

# FOCUS

## on Resettlement

ISSUE 44 • August 2012

career  
**transition**  
partnership



MINISTRY OF DEFENCE



Right  
Management  
MarpowerGroup

The Ministry of Defence  
working with  
Right Management

## Inside this months issue



### CTP Training

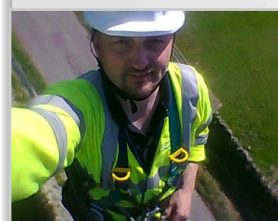
The latest news from our Resettlement Training Centre, including course updates, plus info on our range of financial training courses.

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Details of all our forthcoming events, including industry awareness days, employment and training fairs. Book your place today!

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## Training Course Booking & Information Centre

To find out more information about any of our courses, or if you wish to book or pay for a CTP Training Course, please contact our Course Booking & Information Centre (CBIC).

**Civilian:** 02894 456172, 456182,  
02894 456208 or 421639

**Military:** 9491 56172, 56182,  
56208 or 31639

**Email:** [coursebookings@ctp.org.uk](mailto:coursebookings@ctp.org.uk)

**Opening Hours 0800 - 1800**

**PLEASE NOTE:** All CTP registrations and applications for resettlement activities, including workshops, training courses (CTP or otherwise) and work attachments, should now be made solely via **JPA**, and not on paper MOD Forms. Please ensure you read the JPA Resettlement Guides via the JPA Portal, or ask your Service Resettlement Advisor for further assistance.

Before submitting your CTP workshop or course application via JPA, you must first ring to check availability and obtain a provisional place. After allocation of a provisional place, you must secure this by submitting an appropriate Absence Request on JPA.

## FOCUS on: Training News

### OUR RESETTLEMENT TRAINING CENTRE IS MOVING TO A NEW HOME

The Resettlement Training Centre in Aldershot is moving to a newly refurbished home! This is in fact very close to the current site; for those that know Aldershot, Thornhill Barracks is opposite the Military Cemetery next to the Dry Ski Slope.

It will open for training on 1st October 2012 at the new address:



**RTC**  
**Thornhill Barracks**  
**Gallwey Road**  
**Aldershot**  
**GU11 2DF**

New telephone numbers will be announced in due course.

Resettlement Training has been delivered at the existing site in one form or another since just after the First World War, when training in bricklaying and welding was offered to those leaving the Army. The site has developed over the years but as those who know it will be aware, it is now looking a little frayed around the edges.

The move will result in a modern Training Centre which will be more in keeping with the varied range of high quality training courses on offer—new and old.

### NEW COURSE DATES

The following dates have been agreed for the delivery of the new **NEBOSH National Certificate in the Management of Health & Wellbeing at Work**.

This course, which will be run at the RTC in Aldershot, is aimed at general managers, supervisors, health and safety and HR personnel who have responsibility for, or involvement in, the health and wellbeing of employees as part of their day-to-day duties.

Dates are:

- 26th November 2012
- 1st July 2013
- 23rd September 2013

For more information, see the [Course Booklet](#) or contact [bjohnson@ctp.org.uk](mailto:bjohnson@ctp.org.uk)



### TRAINING COURSE BOOKINGS

Please note that in order to confirm a course booking for contract funded training, it is essential that you complete the appropriate JPA work flow as soon as possible. If this is not done within 28 days, the booking will be cancelled in accordance with JSP 534 (paragraph 0409).

**CHECK FULL LISTINGS OF THE WIDE RANGE OF COURSES OFFERED BY THE CTP AT A NUMBER OF LOCATIONS BY [CLICKING HERE](#)**



# FOCUS on: Financial Training

**Do you know the difference between 'Profit and Loss' and 'Cash Flow'?** If you are applying for a job in a commercial environment it's likely that future employers will expect you to. The CTP offers a range of courses to assist Service leavers in gaining additional skills. These include the following courses, designed to improve knowledge in the area of finance:

## FINANCIAL MANAGEMENT AND ACCOUNTING

This 5 day course run at the RTC Aldershot aims to equip Service leavers with sufficient knowledge of accounting to allow them to understand the important contribution that financial accounts play in the effective running of an organisation. This course is designed for anyone seeking to be employed in the public or private sector with accounting or budget responsibilities.

For more information contact Bryan Johnson at [bjohnson@ctp.org.uk](mailto:bjohnson@ctp.org.uk)



## COMMERCIAL FINANCIAL AWARENESS

This 5 day course run at RRC Tidworth is an intensive and interactive course using recent business case study sessions for group analysis, to generate an enjoyable learning experience whilst exploring the commercial financial world of business.

For more information, contact Julia Nicholls at [jnicholls@ctp.org.uk](mailto:jnicholls@ctp.org.uk)

## ACCOUNTING IN A SMALL BUSINESS

This 5 day course run at the RTC Aldershot aims to create awareness of the key aspects of accounting, tax and financial management that will affect a small business; the course is designed to enhance personal and business skills and to increase the potential for success for small businesses in all sectors.

For more information contact Bryan Johnson at [bjohnson@ctp.org.uk](mailto:bjohnson@ctp.org.uk)



## COURSE BOOKING & INFORMATION CENTRE (CBIC)

To find out more information about any of our courses, or if you wish to book or pay for a CTP Training Course, please contact our Course Booking & Information Centre (CBIC).

**Civ:** 02894 456172/456182/456208 or 421639

**Mil:** 9491 56172/56182/56208 or 31639

**Email:** [coursebookings@ctp.org.uk](mailto:coursebookings@ctp.org.uk)



**[Click here](#) to view the full range of available courses in the Management Department training course booklet**



# Success Story of Julian Peach

**Read job seeking advice from ex-Colour Sergeant Julian Peach and how he used his skills in telecommunications to secure a role with BT Openreach.**

## Background

Ex-Colour Sergeant Julian Peach left the Army in late 2011, having served for 22 years in the Infantry (Unit Signal Platoon). Julian gained a wealth of experience during his time in the Army, including "personal presentation, communications, management and administration; also due to career progression, the ability to communicate effectively in a written format". Julian also gained civilian qualifications including CompTIA Network+ and NVQ Level 3 in Telecommunications, all of which he says are now useful in civilian life.

## Resettlement

Julian attended a Career Transition Workshop (CTW) at his local Regional Resettlement Centre (RRC) in Catterick. Of the three day workshop, he says, "It helped me understand the construction of a targeted CV and gave me an insight into the importance of networking." Julian also used his Graduated Resettlement Time (GRT) to complete a five week telecommunications package with a CTP preferred training provider. Julian says, "The success of landing a job and transitioning to Civilian Street is very much in the individual's hands. Do not leave the planning and booking of training to the last six months."

**"The CTW helped me understand the construction of a targeted CV and gave me an insight into the importance of networking."**

Julian also advises, "Research your chosen career path in the area you are going to settle. I personally changed my resettlement choices after researching employment opportunities in the area I intended to settle in." Having explored various career options, including IT support and environmental protection, Julian decided to utilise his existing skills in telecommunications, and upon hearing about a recruitment initiative with BT Openreach through the CTP, applied for the position of Managed Install Engineer. Julian completed the online application through RightJob and was then invited to attend a skills and interview day.

Speaking from his experience at interview, he advises others applying for roles with telecoms companies such as Openreach, "You need to research not only what your role would be in the job you are applying for but you also need to have a good understanding of what the company provide."

"Also what their relationship is in regards to the Communications providers who are their customers and not the end users that see the engineers day to day." He adds,

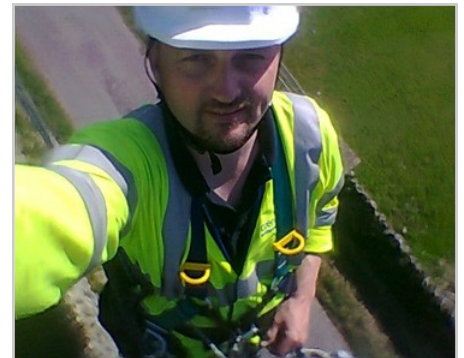
"Also it is good to know what the company is planning and implementing for the future – in terms of Openreach, especially into the investment and infrastructure they have put into the fibre optic superfast broadband, which is their main objective. I was asked simple questions on all of those topics, to demonstrate a bigger picture understanding."

Julian also emphasises the importance of understanding the STAR (Situation, Task, Action and Result) model during interviews, and says, "they asked me to explain an event from my previous employment... they expect you to know the STAR acronym, which is a common interview question technique." He also says the interview focussed on verbally setting a scenario and asking the candidate to explain their actions: "I was asked what safety actions I would take before climbing a telegraph pole for example." Julian was successful at interview, and was offered the job two weeks after attending; he has now been in the role for seven months.

## Outcome

Julian's role involves repairing line circuits on the national access network, and he says that the telecommunications course he took as part of his resettlement was "very accurate and relevant" to the role. He also says that he did not face any obstacles when settling into the role: "For me it was a very easy transition. Openreach is run on a very similar basis in a lot of aspects to the forces."

**When asked what advice he would offer to other Service leavers, Julian says, "Attend any employment fairs or other CTP events on offer and speak to other leavers who are in the process of resettlement. Also do not be afraid to send out lots of CVs and to cold call organisations and companies, even if it is to secure unpaid work experience."**



# FOCUS on: Job Finding

## Current Vacancies on RightJob

Here are just a few of the vacancies currently on our job site, RightJob, which can be accessed via the CTP website.



RIGHTJOB ID	JOB TITLE	LOCATION	SALARY (PA)	CLOSING DATE
34198690021	Shore Based Marine Engineer	Lowestoft	£26k - £32,000	10/08/12
34198689554	Senior Project Manager x 6	Scotland West	£41,757	15/08/12
34198690193	Mobile Service Engineer	West/North Yorkshire	£23,000	16/08/12
34198690209	LAN/WAN Specialist consultant	Durham	£35,000	17/08/12
34198689848	Operations Supervisor - Warehouse/ Logistics	Plymouth	£23,000	17/08/12
34198690032	Mechanical Technician/Engineers	Peterborough	£24k - £28,000	17/08/12
34198690369	Aircraft Ground Equipment Mechanic Supervisor	Kandahar	£49,500	19/08/12
34198690374	School Outdoor Education Coordinator and CCF SSI	Bedford	£26,473	21/08/12
34198689373	Associate Trainer (UK North)	Manchester/ Leeds	£34,000	31/08/12
34198684976	Procurement Consultant	Europe	£38,000	31/08/12
34198685816	Crane Operator x 5	Wigan	£25,000	31/08/12
34198683929	Warehouse Operations Manager	Castlewood	£51,000	01/09/12
34198684073	Electrical Engineer	Avonmouth, Bristol	£25,000	01/09/12
34198684865	Teacher	Saudi Arabia	£30,000	01/09/12
34198687611	Electronics Technician	Kent	up to £25,000	10/09/12
34198689385	Capability Development Strategist	USA	£ 100,000	19/09/12

### RightJob—search for jobs

RightJob is our online job site allowing Service leavers registered with the CTP to search and apply for any of the thousands of live vacancies on the jobs database, uploaded by employers specifically seeking leavers of the Armed Forces. Login through our website [www.ctp.org.uk](http://www.ctp.org.uk)

right**Job**

## FOCUS on: Employment News

### OPPORTUNITIES WITH NATIONWIDE

Nationwide are proud of their reputation as the 'go to' team for major change, and so every new recruit is regarded by the company as an important opportunity to strengthen the team.



Their project environment is challenging and promises to offer you variety and rewards in terms of career growth. What's more, Nationwide are one of less than 1% of employers to have been recognised with the Investors in People Gold Award, so if change is your career, this could be the change you've been looking for.

Nationwide are currently recruiting for 15 Project Managers:

**Salary:** £47,000 - £61,000

**Location:** Swindon

**Closing Date:** 8<sup>th</sup> August 2012

If you're interested, please apply via RightJob, using reference number **34198690183**.

## Successful Placements through the CTP

**Below is a sample of recent Service leaver placements made by the CTP Employment Team. These were all jobs that were posted on RightJob, so be sure to login and check for those currently available that meet your criteria.**

RANK	JOB TITLE	SALARY PA	INDUSTRY SECTOR
LCpl	Training Executive	£21,000	Education & Training
Major	Cadet Executive Officer	£34,000	Administration
Sgt	IT Developer / Programmer	£28,000	IT
MEM	Technical Engineer	£27,500	Engineering
CSgt	Facilities Manager	£28,000	Management
Capt	Logistics Manager	£52,000	Logistics
Cpl	Chauffeur	£25,000	Transport
Cpl	Pipeline Installation Overseas	£35,000	Oil & Gas
Pte	Corporate Security Officer	£28,000	Security
AET	Sea King Technician	£31,500	Aviation



### Regional Employment Bulletins

For further updates on employment opportunities by region, remember to check our monthly Regional Employment Bulletins covering nine regions across the UK and also overseas. [Click here to read the latest CTP Employment Bulletins](#)

## FOCUS on: Employment News

### WHY WORK FOR ROLLS-ROYCE?

Rolls-Royce is home to some of the world's finest minds. And nowhere are those minds more keenly tested than in their growing nuclear business.



# Rolls-Royce

The team is comprised of a broad range of experts in the fields of engineering, manufacturing, project management and procurement, and this is your chance to join them.

**Rolls Royce is offering Service leavers the opportunity to become part of the nuclear industry's leading edge. The following roles are currently being advertised on RightJob:**

RightJob Ref	Role	Closing Date
34198690240	Electrical Control and Instrumentation Engineers	24 Aug 12
34198690241	Fluid System Design Engineers	24 Aug 12
34198690242	Mechanical Engineers	24 Aug 12
34198690244	Project Managers	24 Aug 12
34198690245	Safety Case Engineers	24 Aug 12
34198690246	Stress Engineers	24 Aug 12
34198690243	Mechanical Fitters	24 Aug 12
34198690247	Manufacturing Engineers	24 Aug 12
34198690248	MRP Controller – Supply Chain	24 Aug 12
34198690249	Supply Chain Designer	24 Aug 12
34198690250	Supply Chain Projects Manager	24 Aug 12

### VACANCIES WITH JAGUAR LAND ROVER

Jaguar Land Rover is looking for talented, qualified, experienced, ambitious and innovative professionals to join their workforce.

They are seeking employees who are versatile and can problem-solve. Jaguar Land Rover is currently recruiting for:



RightJob Ref	Role & Location	Salary
34198686620	Production Supervisor, Halewood	£50,000 - £60,000
34198688959	Production Supervisor, Midlands	£50,000 - £60,000
34198686118	Skilled Trades, West Midlands	£29,000

**Closing date for applications:** 30<sup>th</sup> August 2012 - please login to RightJob for more details.



## FOCUS on: Employment News

### TESCO ARMED FORCES MANAGEMENT ROLES: RETAIL & DISTRIBUTION - Nationwide



Following the presentations Tesco have been holding at our Regional Resettlement Centres, Tesco have now opened their Armed forces web portal. They are currently looking for Managers with extensive managerial experience and leadership skills to lead the Store or Depot team, night or day, making key decisions that support colleagues to deliver their job whilst still providing a great shopping experience to the customers.

You must be able to deliver quality training, run the Store or Depot to a high standard consistently, challenge poor performance and stretch and develop people who have the desire to get on in Tesco.

These roles are available in England, Scotland and Wales. Unfortunately, there is currently no recruitment in Northern Ireland. If you are interested in working for Tesco in Northern Ireland, please contact Claire Cooper ([ccooper@ctp.org.uk](mailto:ccooper@ctp.org.uk)) before making any application, as the limited number of vacancies means that the process is likely to be slower than recruitment elsewhere.

To apply for roles in both retail and distribution please log into RightJob and search job reference **34198688500**.

If you decide to apply you will be taken through to the Armed forces portal and will need to complete an online assessment, successful applicants will be given telephone interviews and offered work placements/interviews.

## BNY Mellon's Forces in Business Programme



### Transfer Your Military Skills to the Workplace

BNY MELLON



BNY Mellon has an uncompromising commitment to diversity and inclusion. Not only important to our company's culture and to each of us as individuals, this commitment is also critical to our ability to serve our clients and grow our businesses. Our company is committed to fostering an inclusive workplace that talented people outside the company want to join and where those inside want to stay and develop their careers.

We believe that supporting a diverse and engaged workforce will make us more successful in building trust, empowering teams, serving our clients and outperforming our peers. As such, BNY Mellon continues to fully support military personnel with their transition from military to civilian life.

We offer a six-week work placement and training programme, available across all of our businesses in the UK. The programme offers you firsthand practical experience, working on core projects within select areas of specialisation.

Throughout your work placement, you will be supported through a structured training and development programme that focuses on:

- education about BNY Mellon;
- learning and development;
- career transition;
- professional networking; and
- mentoring

If you are interested in applying for this programme, which will run from 1 October until 9 November, please visit RightJob via the CTP website, [www.ctp.org.uk](http://www.ctp.org.uk) and use reference number 34198690375. You must be employed by the military throughout the programme's dates. To learn more about BNY Mellon's Returning Military initiative, please visit [www.bnymellon.com/military](http://www.bnymellon.com/military).



## FOCUS on: Employment News

### VACANCIES WITH AMAZON

Amazon.co.uk, a subsidiary of Amazon.com, was launched in 1998. Today, the site provides fast, convenient service for customers in the UK, Ireland and beyond and offers many of the same customer features found on Amazon.com, including personalised recommendations, wish lists and Amazon.co.uk Marketplace.

Amazon is working with the CTP to attract Service leavers into various roles in Operation Managers, Logistics, Health and Safety, HR, IT and other Management opportunities. Please review the following job references for more details of the vacancies in each location:



RightJob Ref	Location	Closing Date
34198689900	Doncaster	31-Dec-12
34198687856	Dunfermline	31-Dec-12
34198687857	Edinburgh	31-Dec-12
34198687858	Gourock & Glasgow	31-Dec-12
34198689897	Hemel Hempstead	31-Dec-12
34198689896	Milton Keynes & Ridgmont	31-Dec-12
34198689898	Peterborough	31-Dec-12
34198689899	Rugeley & Birmingham	31-Dec-12
34198689901	Swansea	31-Dec-12

### DO YOU WANT TO WORK FOR HARRODS?

Harrods are currently recruiting through the CTP for the following positions:



RightJob Ref	Role	Location
34198690162	Assistant Manager Site Services	Thatcham, Berks
34198690160	Distribution/Warehouse Operative	Thatcham, Berks
34198690164	Head of Investigations	Knightsbridge, London
34198690163	Site Services Operative	Thatcham, Berks

The closing date for all positions is 17th August 2012. If you are interested in applying, please log into RightJob for further details and the full job description.



Login to [RightJob](#) now to view these and thousands of other live vacancies, posted by employers specifically seeking Service leavers. Don't miss out on your perfect job!

## FOCUS on: Employment News

### HAVE YOU CONSIDERED A CAREER WITH BAE SYSTEMS?

**BAE SYSTEMS**

REAL PRIDE. REAL ADVANTAGE.

Service leavers with specific skills/experience including;

- CAT A or B Watchkeepers
- Artificers
- HNC/Degree qualified
- Reactor Panel Operators
- METOW – Marine Engineering Technician of the Watch
- WE CPO's
- Qualified SCOOW
- Technical senior rates with Astute or/and Vanguard experience

...are invited to a recruitment open day at the BAE Systems site at Barrow-in-Furness on **2<sup>nd</sup> October 2012**.

Potential candidates will be given a tour of the site, learn more about working for BAE Systems and have a short, informal 1:1 interview with members of the BAE Systems recruitment team.

Candidates will then be selected to apply for specific roles.

Service leavers must demonstrate their ability to meet the BAE Systems criteria for attendance.

Spaces are limited to 20. Relocation packages may be available for successful candidates.

**To find out more or to book your place, contact Charlene Brookes on [cbrookes@ctp.org.uk](mailto:cbrookes@ctp.org.uk)**

### IT APPRENTICESHIP VACANCIES - RADBROKE HALL, KNUTSFORD, CHESHIRE



Are you interested in developing a career in IT? If so, the IT organisation of Barclays Bank has exciting Apprenticeship opportunities!

#### What are they looking for?

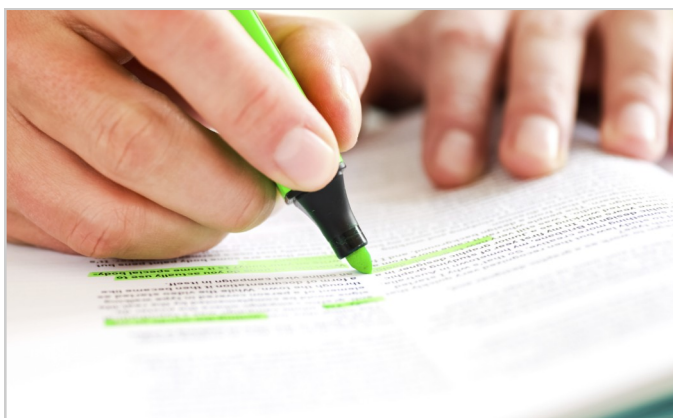
- Someone who is motivated, proactive, enthusiastic and dedicated to achieving results and high standards
- Good communication skills
- A genuine interest in a career in IT
- Commitment to a two-year learning programme
- Ability to travel to Radbroke Hall, Knutsford

**You must have a minimum of two GSCE's in English/Maths, Grade C or above (or equivalent) to apply. Starting salary will be £12,835, increasing to £14,500 at the end of year 1 and £18,500 - £21,000 at the end of the programme. You will also receive 21 days paid holidays plus Bank Holidays.**

The Apprenticeship Scheme is everything you need to build a really successful career in IT. Over two years you'll benefit from personal development and technical training that will turn you into an expert IT technician.

**If you would like to apply for these opportunities, please send your CV as a note of interest to [cbrookes@ctp.org.uk](mailto:cbrookes@ctp.org.uk)**

# FOCUS on: Targeting Your CV



In today's employment market, employers are receiving hundreds of CVs for just one job vacancy. How can you make your CV stand out?

A key thing to remember is there is no such thing as one CV that fits all job applications. You should have a good basic CV which you then rearrange or rewrite to target the specification of each job. Work through the job description and highlight the skills and experience you can demonstrate that you have in your CV and supporting application form or letter.

The following steps will ensure your CV stands out from the crowd:

**A – Read the advertisement closely** and identify the important knowledge, skills and abilities required. List the essential skills and criteria the job requires. Use the employer's website to identify the company's purpose, mission, and values.

**B - Review your own experiences** (gained through paid employment and as a volunteer) and your education, to identify where you have acquired the knowledge, skills, and abilities in the list you created above.

**C – Rank your skills and experiences** from "Most Important" to "Least Important" in terms of this particular job. Make sure you include the most important information on the first page of your CV.

List your skills and experiences in order of importance to the job you are applying for. For example, if the job advertisement indicates that you are required to write reports as your main task, and you did that in a previous job, list that task statement first when describing that job. Avoid including information that is totally unrelated to the job you are applying for.

Many employers only quickly scan each CV looking for the answers to their own screening questions, which are often:

- Does this person have related experience?
- Does this person have the qualification/ education I'm looking for?
- Will this person add value to our business?

This basic information should all be on the first page, easy to find and easy to read. If an employer can't easily find this information, your CV is not targeted to the job, and they may put your CV in the rejected pile. If the answers to these questions are found easily, they will keep your CV and read it more closely for further information and you will reach the next stage of being invited for interview where you can explain and demonstrate in more depth why you are the right person for the job.

**! Write your CV to target your future job and not your past jobs! !**

**Don't forget, the myPlan CV Builder contains hints, tips and guidance to help you to create your CV in four easy steps - plus you can save many different versions in your account. Login now to get started!** **cvbuilder**



## FOCUS on: News

### Calling all qualified Motor Mechanics!

BT Fleet is a wholly owned subsidiary of the BT Group, providing dedicated fleet management, **vehicle maintenance** and accident management operations to some of the country's most recognisable businesses. They hold a considerable specialism in mission critical fleets, managing them for the likes of The AA, National Grid, G4S and E.ON.

# BT Fleet

The CTP are in discussions with BT Fleet to identify opportunities for those leaving the Armed Forces and we are currently working on getting these opportunities onto RightJob.



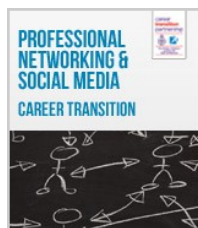
We'll update you with details on how to apply just as soon as we get more information, but in the meantime, start updating your CV if you have an appropriate NVQ Level 3 or City and Guilds level 2 qualifications or equivalent in Vehicle Mechanics. You will also need to have a full driving licence and experience of working on a variety of vehicles including cars, car-derived vans, Transit-sized vans, 7.5T trucks and Class 2 trucks (category C).

Once launched, there will be a quick turnaround with this campaign and Assessment Centres are likely to take place late August or early September. If you are keen to apply, we advise you start preparing now and research BT Fleet by visiting [www.btfleet.com/home.aspx](http://www.btfleet.com/home.aspx)

We will announce details as soon as details are posted on RightJob and applications can be accepted. Look out for information on the CTP website news page or follow us on Twitter / Facebook for alerts.

### Social Networking Security Guidance

A number of guides have been produced to help Service leavers to keep their online social networking accounts secure.



The documents can be found within the CTP Professional Networking & Social Media Resettlement Guide on the CTP website.

Just login to myPlan to access the four guides.

### From Battlefield to Business Event

The British Library's 'From Battlefield to Business' event took place on 3rd July, with the aim of inspiring members of the Armed Forces to consider starting up their own business upon leaving the services.

**[Click here](#) to read a full report of the event, plus information on the variety of support available for budding entrepreneurs.**

### KEEP UP TO DATE WITH THE CTP USING SOCIAL MEDIA

**Don't miss out on up-to-the-minute news and info on all areas of resettlement!**

You can keep up to date with the latest news about courses, events, jobs and more by following us on Twitter and Facebook.



Follow  
**@CTPinfo**



'Like' Career Transition  
**Partnership**

# Forthcoming Events 2012

## AUGUST 2012

M	Tu	We	Th	Fri	Sat	Su
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

## SEPTEMBER 2012

M	Tu	We	Th	Fri	Sat	Sun
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## OCTOBER 2012

M	Tu	We	Th	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

DATE	EVENT and VENUE	BOOKING CONTACT DETAILS
7 August	<b>MIDLANDS TRAINING FAIR</b> PETERBOROUGH ARENA	Laura Brown 01572 812241 ext 6877 95341 6877
17 August	<b>BECOMING SELF EMPLOYED, TAX PRESENTATION</b> RRC PLYMOUTH	Alison or Teresa 01752 553376 / 553393 9375 53376 / 53393
30 August	<b>SCOTLAND TRAINING FAIR</b> DEWARS CONFERENCE CENTRE, PERTH	Anne MacLaren 01383 425086 9335 65086
3 September	<b>MIDLANDS EMPLOYMENT FAIR</b> INTERNATIONAL EXHIBITION CENTRE, TELFORD	Alison Clare 01572 812241 Ext 7126 95341 7126
13 September	<b>SELF EMPLOYMENT AWARENESS EVENT</b> RRC PORTSMOUTH	Vicky Page 02392 725605 9380 25605
13 September	<b>TRANSPORT &amp; LOGISTICS INDUSTRY AWARENESS EVENT</b> RRC NORTHOLT	Catherine Cunningham 0208 842 6065 95233 6065
18 September	<b>HAMPSHIRE COUNTY COUNCIL SPONSORED EMPLOYMENT FAIR</b> SOUTHAMPTON ROSEBOWL	Vicky Page 02392 725605 9380 25605
21 September	<b>BECOMING SELF EMPLOYED, TAX PRESENTATION</b> RRC PLYMOUTH	Alison or Teresa 01752 553376 / 553393 9375 53376 / 53393
25 September	<b>TRANSPORT &amp; LOGISTICS INDUSTRY AWARENESS EVENT</b> DIVISIONAL CONFERENCE CENTRE, RRC HERFORD	Andrea or Sue +49 5221 995 3675 / 3173 948 82 3675 / 3673
26 September	<b>SOUTH WEST TRAINING FAIR</b> BRUNEL'S OLD STATION, BRISTOL	Kate Shanahan 01980 603164 94342 3164
27 September	<b>ENERGY &amp; UTILITIES AWARENESS EVENT</b> RRC NORTHOLT	Catherine Cunningham 0208 842 6065 95233 6065

**CHECK OUR WEBSITE FOR FULL LISTINGS OF ALL SCHEDULED EVENTS FOR 2012 AND BOOK YOUR PLACE NOW!**