



Transition IPPD: Service Personnel Monitoring and Service Leaver Assessment using HARDFACTS

Transition Information Sheet 6



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Introduction

Transition: Individual Planning and Personal Development (IPPD) is the through – career offer of information, support and encouragement for soldiers to plan and make provision for their futures. It is part of the Army's duty of care to soldiers and is mandated in Army Command Standing Order (ACSO) 3221 and is assured through the G1 Support Inspection programme.

Transition IPPD information is available to all soldiers at any time via the army webpage (www.army.mod.uk) and also from their unit chain of command. This information is intended to raise soldiers' awareness and facilitate personal planning and development. This will compliment a successful military career and prepare Service personnel for their return to civilian life. To ensure soldiers are utilising the information that is available to them, the chain of command will periodically monitor soldiers' progress and will assess Service Leavers before they are discharged in order to identify any issues that might require resolution as they are discharged and establish themselves in civilian life. The tools used for this individual Monitoring and Assessment are HARDFACTS.

Aim

This information sheet will introduce Service Personnel and Service Leavers to the HARDFACTS Monitoring and Assessment tools so they will be familiar with the processes and understand how the tools will be used.

HARDFACTS Description

HARDFACTS is no more than a mnemonic made up from a simple check list of factors. Under each factor there is a list of questions which the individual and their line manager or unit representative can discuss during an interview. These questions have been selected to guide and assist Service personnel and their line managers to monitor and assess an individual's continuous development and ultimately their plan to leave the Service. The list of questions is not exhaustive and additional questions can be added if required. There is also a space for notes to be taken and assessments made using a simple traffic light system which will highlight whether progress is on track and where additional progress needs to be made. The HARDFACTS tools are formatted in an interactive PDF document which can be completed on a computer, or can be downloaded and used in hard copy. These HARDFACTS tools are available to the unit chain of command but can also be accessed via the Transition website.

HARDFACTS Monitoring

Service personnel are encouraged to take advantage of the Transition IPPD information that is available to them. This will help Service personnel remain focussed on their military careers, develop key life skills and increase their general awareness that will support their individual development and personal planning for their long-term futures. The periodic use of the HARDFACTS Monitoring tool will take stock of the progress that an individual is making and identify areas which require attention. This can be captured in the setting of goals. Transition IPPD is a through –career progression therefore it would be extremely difficult for an individual to consistently grade 'green' in every category of the HARDFACTS tool. Account must be taken of age, experience and personal circumstances. Therefore a relatively young soldier who understands the importance of individual planning and personal development and knows where information can be found but has not yet accumulated the detailed knowledge to commence planning their future might considered to be on-track. However, an older and more experienced soldier would be expected to be better informed and more advanced in their development and individual planning, reflecting their personal and family responsibilities. Because Transition IPPD is a through career commitment it is expected that soldiers will show continuous progress. This is important as military careers can be cut short for many different reasons.

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HARDFACTS Assessment

As a soldier approaches the end of their military career or have served notice to terminate their service they become a Service leaver. Their length of service will determine their entitlement to Resettlement support which can commence up to two years before discharge or in cases of discipline and administrative discharges the time spent as a Service leaver can be much shorter. As soon as a soldier becomes a Service leaver they should be assessed using the HARDFACTS Assessment tool. This tool is slightly different to the HARDFACTS Monitoring tool in that it challenges the Service leaver to demonstrate that they have a credible and effective plan that will establish themselves in civilian society. As a minimum all Service leavers will be assessed using the HARDFACTS Assessment tool at least once. However, if time allows a Service leaver might be assessed a second or third time to ensure that all preparations have been made. Based on the final Assessment, and with the agreement of the Service leaver, those requiring additional support can be referred to Veterans UK, the MOD's organisation that is responsible for supporting veterans.

Veterans UK

In addition to supporting the needs of veterans, Veterans UK can support Service leavers as they leave the Service thus providing a seamless and assisted transition into civilian life. This is achieved using the Tri-Service Welfare Referral Protocol (JSP 534 Paras 0369 – 0473). The information gathered from the HARDFACTS Assessment should be used to complete the application for referral. The form and guidance is at <https://www.gov.uk/government/collections/veterans-welfare-service-protocols> Referral can be applied for three to four months before discharge

Summary

Transition IPPD provides the information, the opportunity and the encouragement for all Service personnel to develop themselves and plan their futures which will be beneficial to their military careers and their lives when they return to civilian society. The chain of command will monitor Service persons continuous progress by using the HARDFACTS Monitoring tool. When soldiers become Service leavers they will be assessed using the HARDFACTS Assessment tool which will confirm they have a viable plan to establish themselves (and their families) in civilian society. It will also determine whether Service leavers with unresolved issues should be referred to Veterans UK for assistance as they leave the service. The HARDFACTS tools are available at www.army.mod.uk / Welfare and Support / Transition IPPD.

How HARDFACTS supports Transition IPPD

