

Background Quality Report

Career Transition Partnership annual statistics: UK Regular Service Personnel Employment Outcomes, 2011/12 to 2015/16

The purpose of a background quality report is to inform users of the statistics about the quality of the data used to produce the publication, and any statistics derived from that data. It also discusses existing uses of the statistics and user requirements.

This assessment relates to the annual 'Career Transition Partnership Statistics' published by Defence Statistics on 26th January 2017.

1 Introduction

1. This annual Official Statistic provides summary statistics on the estimated employment outcomes for UK Regular Service personnel (including Gurkhas) who left the Armed Forces between 2011/12 and 2015/16 and used the services provided by the Career Transition Partnership (CTP). The figures provide estimated employment outcomes for Service personnel within six months of leaving the Armed Forces.
2. The findings in this Statistical Bulletin are presented in four sections:
 - a) **Section 1** Estimated employment outcomes. This section presents estimated employment outcomes for personnel who left the UK Armed Forces in 2015/16 and used billable CTP services, six months after leaving service. Trends over time are also presented by financial year (trends by financial quarters covering the period 2011/12 to 2015/16 are presented in the accompanying Excel tables). Estimates are presented for 2015/16 service leavers by the following demographic groups: Service, Gender, Rank, Ethnicity, Length of Service, Age Group and CTP Programme used. In order to determine any change in estimated employment outcomes following the methodology change from 1 October 2015 (as detailed within the Statistical Bulletin), estimated employment outcomes are also presented by demographic groups for each half of the 2015/16 financial year in the accompanying Excel tables.
 - b) **Section 2** Estimated occupation outcomes. This section presents estimated occupation and industry outcomes (using the Standard Occupational Classification) for those that left the UK Armed Forces in 2015/16, used billable CTP services and were estimated to be employed six months after leaving service. Estimates are also presented by the following demographic groups: Service, Gender, Rank, and Ethnicity.
 - c) **Section 3** Estimated reasons for economic inactivity. This section presents estimated reasons for economic inactivity for personnel that left the UK Armed Forces in 2015/16, used billable CTP services and were estimated to be economically inactive six months after leaving service. Estimates are also presented by the following demographic groups: Service, Gender, Rank and Ethnicity. In order to further consider economically inactive service leavers that had retired, summaries by Length of Service and Age Group are also presented.
 - d) **Section 4** Estimated redundancy employment outcomes. This section presents estimated employment outcomes for all personnel who left the UK Armed Forces between September 2011 and June 2014 via redundancy. Estimates are presented by Tranche of redundancy, Applicant / Non-Applicant Status, and the following demographic groups: Gender and Rank.

3. These Official Statistics were first released in June 2013 and subsequently published on a quarterly basis. Following the quarterly release in December 2014, Defence Statistics proposed a reduction in the frequency of these statistics from quarterly reports to annual reports. The first annual report was released in June 2015, covering the five-year period 2009/10 to 2013/14, with annual updates in 2016 and 2017 each presenting the previous five financial years.
4. As Official Statistics, the publication of this Statistical adheres to the [UK Statistics Authority \(UKSA\)](#)¹ protocols on [pre-release access](#)².
5. Ad-hoc interrogation of the data used to compile these statistics is regularly undertaken by Defence Statistics in order to answer Freedom of Information requests, Parliamentary Questions and internal queries from within the Ministry of Defence.

Background

6. Today between 16,000 and 24,000 personnel leave the Armed Forces and make the transition to civilian life each year. They are of widely different ages and have a range of qualifications and aspirations. Everyone who leaves will have different personal circumstances and aspirations but the adjustment from the military environment to the civilian world is an life change common to all.
7. The [Career Transition Partnership \(CTP\)](#)³ is an agreement between a contractor ([Right Management Limited](#)⁴, since 1998) and the MOD. The Career Transition Partnership also incorporates two Service charities, the [Regular Forces Employment Association \(RFEA\)](#)⁵ and [The Officers' Association \(OA\)](#)⁶. CTP exists to support Service leavers in their transition from the military to civilian employment.
8. The CTP philosophy is that resettlement preparation is for life, not just to get the first job after leaving the military. Support is provided from two years before discharge, through to two years after. The aim is to provide the tools that Service leavers need to market themselves confidently to employers and to get the most out of life outside the forces. This ranges from creating a CV through to learning interview skills, vocational training through to researching and applying for jobs. The services provided by the CTP fall into the following four categories: Guidance, Career Transition, Vocational Training and Job Finding Support.
9. All Regular and Gurkha personnel are eligible for the Career Transition Partnership resettlement provision including those medically discharged, or leaving the Armed Forces due to redundancy. The type of employment support offered is dependent on a combination of the length of time served in the Armed Forces and the reason for leaving.
10. Since the start of the CTP contract there have been two main CTP support programmes;
 - a) Formerly known as the 'Full Resettlement Programme' (FRP), the [Core Resettlement Programme](#) (CRP) will normally commence with attendance on a three day Career Transition Workshop (CTW). Service personnel will then have access to the CTP interactive website (myPlan) and will also be appointed a Career consultant who will help with advice and guidance and chart their resettlement progress. They will also have access to the CTP job-finding website (RightJob) and the support of an Employment consultant is available for up to two years post discharge. Various other workshops and vocational training courses were also available. Service leavers with at least six years' Service are eligible for CRP support.
 - b) Service leavers who have served between four and six years are entitled to the [Employment Support Programme](#) (ESP) which includes an interview with a Career

consultant, attendance on a one day Job Finding workshop, access to RightJob and the support of an Employment consultant for up to two years post discharge.

11. Prior to 1 October 2013 early Service leavers (ESLs) with fewer than four years' Service were not eligible to receive CTP support, and neither were personnel who left the Armed Forces for disciplinary reasons or were deemed unsuitable for Service, irrespective of the number of years of Service.
12. Since 1 October 2013 ESLs and personnel discharged for disciplinary reasons have also been eligible for CTP support through the CTP Future Horizons ((FH), formerly known as the Future Horizons Programme (FHP)). The FH is based on a needs assessment and provides access to the required training, personal development and educational courses to ensure individuals are moving towards being 'job ready'. However, this Official Statistic has only reported on those who left Service and used FH from 1 October 2015.
13. Service leavers identified within this Official Statistic as those that used CTP services are those that used billable services under the FH, ESP or CRP, as detailed below. Service leavers that have used non-billable services, such as attending career fairs, are not included.
14. Under the FH MOD is billed for all personnel who opt-in and receive either a 1:1 interview or are initially contacted by the CTP by telephone and receive a response. Resettlement support is provisioned through the FH, offering bespoke 'behind the wire' interventions which includes a needs assessment with appropriate referral to tackle barriers to employment, and a post discharge tracking service to ensure ESLs and those discharged for disciplinary reasons gain a route into sustainable employment, education or further training. FH support is available to eligible personnel for up to two years post discharge.
15. Under the ESP and the CRP MOD is billed when personnel use specific services. The types of benefits available to Service leavers include: training grants, allowances, travel warrants, resettlement leave, transition workshops, one-to-one career guidance support, subsidised vocational training support, housing advice, financial briefs and job finding support. Service leavers can access this resettlement support two years either side of their discharge date. Employment support is available to Service leavers for the remainder of their working lives from the RFEA and the OA, charities which are embedded within MOD's resettlement framework. It should be noted that training, travel warrants, resettlement leave and allowances are not given in respect of the ESP.

Methodology and Production

Data Sources

16. Right Management's administrative database, Adapt, contains the details of Service leavers eligible for CTP support as supplied by MOD. Right Management's invoice list was used to identify Service personnel who used billable CTP services and the type of service used.
17. Right Management's Adapt database was also used to compile employment outcome estimates for Service leavers that left Service during 2015/16 and used CTP services.
18. The administrative database for Service personnel, Joint Personnel Administration (JPA), was used to identify all of the Service leavers in each financial year. JPA was also used to identify the Service, gender, ethnicity, years served, rank and age of each Service leaver. The MOD routinely publishes a range of [UK Military Personnel Statistics](#)⁷, including numbers of Service personnel leaving the UK Armed Forces.

19. Defence Statistics (Health) compiles the Department's authoritative deaths database for all UK Armed Forces personnel who died whilst in Service going back to 1984. Information is compiled from several internal and external sources from which [UK Armed Forces Deaths Statistics](#)⁸ are compiled. These data were used to determine Service personnel who died whilst in service to exclude them from analysis.
20. The Medical Discharge database held by Defence Statistics (Health) was used to identify personnel who medically discharged from Service. The MOD publishes annual [Medical Discharge Statistics](#)⁹ from these data.
21. The number of Service personnel leaving the Armed Forces due to redundancy were calculated by matching Service Numbers from the original redundancy selection list (covering both applicants and non-applicants), with Service leavers data. Please note a small number of personnel listed on the Tranche 1, 2, 3 or 4 redundancy list were recorded on JPA as having left the Armed Forces, but not due to redundancy. In this report they have been included in the Tranche 1, 2, 3 or 4 redundancy cohorts. There may also be a few Service personnel who left the Armed Forces under the category of redundancies who have since re-joined the MOD. The MOD has published [Tranche 1 - 4 Redundancy Statistics](#)¹⁰.
22. The UK general population employment outcome estimates were taken from the [Labour Force Survey \(LFS\)](#)¹¹. These have been compared with the estimated employment outcomes for UK Regular Service personnel who used the CTP services. The LFS is the UK's primary data source for employment figures and is published by the [Office for National Statistics](#)¹².

Methodology

23. Using JPA data and Defence Statistics' Death data, a cohort was identified of personnel that left Service during 2015/16 (that had not died) and were eligible to have used CTP services. This cohort was linked to the Adapt database to determine Service leavers whose details were passed to Right Management by the MOD. Right Management's invoice list was then used to identify personnel who had left Service during 2015/16 and used billable CTP services.
24. The 2015/16 Service leavers identified as having used billable CTP services were made up of all CRP and ESP users, and those that left Service between 1 October 2015 and 31 March 2016 that went on to use FH. Employment outcomes were then estimated for this cohort using employment outcome data recorded on Adapt.
25. In previous CTP reports published by Defence Statistics employment outcomes have been estimated based on a monthly random 20% sample of data, of those who used CTP services, stratified by the Resettlement Advice Centre (RAC). Personnel selected for sampling were reviewed six months after their discharge date and the proportions of the random sample identified as employed, unemployed and economically inactive were then scaled up to estimate the number of all Service leavers that had used billable CTP services that were employed, unemployed and economically inactive. This same methodology was applied for the first half of the 2015/16 financial year (1 April 2015 to 30 September 2015). In 2014/15 18% of service leavers who used billable services supplied employment information.
26. During the second half of the 2015/16 financial year attempts were made to gather employment outcome data for all users of billable CTP services, thus providing more reliable employment outcome data. However, 19% of CTP service users did not supply six-month follow up employment information. Therefore, due to non-response the employment outcomes continue to be presented as estimates. If employment outcome information is held on Adapt from three months after leaving service the individual is not attempted to be contacted. For those with no employment outcome information on Adapt or information which was captured

within the first three months of leaving service, at least four definite attempts were made to contact such Service leavers using a variety of means including phone, email or text before they were classed as being 'unable to contact'. Attempts to contact such Service leavers will be made for up to a year after leaving the Armed Forces.

27. The cohort of 2015/16 Service leavers that used billable CTP services, and employment outcome data were matched with JPA data, medical discharge data and redundancy data in order to present estimated employment outcomes by key demographic groups, length of service, medical discharge status and redundancy status.

2. Relevance

Coverage

Data Coverage

28. The figures presented in this report show outflow from the UK Regular Forces including Gurkhas. This report does not include Full Time Reserve Service (FTRS) personnel or mobilised reservists.
29. In 2015/16 16,682^p UK Regular Service personnel left the Armed Forces, of which 15,498^p were eligible to use the services provided by the Career Transition Partnership, and 11,163^p used billable CTP services. Therefore the estimates represent 67% of all Service leavers.
30. Prior to 1 October 2015, employment outcome estimates were compiled on approximately 18% of service leavers who used billable CTP services (taking into account non-response from the 20% sample Right Management contacted)
31. Since the 1 October 2015, employment outcome estimates were compiled on approximately 81% of service leavers who used billable CTP services (taking into account non-response from Right Management contacting all CTP users)
32. The estimated employment outcomes are calculated from the sample selected from Service leavers who used CTP services; therefore the estimated employment outcomes only represent this group of Service leavers.
- c) For personnel who left from 1 October 2015 the employment outcomes include those who used CTP Future Horizons (see Background section)

User Needs

33. These statistics have been provided in response to interest in employment outcomes for UK Service personnel and concerns raised by the Chief Statistician over the quality of numbers previously released in Parliamentary Questions, Freedom of Information requests and internal reports.
34. The interest in CTP comes from Armed Forces charities, Other Government Departments including the Department for Work and Pensions; the private sector; and within the Ministry of Defence.
35. The statistics will aid policy development. They will be used as an indication of effectiveness of the Career Transition Partnership resettlement services. They will also be used for monitoring of the UK Armed Forces Covenant, a component of the Armed Forces Act, which states that Service personnel should not be disadvantaged in terms of health or welfare.

36. The scope of the publication to meet all user needs will be under continuous review from feedback from users.
37. The figures published in this Official Statistic series are more representative than previous figures and enable a comparison with the UK-wide employment figures, unlike the old figures. However it must be noted the UK estimates have not been adjusted to reflect the age and gender spread seen in the UK Armed Forces population, for example there are fewer women in the UK Armed Forces than in the general population.

3. Accuracy

38. There are a number of data quality, sampling and methodology issues which need to be taken into account when interpreting the statistics in this report.

Data

39. This report uses a number of different datasets which are matched on Service Number, a unique identifier. There is a risk of mismatching or finding no match as data on the CTP billing system is inputted manually.
40. The reported number of personnel who did not use billable CTP services may include personnel who engaged with CTP services such as attending careers fairs but did not use enough services provided by CTP to be billed.
41. Time served as recorded on JPA has been used to identify which programme service leavers are entitled to. Time served has been calculated using entry date. There are known problems with the entry date information extracted from JPA. If personnel have transferred from another Service, have served under an alternative assignment type (e.g. reserve forces), are re-entrants or have transferred from Other Ranks to Officers, their entry date may correspond to any of these events. The resulting time served may reflect their current period of service, include previous service, or it may be the time that has elapsed since they first joined the Armed Forces, irrespective of any break in service.
42. Service leavers' ethnicity is compiled based on a self-declared, non-mandatory field on JPA. UK BAME personnel include those who declared their ethnicity as other than white and nationality as British. Non-UK BAME included those who declared an ethnicity other than white and nationality was not British.
43. The demographics of the 20% sample used to estimate employment outcomes for the first six months of 2015/16 differed from the demographics of all service users who used billable CTP services in the last six months of 2015/16. Those who were medically discharged and Army personnel were underrepresented in the 20% sample however taking this into account did not impact on the overall employment estimates. There may be other bias in the 20% sample which has not been assessed; and estimates based on a larger sample size will be more reliable. Therefore the employment estimated prior to 1 October 2015 is likely to be less reliable than the estimate post 1 October 2015.
44. Whilst Right Management has improved the coverage of employment outcome data collected (from a potential 20% sample to a potential 100% sample), data were not recorded on Adapt for the month of October 2015. Therefore employment outcome estimates for the second half of 2015/16 have been produced using only data covering the period 1 November 2015 to 31 March 2016.
45. Demographic information of Early Service Leavers (ESL's) who left service in October 2015 was unobtainable. Right Management provided overall employment outcomes for these

ESL's but were unable to provide service numbers for this cohort which meant that demographic information could not be obtained from JPA for these ESL's.

Methodology

46. Prior to October 2015, Service personnel were selected at random from the population of those who used billable CTP services. From 1st October 2015, CTP attempted to contact all Service leavers who used billable CTP services.
47. Personnel were contacted six months after the discharge date recorded on Adapt to ascertain their employment status. However, those already recorded on Adapt (from three months after leaving service) as employed were assumed to still be in employment at the six month point and are not re-contacted. This may lead an over estimate of the employment rate.
48. Personnel are supposed to be contacted six months after the leaving the Armed Forces. There are sometimes differences between the projected exit date recorded on Adapt and service personnel's actual exit date as their exit date can change. The data on Adapt is informed through an initial resettlement update from the MOD's JPA database. This information will currently only be updated if the individual provides Right Management with this new information. This may result in Service leavers being contacted at a different time point to six months after their actual exit date. MOD is currently investigating the feasibility of updating CTP billing database with the actual exit date.
49. UK employment outcomes and occupation sectors are compared against the estimated employment outcome and occupation sectors for UK Regular Service personnel who used the CTP services. The UK information has not been adjusted to take account of the age and gender spread seen in the UK Armed Forces.

4. Timeliness and Punctuality

Timeliness

50. Defence Statistics were asked to provide support on the production of statistics relating to the Career Transition Partnership in February 2013. The first report in the Official Statistics series was published four months later.
51. Defence Statistics has improved the timeliness of this report since its first annual publication. The 2013/14 Statistical Notice was published 15 months after the end of the financial year on 11 June 2015, and the 2014/15 Statistical Notice was published 13 months after the end of the financial year on 21 April 2016. The 2015/16 Statistical Notice was published 10 months after the end of the financial year on 26th January 2017.
52. The timeliness of the publication release is driven by:
 - a. A required six month gap after leaving the Armed Forces before Service leavers can be surveyed by the contractor to establish their employment outcome.
 - b. Collation and delivery of the data by the contractor. This includes time required to follow-up Service personnel who were hard to contact.

Punctuality

53. All Statistical Notices were published on time to a pre-announced release date. The release date for the 2016/17 statistics will be published on the Gov.uk website at least one month in advance.

5. Accessibility and Clarity

Accessibility

54. The estimated employment outcome statistics for Career Transition Partnership service users can be accessed on the [Gov.UK website](#)¹³.

Clarity

55. Users with an interest in the key findings can read a short summary of main messages at the start of the report.

56. Graphics have been used to visually demonstrate confidence intervals for those users with a limited understanding of sampling variation.

57. Tables with 95% confidence intervals are presented alongside estimates in the accompanying Excel web tables for those users with greater understanding of sampling variation.

58. A detailed methodology in this document presents the user with the data sources used, collection methods, and statistical analysis undertaken.

6. Comparability

Comparability

59. The Official Statistic presents estimated employment outcomes from 2011/12 through to 2015/16, including quarterly estimates. There are confidence intervals around each of the estimates, and any statistically significant changes over time can be identified.

60. The employment definitions have been adjusted to better align with the UK population enabling comparisons over time. However it must be noted the UK estimates have not been adjusted to reflect the age and gender spread seen in the UK Armed Forces population.

61. The definitions for demographic groups have stayed the same and are consistent with other MOD Official Statistics.

62. The occupations of those employed are coded to match the ONS Standard Occupation Codes.

7. Trade-offs between output quality components

63. Coverage versus resources for data collection is the key trade-off for these statistics.

64. The proportion of all service leavers not captured in the employment estimates have steadily decreased in the previous four financial years from 47% in 2011/12 to 37% in 2014/15. Prior 1 October 2015 this group was made up of personnel who were not eligible for the CRP or the ESP, or leavers could not be found on Adapt, or who did not use billable CTP services. After 1 October 2015 this group was made up of service leavers who could not be found on Adapt and those who did not use CTP services. During 2015/16 33% of service leavers were excluded, this is lower than previous financial years driven by the eligibility of Early Service Leavers able to use CTP services for six months of 2015/16 (from October 2015). In 2016/17 estimates are likely to exclude even less service leavers due to ESL's being eligible for the whole financial year.

65. In order to increase coverage of the statistics and thus capture more people and make the figures further representative, further resources (time, money and people) would be needed to widen the scope of the current data collection process.
66. The scope of the coverage is further limited by the level of contact information provided to the Ministry of Defence by Service personnel when they leave the Armed Forces.

8. Assessment of User Needs and Perceptions

67. The estimated employment outcome statistics for Service leavers are used by:
- a. Government – policy making and monitoring
 - b. Academia – facilitating research
 - c. Charities - used for planning purposes

Description of Users and Usage of Statistics

68. The employment statistics for Service leavers have been published in response to user demand. Interest has come from Parliament, Government Departments, the third Sector, academics, the media, and the general public.
69. In July 2007 the National Audit Office (NAO) published a report on "[Leaving the Services](#)"¹⁴. The NAO summarised the Career Transition Partnership services as follows:

“The practical realities for people leaving the Armed Forces can be very demanding. The process of finding a new home and a new job at the same time is something most of us would find quite stressful. So it is encouraging that most make that transition smoothly, and without too many troubles.

“And undoubtedly, part of that is due to the good support the Ministry of Defence provides to those leaving the Forces. It is important that all those leaving the Services know what support is due to them, and have the opportunity to take advantage of it.”

70. The Statistical Notice is a publication on employment outcomes for Service leavers who used the Career Transition Partnership. The statistics are widely used to inform policy monitoring and development; to inform the delivery of the Career Transition Partnership; and to enable MOD to be held accountable for the support provided to Service personnel in relation to finding employment when leaving the UK Armed Forces.

Strengths and Weakness in Relation to User Needs

71. This statistical series provides the first robust estimates of employment outcomes for Service leavers who used the Career Transition Partnership services. There is a lot of user demand for this information, and the publication of this statistical series will go towards meeting this demand.
72. Potential users have asked for figures of employment outcomes by Service, gender, rank, ethnicity, medical discharge, CTP programme use, age at exit, and length of Service. The Statistical Notice meets this demand. Statistics on the employment outcomes for the redundancy programmes have also been specifically requested, thus their inclusion in this Statistical Notice.
73. The statistical series uses employment definitions which are broadly comparable with UK employment statistics. This is an improvement on figures which were previously in the public

domain and utilised terminology and methodology which was inconsistent with national approaches to measuring employment outcomes.

9. Performance cost

Operational Cost

74. The annual report takes approximately 20 days to produce each year. Further analysis and development work will require additional resource.
75. There are two key data sources required to produce this Statistical Notice, and four further sources. Four of these six sources are already collected as administrative systems (personnel data from the Joint Personnel Administration system; medical discharges data; deaths data; and redundancy information). There are marginal costs involved in obtaining this data. The primary data source is the survey of Service leavers which is undertaken by the contractor Right Management. The LFS which provides the UK estimates is run and data made available by the ONS.
76. The data collection process is undertaken by a tracking team from Right Management and the ten Career Consultants based across the country. They collect employment status information through a mix of phone, email and text.

10. Confidentiality, Transparency and Security

77. The data source used to compile the Official Statistics used Service number as a unique identifier. The medical discharges data was linked using a pseudo-random unique identifier.
78. The files are all stored on a secure MOD network, with access to files limited to individuals in Defence Statistics Health. All MOD, Civil Service and data protection regulations are adhered to.
79. Disclosure control: Estimates based on one or two respondents were suppressed in accordance with the ONS disclosure policy (2008).

Estimates based on a small number of respondents were more likely to breach confidentiality. The same estimates were also likely to be unreliable. Confidentiality protection was provided by releasing only weighted estimates and by suppressing certain values.

The effect of disclosure control on the quality of data that can be released was very small because data that appear disclosive may also be of low quality.

11. References

1. UK Statistics Authority (UKSA). <https://www.statisticsauthority.gov.uk/>
2. UKSA Pre-Release Access Guidelines. <https://www.statisticsauthority.gov.uk/about-the-authority/uk-statistical-system/legislation/pre-release-access/>
3. Career Transition Partnership (CTP). <https://www.gov.uk/guidance/career-transition-partnership>
4. Right Management Limited. <http://www.rightmanagement.co.uk/wps/wcm/connect/right-uk-en/home/about>
5. Regular Forces Employment Association (RFEA). <http://www.rfea.org.uk/>
6. Officers' Association (OA). <https://www.officersassociation.org.uk/>
7. Defence Statistics' UK Military Personnel Statistics. <https://www.gov.uk/government/collections/uk-armed-forces-monthly-service-personnel-statistics-index>
8. Defence Statistics' UK Armed Forces Deaths Statistics. <https://www.gov.uk/government/collections/uk-armed-forces-deaths-in-service-statistics-index>
9. Defence Statistics' Medical Discharge Statistics. <https://www.gov.uk/government/collections/medical-discharges-among-uk-service-personnel-statistics-index>
10. Defence Statistics' Tranche 1 - 4 Redundancy Statistics. <https://www.gov.uk/government/collections/uk-armed-forces-redundancy-program-statistics-index>
11. Labour Force Survey (LFS). <https://www.ons.gov.uk/surveys/informationforhouseholdsandindividuals/householdandindividualsurveys/labourforcesurveylfs>
12. Office for National Statistics. <https://www.ons.gov.uk/>
13. Defence Statistics' Career Transition Partnership Statistics. <https://www.gov.uk/government/collections/career-transition-partnership-ex-service-personnel-employment-outcomes-statistics-index>
14. National Audit Office (NAO) report on "Leaving the Services". <http://www.nao.org.uk/report/leaving-the-services/>

Note: The MOD is not responsible for the contents or reliability of the listed non-MOD web sites and does not necessarily endorse the views expressed therein. Listings should not be taken as endorsement or any kind. The MOD has no control over the availability of these sites. Users access them at their own risk. The information given was correct at the time of publication.

ANNEX A

Office for National Statistics' definitions

These definitions have not been used within this CTP employment statistics report. However since there is user interest in comparing the CTP employment statistics with national employment figures, the definitions used by the Office for National Statistics are provided here to provide some context.

Employment Anyone doing one hour or more a week of paid work is counted in the employment figures. This includes people on government supported training programmes if they are engaging in any form of work, work experience or work-related training. The employment estimates also include unpaid family workers, who work in a family business and benefit from the profits of the business although they do not receive a formal wage or salary. People working without pay (for example, volunteers in charity shops) are not included in the employment figures.

Unemployment People not in employment are counted as unemployed if they have been looking for work in the last four weeks and if they are able to start work within the next two weeks. It does not matter if the person is looking for a full-time job or a part-time job or whether the person is claiming Jobseeker's Allowance or any other benefits. The unemployment estimates also include people who are out of work, have found a job and are waiting to start it in the next two weeks.

Economically Inactive People who are not in employment but are not counted as unemployed either because they have not been looking for work in the last four weeks or because they are unable to start work within the next two weeks. The economically inactive population includes retired people, those looking after the family or home, those unable to work due to illness or disability and those students who choose not to look for work.

A common misunderstanding is to assume that all full-time students are in the economically inactive category. This is incorrect. A full-time student with a part-time job will be recorded in the employment figures. Students who have been looking for a job within the last four weeks and who would be able to start work within the next two weeks would be counted as unemployed, even if they are only looking for part-time work.