

connect



ARMED FORCES RESETTLEMENT

PLANNING YOUR FUTURE

A GUIDE TO ARMED FORCES RESETTLEMENT

www.ctp.org.uk



career **transition** partnership
The Ministry of Defence working with Right Management



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FOREWORD



Around 20,000 service personnel leave the Armed Forces each year to make that huge step onwards into civilian life. Many will be leaving at the end of a long and full career, with a great deal of transferable skills and civilian accreditation to assist them; many will be leaving much earlier, possibly requiring greater help. Invariably, with the high tempo of operations, there will also be those who are medically discharged. In all cases, I am committed that our people are supported through this vital stage of their lives.

Across Defence, we have a comprehensive and effective system of resettlement support, but we will always strive to do better to ensure that the 'single most important factor', the service person, gets the right provision at the right time to best support their successful transition into civilian life.

An established collaboration between the MoD, the Armed Forces, industry and various Service charities delivers a full and wide-ranging network of advice, guidance, training and job-searching help. Key to finding sustainable employment is the Career Transition Partnership (CTP), providing the expert and detailed support that our Service leavers deserve. I am proud that the vast majority of our people elect to use the CTP's services, and, for those that do, well over 90% of them are in employment within six months of leaving.

'Connect' is the CTP's new bi-annual publication. In this first issue you will find a great deal of helpful information about the resettlement process and what the CTP can do for you, whether you are a Service person, are in the chain of command, a training provider, a prospective employer, or anyone else who wants to help support our Service leavers. Enjoy your read, but please help us to help you by giving the CTP your feedback so we can react to your needs. If there is anybody else you feel would benefit from reading 'Connect', please pass the information on and help to ensure that all our Service personnel are fully supported as they transition to civilian life.

Lieutenant General Sir William Rollo KCB CBE
Deputy Chief of the Defence Staff (Personnel and Training)

ARMED FORCES RESETTLEMENT: WORKING FOR YOU



Leaving the Armed Forces can be a challenge which is why all Service personnel receive resettlement support. The rate of Service leavers who have undertaken Career Transition Partnership (CTP) support and secured employment within six months of leaving the services is over 94%.

GET AHEAD OF THE GAME

Whether you are thinking about leaving or are within a few years of the end of your Service career, we encourage you to find out about the range of support available to you. This is essential in planning for your future and ensuring you get the most out of the outstanding resettlement provision on offer.

Equally, if you have line management responsibilities within the chain of command, people may be looking to you for advice on what to do at this point of their lives. This guide contains information about the resettlement process and the wealth of support available.

IN-SERVICE SUPPORT

The first point of contact is with your Resettlement Information Staff normally found within your unit (known as ERO, URO or REC). Once you commence the resettlement process, you will have a detailed interview with your local Service Resettlement Adviser (SRA) (known as NRIOs, IEROs or RRAs, dependent on Service).

They will assist in determining which resettlement package you are eligible for and will register you for CTP services. They will explain the process for completion and authorisation of resettlement-related JPA requests, and can provide expert advice on resettlement.

The National Audit Office reported that over 75% of Service leavers surveyed found the return to civilian life easier than expected, and over two-thirds believed that being in the Armed Forces had helped them in gaining employment.

IN-SERVICE SUPPORT

- › 1st Line support – ERO, URO or REC
- › 2nd Line interview with Service Resettlement Adviser (SRA) – NRIO, IERO or RRA

TRANSITION

- › Identify transferable skills
- › Develop PRP with Career Consultant
- › Create CV
- › Create online profile
- › Learn interview techniques
- › Research the job market
- › Ongoing support

TRAINING

- › Identify training needs
- › Research training providers
 - CTP courses at RTC/RRCs
 - Preferred suppliers
 - External providers
- › Attend courses
- › Training attachments

EMPLOYMENT

- › Research job opportunities in preferred industry and location
- › Work attachments
- › Employment fairs
- › Advice from employment consultant
- › Regular searches on RightJob
- › Job searching
- › Secure employment

SUPPORT

- › For Medical Discharge
- › For Early Service Leavers
- › Housing & Finance advice
- › Veteran organisations
- › Service charities



CAREER TRANSITION WORKSHOP

STARTING ON THE ROAD TO SUCCESS

The starting point for the majority of Service leavers entitled to the Full Resettlement Programme is the three-day Career Transition Workshop (CTW).

This provides the framework which gives the skills and tools needed to make a successful transition from the Armed Forces to civilian employment.

The CTW gives practical support and information across a wide range of topics, based on current best practice:

- Understanding the transition process
- Career assessment to identify the skills, experience and personal qualities Service leavers possess
- How to use this knowledge to market yourself effectively, and match your skills and experience to jobs and potential employers
- Interactive sessions on self-marketing through CVs, competence-based application forms, covering letters and interview techniques

On completion of the CTW, you will be more prepared and equipped to start planning and focussing on your transition from the Forces:

- Access to a Career Consultant who will work with you on a 1:1 basis
- A Personal Resettlement Plan (PRP)
- Lifelong skills to maximise potential
- An extensive 'toolkit' of job-finding and self-marketing strategies
- A variety of methods for identifying employment opportunities
- How to market your skills and qualities confidently
- An understanding of how marketable your skills are to employers

Dates and locations of CTWs and other workshops can be found on the CTP website at www.ctp.org.uk

“

The three-day Career Transition Workshop was a real wake-up call and prepared me well.

CHIEF PETTY OFFICER

”



My story by Ryan Sammons

“Concentrate on exploring different routes and plans, gain the necessary qualifications and do a lot of networking.”

I left the Army as a Lance Corporal in January 2010 after serving seven years and attended my Career Transition Workshop at RRC Herford, Germany, and found it very useful. My aim was to pursue a career in Project Management but also to add something special to my CV so I decided to do a PRINCE 2 course at RRC Herford. It was a good course and a new thing for me but is a very useful qualification for all kind of job roles and makes you stand out. The principles of PRINCE 2 make you see the bigger picture and made me realise and appreciate the work on all levels.

Since February 2010 I have worked as a Skill Force Instructor, teaching challenging young adults. I found this job through networking with friends and applied for it online. I initially did a civilian work attachment with them, which helped me to realise that it was a job that I wanted to do and it also gave me the opportunity to demonstrate my abilities. During the interviews and assessments of the application process, I felt well prepared to look at subjects in a more in-depth and contextualised way.

I believe the PRINCE 2 qualification has not only helped me to get my job with Skill Force but it has also enabled me to succeed and progress within the company as well. It has given me a different attitude: now I always see the bigger picture, consider all aspects and have a solution ready before I go to Senior Management to make my case. This has been very successful.

I would advise other Service leavers to use their resettlement time wisely as time flies by very quickly!

CAREER TRANSITION

TRANSITION

- › Identify transferable skills
- › Develop PRP with Career Consultant
- › Create CV
- › Create online profile
- › Learn interview techniques
- › Research the job market
- › Ongoing support

The word ‘transition’ means ‘the process of changing from one state or condition to another’ and this is what many Service leavers experience as they move from the military into a civilian environment.

In addition to the three-day Career Transition Workshop, there are a range of other workshops to suit most aims and aspirations. In addition, Career Consultants provide valuable one-to-one support over a four-year period.

ONE-TO-ONE SUPPORT

A crucial part of a Service leaver's transition is the one-to-one support they receive from their Career Consultant.

Their role is to work with leavers on an individual basis and to enable them to make realistic choices about their future.

The Consultants are all highly qualified in careers advice and have an in-depth knowledge of job-searching techniques, employment trends, resettlement training and qualifications.

They help to identify transferable skills and can offer advice on CVs and applications for jobs, including interview techniques.

BUSINESS START-UP WORKSHOP

Aimed at those who are considering setting up a business or self-employment, this workshop covers the basic principles of compiling a business plan and legal framework; through to analysing marketing and selling principles, and how to manage a successful business enterprise.

NEW HORIZONS

This workshop equips participants to plan their retirement and make informed choices. Those attending are encouraged to consider the new opportunities presented by full or semi-retirement.

OPTIONS FOR THE FUTURE

For those who have between two years and 18 months left before leaving and want to take a more strategic and long-term view of their career choices.

“

My CTP consultant was fantastic and aided me in my application for my new job. Nothing was too much trouble and I would recommend CTP services to anyone else considering leaving the Military.

SERGEANT

”

“

The advice provided in the CTW was invaluable in pulling together a CV which was going to interest a civilian employer and the interview skills were also very useful.

LIEUTENANT

”



PREFERRED TRAINING SUPPLIERS

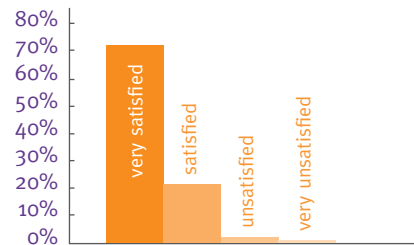
Whilst the CTP offers a wide choice of training to suit almost any industry, on behalf of the MoD we also administer an extensive list of Preferred Suppliers to ensure that Service leavers have the widest choice of training available to them.

To achieve Preferred Supplier status, training companies must submit a comprehensive application form which is assessed against set criteria measuring the demand from Service leavers and also local industry. Suppliers on MoD's list are evaluated monthly through direct feedback from Service leavers.

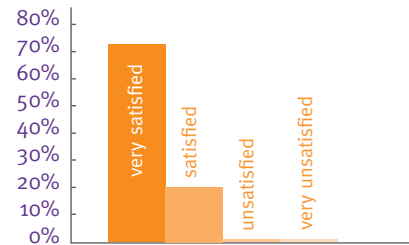
Service leavers also have the option of choosing a training provider that is not accredited by the CTP and they are advised to check the quality standards of such companies to ensure they are on a par with those of Preferred Suppliers.

Please visit www.ctp.org.uk to search for MOD Resettlement accredited Preferred Training Suppliers and listings of courses available.

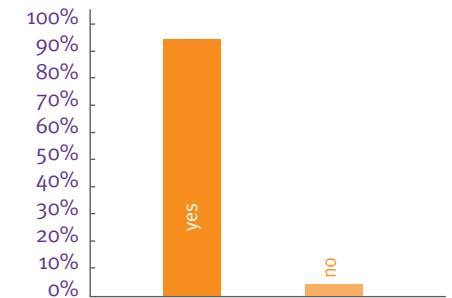
QUALITY ASSURANCE: PREFERRED TRAINING SUPPLIERS



Rate the quality of the course instructor



Rate the quality of training environment



I would recommend the Preferred Supplier to other Service Leavers

Many Preferred Suppliers offer trial work attachments to allow Service leavers to put their newfound skills to the test in a live working environment.

If you are a training provider who wishes to achieve MOD Resettlement Preferred Supplier status, please visit www.ctp.org.uk for details on the application process.

The CTP offers an extensive range of vocational training courses covering Management, Electrical Engineering and IT qualifications, and Building trade skills. Courses are delivered at the Resettlement Training Centre (RTC) in Aldershot and in Regional Resettlement Centres (RRCs).

The CTP is unique in that it offers a range of courses which are funded by the MOD. This contract funded training offers exceptional value for money and is by far the best use of your resettlement grant.

Right Management also offer a range of courses that are outside of the MOD contract and are paid for by using the Individual Resettlement Training Costs (IRTC) grant. They still offer excellent value for money without compromising on quality.

Visit our website www.ctp.org.uk to:

- Search for courses
- Find full details of all CTP training courses
- View a short film showcasing CTP training facilities

CTP TRAINING

EXCITING NEW COURSES IN OUR COURSE PROGRAMME

- Management courses include the new Level 4 Certificate in Facilities Management, delivered by the same team that produced the 'Student of the Year' last year.
- NEBOSH courses, ranging from the General Certificate through to Diploma level, are delivered at a range of UK locations.
- CTP training is at the forefront of IT delivery with our combined Comptia accredited Security+ and Network+ with a brand-new, three-day Forensics module.
- Exam pass rates consistently exceed the national average. The average pass rate at the RTC is greater than 90% on all engineering courses.

Service leavers have access to CTP vocational training for up to two years after discharge.

TRAINING

- › Identify training needs
- › Research training providers
 - CTP courses at RTC/RRCs
 - Preferred suppliers
 - External providers
- › Attend courses
- › Training attachments

BOOKING A CTP TRAINING COURSE

- Simply call the Course Booking and Information Centre (CBIC) to provisionally book your place.
- Submit an online request via JPA within 28 days to secure your place.

The CBIC is the administrative centre for Service leavers wishing to book any CTP vocational training courses. CBIC staff are there to help with general queries about our courses and to process bookings and payments.

COURSE BOOKING AND INFORMATION CENTRE:

Civilian: 02894 456172/182
Military: 9491 56172/182
coursebookings@ctp.org.uk

“

The quality of the facilities, instructor and training through the CTP were excellent. I concurred with other attendees that the training far exceeded our expectations and certainly helped me achieve my aims.

WO2

”



RIGHTJOB



RightJob is accessed through
the main CTP website at
www.ctp.org.uk

RightJob is the CTP online job-finding service where registered Service leavers can search and apply for any of thousands of live vacancies on the jobs database.

Login to the site is normally provided during a CTW, or by an Employment Consultant and it is a personal area where your own criteria can be saved. You can search and apply for jobs, track applications and receive invitations to attend interviews, direct from employers.

Vacancies are constantly being updated and provide opportunities in every employment sector throughout the UK and abroad. Employment Consultants also 'job-match' vacancies and will contact you when a job meeting your requirements is posted.

The key thing about **RightJob** is that all vacancies on the site are uploaded by employers and recruitment organisations who are specifically seeking leavers from the Armed Forces, as they recognise the skills, qualities and experience you have.

ACCESS TO EXCELLENCE FOR EMPLOYERS

If you are an employer looking for a no-cost staffing solution and would like to recruit from this highly talented and well-trained resource, please contact our Central Employment Team on **0121 236 0058** or visit www.ctp.org.uk

EMPLOYER SATISFACTION

We work with hundreds of major employers including companies such as Tesco, British Gas, Transport for London, British Telecom and Siemens. Their feedback consistently praises the skills and qualities that Service leavers have which can otherwise be difficult, time consuming and costly to find within the commercial recruiting process.



“Working with the Career Transition Partnership has allowed us to utilise Service leavers’ skills in leadership and help create a rewarding career in the world of retail. The RightJob site was the perfect gateway for ensuring we had the right vacancies accessible to all Service leavers no, matter where they were based.”



“The CTP is an excellent resource for any employer seeking high-quality, motivated personnel with an excellent work ethic, and I would strongly recommend getting to know your local Employment Consultant to ensure you get the most from this service.”

SIEMENS

“We advertise our vacancies on the RightJob website which has proved very useful. We have attended a number of CTP employment fairs as an employer and found them to be a valuable source of quality applicants. Service leavers bring with them a strong work ethic and willingness to learn which is of great importance to us. This attitude ensures they integrate quickly and effectively into our organisation.”

EMPLOYMENT SUPPORT



The CTP provides employment support to help leavers of the Armed Forces find that all important civilian job:

- 24 Employment Consultants located in major cities and regions across the UK & 1 in Germany
- Specialist Consultants for those looking either for employment overseas or for executive appointments
- Access to **RightJob**, our online job-finding service
- Job matching and notification service meeting the criteria of any Service leaver registered with the CTP

EMPLOYMENT SUPPORT FOR LIFE

In addition to their work as part of the Career Transition Partnership, the Regular Forces Employment Association (RFEA), The Officers' Association and the Officers' Association Scotland, are registered Charities, who provide employment help and support to all ex-Service men and women throughout their working lives.

EMPLOYMENT

- › Research job opportunities in preferred industry and location
- › Work attachments
- › Employment fairs
- › Advice from employment consultant
- › Regular searches on RightJob
- › Job searching
- › Secure employment

All CTP Employment Consultants are experts in their local employment market and through direct liaison with employers, provide a constant flow of job opportunities and well-informed guidance and advice on opportunities in their local area.

To contact an Employment Consultant:

- 1 Speak to your Career Consultant who can refer you to your nearest office
- 2 Contact the Employment Consultant direct (details can be found on the CTP website)
- 3 Contact the Central Employment Helpdesk on **0121 236 0058**



Thanks for all the help, support and for someone to talk to when things were looking bad, helping me through possible redundancy, even though I am no longer serving. ”

LIEUTENANT



CTP EVENTS



The CTP runs a number of employment related events across the UK and in Germany throughout the year. The employers who come along to exhibit are there specifically to employ leavers of the Armed Forces into their organisations and represent a wide range of industry sectors.

EMPLOYMENT FAIRS

The CTP runs a number of employment fairs, which brings together national and regional employers searching for high-calibre employees, with Service leavers who are looking for a rewarding new career.

Held at large commercial venues across the UK, the events are an excellent networking opportunity and allow leavers to find out about the employment market and the roles on offer. This, in turn, can help to identify the training and qualifications required to pursue a particular route.

INDUSTRY AWARENESS DAYS

Several employers from a particular industry sector come along to these events held in RRCs and talk about career opportunities within their organisations. They enable Service leavers to gain a deeper understanding of an industry or company.

COMPANY PRESENTATIONS

These events are similar to the Industry Awareness Day but focus on one particular company rather than a sector. Staff representatives come along and talk about their organisation, the job opportunities on offer and the application process.

“

My skills are transferable into many areas I hadn't previously considered.

PETTY OFFICER

”

RECENT SUCCESS

At a recent Transocean Company Presentation, interviews for Assistant Subsea Engineer Trainees were conducted on the day. A high number of those interviewed were subsequently offered positions with the company. Transocean were so impressed with the calibre of applicants, they are keen to schedule further presentations.

ADDITIONAL SUPPORT

SUPPORT

- › For Medical Discharge
- › For Early Service Leavers
- › Housing & Finance advice
- › Veteran organisations
- › Service charities

Support is available for Service leavers who have served less than six years, and are not eligible for the Full Resettlement Programme.

This is provided by the CTP and a wealth of welfare organisations and charities who offer assistance in many forms. This help can be for housing, financial, health and social services, mental welfare, apprenticeships or employment.

The CTP works closely with a range of organisations to ensure that those who need it get the appropriate support.



MEDICAL DISCHARGE

Service leavers who are medically discharged are eligible for the Full Resettlement Programme, regardless of length of service.

The highest priority is given to medical discharges and each of our RRCs has Career Consultants who specialise in this area and who possess a wealth of knowledge and expertise.

EARLY SERVICE LEAVERS (ESL)

If a Service leaver has served less than four years, there is still information and advice available to them. This is given during a one-to-one interview and resettlement brief in their unit. Important information is provided on housing, social benefits, employment, Service charities and a range of support networks. ESLs may be referred to the CTP for additional support.

EMPLOYMENT SUPPORT PROGRAMME

Service leavers who have completed between four and six years' time served are eligible for the Employment Support

Programme (ESP). This service is available from six months prior to discharge until two years after:

- Access to **RightJob**, our online job vacancy database
- Assistance from an Employment/Career Consultant
- A job-finding pack with tips and information on approaching the civilian job market

HOUSING AND FINANCE

A 'Housing – The Options' brief, run by the Joint Services Housing Advice Office (JSHAO), is delivered at CTP Centres. The focus is on the various accommodation options available post discharge, including the services provided by the JSHAO, council housing and housing associations.

Financial Aspects of Resettlement (FAR) briefings are run by the Forces Pension Society in all CTP centres with input of generic financial advice from a qualified Financial Advisor. Partners or spouses are welcome to attend both.

FURTHER SUPPORT ORGANISATIONS

To enhance the support provided, the CTP works with a number of organisations who offer assistance to members of the Armed Forces and veterans. These include:

- Remploy
- Prince's Trust
- Job Centre Plus
- Service charities

REGULAR ARMED FORCES REDUNDANCY PROGRAMME

Service personnel leaving under the current redundancy programme will qualify for the level of resettlement support, and graduated resettlement time (GRT), for which they would have been eligible had they completed the commission or engagement on which they were serving when made redundant. Individual cases can be checked with Service Resettlement Advisers but in most cases it is expected that redundees will qualify for the Full Resettlement Programme and the services of the CTP.



It helps to know that there is somebody out there to support you, even after you have left the Forces.



LANCE CORPORAL



www.ctp.org.uk

If you have any questions or feedback relating to this brochure, we are keen to hear from you so please drop us a line at resettlementinfo@ctp.org.uk



career **transition** partnership
The Ministry of Defence working with Right Management

