

RETURN FAX NUMBER:
 (If Form faxed to RRC for signature, insert civilian fax number for return of form to SL)

AUTHORITY TO ATTEND RESETTLEMENT TRAINING ACTIVITIES

(Complete in **BLOCK CAPITALS** and in accordance with JSP534 and all Guidance Notes.)
This Form is ONLY to be used for RESETTLEMENT TRAINING ACTIVITIES. It is not to be used for attendance at any other Resettlement activity.

PART 1 – SERVICE LEAVER’S (SL) PERSONAL DETAILS			
Surname & Initials:	Rank:	Service: <div style="text-align: center;">RN / RM / Army / RAF</div>	
Service Number:	Enlistment Date:	Discharge Date: (Last day of service)	
Current Work Address:		Telephone Number	
Post Code:	UIN:	e-mail: Mobile Number:	

Tick this box if applying for CTP training on Standby/Payment terms (see JSP534)

PART 2 – APPROPRIATE RESETTLEMENT TRAINING ACTIVITIES			
	Training Activity 1	Training Activity 2	Training Activity 3
Training Activity Description (Completed by the SL in conjunction with CTP Consultant)			
a. Location of Training Activity (Postal Town) (Completed by the SL)			
b. Provider of Training Activity (Completed by the SL)			
c. Dates of Training Activity (Completed by the SL)	From To	From To	From To

CTP CONSULTANT: I have discussed with the individual the suitability of the above training activity/activities and agreed it/them as appropriate to the individual’s Personal Resettlement Plan.
 (If a training activity is not deemed appropriate do not sign-off, but refer to single Service Director of Education POC and/or TESRR)

Signature:

Name (Print):

RRC Stamp:

SERVICE LEAVER: I wish to attend the above Resettlement training activity/activities, and acknowledge that I must obtain authority at Part 5 to be released from my unit. I have read and understood paras 1 - 5 of the MOD Form 363T – Notes for Service leavers. I am aware that, in accordance with JSP 534 para 0406b, if I do not use any or all of the advance of MOD Funds/Allowances for Resettlement for their intended purpose, I will have to return the unused amount in full.

Signature:

Date:

NAME:	RANK:	SERVICE NUMBER:
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Guidance Notes.

1. If travel and/or accommodation is required for any activity applied for above, it is the responsibility of the Service leaver to make the necessary arrangements in accordance with single-Service procedures.
2. If external Resettlement training has been applied for, MOD Form 1746 must be completed in full.

PART 3 – ALLOWANCES

a. Training Course Cost (Completed by the SL)	£	£	£
b. Travel Method (If Applicable) (Please Tick One) (To be completed by the Service leaver – See Note 1 above)	<input type="checkbox"/> Rail	<input type="checkbox"/> Rail	<input type="checkbox"/> Rail
	<input type="checkbox"/> Road	<input type="checkbox"/> Road	<input type="checkbox"/> Road
	<input type="checkbox"/> Air (UK domestic flights only)	<input type="checkbox"/> Air (UK domestic flights only)	<input type="checkbox"/> Air (UK domestic flights only)
c. Accommodation to be used (If Applicable) (Please enter the actual costs of accommodation alongside the accommodation type as appropriate.) (To be completed by the Service leaver – See Note 1 above)	Service /Home accommodation	Service/Home accommodation	Service/Home accommodation
	Hotel/B&B accommodation	Hotel/B&B accommodation	Hotel/B&B accommodation
	Private (PAR) accommodation	Private (PAR) accommodation	Private (PAR) accommodation
	Course with tied accommodation.	Course with tied accommodation.	Course with tied accommodation.
d. Authorisation Code for courses with tied accommodation issued: 2nd Line to initial as appropriate			
e. GRT to be Used (If Nil, enter NIL) (Completed by F1711 controller)	Days	Days	Days
f. IRTC Grant to be Used (If Nil, enter NIL) (Completed by F1711 controller)	£	£	£
g. Number of Resettlement Warrants to be Used (If Nil, enter NIL) (Completed by F1711 controller)			

MOD FORM 1711 CONTROLLER: (SRA for RN, RIS or Unit Administration Staff for Army and RAF)

I confirm that the use of GRT, IRTC Grant and Travel Warrants for the above activity/activities have been properly accounted for and recorded on the SL's MOD Form 1711. The SL has been made aware of any shortfalls in their entitlements.

Signature: _____ Name (Print): _____ Date: _____

PART 4: SRA (2nd LINE): I confirm that the SL's attendance on the Resettlement training activity/activities specified in Parts 2 and 3 above is in accordance with the regulations in JSP534 and all other extant Resettlement directives, and as such is an appropriate expenditure of the allowances detailed in Part 3 e - g above.

Signature: _____ Name (Print): _____ SRA Stamp _____

PART 5: AUTHORITY TO ATTEND BY COMMANDING OFFICER OR DELEGATED OFFICER

I hereby authorise/do not authorise (delete as applicable) absence from the individual's normal place of duty for the purpose of attending the Resettlement training activity/activities specified at Part 2.

Signature: _____ Name (Print): _____ Rank: _____

MOD FORM 363T – NOTES FOR SERVICE LEAVERS

COSTS

1. SL are liable for the payment of all costs associated with Resettlement regardless of whether or not they are to be subsequently claimed against any relevant allowances. The MOD accepts no liability, or responsibility, for the payment of fees or any other costs arising in connection with a Resettlement training activity⁸³.

DISCIPLINE

2. The civilian staff providing Resettlement training activities to SL cannot give lawful commands as superior officers within the meaning of the Armed Forces Act 06. However, SL must comply with any reasonable instructions given to them by the civilian staff in the course of any Resettlement training activity. Any failure to comply with such instructions is to be reported to the respective Service Director of Education (SDE) point of contact, where it will be dealt with as an act to the prejudice of good order and Service discipline.

INDEMNITY

3. **Injury or Damage Caused by Service Personnel.** The MOD will indemnify a SL in respect of any claim for personal injury brought by an individual injured by a SL while they are on any Resettlement training activity during GRT, provided that the MOD is legally liable as the SL's employer for the injury caused and provided that the SL does not settle or otherwise compromise the claim without the MOD's prior written consent. The SL must notify the MOD of the claim within 14 days. At any stage prior to or after legal proceedings are commenced, the MOD reserves the right to take over conduct of the claim and/or to appoint legal advisers of its choice to handle the claim. The MOD will give no such indemnity if the SL is attending a Resettlement activity, including CWA, whilst on leave. If personnel are concerned about their personal liability, they should consider taking out appropriate insurance cover.

4. **Injury Caused to Service Personnel.** SL attending any Resettlement training activity as part of GRT will be subject to Service regulations covering injury whilst on duty. The MOD will compensate the SL in accordance with its legal obligations for any injury sustained whilst attending a Resettlement training activity during GRT where it is legally liable for the injury as the SL's employer. The MOD will give no such indemnity if the SL is attending a Resettlement activity, including CWA, whilst on leave. If personnel are concerned about their personal liability, they should consider taking out appropriate insurance cover.

OVERSEAS TRAINING

5. Authorisation for Overseas Resettlement Training (ORT) can only be made by HQ SDE staff on a case by case basis and through the intelligent application of the following conditions:

a. The training outcome is not available under the local training first policy, either within the UK for those serving in UK or within their normal theatre of operations for those serving overseas.

b. The training outcome relates to the qualification awarded, or the qualification a particular course of training leads to. Furthermore, where this training outcome additionally leads to the applicable UK industry, regulatory or governing body licensing, certification and/or membership requirements being met, this will become the overriding principle in determining ORT eligibility in concert with the local training first policy. In respect to ORT, when comparing the 'benefits' of an ORT application, the SDE must compare the ORT training outcome with the UK (or theatre)-based equivalent training

⁸³ With the exception of the course fees for internal (CTP) Contract Funded training.

outcome (where such an equivalent exists). Where the ORT training outcome is equivalent to or less than a UK (or theatre)-based training outcome compared on a 'like for like' basis, then the overarching decision must be based upon the '*local training first*' policy (JSP 534 para 0421). Some examples follow:

(1) An ORT application states the training outcome is a Level 3 in XYZ. A UK (or theatre)-based training course offers an equivalent training outcome of a Level 3 in XYZ. In this case, the SDE would reject the ORT application on the basis that a UK equivalent course offers an identical training outcome based on the local training first policy.

(2) An ORT application states the training outcome is a Level 3 in ABC plus a non QCF 'qualification' of X. A UK (or theatre)-based training course offers an equivalent training outcome of a Level 3 in ABC. A very strong case must be made by the applicant to support why the non QCF qualification is absolutely essential (and is not being used as a sole reason to justify ORT). In this case, the SDE must consider the case, but unless the case made is exceptional it is likely that the SDE would reject the application on the basis of the local training first policy.

(3) A UK (or theatre)-based training course offers a training outcome of a Level 3 in ZXC which meets the licensing, certification and/or membership requirements of an applicable UK industry, regulatory or governing body, in order that an individual with such a qualification can then gain membership/licensing/certification from such a body. An ORT application states the training outcome is a Level 3 in ZXC and another non-QCF qualification in Y. In this case, the SDE would reject the ORT application on the basis that there is a UK equivalent course available with the same QCF training outcome and which meets the membership/licensing/certification requirements of the appropriate UK industry, regulatory or governing body (the additional non-QCF qualification offered by ORT is not a requirement for the UK body membership/licensing/certification).

c. The total costs of the training overseas to the MOD, including eligible subsistence allowances and travel costs, which will be claimed under current regulations, are less than those that would be incurred if undertaking the training in the UK i.e. the value for money consideration

d. SDE staff have reasonable assurance of the quality of the training and its recognition by UK employers.

6. It is the SL's responsibility to submit a MOD Form 363T with their PRP, supporting written justification, including all costs, and a completed MOD Form 1746 to the relevant SDE POC detailed at Annex F via the appropriate SRA. The SL/SRA must submit any request for overseas training at least 8 weeks in advance of the intended departure date to enable SDE HQ staff to arrange the necessary political clearances for successful applications. The Guidance Notes for the Completion of MOD Form 363T are at Annex H.

7. **ORT Application Priority over ELC.** Where a SL intends to use their ELC entitlement in concert with ORT, it is the SL's responsibility to ensure that they apply for and obtain the ORT authority **first**. Only on the receipt of a successful ORT approval authority may the SL make their ELC application. Under no circumstances may a SL make an ELC application for a non-UK based provider for resettlement purposes without having first obtained the ORT authority. Failure to follow this procedure may result in the SL not being granted ORT approval with the outcome that they are unable to use their ELC.

8. Requests for ORT must be submitted via the SRA to the appropriate SDE HQ for approval.

9. CTP Career Consultants cannot approve/authorise ORT.