

FOCUS

on Resettlement

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career
transition
partnership



The Ministry of Defence
working with
Right Management

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FOCUS on: Job Finding



Are you a Service leaver with leadership skills and experience?

If so, the Barclays Sponsored Degree Programme for Military Service Leavers could be for you!

This programme offers a fast track into a Barclays Leadership role coupled with a fully sponsored degree. The Programme has been developed with the Lord Ashcroft International Business School at Anglia Ruskin University.

You will gain a university education without incurring debt, taking structured work placements in various roles that will provide you with skills, experience and insight. On this programme you'll complete a three-year BA (Hons) in Management and Leadership.

You'll be work-based and will need to be flexible on where you begin your career in the UK. You are employed by Barclays from Day One, but there will be study blocks to attend at the Business School – three two-week blocks in your first year, and two two-week blocks in your second and third years.

Not only do we fully fund your degree, you will be eligible for all Barclays benefits and we will pay you a basic salary of £13,500+ from the start.

You will have the opportunity to work in one of many Barclays' business areas to include our Branch Network and Barclaycard. You might not have considered a new career in Financial Services. If you have leadership experience, your transferable skills will truly lend themselves to our values as an organisation. We don't look for the 'finished article', we are interested in potential.

- This programme is open to all Service leavers who have had leadership experience.
- The closing date for applications is 18th March 2014.
- Assessments will take place in April/May 2014.
- **The start date for the programme is mid September 2014.**

For more information and to apply, see RightJob ID N13362 and follow the application instructions

FOCUS on: Emergency Services

The Emergency Services provide a range of employment opportunities for Service leavers, not only on the front line but also in support functions. The skills and experiences you have gained during your service, such as your attention to detail, ability to stay calm under pressure and problem-solving skills, will all be attractive selling-points to potential Emergency Services employers.

If you are interested in working for an Emergency Service you might benefit from some of the training available to you through Preferred Suppliers. Visit the [CTP website](http://www.ctp.org.uk) to find out the latest course dates and information.

Police

There are over 50 police forces in the UK, including non-geographic forces like the British Transport Police and Civil Nuclear Constabulary, and each one recruits its own staff. For information on vacancies, contact or check the website for the police force you want to join. You will find a list of police forces on the [Police.UK website](http://www.police.uk).

If you are interested in becoming a Police Constable, some police forces require the Certificate in Knowledge of Policing (CKP). This involves a significant personal commitment in terms of time and money. You should consult the website of the force you wish to join to find out if they require you to have registered for, or have completed, the CKP prior to submitting your application. This will ensure you can plan sufficient time for this within the force recruitment timescales.



Fire Services

As with the Police, the Fire Services across the UK recruit separately. There is a significant amount of information on how to apply and what qualities and attributes the Fire Services are looking for on the [Fire Service website](http://www.fire-service.org.uk).

It is strongly recommended that you read all of the information available on the recruitment pages before you apply. The table below highlights a role with the Wiltshire Fire Service currently being advertised on RightJob.

Ambulance Services

Recently, the South Central Ambulance Service attended the CTP Employment Fair at Reading and the Scottish Ambulance Service are currently recruiting to a variety of roles through RightJob (see table below). Qualifications and skills will vary according to the roles but a general source of information on job vacancies is the [NHS careers website](http://www.nhs.uk), where you will also find a number of case studies.

Current emergency services opportunities on RightJob:

RIGHTJOB ID	JOB TITLE	LOCATION	SALARY (Per Annum)	CLOSING DATE
N19233	Scottish Ambulance Service	Scotland	Dependant on Position	30/04/2014
N16174	On-Call Fire-Fighters	Wiltshire	Variable	31/03/2014
N21653	Various roles including call management and PCSO	South of England	£16,000 - £25,000	31/12/2014
N12638	Police Officer Scotland	Scotland	£23,269 - £36,519	31/03/2014

FOCUS on: Job Finding

BRITISH AIRWAYS



"Service leavers offer us a lot of relevant skills and capabilities, plus we feel they inherently understand and will be able to live our values of keeping promises, looking the part, doing things properly, finding solutions and treating everyone as an individual."

June Parsons, Resourcing Manager

BA looking to increase the number of Service leavers in their team!

British Airways is looking for Service leavers to join them across their business, and is regularly posting vacancies on RightJob. Deadlines for applications are often short so make sure you check RightJob regularly and apply promptly with your targeted CV.

You will also be asked to provide statements such as why you are attracted to the role and the skills and capabilities you bring. As always, indicate your strengths and skills and match them to those required, showing your motivation for applying. The quote above gives great advice on why British Airways wants you!

Salaries are competitive with excellent benefit packages.

We currently have a limited number of vacancies to join the technical team in our Engineering Operations Control Centre, monitoring aircraft performance through Airplane Health Monitor (AHM) / Airman and Tech Log reports, repetitive defect analysis, aircraft reliability and safety review plus providing comprehensive technical support to operational areas regarding the British Airways fleet of aircraft. Applicants will have the following qualifications and experiences:

- HNC / HND or equivalent in an Aerospace Engineering subject
- Recognised Engineering Apprenticeship or equivalent industry experience to include specific knowledge of aircraft mechanical / avionic systems, structures and materials
- Ability to hold CAA / EASA approvals
- Strong project management skills
- Proven problem analysis / technical decision making
- Strong business acumen
- Effective oral and written communication skills
- Stakeholder management: to include external suppliers
- A team player / self- starter
- A customer focused approach

To find out more about the above and other current vacancies, search on RightJob for 'British Airways' and apply today!

FOCUS on: Job Finding

OPPORTUNITIES WITH RENTOKIL

Countrywide opportunities including London, Essex, Berkshire, Hampshire and Oxfordshire.

Rentokil
The Experts in Pest Control

We are seeking ambitious Service leavers nationally to join our large blue chip organisation, and currently have vacancies for:

- Service technicians
- Sales roles

PLUS: for those who are looking for a career in management you may wish to be considered for our Business Management Programme.

If you are interested in a service based role then we have various roles at locations across the UK for service technicians who will receive training to deliver a professional pest control service to all of our customers. Customer Focus, Problem Solving and clear communication skills are all important in this position.

In our **sales roles** you will be trained to identify customer requirements, carry out customer surveys and sell the best solution for the customer, so excellent communication skills is a must. Full training is provided and there is a fantastic opportunity to progress through our grading system and earn additional rewards based on your performance.

Additionally we also run a **Business Management Programme**. Initially participants are appointed as Pest Control Service Technicians, developing through our organisation with the objective of leading to a general management position.

Full technical training will be provided as well as a Management Development Programme inclusive of financial and commercial management. We would expect this programme to continue over a period of three years as you progress through our organisation.



All members of our management development scheme start in our front line service organisation as **Pest Control Service Technicians**. With the technical training you will be in this post for no less than 12-18 months; following this role there are opportunities in surveying and field biology. Upon completion of these roles there are opportunities to develop into functional roles or line management positions.

We currently have opportunities across the country and we are looking for ambitious, customer focused self-motivated individuals who we can train and develop to become successful within our organisation. If you believe you have what it takes to join our dedicated team, we have the tools to lead you to success.

In return for your commitment we offer competitive salaries, attractive bonus and incentive schemes and unlimited opportunities to progress.

Login to RightJob and search '**Rentokil**' today to view all available vacancies.

Employer Insight: Babcock

CTP are currently working with Babcock, the UK's leading engineering support services organisation, to open up employment opportunities for Service leavers.

Defence, energy, telecommunications, transport and education are all sectors where Babcock can be found working diligently behind the scenes, delivering critical support. Babcock services are underpinned by three core capabilities:

- Managing Assets and Infrastructure
- Delivering Projects and Programmes
- Integrating Engineering Expertise



trusted to deliver™

Working diligently behind the scenes

Babcock take great pride in the considerable depth and breadth of their people's expertise. They have c. 26,000 skilled staff workers who design, build, manage, operate and maintain assets that are vital to the delivery of many key public services, both in the UK and overseas. Their market-leading reputation is based on one key fact: Babcock is a partner who can be trusted to deliver.

Supporter of the Regular and Reserve Forces

Babcock actively supports and encourages applications from Service leavers who bring with them vital skills for the business. Babcock has signed up to the Ministry of Defence (MOD) Corporate Covenant and is a major supporter of the Regular Forces, but also welcomes and supports those who are members of the Reserve Forces.

Babcock offers a large number of employment opportunities which closely match the skill sets of many Service leavers including:

- Managing Assets and Infrastructure
- Engineering
- Facilities Management
- Health and Safety
- Logistics
- Nuclear
- Project Management
- Supply Chain and Procurement
- Trades
- Training Delivery

Search and apply for employment opportunities with Babcock at www.babcockinternational.com/careers/ and remember to select 'Armed Forces' as the source of your application.

Alternatively come along to any [CTP Employment Fair](#) in 2014 and speak with Babcock representatives in person!

FOCUS on: Job Finding

Live Vacancies on RightJob

ctprightjob

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 log in via the CTP homepage and search for those fitting your criteria.

RIGHTJOB ID	JOB TITLE	LOCATION	SALARY (Per Annum)	CLOSING DATE
N22153	Consultant/Principal Submarine Technologist	Bristol	£40,000 - £50,000	18/04/2014
N18484	Programme Manager	South of England	£40,000	28/03/2014
N11847	PCA Engineer Surveyor, Annan	Annan, Dumfries and Galloway	£40,000 - £45,000	18/10/2014
N21447	Assistant Quantity Surveyor	North West	£40,000 - £45,000	07/04/2014
N21107	Plant mechanics, Small Tools Fitters, Drivers & Labourers	UK Wide	£18,000 - £22,000	30/06/2014
N21448	Trainee Quantity Surveyor	North West	£20,000 - £30,000	07/04/2014
N21173	Maintenance Supervisor	Reading	£30,000	04/04/2014
N21133	Logistics Support Co-ordinator	Cambridgeshire, Peterborough	£22,000 - £25,000	04/04/2014
N21075	Entry Level Test Consultant	London	£18,000 - £25,000	31/03/2014
N14121	Electrical and Instrumentation Craftsperson	Seascale, Cumbria	£28,057 - £32,436	31/03/2014
N20961	Service Engineer	Manchester & North West	£25,000	31/03/2014
N20900	Licensed Engineer	Hereford, Herefordshire	£27,000 - £36,000	31/03/2014
N20872	Head chef	Newark	£20,000 - £20,000	30/03/2014
N20670	Lifting Equipment Engineer	Bristol	£20,000 - £25,000	29/03/2014
N20576	Security Installation and Service Engineer	Weymouth, Dorset	£20,000 - £23,000	28/03/2014
N20438	Kitchen Manager (Fox & Quill - Oak Tree Pubs)	Northampton	£18,500 - £20,000	25/03/2014

RightJob: search for jobs

RightJob is our online job site allowing Service leavers registered with the CTP to search and apply for thousands of live vacancies on the jobs database, uploaded by employers specifically seeking leavers of the Armed Forces and the skills and qualities they can offer. Login through our website www.ctp.org.uk

ctprightjob
FROM CAREER TO CAREER

FOCUS on: Job Finding

SERVICE TECHNICIAN VACANCIES

To work at United Coffee - winner of Caterer and Hotelkeeper's Best Places to Work award - you need to be dedicated, passionate and committed to delivering outstanding customer service.



We really invest in our staff; they're our most valuable asset. We nurture our team; empower them to make their own decisions to create an engaged and motivated workforce. Every team member has a training and personal development plan, which not only benefits the business and the service our customers receive but gives each individual the opportunity to develop and learn new skills.

Field Based Service Technicians

United Coffee is recruiting Service Technicians and is interested in applicants who have:

- Excellent mechanical and electrical knowledge and background
- Outstanding customer skills
- The ability to work quickly and thoroughly.

This is a field based role so the ability to plan your day and a full (and fairly clean) driving license is also required. Please note: you will need to live within the stated job location to be considered for these roles.

The salary ranges from £23,000 to £36,000 dependent on experience. The closing date is 31st March 2014 but may be amended depending on when suitable candidates are identified, so early applications are advised.

Visit RightJob today to apply for one of these opportunities!

RIGHTJOB ID	LOCATION
N20740	Bristol
N21835	Croydon
N20737	Derby
N20748	Guildford
N20746	London (North)
N20742	London (North West)
N20747	London (South)
N18654	London (South East)
N20743	London (South West)
N20741	Southampton
N20745	Swansea

There are also opportunities as a **Workshop Manager** and **Preventative Maintenance Engineer** on RightJob so search for United Coffee opportunities today to find out more information and apply!

ARRIVA OPPORTUNITIES

Arriva will be attending a number of CTP Employment Fairs during 2014, and are keen to recruit Service leavers.



Arriva invest a lot of time and money in our workforce; we work hard to train them and develop their skills. Because of our commitment to our workforce, large numbers of our employees choose to stay at Arriva for their entire career.

If you are a confident person with good customer service skills who enjoys working and dealing with people, as well as enthusiastic and flexible in your approach to work then Arriva could be the company for you! Search **RightJob** today for current opportunities with Arriva, one of the leading transport companies in Europe.

FOCUS on: Job Finding

COMING SOON! Network Rail Recruitment Overhead Conditional Renewal (OCR) Linespeople



**Locations: Chadwell Heath (5 vacancies)
Crewe (25 vacancies)**

Responsible for revitalising Britain's railway, Network Rail's remit is as vast as it is challenging. Indeed, we're involved in some truly diverse and ambitious ventures. Part of a Network Operations team which plans, operates and maintains the railway day-to-day. Our business units, or 'routes', work tirelessly to improve customer service, safety, and performance and provide a value for money railway.

We are looking for motivated individuals with no need for prior railway experience to join our team of skilled workforce working on our overhead line equipment (OLE).

As part of our national programmes team, you'll initially be trained at our state-of-the-art training centre in Walsall. On successfully completing your training, you'll then join one of our mobile site teams. The role once trained involves carrying out a variety of OLE modifications and new electrification installations across the whole of the network.

You will be required to work at height on the company's high level 25,000 volt electrical supply equipment providing power to the train companies operating on the rail system. You need to show initiative, be disciplined, seeking a new challenge and able to quickly contribute to a friendly but professional and ambitious team. You'll need to be over 18 years of age, with a full driving license for 12 months, willing to regularly lodge away from home and willing to undertake extensive shift and weekends patterns of work.

This position is safety critical and therefore subject to drug and alcohol testing and a pre-employment medical.

In return, you'll enjoy excellent benefits and opportunities for personal and professional development.

Network Rail welcomes applications from a diverse range of candidates regardless of background, disability or gender and is committed to creating a workforce as diverse as the communities we serve.

If you are interested in applying for these roles, they will be advertised on RightJob from 10th March: login and search 'Network Rail'.

Start dates are 6th July 2014.



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: Job Finding

ENGINEER AND CONSULTANT ROLES WITH SOGETI



SOGETI

Sogeti is a leading provider of technology services, specialising in Application, Infrastructure and Engineering. Our portfolio includes Software Testing, High Tech Engineering, Business Intelligence & Analytics, Mobile, Cloud and Cyber Security.

People are the heart and soul of our organisation; the Sogeti Group brings together more than 20,000 professionals in 15 countries, and we have a strong local presence in 100+ locations in Europe, USA and India. Sogeti is also a wholly-owned subsidiary of Capgemini – a global leader in technology, outsourcing and local professional services.

We are committed to investing our employees, and the high standard of our staff has helped us to develop a strong reputation in the UK market. Over the last year we have quadrupled in size and were recently awarded the title of 'Testing Innovator of the Year' by industry leaders at the European Software Testing Awards .

We are currently seeking a number of ex-Service personnel to join Sogeti at this exciting time. Current available roles include:

N21075 Entry Level Test Consultant

As an Entry level Test consultant you will begin your journey into the world of software testing by gaining vital industry standard certifications and experience of the different Testing models and methods to set you on your way to becoming a fully rounded software tester.

Duties will include: creating test plans and scripts; assisting in Test Planning and Test Estimation; and working collaboratively with the existing test team and customer to identify Testing issues early and seek quick resolution directly with the appropriate teams.

N21907 Fatigue and Damage Tolerance (F&DT) Engineer

Sogeti High Tech enjoys a strategic alliance with Dassault Systèmes, which allows us to design customer-tailored solutions based on Dassault Systèmes state-of-the-art tools.

As a Fatigue and Damage Tolerance Engineer, you will have: strong experience working with fatigue and Damage Tolerance Tools and Methods; excellent report writing skills and interpersonal communication; and the ability to work autonomously.

Live vacancies for Sogeti are on RightJob now, so log in and search for N21075, N21907 or 'Sogeti' for more details.

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

ctprightjob
FROM CAREER TO CAREER

FOCUS on: Job Finding



From Military to Apprentice to Qualified Technical Engineer with British Gas

Dan joined British Gas in November 2010 as a Service and Repair Apprentice, having previously served in the Army's Intelligence Corps, and is now a fully qualified Engineer.

He saw the British Gas apprentice position advertised and although the starting salary meant quite a drop in earnings, he felt that it would be an excellent opportunity to develop his skills and build a great future with a great company.

Dan notes similarities between British Gas and the Army, in terms of the company's professionalism; on his first day of training he was especially impressed by the facilities in the training academy.

Dan enjoys many aspects of his role, including working with and learning from other qualified engineers and meeting British Gas customers. Dan has also enjoyed learning new skills every day and the camaraderie with colleagues. Now that he is fully qualified he visits customers in his van, representing British Gas, and enjoys being responsible for his own planning and time management along with building important customer relationships.

Dan was asked how different this role was to the one he had in the services: "It's a strange thing to say but the roles are similar, but different. The Army was obviously a lot more physically challenging with lots of cross county runs and strict fitness regimes but the training aspects are very similar. They both include well structured training plans, and require use of your own initiative along with being a good team player in order to do the role well."

Dan is a valued member of the team and one of many ex services personnel that have joined British Gas in a various roles.

Do you have what it takes to join British Gas?

British Gas will shortly be looking to hire a number of 17th edition qualified ex-Service personnel to become Qualified Electricians. They are currently looking at how they can provide these recruits with conversion training which will ensure they have all the skills required to carry out a Domestic Installation role. Once finalised, these roles will be advertised on RightJob; this is likely to be during March 2014.

Service leavers may like to consider the CTP's electrical training courses to prepare them for these roles. CTP provide courses including 17th Edition, Defined and Full Scope, plus Inspection and Test of both Initial and Periodic installation. More details of these relevant courses can be found in the [course booklet](#).

British Gas is constantly looking to recruit, and recognises the many benefits of employing Service leavers. To view their current opportunities log into RightJob and search 'British Gas'.

FOCUS on: Job Finding



Ministry
of Defence



Group
UK & Ireland

Exercise your mind on military operations

The Adecco Group have been appointed by DE&S and their partners PwC to be the vendor of choice for reaching out to recruit talent for DE&S from the MoD, DE&S and the external market. They are supported by the multiple brands within the Adecco family; most notably Hyphen and Roevin.

Help reinforce the ability of our Armed Forces to defend our country. Stretch your intellect on some of the most innovative, complex and significant engineering projects from armoured vehicles to aircraft to weapon systems, Defence Equipment & Support acquires and supports world-class equipment for the UK's military. When the lives of people are at risk, it is essential that we get this right.

We are currently recruiting for Engineers across Air, Land and Weapons projects, pushing boundaries, harnessing the latest technologies and driving best value from our £multi-million budgets.

Land Projects

Land Equipment is an Operating Centre with an annual budget of some £2bn and manages assets worth £3bn. Staff in here work on around 700 different projects involving armoured vehicles, protected mobility, counter Improvised Explosive Devices, protected mobility, engineering/artillery and infrastructure.

Air Projects

We are currently recruiting for Engineers across our entire Air domain in Operating Centres such as Combat Air, Helicopters and Air Support. The Air domain is the point of contact within DE&S for the Royal Air Force, providing an operational focus within DE&S and ensuring sponsors and users that the DE&S contribution to current and future operations is coherent and effective. The types of projects you have the opportunity to support in an Engineering role include Typhoon and Tornado aircraft, Apache, Lynx, Unmanned Air Systems, flight simulation and synthetic training and aircraft commodity items.

Weapons Projects

The mission of our Weapons Operating Centre is 'to equip and support the Armed Forces with battle-winning weapon systems'. Investing some £700m a year in around 500 projects of varying values, which encompass guided weapons and weapons systems, naval guns and general ammunitions.

The engineers we need

We need engineers at a number of different grades and you may find your expertise is relevant to a more than one of our four technical areas. Wherever you join us, and whatever your engineering background, you'll need to augment your qualifications with experience and a flair for building relationships, solving problems and making decisions.

The rewards we offer

Expect an open, flexible, supportive work environment, the freedom to gain varied skills and the chance to build experience across a wide range of diverse roles and projects. There are excellent opportunities for personal and professional development and on top of your salary you can also look forward to a good pension and benefits package, performance pay potential and a healthy work/life balance.

How to apply

Apply via **RightJob** for the role/s you are interested in, attaching your CV as well as a supporting statement covering the two required competences. If you have a preference for the area you wish to work in (Air, Weapons & Land) please state this on your application.

Candidates wishing to apply for more than one role at different grades must submit multiple applications.

Closing Date: 23/3/2014

For your application to be considered you must have supplied your CV, Supporting Statement and undertaken or be booked into the Adecco assessment by the closing date.

We advise you submit your application at the earliest opportunity to allow sufficient time for it to be processed. Typically this can take approximately five working days from receipt of your CV and Supporting statement. If the deadline for receipt of CV, Supporting Statement and confirmation of your Adecco Assessment date is missed, your application will be rejected.

Applicants are advised that plans are underway to transform DE&S into a bespoke trading organisation by April 2014. DE&S staff will remain as civil servants in this new organisation.

FOCUS on: Job Finding

CTP are working with Royal Mail to make a range of employment opportunities available to Service leavers.

Royal Mail's most visible roles are the postmen and postwomen who strive to provide excellent service across the country - whatever the weather. But Royal Mail offers many job opportunities and every employee has a valuable role to play in the transformation of the business.



Drivers, for example, are responsible for transporting post from mail centres, train stations and airports to businesses and financial institutions. As safety is always paramount at the Royal Mail Group, drivers also receive the benefits of Advanced Driver Training.

Just as important are **indoor sorters** and **data inputters**, who work as part of a large team in one of Royal Mail's processing or distribution centres, sorting mail either by hand or machine.

Royal Mail aims to recruit the best personnel in all areas of our business. As a world-class company, we offer roles in **operations, human resources, finance, sales and marketing** and **IT**, as well as in **management** and **executive** teams.

Royal Mail recognises the wide range of transferable skills that Service leavers can bring to their organisation, they have recently recruited through RightJob for Vehicle Technicians and are currently advertising apprenticeship schemes for Advanced Engineering Apprentices and Vehicle Technician Apprentices.

RightJob Reference N20485

RightJob Reference N20486

Check RightJob regularly for both operational and management opportunities with Royal Mail. For local opportunities, contact your CTP Consultant for a copy of Royal Mail's 'Application Guidance for Service leavers', visit www.royalmailgroup.com/our-people and remember to select 'Career Transition Partnership' as the source!

My Story: Andy Aston

Squadron Leader Andy Aston served for 23 years in the RAF.

Andy is a firm believer that every aspect of the training, experience and qualifications gained during his time serving with the RAF are of use to him in his new civilian career as Head of Resourcing in the logistics division of Royal Mail.

Andy joined Royal Mail on a Senior Entry Talent Programme, initially applying online, followed by a telephone interview and an assessment centre.

Now, Andy feels that the leadership, communication, stakeholder engagement and change management skills that he learned in the military are skills that he has transferred to his current role.

He advises other Service leavers, "Spend valuable time thinking about what you want to do and then spend even more valuable time writing your CV really making sure that you 'de-militarise' it."



FOCUS on: Job Finding



Don't forget to target your CV for every job application!

All CVs should be job/function specific and tailored to match the job advertisement or possible needs of the recipient.

They indicate that the candidate has researched well and that they have a good idea about what the organisation is looking for.

Ensure the employer can see that you are the perfect candidate for the job!

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
LEAT	Instrument Technician	£55,171	Engineering
PO	Offshore – Assistant Mechanic	£51,000	Engineering
PO	Production Supervisor	£23,000	Management
SGT	Emergency response controller	£25,000	Emergency Services
LCPL	Locksmith	£20,000	Security
SGT	Mechanical Engineer	£35,000	Engineering
WO2	Engineering Inspector	£40,000	Engineering
CSGT	HIAB Driver	£20,000	Transport
MEM	Warehouse Security Op	£21,500	Security
PTE	Technical/Signalling Technician	£25,000	Engineering
PTE	Travel Safety Officer	£20,800	Management
SSGT	Personal Assistant	£22,000	Administration
LCPL	Close Protection Officer	£42,000	Security
CAPT	Regional Welfare Officer	£30,500	Management
CH TECH	Aircraft Technician	£24,800	Engineering
SGT	Health and Safety Trainer	£27,050	Education / Training
CH TECH	Project Support	£40,000	Project Management
SGT	LGV C + E driver	£30,000	Transport
SGT	Light Vehicle Technician	£25,000	Engineering
SGT	Customer Service Engineer	£30,000	Engineering

FOCUS on: Job Finding

ATKINS IS RECRUITING!



In the UK, Atkins has ranked as one of The Sunday Times 25 Best Big Companies to Work For in 2013, as one of the Top 50 Employers for Women and as one of the Top 100 Graduate Employers.

If you would like to be part of this award winning company **visit RightJob today** to see if you have the skills and qualifications Atkins are looking for. Current opportunities include Senior and Principal Engineers.

Choosing to work for Atkins will provide you with the opportunity to engage on some of the most exciting engineering challenges of our time. Together with our rewarding and flexible packages, you'll have the perfect balance to bring your personal and career goals to fruition.

SALES ROLES WITH SKY



Do you have drive, resilience and the determination to succeed? As the leading entertainment provider in the UK, we are looking for talented professionals who will provide a first class sales experience in our Face-to-Face direct sales channel.

With strong communication skills and a customer focused approach, you will be responsible for initiating fantastic sales conversations with new and existing customers in their homes, showcasing our great products and services, as well as providing tailored solutions to their needs.

Sky work closely with the CTP as they recognise the key skills ex-Service men and woman have match closely to the skills they look for in their staff members. Qualifications and experience are not essential as the personal qualities and traits you have are more important to us.

By providing the best customer service and solutions for our customers, you will hit targets and have the potential to earn £34,000 per annum.

To ensure you meet your full potential, Sky will provide comprehensive product and sales training and support you every step of the way. In return for doing a great job, you'll also benefit from free Sky TV, Broadband and discounted calls, as well as a company pension, healthcare and share save scheme.

To view all vacancies and apply, login to RightJob and search for British Sky Broadcasting.

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

ctprightjob
FROM CAREER TO CAREER

FOCUS on: NHS Norfolk & Norwich

career
transition
partnership



Are you interested in a career with Norfolk & Norwich NHS Foundation Trust?

Do you have a commitment to quality of care, improving lives and putting the needs of patients at the centre of everything you do?

Service leavers are invited to a

CAREERS OPEN DAY

7th April, Norfolk & Norwich University Hospital

Come along to find out about opportunities including:

- Administration
- Management
- Healthcare professionals
- Entry-level roles and potential training programmes



In addition: For those who may not possess the relevant skills and qualifications, Norfolk & Norwich NHS Foundation Trust is developing a bespoke four week training programme for Service leavers, to support applicants looking to gain an entry level role within the NHS.

Whether you're seeking to use your existing skills in a complimentary NHS role, or develop a new career, attend this event to meet NHS staff and find out about the different options available to you.

**Limited spaces are available: to book your place, contact the
CTP central bookings team on 0203 162 4410**

FOCUS on: NHS Norfolk & Norwich

My Story: Stuart Malone

Stuart Malone now uses the technical skills he gained in the RAF in a new role with NHS Norfolk and Norwich.

"I joined the Royal Air Force in 1976 as an Aircraft Electrical Mechanic after leaving school with very few qualifications.

The supportive and guiding role of the services soon had me improving my qualifications and I continued to be involved with training and education for most of my 25 years service.

My technical role initially saw me involved in maintaining aircraft electrical systems, mainly Jaguar & Tornado aircraft. I then discovered responsibility and completed a few aircraft engineering related desk jobs with my pen!



My last tour was at RAF Marham as a Chief Technician completing Non Destructive Testing on military aircraft throughout East Anglia and frequently world-wide.

I believe that Armed Force's training develops and equips personnel with both high personal qualities and technical skills that will always be sought in civilian employment.

I joined the NNUH in 2003 and my post as Technical Skills Laboratory Manager is to provide the organisation and technical support to high quality dental, medical & surgical training/courses.

My technical support has taken me into clinical areas which I would never have envisaged. I enjoy this role very much and derive great satisfaction in helping to improve health care skills training.

I think the NHS provides a high quality working/training environment which ex-forces personnel will both recognise and enjoy. I would recommend any service leaver to consider employment within the NHS."

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

ctprightjob
FROM CAREER TO CAREER

FOCUS on: Job Finding

My Fujitsu Story : Ian Barclay



I served as a Wing Commander in the Royal Air Force for 36 years, working initially as an Air Defence Technician, followed by commissioning into the Communications Engineering Branch. I now work as Defence and National Security Head of Cyber for Fujitsu, determining the future requirements of the company with regards to delivery of a Cyber capability and resource management.

During my service and resettlement period I was able to gain a range of qualifications to support my entry into the civilian job market. These include a HND in Electronic Engineering and a Masters Degree in Defence Acquisition Management, along with Advanced Management and Achievement (AMAC), Programme and Project Management qualifications, Change Management and Finance.

The AMAC course proved particularly useful during my resettlement, providing me with the correct level of detail for discussions at interview.

As with many Service leavers, I found my current role with Fujitsu via networking, and encourage others to use as many informal social networking opportunities as possible. Prior to starting the role, I was able to complete a work attachment with Fujitsu whilst still serving in the RAF. This gave me a very useful insight into the company and provided a greater understanding of the requirements of the role before formally starting.

I didn't face any obstacles when settling in, and found the transition process easy thanks to the range of experience I gained during my RAF career. Service leavers have strong skills in planning, communication, team work and adaptability, along with a wealth of technical specialisations, so are extremely well placed for a new career with Fujitsu."

Login to RightJob to view current vacancies with Fujitsu:

RIGHTJOB ID	JOB TITLE	LOCATION
N21662	Maritime Installation Engineer	Basingstoke
N21792	SC/DV Second Line Support Engineer	Bracknell
N21813	DV Cleared Interoperability Gateway Designer	Basingstoke / Hook
N21815	Interoperability Web Access Designer	Basingstoke / Hook
N22275	Service Centre Support Technician:	London
N22610	Integration Engineer	Reading
N22611	3rd Line Engineer	Bracknell

FOCUS on: Targeting Your CV

Getting to interview stage with only 10 seconds to influence the decision!

In today's competitive employment market, employers are receiving hundreds of CVs for just one job vacancy. CVs and application forms present a very short window of time for you to impress an employer, with most recruiting staff spending an average of about 10 seconds reading your CV before deciding whether it will be rejected or moved to the shortlisting pile.

It is therefore essential that your CV makes it as easy as possible for the employer to see your suitability for the role as quickly as possible. So how can you make your CV stand out and increase the likelihood of your CV being moved to that shortlisting pile?

Remember: there is no such thing as one CV that fits all job applications. Targeting is essential!

Don't just send out the same CV to every employer. You should have a good basic CV and a list of functional skills and experience, which you can then rearrange or rewrite to target the specification of each job.

What is a targeted CV?

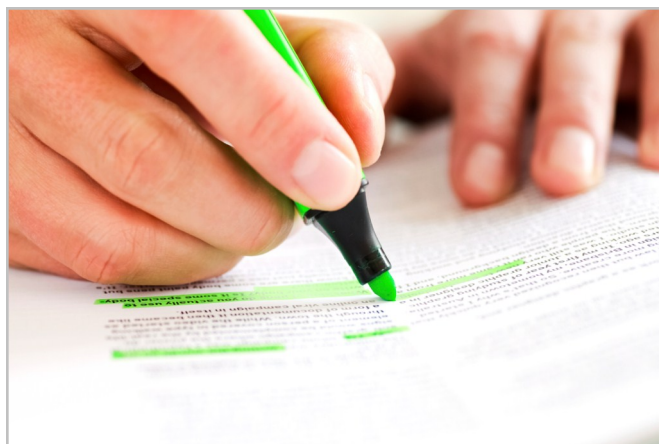
A targeted CV is a skills-based CV; it focuses on your transferable skills and experience, in order to show the potential employer how you could fit into the role. The CV is 'targeted' because you only include details that are relevant to the job you're applying for.

How do I target a CV?

Matching Skills and Experience

Work through the job description, paying particular attention to the specification, identify the important knowledge, skills and abilities required. List the essential skills and criteria the job requires then demonstrate how your skills and experience match these requirements.

All of your experience does not have to be work based, tell the potential employer about yourself and personalise your CV by including your experiences gained through volunteering experiences and your education.



Ranking Skills and Experience

Many job descriptions and specifications will clearly state "Essential" and "Desirable" requirements for applicants and will rank the requirements for the job from "Most Important" to "Least Important". Don't allow this to go unnoticed and make sure that you list and rank your skills and experiences in terms of this particular job in the same way.

For example, if the job advertisement indicates that you are required to write reports as your main task, and you did that in a previous job, list that task statement first when describing that job. Make sure that the potential employer can quickly and easily identify you as a promising candidate.

Avoid including information that is totally unrelated to the job you are applying for.

Screening Questions

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

Does this person have related experience?

Does this person have the qualification/education I'm looking for?

Will this person add value to our business?

This basic information should be easy to find and easy to read. If the answers to these questions are found easily, they will keep your CV and read it more closely for further information and you will reach the next stage of being invited for interview.

cvbuilder

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

FOCUS on: Troops to Teachers

**troops to
teachers**
Initial Teacher Training

TAKE
IT
WITH
YOU

Interested in teacher training – but don't have a degree?

Take a look at the Troops to Teachers non-graduate programme.

'I wanted something after the military which was going to give me the same sense of satisfaction'.

Euan, Trainee, January 2014.

What does the Programme offer?

- Train to teach with four days in a school and one day dedicated to academic study on a 2 year school-based ITT route leading to a degree with Qualified Teacher Status (QTS)
- Access university training for one day a week accelerating your qualifications to degree level
- Benefit from tailored training and development, specifically for Service leavers, that draws upon and develops your experiences and expertise for teaching in schools.

'I was inspired by a teachers myself and the whole idea of trying to make a difference to young people'.

Emma, Trainee, January

See what other trainees on the Troops to Teachers non-graduate programme think of their experience in our [latest videos](#).

September 2014 start: Applications close on the 11th of April 2014.

If you have a degree already and want to explore routes into teaching, please visit the Department for Education's website where you will find further information

<http://www.education.gov.uk/get-into-teaching>

<https://troopstoteachers.ctp.org.uk>

Tel: 0207 469 6765 Email: troopstoteachers@ctp.org.uk

FOCUS on: Changes within Teaching & Training

Since 2007, all those seeking to teach or train in further education colleges, and with independent training providers or adult and community learning programmes, have been required to undertake a teaching qualification including:

- Award in Preparing to Teach in the Lifelong Learning Sector (PTLLS) L3/4
- Certificate in Teaching in the Lifelong Learning Sector (CTLLS) L3/4 **or**
- Diploma in Teaching in the Lifelong Sector (DTLLS) L5

In 2012 a review of these qualifications was carried out and amendments were made to workforce regulations, which came into place in 2013.

The Government removed the requirement for trainers and teachers to have a teaching qualification and Employers should now have their own internal policy on entry and training requirements for their organisation. Service leavers are therefore recommended to research Employer entry requirements before embarking on a training course.

New qualifications were introduced in 2013, which consist of:

- Level 3 Award in Education and Training
- Level 4 Certificate in Education and Training
- Level 5 Diploma in Education and Training
- Level 5 Diploma in Education and Training including a specialist pathway

These qualifications replace the PTLLS, CTLLS and DTLLS, however please note that for Service leavers who already hold or are working towards PTLLS, CTLLS or DTLLS, these qualifications will continue to be recognised by Employers.

The CTLLS qualification is being phased out, and the new qualification route enables those with a Level 3 Award in Education and Training to work towards the Level 5 qualification. Further details on these changes are available [here](#).

CTP Training

CTP offer Service leavers several options for achieving recognised teaching / training qualifications:



PTLLS Level 4

Delivered at Farnborough College, this course aims to equip Service leavers with a 'threshold licence to teach' in the Lifelong Learning Sector i.e. adult and community education, work-based learning and the voluntary sector, and to function with confidence in these environments. This 10 day Edexcel Level 4 qualification is contract funded, offering excellent value for money.

**Please note the PTLLS course will be replaced from October 2014 with the Level 3 Award in Education and Training.*

NVQ Assessor

NVQ Assessors support and assess learners that are working towards their National Vocational Qualifications (NVQs). An NVQ Assessor will assess and train learners in order for them to gain the occupational standards needed to achieve their qualification. This 5 day course is offered at Cottesmore and the cost is £556.00 including VAT & exams.

NVQ Assessor with PTLLS

This course provides the unique opportunity to achieve the NVQ Assessor Award and PTLLS at Level 3. The NVQ Assessors qualification will allow practitioners to assess occupational competence in the work environment, whilst the PTLLS is a qualification that will equip a wide range of trainers, facilitators and teachers to support learners. This 10 day course is delivered at Cottesmore and the dual qualification cost is £1275.00 including VAT & exams.

Further information and course dates can be obtained from the [CTP website](#).

PLUS: See page 20 of this newsletter for details of the Troops to Teachers non-graduate programme.

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

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: Training News

Health & Safety Suite Level 2 at RTC Aldershot

As mentioned in the previous edition of Focus, the RTC will be delivering a 5 day suite of Level 2 Health & Safety courses which will be included in the Non-Contract funded programme for those Service Leavers who may not have such qualifications.

The aim of the course is to provide the Service leaver with four Level 2 Health & Safety qualifications which are much in demand by employers and which will enhance CVs.

They will benefit Service leavers who may not have any qualifications of this nature and provide the basis for further H&S training before progressing onto higher levels. They are applicable across a wide range of employment sectors.

The suite has 4 modules comprising of:

- CIEH Award in Health & Safety in the Workplace
- Award in Fire Safety
- Award in Safe Moving and Handling
- Award in Emergency First Aid at Work.

The first course will commence at Aldershot on **28th April 2014** and places are still available. The cost is £411.60 for all 4 modules including assessments and VAT.

For full course details, please refer to the [CTP website](#).



CompTIA: Arming Service leavers for a career in IT



CompTIA, the global IT trade association, is helping solve the IT skills gap with 'Armed for IT Careers' a programme aimed at helping ex-military personnel learn about a career in IT, find training, funding, get qualified and land their first IT job.

The latest research from eSkills suggests 129,000 new entrants a year are required to fill new IT & Telecoms job roles in the UK, and Service leavers are well placed to fill the gap.

Graham Hunter, Western Europe Director at CompTIA, says, "Military professionals often have strong business, communication and technical skills and a good work ethic, which are all much in demand in the IT industry. There are a wide range of jobs for which someone with military training and leadership skills would be a perfect fit."

"We believe the problem has been that, until now, there has been nothing which clearly outlines the opportunities, then helps individuals train and certify the technical skills they need to make the transition. We believe this is a real missed opportunity both for the IT industry, which needs great people, and for hard working military leavers who want to contribute to society back home".

The programme website www.armedforitcareers.org aims to become the go-to resource for anyone looking to transition from the military into the IT industry, and provides information on training and qualifications, along with IT jobs in different areas and for different specialisations.

For those earlier in their resettlement journey, the site explains what an IT career offers former military personnel and how to identify funding for resettlement training.

Russ Muir followed the path which has now been formalised under Armed for IT Careers. After 23 years in the Navy he studied for and certified in the CompTIA Network+, the entry level qualification for network engineer roles. This, combined with his military experience, landed him his first IT role.

Russ says: "The forces have a big advantage in IT, because they often have the right skills to get in, and the ability to gain new qualifications to support this."

The CTP offers a number of qualifications to support careers in the IT industry. [Click here to view the course booklet.](#)

Focus on: Resettlement Success

Read about how Gail Swift used her transferrable skills to network her way into a new role in Property Services, having served for 23 years in the Royal Navy.

Ex-CPOWTR Gail Swift served in the Royal Navy for almost 23 years before deciding to leave and utilise her skills in a new role. Gail says she most enjoyed the travel and close-knit community aspects of serving in the military, along with "being part of the Armed Forces and the feeling that I was serving my Country". However, Gail also sought family stability and wanted a career that didn't involve long periods away from home, and so started to prepare for her discharge.

Gail began the resettlement process with a Career Transition Workshop at RRC Plymouth, and says it "gave excellent advice on how to civilianise transferable skills, CV writing and application/interview tips."

Having worked as a Writer in the Royal Navy, Gail had gained experience in administration, management and organisation, with a wide range of civilian qualifications to support this. These included a CMI Level 6 Award in Management and Leadership, a NEBS Management introductory award and a City & Guilds Business Administration award, along with IT qualifications and has since completed a BSc (Hons) in Logistics Management through the Work Based Distance Learning programme with Lincoln University.

Gail was therefore well equipped with transferrable skills appropriate for a number of civilian job roles, and decided to focus on a position that made use of her strong administrative skills, concentrating on a role in the property industry.

"The CTW gave excellent advice on how to civilianise transferable skills, CV writing and application/interview tips."

Gail used her remaining Graduated Resettlement Time to gain experience in the civilian workplace, completing two trial attachments; one week with a local Estate Agency followed by five weeks with Coast and Country Cottages (Holiday Lets), who are now her employer.

Gail's main piece of advice for other Service leavers is to network as much as possible; she found her current role through networking at a party.



Having gained a useful contact, she then submitted an application in person, which led to her gaining work experience followed by a full-time position with the company.

"Remember how much more we do and usually under much more pressure than our civilian counterparts."

"With smaller organisations there may be the opportunity to hand deliver your application to the person on the advert. I did this and spent an hour with him, as he just happened to be ex-Royal Navy, which was beneficial for both me and the organisation in terms of seeing how I could possibly fit in"

Gail is now settled into her new role as Assistant Operations Manager (Property Services). She explains that the position is very varied, and involves "Co-ordination of all property related issues, from buying table lamps and taps, to arranging for contractors to visit properties and ensuring that each property has an access statement and an in date Gas Safety Certificate where applicable. I manage a team of about 6 people who all have individual roles within the department such as a cleaning/laundry co-ordinator and accounts assistant."

Gail's final piece of advice to other Service leavers is, "At interview, don't undersell yourself. I was asked how I prioritise and I told them how I work out which is the most important job and also look at any jobs with deadlines and plan my day accordingly. What I should have said is how I do all this when I am at sea along with interruptions from fire exercises, VIP's visiting, members of my division needing welfare advice, etc, etc. Remember how much more we do and usually under much more pressure than our civilian counterparts."

FOCUS on: Events

There is an old saying, "It's not what you know, it's who you know".

When it comes to job searching, who you know could be the way in to your new career.



If you are unsure about how to make the most of networking for your job search, **RRC Northolt** is running a one day workshop on **Monday 14th April** that will cover the following topics:

- The advantages of networking
- How to go about networking effectively – the 4 steps to networking success
- Establishing and growing your network
- How to get the most from a networking call or meeting
- On-line networking – how to make the most of Linked In and social media

If you are interested in attending this workshop, please contact RRC Northolt on Mil: 95233 6063/6064 or Civ: 020 8842 6063/6064 to book a place. Don't delay – places are limited!

Are you interested in working in the Engineering Sector?

ENGINEERING Industry Awareness Event

**Victory Club, HMS Nelson, Portsmouth
Thursday 13th March 2014, 09:30 – 14:30**

SIEMENS



IET
The Institution of
Engineering and Technology



NORLAND



BAE SYSTEMS
INSPIRED WORK

This event will give you an overview of the industry and the variety of roles available, with presentations from leading Employers and Industry Associations. There will be opportunities to ask questions and obtain further information at the end.

This will be an excellent opportunity to learn about employment opportunities, the skills recruiters are looking for, and any training that would be beneficial - book your place today!

To make a booking for this event, please contact Emma Scott-Ward on escott-ward@ctp.org.uk or 0203 162 4410

FOCUS on: Events

Focus @ 4 Workshop

**“It Only Matters When It Matters”
And right now...it should matter to you!**

If you've got less than 4 months left to serve, this workshop will provide a useful reminder of the support available as you near your discharge date, & help ensure you're prepared to enter the job market

The workshop will cover topics including:

- What you really need to be doing right now
- How to approach the job market
- Targeting your CV or competency application
- You've got an interview – now what?
- Developing types of questions to ask at interview
- How to negotiate salary
- During and after interview
- How to deal with rejection
- Asking for feedback
- First 90 days in your new role

Workshops take place regularly in all RRCs - visit the [CTP website](http://www.ctp.org.uk) to view all dates and locations.



**To book your place, call the
Central Booking Team on 0203 162 4410**

Forthcoming Events 2014

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

APRIL 2014

M	Tu	We	Th	Fri	Sat	Sun
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	3

MAY 2014

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

DATE	EVENT and VENUE	BOOKING CONTACT DETAILS
10 March	Troops to Teachers Information Presentation Wattisham Education Centre	Catherine Cunningham Tel: 0208 842 6065 Mil: 95233 6065
11 March	Troops to Teachers Information Presentation RRC Cottesmore	Alison Clare Tel: 01572 812241 Ext 7126 Mil: 95341 7126
11 March	UK & Germany Industry Awareness Event Divisional Conference Centre, Herford	Filomena Vakalutugone Tel: +49(0) 5221 995 3211 Mil: 94882 3211
12 March	Police Scotland Company Presentation RRC Rosyth	RRC Rosyth Tel: 01383 425960 Mil: 93356 5960
20 March	Management Industry Awareness Event RRC Tidworth	Lol Wilde Tel: 01980 651164 Mil: 94342 3164
27 March	South West Employment Fair China Fleet Country Club, Cornwall	Central Bookings Team Tel: 02031 624410
3 April	Amazon Company Presentation RRC Catterick	Central Bookings Team Tel: 02031 624410
9 April	Transport and Logistics Industry Awareness Event 18 AEC, Colchester	Catherine Cunningham Tel: 02088 426065 Mil: 95233 6065
10 April	East Midlands Employment Fair Peterborough Arena	Alison Clare Tel: 01572 812241 ext 7126 Mil: 95341 7126
16 April	CTP Supported Barclays Military Talent Day Churchill Place, London	Central Bookings Team Tel: 02031 624410

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

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

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!