


User Guide

Courses & Workshops



Home | About Us | News | Articles | Employers | Where to find us

my Plan and Right Job For Service leavers

Login Forgotten password?

Getting started Resettlement Guides Courses & Workshops Find a Job Events Continued support

Home > Resettlement courses, workshops & briefings

Resettlement courses, workshops & briefings

Finding what you are looking for:

Choose an industry [Search](#)

- Or -

Search by keyword [Search](#)


- Alternatively -

Browse by A-Z [Course name](#) [Qualifications](#) [Licenses](#)


Search tips & advice

[Download search tips here](#) [View Search Tips & advice](#)


Watch the CTP videos



Management



Engineering



Building

CTP Vocational Training Courses

Choose from an extensive range of job-related courses at the Resettlement Centre (RTC) in Aldershot and other CTP Regional Resettlement Centres (RRCs). There are departments dedicated to Management, Engineering, Building Trades and IT. Courses are constantly updated to reflect new qualifications and employment market trends.

[How to book a course](#)
[Standby Places](#)
[Frequently asked questions](#)

[CTP Vocational Training Course Booklets](#)
Download comprehensive information on the courses offered by the CTP, listed by department.

Workshops & briefings

For Career Transition Workshops (CTW), Follow on Workshops and FAR and Housing Briefings, choose from the listing below to see upcoming dates and locations.

[How to book](#)
[Frequently asked questions](#)

Core workshops

CTW Gurkhas	CTW SNCO
CTW Junior Ranks	CTWRI Mixed Class
CTW Mixed Class	Employment Support Programme Wksp
CTW Officer	German CV Writing
CTW Officer/SNCO	Interview techniques
CTW Options	New Horizons in Retirement
CTW Senior Officer	Business Start Up

Follow on workshops and briefings

FAR - All Ranks	Industry awareness day
FAR - Officers	Insight to Management Consultancy
FAR - Other Ranks	Interview techniques
FAR - Senior officers	Interview techniques (Snr Officer)
Housing	

External Training Courses from Preferred Suppliers

Our Regional Employment and Training Managers (RETM), who are located in each RRC, work closely with training providers in their region to ensure a wide choice of high quality and value for money training opportunities.

Training providers who wish to have their services made available to Service leavers through our organisation go through a stringent application process in order to be accredited as a Preferred Supplier to the CTP.



Contents Page

<u>FINDING THE RIGHT COURSE OR WORKSHOP</u>	3
- By Industry	3
- By Keyword	4
- By Course Name	5
- By Qualifications	6
- By Licenses	7
<u>CTP VOCATIONAL TRAINING COURSES</u>	8
- How to Book	8
- Standby Places	9
- FAQs	9
- Available Booklets	9
<u>WORKSHOPS & BRIEFINGS</u>	10
- Core Workshops	10
- Follow On Workshops	11
- How to Book	11
- FAQs	12
<u>EXTERNAL TRAINING COURSES FROM PREFERRED SUPPLIERS</u>	12
<u>VIDEOS</u>	12

Finding the right Course or Workshop

Search by Industry

Select an industry from the dropdown menu, then click **Search**.

The results page will show the number of courses available for that industry. The key indicates if the course is provided by CTP or by external Preferred Suppliers. Or whether it is a core workshop or a follow-on workshop.

Select the **More Information** button to read course description details.

Here you will see key information on Content, qualifications, eligibility and fees. Click the ▼ to expand each section

At the top of the page you will see the next scheduled date, duration and location. Expand the **All Dates and Locations** for this Course tab, to view additional dates. From this page, you can print the course details out. You can save the course to your **My Plan** to review later. **Remember, your My Plan account must be activated!** You will also find the telephone numbers you need to check availability or book a place on the course.

If you scroll down, you will see links to other CTP Training Courses. Or you can click the **Search Again** button.

The screenshot displays the CTP website interface. At the top, there's a search bar with options to 'Choose an industry' (dropdown menu), 'Search by keyword', or 'Browse by A-Z'. Below this, a list of industries is shown, including 'Accountancy, Finance', 'Administration, Secretarial', 'Agriculture, Fishing', 'Forestry', 'Aviation', 'Banking, Insurance, Financial Services', 'Building, Construction', and 'Catering, Hospitality'. A 'Search' button is next to each option.

The main content area shows '153 results in Education, Training'. A key indicates the types of courses: CTP training course (blue dot), External training course (green dot), Core workshop (red dot), and Follow-on workshop (orange dot). The results are sorted by 'Relevance' and 'View MyPlan' is available.

The first result is 'NVQ Assessor with PTLLS', an Industry Education Training course lasting 10 days, scheduled for 12th March 2012 at RMC Colchester. It has a 'More information' button. Below it are 'PTLLS' and 'A1 Assessor' courses, also with 'More information' buttons.

On the right, there's a 'Your selection' sidebar with filters for 'Industry' (Education, Training) and 'Location'. A 'Search again' button is at the bottom.

The detailed view for 'NVQ Assessor with PTLLS' shows the next scheduled date (12th March 2012), duration (10 days), and managing centre (CBC). It includes sections for 'Aim of the Course', 'Course Content', 'Qualifications Awarded', 'Preparation', 'Employment Opportunities', and 'All dates & locations for this course'. The 'All dates & locations' section shows dates for June 2012 and September 2012. A 'Not what you're looking for?' section offers a search again button. A 'Course fees' section details the costs, including a £1182.00 inc VAT fee. A 'Qualification' section lists the qualifications awarded.

At the bottom right, there's a section for 'Other CTP training courses' with a list of various courses and their durations.

Search by Keyword

Enter a key word into the search box and click **Search**.

The results page will show the number of courses that match the criteria. The key indicates if the course is provided by CTP, by external Preferred Suppliers. Or whether it is a core workshop or a follow-on workshop.

For best results use the filters in the **Filter your Results** section. You can filter on industry and location within your Search results.

The number of results displayed will reduce as you include filters. You can remove filters at any time by clicking the **✕ Remove** link.

If when searching using a keyword, you find more than 100 results, use the **Search Within these Results** box and click **Search**, to refine your search.

Your results will then be displayed.

Select the [More Information](#) button to read the full course description details.

Here you will see key information on Content, qualifications, eligibility and fees. Click the ▼ to expand each section

At the top of the page you will see the next scheduled date, duration and location.

Expand the [All Dates and Locations](#) for this Course tab, to view additional dates.

From this page, you can print the course details out. You can save the course to your *My Plan* to review later. **Remember, your *My Plan* account must be activated!**

You will also find the telephone numbers you need to check availability or book a place on the course.

At the bottom of the page, you will see links to other CTP Training Courses. Or you can click the [Search Again](#) button.

PTLTS

[Back to search results](#)

For further information, to check availability or to book your provisional place contact the Course Booking and Information Centre (CBIC) on:
Tel: (02894) 456172/182/208/4 mil (0491) 56 172/182/208/316

Start date: 16th January 2012
Location: Farnborough
Duration: 10 days
Managing centre: CBIC

Next scheduled date:

Aim of the Course ▲

To equip Service leavers with a 'threshold licence to teach' in the Lifelong Learning Sector i.e. adult and community education, work-based learning and the voluntary sector, and to function with confidence in these environments.

Course Content ▼

Qualifications Awarded ▼

Employment Opportunities ▼

Further Details ▼

All dates & locations for this course ▲

To check availability or to book a place contact 02894 456172/182/208.

June 2012 ▼

Right Management reserves the right to cancel and/or amend course dates, times, contents and venues as listed on this website. Every effort will be made to give the Service leaver as much notice as possible and a reasonable course alternative or alternatives may be suggested, if possible. If this is not possible or the alternative(s) is/are not acceptable to the Service leaver, Right Management, who deliver all non-contract courses listed, may refund in full the total amount paid to date for non-contract funded courses, or, in the case of MOD Contract Funded courses, in agreement with the MOD, the Service leaver's RTIC grant will not be notationally reduced.

Add to MyPlan
[Print details](#)

This is a contract funded course. [What does this mean?](#)

Eligibility
The course is open to all Service personnel. It is particularly suitable for those planning a second career in adult FE education.

Course fees
This is a contract-funded course, no money is required for course fees but the RTIC grant reduces by 5% (currently £28.70) for each day's training.

Examination & Associated Fees
These are levied by Farnborough College, currently £108.00 inc VAT to be paid direct to the Course Booking and Information Centre in advance as soon as possible after course booking or your place may be re-allocated. Payment to be made by credit/debit card over the phone.

Qualification
EDEXCEL Level 3/4 BTEC Award in Preparing to Teach in the Lifelong Learning Sector.

Training course supplied by The Career Transition Partnership (CTP)

Other CTP training courses

[Accounting in a Small Business](#)
[Air Conditioning and Refrigeration Technology](#)

Browsing Options

Browse by A-Z – Course Name

In the Browse by A-Z Section, click on [Course Name](#)

Click on the alphabet letter for the course name you wish to find. A list of courses beginning with the letter you selected will be displayed in a light box. The number of courses are displayed next to the course name.

- Alternatively -

Browse by A-Z Course name [Qualifications](#) [Licenses](#)

Course name Desired qualifications Desired license CTP videos Close x

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0-9

1 Day Appointed Person... (1)
1 Day Course... (1)
1 week Introduction... (1)
1 Week Bricklaying & Concreting... (1)
1 Week Carpentry & Joinery... (1)
1 week Painting & Decorating... (1)
1 week plastering... (1)
1 week wall & floor tiling... (1)
10 Day Bricklaying... (1)
10 Day Coded Welder Training... (1)
10 Day Marble Plastering... (1)
10 Day Multi Trade Skills Course... (1)

100 Excavator user & Trenching... (1)
100 Excavator Refresher... (1)
10001 CHAS MG Auditor Conversion... (1)
1st Yr Installation & Maintenance Domestic Natural Gas... (1)
2 Day Marble Plastering... (1)
2 week bricklaying... (1)
2 week plastering... (1)
2 Yearly Crane Operators Assessment on Krowell... (1)
2391-01 Certificate in Inspection... (1)
20 - 40 Mobile Technology... (1)
2nd Yr Installation & Maintenance Domestic Natural Gas Training... (1)

Resettlement courses, workshops & briefings

Course name Desired qualifications Desired license Close x

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0-9

Kilbuck Training... (1)
Kilbuck Holdings & Alarm Response... (1)
Kilbuck Skills Application of Number... (1)
Kilbuck Skills Communication... (1)

Kilbuck Morgan Helmet & Bandana Course... (1)
Kitchen Design Course... (1)
Kitchen Fitting... (2)
Kitchen Fitting ECI accredited... (1)

17th Edition Full Certification... (1)
17th Edition IEE Wiring Regulations... (4)

18th Edition Full Certification... (1)
4 Wheel Alignment... (1)

Click on the link to the course to open up the details.

This example shows a course offered by a Preferred Supplier. The green box shows details of the course supplier. There is also a link to view other courses available from this supplier.

At the top of the page you will see the duration and location of the course. Also from this page, you can print the course details out. You can save the course to your *My Plan* to review later. **Remember, your *My Plan* account must be activated!** You will also find the telephone numbers you need to check availability or book a place on the course.

Click [Search Again](#) to perform a new search.

Health & Safety Supervisor

Duration: 3 days Location: Greater London

Course details

NQF Level: 3

Residential price: £915

Non-residential price: £825

Exam fee: N/A

Qualification: General Certificate

Awarding body: NEBOSH

Training course supplier

Wallace School Of Transport Ltd
8 Stone Road
Park Royal
London
NW10 7AR
Tel: 020 8453 3440
www.wallaceschool.co.uk

[View all courses provided by this supplier](#)

Disclaimer

The course prices quoted on this website are inclusive of VAT where applicable but please note that not all Preferred Suppliers are VAT registered and therefore may not charge VAT on their courses.

Resettlement courses & workshops

20 results for Wallace School Of Transport Ltd

Key: CTP training course - 10 External training course - 20 Core competency Follow on workshop - 3

Sort by: [Relevance](#) [View filter](#)

Ambulance Service Driver Training
Ambulance Emergency Services
Residential: 3 days
Non-residential: 3 days
Supplier: Wallace School Of Transport Ltd
Next scheduled course: Greater London (3 days)

Armed Forces Resettlement Programme
Residential: 3 days
Non-residential: 3 days
Supplier: Wallace School Of Transport Ltd
Next scheduled course: Greater London (3 days)

Construction Plant Competency Scheme Certificate
Residential: 3 days
Non-residential: 3 days
Supplier: Wallace School Of Transport Ltd
Next scheduled course: Greater London (3 days)

Damage Free LIFT Recovery (Recovery Vehicle)
Residential: 3 days
Non-residential: 3 days
Supplier: Wallace School Of Transport Ltd
Next scheduled course: Greater London (3 days)

Filter your results

Industry:

- ☐ Ambulance, Emergency Services
- ☐ Education, Training
- ☐ Construction, Transport
- ☐ Health, Safety, Medical
- ☐ Resettlement
- ☐ Transport

Location:

- ☐ Greater London

Not what you're looking for?

Choose from hundreds of resettlement courses & workshops

[Search again](#)

Browse by A-Z – Licenses

In the Browse by A-Z Section, click on [Licenses](#)

Click on the alphabet letter for the course name you wish to find. A list of courses beginning with the letter you selected will be displayed in a light box. The number of courses are displayed next to the course name.

Click on a link to open up the course details.

- Alternatively -

[Browse by A-Z](#) [Course name](#) [Qualifications](#) [Licenses](#)

Course name **Desired qualifications** **Desired license** [Close x](#)

A B C D E **F** G H I J K L M N O P Q R S T U V W X Y Z 09

Fork Lift Truck
Counterbalance Forklift Training (1)
FLT (1)
FLT Experience Operator (1)
FLT Instructor (1)
FLT Novice (1)
FLT Refresher (1)
Fork Lift Basic and Instructor (1)
Fork Lift Driver (1)
Fork Lift Instructor (1)
Fork Lift Truck (1)
Forklift Counter Balance and Reach (1)
Forklift Driver Training (1)
Forklift Instructor (1)
Forklift Novice (1)
Forklift Operator Course (Reach Trucks) (1)
Forklift Operator Course (Counterbalance) (1)
Forklift Truck - Experience Various Tasks (1)
Forklift Truck - Novice Various Tasks (1)
Forklift Truck - Refresher Various Tasks (1)
Forklift Truck Counterbalance (1)
Forklift Truck Instructor (1)

Forklift Truck Operator - Refresher (1)
Forklift Truck Operator (Experience) (1)
Forklift Truck Operator (Novice) (1)
Forklift Truck Operator Basic Operations Course (1)
Forklift Truck Operator Compression Course (1)
Forklift Truck Operator Refresher Course (1)
Forklift Truck Reach (1)
Industrial & Warehouse Fork Lift (1)
Novice Operator Forklift Truck Reach Truck (1)
Novice Operator Forklift Truck Counter Balance (1)

Full
Counter Balance Experienced (1)
Counter Balance Novice (1)
Counter Balance Refresher (1)
CPC Certificate of Professional Competence (1)
CPC Mini Bus (1)
Driver CPC Periodic Training (1)
Driver CPC Coach (1)
H&M Lorry Loader (1)
Lorry Mounted Crane (1)
Telescopic Handler Novice (1)

This example shows a course offered by a Preferred Supplier. The green box shows details of the course supplier. There is also a link to view other courses available from this supplier.

At the top of the page you will see the duration and location of the course. Also from this page, you can print the course details out. You can save the course to your *My Plan* to review later. **Remember, your *My Plan* account must be activated!** You will also find the telephone numbers you need to check availability or book a place on the course.

Industrial & Warehouse Fork Lift

Back to search results | Duration: 7 days | Location: Greater London | Add to MyPlan | Print details

Course details

For further information, to check availability or to make a booking, contact:
Tel: 020 8453 3440
or
Register your interest in attending this course

Course details

Residential price: £855.00
Non-residential price: £540.00
Exam fee: N/A
Qualification: Industrial & Warehouse Fork Li
Awarding body: ITSSAR
Licence: Fork Lift Truck

Training course supplier

Wallace School Of Transport Ltd
Park Royal
London
NW10 7AR
Tel: 020 8453 3440
www.wallaceschool.co.uk
View all courses provided by this supplier

Disclaimer

The course prices quoted on this website are inclusive of VAT where applicable but please note that not all Preferred Suppliers are VAT registered and therefore may not charge VAT on their courses.

Click [Search Again](#) to perform a new search.

CTP Vocational Training Courses

How to book a course

From the CTP Vocational Training Courses section

- Click on the [How to Book a course](#) link.

Follow the 3 Step Process

1. Contact the Course Booking and Information Centre (CBIC).
2. Obtain authorisation from your Service Resettlement Adviser (SRA).
3. Once authorised, your JPA request will be pushed through to the CBIC

You can print out the instructions from this page

CTP Vocational Training Courses

Choose from an extensive range of job-related courses at the Resettlement Centre (RTC) in Aldershot and other CTP Regional Resettlement Centres (RRCs). There are departments dedicated to Management, Engineering, Building Trades and IT. Courses are constantly updated to reflect new qualifications and employment market trends.

[How to book a course](#)
[Standby Places](#)
[Frequently asked questions](#)

[CTP Vocational Training Course Booklets](#)
Download comprehensive information on the courses offered by the CTP, listed by department.

How To Book a CTP Vocational Training Course

Step 1

Please contact the Course Booking and Information Centre (CBIC) directly (not the centre where the course is taking place) to check the availability of places on dates convenient to you. Once dates are agreed, the CBIC will make a provisional booking for you.

Phone: 02994 456 172/182/008
Mob. Phone: 9491 56 172/182/008
Email: coursebookings@ctr.org.uk

Step 2

You need to obtain authorisation from your Service Resettlement Adviser (SRA) and Commanding Officer. You do this by submitting an application for absence to attend a resettlement activity using JPA.

Note: If you registered for resettlement before 15th March 2010, your application to attend a resettlement training course should be submitted by completing a MoD Form 363T (or a MoD Form 363 for other resettlement activities).

Your form will need to be signed by your SRA and CO, then returned to the CBIC.

Note: A MoD Form 1745 is not required if you are applying for a training course delivered by the CTP. This form is only required if you are applying for training with a provider other than CTP or for a work attachment.

Step 3

Once authorised, your JPA request will be pushed through to the CBIC (normally by the next working day) and if payment is required for your course, this should be made direct with the CBIC and this will confirm your place.

Note: The CBIC needs to receive your JPA request or MoD Form 363T within 28 days of your provisional booking or your provisional place will be cancelled.

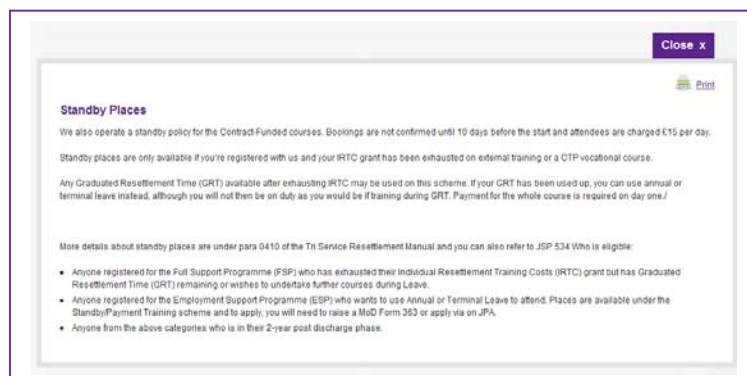
Note: If course dates are changed a new JPA application or MoD Form 363T will need to be submitted to CBIC which can be faxed to 02994 42 1638 02994 42 1638 or ml 9491 31638.

Once your booking is confirmed, joining instructions will be sent out 10 weeks before the start of the course.

Standby Places

From the CTP Vocational Training Courses Section - click on the [Standby Places](#) link.

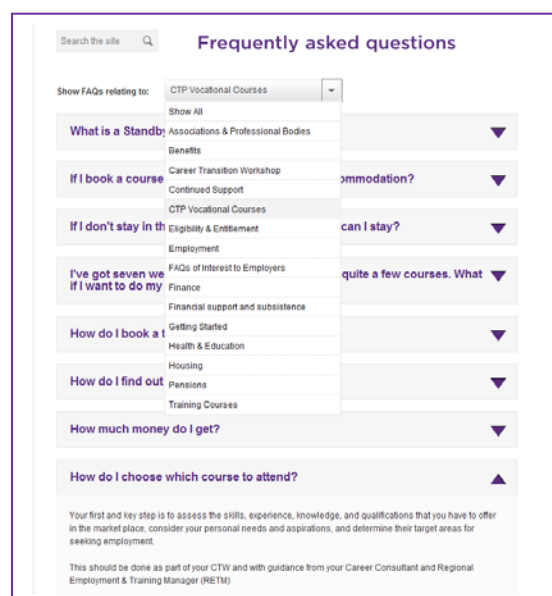
Here you will find details of the Standby Places policy. You can also print this out from this page.



FAQs

From the CTP Vocational Training Courses Section - click on the [Frequently Asked Questions](#) link.

Here you can use the drop down list to select FAQs relating to a specific area. Then the list of FAQs will be displayed.



Click on the ▼ to expand each question.

Available Booklets

From the CTP Vocational Training Courses Section - click on the [CTP Vocational Training Course Booklets](#) link. Here you can download comprehensive information on the courses offered by the CTP, listed by department.



Workshops and Briefings

A list of Core Workshops and Follow-On Workshops can be found under the Workshops & Briefings section of the Courses and Workshops page.

Workshops & briefings

For Career Transition Workshops (CTW), Follow on Workshops and FAR and Housing Briefings, choose from the listing below to see upcoming dates and locations.

[How to book](#)
[Frequently asked questions](#)

Core workshops

CTW Gurkhas	CTW SNCO
CTW Junior Ranks	CTW(R) Mixed Class
CTW Mixed Class	Employment Support Programme Wisp
CTW Officer	German CV Writing
CTW Officer/SNCO	Interview techniques
CTW Options	New Horizons in Retirement
CTW Senior Officer	Business Start Up

Follow on workshops and briefings

FAR - All Ranks	Industry awareness day
FAR - Officers	Insight to Management Consultancy
FAR - Other Ranks	Interview techniques
FAR - Senior officers	Interview techniques (Snr Officer)
Housing	

Core Workshops

To view details of a particular workshop, select a workshop from the Core Workshops list.

The details will then be displayed.

Click on the ▼ to expand each section.

At the top of the page you will see the next scheduled date, duration and location.

Expand the [All Dates and Locations for this Workshop](#) tab, to view additional dates.

From this page, you can print the workshop details out. You can save the course to your *My Plan* to review later. **Remember, your *My Plan* account must be activated!**

You will also find the telephone numbers you need to check availability or book a place on the workshop.

In the green section you can access other Core Workshops.

CTW Officer

For further information, to check availability or to book your provisional place contact the managing centre.
Tel: 020 8842 6064/6063

Not what you're looking for?
Choose from hundreds of resettlement courses & workshops
[Search again](#)

Next scheduled date:
 Start date: 16th January 2012
 Location: RRC Northolt
 Duration: 3 days
 Managing centre: RRC Northolt

The Career Transition Workshop (CTW) is a three-day workshop that will enable you to identify and evaluate those skills and qualities you have gained during your time in the Services. Having gained an understanding of your unique skills, you will then be taught how to develop your self-marketing material so as to bring them to the attention of potential employers.

Course Content ▲

The following topics will be covered:

- Identifying transferable skills and experience
- Identifying goals and priorities
- CV preparation
- Analysing job advertisements
- Researching the job market
- Networking
- How to market yourself to employers
- Applying for jobs
- Interview techniques

Also included during the three day workshop ▼

All dates & locations for this workshop ▲

January 2012 RRC Tidworth	▼
January 2012 RRC Portsmouth	▼
January 2012 RRC Catterick	▼
February 2012 RRC Aldershot	▼

[Add to MyPlan](#)
[Print details](#)

Other Core workshops

- [CTW Gurkhas](#)
- [CTW Junior Ranks](#)
- [CTW Mixed Class](#)
- [CTW Officer/SNCO](#)
- [CTW Options](#)
- [CTW Senior Officer](#)
- [CTW SNCO](#)
- [CTW\(R\) Mixed Class](#)
- [Employment Support Programme Wisp](#)
- [German CV Writing](#)
- [Interview techniques](#)
- [New Horizons in Retirement](#)
- [Business Start Up](#)

Follow-On Workshops

To view details of a particular workshop, select a workshop from the Follow On Workshops and briefings list.

The details will then be displayed.
Click on the ▼ to expand each section.

At the top of the page you will see the next scheduled date, duration and location. Expand the [All Dates and Locations for this Workshop](#) tab, to view additional dates.

From this page, you can print the workshop details out. You can save the course to your *My Plan* to review later. **Remember, your *My Plan* account must be activated!**

You will also find the telephone numbers you need to check availability or book a place on the workshop.

In the green section you can access other Follow On Workshops.

Follow on workshops and briefings

FAR - All Ranks	Industry awareness day
FAR - Officers	Insight to Management Consultancy
FAR - Other Ranks	Interview techniques
FAR - Senior officers	Interview techniques (Snr Officer)
Housing	

FAR - Officers

For further information, to check availability or to book your provisional place contact the managing place centre.
Tel: 01980 602689

Not what you're looking for?
Choose from hundreds of resettlement courses & workshops
[Search again](#)

Next scheduled date:
Start date: 17th January 2012
Location: Remo TRG Wing
Duration: 1 day
Managing centre: RRC Tidworth

Financial Aspects of Resettlement (FAR) briefings are delivered at all RRCs and some satellite locations, where required, throughout the year. These briefings are run by the Forces Pension Society and usually last for one day. There is normally an input of generic financial advice from a qualified Financial Adviser (and the option of a follow-up personal financial discussion), as well as a handout giving further points of contact.

Attendance ▲

Attendance at these events is treated as duty (so Allowances may apply).
They can be attended at any point in a Service person's career, although priority is given to Service leavers with 9 months or less to discharge. Briefings are tailored, where numbers permit, to different rank groups, and spouses are welcome to attend.

Additional information ▼

All dates & locations for this workshop ▲

January 2012 | RRC Northolt ▼

January 2012 | RRC Cottesmore ▼

March 2012 | RRC Tidworth ▼

[Add to MyPlan](#)
[Print details](#)

Other Follow on workshops

[FAR - All Ranks](#)
[FAR - Other Ranks](#)
[FAR - Senior officers](#)
[Housing](#)
[Industry awareness day](#)
[Insight to Management Consultancy](#)
[Interview techniques](#)
[Interview techniques \(Snr Officer\)](#)

How to book

From the CTP Vocational Training Courses Section - click on the [How to book](#) link.
Follow the 3 Step Process

1. Contact the Regional Resettlement Centre (RRC) Running the event.
2. Obtain authorisation from your Service Resettlement Adviser (SRA) and Commanding Officer.
3. Once authorised, your JPA request will be pushed through to your RRC.

How to Book RRC Workshops/Briefings

Step 1
You should telephone or email the Regional Resettlement Centre (RRC) running the event to check the availability of places on dates that are convenient to you. (This is normally the RRC that you are registered with for your resettlement). Once dates are agreed, the RRC will make a provisional booking for you.
Note: It is important that you do this before submitting your request on JPA to ensure there is availability first.

Step 2
You need to obtain authorisation from your Service Resettlement Adviser (SRA) and Commanding Officer. You do this by submitting an "Application for Absence to Attend a Resettlement Activity" using JPA.
Note: If you registered for resettlement before the 15th of March 2010, your application to attend resettlement activities should be submitted by completing a [MoD Form 363](#). Your form will need to be signed by your SRA and CO, then returned to the RRC where your provisional booking has been made.

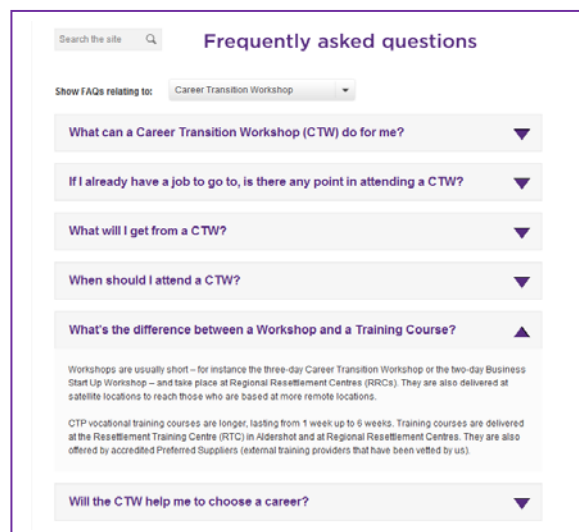
Step 3
Once authorised, your JPA request will be pushed through to your RRC (normally by the next working day) and your booking will be confirmed and joining instructions will be sent to you.
If you are submitting a MoD Form 363, please send it to the relevant RRC as soon as possible after your provisional booking to confirm your place.

FAQs

From the CTP Vocational Training Courses Section - click on the [Frequently Asked Questions](#) link.

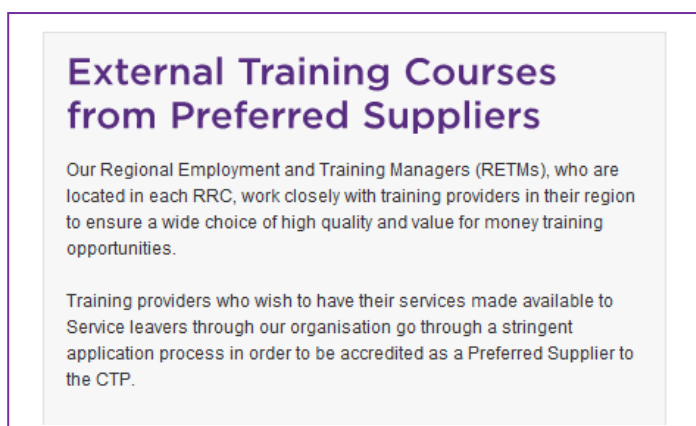
Then the list of FAQs relating to CTWs will be displayed.

Click on the ▼ to expand each question.



External Training Courses from Preferred Suppliers

All external training providers go through a stringent application process, before they become accredited as a Preferred Supplier To the CTP.



Videos

From the Courses and Workshops Page you can view our videos.

