

AGREEMENT FOR CWA/CTA AND ADVANCE OF FEES CLAIM FORM.

Part 1 must be completed by SL in all cases.

Part 2 must be completed before SL can start a Civilian Work Attachment or External Training.

Part 2, 3, 3a and 4 must be completed before SL can claim advance of IRTC.

Part 1:			
Particulars of Service Leaver (SL).		Service.	Service No:
Rank:	Name:	Unit:	
Unit Address:		Section:	
		Telephone:	

FORM OF AGREEMENT FOR CIVILIAN WORK ATTACHMENT OR EXTERNAL TRAINING.

Part 2: Certificate (To be completed in full by the organisation offering training or work attachment).

Reason for attending (please tick):	Training:		CWA:	
Course Title (if applicable):				
Provider:		Inclusive Dates:		
		From:	To:	
Address:		Telephone No:		
		Fax No:		

Statement of undertaking by organisation offering training or Work Attachment:

1. We agree to allow access by a representative of the Ministry of Defence (MOD) to visit the applicant during this attachment.
 2. No payment or payment in kind will be made to the Service leaver (SL).
 3. No claims will be made on MOD public funds for the cost of materials or tools used by the SL.
 Where there is a set fee for an established training course, this will be charged to the SL.
 4. We accept that the SL is responsible for the payment of fees for training and any other payments arising out of the planned resettlement training or work attachment. We agree that the MOD is not liable for these payments and in the event of non-payment by the SL we will not pursue any claim against the MOD.
 5. We have the necessary insurance in place to cover accidental injury or death caused to a SL where we have a legal liability and will inform the Service immediately of any such injury through the unit details given in Part 1.
 6. We agree to complete Part 4 and return this Form to the SL on completion of the attachment.
 7. We undertake to notify the applicant's unit at Part 1, within 5 working days, if the individual fails to attend, or ceases to attend, the resettlement activity.

Company/Organisation Stamp:		Name:
		Appointment:
Date:	Signature:	

APPLICATION FOR ADVANCE OF INDIVIDUAL RESETTLEMENT TRAINING COSTS (IRTC).

Part 3: I request an advance of £. against training course fees of £ (maximum 80% of £534 or 80% of Course fees, whichever is the lesser of the sum) to be paid by me for the resettlement course detailed at Part 2. I understand that any balance of refund will be paid to me on completion of the course and declare that any refund due to Public Funds will be paid by me.

Part 3a:	Signature of SL:	Date:
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Part 4: Authorisation by the Service Resettlement Adviser (SRA).

I consider that the proposed Trg/Experience is appropriate to the resettlement needs of the applicant and I approve the payment of an advance of £ from:

UIN:	Cost Centre:	RAC:
Signature:	Name:	Date:
	Appointment:	

For Indemnity and Discipline arrangements while attending External Training or CWA see overleaf.