

**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: RN / RM / Army / RAF
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
<b>Training Activity Description</b> (Completed by the SL in conjunction with CTP Consultant)			
<b>a. Location of Training Activity</b> (Postal Town) (Completed by the SL)			
<b>b. Provider of Training Activity</b> (Completed by the SL)			
<b>c. Dates of Training Activity</b> (Completed by the SL)	<b>From</b> <b>To</b>	<b>From</b> <b>To</b>	<b>From</b> <b>To</b>

**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 paragraphs 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:

<b>NAME:</b>	<b>RANK:</b>	<b>SERVICE NUMBER:</b>
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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**

<b>a. Training Course Cost</b> (Completed by the SL)	£	£	£
<b>b. Travel Method</b> (If Applicable) (Please Tick One)  (To be completed by the Service leaver – See Note 1 above)	<input type="checkbox"/> Rail  <input type="checkbox"/> Road  <input type="checkbox"/> Air (UK domestic flights only)	<input type="checkbox"/> Rail  <input type="checkbox"/> Road  <input type="checkbox"/> Air (UK domestic flights only)	<input type="checkbox"/> Rail  <input type="checkbox"/> Road  <input type="checkbox"/> Air (UK domestic flights only)
<b>c. Accommodation to be used</b> (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  Hotel/B&B accommodation  Private (PAR) accommodation  Course with tied accommodation.	Service/Home accommodation  Hotel/B&B accommodation  Private (PAR) accommodation  Course with tied accommodation.	Service/Home accommodation  Hotel/B&B accommodation  Private (PAR) accommodation  Course with tied accommodation.
<b>d. Authorisation Code</b> for courses with tied accommodation issued: <b>2<sup>nd</sup> Line to initial as appropriate</b>			
<b>e. GRT to be Used</b> (If Nil, enter NIL) (Completed by F1711 controller)	<b>Days</b>	<b>Days</b>	<b>Days</b>
<b>f. IRTC Grant to be Used</b> (If Nil, enter NIL) (Completed by F1711 controller)	£	£	£
<b>g. Number of Resettlement Warrants to be Used</b> (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 activity<sup>56</sup>.

**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 can only be made by HQ SDE staff on a case by case basis and through the intelligent application of the following conditions:

- e. 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.
- f. 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
- g. SDE staff have reasonable assurance of the quality of the training and its recognition by UK employers.

<sup>56</sup> With the exception of the course fees for internal (CTP) Contract Funded training.

6. Requests for Overseas Resettlement training must be submitted via the SRA to the appropriate SDE HQ for approval.
7. CTP Career Consultants cannot approve/authorise Overseas Resettlement training.