

# TRADE TRANSFER



## 1 Required or elect to Trade Transfer

Throughout the member's career, they may be either required, or elect, to transfer to a new trade.

## 2 Select preferred trade

When they have found a trade they are interested in, they should consider whether it is appropriate for their circumstances and, with the help of their Chain of Command, determine if the trade has vacancies.

## 3 Application Submitted

The transfer can take up to 3 months to process but it prioritised if the result of a Military Employment Classification Review Board (MECRB) outcome.

Depending on course availability, there may be an extended period of time before they commence training.

## 4 Chain of Command to be the member's primary support

The member's Chain of Command should be their primary support when considering a new trade. The Chain of Command can help the member find information and resources about transferring.

## 5 Trade Transfer resources

The Trade Transfer SharePoint site will provide the member with extensive information regarding Trade Transfer processes and Reallocations.

## 6 Assistance from the member's Trade Transition and Retention Warrant Officer

The member will need to speak to their local Trade Transition and Retention Warrant Officer, who will also have access to availability in each trade and IET dates.

## 7 Preferred Trade – Unsuccessful

The member may not be able to transfer to their preferred trade for a variety of reasons.

If this is the case, the Trade Transfers cell will liaise with the member and their Chain of Command to review other options.

## 8 Letter of offer

If the member is successful, their letter of offer will detail all the information linked to their transfer including course details and any changes to rank, pay and seniority. The member will need to acknowledge the offer for it to be formalised.