

# FOCUS

## on Resettlement

ISSUE 61 • January 2014

Happy  
New Year!

career  
**transition**  
partnership



The Ministry of Defence  
working with  
Right Management

## Your one stop shop for the latest resettlement related news, jobs, training & more!

Welcome to the first Focus of 2014, which we hope will help kick-start your year and assist you with **planning for the future**, whether you're just starting the resettlement process or getting ready to leave. This issue contains a two page special on Preparing to Leave, so whether you're 24 months or two months prior to discharge, take a look at our checklists to ensure you're prepared.

Meanwhile, if you're already seeking work in the civilian job market, there's a whole host of **employment opportunities** in sectors such as transport, engineering, project management, close protection, retail and much more. Check out the job descriptions and find out where your skills could take you next. And if you're yet to complete any resettlement training, read the **training update** for information on just a handful of our forthcoming courses. Plus, don't forget to visit [www.ctp.org.uk](http://www.ctp.org.uk) for all your resettlement needs. Wishing you a very happy and prosperous 2014 from all at CTP!



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### Job Finding

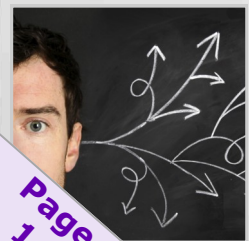
A snapshot of vacancies on **RightJob**, and details of new employment initiatives from Barclays, Jaguar Land Rover, Bureau Veritas, TfL & more!



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### CTP Training

Read about the finance and accounting courses available via the CTP, plus details of forthcoming Oil & Gas industry awareness events.



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### Focus on: Psychometric Tests

Many employers use aptitude tests to screen potential candidates - ensure you're prepared with our top tips.



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### Success Story

Read about how ex-WO1 David Holyoak is now enjoying his new civilian career as a Service Controller for London Underground, in charge of the whole District Line.



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### Focus on: Preparing to Leave

Our 2 page special reminds you of the key points to remember as you near your discharge date.



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### Events

Check out these dates for your diary, including industry awareness events, company presentations & employment fairs - book your place today!

# 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. There are currently thousands of live jobs on the site so login via the homepage and search for those fitting your criteria.



RIGHTJOB ID	JOB TITLE	LOCATION	SALARY (Per Annum)	CLOSING DATE
N16950	2nd Engineer (Dredger)	UK Waters	£30k - £40,000	22/01/2014
N16963	Business Development Coordinator	Buckinghamshire	£25,000	23/01/2014
N17019	Security Service and Installation Engineer	Scotland	£21k - £27,000	24/01/2014
N17923	Training Support Designer - Royal Navy	Portsmouth	£22,000	24/01/2014
N16606	Technical Author	South of England	£25k - £35,000	24/01/2014
N16170	Security Design Support Officer	London	£39k - £55,000	25/01/2014
N17151	Risk Analyst, Quality & Risk Operations	Cardiff	£20k - £21,000	26/01/2014
N17123	Deputy Head of Group	Camberley	£50k - £60,000	26/01/2014
N17236	Engineering Inspector	Midlands/South	£30k - £40,000	27/01/2014
N17295	ICT Recruitment Consultant	London	£20k - £30,000	28/01/2014
N16410	Senior Systems Engineering Consultant	Bristol	£50k - £60,000	30/01/2014
N17686	Warehouse Supervisor	Southampton	£20,000	31/01/2014
N17823	Drone Manufacturing Engineer	Cardiff	£30,000	31/01/2014
N17368	Constituency Office Manager	Bracknell	£25k - £30,000	31/01/2014
N15713	B1 Licensed Engineer - Cardiff	Cardiff	£28,000	31/01/2014
N17241	Bursar	London	£40k - £45,000	31/01/2014
N17066	Project Engineer	Tyne and Wear	£30k - £40,000	31/01/2014
N11360	HGV Class 2 Home Delivery Drivers	London	£25k - £26,400	31/01/2014
N13552	Deputy Installation Team Leader	South of England	£23k - £26,000	31/01/2014

## 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)

**ctprightjob**  
FROM CAREER TO CAREER

## FOCUS on: Employment News

### VACANCIES WITH RSA

**RSA's Engineering Inspection business has been making history for over 150 years** by delivering products and services that provide extra protection in an ever-changing world. They are working with the CTP to fill the following vacancies:



Job ID	Job Title	Location	Salary	Closing Date
N16343	Lift/Crane Engineer Surveyor - LOLER/PUWER	Guildford	£30,000 - £33,000	10/02/2014
N16357	Pressure Engineer Surveyor - PSSR	Greater London	£30,000 - £33,000	03/03/2014
N16355	Electrical Engineer Surveyor - LEV/Compex	North Scotland	£30,000 - £33,000	12/03/2014

## 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
WO	Airport Security Manager	£36,000	Security Management
CFN	Anaerobic Digestion Plant Operator	£25,000	Engineering
CSGT	Apprentice Coordinator	£25,000	Education and Training
MNE	Cable Recovery Engineer	£21,204	Telecommunications
CH TECH	Engineer Surveyor (mechanical)	£30,000	Engineering
MAJ	Estates Bursar	£35,000	Finance
SGT	Health, Safety & Environmental Officer	£27,000	Health and Safety
SPR	HGV Class 2 Home Delivery Driver	£25,000	Transport
LCPL	HGV Drainage Engineer	£24,000	Engineering
AB1	Installation Engineer	£22,000	Engineering
CT	Mechanical Discipline Engineer	£30,000	Engineering
LBDR	Mobile Cabler / Jointer	£21,500	Telecommunications
RFN	Mobile Managed Install Engineer	£21,500	Telecommunications
PTE	Offshore Inspectors Oil & Gas Industry	£20,000	Oil & Gas
PO	Operations Manager	£30,000	Management
WO1	Production Supervisor, Telford	£22,000	Management
SSGT	Project Manager civil engineering	£36,000	Project Management
CAPT	Service Operations Manager	£50,000	Engineering Management
KGN	TV licence enforcement officer	£20,000	Security
LH	Workshop Bay Supervisor	£30,014	Engineering Management

# FOCUS on: Employment News

## CURRENT OPPORTUNITIES WITH BARCLAYS



Barclays have a number of different opportunities currently available for Service leavers:

Job ID	Opportunity	Location	Closing Date
N17980	Retail & Business Process Team Operations Work Placement	Manchester based	17/01/2014
N17975	Change Delivery (Finance) Work Placement	London based	10/01/2014
N17974	Relationship Support Manager Work Placement	Multiple locations	10/01/2014
N13362	Barclays Sponsored Degree Programme for Service Leavers	See RightJob for further information	18/03/2014 <b>Start date:</b> 09/2014
N17095	Barclays Degree Programme: Internal Audit team	See RightJob for further information	10/01/2014
N17972	UK Head of Facilities Management	London based	06/01/2014

**There are also a number of live Barclays vacancies on Right Job. Simply login to Right Job and search 'Barclays' for a full list of current vacancies.**

### PLEASE NOTE:

Service leavers **must still be serving** in the military for the duration of all work placements. Whilst there are employment prospects within Barclays, there is no guarantee of employment at the end of a work placement.

## Through the lens of 'Change'

Following the success of the Barclays AFTER (Armed Forces Transition Employment and Resettlement) programme work placements which took place recently in Business Banking, the Barclays Change Team ran their own pilot work placement for military Service leavers. Four Service leavers joined Barclays for two weeks to find out:

- How projects are delivered in Barclays
- The governance and controls we have around our projects how the Programme Management Office support the delivery of projects.
- In addition to this they also took part in a CV writing and interview skills workshop to provide them with the necessary support they when applying and interviewing for roles within the Financial Services sector.

All four Service leavers enjoyed the experience; David Lang said "This experience and the people that gave their time exceeded all my expectations." Nicholas Trowell thought the experience was invaluable. "I came away feeling enthused, energised and keen to come back and deliver as a part of the team!" Pam Rowland, Managing Director Change Delivery, UKRBB COO and her leadership team gave their time to support the programme and ensure its success. "This was a great partnership between the AFTER programme, the Service leavers, and the Change Team – a true win-win on all sides."

**View RightJob ID N17975 for details of the next programme, starting in January 2014.**



## FOCUS on: Employment News

### VACANCIES WITH BMT DEFENCE SERVICES

BMT Defence Services is the leading independent centre of engineering design, support and technical services for defence customers in the UK. From concept design to acquisition support, in-service design and technology management, we are known for our innovation, expertise and ability to tackle the most complex design and systems issues.



We have a strong track record in naval platform design for surface warships, submarines and auxiliaries, together with extensive acquisition support experience within both maritime and land domain projects.

Our success can be attributed to our dedicated and motivated people who have expertise in systems engineering, naval architecture, marine and combat system engineering and software development.

If you are interested in applying please visit RightJob using the references below.

Job ID	Job Title	Location	Salary	Closing Date
N16004	Chief Engineer/Chief Naval Architect – Ship Delivery	Bath	£50,000 - £70,000	20/02/2014
N16003	Fire Prevention and Fire Fighting Systems Design Engineer	Bath	£30,000 - £40,000	20/02/2014
N15998	Marine HVAC System Design Engineers	South West	£30,000 - £45,000	20/02/2014
N16001	Senior Combat Systems Engineer (Submarines)	South West	£30,000 - £45,000	20/02/2014
N16000	Senior Marine Safety Engineers - Underwater Systems	Bath	£30,000 - £45,000	20/02/2014
N15999	Submarine Engineering Design and Support – Senior Engineer/Engineer	Bath	£30,000 - £45,000	20/02/2014
N16002	Surface Ship Design Engineer	Bath	£30,000 - £45,000	20/02/2014

For more information please Sarah Crawford, Employment Consultant Bristol on 0117 9276176 or at [scrawford@ctp.org.uk](mailto:scrawford@ctp.org.uk)

### 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)

**ctprightjob**  
FROM CAREER TO CAREER

## FOCUS on: Employment News

### NUCLEAR ENERGY ROLES WITH SELLAFIELD



Sellafield is one of the most complex and compact nuclear sites in the world, spanning the entire history of the UK's civil nuclear industry.

Under the ownership of Nuclear Management Partners, a consortium made up of URS Washington Group, Areva and AMEC, Sellafield Ltd is delivering nuclear decommissioning, waste management and commercial operations on behalf of our customer, the Nuclear Decommissioning Authority (NDA).

Job ID	Job Title	Location	Salary	Closing Date
N14033	Mechanical Maintenance Craftsperson	Seascale, Cumbria	£28,057 - £32,436	31/03/2014
N14121	Electrical and Instrumentation Craftsperson	Seascale, Cumbria	£28,057 - £32,436	31/03/2014
N16572	Electrical, Instrumentation Mechanic or E&I Craftsperson	Seascale, Cumbria	£28,057 - £32,436	31/03/2014
N16575	Mechanical Maintenance Craftsperson	Seascale, Cumbria	£28,057 - £32,436	17/01/2014
N17065	Motor Mechanic	Seascale, Cumbria	£28,057 - £32,436	29/01/2014

**Visit RightJob today to find out more about these great opportunities!**

### POSITIONS WITH MIRO TECHNOLOGIES



Miro Technologies provides military grade, enterprise software solutions to manage maintenance, supply, repair and PBL for complex assets operating in air, space, sea and ground environments.

Our technology facilitates logistics enterprise integration to ensure organizational agility, optimize supply chain management and reduce sustainment costs. GOLDesp, our industry leading COTS software, has been widely adopted by OEMs, defence contractors and military organizations as a key element in their defence system sustainment strategy since 1981.

Job ID	Job Title	Location	Salary	Closing Date
N16188	Project Manager	Bristol	£43,000 - £52,000	31/01/2014
N16190	Systems Analyst	Bristol	£38,000 - £50,000	31/01/2014
N16187	Team Lead - Logistics and Supply Chain	Bristol	£38,000 - £45,000	31/01/2014
N16191	Technical Solutions Architect	Bristol	£60,000 - £80,000	31/01/2014

**Please be advised that the closing date will be brought forward if suitable applications are received early.**

# FOCUS on: Employment News

## VEHICLE INSPECTOR & EXAMINER ROLES

VOSA is an executive agency of the Department for Transport responsible for ensuring drivers, vehicle operators and MOT garages understand and comply with roadworthiness standards. We also provide a variety of vehicle licensing, testing and enforcement services. And there couldn't be a more exciting time to join us as we prepare to merge with the Driving Standards Agency in 2014 to become a new single agency.



Vehicle & Operator  
Services Agency

**Do you have a Level 3 qualification in Motor Vehicle Maintenance and Repair or equivalent experience as well as experience of carrying out vehicle examinations?**

**Do you hold a full current driving licence?**

**Are you a confident, credible communicator with strong customer service skills and mechanical experience?**

**If so, VOSA needs you!**

### Vehicle Inspectors

VOSA needs you to carry out inspections on vehicles that could range from HGVs and motorcycles to buses, cars and transit vans at VOSA stations and other premises.

You'll be joining a large, professional organisation with well-established standards in a highly respected role. At the same time, you'll reap the rewards of working for a public sector employer which offers long term job security and generous benefits. You'll also enjoy internal training courses to help you gain an industry-accredited qualification and progress your career towards becoming a Vehicle Examiner.

### Vehicle Examiners

Join VOSA's elite Testing, Enforcement and Investigation team and carry out specialised tests on all kinds of vehicles – from HGVs and transit vans to motorcycles and buses – as well as advising, informing and educating our customers. You'll have the authority to take vehicles off the road, carry out checks and issue penalties where necessary. You could also be involved in investigating fatal accidents to establish if mechanical issues were at fault and giving evidence at public enquiries. So your communication and report-writing skills will be just as important as your technical knowledge.

Practical experience of repairing, maintaining or inspecting vehicles is essential as well as a proven ability to question people and carry out enforcement activities whilst reflecting the highest standards of customer care.

**To apply for these opportunities visit RightJob today!**

Job ID	Job Title	Location	Salary	Closing Date
N16805	Vehicle Examiner	£22,066 - £24,928	Various across England, Scotland and Wales	19/01/2014
N16804	Vehicle Inspector	£17,662 - £19,953	Various across England, Scotland and Wales	19/01/2014

## FOCUS on: Employment News

### DO YOU WANT A CAREER WITH A WORLD CLASS COMPANY?

**Apply via RightJob to ensure your application is reviewed by people who understand your experience and qualifications!**



Jaguar Land Rover is looking for large numbers of talented, qualified, experienced, innovative technical specialists and engineers to join their workforce. They are looking for outstanding employees who are versatile and can problem-solve as well as demonstrate an understanding of working in a manufacturing environment, to fill the following vacancies:

Job ID	Job Title & Location	Salary	Closing Date
N10039	Logistics Analyst, Midlands	Circa £35,000 + Benefits	28/02/14
N10050	International Logistics Analyst. Midlands with Overseas travel	£35,000 – £45,000 + Benefits	28/02/14
N10046	Control Engineer, Midlands	Circa £35,000 + Benefits	28/02/14
N10072	Engineer (All Disciplines), Midlands	£35,000 + Benefits	28/02/14
N10073	Production Supervisor, Midlands	£35,000 + Benefits	28/02/14
N10069	Maintenance Supervisor	£35,000 + Benefits	28/02/14
N10074	Manufacturing Operations and Engineering Manager, Midlands	Circa £50,000 + Benefits	28/02/14
N16928	Supply Chain Supervisor	£30,000 - £40,000	31/01/14
N16929	Solihull Lead Logistics Manager	Negotiable	28/02/14
N16933	International Logistics Engineer	£30,000 - £40,000	28/02/14
N16935	Group International Logistics and Supply Chain Manager	Negotiable	28/02/14



### 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 bulletins](#)



## FOCUS on: Employment News

### OPPORTUNITIES WITH TRANSPORT FOR LONDON



TfL comprises of London Underground, London Rail, London Buses, River Services, Trams and DLR in addition to managing initiatives such as London's Strategic Road Network, Barclays Cycle Hire Scheme and Congestion Charging.

Every day, more than 4 million passenger journeys are undertaken on our network, which is more than the entire National Rail network. With some lines delivering trains every 120 seconds, we serve some of the busiest stations in the world.

**TfL has some exceptional ex-Service personnel and they are looking for you to join them!**

Job ID	Job Title	Location	Salary	Closing Date
N17732	Reliability, Availability, Maintainability Manager	London	From £42,000	10/01/14
N17753	Maintenance Engineering Manager	London (Crossrail)	From £51,000	10/01/14
N17758	Maintenance Planning & Performance Manager	London (Crossrail)	From £51,000	10/01/14
N17780	Systems Development Engineer	London	From £43,000	10/01/14

**Please note: you may be asked to undertake online tests so please ensure that you make time to practice prior to completing the assessments.**

**Benefits include:** Free tube and bus travel, discounted (75%) National Rail annual season tickets, company rewards scheme, including childcare benefits, discounts and cashback.

### POSITIONS WITH OLIVE GROUP



Olive Group is a global company headquartered in the Middle East. Through our principal offices in the United Arab Emirates, the United States and the United Kingdom, and our fourteen regional offices we operate across five continents.

Specialists in serving the energy, national security and critical infrastructure sectors, it is our strong track record assuring our clients' success in the most challenging quarters of the Middle East, Africa and Asia that underpins our pioneering role shaping and sustaining security solutions worldwide.

Ultimately, our commitment is to prioritize local talent and local suppliers and to develop a profound understanding of the societal, legislative and operational situation 'on the ground'. This affords us and our clients a unique freedom of movement and enables us to create safe and secure environments in a discrete and sustainable manner.

Job ID	Job Title	Location	Salary	Closing Date
N16167	Close Protection Deputy Team Leader	Middle East	Paid in USD	10/01/2014
N16169	Close Protection Team Leader	Middle East	Paid in USD	10/01/2014
N16941	Intelligence Analyst	Middle East	Paid in USD	21/01/2014

## FOCUS on: Employment News

### WORK FOR BRIGHTHOUSE



BrightHouse is the largest rent-to-own company in the United Kingdom with over 260 stores and 225,000 customers.

Our customers are at the heart of our business, and we're passionate about putting their needs first. We are always on the lookout for talented, customer focused people to come and join the team and be part of our on-going success.

Are looking for a career in Retail Management? BrightHouse has Store Manager Designate roles when you can learn the skills required, and no previous retail experience is necessary!

Visit RightJob today using the reference numbers below:

Job ID	Job Title	Location	Salary	Closing Date
N16362	Store Manager Designate	Crawley, Brighton, Worthing	£26,000 – £28,000	12/01/2013
N16370	Store Manager Designate	Longton, Blackpool	£26,000 – £28,000	12/01/2013
N17229	Store Manager Designate	SE London	£30,000	12/01/2013
N16650	Engineering Services Manager	Manchester	£50,000 – £60,000	18/01/2014
N16658	Field Operations Manager (4 roles)	North West, North East, East Midlands	£25,000 – £30,000	18/01/2014
N16654	Customer Service Centre Manager	Warrington	£40,000	29/01/2014
N17959	Store Manager Designate	Newton Abbot	£26,000 – £28,000	10/02/2014

### FORTHCOMING ROLES WITH ATKINS



When you join Atkins in the UK you'll become part of a team of people who are creating a better future for us all. Our design, project management and engineering specialists are involved in some of the UK's most transformational projects, from helping clients switch to more sustainable energy sources through to assessing and mitigating the risk of flooding to protect our communities.

Atkins have recently recruited over 20 candidates from the Armed Forces via the support of the Careers Transition Partnership. We are providing the training and funding for new recruits to become Licensed Signalling Testers or Signalling Installers.

**Atkins will be working with the CTP throughout 2014 and would welcome applications from Service leavers. Vacancies will be advertised on RightJob and promoted in the Focus newsletter - watch this space! Find out more about Atkins at [atkinsglobal.co.uk](http://atkinsglobal.co.uk)**

## FOCUS on: Employment News

### VACANCIES WITH BUREAU VERITAS

Bureau Veritas is a world leading, professional services company offering bespoke solutions to help organisations achieve, maintain and demonstrate compliance with quality, health, safety, environmental and social accountability obligations. Their approach is far reaching and offers a complete compliance partner approach.

If you share the values of **integrity** and **ethics**, **impartial counsel** and validation, **customer focus** and **safety at work** visit RightJob today to apply!



Job ID	Job Title	Location	Salary	Closing Date
N11826	Engineer Surveyor - Lift	South East, London	£28,000 - £32,000	11/06/2014
N11840	Engineer Surveyor - Pressure	Edinburgh	£28,000 - £32,000	05/06/2014
N11843	OEG Surveyor (mechanical) Aberdeen	Aberdeen	£40,000 - £45,000	18/10/2014
N11847	PCA Engineer Surveyor, Annan	Dumfries and Galloway	£40,000 - £45,000	18/10/2014
N11880	Occupational Hygienist	London, North West, Birmingham, West Midlands, Aberdeen	Dependent on Experience	01/05/2014
N11883	Project Manager	London	Dependent on Experience	19/04/2014

### ROYAL MAIL RECRUITMENT - DETAILS COMING SOON!

As the sole provider of the Universal Service in the UK, Royal Mail Group delivers a six-days-a-week, one-price-goes-anywhere postal service to more than 29 million addresses across the UK.



The CTP are excited to be embarking upon a new partnership with Royal Mail Group to open up employment opportunities for Service leavers.

Royal Mail Group's vision is to be recognised as the best delivery company in the UK and across Europe. Employees are at the forefront of that ambition to deliver the best possible service to customers.

We are currently working on a schedule of opportunities throughout 2014 which will include opportunities within the Logistics and Delivery side of the business including UK wide apprenticeship schemes for Vehicle Technicians and Advanced Engineering apprentices, UK wide opportunities for Delivery Office Managers and high potential individuals to be recruited into operational roles which we will be piloting in the South West\* region.

The recruitment will be supported by a program of events including Company Presentations. Dates are to be confirmed in the New Year. In the meantime, find out more about Royal Mail Group [here](#).

**Watch this space for further information coming soon!**

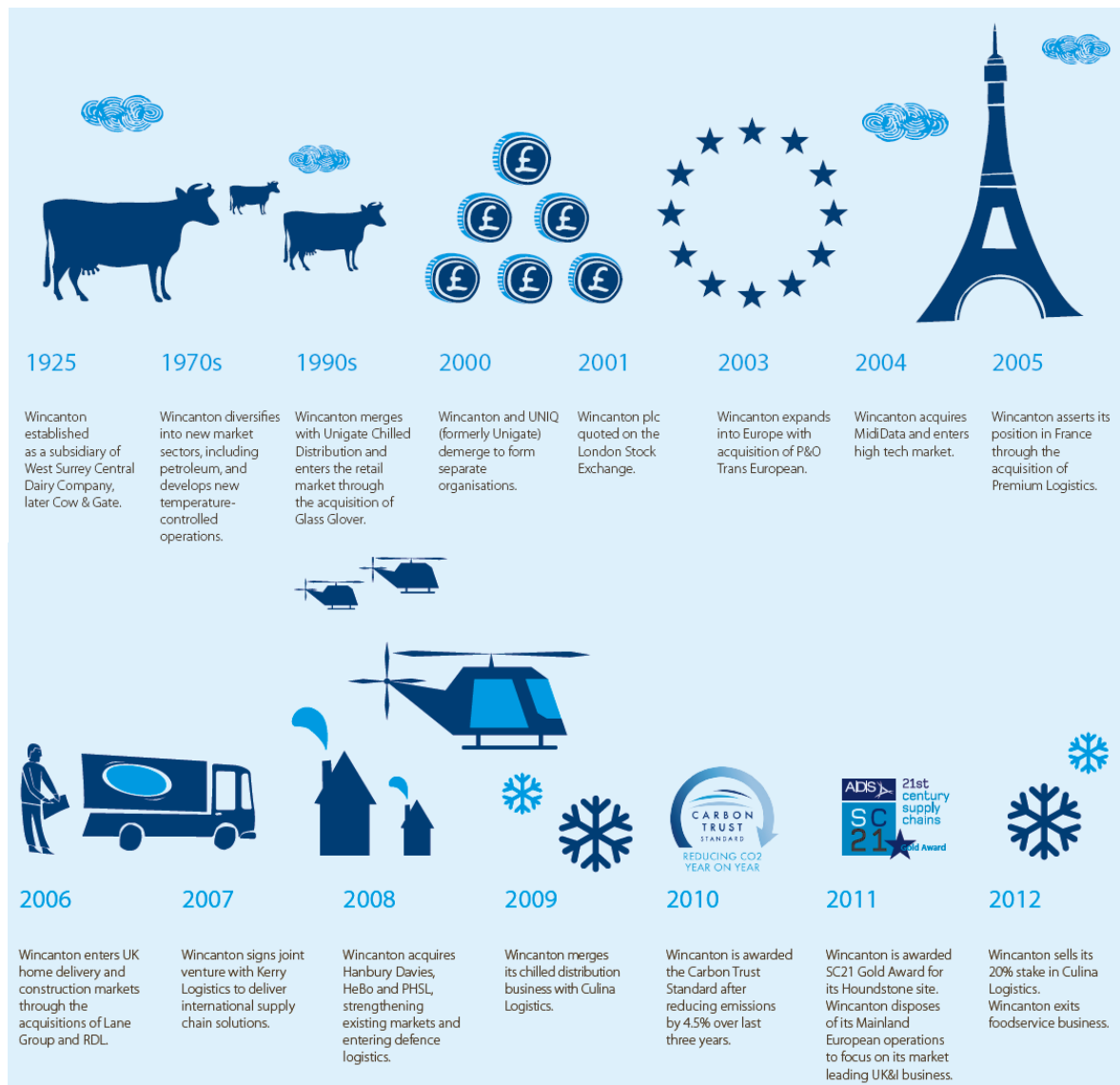
\*South West region includes Cornwall, Devon, Somerset, Dorset, Hampshire, Wiltshire, Gloucestershire, Berkshire, Oxfordshire and South Wales.

# FOCUS on: The Wincanton Journey

## Delivering excellent customer service for over 85 years

We started life delivering milk in 1925 and although we have never forgotten our heritage and are still transporting milk daily, we now deliver so much more. Over the past 80 years we have entered new industry sectors, ventured into new geographies, broadened our services and used technology to manage the increasing pace and complexity of the supply chain.

Today, we are focusing on our roots in the UK & Ireland and are concentrating on what we do best - delivering market-leading logistics solutions. Our aim is to bring fresh thinking to the supply chain, responding intelligently to business change and developing agile, flexible logistics solutions that deliver to our customers' needs.



**If this sounds like an organisation that you would like to work for, then put your skills and can do attitude to good use by delivering a lorry-load of first-class customer service with every consignment for Wincanton. As part of our highly trained response unit, you'll carry out diverse product deliveries for a variety of Customers, spanning many industries.**

With a choice of shift patterns across various UK locations, the opportunities are endless. Ideally you have held an LGV licence for at least one year. Newly qualified drivers will also be considered as full training will be provided.

In return you will receive a competitive salary, pension and other benefits including the opportunity to move into other areas of the business including management.

If you've got what it takes to drive our business forward, please apply via RIGHTJOB quoting job number **N15369**.



# FOCUS on: Troops to Teachers

**troops to  
teachers**  
Initial Teacher Training

TAKE  
IT  
WITH  
YOU

## The application process for the September 2014 programme is now open!

**Pupils deserve exceptional teachers. That's why the Troops to Teachers non-graduate programme is targeting outstanding Service leavers like you to train as teachers of the future.**

**Come along to an information presentation to find out more about the programme and how to apply.**

The events will consist of a short presentation between 09:30 and 10:30, followed by the chance for you to have a 20 minute one-to-one meeting with a Troops to Teachers representative.

Date	Location	Contact
Thursday 30th January	RRC Catterick	<b>Steve Strefford</b> Tel: 01748 872905 Mil: 94731 2905 <a href="mailto:sstrefford@ctp.org.uk">sstrefford@ctp.org.uk</a>
Thursday 6th February	RRC Portsmouth	<b>RRC Portsmouth</b> Tel: 02392 724130 Mil: 9380 24130 <a href="mailto:rrcportsmouth@ctp.org.uk">rrcportsmouth@ctp.org.uk</a>
Monday 10th February	RRC Tidworth	<b>Lol Wilde</b> Tel: 01980 651164 Mil: 94342 3164 <a href="mailto:lwilde@ctp.org.uk">lwilde@ctp.org.uk</a>
Wednesday 19th February	RRC Northolt	<b>Catherine Cunningham</b> Tel: 0208 842 6065 Mil: 95233 6065 <a href="mailto:ccunningham@ctp.org.uk">ccunningham@ctp.org.uk</a>
Friday 21st February	RRC Aldershot	<b>Lauren Selby</b> Tel: 01252 348338 Mil: 94222 3338 <a href="mailto:lselby@ctp.org.uk">lselby@ctp.org.uk</a>
Thursday 6th March	RRC Plymouth	<b>Ian Warner</b> Tel: 01752 553382 Mil: 9375 53382 <a href="mailto:iwarner@ctp.org.uk">iwarner@ctp.org.uk</a>
Tuesday 11th March	RRC Cottesmore	<b>Alison Clare</b> Tel: 01572 812241 Ext 7126 Mil: 95341 7126 <a href="mailto:aclare@ctp.org.uk">aclare@ctp.org.uk</a>

**Book your place today using the relevant contact details above!  
For more information on the programme, contact the  
Troops to Teachers helpline on 0207 469 6765**



# FOCUS on: Psychometric Testing

Employers have a wealth of talented candidates to choose from so it is essential that you prepare yourself for the recruitment process. Not only does this mean producing targeted, quality applications but also understanding that you may be required to complete tests as part of the recruitment process.

Many employers have observed that those who do not pass psychometric assessments (cognitive tests such as aptitude or ability tests, or personality questionnaires) will struggle when performing the job. These assessments are therefore something to prepare for and know how to pass and, fortunately, there are a huge number of free practice tests available to assist you!

Psychometric tests are generally used to measure a candidate's:

- ability to perform tasks (which may or may not relate to a job)
- attitudes
- knowledge and understanding

Some recruiters will ask you to complete psychometric and aptitude tests as soon as you have submitted an application, as a way of removing weaker applicants from their sifting process. Others will ask candidates to complete the tests whilst attending interviews and further assessments (Assessment Centres). You may also be asked to re-sit tests in order to confirm that you were the person who originally completed the test at home (this is known as Validity Testing).

The tests will vary according to the vacancy in question. Tests for managers are very different to those used for candidates at the beginning of their careers. Generally, you will be asked to give personal information such as gender, age and level of academic qualification. Your test results will either be scored against the national average of those of a similar profile operating at the appropriate level for the job in question, or there will be a pass/fail system. Either way, you will need to prepare as best you can to ensure you score as highly as possible.

Access arrangements and reasonable adjustments can be made in some instances but you will need to contact the employer and may be required to provide evidence supporting your request.

On reading the above it is easy to feel disinclined to go through any psychometric tests, but do not despair, you can practise and you can improve your test results!



There are several websites which offer free timed psychometric sample tests:

[http://www.shldirect.com/practice\\_tests.html](http://www.shldirect.com/practice_tests.html)

<http://www.psychometric-success.com/>

<http://www.practicetests.co.uk/Launchtest.asp#>

The National Careers Service also has some Skills tests which cover:

- Working with numbers
- Working with shapes
- Working with written information
- Checking information activity
- Solving mechanical problems
- Solving abstract problems

<https://nationalcareersservice.direct.gov.uk/tools/skillshealthcheck/Pages/default.aspx>

These tests are tailored to meet your qualifications, so whether you have an NVQ2 or a PhD these tests can assist you in preparing. The time factor is important. Assessors are looking for your accuracy, as well as how fast you work.

The more you practise, the better you will get. General brain training is also good so get out your crosswords and start paying attention to financial information that comes your way. Literacy and Numeracy are the most common assessments so it pays to practise.

When taking psychometric tests remember:

- Practise makes perfect – you can improve your scores by practising.
- Time your practises.
- Don't panic.
- Make sure you are somewhere quiet where you won't be interrupted.
- Above all, PRACTISE!

# FOCUS on: Preparing to Leave

**The final two years prior to discharge will be a time for key decisions about your future career; this two page special is here to help you use your resettlement time effectively.**

The CTP understands that leaving the Forces can be a time of mixed emotion for both you and your families. We also realise that sometimes it can be difficult to balance your preparation for leaving the Armed Forces with your commitment to continuing your job in a professional and focussed manner until your discharge date.

For most people leaving the Services, it is not just a case of changing jobs; it is leaving behind a culture, a family, and there is so much more at stake. The next two pages are designed to help you recognise what you need to be doing and help you to structure your transition from the military into the civilian world.

We are here to help you prepare for leaving at every step of the way. We not only provide transition support which will help you identify your transferrable skills, but show you how you can match these skills to the current employment market, including tailoring your CV, completing applications forms and attending interviews. In addition, we are here to offer training advice, career guidance and information on possible employment opportunities.

Below is a list of key tasks that will help you as you prepare to leave during the 24-12 months prior to discharge.

**1.** Attend a CTW – all our dates and locations can be found [here](#).

**2.** Complete the [Career Assessment Activities](#) found within your myPlan dashboard – these will help you recognise your transferrable skills, understand more about your professional achievements and what your values and interests are.

**3.** Start building up a list of key achievements from within your current workplace. Where have you added value to the MOD? What ideas have you proposed that were implemented? Where and how did you go that extra mile to ensure your customer was happy with their product or service?

**4.** Where are you settling? There may be a number of factors influencing this. Access our [Housing Guide](#) and also consider attending a CTP Housing Brief, run throughout the UK and Germany. For dates, locations & availability, call the CTP team on **0203 162 4410**.

**5.** What is your 'Need To Earn Figure?' – you can find this out by completing our helpful Budget Planner which can be found in your CTW workbook.

**6.** What does this 'Need to Earn' figure 'look like' out in the commercial world? You may need Financial/Pension Advice and this is available through our Financial Aspects of Resettlement Briefings, held in each Regional Resettlement Centre.

**7.** Start exploring the job market – there are many ways to do this and lots of information within your workbook. Start by simply typing the kind of job you are considering into an internet search engine; try and find out what of experience/qualifications/personal qualities the employer is seeking and gain an understanding of related 'civilian language' which you will need to use in your CV or Application Form.

**8.** What qualifications/training are required for you to achieve your aim? Start researching now!

**9.** Do you have Level 2 Numeracy & Literacy qualifications or their equivalent? If not, speak with your education staff to make this happen. Without this level of education, you may struggle to move into the level of job your experience and skill set would suggest.

**10.** Visit the [CTP website](#) to source relevant training courses – if you are aiming for a management role and you have no Budgetary experience/understanding, it is advised that you acquire some knowledge of this. Most, if not all, managerial positions require you to manage a Budget/Profile & Loss Account. CTP offer a [Commercial Financial Awareness](#) course at Tidworth and a [Financial Management & Accounting](#) at our Training Centre in Aldershot. The aim here is not to get a qualification but to gain knowledge, understanding and experience of managing budgets.

**11.** We will have walked you through the process of putting a CV together on your CTW – keep revisiting this and adjusting your CV with any skills, experience or qualities you found by regularly completing the activity suggested in Point 7 above.

**12.** Keep in regular contact with your Career Consultant throughout. Your CTW is just the start of your career transition and our qualified and knowledgeable consulting staff are there to support you right up until 2 years after your Discharge Date.

**Turn to the next page for the points you need to consider during the final 12 months prior to discharge!**



# FOCUS on: Preparing to Leave

From the 12 month to go point right through to Discharge Date, take a look at our handy checklist of some key points to consider as you get ready to leave the Service.

## 12 Months to Go

1. If you haven't already, link in with your local Employment Consultant for job-finding advice and support in the region you're seeking to work in.
2. Start building up your network of contacts. A wealth of information on how to do this can be found in your CTW Workbook.
3. Starting Your Own Business? We have a key source of information for this within the MyPlan Dashboard called Cobra. This will help you write a Business Plan, inform you on how to grow your business, provide information on market research and contacts, along with sources of funding and support.

## 10 Months to Go

4. Have you watched the short videos in the CTP Library? There are over 500 short clips providing advice for your career change and job search. These videos give you the latest views from the people who matter - employers!
5. If you have a few career choices in mind, it is time to start narrowing these down in order to make a more focussed approach. Consider undertaking a Civilian Work Attachment to find out about working in a new environment, and check the CTP events calendar for forthcoming Employment Fairs and Industry Awareness Days to broaden your knowledge.

## 8 Months to Go

6. Visit [RightJob](#) on at least a weekly basis – new jobs are added all the time and your next career could be waiting for you.
7. When did you last touch base with your Career Consultant? It is advised that you do this regularly and particularly now as you are starting to prepare in earnest to hit the job market.
8. Practice targeting CVs for jobs that are of interest to you. Email your draft targeted CV along with the link to the particular job to your Career Consultant, so they can advise you best on specific targeting. Do not send a generic CV in response to a job advert.

**Always target your CV** to the requirement of the role. Preparation and targeting of your CV is key, if you do not match your skills and experience to the needs of the role it is unlikely you will make the sift.

9. Competency Application Forms can be difficult for many Service leavers and it is strongly advised that you speak with your Career Consultant before sending one of these off to an employer.

## 6 Months to Go

10. It is advised that you do not apply for jobs any earlier than 6 months before Discharge Date unless you are certain you can leave if a job offer becomes available. This could prove annoying for some employers and may even lessen your chances of ever applying to that organisation when you are ready.

## 4 Months to Go

11. Attend a Focus @ 4 one-day Workshop with CTP. This, as the name suggests, is totally focussed on where you need to be at this point, what you should be doing and how to give yourself the best shot possible of getting to interview and securing your chosen job. It also helps you confirm that you are on the right track. To check on locations, dates and availability, simply call us on 0203 162 4410.
12. 4 months before Discharge Date is the optimum time to start seriously applying for jobs. The recruitment process takes around this time from the employer advertising the job with a closing date, sifting applications, sending out invitations to interview, deciding on the ideal candidate and allowing for that person to give one month's notice. You need to be applying for jobs in earnest now – ensure that your job search is organised and focused.

## 2 Months to Go

13. Have you registered with a doctor and dentist in your area? This [CTP Resettlement Guide](#) provides information on how you can do this.
14. Remember at any time you can visit or speak with your Career Consultant or Employment Consultant for Advice & Guidance.

**Don't forget, the CTP is here for you at every step of your career transition - visit the [CTP website](#) for all your resettlement needs.**

# FOCUS on: Training News - Hot Courses

## 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.

### 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.

### 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.

## Focus on: LEAN SIX SIGMA

Many companies are seeking to improve the efficiency of their organisations by looking at their business processes and finding ways to streamline them.

The Lean Six Sigma methodology was introduced by Motorola in 1986 and was gradually rolled out across many manufacturing organisations, however in the past few years many other UK companies have also adopted the Six Sigma methodology and there has been a sharp increase in the number of job vacancies asking for a knowledge of the Six Sigma Methodology.

Some examples of job roles which may use Lean Six Sigma methodology include:

- Supply Chain Manager
- Business Operations Manager – Logistics, Engineering, Manufacturing, Retail
- Project Manager
- Change Manager
- Business Improvement Manager or Consultant
- Engineer - Aircraft, Electrical, Design, Production, Mechanical

CTP deliver the Green Belt certificate in Lean Six Sigma at RRCs Cottesmore and Rosyth. This 5 day course provides a balance between theoretical knowledge and the practical application of Lean Six Sigma tools and techniques, which is used by many well known employers such as Amazon, BAE Systems, Boeing and DHL. Full details on the Lean Six Sigma course can be found [here](#).

## 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 456 200

**Military:** 9491 56200

**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.

**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).

## FOCUS on: Oil & Gas

Career Transition Partnership invites Service leavers to



### Oil & Gas Industry Awareness Presentations

**RRC Portsmouth:** Wednesday 22 January 2014, 09.00 – 16.30

**RRC Tidworth:** Thursday 23 January 2014, 09.00 – 16.30

**RRC Plymouth:** Monday 17 February 2014, 09.00 – 16.30

**RRC Cottesmore:** Thursday 27 March, 09.00 – 16.30

**Come along to learn about how the Oil & Gas industry works and maximise your chances of securing a role in this popular sector**

The Oil and Gas Industry Awareness course is designed to give delegates a clear understanding of the basic components of the Oil and Gas industry, providing opportunities for both technical and non-technical candidates, in a clear and comprehensible format.

Newcomers to the industry will explore the world of offshore installations, subsea production facilities and onshore support requirements, using 'on the job' terminology. The session will provide an overall picture of industry functionality together with an appreciation of the challenges and understanding of the processes required to maintain our need for Oil and Gas.

Delegates who have a good technical, management or practical background will recognise that their existing skills can be transferred into the Oil and Gas industry through a number of roles. On completing this one day course, each candidate will receive an OPITO certificate of attendance.

**To book your place please call the central bookings team on 0203 162 4410, or use the relevant email address below:**

<b>RRC PORTSMOUTH</b>	<b>Grace Tyrrell</b>	<a href="mailto:rrcportsmouth@ctp.org.uk"><u>rrcportsmouth@ctp.org.uk</u></a>
<b>RRC TIDWORTH</b>	<b>Lol Wilde</b>	<a href="mailto:rrctidworth@ctp.org.uk"><u>rrctidworth@ctp.org.uk</u></a>
<b>RRC PLYMOUTH</b>	<b>Ian Warner</b>	<a href="mailto:rrcplymouth@ctp.org.uk"><u>rrcplymouth@ctp.org.uk</u></a>
<b>RRC COTTESMORE</b>	<b>Laura Brown</b>	<a href="mailto:lbrown@ctp.org.uk"><u>lbrown@ctp.org.uk</u></a>



# Success Story of David Holyoak

**Read about how ex-WO1 David Holyoak is now enjoying his new career as a Service Controller for London Underground, in charge of the whole District Line.**

David Holyoak served for 24 years in the Army as a driver in the Royal Logistics Corps, leaving as a WO1 Master Driver in 2009. He says, "I had served a long time and felt the time was right for a change; I felt that at 40 years old I was young enough to have a second career. I was also looking for a new challenge and found it in my new role, which was the second best decision I have ever made. The first was joining the Army."

**"Use your soft skills well. Turnout, good timekeeping, a good sick record and professionalism will win people over even if you lack the hard skills of your peers."**

When asked about which of his military training and experience is now useful in civilian life, David says, "Where do I begin? Putting formal training courses aside, the soft skills, even the very basic ones such as, but not exhaustively: smartness, good timekeeping, personal discipline, respect for others and teamwork will put an ex-serviceman or woman a step ahead of his/her civilian counterparts."

"Further to the above, as a former WO, personal attributes such as the ability to gain respect, delegation, command and control skills, diligence, leadership and management skills all set the Service leaver on the path to success."

David began the resettlement process by attending a Career Transition Workshop, which has says was especially helpful for learning about CV writing and networking. He also used his IRTC grant to complete an ILM Level 7 Award in Executive Management and a Prince2 Practitioner course. He says, "In the end I didn't need the qualifications I obtained during resettlement for my current job, but the experience was valuable and the courses are on my CV for the future."

David found his current position by meeting his employer, London Underground, at a CTP employment fair, and he has now been in the role of Service Controller ever since leaving the forces. He says, "I am in charge of the control room for the whole of the District Line, London Underground. I have several signaller and information personnel who work for me and a manager who oversees what I do. I control incident response and management, implement the service delivery plan, deal with service delays and recover from service disruptions."



David admits that at first he found the transition from the military to the civilian workplace difficult, with many differences between the working environments along with other more practical factors to get used to, such as commuting to work every morning and learning about a completely new subject matter: trains.

He says, "You may feel vulnerable and exposed. There's no safety net to assist you; the Army provides support in so many ways and you don't realise until it's gone."

David is now very settled into his civilian role, and has plenty of advice for other Service leavers; he says, "Use your soft skills well. Turnout, good timekeeping, a good sick record and professionalism will win people over even if you lack the hard skills of your peers."

**"Personal attributes such as the ability to gain respect, delegation, command and control skills, diligence, leadership and management skills all set the Service leaver on the path to success."**

He adds, "Start looking early; have a plan, aspirations and goals, but be prepared to change, adapt and adjust. If at first you don't get what you want, consider what's on offer as a stepping stone. Be proud of your background. Use it!"

**See page 9 of this newsletter for details of the latest employment opportunities with London Underground Ltd.**

## FOCUS on: Events

### Manchester Metropolitan University invites Service leavers to a **Military Transition Job Fair and Open Day**



**Thursday 20<sup>th</sup> February 2014, 10:30 - 16:30**  
**Manchester Metropolitan University Business School**

**Manchester Metropolitan University is holding a Transition Job Fair aimed at Military Personnel leaving the Forces during 2014.**

Come along to find out about job opportunities available locally, regionally, nationally and internationally from companies based in the North of England. You will be able to meet with representatives from different organisations to discuss job prospects, identify skills and qualifications sought by employers and learn about the support available to Service Personnel and their families when relocating back to the North of England.

**Manchester Metropolitan University** wishes to support, develop and enhance the career prospects and employment opportunities for Service leavers. At the event you will be able to:

- Learn about the qualifications and skills currently required in the market place.
- Network with entrepreneurial experts from the University's Centre for Enterprise.
- Meet local and national employers looking for a range of experienced professionals.

## **FOCUS on: Events**

### **DO YOU WANT A CAREER WITH A WORLD CLASS COMPANY?**

**Company Presentation by**



**Saturday 11th January 2014 in Solihull**

**Come along to meet with Managers and former Service Personnel who now work at Jaguar Land Rover. You will also be given a guided tour of the Plant.**

**JLR is currently recruiting for the following manufacturing opportunities in their Solihull Plant:**

**Engineering / Maintenance / Supervision / Supply Chain**

**This event is aimed at those with extensive supervisory and managerial work experience and a minimum HNC qualification.**

**Priority will be given to those who have not previously attended a Jaguar Land Rover event.**

**To book your place on either the 09:00 or 10:30 event, please email: [jaguarlandrover@ctp.org.uk](mailto:jaguarlandrover@ctp.org.uk)**

**Visit RightJob today to apply for opportunities with Jaguar Land Rover!**

# Forthcoming Events 2014

## JANUARY 2014

M	Tu	We	Th	Fri	Sat	Sun
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

## FEBRUARY 2014

M	Tu	We	Th	Fri	Sat	Su
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	1	2

## MARCH 2014

M	Tu	We	Th	Fri	Sat	Sun
24	25	26	27	28	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	5	6

DATE	EVENT and VENUE	BOOKING CONTACT DETAILS
22nd January	<b>OPITO OIL &amp; GAS COMPANY PRESENTATION</b> RRC Portsmouth	<b>Grace Tyrrell</b> Tel: 023 9272 2792 Mil: 9380 22792
23rd January	<b>OPITO OIL &amp; GAS COMPANY PRESENTATION</b> RRC Tidworth	<b>Lol Wilde</b> Tel: 01980 651164 Mil: 94342 2164
30th January	<b>TROOPS TO TEACHERS INFORMATION PRESENTATION</b> RRC Catterick	<b>Steve Strefford</b> Tel: 01748 872905 Mil: 94731 2905
6th February	<b>SELF EMPLOYMENT INFORMATION PRESENTATION</b> RRC Tidworth	<b>Lol Wilde</b> Tel: 01980 651164 Mil: 94342 3164
20th February	<b>AMAZON COMPANY PRESENTATION - AM and PM</b> RRC Rosyth	<b>Alison Clare</b> Tel: 01572 812241 X 7126 Mil: 953417126
6th February	<b>TROOPS TO TEACHERS INFORMATION PRESENTATION</b> RRC Portsmouth	<b>RRC Portsmouth</b> Tel: 02392 724130 Mil: 9380 24130
10th February	<b>TROOPS TO TEACHERS INFORMATION PRESENTATION</b> RRC Tidworth	<b>Lol Wilde</b> Tel: 01980 651164 Mil: 94342 3164
13th February	<b>SOUTH CENTRAL EMPLOYMENT FAIR</b> Madejski Stadium, Reading	<b>Lauren Selby</b> Tel: 01252 348338 Mil: 94222 3338
17th February	<b>OPITO OIL &amp; GAS COMPANY PRESENTATION</b> RRC Plymouth	<b>Grace Tyrrell</b> Tel: 023 9272 2792 Mil: 9380 22792
27th February	<b>EDUCATION &amp; TRAINING INDUSTRY AWARENESS EVENT</b> RRC Cottesmore	<b>Alison Clare</b> Tel: 01572 812241 X 7126 Mil: 953417126

**Check the website for full event listings!**  
**To book onto any forthcoming CTP workshops, briefings or events, call our central bookings team on 0203 162 4410**

## Useful CTP Contacts

Remember, we're always at the end of the phone to assist with any booking requests or questions you may have surrounding your resettlement. Here are some numbers to help you make contact easily!



### To book a CTP workshop or briefing...

Call **0203 162 4410** from a civilian line. (This is not a premium rate number and you should only be charged at the normal national rate, dependent on your phone provider.)

Alternatively, if you are calling from a military line, contact the Regional Resettlement Centre (RRC) running the event which is normally the RRC that you are registered with for your resettlement. Contact details can be [found here](#)

### To book a CTP training course...

Contact the **Course Booking & Information Centre** on **02894 456 200** (military **9491 56200**) or email [coursebookings@ctp.org.uk](mailto:coursebookings@ctp.org.uk)

### For RightJob assistance...

If you have forgotten your RightJob password, have been locked out of your account or require support using RightJob, contact the **Central Employment Team** on **0121 236 0058** or email [Rightjobsupport@ctp.org.uk](mailto:Rightjobsupport@ctp.org.uk)

### To book to attend a CTP event such as an employment fair or company presentation...

[Click here](#) to locate the event you would like to attend on the calendar on our website, and follow the instructions to contact the organiser direct.

### For employment support...

[Click here](#) to check the location map on our website and contact the **Employment Consultant** in your local area and they will be happy to help. Alternatively, contact your **Career Consultant** who can also offer advice.

### For career advice or help with your CV...

If you are registered with the CTP, contact your **Career Consultant** for advice. Alternatively, you can speak with your local **Employment Consultant**; [click here](#) to find an EC in your local area.

### For helpful tools to help manage your resettlement...

Login to your **myPlan** account to access tools including a CV Builder, Resettlement Tracker, Career Assessment Activities and more!