

FOCUS

on Resettlement

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career
transition
partnership



The Ministry of Defence
working with
Right Management

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

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FOCUS on: Job Finding



"Don't undersell yourself! Servicemen and women do an exceptional job under unique pressures and the skills you have are very much transferable to civilian life no matter what field you decide to enter." Al Gane, Maintenance Manager, JLR and ex-Service leaver



Jaguar Land Rover is a company that brings together two much loved, highly prestigious British car brands and is one of the success stories of British manufacturing. With headquarters in the UK, it is the country's largest automotive business, with over 25,000 of our 26,000-plus employees working there.

We are currently recruiting for many roles across our entire business. You do not need automotive experience or to be an engineer to apply.

Product Development - Creating the idea/design

Research, Engineering, Project Management, Quality, Design

Powertrain - Developing & manufacturing sustainable engines

Tooling, Managers, Engineers, Supervisors, Skilled Trades

Manufacturing - Making the design reality

Supervisor, Manager, Engineering, Quality, Logistics, Material Planning, Launch (New Models), Advanced Manufacturing Engineering, Skilled Trades

Corporate Roles - Supporting the business

Purchasing, Finance, Human Resources, Information Technology, Marketing, Public Relations, Supply Chain, Branding

Jaguar Land Rover is attending all 2014 CTP Employment Fairs. Please find us at any of these events to discuss suitable roles that match your armed forces qualifications and experience, our applications process and advice on CV writing. There will also be ex-armed forces Jaguar Land Rover managers supporting these events who can tell you about their transition, how to sell yourself through the Jaguar Land Rover application process and what it is like working at Jaguar Land Rover.

See below for current vacancies with Jaguar Land Rover, all based in the West Midlands – closing dates are

RIGHTJOB ID	JOB TITLE
N23354	Control Engineer
N23333	Engineering (All Disciplines)
N23341	Logistics Analyst
N23358	Maintenance Supervisor

RIGHTJOB ID	JOB TITLE
N23352	Manufacturing Operations and Engineering Manager
N23330	Material Planning and Logistics Manager
N23359	Production Supervisor

FOCUS on: Job Finding

OPPORTUNITIES WITH RENTOKIL

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

- Service technicians
- Sales roles

Rentokil
The Experts in Pest Control

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 are 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.

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

FOCUS on: Job Finding



An exciting opportunity for a 12 week Civilian Work Attachment!

Start dates from April 2014 to mid June 2014

In the last 3 years, Openreach have been working with the CTP to recruit Service leavers. This relationship has resulted in over 1,500 Service leavers with wide ranging backgrounds and a range of military trades being recruited for their National Operations Team. This partnership has allowed many Service leavers who may not have considered the Telecommunication sector to retrain and secure employment with one of the UK's leading organisations.

Building on this unprecedented success we would like to draw your attention to a fantastic 12 week Civilian Work Attachment (CWA) opportunity. The intakes for this opportunity are available from April 2014 to June 2014.

The 12 week CWA will provide training and a great experience in working with Openreach on Europe's foremost Broadband / Telephony technology network. Furthermore, they will guarantee candidates who undertake the CWA an interview for a permanent role as a Customer Service Engineer during the attachment. They will provide coaching and mentoring to ensure you have the best chance possible of passing the interview to become part of their permanent workforce.

Do you meet the following criteria?

- Hold a full driving licence with no more than 6 penalty points
- Able to work at heights and in confined spaces
- Able to see full colour spectrum (i.e. you are not colour blind)
- Discharge after mid July and before October 2014

If you do meet these criteria and are interested in learning more about this opportunity and the locations, please [click here](#) for a full description.

We know from past experience that there will be significant interest in this Openreach opportunity and would ask that you move quickly to register your interest via RightJob.

Once you have read the material provided, if you wish to apply, login to RightJob and search for **N24201**, when you click on apply you will be directed to complete the online registration form.

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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
N25156	AJT Qualified Instructors	Isle of Anglesey	£50-53,000	30/04/2014
N24039	Infrastructure Project Manager	Bridgend	£40-60,000	30/04/2014
N23248	Generator Engineer	London	£24,000-40,000	30/04/2014
N16257	IT Analyst	London	£24-25,000	30/04/2014
N24972	Deputy Kitchen Manager	Romford	£20-23,000	30/04/2014
N22213	Aeroscience Instructor/Trainer	Middle East	£38-40,000	30/04/2014
N23544	Working At Heights Instructor (Germany)	Germany	£25-30,000	30/04/2014
N22371	Integration Design Engineer	Portsmouth	£35-45,000	30/04/2014
N23841	Motor Fitter	Bristol	£29,929	01/05/2014
N23639	Construction Manager - Possessions	South of England	£37-45,000	01/05/2014
N23450	Fleet Engineer	Swansea	£60-70,000	02/05/2014
N23410	Java Trainer / Java Learning Consultant	Gloucestershire,	£40-50,000	02/05/2014
N24620	Mechanical Engineer – Pressure Equipment	Greater Manchester	£30-45,000	13/05/2014
N24563	Marine Design Engineer	North West / Scotland	£35-60,000	13/05/2014
N22932	REME Engineer	Midlands	£25-26,000	15/05/2014
N24804	Live in Building Manager	London	£20-22,000	17/05/2014
N24891	Software Engineer - Cyber	South East	£35-55,000	17/05/2014
N24785	Lettings & Property Manager	High Wycombe	£20-28,000	17/05/2014

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

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FROM CAREER TO CAREER

FOCUS on: Job Finding

Driving Jobs in Aylesbury

Skills Direct Ltd are working in partnership with Arla Foods to recruit HGV 1 Drivers (C+E) and can offer a great opportunity to Service leavers who have already gained their licence, but are lacking commercial experience. We fully appreciate that many of you have gained your C + E licence whilst serving in the Armed Forces and have gained a wealth of experience, but may be facing issues when looking for roles outside of the services due to many employers looking for a minimum of 2 years commercial experience.



We are in a position to offer candidates the chance to gain this experience by training on the job and developing these skills whilst earning. Skills Direct recognise that ex Service personnel have a lot to offer a potential employer, : great work ethic, reliability, commitment and a positive attitude and wish to utilise these qualities whilst also providing the opportunity to gain vital experience in the civilian workplace.

We have already successfully implemented the scheme with drivers at Arla Foods in Westbury, Wiltshire and are now looking to introduce this to the new Arla Foods depot in Aylesbury, Buckinghamshire. This is an exciting opportunity to join a new team that is rapidly expanding and various opportunities could develop in the future for the right candidates.

If you would like more information please contact Sarah Crawford 0117 927 6176 / 07852 287803 or email scrawford@ctp.org.uk

Retail Sales Advisor Roles with Sky Instore, door to door & promotional roles



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 on target earnings of up to £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'

FOCUS on: Job Finding

Thatcher Energy's Recruitment Drive for Successor

The Successor programme is one of the largest defence programmes in the UK and will replace the current vanguard class. This high profile project began in May 2010 and will not be complete until 2028, highlighting the longevity and the size of work associated.

The estimated spend of £11-14bn per year puts Successor at the largest and most complex design and build programme currently being undertaken.

The build of the new submarines will increase employment in the naval engineering sector across the UK for many years to come, protecting thousands of highly skilled jobs and creating hundreds more.

Thatcher Energy have been involved with this project since its beginning in May 2010, recruiting for the likes of Frazer Nash, Babcock, AMEC and the associated project leader.

Thatcher Energy has already embedded numerous skilled professionals onto the programme and will continue working with organisations to identify suitably qualified individuals within the market.

They are continually recruiting for a number of roles and encourage Service leavers with the relevant skills below to get in touch:

- CAT A and CAT B Nuclear Watchkeepers
- Section Heads
- Safety Engineers
- Secondary Propulsion
- Electrical Mechanical Engineers
- Network and Comms Engineers



Barrow is the main dockyard facility for building the new nuclear submarine however, there are positions at multiple office locations throughout the UK including: Keynsham, Abbeywood and Devonport.

We fully support the work being carried out on Successor and look forward to continuing our recruitment drive to aid its success.

To find out more about the latest opportunities on the Successor programme please log in to RightJob and search for Thatcher Energy.




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



Do you have what it takes to join British Gas?

Electrical Engineers

British Gas will shortly be looking to hire a number of 17th edition qualified ex-Service personnel to join their Electrical Services.

They are currently reviewing 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 early April 2014.

Service leavers may like to consider the CTPs 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 – [click here](#)

Smart Metering Engineers

British Gas will shortly be looking to hire approx. 200 Smart Metering Engineers across the UK. Full training for these roles is provided and once locations have been finalised the full details will be in next month's Focus Newsletter.

British Gas is constantly looking to recruit and see many benefits in taking on Service leavers. To view their current opportunities log in to RightJob and search British Gas.

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

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FROM CAREER TO CAREER

FOCUS on: Job Finding



Home Shopping Positions at Asda

More and more of our customers are utilising the convenience of our Home Shopping service to order goods online and have them delivered to their home or a convenient location.

Due to customer demand, our online offer is the fastest growing area of the business and to meet this demand we have a number of different positions and shift lengths available on Home Shopping Departments throughout the UK.

Bryan Prestwood one of our Home Shopping Delivery Drivers was recently awarded our Driver of the Year Award. Here is what he has to say about what attracted him to a driving role at Asda:

"After 16 years in the Royal Air Force and 20 years Police Service, I was looking for a job that would give me the opportunity to maintain positive momentum. Asda, through its family approach, diversity and flexibility of working hours offers me the day to day challenges to maintain this drive. As a Home Shopping Delivery Driver I am Asda's ambassador whilst at the customer's doorstep and as such, self determination, motivation and stamina are a vital requirement along with a friendly disposition and an ability to act on one's own initiative. For those considering alternative employment on leaving the Services, working as one of Asda's Home Shopping Delivery Drivers will continue to provide sense of purpose, personal achievement and gratification for a job well done".

Bryan Prestwood, Asda Dundee West

**If you would like to find out more and be part of this exciting journey
you can search and apply for vacancies [here](#).**

Make a smart move to Mouchel

Problem solving and relationship building are core skills in military life. Along with technical expertise and a desire to keep learning, these are important attributes we look for at Mouchel.



Our intelligent transport solutions business is currently looking for capable people who will help it deliver our Smart Communities, Smart Network Operations and Smart Travel activities, among the benefits of which are safer roads, better informed travellers, less congested roads and reduced pollution. Key skills we're looking for include data analysis and project management.

We are also keen to recruit structural and civil engineers to help our growing highways design team on a wide range of infrastructure developments and improvements.

These posts are just some of the 600 engineer and consultant roles we are recruiting for this year in our infrastructure engineering, environmental and asset management consultancy to serve clients in the UK and the Middle East.

Find out more about Mouchel and hear from our staff what it is like to work for us at www.mouchel.com. Please get in touch if you have the skills, knowledge and determination to strengthen our team.

For current vacancies, please log into **RightJob** and search **Mouchel**. All UK-wide roles are based from our offices in Woking, Bristol, Manchester and Sutton Coldfield.

FOCUS on: Job Finding

Kier Group is a leading construction, services and property group specialising in building and civil engineering, support services, commercial property development, structured property financing and private and affordable housing.

Following the acquisition of May Gurney, the Group employs more than 16,000 people worldwide and has an annual revenue of £2.8bn. Kier has the unique capability to draw on skills and experience from across the Group, offering clients brilliant solutions to challenging projects.

Our large network of regional offices and our strong local relationships ensure that we can understand our clients and respond to their needs. And the combined strength and capabilities of our Group allow us to respond rapidly when needs change.

Kier Property comprises of three main businesses: commercial, industrial, retail and mixed-use property development; structured property financing; and homes, including both private and affordable housing.

Following their pledge and signing of the Armed Force Corporate Covenant, Kier are keen to support Service leavers into employment.



"Kier Group is delighted to be in the first group of companies to sign up to the Corporate Covenant," said Duncan Whiting, a Director of Kier.

"The Corporate Covenant complements the Armed Forces and Community Covenants and allows the commercial sector to commit to the same principles - that no member of the Armed Forces Community should be disadvantaged in the provision of public or commercial services, and that in some circumstances special treatment may be appropriate for the injured or bereaved.

"Kier will demonstrate that it is an Armed Forces friendly organisation by recognising military skills, seeking to employ veterans, working to provide flexibility with employees who are also reservists and by striving to support service dependants and local cadet organisations."

Two of the Kier Group employees spoke of their experiences as an Army Reservist and as a Service leaver. Holly Brunt, a former Craftsman with the Royal Electrical and Mechanical Engineers, comes from Salford.

"It has been good to share the positives of being in the Reserves and also working in the construction industry," said Holly who works as an assistant site manager.

Kier Group feed a wide range of job opportunities to Service leavers via the CTP, including HR Advisors, Drivers, Mechanical Engineers, Business Development Managers to name a few.

To view details of current vacancies, log in to RightJob and search for 'Kier'.



FOCUS on: Job Finding

Uncovering Babcock...

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

Amongst many Service leavers, Babcock is a familiar brand with strong links to the military and a presence at many military sites, so what does Babcock have to offer Service leavers with sought after transferable skills?

Focus will be 'uncovering Babcock' featuring different divisions and departments in the coming months which offer opportunities for Service leavers transitioning from military.



trusted to deliver™

Critical Services

Critical Services is part of the Support Services Division of Babcock International Group and its core capability focuses on fleet and asset management. To ensure a targeted delivery, the business has been structured into three market-specific business streams: Airports, Resilience & Emergency Services and Mining & Construction.

Airports

Babcock provides integrated airport solutions which help to keep passengers moving and flights on schedule. From designing, installing and managing complex baggage handling systems, to fleet management and engineering support for specialist ground support vehicles.

Resilience & Emergency Services

Babcock is one of the largest providers of support services to the emergency services sector. They manage vehicles, equipment and facilities on behalf of the Metropolitan Police Service, New Dimension, Highways Agency and Associated British Ports.

Mining & Construction

Babcock delivers global asset management to organisations operating in the mining and construction industry. Customers include Lafarge and Aggregate Industries.

Search and apply for employment opportunities within Critical Services on RightJob including Warranty Officer, Hounslow – N24367.

Upcoming opportunities throughout 2014 include:

- Assistant/Workshop Managers
- Assistant/Fleet Managers
- Fleet Administrators
- Administration
- Heavy Mobile Equipment Engineers
- Supervisors
- Collection and Delivery Drivers (HGV)

For the full range of current Babcock job opportunities across all divisions go to www.babcockinternational.com/careers/ and remember to select 'Armed Forces' as the source of your application or come along to any CTP Employment Fair in 2014 and speak with Babcock representatives in person!

FOCUS on: Job Finding



Network Rail are recruiting for Overhead Conditional Renewal (OCR) Linespeople

Locations: Romford, Essex (5 vacancies) and 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 licence 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 please search on CTP RightJob with the following reference numbers:

Romford, Essex – **N24330**

Crewe – **N24333**

The closing date for both locations is 9th April 2014.

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
CPT	Constituency Office Manager	£27,500	Management
WO2	Engineering Inspector	£40,000	Engineering
SPR	Rope Access Technician	£24,000	Engineering
CPL	Health & Safety Manager	£42,000	Health & Safety
WO1	Employability Officer	£25,000	HR
SSGT	Engineer	£29,700	Engineering
LCPL	Driver	£26,546	Transport
AET	Aircraft Certifying Mechanic	£22,000	Engineering
WO	Operation Manager	£30,000	Management
LH	Maintenance Technician	£26,000	Engineering

FOCUS on: Job Finding



We built our first home in Newcastle upon Tyne in 1958. Since then, we have built over 350,000 more, becoming one of Britain's largest and best known homebuilders in the process. Today, we are stronger than ever and include some of the sector's most successful brands: Barratt Homes, David Wilson Homes, Ward Homes, Barratt London and Wilson Bowden Developments.

Every year, these businesses build and sell thousands of new homes and commercial and mixed use property, ranging from starter and family homes, through to exclusive luxury apartments, and offices to retail parks. We also provide affordable homes for rent and shared ownership, helping meet Britain's growing housing need in towns and rural areas across the country. All this means we're a big business, employing over 5,000 people in locations across the United Kingdom.

We are currently looking to hire TRADE APPRENTICESHIPS

Bricklayers * Electricians * Carpenters/Joiners * Plumbers

Our Apprentice programme is run in partnership with CITB, the Sector Skills Council for construction. It mixes college study with practical on-site training with experienced trade specialists, and a programme that goes well beyond the standard syllabus.

Once you're accepted, you'll start a two year structured Intermediate Apprenticeship. You'll learn on the job, and in a locally approved college – and you'll be earning all the time. At the end of the two years, you'll have loads more experience and valuable job skills, plus a technical certificate and nationally recognised apprenticeship qualification. And that's just the beginning. Once you've completed your first 2 years*, there are plenty more options available to you, if you're ambitious as we think you are you'll probably want to continue for a further year with our Advanced Apprenticeship.

*Please note: the timescales are slightly longer if you are training to be a plumber or electrician, or are training towards an SVQ in Scotland.

**There are 155 vacancies in various locations available across the UK,
find out more by going to RightJob Reference N25518**

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

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Barclays Military Talent Day

Session 1: 0930 – 1330, Wednesday, 16th April 2014

Session 2: 1430 – 1830, Wednesday, 16th April 2014

Come along to **one of the two above sessions...**

- To detail the types of opportunity available to military Service leavers within Barclays.
- To demonstrate the variation of Barclays Business Units and how military service personnel have been integrated.
- To provide guidance on the transition of military Service personnel into the corporate space.
- There will be representation from across the Barclays Group including: Retail Business Banking, Wealth, and Investment Banking.

Location

Presentation Suite 1, Level 2, 1 Churchill Place, London, E14 5HP.

This event is open to all Service leavers however; candidates who have 12 months or less to serve are particularly encouraged to attend.

To book, please email CTPEvents@ctp.org.uk or call 020 3162 4410

FOCUS on: Job Finding

**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 25th 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: How to excel at an Employment Fair



An Employment Fair can be quite daunting; there are lots of stands, and other Service leavers waiting to speak to employers. How can you make the best use of your time and find out about all the opportunities available?

Firstly, do some preparation in advance:

- Research ahead of the day; the list of exhibitors is published on the CTP website prior to the event: see which companies interest you, and identify which ones are seeking someone with your skills and prepare a target list.
- Think about the type of questions you could ask.
- Prepare your CV; whilst we advise that any application made for a specific role is accompanied by a tailored CV for that particular vacancy, employers at these events are often happy to accept generic CVs on the day so go prepared and take plenty of copies with you.
- As you don't know what specific role you are aiming this CV at, it might be useful to take either a brief one page resume, or a much longer generic CV.
- If you require assistance with your CV, ask your Career Consultant **prior to attending**.
- Dress appropriately - you don't need to be dressed in a formal suit; however you should make an effort to dress in smart business attire. Remember - first impressions count!
- You will usually be given a welcome pack at the event, take your time and read through the booklet before you go in; check the floor plan and plan your approach.

APPROACHING AN EMPLOYER

- Even though it may sound obvious, make sure you start with a smile and a greeting ("hello" or "hi") and introduce yourself with a handshake, as this will naturally help exude confidence.
- A good way of breaking the ice is to ask a general question such as:
 - Could you tell me a little bit about your business?
 - How large an organisation are you?
 - What type of person and skills are you looking for?
- This will lead in to a discussion where you can then suggest that they might be interested in someone with your skills, and briefly tell them your main selling points.
- Be ready to briefly discuss your career goals, qualifications, work experience, extracurricular activities and IT skills.
- It is a good idea to request their business card at the end of the discussion. If they give you a general company business card, make a note of their details on the back so you remember who you spoke to.
- Don't forget this is a marketing opportunity, so try and highlight the relevant skills you have for the type of company you are speaking to.
- They will probably ask you for a copy of your CV. Give them a copy of the generic CV you have with you, but ask for a contact name and email address where you could send a more targeted CV later.

FINALLY...

Take your time; the companies are there all day, so take a pause after each discussion. You might want to make some notes to help you compile a targeted CV at a later date for a particular employer, or to remind yourself of what was discussed.

Make a mental checklist. Have you spoken to all the companies who are present, and if not, why not? Don't rule out a company just on face value, talk to them all - they may just have an opportunity which matches your requirements.

Details of forthcoming employment fairs can be found at www.ctp.org.uk/events

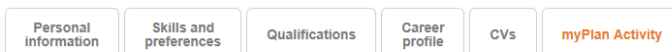
FOCUS on: RightJob

ctprightjob

COMING SOON: ENHANCEMENTS TO YOUR RIGHTJOB ACCOUNT

You will soon notice a number of small changes to the Profile section of your RightJob account. These are designed as a result of Service leaver feedback and aim to enhance the support you receive from the CTP.

1. MyPlan Activity Summary



When you visit the Profile section on RightJob, you will see an additional tab showing a summary of your myPlan Career Assessment Activities. This serves as a reminder of what you have completed in myPlan.

2. CV Review

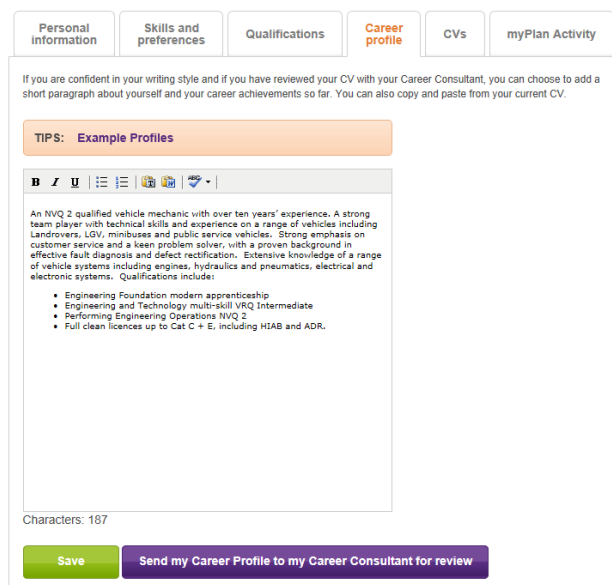


You will also be able to request a review of your CV through the site. If you click on the 'Send for Review' button next to the CV, it will be automatically emailed over to your Career Consultant for review. You will then receive feedback from your consultant via email.

3. Online Career Profile

This is a brief overview (approx. 300 words) of your skills, abilities and qualifications related to the industry you wish to move in to. The profile can be viewed by approved employers who have added suitable vacancies to RightJob. Your profile is anonymous but employers can contact you via RightJob if they think might be suitable for their advertised role.

It is therefore very important that you create a strong Online Career Profile in order to be found by employers seeking individuals with the skills and experience you offer. As with your CV, you will be able to click the 'Send for Review' button next to your profile, and it will be emailed to your Career Consultant for checking.



If you are confident in your writing style and if you have reviewed your CV with your Career Consultant, you can choose to add a short paragraph about yourself and your career achievements so far. You can also copy and paste from your current CV.

TIPS: Example Profiles

B I U | **Text formatting icons**

An NVQ 2 qualified vehicle mechanic with over ten years' experience. A strong team player with technical skills and experience on a range of vehicles including Landrovers, LGV, minibuses and public service vehicles. Strong emphasis on customer service and a keen problem solver, with a proven background in effective fault diagnosis and defect rectification. Extensive knowledge of a range of vehicle systems including engines, hydraulics and pneumatics, electrical and electronic systems. Qualifications include:

- Engineering Foundation modern apprenticeship
- Engineering and Technology multi-skill VRQ Intermediate
- Performing Engineering Operations NVQ 2
- Full clean licences up to Cat C + E, including H1AB and ADR.

Characters: 187

Save **Send my Career Profile to my Career Consultant for review**

Watch out for these new features coming to your account soon!

FOCUS on: Logistics Training

Transport Sector continues to grow!

The recent Manpower Employment Outlook Survey asked 2,112 UK employers whether they intend to hire additional workers or reduce the size of their workforce in the upcoming quarter.

The survey revealed that employers in the logistics sector, amongst many others, are reporting positive hiring plans. See www.logisticsmanager.com for news in full.

To help prepare Service leavers for employment in the logistics sector CTP delivers a number of courses from basic to strategic level and these are listed in detail on the following two pages.

Driver Certificate of Professional Competence/ADR

Who should attend this course?

Any Service leaver who would like to drive 'for hire or reward', in other words drive professionally for an employer, is required to have completed 35 hours of periodic training (DCPC) before 9th September 2014.

What is covered during the course?

Driver CPC

- Driver health, Defensive and fuel efficient driving (3.5 hours)
- Drivers Hours (3.5 hours)
- Digital Tachograph Rules (3.5 hours)
- Load Safety (3.5 Hours)

ADR

- Core Module (required by all entrants)
- Packages Module



- Tanker Module
- UN Classes Modules 2,3,4,5,6,8,9.

Driver CPC/ADR lasts for 7 days and successful candidates will be issued a DQC for the Driver CPC and a Certificate for the ADR, both of which last for 5 years. This course is delivered at the following RRCs: **Rosyth, Cottesmore, Colchester, Catterick and Tidworth.**

Are there any prerequisites?

Important: please note that all Service leavers who passed their LGV test after 10 September 2009 and are wishing to attend Driver CPC / ADR **must have completed parts 2 & 4 of the LGV test before attending.** This can be completed via any relevant CTP Preferred Suppliers. Visit www.ctp.org.uk/resettlement-courses to find an accredited training provider in your area.

How much does the course cost?

The Driver CPC/ADR course is a Contract Funded course, therefore payment is taken automatically from your IRTC at a rate of £26.70 for each day of the course (total £186.90). There is an additional cost for exam fees which is £309.20 and this should be paid a minimum of 6 weeks prior to the course start date.

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: Logistics Training

Warehouse & Distribution Supervisor

Who should attend this course?

Any Service leaver who has experience in working within a stores environment and wishes to gain commercial understanding and civilian recognised qualifications, leading to supervisory or management roles within the logistics industry.

This course offers the unique opportunity to Service leavers to gain 2 separate qualifications at level 3 one from the Chartered Institute of Logistics and Transport and once from the Chartered Institute of Environmental Health:

What is covered during the course?

Level 3 CILT Award in Warehousing

- Managing Warehouse Receiving and Storing Operations
- Managing Order Picking and Despatching Goods
- Managing the Provision and Care of Warehouse Resources
- This part of the course will be assessed by assignment

Level 3 CIEH Award in Health & Safety in the Workplace

- Introduction to health and safety
- Legislation
- Accidents in the workplace
- Ill health in the workplace
- Health and safety organisation and Management
- The role of supervisors.
- This part of the course will be assessed by multiple choice examination

The Warehouse and Distribution Supervisors course lasts for 10 days and successful candidates will be awarded with the above qualifications.

How much does the course cost?

The course is currently delivered at RRCs Aldergrove and Cottesmore and the cost for the complete course is £1,154.40. As this course offers 2 level 3 awards it attracts ELCAS funding for those who wish to use it.

CILT Level 5 Professional Diploma in Logistics and Transport

Who should attend this course?

This course is aimed at those personnel who make strategic level decisions in a logistics role on a daily basis and it provides the unique opportunity to achieve a nationally recognised management qualification in Logistics & Transport over a relatively short period of time.

The course is designed for middle managers who want to develop their commercial awareness in this industry.

This qualification will build upon managerial skills, experience and complement previous training or qualifications achieved in the Services. It also provides a good grounding for continuation of professional development to an executive diploma or an MSC in Logistics & Transport.

What is covered during the course?

There are 4 units of study which are:

- General Management
- Retail Logistics
- Supply Chain Management
- Project Management



This is a very intensive course and each unit is assessed by written assignments which are then internally and externally verified.

The total duration of this course is 20 days (2 x 10 day modules with a break of 10 days between each module) and is available only at RRC Aldergrove.

How much does the course cost?

The current course cost is £1941.73 and as this course is at level 5 on the QCF you may (if you qualify) use ELCAS to pay up to 80% of the total cost.

Full details of all courses can be found on pages 35-38 of the [course booklet](#).

NEW COURSE DATES NOW PUBLISHED! The new CTP vocational training course programme begins on 1st October 14. Dates are now published on the CTP website and CBIC are ready to take bookings. Please note that there will be a small price rise for Non-Contract Funded courses and so you will find two price lists on the website; one for the current training year and one that becomes effective on 1st October 14. Visit the CTP website or speak to your Career Consultant or RETM for advice on vocational training courses.

Focus on: Resettlement Success

Upon leaving the Royal Navy, Kevin Long knew that he wanted to run his own business. Having identified a potential gap in the market, he took a risk with an unusual route, starting his own speed dating company...

Kevin Long served in the Royal Navy as an Aircraft Engineering Technician at 815 Squadron before deciding to leave via the voluntary redundancy programme when the opportunity arose. Kevin now sought a career that meant he didn't have to be away from his son for long periods of time, and so started researching the different options available to him.

During his three day Career Transition Workshop, Kevin learnt how to create a strong CV which civilianised his military skills, and also began thinking about starting his own business, meeting with his Career Consultant to develop a plan of action.

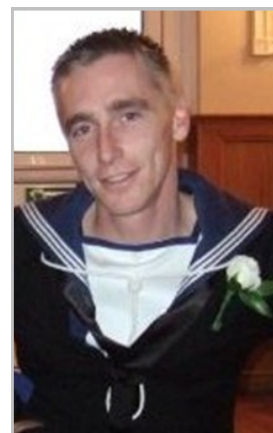
"My advice to other Service leavers would be to research as much as possible, take all the courses necessary and make the most of your resettlement time to give you every chance of success in your civilian life."

Knowing that he would need some breathing space whilst establishing a business, Kevin also secured a temporary job in order to boost his cash flow.

After attending a speed dating event for the first time in April 2012, Kevin loved the concept of meeting people in this way and having thoroughly researched the current market, felt confident that a new business in the area would be well received. He then spent several months preparing for the launch of the online business; this included developing a website and researching potential venues.

The business was launched in October 2012, seven months after Kevin's discharge date. Now approaching 5,000 members and covering events in 10 cities across the UK, Kevin is well on the way to maintaining a successful business.

Kevin admits that starting a new business is not without obstacles; he has had to learn many new skills along the way, including website design and functionality, Search Engine Optimisation, marketing, advertising, bookkeeping and recruitment.



Kevin now plans to use his Enhanced Learning Credits to attend a business management course to help him develop the company even further.

Although not necessarily an obvious career path for a former Aircraft Engineering Technician, Kevin cites much of his military experience as useful in his new civilian role as Director of the company, with particular emphasis on soft skills such as personal organisation, timekeeping, teamwork and high attention to detail.

"I am now thinking of using my ELC to attend a business management course and further develop my knowledge."

He says, "I took a risk in the line of business I went into, going against family and friends advice. My advice to other Service leavers would be to research as much as possible, take all the courses necessary and make the most of your resettlement time to give you every chance of success in your civilian life."

If you're thinking of starting your own business, there are plenty of resources available to help you. Speak to your Career Consultant or Employment Consultant for information & advice.

FOCUS on: Events

FIND OUT ABOUT CAREERS IN PROCESS, ENERGY, ENGINEERING & RENEWABLES

**Catch Training Facility, Stallingborough, Lincolnshire
Thursday 8th May 2014, 10:00 - 15:00**

If you are interested in an exciting new career with the petrochemical, engineering or renewables industry; have you thought about Yorkshire & The Humber?

Come along to the Centre for Assessment of Technical Competence - Humber (CATCH) to find out about careers in these industries.

There are optimistic hiring prospects reported in Yorkshire & Humberside - come along to this collection of company presentations by large recruiters located on the Humber Bank for information on the industry and future opportunities.

The day will include various presentations from Industry along the Humber Bank. There will be an opportunity for Service leavers to speak with companies by networking throughout and after the presentations.

**To book, contact Alison Clare on Civ: 01572 812241
ext 7126 or Mil: 95341 7126 or aclare@ctp.org.uk**



EDUCATION & TRAINING INDUSTRY AWARENESS EVENT

**Victory Club, HMS Nelson, Portsmouth
Thursday 15th May 2014, 10:00 – 14:30**



Are you interested in working in the Education & Training Sector?

This event will give you an overview of the industry and the variety of roles available, covering areas such as **Higher and Further Education, Training roles, routes into Teaching in schools, and Instructor and Assessor roles**, with presentations from Employers, Industry Associations and Training companies.

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

**To book, contact Emma Scott-Ward on
escott-ward@ctp.org.uk or call 0203 162 441**

FOCUS on: Events

Don't miss out on the chance to meet local and national employers with both current and future job vacancies

EAST MIDLANDS EMPLOYMENT FAIR

Peterborough Arena

Thursday 10th April, 10:00 - 15:00

- Meet with potential employers and recruiters ranging from multi-nationals to smaller regionally based companies, from a wide range of industries
- Find out about current job vacancies and future recruitment drives
- Chat to employers about the skills and experience they require
- Attend company presentations throughout the day
- Chat to CTP staff about any aspect of your resettlement
- Network and sell your transferrable skills and experience!

All the companies in attendance at our employment events are there because they are specifically seeking to recruit Service leavers – like you – into their organisation, as they recognise the qualities and skills that Service leavers have and the benefits they bring to their workforce.

Visit www.ctp.org.uk/events for a full listing of companies exhibiting at the event

**To book, contact Alison Clare on:
Civ: 01572 812241 ext 7126 / Mil: 95341 7126
or email aclare@ctp.org.uk**

**Come along
and meet:**



SKANSKA



SIEMENS



ASDA

**MORGAN
SINDALL**

BAE SYSTEMS

and many more!

Forthcoming Events 2014

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	1	2	3	4

MAY 2014

M	Tu	We	Th	Fri	Sat	Su
28	29	30	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

JUNE 2014

M	Tu	We	Th	Fri	Sat	Sun
26	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	29
30	1	2	3	4	5	6

DATE	EVENT and VENUE	BOOKING CONTACT DETAILS
3 April	Amazon Company Presentation RRC Catterick	Central Bookings Team Tel: 02031 624410
7 April	CTP Supported NHS Norfolk & Norwich University Hospitals Careers Information Event Norfolk and Norwich University Hospitals NHS Foundation Trust	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
11 April	Wincanton Company Presentation RRC Aldershot	Lauren Selby Tel: 01252 348338 Mil: 94222 3338
16 April	CTP Supported Barclays Military Talent Day Churchill Place, London	Central Bookings Team Tel: 02031 624410
24 April	Arise Virtual Solutions Company Presentation RRC Aldershot	Lauren Selby Tel: 01252 348338 Mil: 94222 3338
28 April	Sellafield Ltd Company Presentation 19 Regt RA/1 RHA Training Wing, Tidworth	Lol Wilde Tel: 01980651164 Mil: 94342 3164
8 May	Security Industry Awareness Event RRC Aldershot	Lauren Selby Tel: 01252 348338 Mil: 94222 3338

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. For job finding support, 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!