COVID-19 Important Information

The Coronavirus (COVID-19) pandemic continues to grow and we are all making significant adjustments to our working and home lives in response to government guidance. Our primary priority is to ensure we protect the well-being and safety of our staff, and you, our Service leavers. We have been closely monitoring the situation and working with the MOD and they have now confirmed a policy to suspend face to face activity until advised otherwise, in order to follow advice on social distancing. This policy will be reviewed regularly and will be adjusted in line with advice from the Government.

Please be assured that despite this, CTP staff remain fully operational to work remotely, are contactable, and very much still here to support you. Please email your usual point of contact if you require any help with your resettlement.

We have created some FAQs to address questions you may have – please click the green button below.

READ FAQs

Points expressed in this guide may be altered with no notice due to conditions associated with the COVID-19 pandemic.
# Content

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Sector Guide – Considering a career in this sector?

What is transport and logistics industry? The sector covers a number of areas including freight logistics, supply chain management, vehicle manufacturing and retail, passenger transport, transport planning and traffic management.

Have you considered employment in the Transport and Logistics Sector?

When leaving military service you may not consider the merits of entering the transport and logistics industry — this is because the sector does not receive as much publicity or interest as other, more popular professions. You may be surprised to hear that the industry has continued to grow, even in times of economic struggle, resulting in jobs across the sector in everything from manual factory work to supply chain management. What’s more, these businesses are keen to promote from within — as reported by the Chartered Institute of Logistics and Transport (CILT), it may be possible to reach a management position in as little as just five years. A position in the sector can very much be considered a career job for those with the drive to start at or near the bottom of the ladder and work their way up.

You should look towards a career in transport and logistics for job security, stability, and opportunities going forward.
Organisations that support Military Recruitment
Why work in Transport and Logistics?

The logistics sector is a 24/7 operation and output can be driven by different elements including weather, time of year or key holiday periods such as Christmas for example. Personnel employed in most trades have the opportunity to develop into other areas of the business and experience and onsite training helps to ensure that the best most experienced personnel are retained within the industry. To work in the logistics industry there is no overarching qualification required but there are many specific qualifications related to the individual roles. These are highlighted on jobs boards and descriptions.

Many organisations advertise their jobs via RightJob, their own websites and most will accept speculative applications. There are also many specialist recruiters and job boards listing logistics jobs.

Key Skills required are:
- Good problem Solving
- An ability to work under pressure
- Solid planning
- Good Customer Service
- Solid understanding of IT applications and experience
- Time management
- Good understanding of the road networks (transport related roles)
- Health and Safety awareness
- Flexible approach to working hours
What do they do in Transport and Logistics?

Here are a few examples of options from across the Transport and Logistics Sector:

The sector covers a number of areas including freight logistics, supply chain management, vehicle manufacturing and retail, passenger transport, transport planning and traffic management.

Passenger transport incorporates operations (driver, pilot and air crew), route planning, customer service and safety. This is then split into:

- aviation
- bus and coach
- light rail, tram and metro services
- rail
- taxi and private hire
- water transport

Logistics/supply chain can be broken down into:

- freight transportation
- maritime and port operations
- postal and courier activities
- warehousing, storage and handling

Larger organisations also recruit to HR, finance, IT, sales and marketing, communications and procurement roles.
Featured Job – Pilot for Passenger and Cargo Aircraft

Entry to the industry commences with the Airline Transport Pilots Licence which will take 18 months to achieve full time or longer if study is part time or modular. Entry to this course depends on passing a Civil Aviation Class 1 Medical and a full security clearance and background check.

Some passenger airlines, have pilot training schemes where you can train with the company to get your licence. Otherwise the cost of training can be between £60,000 and £90,000. Once qualified the general 1st step will be as First Officer (co-pilot) for short to medium haul flights. Progression from there to Captain (pilot) is time and experience dependant, taking greater responsibility onto long haul flights or more complex routes.

Salary will begin at around £20k, experienced co-pilot and pilots will be earning between £40k and £90k. Highly experienced pilots may earn up to £140k.

Working hours will depend on routes and flight times. Initially expect to return home from short haul flights each day, with experience there will be stop-overs from long haul flights.

Basic qualifications – 4 GCSE at Grade C and above, plus A Levels in subjects such as Maths, English, Sciences.

Featured Job – Airline Cabin Crew

Having some experience in a customer service role previously will be helpful as you will be customer facing in your duties.

Cabin Crew duties start before the passengers join the flight as ensuring the aircraft is prepared correctly is essential. Are all safety items aboard, life jackets and rafts? Is the catering in place and stowed correctly for flight? Has the cabin been cleaned and no items aboard that shouldn’t be? Then arrive the passengers for the flight. Seating them, demonstrating the safety features of the aircraft before commencing food and drink service. Ensuring passenger comfort and entertainment systems are working and available. After the passengers have left you have to reconcile any sales and report defects with the aircraft.

Salaries may start as low as £12k, rising with experience to between £15k and £22k. Senior staff and supervisors can achieve £30k. Of course there will be benefits such as discounted or free travel and route allowances.

Basic qualifications – GCSE at Grade C and above in English Language and Maths, be at least 18 years old (21 for some companies) with an ability to swim. A passport with no restrictions and pass a DBS Check.
Featured Job – Airline Customer Service Agent

Dealing with passenger enquiries and checking them in for flights, issuing seat numbers and luggage labels will be the primary task. This will involve enforcing restrictions to baggage weights and size, levying the appropriate charges for those exceeding the allowances. There could be time assisting those with additional needs or administering unaccompanied children to the departing flights.

Airport operations hours usually commence very early in the morning and finish late at night. The night period will depend if the airport has 24 hour operations. Working shifts including evenings weekends and Bank Holidays will be normal and expected. The work environment is going to primarily be at the Check in Desk but may involve periods at an Information Desk or assisting with departure gate processing.

Salary will be between £13k and £16k, Supervisor up to £22k with Airport/Airline Operations Staff achieving £30-40k.

Basic Qualifications – possibly no formal qualifications but a good standard of English and maths. Any customer service experience will be an advantage as will knowledge of a second language.

Featured Job – Airport Baggage Handler / Cargo Handler

Taking baggage from Check-in areas of the airport to load to outbound flights, or unloading arriving flights and transferring the baggage to the arrivals hall. Collecting cargo and mail from the on airport facilities and loading them to the appropriate aircraft or unloading the cargo and moving to customs bonded areas for inspection.

Driving of vehicles related to aircraft loading/unloading or where required other support vehicles for aircraft and airport operations.

Working hours are generally around 40 hours per week with shifts lasting up to 12 hours. Early, Late or Nights depending on the hours of operation will include weekend and Bank Holidays as normal pattern. Work may be seasonal

Salary will vary between £15-18k initially with supervisors earning around £20k. Overtime and shift allowances may add to your income. Working directly for an airline may attract additional benefits such as discounted travel.

Basic Qualifications – Usually formal qualifications are not required, but being physically robust and over the age of 18 counts. You will be required to pass a medical and DBS checks to work airside of an airport. Fork Lift Truck and or HGV driving experience will be beneficial.
When someone says to you “have you considered a role within an Airline or Airport Operations?” What is your first thought? Have you considered all of the possible roles that might be available?

- Airline Customer Service Assistant
- Customer Service Supervisor
- Baggage Handler
- Ramp Supervisor
- Ramp Dispatcher
- Aircraft Refuelling Driver
- Cargo Operative
- Dangerous Goods Shipping Agent
- Passenger Bus Driver (Airside)
- Passenger Bus Driver (Roadside)
- Load Planning
- Ground Handling Coordinator
- Catering Truck Driver
- Catering Operative
- Aircraft Cleaner
- Aircraft Cleaning Supervisor
- Aviation Security Operator
- Aviation Security Manager
- Airline Operations Staff
- Aviation Stores Inspector
- Safety Equipment Supervisor
- Operations Manager
- Safety and Compliance Manager
- Airfield Driving Enforcement

As you can see there are Entry to Management level roles within these areas of employment in both Transport and Logistics as a whole sector with overlap into Air Traffic Operations and Security.

To detail all airlines and airports would take several pages of text, so noted here are the major Airports –

London Heathrow, Gatwick, Luton, Stanstead, Birmingham, Manchester, East Midlands, Glasgow, Edinburgh, Belfast International, Bristol, Exeter. There are many more regional airports and the spread of roles with be less at the smaller airports.

Airlines are numerous and so detailed here are some of the bigger operators in the UK –

British Airways, Virgin Airways, EasyJet, Jet2, Fly-be, Ryanair. Overseas operators begin with the National Airlines – Lufthansa, SAS, Air France, Alitalia, Etihad, Emirates, Delta, South African Airways, Turkish Airlines, Quantas. This list is not exhaustive and there are many more.

Some Holiday Companies have their own operations Tui come to mind.

For ground handling there are a number of agents who work for multiple airlines such as Swissport or Menzies Aviation.

Cargo Handling companies also exist for shipment of cargo outside of the airline network – DHL and UPS have perhaps 2 of the biggest operations in the UK. East Midlands Airport is known as a Cargo Hub for the sector with DHL having a large facility on the site and UPS are expanding their own operation.
Know your skills? Service leavers have the skills that the Industry is looking for

**Decision Making:** Do not underestimate the value of your experience in Service. You are likely to have made decisions in difficult, ambiguous situations to effect operational outcomes. You will have balanced all available evidence in making that decision.

**Leadership:** There is no institution in the world that teaches you leadership like the military.

**Determination and Resilience:** During military operations and exercises there will have been times when a task has required you to go the extra mile. You will have found a way to achieve that task and not have been beaten by the circumstances you faced. Now apply those experiences in the commercial Transport and Logistics Industry.

**Organisational skills:** Delegation, planning, execution of the task. Military service revolves around organisation and require meticulous attention to details and deadlines. Achieving a commercial outcome is no different, except you may have to focus on the ££££’s at the bottom line in whatever role you aim to achieve.

**Focus & Discipline:** Ex-military personnel are very good at focusing on the job in hand and have a very strong set of principles that form the basis of how they conduct themselves. Additionally you have a high degree of discipline and attention to detail learned whilst in Service. These attributes are highly transferable in the Transport and Logistics sector.

**Qualifications:** Whether it is qualifications in numeracy and literacy up to and including GCSE or Higher Level awards from CILT, LM, or CMI or even a sponsored Degree. Attain the qualifications you think are appropriate for your chosen step into the Transport and Logistics sector. Discuss them with your Careers Consultant or Employment Advisor; compare job descriptions from more than one source and see what the industry are saying you require. CTP Training provide some qualifications in this sector but others can be achieved from preferred suppliers or other training companies.
Training Useful in the Sector

Career Transition Partnership offers a range of courses relevant to the industry:

Driver Certificate of Professional Competence/ADR (Road Haulage) – for 7.5t, Class C and C+E

CPC in Road Haulage (International) – For Transport Management and Planning

Warehouse & Distribution Supervisor - For current or aspiring warehouse and distribution supervisors/team leaders (includes IOSH)

Category C Professional Driver Programme – For those holding Category B licences

Category C + E Professional Driver Programme – For those wishing to step up to driving the largest vehicles

CILT Level 5 Professional Diploma in Logistics and Transport - For employment in Logistics by gaining an in-depth understanding of commercial logistics management.

Additional Qualifications that may be supportive to careers in Transport & Logistics–

Project Management, IOSH, NEBOSH, ECDL, Leading and Managing Organisational Resilience, Financial Management and Accounting, Lean Six Sigma, Purchasing and Supply Operations

Driving For Hire and Reward (Passenger and Road Haulage) – In addition to the basic licence requirements for the class of vehicle you wish to drive you require the appropriate Certificate of Competence and a Digital Tachograph (available direct from DVLA).

There are several CTP Preferred Suppliers who also offer relevant training for this sector. For a full list please follow the link (workshops and training courses) to the list on the CTP website.
CTP have been working hard to ensure that Service leavers can access resettlement services in the safest possible way and we have introduced Virtual Classrooms to some of our existing Vocational Training courses. A course delivered in a Virtual Classroom is where learners log into an online platform, from their home or safe location and they can see and interact with a live trainer who is delivering the course in the same way as it would be in the classroom. End of course examinations are taken online and learners will be required to have a webcam, microphone and speaker/headset in order to interact fully.

Those who have already booked places on our face to face courses between now and 30 April have been offered the opportunity to switch onto our Virtual Classroom courses, and we will be opening up bookings for our May courses shortly. For further information on courses and start dates please visit our website https://www.ctp.org.uk/resettlement-training/find-a-course?department=general-management

To book your place please contact CBIC on 01252 954007
Please read through our Frequently Asked Questions which answers many of your queries regarding training during the current COVID -19 situation

New Vocational Training course dates to September 2021 are available on our website!
CTP are pleased to advise that our vocational training course dates are now available for booking for courses commencing up to September 2021!
We have added additional availability to our most high demand courses, and continue to offer a range of highly subsidised contract funded training, providing excellent value for money.
Course dates, locations and prices can be found on our website, along with detailed descriptions and downloadable factsheets. To make a booking for any of our courses, please call our Course Bookings & Information Centre CBIC on 01252 954007.
<table>
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<tr>
<th><strong>Career Transition Partnership</strong></th>
<th>The MoD's official provider of Armed Forces Resettlement. We also provide a free recruitment service for employers wishing to hire ex-military personnel.</th>
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<tr>
<td><strong>Chartered Institute of Logistics and Transport</strong></td>
<td>The Chartered Institute of Logistics and Transport (CILT) in the UK is the membership organisation for professionals involved in the movement of goods and people and their associated supply chains.</td>
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<td><strong>ELCAS</strong></td>
<td>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.</td>
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<td><strong>Chartered Management Institute</strong></td>
<td>Today we are the only chartered professional body dedicated to promoting the highest standards in management and leadership excellence.</td>
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<td><strong>The National Examination Board in Occupational Safety and Health (NEBOSH)</strong></td>
<td>offer a comprehensive range of globally-recognised qualifications designed to meet the health, safety and environmental management needs of all places of work.</td>
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<tr>
<td><strong>The Institute of Occupational Safety and Health (IOSH)</strong></td>
<td>is the world’s leading professional body for people responsible for safety and health in the workplace.</td>
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<tr>
<td><strong>Institute of Leadership and Management</strong></td>
<td>We are passionate about harnessing the power of leadership to transform people and businesses for the better.</td>
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<td><strong>Sector Skills Assessment</strong></td>
<td>An outline of skills needs and priorities for the sector.</td>
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<tr>
<td><strong>National Careers Service</strong></td>
<td>Find out more about careers in the Sector, skills, qualifications and training.</td>
</tr>
<tr>
<td><strong>City &amp; Guilds</strong></td>
<td>What we do is about more than skills, qualifications and jobs. Backed by a Royal Charter, we exist to make sure that people can contribute to successful businesses and economies.</td>
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<tr>
<td><strong>Open University</strong></td>
<td>The Open University is a public distance learning and research university, and one of the biggest universities in the UK for undergraduate education.</td>
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Vacancy Information

**Career Transition Partnership** - RightJob is our online job finding service that lists thousands of live vacancies for Service leavers and new ones are added every day.

Below are a selection of external sites which may assist with your research and planning for future employment.

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<tr>
<td><strong>Logistics Manager</strong></td>
<td>logisticsmanager.com is the UK’s leading online resource bringing supply chain professionals the latest industry news and features, case studies and forthcoming events.</td>
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<tr>
<td><strong>Supply Chain Recruit</strong></td>
<td>For more than 15 years supplychainrecruit.com has delivered truly outstanding results to many of the UK’s best employers, recruiters and candidates in the field of logistics.</td>
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<tr>
<td><strong>Logistics Jobshop</strong></td>
<td>Logistics Job Shop is the leading, logistics recruitment consultancy business for finding quality, transport, freight and warehouse focused candidates most suited to your business.</td>
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<tr>
<td><strong>Jobs in Transport</strong></td>
<td>We are the transport recruitment site of choice for leading transport organisations and have a jobs seeker database of over 12,000 transport professionals</td>
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<tr>
<td><strong>Transport and Logistics</strong></td>
<td>At Transport &amp; Logistics Magazine we pride ourselves in our ability to keep you informed.</td>
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<tr>
<td><strong>Transport Monthly</strong></td>
<td>– Transport and Logistics News</td>
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HGV Driving Opportunities for NEWLY QUALIFIED DRIVERS

Some HGV driving roles require a minimum of 2 Years Commercial driving experience and the driver must be 25 years old or over. We will seek to highlight opportunities which do not require these conditions.

If you are encountering difficulties with securing a HGV Driving Role please contact us to explore opportunities with you for local employers.

E-mail dhornsey@ctp.org.uk

Due to current CV-19 considerations there may not be opportunities available!

Remember to check RightJob regularly for all of our opportunities!
### Vacancy Information

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<tr>
<th>Job ID</th>
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Remember to check RightJob regularly all our opportunities!