUK and Global Wind Organisation (GWO) accredited training provider has developed a three week programme which equips ex-military personnel with the safety qualifications required to work on offshore wind farms.

Their Certificate in Safety in Offshore Wind is an accredited Level 3 programme which can be used in conjunction with Enhanced Learning Credits, and is the first of its kind. This new training programme provides Service leavers with industry required training, including RenewableUK and Global Wind Industry (GWO) courses, and is delivered in one package from locations across the UK.

For more information on this new training programme, contact Safety Technology Ltd directly on **(01873) 840036** or visit their website: **www.safetytechnology.co.uk/militaryleavertraining.html**.

WOOD GROUP PSN

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

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

The Re-Engineer project is now well underway and, having completed their resettlement with the Career Transition Partnership, eleven Service leavers went on to join the initiative. The candidates recently started work on some of the organisation's busiest offshore projects, having completed phase one of the training and recruitment programme. This involved an eight week intensive training course developed in collaboration with the ECITB (Engineering & Construction Industry Training Board), to prepare them with the necessary skills, knowledge and competency to work offshore safely. This resulted in each of the

candidates gaining Vocational Qualification (VQ) Level

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

The company is well aware of the transferrable qualities held by Service leavers, and Mike says, "each individual brings a wealth of knowledge, skills and experience to the company at a time when many of our experienced workforce are contemplating their hard-earned retirement. Together we are working to revitalise and rejuvenate our industry for the next generation."

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

WORKING FOR WOOD GROUP PSN

The workforces at Wood Group PSN numbers over 27,000 people working in 35 countries. That means there are plentiful career opportunities. Wood Group PSN aims to be the best company to work for, and that means helping its people become the best at what they do and creating the best opportunities for them to grow and improve.

The company offers a number of training options from on-the-job schemes to industry qualifications and high level mentoring to make sure you fulfill your potential.

Wood Group PSN has a network of offices worldwide and they go wherever their customers need them. This can provide some fabulous opportunities for people who are willing to travel.

The Group capability is expanding all the time. As they win new work, they create new opportunities for the best people to join them. The company puts its Core Values at the centre of everything it does. They state: "they guide our behaviours and provide the foundations for our reputation. Above all we pride ourselves on keeping our people safe wherever they work."

Add to this a competitive salary and benefits scheme and you'll see why we believe WGPSN is where you want to be. For further information on oil and offshore opportunities visit

www.woodgroup-psn.com or telephone **+44 (0)1224 777777**.

OMEGA RESOURCE GROUP

To meet the needs of the industry Omega has established a robust sourcing, training and recruitment process to enable transition between ex-service personnel across the armed forces into offshore job roles. For entry-level maintenance or servicing roles the company has a wide range of candidates with a service length of four to 16 years.

Where a customer requires enhanced technical skills – especially electrical and mechanical maintenance – Omega has strong links into the Royal Engineers and REME, along with the Army and Navy asset maintenance units. In conjunction with its partners, Omega has designed a three week course covering the essential health and safety

modules, contextualised specifically for renewable, oil and gas sectors.

It is possible for course content to be augmented for individual customers, but is certain to include the following: & Gas or Wind Energy (2 days, classroom based) First Aid Working at Heights BOSIET CCNSG Confined Space Electrical Safety Fire Awareness Electrical Safety Behavioural Awareness. Omega selects candidates to begin training based on their suitability for a specific customer's job and cultural requirements, and then design a bespoke training course based on the customers operations. There will be no fee until the customer on-boards a trained worker, but the learners will be funding their course themselves (or with the help of ELCAS credits) and will only do so with the opportunity of a live job role upon completion.

The process is built around one premise; creating job opportunities for service leavers. To this end, Omega insists that any customer wishing to work with them must guarantee an interview for each learner who successfully completes the training period. Lead times from placing an order to course completion are six weeks. At every stage Omega Rifles manage the process on-site at its state of the art training facilities in South Shields, Raglan and Glasgow. If this is something you may be interested in discussing further, please call on **01453 829546** or email therifles@omegaresource.co.uk. You can also visit <http://omegaresource.co.uk> to read about the opportunities first. ●





New Video Explains Armed Forces Pension Scheme

A new video has been launched which explains what the new armed forces pension scheme (AFPS 15) means for service personnel.

AFPS 15 was introduced on 1 April 2015 when most regular and reserve service personnel were transferred automatically to the new scheme.

If you were within 10 years of your respective scheme's normal pension age on 1 April 2012, you have transitional protection and you will remain a member of your current pension scheme.

For those personnel transferring to AFPS 15, any benefits you have accrued in your current scheme are

protected up to the point of transition and you will be able to draw that proportion of those benefits at the same time as you previously expected.

Those benefits will be based on your final salary (rank) at the point you leave the armed forces, not your salary (rank) at the point of transition to AFPS 15.

One of the features of the new scheme is the inclusion of part-time volunteer reserves, who will become members of AFPS 15 in the same way as their regular counterparts, with all paid service, including man

training days and drill nights, from 1 April 2015 contributing to their individual pension pots.

Chief of Defence Personnel, Lieutenant General Andrew Gregory, said:

Armed forces pensions are changing and it is important that you understand what this means for you. We have produced an AFPS 15 video which will help you to understand what you are entitled to and the commitment made by MOD to ensure your pension scheme remains one of the most competitive available.

A pension which reflects the unique nature of service life is

a crucial aspect of our offer to you and so I urge everyone to take a look at the video.

More information on AFPS 15 is available on www.gov.uk/government/news/armed-forces-pension-scheme-2015-new-video-launched

You can also use the pension calculator to provide you with a forecast of the pension and non-pensionable benefits you could receive under AFPS 15, as well as the pension benefits you have already earned in your existing pension scheme. ●

Kay Patterson

Nuco graduate Kay Patterson turned her passions into a business ...



After being in the ambulance service for over 10 years, I did some guest lecturing at the local university to paramedic students. It awoke a new ambition in me: I wanted to teach as a career. I knew the time was right to move forward.

I began to research qualifications, courses and training providers. Nuco Training appeared in many searches and forums. Nuco was always highlighted as a professional, helpful and an experienced company: all the attributes I was looking for. I enrolled on a course and – though it sounds like a cliché – it has completely changed my life!

After successfully completing my training with Nuco in 2013, I left the ambulance service and became a full time freelance first aid instructor for various training organisations, as well as a lead trainer for Nuco. Most excitingly, with Nuco's help I have started my own business, Medi-K.

I ENROLLED ON A COURSE AND –
THOUGH IT SOUNDS LIKE A CLICHÉ – IT
HAS COMPLETELY CHANGED MY LIFE!"

Medi-K combines both my passion for first aid and horses. As a paramedic attending incidents involving horse riders, I found

myself repeatedly hearing the same phrase from bystanders: "I just didn't know what to do." My company offers training in first aid skills to equip anyone involved in horses with the knowledge of what to do if an accident happens. Medi-K training offers first aid courses to horse riders at various riding establishments throughout the UK, Scotland and Ireland.

First aid for horse riders CPR With Nuco's support Medi-K has gone from strength to strength and now enlists other Nuco trainers to assist with the delivery of all the courses, which are easily sourced through the NucoPlus instructor database online. It's really great knowing the instructors are all experienced with running Nuco courses and will equally

be professional and efficient in completing and returning the paperwork – all assisting with the development of the reputation of Medi-K training.

Nuco are able to put my logo on all my awarded certificates and now even able to personalise the manuals which has really helped to develop my brand.

I can't recommend Nuco Training enough. Every interaction with them has been received with a prompt, positive and extremely helpful response. No query is too much trouble for any member of the team.

Becoming a first aid instructor is an exciting, challenging but overall fun career and I would suggest contacting Nuco if you are considering

this as an option to discuss further. My husband, Ian is booked on a forthcoming course knowing how much I have achieved since making the decision to become an Instructor with Nuco Training.



BECOME A FIRST AID INSTRUCTOR

Start your career with one of our Level 3 First Aid Instructor Courses

Nuco Training hold monthly courses throughout the UK, view our website now to find out more about our extensive range of courses and how you can become a First Aid Instructor.

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Building a Career in Construction

The construction industry is screaming out for skilled craftsmen and we often read about plumbers earning more than university graduates. That's got to be a tempting choice, and one that is particularly popular with service leavers and those considering their future careers after a life in uniform.

There are lots of training opportunities and it's worth spending time searching the internet for a training provider that will suit your needs. Many even help you search for jobs and provide leads for you to follow.

BUILDER TRAINING CENTRES

Builder Training Centres Ltd (The BTC) has been assisting service leavers in making successful transitions from military to civilian life for over 10 years now. The company has met the MOD's criteria to permit it to run courses that qualify for ELC funding (at Level 3 and above), and as such is listed on the ELC administration service (ELCAS) as an approved provider. BTC is therefore able to offer training using Standard Learning Credits (SLC) and Enhanced Learning Credits (ELC).

BTC endeavours to make the process for those wishing to attend its courses through resettlement as hassle free as possible and offer competitive packages, including bed, breakfast and evening meal.

Once your training package has been agreed, you will be required to send BTC the MOD form 1746 (Agreement for CWA/CTA and advance of fees claim form) for them to

fill in and return to you. On completion of your courses, you will need to produce the form 1748 (Attendance at CWA/CTA confirmation and claim form). These forms can be downloaded from the website, www.ctp.org.uk.

The Builder Training Centre opened in 2003 to address the shortage of construction courses for those in the building trade and for those trying to get into it, and anyone looking for practical DIY courses for beginners. The Centre opened offering short intensive practical hands-on courses, then in 2005, expanded the Electrical Centre with the introduction of electrical qualifications by becoming an EAL Approved Centre. In 2007 it expanded the department again by offering City & Guilds electrical qualifications. All its electrical courses are run from its second centre, a very short walk away, in Stafford Road, Croydon.

All of the BTC electrical courses include qualifications, with the exception of the foundation and advanced courses. Other courses are aimed at giving students hands-on practical experience and, although a formal qualification is not obtained, you will receive a certificate of continuous professional development on completion.

Sgt Keith Earl of Wiltshire was extremely satisfied with his BTC Course. He said: "I found that the resettlement package that was offered by The Builder

Training Centre was by far the best value of the four places I looked at. The structure of the four courses I did was very good.

"The training facilities were excellent. The instructors' knowledge and experience was outstanding. I found you

could ask about any project that you are working on and would get good advice."

You can find out more about what BTC has to offer by visiting the website and completing the user-friendly form or by telephoning **0800 389 2275**.



FULLAGAR CONSTRUCTION SKILLS CENTRE

Fullagar Construction Skills Centre is a private training provider based in St Ignace St Helens, Merseyside offering construction courses for the construction industry, and has been trading in this sector since 2006.

The courses that are on offer range from short courses, bespoke courses to accredited Level 1 City & Guilds courses, Level 2 and Level 3 CSkills accredited courses for trades and apprentices' and Level 3 unit credit awards accredited with OCNWMR for its Forces resettlement courses.

Fullagar Construction Skills Centre is a preferred supplier to the CTP, and in 2013 received approval from ELCAS for learners to use their enhance learning credits.

Maurice and Jeanette Fullagar, the directors, work closely with tutors and assessors to ensure anyone who wants to progress within the construction trades will receive the best possible tuition, using materials to suit the task. The tutors and assessor are all qualified with years of experience in construction and understand how to help you achieve your goals, be it DIY projects, to gain

employment with a company or to become your own boss.

Maurice and Jeanette are proud to have worked with blue chip company B&Q for many years and their verdict was 'Fullagar's was a great place to train.'

The Centre works with small, medium enterprises within construction to companies working on multi million pound contracts. They are currently working with multiple housing associations to qualify their new apprentices to move forward. Maurice Fullagar said: "We are a preferred supplier to the CTP and ELCAS. We work with the armed services and individuals wanting trades and the reason learners and companies come back, is the knowledge that they will be given 100 percent support.

Our learners enjoy their time with us and achieve their potential. Many will also ask for help after they have completed their training, by contacting the Centre, and advice is on hand for them."

If you want to know more about how Fullagar construction Skills centre can help you have a look at the company website, **www.constructionskillscentre.co.uk** or telephone **01744 819000**.



TRAIN4ALL

Another training provider that can help you on your way in the construction industry is Train4All. It is one of the leading providers of training for the construction industry. Located at the heart of the West Country, it is ideally located to provide training for Somerset, Dorset, Devon, the South West and beyond.

Train4All Construction Academy was opened in 2008 to provide training for those working in or looking to enter into a career within the Construction Industry with the first centre being established in Chard, Somerset. In 2010, the Chard centre was expanded in order to accommodate additional learners from the local community. A second centre was opened in Glastonbury to assist local learners in the Mendip area who could not afford to travel to larger colleges in the region.

Due to an increased demand for quality construction training in the Mendip region, in 2011 Train4All relocated from Glastonbury and opened its biggest centre just 10 minutes away in Street to accommodate 100 additional learners within that area. A brand new Construction Academy is under development at Badgers Cross in Somerton to cater for even more learners, employers and armed forces leavers. The new Academy will offer larger workshops, and separate training facilities with corporate meeting

rooms that are available for hire.

The Academy prides itself in offering a relaxed friendly atmosphere yet with a professional feel. A highly skilled team of 14 trainers with extensive industrial experience and expertise in the subjects explain and demonstrate their specialisations in a way that is easy for learners to understand. With no distractions, learners attending can completely focus on their construction training and enjoy training in a setting closely related to a construction working environment.

Armed Forces resettlement learners can engage in training using their IRTC, SLC and ELC grants and as a preferred CTP supplier and ELCAS member (6472) Train4All is able to accommodate every training need.

One former Royal Marine was delighted with his short plastering course. He said: "Brilliant Plastering course ~ I learnt far more than I anticipated. I now wish I'd booked all my courses with Train4All now instead of moving around. The team have outstanding knowledge and the workshops are well equipped. I would not hesitate in recommending Train4All Academy for resettlement training."

For more details visit the Train4All website **www.train4all.co.uk** or telephone **01460 261179**. There is also an easy-to-use enquiry form on the website. ●

Open locks

and open up a new career

Qualified and experienced locksmiths are in much demand. The lifestyle can be disruptive if you want to take on after-hours jobs, but as many locksmiths do not take on these tasks those who do are at a premium and the rewards are highly lucrative. This doesn't present a problem for most former service personnel as they are comfortable working anti-social hours, but without the financial rewards.

1st Call Lockouts

Based in the heart of Birmingham, 1st Call Lockouts delivers hands-on intensive locksmith training courses for those who wish to learn the craft themselves and become a qualified domestic, safe or auto locksmith.

The dedicated locksmith training school introduces all candidates into the world of picking, opening and bypassing a variety of popular domestic and commercial locks, as well as the opportunity to partake in specialised automotive locksmith courses.

All locksmith courses take place at 1st Call Lockouts' dedicated training workshop in Birmingham, where they will provide each candidate with all the necessary tools, manuals and a business plan to enable you to successfully start & run a mobile locksmith business.

In 2015 1st Call Lockouts launched its new safe locksmith courses and impressing locksmith courses to complement the range of skills needed to become a qualified locksmith. Back in 2009 the company saw the launch of its eight day automotive locksmith course, giving existing locksmiths the

chance to gain the technical skills and broaden the services that they are able to offer.

The lifestyle and earning potential for a locksmith is very lucrative as you set your own hours as well as your prices. For example, weekend and night time work is an area that many locksmiths do not wish to cover. The realisation however is you can charge between £70 to £100 to open a standard Yale type lock at 8.00pm at night, and it will only take you one minute. What is more the company can supply each candidate with a manual, developed and used by practicing locksmiths, that will enable you to open over 95 per cent of household mortise locks which the British Standards committee have classified as 'thief resistant'.

On offer are two eight day automotive and domestic courses and a two day domestic course plus a two day genuine Lishi in-depth automotive course.

So whether you're totally new to locksmithing and serving in the Armed Forces or just wishing to broaden your skills & expand your locksmith services, 1st Call Lockouts offer courses for all levels of ability. For further information simply call **0121 459 8722** or visit website **www.1stcalllockouts.co.uk**. The company is an approved ELC training provider.



A1 Safe Secure

Another company providing locksmith training is A1 Safe and Secure. Based in Hereford, A1 Safe & Secure is one of the main approved locksmith training providers for the M.O.D and they have trained many service personnel from all areas of the armed forces.

A1 Safe & Secure claims to be the longest

established locksmith training company in the country. The chief instructor has served for 22 years in the army with 22 SAS Regiment, and is a highly experienced military instructor.

Many of the company's past trainees are of a service background, and after attending the course as part of their resettlement now have successful Locksmith businesses. You can see many of them on the A1 Safe & Secure Facebook Page.

ACCREDITED 'COMPETENCE IN GENERAL LOCKSMITHING LEVEL 3' COURSE

The Safe & Secure Level 3 course is conducted over a three week period. Two weeks technical workshop and one week field training. (Field training can be arranged at a later date for convenience).

The aim of the workshop training is for you to gain in-depth technical knowledge of the locksmith trade allowing you to understand the workings of the majority of locks which you will come across in customers' premises be it domestic or commercial.

You will be taught to strip and assemble locks, make keys for them by hand and machine and pick them open. You will also be taught other opening methods using specialist equipment. You will be trained on locking systems which are found on wooden, aluminium and UPVC doors. Also what to expect when coming across steel doors found on commercial premises such as final exit doors and grill-type gates.

Along with all of the above you will be given sound business advice from professionals with regard to the financial side of your business. You will also be given advice on what stock to put in your vehicle, how your vehicle should be laid out and equipped and even what type of vehicle to use.

The company will also help you acquire accounts at the major locksmith supply companies in the country. These accounts will allow you to purchase, at trade price stock for your van, tools and any specialist requirements that you may have. You will also receive a full set of course notes.

All of this is backed-up by a free 24 hour help line should you have problems whilst trading.

Andrew Anderson of iCE Secure trained at Safe & Secure and was delighted by the results. He said:

"After 15 years in the Army serving with the Royal Signals I needed to choose my second career path wisely. I wanted to work for myself doing something that I enjoyed. After what seemed months of decision making and research I decided A1 Safe and Secure was the training provider for me. A1 Safe and Secure provide locksmith and uPVC courses and I enrolled on the 3 week locksmith course which provided a level 3 NCFE qualification."

The course was going to be the main decider whether to follow this career path or stay within communications. Bob Curry taught the subject at the right level and made what is complex very easy to understand. There was a mix of theory and practical to get you to a stage being confident to open and deal with the situation. The course also covers the business aspect of setting up with all the pros and cons of running a successful business.

Andrew continued: "After the course I felt that I could successfully deal with situations however that comes down to personal drive to succeed. I created my own business iCE-Secure and went live the day after I was discharged out of the Armed Forces. The work has been slowly coming through and I expect this to pick up once I'm fully established. I thoroughly enjoy my job and I'm loving being the boss."

"I would highly recommend A1 Safe and Secure on course delivery, content and both Bob Curry and Shelley for making the effort to treat you with the utmost respect."

Fancy being a locksmith? Then have a look at the full range of course available on www.safeandsecurelocksmithcourses.co.uk and use the online enquiry form. Alternatively call them on **01432 341 357**. This could be the opening of your new career. ●

News from Phoenix House Recovery Centre

Help for Heroes Centre got
my life back on track.

Says Sunderland former soldier.

For years, veteran James Holborn shut himself away from the world, struggling to cope with nightmares, flashbacks and challenging emotions.

He tried to hide his symptoms of Post-Traumatic Stress Disorder (PTSD), struggling to accept help for his mental health condition.

But now the 34-year-old has found much-needed support not only for himself but for his partner Jennifer Howell and two children Callan, 11 and Jude, six, through the Help for Heroes Phoenix House Recovery Centre in Catterick, North Yorkshire.

"You can come to Phoenix House and you do not have to hide your injuries," he said. "You can be proud of them."

James, who lives in Ford Estate, Sunderland, joined the Parachute Regiment in 1998 and later transferred to the Royal Logistic Corps (RLC) in 2001 after a parachute accident, where he hurt both his legs in a bad landing.

"I transferred to the RLC so I could learn a trade as a driver and radio operator but I was still linked to the parachute regiment and could still do jumps," he said.

It was in 2002 that another much more serious parachute accident eventually led to the end of his military career.

He was training for deployment to Iraq on Salisbury Plain when his parachute failed to open correctly. James fell 600ft to the ground.

"When the ambulance came, they got out a body bag as they

were expecting me to be dead after that fall and then they had to go back and get the stretcher. I had already injected myself with morphine for the pain," he said.

James was taken straight to hospital and then started an extensive rehabilitation programme. He had snapped all the ligaments and tendons in his left ankle and had to use crutches before learning how to walk again.

But despite his injury, James deployed to Iraq just months later in February, 2003 with Operation Iraqi Freedom. When he returned in July, he started suffering with nightmares, flashbacks and emotions he found hard to control.

He said: "It was affecting my work but I had never heard of PTSD."

He asked to be transferred to Catterick to be nearer his family in Sunderland. James then needed further surgery on his ankle in December 2004 which led to him being medically discharged in December, 2005.

James first came to Help for Heroes Phoenix House Recovery Centre earlier this year, finding out about the support available through a fellow veteran.

"When I first came to Phoenix House, it was to use the art room because when I was younger I used to love free-hand drawing but I stopped when I joined the Army and never thought about doing it again," he said. "Putting things on paper really helps me to think through my emotions."

"Then I found out about other courses available and I have now done a mental health first aid course, which was brilliant as I could also put

across what it means to be a sufferer. I have also tried archery and wheelchair basketball and would love to take part in next year's Invictus Games."

Help for Heroes Hidden Wounds, a psychological wellbeing service for veterans and military families who struggle with worry, stress, low mood, anger or alcohol, helped James to find and access higher intensity support local to him.

James' family has also visited the Centre, using one of the four family rooms available.

"The kids absolutely love everything about the place," he said. "They love the playground and they think the bedrooms are like hotel rooms."

"I had hidden my PTSD symptoms from my kids but my eldest son is working things out and asking lots of questions and he has really seen how much Help for Heroes has helped me. He never takes his Help for Heroes hoody off and my youngest always takes his Hero bear with him."

At Phoenix House, James recently took part in the Centre's annual fashion show.

He said: "It was brilliant. It took until the next day to realise how much I enjoyed it. I was the first one to open the show and while I was waiting, I had a bit of an anxiety attack but one of the members of the Help for Heroes Psychological Wellbeing

team really helped me. The second time I went on the catwalk, I really enjoyed it and knew what I was doing. It was excellent for my confidence and to stand up in front of other people and do something I'd never done before."

James, who works as a professional boxing official in the North East, is keen to raise money for Help for Heroes to give back to the charity which continues to support him. He recently ran the Great North Run, raising £250.

He said: "Coming to Phoenix House, you immediately feel a connection with the people here. They understand what you are going through."

James' partner Jennifer, who works for Grosvenor Casinos in Sunderland, said she has seen a massive change in him since he started visiting Phoenix House.

She said: "He is pretty shy and doing the fashion show really boosted his confidence and helped his recovery. He needs to socialise more as he keeps himself to himself but he is starting to get better and I want him to recover."

"Coming to Phoenix House has helped us as a family. We can see we are going to get somewhere now," she said.

Jennifer is a member of Band of Sisters, which is open to loved ones, both male and female, who care for those who have sustained career limiting/ending injuries or illness during or attributable to service.





HELP *for* HEROES

Support For Our Wounded

Mo Usman, Head of Recovery North based at Help for Heroes Phoenix House Recovery Centre, said James is a perfect example of the wide range of support Help for Heroes can offer Wounded, Injured and Sick serving personnel and veterans.

He said: "The charity can help in all sorts of ways from offering emotional and social support to more practical needs, such as CV advice and helping find employment.

"Events like the fashion show play a huge role in the rehabilitation of our veterans and serving personnel. The thrill of having the confidence to get up on a catwalk can help enormously with mental health problems.

"We strongly urge Wounded, Injured and Sick veterans to get in touch with us to see how we can help. Our Hidden Wounds programme aims to

make support for everyday psychological wellbeing issues as accessible as possible.

"Our collective role is to inspire, enable and support those in need – it is not to change the world but to help and support those whose world has changed."

The Catterick Garrison Hidden Wounds team can be contacted from Monday to Friday, 9am to 5pm on 0808-2020-144, which is free from UK landlines, **hidden.wounds@helpforheroes.org.uk** or **www.helpforheroes.org.uk/hidden-wounds**.

Anyone who served in the Army, Royal Navy, Royal Marines or Royal Air Force who needs the support of Help for Heroes Phoenix House Recovery Centre in Catterick can self-refer by calling **01748 834148**.

ABOUT HELP FOR HEROES

- Help for Heroes offers comprehensive support to those who have suffered life-changing injuries and illnesses while serving our country. This support is provided through grants direct to our Heroes and their families, grants to other charities and through four Help for Heroes Recovery Centres across the UK.
- A study in September 2014 by Help for Heroes and the Royal College of Psychiatrists found that 75,000 men and women may need long term support following our involvement in the recent conflicts in Iraq and Afghanistan.
- For more information about Help for Heroes, please visit **www.helpforheroes.org.uk**

ABOUT PHOENIX HOUSE

- Help for Heroes' Recovery Centre at Catterick Garrison, North Yorkshire, officially opened in September 2013. The charity had previously operated an interim facility for 18 months.
- Known as Phoenix House Recovery Centre, it has 50 en-suite bedrooms, including four family rooms, a Support Hub enabling access to a wide range of welfare support, an arts room, wood workshop and wellbeing (yoga) studio as well as training, presentation and IT suites. A gymnasium with specialist equipment, a café and social areas also form part of the new Centre.
- Unique courses and tailored support are available to recovering serving personnel, veterans and families to help them achieve their long-term goals and aspirations.
- Activities include educational courses and vocational visits designed to facilitate a smooth transition to civilian life, as well as sporting activities to improve personal independence, raise morale, develop camaraderie with others who have been wounded, and show what can be achieved. ●



Enhanced Learning Credit Scheme

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

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

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

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

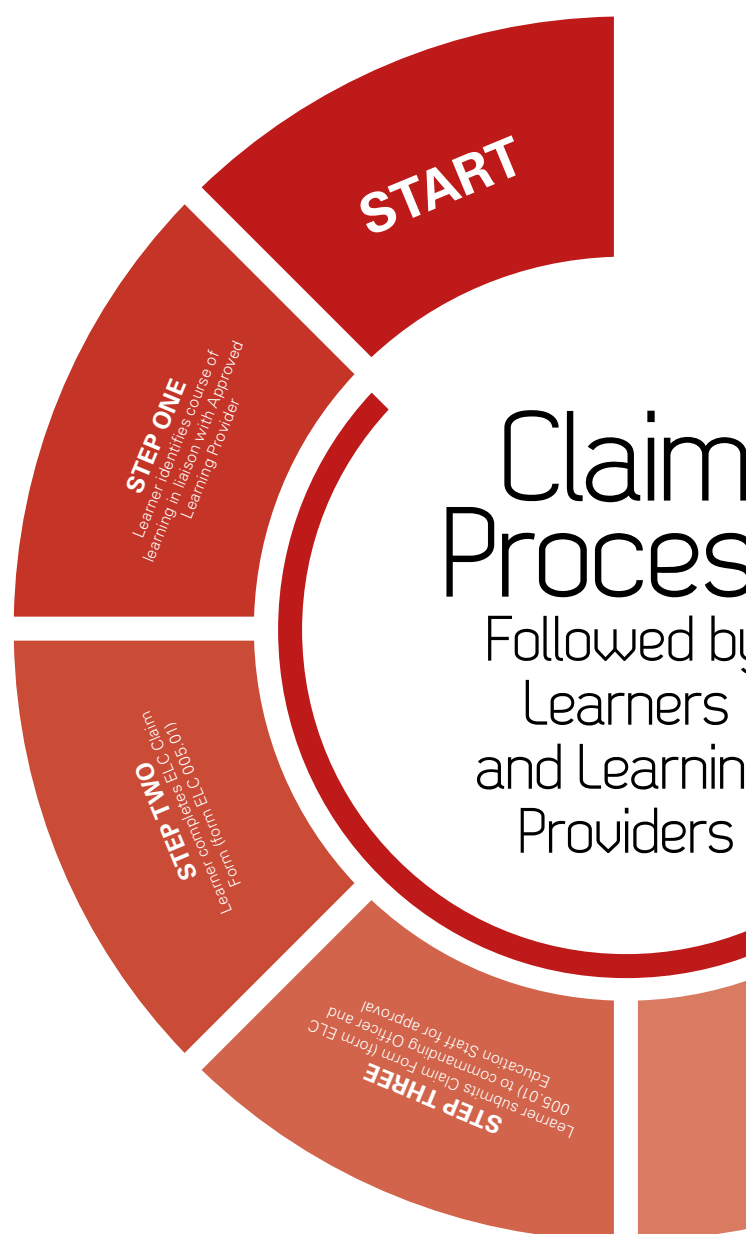
Have a look at the claim procedure flow chart (right) to the JSP.

- First you must register to become a Scheme Member and accrue

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

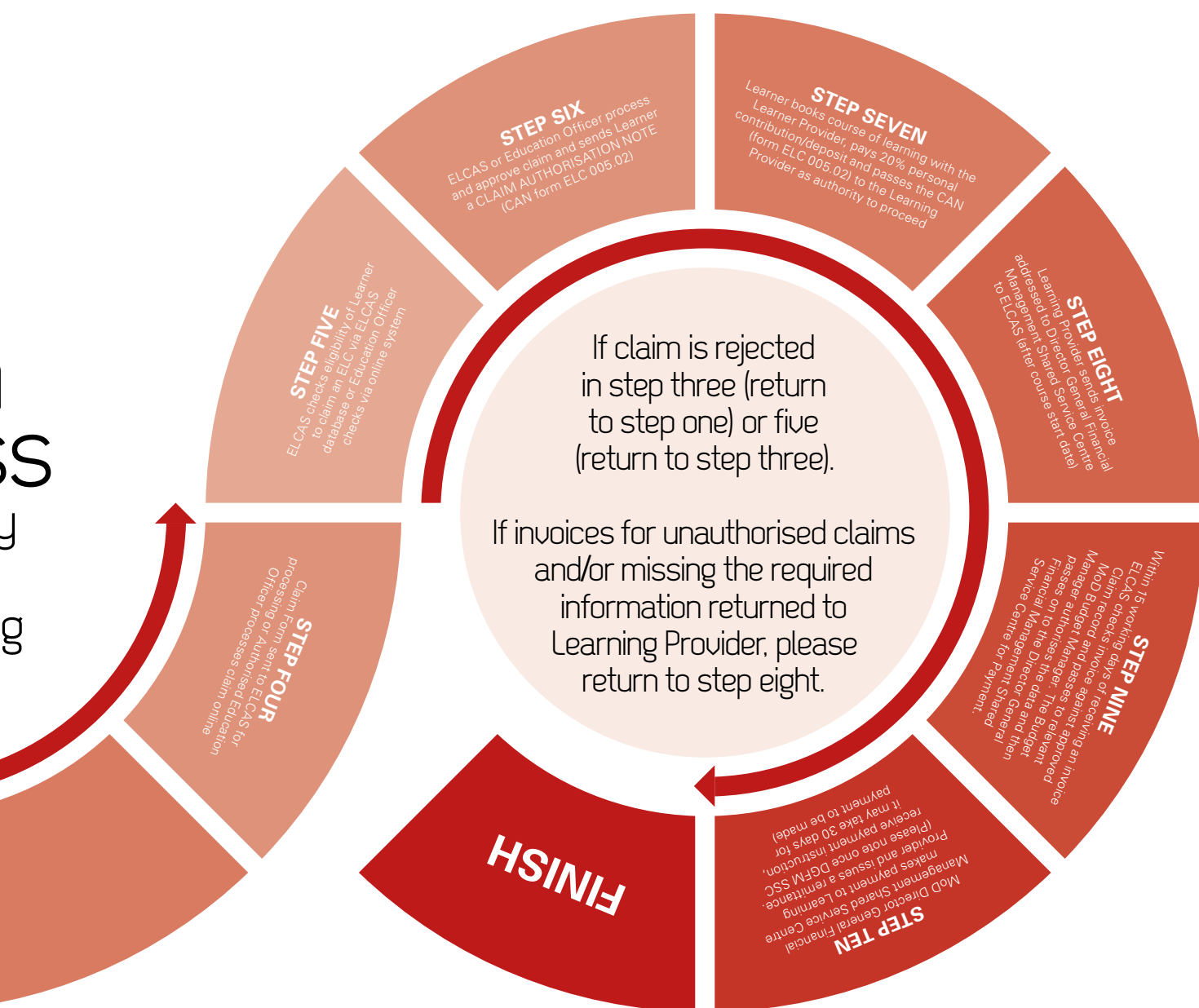
- Then you must select a relevant course ensuring that it meets the higher level learning criteria (level three or above) and an Approved ELC Provider.
- Thirdly, you must complete and submit an ELC claim, approved by an authorised Education Staff if you are in service or your Single Service Representative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

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



How to F

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



Apply

Applications are not permitted at any other time. Application forms must arrive with ELCAS within one calendar month of the end of your chosen registration window. Personnel with interrupted Service must complete and submit a non-continuous service form with

their registration. This may include time spent as Full Time Reserve Service personnel and Non Regular Permanent Staff.

ACCUMULATING ELIGIBLE SERVICE

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

Each eligible claimant may make a total of three claims. These may include claims in both

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

Only service accumulated since 1st April 2000 may be

counted as eligible service for the purposes of the ELC scheme. It is worth noting that eligible service must be completed before a claim can be made, i.e the claim form must be signed after the service is completed.

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



How to Claim

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

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

TIP ONE

You must fully research both the Provider that you choose and

the course that you wish to study.

TOP TIP: Please note that providers may move on and off the approved list and so it is advisable to check your provider is approved before you undertake any claim.

TIP TWO

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

and Qualifications Framework. Just because an organisation is listed as an Approved Provider does not mean that all of their courses are of the required level.

TOP TIP: A list of the references to help with course level research may be found on our useful contacts page under the claiming tab. You must refer to the Joint Service Publications (JSP) 898 Part 4, Chapter 3 - The Enhanced Learning Credit Scheme: The Sponsorship of Service Personnel for Personal Development and your Education Staff for guidance with regard to eligible activities.

TIP THREE

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

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

TIP FOUR

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

TIP FIVE

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

TIP SIX

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

TIP SEVEN

If you are making a second or third claim you must first ensure that you have completed the Evaluation Form via the website for all previous courses funded using ELC. You must also provide documentary evidence to demonstrate that you have completed previous courses to your Education Staff / Single

Ex Service Personnel

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

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

guidance on the Claiming ELC only page of the website.

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

PROCEDURE FOR CLAIMANTS NO LONGER IN SERVICE

Please note that the following information must be submitted

Service Representative.

TIP TIP: MoD and ELCAS rely on accurate completion of evaluation forms to help us assess Learning Provider performance. Please help your fellow claimants to access the best possible learning provision by providing timely and accurate evaluation feedback.

TIP EIGHT

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

TIP NINE

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

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

TIP TEN

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

Single Service Representatives

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

AMENDING, CANCELLING & REINSTATING A CLAIM

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

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

Scheme members who request a reinstatement under such circumstances risk forfeiting their ELC instalment and membership eligibility of the ELC scheme. If ELCAS has already generated a payment file for the learning activity then the Learner should follow the Single

Service reinstatement procedure NOT the cancellation procedure. Outlines of these procedures

along with the necessary forms are available through the links from this page. ●

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

CHANGE OF DETAILS	PROCESS TO FOLLOW
Change of course start date (up to three months)	Amendment
Change of course start date (greater than three months)	Cancellation/Reinstatement
Change of course end date	Ed Staff/Line Manager to agree. ELCAS do not need to be informed
Change of course costs (total, ELC grant or contribution value)	Amendment
Change of course costs from lower tier to higher tier (claim form signed prior to claimant becoming eligible at higher tier rate)	Cancellation
Addition or Deletion of a module from an overall course (only to be permitted where resultant course still fulfils eligibility criteria)	Amendment
Change of course	Cancellation/Reinstatement
Change of Provider	Cancellation/Reinstatement
Change of course code	Amendment
N.B All amendments must be received by ELCAS in writing (email, fax or letter) from a member of Education Staff who is authorised to sign off claims.	

via post to your Single Service Representative a minimum of 25 working days prior to your course start date/registration date:

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

your discharge document, copy of P45 terminating employment, document stamped by regiment confirming leaving date.

- A copy of your driving licence or passport.
- A copy of a utility bill showing your home address.
- Full information about the course that you wish to undertake to include details of your registration date where applicable.

- A copy of your Acknowledgment of Scheme Membership.
- A letter explaining how your chosen course of study will contribute towards personal development.
- Completion and submission of course evaluation form for all previous ELC funded courses.
- RAF Personnel can request a copy of their discharge document from the RAF Disclosures team at www.raf.mod.uk.

raf.mod.uk/links/contacts.cfm

- Army Personnel can request details of discharge dates from the Army Personnel Centre – phone number **0845 6009663**

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

Choosing Your Learning Provider

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

Your chosen organisation must be an ELC Approved Provider. For claims including an element of PF FEHE funding your chosen organisation must also be a PF FEHE approved provider. Use only the comprehensive list of Approved Providers available via the search engine. The easiest way to identify a suitable provider is to use the search filters available, using these results you can then either refine your search to take into account other factors or you can explore the individual provider websites through the links provided. This search engine facility also allows searches for PF FEHE approved providers, Approved Learning Providers by name, The Geographic Area, Course Title, and/or Delivery Method. Please note that when searching for Learning Providers offering distance learning you should not search by geographic location. ●

POINTS TO NOTE WHEN BOOKING YOUR COURSE

- It is important that you do not set up a loan/credit agreement for the full fee amount under any circumstances. You must not pay any money to the Provider before you receive your Claim Authorisation Note (CAN).
- Learning Providers should not request payment for either the ELC portion of the fee or the PF FEHE portion of the fee from you directly. The Learning Provider will invoice DGFM separately for this.
- Please note that although the Learning Provider as an organisation may be approved you must still ensure that the specific course has been approved by MoD. The course must also appear on the Provider's course listing on the ELCAS website Learning Provider Search Engine. (ELCs may only be claimed for learning which results in a nationally recognised qualification at Level three or above on the National Qualifications Framework (NQF) (England



and Wales), a Level six or above on the Scottish Credit and Qualifications Framework (SCQF) or, if pursued overseas, an approved international equivalent qualification.) Publicly funded providers may offer any publicly funded course provision at the required levels and may provide a link to their prospectus in lieu of a course listing. Please see PF FEHE page for rules regarding eligible learning in respect of this funding element.

- If you are not happy that your chosen Learning Provider is following the ELC scheme policies please detail your complaint in writing via your Education Staff or Single Service Representative.

Evaluation Form

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

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

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

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



Useful Contacts and Links

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

ELCAS CONTACT DETAILS

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

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

YOU MAY ALSO REFER TO:

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

How Do I Make a Claim?

Firstly read the Joint Service Publication (JSP) 898 Part 4 Chapter 7 and ensure you meet the eligibility criteria.

- Download the PF FE/HE claim from the 'Specific Downloads' section - only this version can be used. Any other replicated form will be rejected.
- Check the ELCAS database of approved PF FE/HE providers – Publicly Funded FE/HE providers for the purpose of this support will be highlighted and ensure the chosen course is designated for student support.
- If you are a service leaver please ensure you send the required documents with your PF FE/HE claim form which can be found on the ex-service page of the website along with your SSR's address.
- If wishing to use a new provider ensure they will be eligible to participate in this scheme (they must deliver Publicly Funded FE/HE) and ask them to apply for approved provider status as per the information on the Providers page of the ELC website.
- As with the current ELC scheme – try not to leave everything to the last minute. Allow time for any new providers to be

accepted onto the scheme. Once accepted you can submit your application. Allow at least eight weeks to go through this process – more if possible. Leaving it too close to the wire may result in your application not being processed in time for the start of your course.

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

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

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



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

- If you refer a claim to ELCAS and you intend to print the CAN once the query is resolved, please confirm this in the referral.
- Please be aware that currently the 15 day ruling remains in place for all claims and the online claims system validation reflects this ruling. If you have a valid request for an override it will therefore be necessary to refer to your Single Service Representative in the usual way.
- You may access the user guide via the question mark icon in the right hand corner of each page.
- Non-continuous service may be added via the claim function however it is essential that the dates are entered correctly to ensure that the system calculates the correctly claiming eligibility. Please contact ELCAS if you have a query in this respect. ●

Eligibility Rules

IN ORDER TO TAKE ADVANTAGE OF THE SUPPORT CLAIMANTS MUST:

- Have completed four years full-time service.
- Previously joined the Enhanced Learning Credit (ELC) scheme and completed at least four years qualifying scheme membership.
- Only apply for a first eligible FE/HE qualification at the level for which they are academically qualified to enter learning on leaving the Service.
- Have left the Service or entered their qualifying resettlement phase

on or after 17th July 2008.

- Meet UK's residency requirements to qualify for full state subsidy.
- Be undertaking at least the equivalent of 50% of a full time course.
- Undertake learning with an approved provider listed on the ELCAS database as a PF FEHE provider and ensure the chosen course is designated for student support.
- Personnel (who have passed out of Phase 2 training into operational service) are not required to meet the four year qualifying time if they are medically discharged from Service. They are still required to have registered for ELC scheme membership.

QUALIFICATION LEVEL

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

- First Level three or national equivalent. This refers to a first full Level three i.e. the achievement of two GCE A levels (A2) (passes at A-E) or vocational equivalent as defined by the National Qualifications Framework (NQF) or the Qualifications and Credit Framework (QCF) (England and Wales); or in Scotland a Level six qualification (SVQ Level three on the Scottish Credit and Qualifications Framework (SCQF)).
- Or a first foundation degree or first full undergraduate degree or national equivalent. Typically to be eligible for this support, the higher education qualifications would be at levels four-six of the Framework for Higher Education and Qualifications in England, Wales and Northern Ireland (FHEQ) eg: a

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

- In Scotland the equivalent qualification is a Higher National Certificate (HNC), Higher National Diploma (HND) or a first undergraduate degree, undertaken at a further education college (FE college) or a higher education institution (HEI). ●

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

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