



## **ELC for Serving Personnel and Service Leavers**

### Course Package Guide

# CONTENTS

What is ELCAS?

How much am I entitled to?

What can ELC's be used for?

Procedures for claimants no longer in service

Courses offered by 2 Start Ltd

Links and documents required

Contact details

# What is ELCAS?

The Enhanced Learning Credits Scheme provides financial assistance to active serving personnel and service leavers of the Armed Forces.

Financial assistance in the form of an upfront payment for a maximum of 3 separate financial years is available to pay for higher level learning. Courses must be level three or above on the National Framework of Qualifications (NFQ) in the UK, Wales and Northern Ireland or a level 6 or higher on the Scottish Credit and Qualification Framework (SCQF)

All Service Personnel (SP) currently in service will be auto-enrolled to be eligible for both schemes, as will future Service Personnel on completion of Phase 1 training.

2 Start are an approved provider through ELCAS (4537) and we can help you to prepare for life in civilian employment by enabling you to obtain a nationally recognised qualification in preparation for a new career outside the Armed Forces.



# How much am I entitled to?

## Lower Tier

You can claim up to £1000.00 per financial year if you have accumulated 6 years\* of eligible service.

*\*Please note that from April 2017, the qualifying service required for lower tier payments increased from 4 to 6 years. SP who have already accumulated 4 years qualifying service before 1 April 2017 will keep their entitlement to use lower tier payments.*

## Higher Tier

You can claim up to £2000.00 per financial year if you have accumulated 8 years or more of eligible service.

## Aggregated Lower Tier Payment

A new ELC payment has been created which is a single payment of up to £3000 for those with 6 or more years of qualifying service completed on or after 1 Apr 2016, which will count as all 3 payments.

## Post service access to ELC Courses

Personnel leaving after 1 April 2016, access will be reduced to 5 years.

Those who left between 1 April 2011 and 31 March 2016 (both dates inclusive) will have until 31 March 2021 to use their ELC.

Anyone who left before 1 April 2011 will retain 10 years of post-service access.

## Wounded, Injured or Sick (WIS)

If you were wounded, injured or sick (WIS) or Medically discharged before reaching the four-year eligible service then you may still be eligible to claim ELC's

# What can you use ELC's for?

## Serving Personnel:

You are entitled to make three ELC claims in total.

You can only make one claim per financial year (1 April- 31 March).

## Service Leaver:

You can only make one claim per financial year (1st April to 31st March).

ELC's can be used for up to 80% of a course, you have to cover the remaining 20% yourself.

ELC's cannot be used towards travel, subsistence, accommodation, meals, equipment or course materials or where additional fees apply.



# Procedures for claimants no longer in service

Please note that the following information must be submitted with your claim by either post/electronic (Members Area) to your Single Service Representative a minimum of 25 working days prior to your course start date/registration date.

- Fully completed claim form
- Evidence of your last day of service which can be one of the following:
- Copy of your discharge document
- Copy of P45 terminating employment, document stamped by regiment confirming leaving date
- A copy of utility bill showing your home address
- Full information about the course that you wish to undertake and include details of your registration date where applicable.
- Completion and submission of course evaluation form for all previous ELC funded courses via the members area.



# 2 Start ELCAS Approved Courses

Here at 2 Start Training we have a great selection of Level 3 courses that you will be able to access by using your ELC's. We have 5 sites across the South Coast, Portsmouth, Reading, Theale, Southampton and Worthing. 2 Start Ltd take great pride in the professional development of our trainers, with most of them being trained to the highest level within their field. We also employ a large number of service leavers.

Our Managing Director served as a Royal Engineer in the armed forces before opening 2 Start Ltd. Our facilities and vehicles are the best on the South Coast. We invest heavily in new vehicles for our fleet and we make sure our classrooms are the most comfortable with the newest technology. We can help you to select the best course for you. The courses we have on offer are:

- Driver CPC Certificate of Professional Competence - Full 35 Hours
- LGV Rigid (Cat C) Licence Training & Test
- LGV Artic (Cat C+E) Licence Training & Test
- LGV Artic (Cat C+E) Licence Training & Test with Retest
- LGV Car to C+E - Artic Licence Training & Test
- ADR Vocational Certificate - Classes 2,3,4,5,6,8 & 9
- ADR Vocational Training Certificate Including Classes 1 & 7
- CILT(UK) Level 3 Certificate of Professional Competence for Transport Managers (Road Haulage) (VRQ)
- National Register of LGV Instructors



# **Driver CPC Certificate of Professional Competence - Full 35 Hours - ELCAS**

## **Course Cost: £350.00**

All drivers who are driving vehicles over 3.5 tonnes, or with 9 Passenger seats or more are required to do the Periodic / Driver's CPC (as well as the initial where applicable) – 35 Hours of driver CPC training every five years.

Before the course starts you will need to provide your driving licence number & once the course is finished, we will log your hours as normal.

## **What does it cover?**

- Driver Essentials
- Driving Principles
- Emergency First Aid & Health and Safety
- Mental Health, Well-being & Driver Behaviour
- Vehicle Defects & Driver Licencing

## **What happens on the course?**

<b>Course Title</b>	<b>Course Duration</b>	<b>Number of Days</b>	<b>Course Fees</b>
Driver CPC Certificate of Professional Competence	35 Hours / 5 Days	5	£350.00

Enquire online here:

<https://www.2start-training.com/courses/elcas/driver-cpc-certificate-of-professional-competence-full-35-hours-elcas/>

# LGV Rigid (Cat C) Licence Training & Test - ELCAS

**Course Cost: £1,580.00**

Our ELCAS approved LGV 2 Cat C course will train you to drive, maintain and securely couple the trailer of a full arctic lorry throughout your 17.5 hours of training.

The course can be tailored to your requirements and can include the following:

- Road driving – Driving the vehicle on a variety of roads safely.
- Reversing training – Practicing the reversing manoeuvre.

We pride ourselves in making sure that we always provide the highest quality HGV driver training and all of our instructors are either NRI qualified or working towards the qualification.

## What does it cover?

- 17.5 hours of category C driver training
- 3a (off-road) excersies and test
- 3b driving tests
- Additional hours can also be booked if required.

## What happens on the course?

Course Title	Course Duration	Number of Days	Course Fees
LGV Rigid (Cat C) Licence Training & Test	5 Days	5	£1,580.00

Enquire online here:

<https://www.2start-training.com/courses/elcas/lgv-2-17-5-hour-course-elcas/>



# LGV Artic (Cat C+E) Licence Training & Test

**Course Cost: £1,650.00**

During our 17.5 hour HGV driver training course you will be taught by one of our highly experienced and professional LGV 1 instructors, who are completely dedicated to ensuring you have all the skills, knowledge and confidence that you need to be successful in passing your LGV 1 driving test.

We pride ourselves in making sure that we always provide the highest quality HGV driver training and all of our instructors are either NRI qualified or working towards the qualification.

## What does it cover?

- 17.5 hours of driver training including the 3a and 3b driving tests.
- Additional hours can also be booked if required.

## What happens on the course?

Course Title	Course Duration	Number of Days	Course Fees
LGV Artic (Cat C+E) Licence Training & Test	5 Days	5	£1,650.00

Enquire online here:

<https://www.2start-training.com/courses/elcas/lgv-artic-cat-ce-licence-training-test-elcas/>

# LGV Car to C+E Artic Licence Training & Test – ELCAS

**Course Cost: £3,639.00**

D2 licence application and D4 medical forms – The D2 form is to apply for your provisional licence and the D4 is completed by the doctor when you have your medical. Assistance in completing these can also be given.

Medical – Booked for you locally at a convenient time.

Theory revision issued – A login will be issued so you can start to revise your theory tests on our online revision site.

Multiple Choice, Hazard Perception and initial CPC (if applicable) theory tests booked – These will be booked at your local theory test centre at a time convenient to you.

These can be booked individually or all 3 together.

35 hours of Cat C+E training including the 3a and 3b driving tests

Module 4 CPC Practical training and test or 35 hours of periodic CPC Training

## What does it cover?

- D2 application and D4 medical form
- Medical – booked for you locally
- Theory test revision
- Multiple Choice, Hazard Perception and Initial
- CPC (if applicable) theory tests booked
- 35 hours Cat C+E training including DVSA practical exam
- Module 4 CPC Practical training and test or 35 hours of periodic CPC Training

## What happens on the course?

Course Title	Course Duration	Number of Days	Course Fees
LGV Car to C+E Artic Licence Training & Test – ELCAS	10 Days	10	£3,639.00

Enquire online here:

<https://www.2start-training.com/courses/elcas/lgv-car-to-ce-artic-licence-training-test-elcas/>

# ADR Vocational Certificate - Classes 2,3,4,5,6,8 & 9

**Course Cost: £700.00**

Under the European Agreement on ADR, drivers of vehicles with tanks and certain tank components, and some drivers of vehicles carrying dangerous goods in packages, must hold a special vocational certificate, sometimes referred to informally as an 'ADR Certificate'. All drivers of vehicles carrying dangerous goods must attend an approved basic ADR training course. These courses equip drivers with information and tools so that they:

- are aware of the hazards in the carriage of dangerous goods
- can take steps to reduce the likelihood of an incident taking place
- can take all necessary measures for their own safety and that of the public and the environment to limit the effects of any incident that does occur
- have individual practical experience of the actions they will need to take

## What does it cover?

Core

Packages

Tanks

Class 2 – Gases

Class 3 – Flammable Liquids

Class 4 – Flammable solids

Class 5 – Oxidizing agents

Class 6 – Toxics

Class 8 – Corrosive substances

Class 9 – Miscellaneous dangerous substances and articles

## What happens on the course?

Course Title	Course Duration	Exam Type & Pass Criteria	Number of Days	Course Fees
ADR Vocational Certificate	5 Days	You must achieve a minimum pass mark of 70% per exam. Any failed examination must be re-taken and successfully completed with any examination passes being held for a maximum of 12 months from original notification of result.	5	£700.00

Enquire online here:

<https://www.2start-training.com/courses/elcas/adr-vocational-certificate-classes-2-3-4-5-6-8-9-elcas/>

# ADR Vocational Training Certificate Including Classes 1 & 7

**Course Cost: £1,400.00**

This ADR All Classes 1,2,3,4,5,6,7,8 & 9 Course is typically completed over 7 days and is the ideal course for those candidates who no previous experience with the handling and movement of hazardous goods. This course covers all the regulations required by the ADR to transport any type of hazardous materials and waste via packages or tanks.

This is a classroom-based course and also counts towards 28 hours of your Periodic Driver CPC. This course will cover the transport of Hazardous Goods in packages and tanks.

Class 1 specialisation course will enable drivers to get the expert knowledge and skills to transport explosives safely by road in the UK and Europe. (in compliance with ADR Regulations).

Class 7 specialisation course will enable drivers to get the expert knowledge and skills required to transport radioactive materials by road in the UK and Europe (in compliance with ADR Regulations).

## What does it cover?

Core	Class 4 (Flammable Solids)
Packages	Class 5 (Oxidising Agents)
Tanks	Class 6 (Toxics)
Class 1 (Explosives)	Class 7 (Radioactives)
Class 2 (Gases)	Class 8 (Corrosives)
Class 3 (Flammable Liquids)	Class 9 (Miscellaneous)

## What happens on the course?

Course Title	Course Duration	Exam Type & Pass Criteria	Number of Days	Course Fees
ADR Vocational Certificate	7 Days	You must achieve a minimum pass mark of 70% per exam. Any failed examination must be re-taken and successfully completed with any examination passes being held for a maximum of 12 months from original notification of result.	7	£1,400.00

Enquire online here:

<https://www.2start-training.com/courses/elcas/adr-vocational-training-certificate-including-classes-1-7-elcas/>



# **CILT(UK) Level 3 Certificate of Professional Competence for Transport Managers (Road Haulage) (VRQ)**

**Course cost: £1,750.00**

If you decide to embark upon a career as a transport manager within the road haulage industry you will be required to hold a national/international CPC qualification. The course is designed to provide the knowledge and skills required to pass the CILT examination. With our pass plus course, you will be safe in the knowledge that if you do not pass your exam the first time round, you will have another day of revision with another attempt at the examination.

## **What does it cover?**

Operator Licence Compliance  
Drivers Hours Compliance  
Driver Licensing  
Driver Management  
Maintenance and Traffic Regulations

## **What happens on the course?**

<b>Course Title</b>	<b>Course Duration</b>	<b>Exam Type &amp; Pass Criteria</b>	<b>Number of Days</b>	<b>Course Fees</b>
CILT (UK) Level 3 Certificate of Professional Competence for Transport Managers (Road Haulage) (VRQ)	Days 1-8 - Training Day 9 - Revision Day Day 10 - Exam Day If unsuccessful on 1st attempt the following is included: Day 11 - Extra Revision Day Day 12 - Exam Re-sit	Multiple Choice: 42 out of 60 Case Study 50% (Open book)	12	£1,750.00

## **What type of job could I get once I am qualified?**

Transport Manager  
Average UK Salary upwards of £40,000 pa.

Enquire online here:

<https://www.2start-training.com/courses/elcas/ocr-level-3-road-haulage-management-cpc-pass-plus/>

# National Register of LGV Instructors

**Course cost: £2,500.00**

2 Start Training are an accredited centre for the delivery of the National Register of LGV Instructors Course. As an approved centre we provide the vehicles to train in, on site reversing area, classroom facilities and highly experienced, qualified instructors. Below you can find the course stages you would need to take to become an approved LGV Instructor.

## What happens on the course?

Course Title	Course Content	Exam Type & Pass Criteria	Number of Days	Course Fees
National Register of LGV Instructors	Part one - Theory Test	Theory Test - Overall 85% pass mark	5	£2,500.00
	Part two - Practical driving ability	Practical Driving - No more than 6 driving faults and 0 serious or dangerous faults		
	Part three - In cab training	In cab role play - 3 x 20 minutes exams		
	Part four - Classroom training	30 minutes classroom role play - pass mark 84/120		

### After Successful Completion

Upon completion of your LGV Instructors course, to finalise enrolment, a completed registration form agreeing to the terms and conditions must be sent with all documents for approval. The registration number / photo card will be issued within 10 – 15 days, and will be valid for 5 years.

Enquire online here:

<https://www.2start-training.com/courses/elcas/national-register-of-lgv-instructors/>

# ITSSAR Forklift Instructor Novice Course – ELCAS

**Course cost: £1,770.00**

Become a qualified forklift truck instructor/examiner in 10 Days. On completion of the course you will understand the principles of forklift truck operation, safety and training. Extensive coverage includes roles of the instructor, learning methods, principles of instruction, lesson types and plans, classroom and training aids, along with assessments and reporting, skills testing and ongoing assessment. Each student must have had an operators certificate issued within 6 months.

## What does it cover?

- Conduct a Practical Demonstration
- Conduct a Practical Lesson
- Theory Health & Safety at Work
- Theory Instructional Techniques
- Theory Recommendations of Training
- Report Writing
- Conduct a Practical Skills Test

## What happens on the course?

Course Title	Course Duration	Exam Type & Pass Criteria	Number of Days	Course Fees
ITSSAR Forklift Instructor Novice Course – ELCAS	10 Days	Conduct a Practical Demonstration Conduct a Practical Lesson Theory Health & Safety at Work Theory Instructional Techniques Theory Recommendations of Training Report Writing Conduct a Practical Skills Test	10	£1,770.00

## What type of job could I get once qualified?

Forklift Instructor

Average UK Salary upwards of £24,000 pa.

Enquire online here:

<https://www.2start-training.com/courses/elcas/itssar-forklift-instructor-novice-course-elcas/>

# ELCAS Claim Forms

To begin the process you will need to first register for the ELCAS portal and supply the required JSP form along with its supporting documents required.

Firstly check who you need to contact in order to register for the ELCAS portal if you have not done so already, you can view all of the current contact details and options here: <https://www.modelc.com/Account/Login/MBR> under "Points of Contact".

Along side this you will also need to review the [JSP PDF document](#) and look to complete the form 1746 found on page 63.

View, print and download the [JSP PDF](#) and complete [Form 1746](#).

The Form 1746 is a combined single form that merges the 2 previous separate forms MOD Form 1746 & MOD Form 1748 if you are familiar with either of these as a prior applicant.

Once you have registered for ELCAS and have been approved you will receive details to access the ELCAS online portal, this can be found on the ELCAS website or by clicking this link: <https://www.modelc.com/Account/Login/MBR>

Now you have access to your ELCAS account you can monitor and review all of your ELCAS ELC credit(s) and applications.

As soon as your ELC credits are approved you can then proceed to confirm your training with 2 Start Ltd and start enrolling on the course you have chosen.

Should you have any questions or require advice with your ELCAS application, our team of advisors are on hand to help.

Call our team on 02392 123 555 or email [callum@2start-training.com](mailto:callum@2start-training.com) who will respond as soon as practically possible.

Our offices are open Monday to Friday 7am to 17:00pm



# CONTACT

2 Start Ltd (4537)

Jack King

02392 123 555

admin@2start-training.com

Unit 4 Shawcross Industrial Estate  
Ackworth Road  
Hilsea  
Portsmouth  
PO3 5HU

<https://www.2start-training.com/training-courses/elcas/>