

# Section 10 – Spouse Employment Support Trial

*[This Section is designed to be used as a 'stand-alone' document for ease of utility by SES trial participants and administrators, but it must only be quoted as an authority as a formal part of JSP 534 and not by itself]*

## Introduction

**1001.** A new employment support provision for Service spouses is being introduced on a limited trial basis. The trial is being run by AIR in the UK (for RAF spouses in the UK) and Joint Forces Command (JFC) in Cyprus (for spouses in Cyprus) only (further details on trial duration and eligibility are given at paragraphs 1006-1010 and 1014-1018 respectively). Trial numbers are limited and in addition, spouses who are not part of the trial partner footprint are ineligible.

**1002.** The purpose of spouse employment support is to help eligible spouses to optimise access to employment and to help them find better employment at a level that is commensurate with their skills, knowledge and experience and/or in accordance with their aspirations and ability.

**1003.** The employment services offered to eligible spouses will build on their knowledge and resilience to develop a sustainable career.

**1004.** The trials will be 'retention focussed' primarily.

**1005.** The terms 'spouse' and 'civil partner' are interchangeable when described in this policy. For reasons of clarity, the term 'spouse' is used throughout, but 'civil partner' may also be used in its place.

## Spouse Employment Support Trials

**1006.** Spouse Employment Support will be trialled for up to a 3 year period. Initially, there will be two separate trials as follows:

- a. Joint Forces Command will run a trial in Cyprus for 120 eligible personnel in FY 15/16 and 16/17 (i.e. 240 over 2 years). The trial will start on 26 Oct 15 and will end on 30 Sep 17.
- b. Air Command will run a UK-wide trial commencing in Oct 15 for up to 200 eligible personnel over FYs 15/16 and 16/17 (i.e. 200 over 2 years). The trial will start on 26 Oct 15 and will end on 30 Sep 17.

**1007.** JFC and AIR will introduce a phased roll out of the limited trial provision across their respective Areas of Responsibility. JFC and AIR are responsible for producing, implementing, monitoring and adjusting their trial plans and implementation models to take account of lessons learned as the trial progresses. Regular and close liaison is to be maintained with TESRR by the JFC and AIR trial focal points, both informally and formally via the governance meetings (see paragraph 1040).

**1008.** The trial in Cyprus should be focused on assisting spouses find employment in preparation for their return to UK, but local employment within Cyprus may also be considered.

**1009.** Trials will be reviewed after 2 years, with the option of extending it for up to 2,500 spouses per year for a 3rd year and potentially beyond subject to a trial evaluation by the Ministry of Defence.

**1010.** Trial partners (JFC and Air Command) and other TLBs are required to give 9 months notice to TESRR of a trial being required and/or for extending it.

## **Support Provided**

**1011.** The support provided by the trial will be delivered in 3 distinct areas:

- a. **Analysis and Planning.** This will provide:
  - (1) A career consultancy and job finding service
  - (2) Access to job readiness support, such as CV writing, networking and interview skills,
  - (3) Self employment and business start up support
  - (4) Career Option Advice - tailored to individual needs, so that spouses are enabled to focus clearly on gaining employment within a chosen career and can define practical steps to realise it.
  - (5) Career Change Advice - tailored to individual needs, so that spouses understand how they relate personally to employment opportunities, how these opportunities may be evaluated and then approached, and how they can make best use of the employment support available to them.
- b. **Skills and Knowledge Acquisition.** This will provide a taxable training grant to support individual career aspirations, ideally involving mobile/portable careers.
- c. **Job Finding.** Job finding support is designed to ensure that spouses can access timely information on employment and self-employment opportunities (including job matching) according to their skills, knowledge, experience, aspirations and location.

## **Travel and Subsistence**

**1012.** Travel and subsistence is not payable to spouses accessing this programme.

## **Use of Service or Publicly Funded Accommodation**

**1013.** Spouses are not entitled to Service or publicly funded overnight accommodation under the Spouse Employment Support trial.

## **Eligibility**

**1014.** Eligible Service spouses qualify for access to employment support following an initial referral to the CTP from the trial partner focal point<sup>1</sup>.

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<sup>1</sup> For the RAF trial the focal point is the local RAF HIVE Information Officer – contact details for each unit are available at <http://www.raf.mod.uk/community/support/raf-hive-information-service/>; for JFC contact the 55 AEC

**1015. Air Command only:** The Royal Air Force (RAF) is holding a UK based trial at selected units. Details of the specific eligibility criteria, locations and the application process will be released in an Internal Briefing Note (IBN).

- a. Spouses accessing the UK trial must be residing in the UK at the point of application.
- b. Service personnel should expect to serve at their current unit for a period of at least six months at the point of application.
- c. Service personnel must not be in their last two years of service at the time of application.

**1016. Joint Force Command (JFC) only:** The JFC is holding a trial for spouses based in Cyprus only. A separate JFC briefing note will not be produced, but instead the AIR IBN will include details of the JFC trial (see paragraph 1014). In addition:

- a. Spouses of Cyprus-based SP who serve unaccompanied, are not entitled.
- b. All Service spouses in Cyprus are entitled regardless of which Top-Level Budget the SP serves under.

**1017. Both trial partners:** Only eligible spouses of Service Personnel who have served for a minimum of 6 years in the Armed Forces may apply. Once this criterion is met, the following criteria apply in addition:

- a. Eligible spouses of FTRS Full Commitment personnel may apply.
- b. Eligible spouses who are employed, self-employed, unemployed or in training may apply.
- c. Eligibility is not means tested.
- d. Eligible spouses of Service Personnel who are Wounded, Injured or Sick (WIS) may apply.
- e. Foreign and Commonwealth spouses are eligible to apply so long as they meet UK immigration rules (see the Appendix 1 to Annex B to this Section).
- f. The support available is only open to those recognised IAW JSP 752 Part 2, Chapter 1, Section as a spouse/civil partner/civil partnership:

(1) **Civil Partner.** Civil partner refers to each member of a same sex couple, who have registered a legally recognised partnership with each other under the procedure provided by the Civil Partnership Act 2004. It is also the legal status of the 2 people who have registered as each other's civil partner. The Service implementation/ recognition of the requirements of the Civil Partnership Act 2004 has been effective from December 2005.

(2) **Civil Partnership.** A civil partnership is the legal relationship between civil partners as set out in the Civil Partnership Act 2004 or an overseas scheme recognised under that Act. To form a civil partnership the same sex couple must register as civil partners of each other. Service personnel within a civil partnership will have the same entitlement to expenses and allowances as they would if they were married.

(3) **Spouse.** A spouse is one member of a married couple. It is also the legal status of that member with respect to the other. The term 'spouse' does not include 'civil partners'.

g. Eligible spouses who are also Reservists may apply for employment support or may elect to utilise any qualifying entitlement to resettlement training. In any eventuality, the package which benefits them to the greater extent will be the one provided (i.e. betterment).

h. A spouse whose SP has a change of Marital Category from PStat Cat 1 to any other PStat Cat, and who has commenced employment support, will continue to be eligible to receive spouse employment support for up to 3 months with effect from the date of change of PStat Cat.

**1018.** Eligibility for spouse employment support ceases once **any** of the following conditions are met, whichever is the earliest:

- a. On the discharge of the SP from the Armed Forces.
- b. Up to a maximum of 3 months after change of Marital Category from PStat Cat 1.
- c. Employment support can be accessed up to a maximum period of 18 months or until the trial ceases, whichever is the soonest.

## **Analysis and Planning**

**1019.** Under the Analysis and Planning support, the CTP will provide for eligible spouses:

- a. An interview with a career consultant, comprising initial employment advice, signposting (including online resources) and the development of a Spouse Development Plan (SDP). The requirement for further employment support will be diagnosed at this point. A follow up with a career consultant may be required.
- b. Job readiness support, in the form of access to assistance with CV and application writing, vocational assessments, interview and networking skills.
- c. Self employment and business start up support, such as workshops, mentoring and advice on how to build and transfer businesses when relocated.
- d. A job finding service, ranging from accessing a job database to a job matching service.

## **Career Option Advice**

**1020.** The career option advice will be delivered on a 1:1 basis, including remotely e.g. via Skype.

**1021.** This advice will be delivered by the CTP and will include for eligible spouses:

- a. Discussion of the spouse's aspirations and the appropriateness of these to their particular circumstances. Employment objectives will be clearly defined.
- b. Exploration of career options open to the individual and provision of job market intelligence, including entry requirements, career patterns, possible salaries, personal characteristics needed, where appropriate, and regional aspects.
- c. Identification of training requirements in line with aspirations, necessary to fill gaps in skills and knowledge.
- d. Preparation of a step-by-step Spouse Development Plan to achieve identified objectives, against which progress will be checked periodically by the CTP and the Plan updated accordingly or amended as appropriate.

## **Career Change Advice**

**1022.** The career change advice may be delivered by the CTP on a 1:1 basis or to groups of spouses where there is demand in a particular location.

**1023.** This advice will include for eligible spouses:

- a. Practical advice enabling spouses to identify their own personal skills and knowledge, ideally which are transferable if they are re-assigned to another location with serving personnel.
- b. Practical advice enabling spouses to prepare a personal CV, tailored to particular employment, and to respond to application forms.
- c. Practical guidance to spouses on personal presentation and interview techniques.
- d. Practical guidance on job search skills, employment opportunities and where to find them.
- e. Advice on the effective use of social media.
- f. Practical guidance on self-employment and starting up a business, ideally transferable if re-assigned with the serving spouse. Advice on how to access further support as may be required.
- g. Provide information and advice on career opportunities within the region in which the spouse wishes to live and/or work.
- h. Training grants that support the spouse's mobile career.

## **Skills and Knowledge Acquisition**

**1024.** The skills and knowledge acquisition support for eligible spouses consists of a training grant to support the spouse's career aspirations which will ideally involve a mobile/portable career. The maximum sum available is £879 per eligible spouse, less any tax and National Insurance contributions that may apply (see paragraph 1031). The grant

will be administered in accordance with single Service payment arrangements (notably JFC and AIR). The grant will not be paid to the spouse directly, but will be paid to a training provider directly via a Training Authorisation Certificate (TAC). Full details will be provided in the spouse information pack which will form part of the application process.

## **Use of the Training Grant**

**1025.** The training grant is available to support a spouse's programme of training. Use of the training grant must be agreed as part of the career option/change advice and Spouse Development Plan. If it is not linked to this, the spouse will be required to provide a written case within their Spouse Development Plan to explain how the training will have a positive effect on the retention of the Service Person.

**1026.** Where possible the training grant should lead to a recognised civilian qualification in full or in part and, where practicable and appropriate, to NVQ standards. This can include language training if readily transferable employment is identified. There is no minimum requirement on the length of a training course or the number of guided learning hours.

**1027.** The training grant should be directly linked to employment opportunities, or work attachments, and be recognised as such by prospective employers.

**1028.** Use of the training grant must demonstrate good value for money. Every effort must be made to ensure existing state subsidised provision has been explored before utilising the training grant.

**1029.** Details of the value of the grant are given at paragraph 1024. The grant can be claimed once only, regardless of the actual cost of the training course. If a training course is chosen which is less than the value of the grant, then subsequent claims to use any remaining balance are not permitted. If a training course is chosen which is more than the value of the grant, then the balance over and above the available grant must be met personally by the individual spouse.

**1030.** The CTP will track the outcome of any training and compare it against the original Spouse Development Plan and/or written case that was approved and seek feedback from spouses to inform the evaluation of the trial.

## **Taxation of Training Grant**

**1031.** As the training grant is considered a 'Benefit in Kind' by HMRC it is subject to taxation against the SP's pay and personal tax band. In order to access the training grant, both the spouse and the SP must sign the application form. In the case of the SP this is to acknowledge that they understand a tax liability will be incurred. It is the responsibility of the individual SP to ensure any benefit in kind is declared to the tax authorities in line with HMRC personal taxation self-assessment rules.

## **Personal Contribution**

**1032.** As the training grant is taxable (see para 1031) there is no personal contribution necessary to be paid by the spouse to fund a training option except for the fact that additional personal funds must be used if the overall cost of the training option is greater than the grant. The spouse is also responsible for any Travel and Subsistence costs incurred as result of the trial.

## Advice and Guidance Options

**1033.** Use of the existing Regular resettlement advice and guidance workshops is permitted where this is in the best interests of the spouse owing to location. However, where possible, specific spouse only workshops may be conducted as normal practice. These workshops include:

- a. CV Writing.
- b. Interview Techniques.

## Course Training Options

**1034.** Use of Core Resettlement Programme Contract Funded CTP provisioned training courses for this SES trial **is not** permitted. Use of Core Resettlement Programme Non-Contract Funded CTP provisioned training courses for this SES trial **is** permitted where capacity exists.

## Job Finding

**1035.** As part of this job support function for eligible spouses the CTP will:

- a. Promote awareness and interest amongst employment organisations, employers, and other relevant bodies in order to stimulate the widest appropriate range of job opportunities for eligible Service spouses, and market the potential of Service spouses as a pool of prospective employees.
- b. Gather information and trends on the employment market, both on a national, regional and sector basis if applicable, to advise eligible Service spouses.
- c. Provide Service spouses with advice and guidance on availability of employment, both by employment sector and on a regional basis.
- d. Actively generate a suitable range and volume of relevant jobs from employers, which are able to match the needs/aspirations of individual Service spouses.
- e. Maintain a network of potential employer contacts, both by sector and by region, to which Service spouses with appropriate skills and knowledge can be signposted.
- f. Maintain an electronic, on line job-matching system which gives registered Service spouses the capability to identify jobs which are appropriate to them in terms of skill, experience, qualifications, age, salary range, geography and availability dates.
- g. Actively introduce Service spouses to employers with whom an appropriate job match has been determined.
- h. Maintain a database which gives representative information of the types of job, by employment sector and region, including representative salaries, which enables Service spouses to determine for themselves whether their aspirations are realistic in terms of their skills, knowledge and experience, and in terms of the sector they wish to enter and region to which they wish to relocate.

- i. Assist individual Service spouses to apply and prepare for particular jobs.
- j. Identify, and provide particular help to place, those categories of people who by reason of age, health, trade or specialism may find it difficult to gain employment.
- k. Seek feedback from employers and employment organisations on the success of Service spouses in respect of gaining employment.
- l. Work with the Defence Relationship Management (DRM) organisation, Corporate Covenant signees and Service employment charities who have pledged their support to spouse employment.

**1036.** Job vacancies published on the CTP employment database (RightJob) will be available to spouses accessing employment support during the trial.

## **Governance**

**1037.** The CTP will submit Spouse Development Plans and the Training Grant Application Form to the appropriate trial partner points of contact (JFC and AIR respectively).

**1038.** Each trial partner point of contact:

- a. Is an individual who is preferably NVQ level 4 qualified in career advice and guidance.
- b. Will conduct spot checks to ensure the Spouse Development Plans are balanced and meet the needs of the eligible spouse.

**1039. Failure to Attend by Spouse Participants.** Failure by a spouse to attend JFC, AIR and/or CTP events and interviews, and/or training events for which the training grant has been claimed is likely to result in a spouse's suspension from the trial.

**1040. SES Trial Governance Meeting.** SES Trial Governance meetings will be held on a forthrightly basis commencing Thu 5 Nov 15. The meeting frequency will be reviewed by TESRR and adjusted as required.

## **Administration**

**1041. Process Flow Chart.** A diagrammatical process flow chart for the trial is at Annex A to this Sect.

**1042. Application Form.** The application form to be used is at Annex B to this Sect.

**1043. Training Grant Form.** The training grant application form is at Annex C to this Sect.

**1044. Complaint Form.** A complaint form is at Annex D to this Sect.

**1045. Glossary.** A glossary is provided at Annex E to this Sect.

## **ANNEXES TO SECT 10**

**Annex A:** SES Trial Process Flow Chart

**Annex B:** SES Trial Application Form

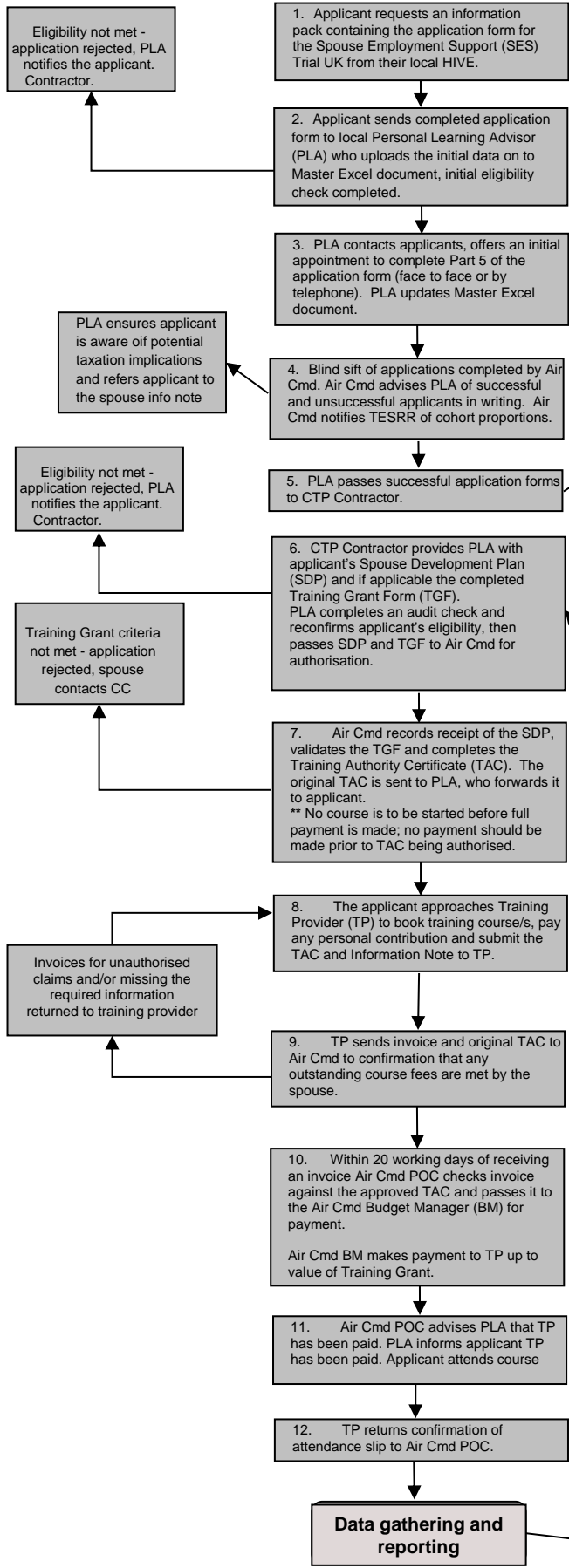
**Annex C:** SES Trial Training Grant Application Form

**Annex D:** SES Trial Complaint Form

**Annex E:** SES Trial Glossary

SPOUSE EMPLOYMENT SUPPORT TRIAL PROCESS FLOW CHART

AIR ROUTE



Eligibility not met - application rejected, PLA notifies the applicant. Contractor.

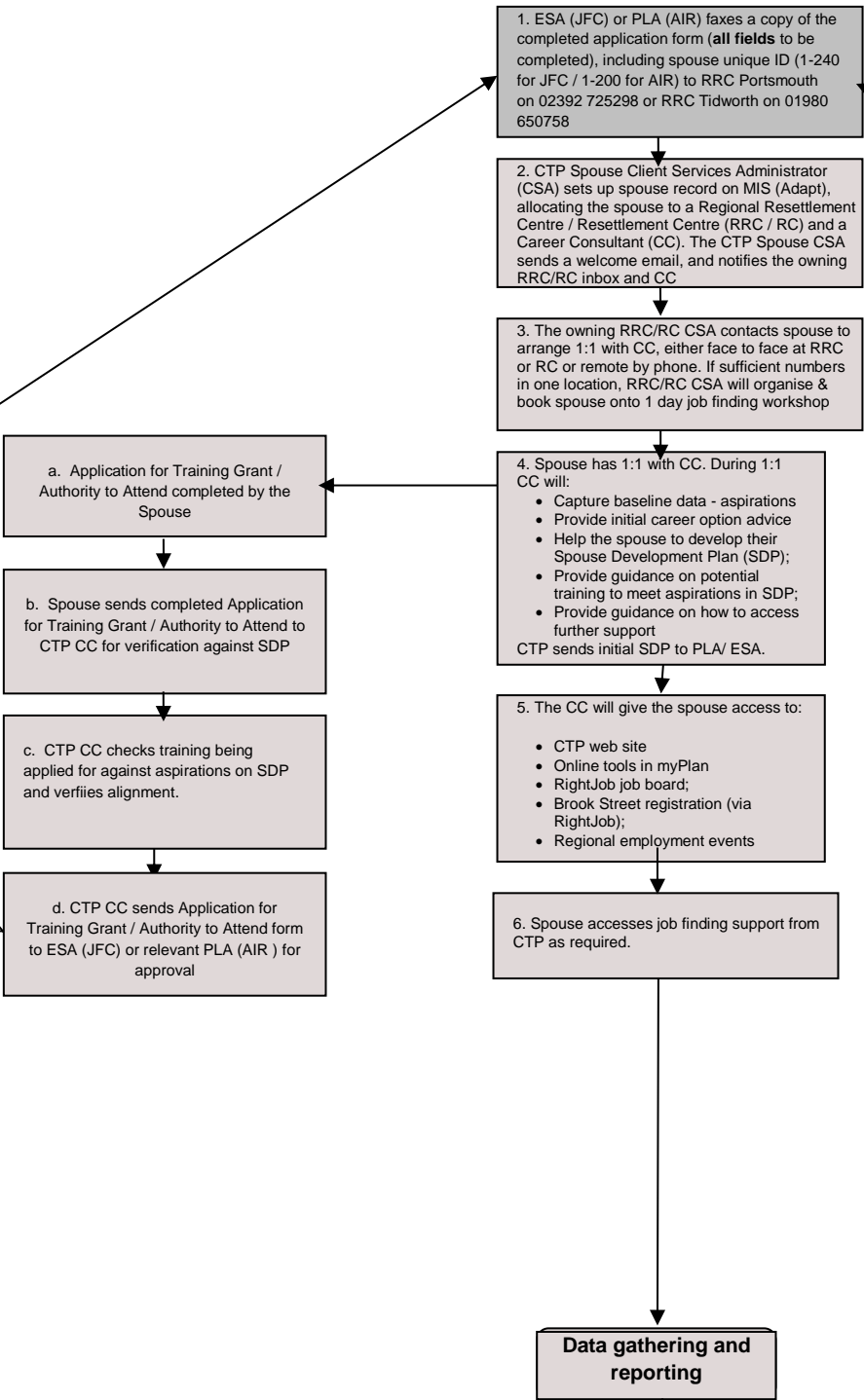
PLA ensures applicant is aware of potential taxation implications and refers applicant to the spouse info note

Eligibility not met - application rejected, PLA notifies the applicant. Contractor.

Training Grant criteria not met - application rejected, spouse contacts CC

Invoices for unauthorised claims and/or missing the required information returned to training provider

CTP PROCESS



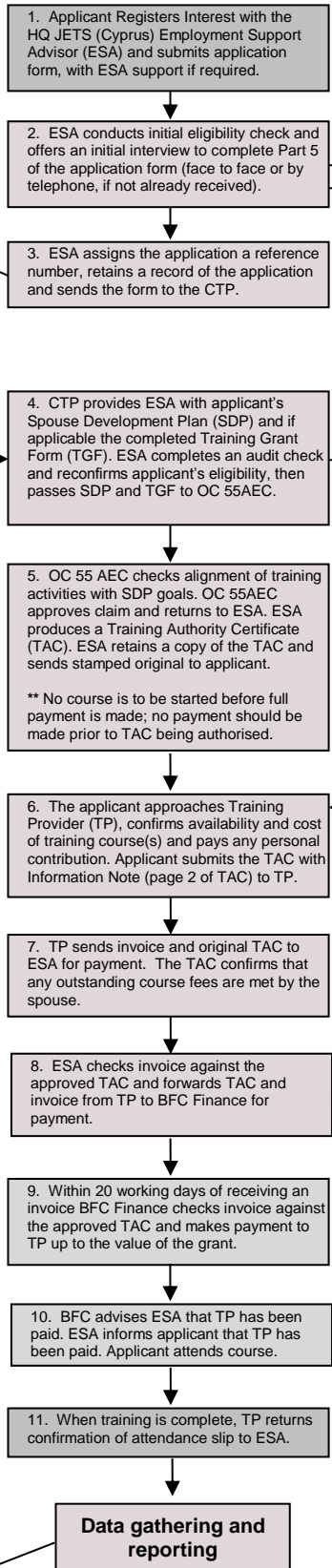
a. Application for Training Grant / Authority to Attend completed by the Spouse

b. Spouse sends completed Application for Training Grant / Authority to Attend to CTP CC for verification against SDP

c. CTP CC checks training being applied for against aspirations on SDP and verifies alignment.

d. CTP CC sends Application for Training Grant / Authority to Attend form to ESA (JFC) or relevant PLA (AIR ) for approval

JFC (CYPRUS) ROUTE



Eligibility not met - application rejected, ESA notifies the applicant. Contractor.

ESA ensures applicant is aware of potential taxation implications and refers applicant to the spouse info note

Eligibility not met - application rejected, ESA notifies the applicant. Contractor.

Training Grant criteria not met - application rejected, ESA contacts spouse and prompts spouse to contact CTP consultant and training provider (TP), if necessary

ESA returns any invoices for unauthorised claims and/or invoices missing the required information to the TP

Evaluation

Complete

## APPLICATION FOR SPOUSE EMPLOYMENT SUPPORT SERVICES (SES)

This is an accountable document. Complete in **BLOCK CAPITALS** and in accordance with *[PEP policy]*.  
Submitting this form does not guarantee access to support.

<b>JFC Application</b> (Cyprus)	<b>RAF Application</b> (UK)
<i>delete as applicable</i>	
Unique Application Reference	

### Part 1 – APPLICANT DETAILS

a) Surname:	b) Forename(s):	c) Title:	d) Date of Birth:
e) Current address:      SFA <input type="checkbox"/> SSFA <input type="checkbox"/> Private <input type="checkbox"/>  ..... ..... ..... ..... Post Code: ..... Move out date (if applicable, if known): ...../...../..... Home telephone: .....		f) Future address:      SFA <input type="checkbox"/> SSFA <input type="checkbox"/> Private <input type="checkbox"/> (if applicable, if known):  ..... ..... ..... ..... Post Code: ..... Move in date (if applicable, if known): ...../...../..... Home telephone (if known): .....	
g) E-mail:		h) Tel (mobile):	
i) Are you, the applicant, a current serving member of the Reserves?   Yes <input type="checkbox"/> No <input type="checkbox"/> <i>if no skip to p)</i>			
j) If yes, commitment type:  FTRS FC <input type="checkbox"/> FTRS LC <input type="checkbox"/> FTRS HC <input type="checkbox"/> other <input type="checkbox"/>		k) Service:  RN <input type="checkbox"/> RM <input type="checkbox"/> Army <input type="checkbox"/> RAF <input type="checkbox"/>	
l) Rank:	m) Branch/ Trade/ Regt/ Corps (if applicable):	n) Service number:	o) Date of enlistment (& last day of service, if applicable):
p) Nationality:	r) What document have you, the applicant, provided as proof of eligibility to work in UK (e.g. passport, registration certificate, birth certificate <i>with</i> proof of N.I. number <sup>2</sup> ? .....	s) Is English your first language?   Yes <input type="checkbox"/> No <input type="checkbox"/>  If no, indicate standard: beginner (low) <input type="checkbox"/> intermediate (medium) <input type="checkbox"/> advanced (high) <input type="checkbox"/>	
q) National Insurance number:			
t) Future (self-)employment goals and support requested:  ..... ..... ..... ..... .....			

<sup>2</sup> Refer to Appendix 1 of this form or for further details visit [www.gov.uk/check-job-applicant-right-to-work](http://www.gov.uk/check-job-applicant-right-to-work). For immigration information for F&C and Gurkha Service Personnel and Personnel with non-European Economic Area (EEA) Family Members refer to HQ Regional Command's Transition Information Sheet 5, dated Oct 15.

u) What is your highest educational academic or vocational qualification?

Title of qualification (include subject) .....

Standard of qualification(s)\* possessed (*please tick all that apply including equivalent qualifications you hold*)

- Entry ☐ (Entry level certificate, Skills for Life, Entry level award, certificate and diploma, Functional Skills)
- 1 ☐ (GCSE grade D-G, Foundation Diploma, Level 1: Key Skills, NVQ, Skills for Life, BTEC, Functional Skills)
- 2 ☐ (GCSE grade A\*-C, Higher diploma, Level 2: Key Skills, NVQ, Skills for Life, BTEC, Functional Skills)
- 3 ☐ (AS and A level, Advanced diploma, International Baccalaureate, Level 3: Key Skills, NVQ, BTEC)
- 4 ☐ (Certificate of higher education, HNC, Level 4: Key Skills, NVQ, BTEC Professional qualification)
- 5 ☐ (Diploma of higher education, HND, Foundation degree, Level 5 BTEC Professional qualification)
- 6 ☐ (Bachelor's degree, Graduate certificate, Graduate diploma, Level 6 BTEC Professional qualification)
- 7 ☐ (Master's degree, Postgraduate certificate or diploma, NVQ Level 5, Level 7 BTEC Professional qual.)
- 8 ☐ (Doctorate, Level 8 Vocational qualifications)

\* for an extensive list of qualifications, past or regional equivalents visit [www.gov.uk/what-different-qualification-levels-mean](http://www.gov.uk/what-different-qualification-levels-mean)

**Part 2 – SERVING PERSON DETAILS** (*the spouse of the applicant*)

a) Surname:	b) Forename(s):	c) Rank:	d) Relationship to applicant:
e) Are you a current serving member of the Reserves? <i>If no, skip to f)</i> Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes to e), state commitment type: FTRS FC <input type="checkbox"/> FTRS LC <input type="checkbox"/> FTRS HC <input type="checkbox"/> other <input type="checkbox"/>	
f) Service: RN <input type="checkbox"/> RM <input type="checkbox"/> Army <input type="checkbox"/> RAF <input type="checkbox"/>		g) Service number:	h) Date of Birth:
h) Current unit & address: ..... ..... ..... ..... ..... ..... ..... ..... .....		i) Admin unit & address (if different): ..... ..... ..... ..... ..... ..... ..... ..... .....	
j) Branch/ Trade/ Regt/ Corps (if applicable):	k) Date of enlistment:	l) End of service date:	m) End of current assignment:
Signature of serving person ( <i>acknowledging potential personal tax liability, see tax information note</i> ). If no signature is supplied, the applicant will still have access to the SES support provision, but will <u>not</u> have access to the training grant.			
Signature ..... Print ..... Date ...../...../.....			

**Part 3 – DATA PROTECTION AND PRIVACY**

(Section 1 to be signed by the applicant and the Service Person).

**Part 3 Section 1.** The data provided by you and by the MOD will be kept both as paper record and on a computer database, but either way will be kept confidential and with the highest standards of security. Any information processed will be by means of a computer database, or other means, under strictly regulated conditions in accordance with the provision of the Data Protection Act (DPA 1998). This form is used for accounting and general statistical purposes or other purposes and will be kept for 6 years.

Any personal data provided by you or by the MOD will only be used for the following purposes (unless you consent to sign section 2):

- a. Maintaining, updating and enhancing your records as held in the database
- b. To provide the most effective and efficient employment advice for you
- c. This data will be shared with the contracted employment support partner and the MOD's endorsed research partners. If you do NOT wish your data to be shared with the contracted employment support partner or research partners please score this sub para c out. This will result in a loss of employment support provision provided by the contracted employment support partner.

By signing below, you are consenting to the processing of your personal data for the purposes and by the means set out above.

Applicant signature ..... Print ..... Date: ...../...../.....

Serving Person signature ..... Print ..... Date: ...../...../.....

**Part 3 Section 2.** If you consent, data provided in this form will be used to compile overall statistical data on employment of spouses of Service personnel once the Service person has left the Services using records held by the Department for Work and Pensions and records held by HM Revenue and Customs. The data will be passed in confidence to DWP, only for the purpose of producing these statistics. Your personal details will not be visible at any time during or after this process.

Applicant signature (optional) ..... Print ..... Date: ...../...../.....

**Now pass to the Employment Support Advisor (ESA) / Personal Learning Advisor (PLA) for completion of Parts 4-5.**

**Part 4 – ENTITLEMENT TO EMPLOYMENT SUPPORT PROVISION**

The applicant's details have been checked and the applicant is eligible for the trial.

ESA/ PLA signature: ..... Name (print): .....

Date: ...../...../.....

Rank/Grade: .....

ESA/PLA stamp

**Part 5 – COMPLETED BY THE EMPLOYMENT SUPPORT ADVISOR / PERSONAL LEARNING ADVISOR**

Tick if discussed / interest shown:							
a) Job finding skills		b) CV writing		c) Completing job applications		d) Networking using social media	
e) Interview techniques		f) Job evaluation & salary negotiation		g) Self-employment/ Business Start-Up		h) Training grant	
i) Other (please specify):							
.....							
.							
.....							
.							
.....							
.							

j) What is the applicant's preferred type of interaction with the career consultant? <i>(tick as many as apply)</i>							
Face to face		Telephone		E-mail		Video-conferencing	

k) Which statement best describes the applicant's current situation? Please tick one.							
<input type="checkbox"/> unemployed seeking employment							
<input type="checkbox"/> employed seeking employment							
<input type="checkbox"/> economically inactive (please describe, e.g. personal choice; or circumstantial reasons preventing employment etc.)							
.....							
.....							

l) Do you consider yourself to have any accessibility needs? Yes <input type="checkbox"/> No <input type="checkbox"/>							
If yes, what are these?							
.....							
.....							
.....							

<b>Applicant:</b> I confirm that the above is an accurate summary of the review with the ESA/PLA and consent to the details within this form to be passed to the CTP provider. In order to help evaluate the SES trial I agree to be contacted with requests to participate in surveys as required.  Signature: .....  Print ..... Date: ...../...../.....				<b>ESA/PLA:</b> I confirm that a copy of the completed form will be given to the individual and sent to the CTP provider.  Signature: .....  Print ..... Date: ...../...../.....			
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### **Home Office Right to Work checks – Lists of acceptable documents<sup>3</sup>**

The documents that are considered acceptable for demonstrating right to work in the UK are set out in two lists – List A and List B. These are shown in Tables 4 and 5 below.

List A contains the range of documents which may be accepted for checking purposes for a person who has a permanent right to work in the UK. If you follow the prescribed right to work checks you will establish a continuous statutory excuse for the duration of that person's employment with you.

List B contains the range of documents which may be accepted for checking purposes for a person who has a temporary right to work in the UK. If you follow the prescribed right to work checks, you will establish a time-limited statutory excuse. You will be required to carry out a follow-up check as set out below.

Table 4: List A – Acceptable documents to establish a continuous statutory excuse

1.	A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2.	A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3.	A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4.	A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
5.	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6.	A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7.	A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
8.	A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9.	A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
10.	A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

<sup>3</sup>

Table 5: List B – Acceptable documents to establish a statutory excuse for a limited period of time  
List B

Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave	
1.	A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2.	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office.
3.	A <b>current</b> Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4.	A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
Group 2 – Documents where a time-limited statutory excuse lasts for 6 months	
1.	A Certificate of Application issued by the Home Office under regulation 17(3) or 18A(2) of the Immigration (European Economic Area) Regulations 2006 to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice <sup>2</sup> from the Home Office Employer Checking Service.
2.	An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, <b>together with a Positive Verification Notice</b> from the Home Office Employer Checking Service.
3.	A <b>Positive Verification Notice</b> issued by the Home Office Employer Checking Service to the employer or prospective employer which indicates that the named person may stay in the UK and is permitted to do the work in question.

## APPLICATION FOR SPOUSE EMPLOYMENT SUPPORT (SES) TRAINING GRANT

(This is an accountable document. Complete in **BLOCK CAPITALS** and in accordance with [PEP policy].)

<b>JFC Application (Cyprus)</b>	<b>RAF Application (UK)</b>
<i>delete as applicable</i>	
<i>Unique Application Reference</i>	

### Part 1 – APPLICANT'S DETAILS

a) Surname:	b) Forename(s):	c) Title:	d) Date of Birth:
e) Current address:      SFA <input type="checkbox"/> SSFA <input type="checkbox"/> Private <input type="checkbox"/>		f) Future address:      SFA <input type="checkbox"/> SSFA <input type="checkbox"/> Private <input type="checkbox"/> (if applicable, if known):	
.....		.....	
.....		.....	
.....		.....	
.....		.....	
Post Code: .....		Post Code: .....	
Move out date (if applicable, if known): ...../...../.....		Move in date (if applicable, if known): ...../...../.....	
Home telephone: .....		Home telephone (if known): .....	
g) E-mail:		h) Tel (mobile):	
i) Are you, the applicant, a current serving member of the Reserves?   Yes <input type="checkbox"/> No <input type="checkbox"/> <i>if no skip to p)</i>			
j) If yes, commitment type:		k) Service:	
FTRS FC <input type="checkbox"/> FTRS LC <input type="checkbox"/> FTRS HC <input type="checkbox"/> other <input type="checkbox"/>		RN <input type="checkbox"/> RM <input type="checkbox"/> Army <input type="checkbox"/> RAF <input type="checkbox"/>	
l) Rank:	m) Branch/ Trade/ Regt/ Corps (if applicable):	n) Service number:	o) Date of enlistment (& last day of service, if applicable):
p) Nationality:		q) National Insurance number:	

*Continued overleaf.*

## Part 2 – APPROPRIATE SES ACTIVITIES

Unique Application Reference

Activities funded by training grant only. Excludes cost of training materials, T&S and accommodation – refer to separate taxation information note issued by PLA / ESA

	Training Activity Description		Location of Training Activity	Provider of Training Activity	Dates of Training Activity
Trg activity Example	Certificate in Teaching English to Speakers of Other Languages (CELTA) course		Euston, London	Language Link	5-30 Oct 2015
Course cost (including any VAT):	£1,250	Applicant to fund:	£371	Training grant applied for (value):	£879
The 'Applicant to fund' and 'Purchasing power of training grant' will always total the course cost.					
Trg activity 1					
Course cost:		Applicant to fund:		Training grant amount:	
Trg activity 2					
Course cost:		Applicant to fund:		Training grant amount:	
Trg activity 3					
Course cost:		Applicant to fund:		Training grant amount:	
Trg activity 4					
Course cost:		Applicant to fund:		Training grant amount:	
Continue on separate sheet if necessary. Tick if additional sheet attached <input type="checkbox"/>					
<b>APPLICANT:</b> I wish to attend the above SES training activity/activities. I have read and understood JSP 534 Section 10.  Signature: ..... Date: ...../...../..... Name (Print): .....					
<b>CTP Consultant:</b> I have discussed with the individual the suitability of the above training activity/ activities and agreed it/ them as appropriate to the individual's Spouse Development Plan.  Signature: ..... Date ...../...../.....  Name (Print): ..... CTP stamp: <div style="border: 1px solid black; width: 150px; height: 80px; display: inline-block; vertical-align: middle;"></div>					

## PART 4: Budget Authority

I confirm that the applicant's attendance on the SES training activity/activities specified in Part 2 above is in accordance with JSP 534 Section 10 and as such is an appropriate expenditure of the allowances detailed in this form. (If a training activity is not deemed appropriate do not sign-off, but refer to JFC or AIR trial focal points respectively).	
Signature: ..... Date ...../...../.....  Name (Print): ..... Budget Authority Stamp: <div style="border: 1px solid black; width: 150px; height: 80px; display: inline-block; vertical-align: middle;"></div>	

## SPOUSE EMPLOYMENT SUPPORT (SES) TRIAL COMPLAINT FORM

### Notes:

1. Wherever possible, all complaints are to be resolved at the lowest level. Where local resolution is not possible, the Complaint Form is to be staffed through the Personal Learning Advisor (PLA)/ Employment Support Advisor (ESA). Whenever a complaint may impinge upon SES Trial policy, TESRR is to be sent a copy of the Complaint Form at an early stage.
2. This form is to be used by a user of the SES Trial to complain about the provision received. In an instance where the complaint is about the PLA/ ESA, the form should be completed by the user and sent to the Officer Commanding/ manager of the Education Centre for the ESA or OC Force Development Sqn for the PLA.
3. If the complaint involves the Career Transition Partnership (CTP), this form must be staffed via the PSL/ESA through the AIR/JFC trial focal point to TESRR. Where the complaint is about an External Training Provider, the service user should take it up with the provider directly and inform the CTP via their CTP Career Consultant.
4. If a complaint is not satisfactorily resolved, it should be brought to the attention of SO2 Resettlement Policy and Plans, TESRR, MOD.

(This is an accountable document. Complete in **BLOCK CAPITALS** and in accordance with [PEP policy].)

JFC Application (Cyprus)	RAF Application (UK)
<i>Delete as applicable</i>	

### Part 1 – APPLICANT’S DETAILS

a) Surname:	b) Forename(s):	g) Address:          Postcode:
c) Title:	d) E-mail:	
e) Tel (home):	f) Tel (mob):	
h) Applicant UIN (if applicable):		

### Part 2 – ESA/ PLA DETAILS (if known):

a) Surname:	b) Forename(s):	c) Title:	d) Education Centre:
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### Part 3 – CTP ADVISOR (if applicable, if known):

a) Surname:	b) Forename(s):	c) Title:	d) Education Centre:
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**Part 4 – COMPLAINT:**

a) Who is your complaint about? (please tick as many as apply)	
ESA/PLA <input type="checkbox"/>	CTP <input type="checkbox"/> External Provider <input type="checkbox"/> Other <input type="checkbox"/>
b) Enter details of complaint (providing greater detail is likely to help in resolving your complaint):	
.....	
.....	
.....	
.....	
.....	
.....	
.....	
.....	
.....	
..... Continued on separate sheet? (tick if attached) <input type="checkbox"/>	
Signature ..... Date: .....	

**Part 5 – ACTIONS ON COMPLAINT (*Official Use Only*):**

a) Has the complaint been dealt with locally? (Y/N) If no, skip to Part 6.	b) Date complaint raised (prior to this form, if applicable):	c) Have you sent a written response (Y/N) If yes, please attach.
d) Name of person actioning complaint:		e) Rank/ Grade:
f) Role title:		g) Signature:

**Part 6 – RECORD OF ACTIONS TAKEN (*Official Use Only*):**

Date received:	By whom:	Action taken:	Date:

# SPOUSE EMPLOYMENT SUPPORT TRIAL

## Glossary of Acronyms

AEC	Army Education Centre
CC	Career Consultant
CF	Contract Funded
CTP	Career Transition Partnership
CTW	Career Transition Workshop
DIN	Defence Instructions and Notices
DL	Distance Learning
ESA	Employment Support Advisor
FTRS	Full Time Reserve Service
HMRC	Her Majesty's Revenue and Customs
JETS	Joint Educational and Training Services
JFC	Joint Forces Command
JPA	Joint Personnel Administration
JSP	Joint Service Publication
MIS	Management Information System(s)
NCF	Non-Contract Funded
OC	Officer Commanding
PEP	Partner Employment Programme
PLA	Personal Learning Advisor
RAF	Royal Air Force
RN	Royal Navy
RM	Royal Marines
RML	Right Management Limited
SES	Spouse Employment Support (Trial)
SDP	Spouse Development Plan
SP	Service Person/Personnel
sS	Single Service
T&S	Travel and Subsistence
TDF	Training and Development Flight
TESRR	Training, Education, Skills, Recruiting and Resettlement, Division of CDP, MOD
WIS	Wounded, Injured and Sick