



**Telephone 0800 917 8000 for any queries on:**

**SDS Individual Learning Accounts**

**My World of Work**

**The Big Plus**

**PACE redundancy support**

**Careers information and advice**

**Updated: 11/03/2018**

**We have a Facebook Page. Please visit us at <https://www.facebook.com/SDSWestLothian>**

In Scotland, if you turn 16 between 1 March and 30 September you cannot leave school until after 31 May of that year.

If you turn 16 between 1 October and the end of February you cannot leave school until the start of the Christmas holidays in that school year.

**New National Minimum Wage rates from 1<sup>st</sup> April 2017 are:**

There are different levels of NMW, depending on your age and whether you are an apprentice. The current rates are:

- **£7.50** – The main rate for workers aged 25 and over
- **£7.05** – The 21-24 rate
- **£5.60** – The 18-20 rate
- **£4.05** The under 18 rate

- **£3.50** – The apprentice rate

**Local opportunities within the centre, Livingston:**

**Website:** <http://www.thecentrelivingston.com> and <http://www.livingston-designer-outlet.co.uk/careers>

**Website:** <https://www.gov.uk/jobsearch>

**Apprenticeships website:** [www.apprenticeships.scot](http://www.apprenticeships.scot)

**Criteria for Vulnerable Young Person for Community Jobs Scotland. Please note referral can only be completed by SDS and Job Centre staff.**

- Person with a criminal conviction
- Care Leaver or care experienced
- Military early service leaver (having served up to 6 years)
- Carer
- Person with a disability (includes moderate mental health issues or long term health condition)
- Person currently participating on an Activity Agreement
- Homeless person (including temporary or unstable accommodation)
- Person affected by substance misuse (Ie alcohol, drugs)
- Person with lower than SCQF Level 5 qualification
- Work programme completers who remain unemployed
- Adviser Discretion (includes refugees/person with immigration allowed to undertake employment and ethnic minority groups etc)

**Steps N2 Work (West Lothian Council)**

**Wage Subsidy:** Jobs with West Lothian employers (not West Lothian Council) 50% of the salary is paid to the employer for up to 52 weeks depending on the young person's age.

**West Lothian Job Fund:** These are training opportunities with West Lothian Council. The criteria for the young person is the same as the wage subsidy and these opportunities last 26 weeks. They are paid 75% of the band for the job they are doing, however it will meet NMW. They can then apply for internal posts while they are in their job fund.

**StepsN2Work criteria: 16-24 year olds only – West Lothian Steps N2 Work eligibility conditions apply.**

**West Lothian Steps N2 Work opportunities are open to West Lothian Residents only.**

**Applicants aged 16-18 must be unemployed, applicants 19-24 must be 3 months unemployed or have previously engaged with MCMC or GRFW**

## Apprenticeships

Job Title	Company Name	Pay	Requirements	How to Apply
<p><b>Scottish Government - Policy Assistant</b></p>	<p>Scottish Government, Edinburgh</p>	<p>£17642</p>	<p><b>What might a typical day in this job look like?</b>            Main Duties</p> <ul style="list-style-type: none"> <li>• management of emails and electronic diaries</li> <li>• Support for meetings, incl arranging, collation of papers etc</li> <li>• Upkeep of the internal electronic filing system</li> <li>• Process orders and payments</li> <li>• Booking travel and hotels using TRIPS</li> <li>• Support the Planning &amp; Quality Division with ad-hoc tasks as required</li> </ul> <p><b>What will I learn?</b>            Qualification:            Throughout the first 12 months of your post, you will undertake and achieve an SVQ Level 2 in Business Administration (equivalent to a National 5). Support will be provided by an internal assessor who will work with and</p>	<p>To apply visit:  <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date: 22<sup>nd</sup> march</p>

			<p>support you on a monthly basis. Time will be given to work on your qualification, this includes delivering 2 presentations. Training will be provided on the use of relevant Scottish Government systems and procedures.</p> <p>The post will offer considerable development opportunities. An adaptable and flexible approach will allow the post holder to gain knowledge and expertise in a wide range of areas.</p>	
<b>Digital Applications Apprentice</b>	Edinburgh	£14000-£16000	<p>Our client is a recruitment expert in the fields of IT and Telecommunications. It is part of the Adecco Group, the world's leading provider of HR solutions operating in over 60 countries. When you work with our client, you work with an expert. They have over 30 years' experience in the recruitment sector and every year they place thousands of professionals into challenging, rewarding roles within the fields of IT and Telecommunications.</p> <p><b>What might a typical day in this job look like?</b></p> <p>In this role the successful apprentice will be expected to assist consultants and account managers in the recruitment and on boarding process of talented IT professionals into an existing and large range of clients.</p> <ul style="list-style-type: none"> <li>• The Apprentice will work closely and shadow account managers to find candidates, register them and they will be a key part of the candidate on-boarding process.</li> <li>• The successful applicant will be confident and professional in person and on the phone to potential customers, internal employees and employed consultants of Spring Technology.</li> </ul> <p><b>What will I learn?</b></p> <ul style="list-style-type: none"> <li>• Our Digital Applications apprenticeship programme combines high-quality classroom</li> </ul>	<p>To apply visit: <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date: 3<sup>rd</sup> May</p>

			<p>training and on-the-job experience to develop your ability to confidently use digital applications in the workplace.</p> <ul style="list-style-type: none"> <li>• SQA SCQF6 Diploma in Digital Applications Support (equivalent to working at Higher and National Certificate level)</li> <li>• SQA SCQF6 PC Passport</li> </ul> <p><b>What qualification or qualities are required?</b></p> <p>Required Skills:</p> <ul style="list-style-type: none"> <li>• Experience using Microsoft Office Tools – E.g Word, Excel, Outlook</li> <li>• Strong Interest in Information Technology</li> <li>• Ability to learn quickly</li> <li>• Can do attitude and a desire to succeed.</li> <li>• Excellent communication skills are essential</li> <li>• Desirable Criteria</li> <li>• Keen to progress into the recruitment industry following the Apprenticeship</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• You must have at least 5 National 5 grades, qualifications must include both maths and English.</li> </ul>	
<b>Hairdressing Assistant Full Time</b>	Barocco Hair Salon, Corstorphine	£7,020 - £8,928 per year	<p>Initially joining us as a Salon Assistant your role will be to assist the other team members as directed, to ensure the smooth running of the salon, and care for the comfort and needs of our clients at all times.</p> <p>Training will be give on the job and be supplemented by additional training (by Mentor MA) both in and out of the salon. The Modern Apprentice role is full time and will be following the Hairdressing SVQ Level 2 Programme.</p> <p><b>What might a typical day in this job look like?</b></p> <p>Duties include reception, shampooing and conditioning, blow drying cutting, colouring and dressing hair. You will assist salon stylists as well as watching and learning your craft. You will have one to one training</p>	<p>To apply visit: <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date:31<sup>st</sup> March</p>

			<p>sessions with our experienced and talented stylists.</p> <p><b>What will I learn?</b> All aspects of working in a hairdressing salon which include hairdressing techniques such as shampooing and conditioning with head massage, various cutting techniques, colouring, blow drying skill as well as dressing hair.</p> <p><b>What qualification or qualities are required?</b> There are no qualifications required but the Modern Apprentice should have good communication skills, be eager to learn, friendly, helpful, work well with others, polite, be customer focused and a good time keeper.</p>	
<b>Audit and Accounts Trainee</b>	Chiene + Tait, Edinburgh	£14300	<p>Chiene + Tait is an award-winning independent chartered accountancy firm headquartered in Edinburgh's New Town. We have an established client base, four offices, 11 Partners and over 130 staff.</p> <p>We have a fantastic opportunity for you to start your career in an accountancy practice, by completing a Modern Apprenticeship, leading to a recognised qualification with the Association of Accounting Technicians (AAT). On completion of the two-year training contract, we may also consider you for further opportunities to work towards a Chartered Accountant (CA or ACCA) qualification.</p> <p>To support your learning on the job, you will work with our Audit Assurance and Accounting teams. Our teams support a wide range of clients, including technology companies, entrepreneurs/start-ups and not-for-profit clients such as charities and cultural institutions. We are working with rapidly developing ideas and concepts, such as embracing use of data analytics and cloud-</p>	<p>To apply visit: <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date: 31<sup>st</sup> May</p>

			<p>based technology.</p> <p><b>What will I learn?</b></p> <p>The AAT Accounting Qualification will provide you with practical accounting and financial knowledge and skills, while also developing a grasp of business. Achieving the qualification will give you a firm grounding in accounting. It is made up of three levels and each one is a qualification in its own right.</p> <p>The Level 2 Certificate in Accounting is the first level of the qualification and is suitable for people new to finance or looking to brush up on their foundation knowledge and skills. It covers a range of basic accounting practices and techniques, from costing and double-entry bookkeeping to computerised accounting.</p> <p>When you have successfully completed your Apprenticeship, you may be given the opportunity to continue in your role or progress onto an alternative support role within the company where you will receive full training and support.</p> <p>We are looking for an enthusiastic person who is willing to work hard and learn. The type of person we are looking for will:</p> <ul style="list-style-type: none"> <li>• Be interested in developing a career in an accountancy practice</li> <li>• Have good grades from school/college in Mathematics and English or other relevant subjects, e.g. Accounting, Business Studies,</li> <li>• Or you may be looking for a change of career with good transferrable skills gained through work experience</li> <li>• Show that you take pride in your work through accuracy and attention to detail</li> <li>• A responsible person who is punctual and who can work to deadlines</li> <li>• Demonstrate that you are an organised person</li> <li>• Show effective communication skills by</li> </ul>	
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			<p>listening and asking the right questions</p> <ul style="list-style-type: none"> <li>• Be good with information technology, ideally you will have used Microsoft Office (Word and Excel) and / or an accountancy package, e.g. Sage 50 or Xero</li> <li>• Show that you can use your initiative</li> <li>• Be willing to learn and study towards a qualification</li> <li>• Be able to travel to client premises to complete audit/accounts work, following initial training</li> </ul>	
<p><b>Light Vehicle Service Technician</b></p> <p>Full Time 40 hours</p>	<p>Mercedes Benz of Edinburgh, Newbridge</p>	<p>£7,600 - £11,000 per year</p>	<p><b>What might a typical day in this job look like?</b>  You will be working on passenger cars. Duties will include carrying out servicing, fault finding, repair of vehicles, operating specialist equipment and all other associated tasks. Training is not all hands on, we believe that learning to use a computer and understanding the theory behind the role is as important as using a spanner. Typical hours of work will be initially Monday to Friday with weekend shifts on a rota basis may be required.</p> <p><b>What will I learn?</b>  On the job training will be carried out in the employer's workshop alongside your workplace mentor. Off the job training will be typically one-week block release at the Mercedes Benz Training Academy based in Milton Keynes, England. Our client will pay for travel and overnight accommodation while on block release. You will build portfolios to record training, experience and skills gained throughout your apprenticeship. You will be expected to self-study and with the combination of on the job and off the job training, you will be working towards the Modern Apprenticeship Framework to IMI standards for Light Vehicle Maintenance &amp; Repair, including Core Skills.</p>	<p>To apply visit: <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date: 1<sup>st</sup> April</p>

			<p><b>What qualification or qualities are required?</b></p> <p>The successful applicant will be confident, self-motivated and keen to work as part of a team. Having an interest in working in the automotive and engineering industries and inquisitive nature and a desire to fix things are just as important as academic achievements.</p> <p>Must have 5 qualifications at National 5 level, these must include Maths, English and a Science. Predicted grades will be taken into consideration. Initial Assessments and interviews will be carried by Remit Ltd.</p>	
<p><b>Trainee Heavy Vehicle Technician</b> Full Time 40 hours</p> <p>Successful candidates will initially work day shift (8.30am to 5.00pm, half hour lunch, equating to 8 hours per day. After this, there will be shift work depending on location but approximately 6am to 2pm and 2pm to 10 pm.</p>	Newbridge	£7,280 - £7,696 per year	<p>Our Client is a leading UK provider of commercial vehicle rental, contract hire, maintenance and dedicated delivery solutions. Based in Newbridge Industrial Estate, Edinburgh. Our client is searching for talented people to join their Trainee Technician Apprenticeship Scheme. To be developed into tomorrows best Heavy Vehicle Repair Technicians.</p> <p>On successful completion of the apprenticeship, you will be a fully qualified heavy vehicle technician, where career options and prospects are endless. Benefits include, competitive salary with a long term savings plan funded by the employer, details of which will be discussed with individual applicants at interview.</p> <p><b>What might a typical day in this job look like?</b></p> <p>You will be working on Large Goods Vehicles, such as Vans, Lorry or Trailers. Duties will include carrying out servicing, fault finding, repair of vehicles, operating specialist equipment and all other associated tasks.</p> <p><b>What will I learn?</b></p> <p>On the job training will be carried out in the employers workshop along side your</p>	<p>To apply visit: <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date: 2<sup>nd</sup> April</p>

			<p>workplace mentor.  Off the job training will be block release at Stephenson College, Coalville, England.  You will be expected to self study and with the combination of on the job and off the job training, you will be working towards the Modern Apprenticeship Framework to IMI standards for Heavy Vehicle Maintenance &amp; Repair, including Core Skills.</p> <p><b>What qualification or qualities are required?</b>  The successful applicant will be confident, self motivated and keen to work as part of a team. Having an interest in working in the automotive and engineering industries and inquisitive nature and a desire to fix things are just as important as academic achievements.  Must have 4 qualifications at National 5 level, these must include Maths, English and a Science. Predicted grades will be taken into consideration</p>	
<p><b>Travel Consultant Modern Apprenticeship</b>  Full Time</p>	<p>Barrhead Travel,  Livingston</p>	<p>£6825</p>	<p>Working within a fun, busy environment learning all there is to know about the travel industry</p> <ul style="list-style-type: none"> <li>• Communicating with your colleagues who will help coach you in the areas that you need most</li> <li>• You will also help support the department you work within by taking telephone calls from customers and other admin duties as required</li> </ul> <p><b>What might a typical day in this job look like?</b></p> <ul style="list-style-type: none"> <li>• Creating tailor made itineraries to suit your customer's needs in a face to face environment</li> <li>• The more you sell the more you earn</li> <li>• Offering exceptional customer service- your customers will want to keep coming back to you when they book their next holiday</li> </ul>	<p>To apply visit:  <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date: 31<sup>st</sup> March</p>

			<ul style="list-style-type: none"> <li>• Ensure enquiries are dealt with in a precise manner, understanding your customer's needs</li> <li>• Ensure sales targets are met and exceeded</li> </ul> <p><b>What will I learn?</b></p> <ul style="list-style-type: none"> <li>• Working with customers face-to-face within a busy retail environment</li> <li>• Strong communication and people skills</li> <li>• Meeting an exceeding sales targets</li> <li>• Creating travel journeys to suit your customer's needs</li> </ul> <p><b>What qualification or qualities are required?</b></p> <ul style="list-style-type: none"> <li>• We provide bespoke and engaging training for our Modern Apprentices</li> <li>• We believe that young people are the future of our business</li> <li>• We're always looking for bright, enthusiastic people aged 16 to 19 (you can apply until age 29 if you are disabled or care experienced) who have the determination to succeed, regardless of qualifications or experience</li> </ul>	
<p><b>Business Administration Modern Apprentice Full Time</b></p>	Livingston	£11017	<p>This business has a history of supporting Business Administration Apprentices to start of their career with the company and move into other areas of the business as their strengths and interests develop. There is great scope within the company to progress a career within administration, IT or marketing for example, as your career develops. This is an exciting opportunity for an ambitious and highly organised person to be the first point of contact for customer and colleague enquiries in a business which continues to expand.</p> <p>With their main site in Livingston, the support centre co-ordinates teams of engineers across the country to deliver high quality customer service, ensuring customers have quick and accurate responses to their</p>	<p>To apply visit: <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date: 2<sup>nd</sup> April</p>

			<p>enquiries.</p> <p><b>What might a typical day in this job look like?</b></p> <p>This role will see you managing your own work and taking ownership of your actions and activities. This will expose you to all areas of the business and give you a solid grounding for a long term career.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> <li>• General office administration including filing and reporting</li> <li>• Service Desk Enquiries</li> <li>• Switchboard operations</li> <li>• Data Input</li> <li>• Take ownership of own work and any projects you run</li> </ul> <p><b>What will I learn?</b></p> <p>We teach apprentices in the way they tell us they want to learn</p> <p>Apprentices need tech-enabled apprenticeship programmes that resonate with their day-to-day life.</p> <p>We've invested in technology and digital content creation to deliver a 'high tech, high touch' approach to blended learning for apprentices.</p> <p><b>What qualification or qualities are required?</b></p> <p>Required Skills:</p> <ul style="list-style-type: none"> <li>• Confident</li> <li>• Ambitious</li> <li>• Responsible</li> <li>• Driven</li> <li>• Organized</li> </ul> <p>Interested candidates should be confident on the phone, ambitious and keen to develop a career.</p> <p><b>Qualifications</b></p> <p>You must have at least 5 National 5 grades, both qualifications must include Maths and English.</p>	
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<p><b>HR Administrator Modern Apprentice</b></p> <p>Full Time 40 hours</p>	<p>Edinburgh Airport Limited</p>	<p>£10000</p>	<p>Every day at EAL is different! You could be carrying out a variety of different administrative duties, organising catering for meetings, ordering fire extinguishers or dealing with third party clients. The candidate will attend day release at either Edinburgh, Fife or Forth Valley College, depending on where is most convenient to travel to from their home.</p> <p><b>What will I learn?</b> Communication, team working, general administration, HR administration and training administration. Organisation and time management. Planning and prioritising. Working with diverse stakeholders</p> <p><b>What qualification or qualities are required?</b> Driving licence and own transport essential as role will be based across two locations and public transport access is limited. Good standard of written communication and numeracy demonstrated by relevant educational qualifications preferably English, Mathematics or Arithmetic Ability to demonstrate relevant administration experience desirable Interest in social media and marketing an advantage Excellent interpersonal skills and communication skills Highly PC literate including proficiency in Word, Excel and PowerPoint (preferably) and the ability to quickly master web software.</p>	<p>To apply visit: <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date: 23<sup>rd</sup> March</p>
<p><b>Scottish Government - Address Work Support Officer</b></p> <p>Full Time</p>	<p>Scottish Government, Edinburgh</p>	<p>£17642</p>	<p>As Address Work Support Officer you will provide administrative support to the branch including taking minutes at relevant meetings and updating branch instructions for a number of key tasks. You will assist with the creation of the census address products and undertake investigatory work on non-</p>	<p>To apply visit: <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date: 22<sup>nd</sup> March</p>

			<p>matching records.</p> <p>You will also act as back-up for the wider branch administrative tasks, including updating budget spreadsheets and ordering stationary. You will ensure record management standards are adhered to and liaise with staff to rectify any issues.</p> <p><b>What will I learn?</b></p> <p>Qualification – Throughout the first 12 months of your post, you will undertake and achieve an SVQ Level 2 in Business Administration (equivalent to a National 5). Support will be provided by an internal assessor who will work with and support you on a monthly basis. Time will be given to work on your qualification, this includes delivering 2 presentations.</p> <p>Training will be provided on the use of relevant Scottish Government systems and procedures.</p> <p>The post will offer considerable development opportunities. An adaptable and flexible approach will allow the post holder to gain knowledge and expertise in a wide range of areas.</p>	
<b>Civil &amp; Building Services Technicians</b>	Arup, Edinburgh	£17,700	<p>Our apprenticeships allow you to study for an academic qualification while working and learning alongside respected, technical professionals. As an apprentice, you'll study at a local college on day release, and combine this experience with real responsibilities in the workplace. A dedicated mentor and our learning and development team will guide you through your personal and professional development.</p> <p>Right now we're looking for Civil and Building Services Apprentice Technicians to join our</p>	<p>To apply visit:  <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date: 18<sup>th</sup> March</p>

			<p>teams in Edinburgh. From your first day you'll join a community of experts, where everyone is supported in their career path and encouraged to work towards an accredited qualification.</p> <p>You'll help us to deliver effective and professional services for a range of varied and high-profile clients. While you'll have a great deal of responsibility from day one, we'll give you the chance to take on more as you progress and broaden your skills.</p> <p><b>What might a typical day in this job look like?</b></p> <p><b>Building Services Apprentice:</b> You'll help a team including architects and engineers to design all kinds of systems such as energy management, heating, ventilation, air conditioning, drainage, lighting, power, water services, life-safety systems, communications and building transportation. You'll work with renewable and emerging technologies, and enjoy the chance to take part in a wide range of projects - from newly built sports stadia, to the refurbishment of historic premises. Your projects could span a variety of sectors, including education, sports, health and industry. At Arup, you will have the advantage of Building Information Modelling (BIM) technology. BIM enables us to design buildings collaboratively using computer models. As part of your apprenticeship, you'll study towards a Level 4 qualification in Building Services with one of our local partner colleges.</p> <p><b>Civil Engineering Apprentice:</b> You'll help a team including engineers and other professionals to assess, design and supervise civil engineering works. You'll work on a wide range of projects - from roads and pavements, to car parks, drainage, and earthworks. Projects and designs will come in</p>	
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			<p>all shapes and sizes, and could involve sports stadia, highways, airports, ports, rail schemes, and new buildings. You'll help us to deliver effective and professional services for a range of varied and high-profile clients such as Highways England, HS2, Sellafield and many others. As part of your apprenticeship, you'll study towards a Level 4 qualification in Civil Engineering with one of our local partner colleges.</p> <p><b>What qualification or qualities are required?</b></p> <p>We're looking for dynamic and dedicated individuals to join us as apprentices. If you are keen to build a fulfilling career in the design engineering sector and deliver excellent services for clients, we'd like to hear from you.</p> <p><b>We're looking for the following qualifications, attributes and skills:</b></p> <ul style="list-style-type: none"> <li>•Four or more GCSE/Standard/Intermediate 2/National 5 qualifications (grade C or above) including English and Science</li> <li>•Grade B or above in Maths at GCSE/Standard/Intermediate 2/National 5 level</li> <li>•A minimum of three Higher qualifications at grade C or above, with one being in Maths or Physics</li> <li>•Confident working with numbers</li> <li>•The ability to produce neat and accurate technical drawings</li> <li>•Interest in using computers for design work, calculations and testing</li> <li>•The ability to organise your own work and always be on time</li> <li>•Good communication skills</li> <li>•The ability to work as part of a team</li> <li>•Lots of enthusiasm for this learning and development opportunity</li> </ul>	
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<p><b>Technical IT Assistant</b></p> <p><b>Full Time</b></p>	<p>Fujitsu, Edinburgh</p>	<p>£15000</p>	<p>Fujitsu is the leading Japanese information and communication technology (ICT) company offering a full range of technology products, solutions and services. Approximately 155,000 Fujitsu people support customers in more than 100 countries.</p> <p>We use our experience and the power of ICT to shape the future of society with our customers. A great organisation to learn in with a history of developing apprentices with award winning support for their candidates. With such a varied technology background, the options for growth and development is endless.</p> <p><b>What might a typical day in this job look like?</b></p> <ul style="list-style-type: none"> <li>• Call handling</li> <li>• Solution construction</li> <li>• System testing</li> <li>• Technical service control and maintenance</li> <li>• Technical support / problem solving</li> <li>• Supporting standard technical queries</li> </ul> <p><b>What will I learn?</b></p> <p>Our IT Systems and Networking apprenticeship combines high-quality classroom training with practical, hands-on work experience, to develop your real-world skills using the most popular IT technologies.</p> <p>SQA SCQF 6 Diploma in ICT and Telecommunication Professional (equivalent to working at Advanced Higher/HNC level)  SQA SCQF 8 Diploma in ICT and Telecommunication Professional (equivalent to second year of degree study)  Microsoft and Cisco qualifications</p> <p><b>What qualification or qualities are required?</b></p> <ul style="list-style-type: none"> <li>• Keen to learn and hungry to progress within a Global IT company.</li> </ul>	<p>To apply visit:  <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date: 25<sup>th</sup> April</p>
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			<ul style="list-style-type: none"> <li>• Good communication skills with a passion for IT and Technology</li> <li>• A flexible approach and analytical thinker</li> <li>• Understand the importance of customer service</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• You must have at least 5 National 5 grades, both qualifications must include Maths and English.</li> </ul>	
<b>Commercial Vehicle Service Technician</b>	Western Commercials, Broxburn	£7,600 - £11,000 per year	<p><b>What might a typical day in this job look like?</b></p> <p>You will be working on Large Goods Vehicles, such as Vans, Lorry or Trailers. Duties will include carrying out servicing, fault finding, repair of vehicles, operating specialist equipment and all other associated tasks. Training is not all hands on, we believe that learning to use a computer and understanding the theory behind the role is as important as using a spanner. Successful candidates will initially work day shift (8.30am to 5.00pm, half hour lunch, equating to 8 hours per day. After this, there will be shift work depending on location/age. Typical shifts may be 6am to 2pm and 2pm to 10 pm.</p> <p><b>What will I learn?</b></p> <p>On the job training will be carried out in the employer's workshop alongside your workplace mentor. Off the job training will be typically one-week block release at the Mercedes Benz Training Academy based in Milton Keynes, England. Our client will pay for travel and overnight accommodation while on block release. You will build portfolios to record training,</p>	<p>To apply visit: <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date: 1<sup>st</sup> April</p>

			<p>experience and skills gained throughout your apprenticeship. You will be expected to self-study and with the combination of on the job and off the job training, you will be working towards the Modern Apprenticeship Framework to IMI standards for Heavy Vehicle Maintenance &amp; Repair, including Core Skills.</p> <p><b>What qualification or qualities are required?</b></p> <p>The successful applicant will be confident, self-motivated and keen to work as part of a team. Having an interest in working in the automotive and engineering industries and inquisitive nature and a desire to fix things are just as important as academic achievements.</p> <p>Must have 5 qualifications at National 5 level, these must include Maths, English and a Science. Predicted grades will be taken into consideration. Initial Assessments and interviews will be carried by Remit Ltd.</p>	
<p><b>Administration Assistant / Witness Full time</b></p>	<p>Alex M Adamson, Livingston</p>	<p>£6,734 - £14,251 per year</p>	<p>This exciting opportunity is ideal for anyone interested in administration and business within the legal sector and would provide the successful candidates with the opportunity to kick start a career in either of these fields. The successful applicants can expect a full training programme and support from our team, with an aim of the candidates building the skills to provide an efficient flow of support to all divisions.</p> <p>The position would allow the successful candidates to gain work experience in a busy office alongside an industry recognised qualification. This is an entry level role where the successful candidate will complete a</p>	<p>To apply visit: <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date: 2<sup>nd</sup> April</p>

			<p>Modern Apprenticeship in Business and Administration SVQ Level 2 or 3/SCQF Level 5 or 6 qualification.</p> <p><b>What qualification or qualities are required?</b></p> <ul style="list-style-type: none"> <li>• Good keyboard skills</li> <li>• Computer literate</li> <li>• Good attention to detail</li> <li>• Excellent communications skills</li> <li>• Ability to work well as part of a team</li> <li>• Polite, confident and honest</li> <li>• Excellent timekeeping and attendance</li> <li>• Ability to meet conditions of service/working hours</li> <li>• Willing and able to participate fully in the Modern Apprenticeship Programme</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience of dealing with the public</li> <li>• Educated to National 4 level</li> </ul>	
<b>Engineer Modern Apprenticeship</b>	Scot JCB LTS, Sighthill, Edinburgh	£8112pa	<p>As an Apprentice Engineer you will learn from our experienced engineers how to maintain and repair JCB's and work our systems.</p> <p>The ideal candidate will have:</p> <p>Overall good grades from school or relevant college course  Interest in machinery and hands on work  Have the ability to work well with others and be confident enough to ask engineers questions  Good interpersonal skills and a good understanding of the importance of excellent customer service  Good computer skills however training will be provided  A positive and can do attitude  A flexible approach to learning and work</p> <p>By the end of the 4 year apprenticeship you</p>	<p><a href="https://www.apprenticeships.scot/vacancy-details/?refCode=113918">https://www.apprenticeships.scot/vacancy-details/?refCode=113918</a></p> <p>Closing date: 31<sup>st</sup> March</p>

			will learn Independent working, Diagnostic skills, Working with others and Customer service skills. You should be ready to work as an Engineer and would be expected to go out on site and repair machinery.	
<b>IT Software Development Apprentice - Application Management -</b>	Atos	£14000	<p><b>What might a typical day in this job look like?</b></p> <p>As an Application Management Apprentice, you will:</p> <ul style="list-style-type: none"> <li>• Provide support for IT applications and solutions, from troubleshooting and system monitoring to incident resolution, in liaison with clients and suppliers</li> <li>• Develop and implement fixes and enhancements to existing applications</li> <li>• Develop and implement new applications, using a range of tools and technologies</li> <li>• Learn how to adapt while taking on new technical challenges every day</li> </ul> <p><b>What will I learn?</b></p> <p>All our Software Development apprentices are supported in achieving a Software Development Technician level 3 qualification, an equivalent to A levels / Scottish Highers. From there you'll have the option to specialise with further certifications, which could see you improving your Java programming skills or learning the fundamentals of C#.</p> <p>The programme will give you everything you need to take on a role as a fully-fledged software developer.</p> <p>-Qualifications you'll achieve as part of your Software Development Apprenticeship:</p> <ul style="list-style-type: none"> <li>-- Advanced Apprenticeship Software Development Technician L3 (equivalent to A level / Highers educational level)</li> <li>-- Oracle Certified Associate, Java SE 8 Programmer (Java track)</li> <li>-- Microsoft MTA Software Development</li> </ul>	<p>To apply visit: <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date: 15<sup>th</sup> April</p>

			<p>Fundamentals (C# track)</p> <p><b>What qualification or qualities are required?</b></p> <p>Qualities/requirements:</p> <ul style="list-style-type: none"> <li>• Enthusiastic about working in the IT sector</li> <li>• Good written and verbal communication skills</li> <li>• Great team players</li> <li>• Committed to solving problems</li> <li>• Have good attention to detail</li> <li>• Open to new ideas and keen to learn</li> <li>• Not afraid to ask questions</li> <li>• Ready to rise to new challenges</li> </ul> <p><b>-Qualifications required:</b></p> <p>7 GCSEs / Scottish National 5's or equivalent at grades 4-9 / A-C (including Maths and English), ideally including a qualification in ICT</p>	
<p><b>Media Sales Assistant Apprentice Full Time</b></p>	<p>Johnston Press, Edinburgh</p>	<p>£10000-£12000</p>	<p>Johnston Press serve local communities with news, information and advertising services through a range of digital media channels. We are looking to develop a talent through our Johnston Press Media Sales Apprenticeship Diploma. Experience is not necessary, but a positive attitude and a willingness to learn are essential.</p> <p><b>What might a typical day in this job look like?</b></p> <p>selling online and print classified advertising throughout our markets to business and private customers. Delivering an exceptional customer experience which builds long term profitable relationships. Evaluating customer needs and developing appropriate advertising solutions. working as part of a team to achieve targets, shared goals and objectives.</p> <p><b>What will I learn?</b></p> <p>you will spend six weeks on an intensive sales training programme learning core business and attitudinal skills to help you thrive in a business/sales environment. once</p>	<p>To apply visit: <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date: 6<sup>th</sup> April</p>

			<p>the training course is completed, successful candidates will continue to be coached through an apprenticeship role with Johnston Press.</p> <p><b>What qualification or qualities are required?</b> if you have good communication skills, are consistent in your approach and willing to learn, this is a fantastic opportunity to build a career in one of the UK's leading publishers.</p>	
<b>Journalist Modern Apprentice</b>	Johnston Press, Falkirk	£10700	<p>Have you always dreamt of being a journalist? Reporting the news that can make a real difference in your community? Johnston Press is launching a new apprentice scheme to give young people an opportunity to join their local newspaper and learn how to be a journalist. We are looking for committed and enthusiastic 16-24 year olds who have a genuine interest in people and their stories, a passion to report their celebrations and their achievements and a real pride in their community.</p> <p>(you can apply until age 29 if you are disabled or care experienced) who have the determination to succeed, regardless of qualifications or experience)</p> <p>What might a typical day in this job look like? The apprentice scheme runs over 18 months, leading to the NUJ's Digital Apprenticeship in Journalism. You will work in our newsrooms learning 'on the job' core skills, mentored by our senior journalists whilst working towards your qualification with a qualified mentor and assessor.</p> <p><b>What will I learn?</b> You will be taught to write articles for websites and for our print titles and how to</p>	<p>To apply visit: <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date: 16<sup>th</sup> March</p>

			<p>use social media to promote our content. You will also attend some modules at Clyde Valley College to bring your qualifications to NCTJ standards, learning about journalism law, court reporting, and public affairs, as well as shorthand. Learning to shoot good video will also become one of your core skills.</p> <p><b>What qualification or qualities are required?</b></p> <p>As a successful apprentice you will be paid to train as a journalist with a combination of time in our newsrooms and at college. You will have National 5s (or equivalent), including English, and at least two Highers or equivalent.</p>	
<b>HGV Mechanic Apprentice</b>	Newbridge		<p>This Apprenticeship allows you to gain hands on experience within our workshops and a formal qualification in your chosen profession. We offer a full-time role with a full-time salary.</p> <p>Purpose of the Role</p> <ul style="list-style-type: none"> <li>• Undertake the HGV NVQ course and ensure practical application of learning's to develop into a fully qualified HGV Motor Vehicle Technician</li> <li>• Assist fully qualified Technicians in the preventative maintenance and repair of the Ryder commercial vehicle fleet</li> <li>• Work as part of a team to maintain and build employee and customer relations to ensure that the workshop operated effectively.</li> <li>• In this role, you will report to the Workshop Manager of the location at which you are applying</li> <li>• Work experience in vehicle repairs</li> </ul>	<a href="https://www.networxrecruitment.com/Jobs/Feed?key=BS9qxoBtPmvtP367TQg7vJVh06C89Bwn6SfJXI0EhMw%3d">https://www.networxrecruitment.com/Jobs/Feed?key=BS9qxoBtPmvtP367TQg7vJVh06C89Bwn6SfJXI0EhMw%3d</a>

			<p>and maintenance is an advantage but not essential to application</p> <ul style="list-style-type: none"> <li>You must hold four GCSEs at grade C and above, including English, Maths and Science.</li> </ul>	
<p><b>Power Engineer Apprentice</b> Full Time 35 hours</p>	<p>BT, Edinburgh</p>	<p>£14963 pa</p>	<p>As an Engineering apprentice at BT you will be joining a team of experienced engineers who will support and teach you the skills required to be successful in your apprenticeship role.</p> <p><b>What might a typical day in this job look like?</b></p> <p>As an engineer, you may diagnose and fix faults on customer lines, work on and maintain the IP Networks, or even support BT's internal power network. This includes maintenance of power equipment such as high powered generator engines, air conditioning units and other electrical safety systems that power the telephone exchange equipment. You may be in a role that requires you to provide a safety testing and repair service to our customers to make sure our equipment meet the legal obligations under Health and Safety legislation</p> <p><b>What will I learn?</b></p> <p>The Engineering roles are both varied and interesting and offer a great opportunity for you to develop you skills and your career. We're ready to provide you with a world class training experience. You just need to be customer focused, and be willing to get stuck in.</p> <p><b>What qualification or qualities are required?</b></p> <p>If you're the type of person who likes problem solving and is passionate about customer service, then we want you to apply.</p>	<p><a href="https://www.apprenticeships.scot/vacancy-details/?refCode=112919">https://www.apprenticeships.scot/vacancy-details/?refCode=112919</a></p> <p>Closing date: 1<sup>st</sup> April 2018</p>

			<p>You will need to achieve (or have achieved) a minimum of 4 National 5's including English and Maths by September 2018. For this role your National 5 Maths must be B Grade or above.</p> <p>In addition you will need to have a full driving licence with no more than 6 points and you must be able to recognise a range of colours.</p>	
<b>Chef &amp; Trainee Chef</b>	Hot Flame	Exceeds NMW	<p>No formal qualifications required but kitchen experience is essential. Full training will be given.</p>	<p>Hand a CV in or email it to: <a href="mailto:hotflameldo@gmail.com">hotflameldo@gmail.com</a></p>
<b>Bus and Coach Body Repair Apprentice</b>	Lothian Buses		<p>The Modern Apprenticeship Programmes allow apprentices to work full time and have the opportunity to earn while they learn and to put theory into practice within an automotive training environment.</p> <p>As well as attending the training centre for week block release of training, regular assessment and reviews will be undertaken within the apprentice's own workplace which aims to ensure they have the required skills to successfully complete their apprenticeship.</p> <p><b>What Might a Typical Day in this Job look like?</b></p> <p>This programme covers the following areas:</p> <ul style="list-style-type: none"> <li>Assessing a vehicle to establish the extent of damage</li> <li>Based on the initial assessment, deciding whether to repair or replace bodywork</li> <li>Removing damaged panels</li> <li>Stripping and refitting trim and panel interior</li> <li>Refitting new/repaired panels</li> </ul> <p>You will be involved in learning all aspects of body repairing damaged Bus and Coaches, including chassis alignment techniques, panel repair and replacement, welding and preparing vehicles for painting</p> <p><b>What will I learn?</b></p> <p>Regular assessment and reviews will be undertaken within the apprentice's own</p>	<p><a href="https://apprenticeships.gtg.co.uk/job/apprentice-bus-and-coach-body-repairer-east-scotland-edinburgh-1400.aspx">https://apprenticeships.gtg.co.uk/job/apprentice-bus-and-coach-body-repairer-east-scotland-edinburgh-1400.aspx</a></p>

			<p>workplace which aims to ensure they have the required skills to successfully complete their apprenticeship.</p> <p>You will train through GTG to SVQ Level 3 in Bus &amp; Coach Engineering and Maintenance Body Cladding.</p> <p><b>What qualifications or qualities are required?</b></p> <p>Minimum requirements for this apprenticeship are National 4 or above in Maths, English and a Science or Craft subject. Standard Grade 1-4 and Intermediates will also be accepted.</p> <p>It is essential that you are literate, numerate, reliable and keen to learn.</p>	
<b>Modern Apprenticeship-Childcare</b>	Vacancies available throughout West Lothian		<p>Modern Apprenticeships in child care offer young people the opportunity to be employed full time in a nursery while undertaking a SVQ Social Services (Children and Young People) at SCQF 7.</p> <p>No experience is necessary, as full training will be given by both nursery and Carousel Training Centre.</p> <p>If you are not already employed by a nursery then we have a marketing team who can assist you in sourcing employment in order for you to start your training.</p> <p>As an apprentice you will be expected to work as part of a team to provide a programme of activities for children as young as babies to 5 years old.</p> <p>You will help the children learn and develop their physical, intellectual, language and social skills through organised play. You will care for them whilst away from their family, giving support where required. Other duties will include feeding, caring, developing and planning of activities. Domestic duties are required to ensure a safe environment for the children.</p> <p>You should be highly motivated and have</p>	To apply visit: <a href="http://www.carouseltraining.co.uk">www.carouseltraining.co.uk</a>

			good communication skills.	
<b>Modern Apprentice Full time</b>	Nippers Nursery, Kirkliston		Nippers Nursery are looking for two Modern Apprentices with the opportunity for 16-21 year olds to gain a qualification in Childcare and Education. You will be required to attend college one day per month and complete the course on work placement.	<a href="https://www.indeed.co.uk/cmp/Nippers-Nursery/jobs/Modern-Apprentice-b2fcb4926d748d1c">https://www.indeed.co.uk/cmp/Nippers-Nursery/jobs/Modern-Apprentice-b2fcb4926d748d1c</a>

### General Jobs

<b>Sales Assistant</b>	<b>River Island</b>		Must be fully flexible sun-sat	Visit store for an application
<b>Customer Service</b>	<b>Muffin Break</b>	NMW	Looking for a fantastic and bubbly customer service person fo a busy Muffin Break. No experience necessary BUT you must be reliable, want to give outstanding service and want to work hard. Uniform and training provided.	Collect an application form from in store or email for one : <a href="mailto:lignstonmuffinbreak@gmail.com">lignstonmuffinbreak@gmail.com</a>  (DO NOT SEND A CV)
<b>Part Time Weekemd Assistant</b>  Average 5 hours. Must be available Thursday, Friday , Saturday and Sunday. Overtime available at certain times of the year.	<b>Daniel footwear</b>	NMW	Looking for a confident individual who will chat and sell to customers. Must be motivated. Job is mainly customer service focused but other jobs may include web orders and stock. Full training will be provided.	Please hand CV in-store for the attention of the Store Manager
<b>Sales Associate</b>  8 hours per week. Must be available weekdays, permanent	<b>Sunglass Hut</b>	Meets NMW	Looking for a confident individual with excellent customer service skills. Candidate will be expected to achieve personal sales targets and KPI's.	Please hand CV in-store for the attention of the Store Manager
<b>Events Assistant</b> Saturday – 4 hours with possible overtime	<b>Hamleys</b>	Meets NNW	What will you be required to do as a Hamlets Events Assistant: <ul style="list-style-type: none"> <li>• To interact with customers to add elements of fun and theatre whilst in costume</li> <li>• To be engaging, effectively drawing the customers into the magic of the store and making the experience exciting</li> </ul>	Please hand CV and cover letter into the store for the attention of the store manager

			<ul style="list-style-type: none"> <li>To actively participate in supporting the goals of the store Management team, driving footfall by creating an element of theatre and enhancing the overall customer experience</li> <li>To provide customers with first class levels of customer service and entertainment at all time.</li> </ul>	
<b>Part-Time Sales Assistant</b>  16 hours per week, flexible across Sunday to Saturday.	<b>Julian Charles</b>	Meets NMW	To help maximise sales and assist with the growth and profitable running of the store, whilst maintaining a high degree of customer care and merchandise standards through adherence to company policies and procedures.	Please hand CV and cover letter into the store for the attention of the store manager
<b>Part Time Assistant</b>  Minimum 16 hours per week, Sunday – Saturday Permanent	Shakebar	NMW	Candidate must be smartly presented and be able to communicate well with customers. You will be required to make milkshakes, smoothies and take away food and to use the blender and coffee machine.	Please email CV to <a href="mailto:henrymctaggart1@gmail.com">henrymctaggart1@gmail.com</a>
<b>Part Time Juicer</b> Saturday & Sunday between 8 & 12 hours per week	Fuel Juice Bar	Meets NMW	Full training will be given	Please hand CV to kiosk or email to <a href="mailto:sam@fueljuicebars.com">sam@fueljuicebars.com</a>
<b>Store Assistant</b> 16 hours per week	H&T Pawnbrokers	£7.50ph	Multilingual preferred but not essential	To apply pop into the store for a chat
<b>Customer Service Assistant</b>	Go Rice, Linlithgow	£5000-£15000	Looking for a new candidate to work for a new establishment in Linlithgow. Applicant must be computer literate, responsible, sound with maths, presentable and well mannered. Tasks in this role will be mainly dealing with customer face to face and over the telephone. Other tasks will include general maintenance and up keep of the work area, which will involve some cleaning. Cash handling and customer service skills will be an advantage but not essential as training will be provided	<a href="https://www.indeed.co.uk/cmp/Go-Rice/jobs/Customer-Service-Assistant-f795d544cc03d861">https://www.indeed.co.uk/cmp/Go-Rice/jobs/Customer-Service-Assistant-f795d544cc03d861</a>

<b>Sales Associate</b>  Various shifts available between 6am – 11pm, Both temporary and permanent positions available	Gap Outlet	Meets NMW	<b>Job Description:</b> Main duties – Cashdesk Cover Fitting Room Service Shop Floor Service Shop Floor Replenishment Driving Sales KPI's	Please apply online at <a href="http://jobs.gapinc.com">jobs.gapinc.com</a>
<b>Sales Assistant</b>	Eternity	Unknown	We are looking for fully flexible part time team member to join our team. Must have cash handling and customer service experience. Background in jewelery would be advantageous but training will be given.	Pick up an application from store
<b>Part Time Sales Assistant</b>  Part time with overtime available. Must be fully flexible across all store opening hours.	The Gift Company	Meets NMW	Duties will include: <ul style="list-style-type: none"> <li>• Providing excellent customer service</li> <li>• Cash Handling</li> <li>• Sales</li> <li>• Merchandising</li> </ul> Must be flexible, reliable and able to work in a fast paced role with an excellent work ethic. Permanent post on completion of a 3 month probation period	Please hand covering letter and CV into store for the attention of the manager.
<b>Sales Assistant</b> <b>42.5 hours per week</b>	American Golf		Your role as a sales advisor will be to support the management team in driving sales, achieving KPI's and delivering high standards of presentation in store. You will genuinely care about our customers and have a real pride in giving valued advice and great service about products we are passionate about so that every customer leaves inspired to enjoy their game. Successful candidates will have previous experience in a sales driven environment and a real passion for delivering great customer service, be hard working and enthusiastic!	<a href="https://www.americangolfcareers.co.uk/index.asp?id=140754">https://www.americangolfcareers.co.uk/index.asp?id=140754</a>  on indeed.co.uk
<b>Sales Assistant</b> Part time	Lovisa Jewellery	Salary is to be discussed	Lovisa are looking for a new member of the team to join them, this is a part-time position with a mixture of week days and weekends	Please hand your CV instore or email to <a href="mailto:livingstonuk@lovisa.com">livingstonuk@lovisa.com</a> .
<b>Sales Associate</b> 8 hours fully flexible	<b>Sole Trader</b>	Meets NMW	Provide strong customer service and have a passion to learn. Deal with weekly deliveries	Please e-mail CV to <a href="mailto:kevinoshaughnessy@hotmail.co.uk">kevinoshaughnessy@hotmail.co.uk</a>

				or hand into store
<b>Sales Assistant</b>  2 positions – Part Time 6 hours per week, flexible across Monday to Sunday.	Claire’s Accessories	Meets NMW	Applicants should have excellent customer service skills and be able to assist in achieving store targets and maintaining store appearance. Full ear piercing training will be given.	Please hand CV and cover letter into the store for the attention of the store manager
<b>Sales Assistants x 2 positions</b>  Full Time permanent & part time vacancy	Chisholm Hunter	Salary to be confirmed	Chisholm & Hunter are looking for a full time member of staff to join their team. Due to the nature of the job you must be fully flexible, as working hours include week days and weekends. Previous experience would be preferred for this role	Hand a CV into the store
<b>Crew Members &amp; Customer care Assistant</b>	McDonald’s Livingston & Bathgate		Quite simply, you'll be working in our fast moving, high energy environment and we're looking for a genuine smile plus an ability to connect with customers and make them feel valued. <b>Position Attributes</b> To join us as a Crew Member you'll need to be confident in approaching and dealing with diverse groups of people. Friendly, courteous and helpful behaviour will come naturally to you and you'll work well as part of a team. Effective communication skills such as attentive listening, face-to-face verbal communication and eye contact are a must. You'll also need to understand the importance of maintaining high standards of quality and service as well as cleanliness. The ability to maintain high energy levels whilst working both efficiently and productively is essential. Finally, your appearance should be smart and clean.	<a href="https://people.mcdonalds.co.uk/job-search">https://people.mcdonalds.co.uk/job-search</a>  on <a href="http://www.indeed.co.uk">www.indeed.co.uk</a>

## StepsN2Work Vacancies- eligibility criteria applies.

<p><b>Barista</b> <b>Hours to be discussed</b></p>	<p>Rainbow Bubble Tea Livingston</p>	<p>Hourly rate £6-£8 depending on age</p>	<p>16-24 year olds only - West Lothian Steps N2 Work eligibility conditions apply. We are a small family run business, bringing bubble tea from Taiwan to West Lothian! Job will entail preparing and making drinks, operating cashiers till, keeping workplace clean and tidy. Preparing beverages Serving drinks Delivering a high level of customer service at all times Setting up and clearing away of tables Taking customers' orders Cash Handling Ensuring café is kept clean and tidy Other duties as required General housekeeping will be a big part of the role, as will working as a team A good communicator, with previous customer service experience would be an advantage. Positive attitude, with an energetic and enthusiastic manner. Good team player who is punctual, reliable and flexible. Able to work weekends. Ability to remain calm during busy periods.</p>	<p>Please send CV to <a href="mailto:holly.flannigan@westlothian.gov.uk">holly.flannigan@westlothian.gov.uk</a> and <b>clearly state the position you are applying for, otherwise you will not be considered</b> Closing date: 21<sup>st</sup> March</p>
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## Community Jobs- No vacancies

Modern Apprenticeships Websites

Apprenticeship Career Area	Company	Website
<b>General</b>	MAPPIT Skills Development Scotland SQA	<a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a> <a href="http://www.mappit.org.uk">www.mappit.org.uk</a> <a href="http://www.skillsdevelopmentscotland.co.uk">www.skillsdevelopmentscotland.co.uk</a> <a href="http://www.sqa.org.uk/sqa/606.html">www.sqa.org.uk/sqa/606.html</a> <a href="http://www.apprenticeshipsinscotland.org.uk">www.apprenticeshipsinscotland.org.uk</a>
<b>Business Administration</b>	Remit Rewards Training DGM QA	<a href="http://www.Remit.co.uk">www.Remit.co.uk</a> <a href="http://www.rewards-trc.co.uk">www.rewards-trc.co.uk</a> <a href="http://www.dgmtraining.co.uk">www.dgmtraining.co.uk</a> <a href="http://www.qa.com">www.qa.com</a>
<b>Childcare</b>	Carousel Training	<a href="http://www.carouseltraining.com">www.carouseltraining.com</a>
<b>Construction</b>	Balfour Beatty Construction Skills	<a href="http://www.balfourbeatty.co.uk">www.balfourbeatty.co.uk</a> <a href="http://www.bconstructive.co.uk">www.bconstructive.co.uk</a>
<b>Electrical</b>	Balfour Beatty SECTT Scottish Power	<a href="http://www.balfourbeatty.co.uk">www.balfourbeatty.co.uk</a> <a href="http://www.sectt.org.uk">www.sectt.org.uk</a> <a href="http://www.scottishpower.com/WhyScottishPower.htm">www.scottishpower.com/WhyScottishPower.htm</a>
<b>Engineering</b>	Balfour Beatty BESA Engineering BP British Gas Engineering Construction Industry Training Board Scottish Power EDETA Training Services	<a href="http://www.balfourbeatty.co.uk">www.balfourbeatty.co.uk</a> <a href="http://www.thebesa.com">www.thebesa.com</a> <a href="http://www.bp.com/careers">www.bp.com/careers</a> <a href="http://www.britishgasacademy.co.uk">www.britishgasacademy.co.uk</a> <a href="http://www.ecitb.org.uk">www.ecitb.org.uk</a>  <a href="http://www.scottishpower.com">www.scottishpower.com</a> <a href="http://www.edeta.org.uk">www.edeta.org.uk</a>
<b>Hospitality &amp; Catering</b>	Improve Food & Drink Sector Skills Council VT Training Meat & Poultry Processing	<a href="http://www.improvetd.co.uk">www.improvetd.co.uk</a>  <a href="http://www.vttraining.co.uk">www.vttraining.co.uk</a>

Apprenticeship Career Area	Company	Website
		<a href="http://www.meattraining.net">www.meattraining.net</a>
<b>Information Technology</b>	British telecom QA	<a href="http://www.btplc.com/careercentre">www.btplc.com/careercentre</a> <a href="http://www.qa.com">www.qa.com</a>
<b>Motor Vehicle</b>	Glasgow Training Group Kwik Fit VT Training LAGTA Remit	<a href="http://www.gtg.co.uk">www.gtg.co.uk</a> <a href="http://www.kwik-fit.com/hr-recruitment.asp">www.kwik-fit.com/hr-recruitment.asp</a> <a href="http://www.vttraining.co.uk">www.vttraining.co.uk</a> <a href="http://www.lagta.co.uk">www.lagta.co.uk</a> <a href="http://www.remit.co.uk">www.remit.co.uk</a>
<b>Oil &amp; Gas</b>	OPITO	<a href="http://www.opito.com">www.opito.com</a>
<b>Plumbing</b>	Balfour Beatty Scottish & N. Ireland Plumbing Employers Federation	<a href="http://www.balfourbeatty.co.uk">www.balfourbeatty.co.uk</a> <a href="http://www.snipef.org">www.snipef.org</a>
<b>Railway</b>	Network rail	<a href="http://www.everydaybrilliance.com">www.everydaybrilliance.com</a>
<b>Shipping</b>	The Clyde Group	<a href="http://www.clydemarine.com">www.clydemarine.com</a>
<b>Travel</b>	Intraining Barrhead Travel	<a href="http://www.intraining.co.uk">www.intraining.co.uk</a> <a href="http://www.barrheadtravel.co.uk/jobs">www.barrheadtravel.co.uk/jobs</a>

### Other Training / Learning Opportunities

Course Information	Training Provider	Recruitment Information	Booking Summary
<b>Venture Trust – Inspiring Young Futures</b> This is a personal development programme for people aged 16 – 19 who are not in work, education or full-time training.	Venture Trust	Continuous throughout the year	For more information contact Dan Neill on 07891 726475 or <a href="mailto:Dan@venturetrust.org.uk">Dan@venturetrust.org.uk</a> or Sean Humphreys on 07817 918755 or <a href="mailto:Sean@venturetrust.org.uk">Sean@venturetrust.org.uk</a>

Course Information	Training Provider	Recruitment Information	Booking Summary
<p>The programme helps participants grow in confidence and motivation, develop new skills and talents and identify and achieve their own personal goals.</p> <p>This is achieved through providing personal 1:1 support in the community, providing a range of weekly group activities and the opportunity to attend a 7-day Wilderness Journey in the Scottish outdoors</p>			
<p>Digital Natives West Lothian Employability Support is offering one to one key worker support to help with CVs, Cover letters, Job Searching, job applications, college applications and interview skills</p>	Digital Natives		<p>For more information, or to refer call Alex on 07788273345 or email <a href="mailto:ALEX@COMMUNITYENTERPRISE.CO.UK">ALEX@COMMUNITYENTERPRISE.CO.UK</a></p>
<p>The <b>Future Horizons Programme</b> is open to Early Service Leavers across all services, and supports those who have completed less than 4 years' service and are either discharged compulsorily or at their own request. Regardless of how long you have served or the reasons you have for leaving, Future Horizons will provide support and assistance to enable you to find suitable employment upon leaving the Armed Forces.</p> <p>Visit: <a href="https://www.ctp.org.uk/">https://www.ctp.org.uk/</a></p> <p>West Lothian Council is aiming to create Veterans Wage Subsidy places for veterans aged 25-49 years. Veterans aged 16-24 can access StepsN2 Work support.</p> <p><b>Employing a Veteran:</b> If a business employs a veteran they will receive 50% of their salary for up to 26 weeks. The veteran must receive at least the minimum wage. There is a maximum level of subsidy per opportunity. The subsidy will be for up to 40 hours per week, with 26 hours being the minimum requirement.</p>			
<b>YOUTH INCLUSION PROJECT</b>	Youth Inclusion Project		SDS Staff to email referral form to

Course Information	Training Provider	Recruitment Information	Booking Summary
<p>The Youth Inclusion Project (YIP) is a pre-employability service offered to young people aged 16 to 25 who are residents of West Lothian. The aim of YIP is to break down the barriers that prevent young people from moving into employment, education or training. They provide 1:1 support and training in a range of areas including Life Skills, employability skills, health and wellbeing &amp; accessing and gaining recognised qualifications</p>			<p><a href="mailto:youthinclusionprojectreferrals@westlothian.gov.uk">youthinclusionprojectreferrals@westlothian.gov.uk</a></p>
<p><b>Skills Training Programme</b> For unemployed 16 -18 year olds who require additional support to help move into employment or training. Must be able to self travel. Training allowance £55 per week and £20 towards weekly bus pass/travel. Referrals must be at Stage 3 and have a bank account and NI number</p>	West Lothian Council	Recruitment open	<p>Complete referral and send to:  <a href="mailto:Miriam.georgeson@westlothian.gov.uk">Miriam.georgeson@westlothian.gov.uk</a></p>  <p>2016 Activity Agreement - Referral</p>
<p><b>Activity Agreements</b>  Currently a range of programmes are available on Activity Agreements such as: Exploring Animal Care, Pottery course, Outdoor Activities, Life skills / Youth Issues, IT Wizard, Media Skills, Photography, Confident Cooks, Build a Bike, Design Dept, Literacy/Numeracy support.</p>	West Lothian Council		<p><b>Referral should be emailed to</b>  <a href="mailto:wendy.stuart@westlothian.gov.uk">wendy.stuart@westlothian.gov.uk</a></p>
<p><b>The Community Learning and Development Service</b>  in West Lothian is part of Education and Cultural Services and works with adults, communities and young people. There are a range of learning opportunities, mainstream youth clubs and other activities available in local areas.</p>			
<p><b>IMPROVING YOUR READING, WRITING AND</b></p>	<p><b>ABE</b></p>		<p>Contact: 0800 731 1831 to set up a personal</p>

Course Information	Training Provider	Recruitment Information	Booking Summary
<p><b>NUMBERS</b></p> <p>There are lots of reasons why you may want to brush up on your skills: helping your child with homework, feeling more confident at work, gaining a first qualification or because you need to pass your driving theory or entrance exam into the uniformed services</p> <p>The aim of ABE is to work with anyone over the age of 16 who can set goals to improve literacy and numeracy skills or who is experiencing hearing loss and wishes to learn lip-reading skills. We provide a free service with access to workshops, short courses and ongoing individual learning.</p>			<p>appointment to talk about your needs.</p>
<p><b>Supported Employment Service</b> working with anyone aged 16-65 with additional support needs or a disability with one of their goals being to find a job.  We offer one-to-one support with career guidance, goal setting, confidence building and job search  Can arrange a suitable work experience  Prepare you for the world of work  Help you apply for job vacancies; CV writing, application forms, interview skills  Offer you access to job vacancies with companies that support and actively employ people with disabilities  Training sessions where as well as learning new skills you can make new friends  In-Work Support – giving you as much, or as little support you need to support you when you are working</p>	<p>Ability Centre, Deans, Livingston</p>		<p>For more information contact the Supported Employment Service today on 01506 775894  Email: <a href="mailto:amy.rae@westlothian.gov.uk">amy.rae@westlothian.gov.uk</a> or <a href="mailto:jorden.smith@westlothian.gov.uk">jorden.smith@westlothian.gov.uk</a>  Or drop in to The Ability Centre, Carmondean, Livingston EH54 8PT for an informal chat</p>
<p><b>Individual Learning Accounts £200</b>  <b>The existing scheme will be closed to new applications for a few months. The revised scheme will come into effect on October and will be called Individual Training Award (ITA) You wil only be able to do one course in any learner year and courses will</b></p>	<p>To search for learning opportunities &amp; providers</p>	<p><a href="http://www.myworldofwork.co.uk/section/funding">http://www.myworldofwork.co.uk/section/funding</a></p>	<p><b>Apply online at:</b> <a href="http://www.myworldofwork.co.uk">www.myworldofwork.co.uk</a></p> <p><b>If you want to open an account or renew an expired account:</b></p> <ul style="list-style-type: none"> <li>• 29 April 2017: Last day to request a renewal form through the SDS helpline</li> </ul>

Course Information	Training Provider	Recruitment Information	Booking Summary
<p><b>be geared towards helping you with getting a job or progressing in your career.</b></p> <p>To be eligible you must be 16+, stay in Scotland and have income of less than £22,000 or less or be on benefits. You will not be eligible if you hold a UK degree, or are undertaking any form of full time or part time secondary, further or higher education or are participating on any National Training Programmes, Modern Apprenticeship or participating on the Community Jobs Scotland programme.</p> <p>You can't use ILA to fund any part time course that is already funded by the part time fee grant.</p>			<p>on 0800 917 8000</p> <ul style="list-style-type: none"> <li>• 30 April 2017: Last day to request an application form on My World of Work</li> <li>• Mid May 2017: Application and renewal forms need to be returned by <b>mid May</b> so that they can be processed by 31 May</li> <li>• 31 May 2017: Last day that an account will be opened or renewed</li> </ul> <p>If you want to book a course under the existing ILA scheme:</p> <ul style="list-style-type: none"> <li>• 30 June 2017: Last day bookings can be made under the existing ILA scheme. Bookings can only be made for courses with a start date no later than 30 September 2017.</li> </ul>
<p><b>Graduate Careers / Post Graduate Study</b></p> <p>Prospects is the UK's official graduate careers website. There is information and opportunities for jobs and work and post graduate study. This can be searched by sector.</p>		<p><a href="http://www.prospects.ac.uk/cms/ShowPage/Home_page/plaLaXi">http://www.prospects.ac.uk/cms/ShowPage/Home_page/plaLaXi</a></p>	

### Volunteering Opportunities

Volunteering Description	How to Apply
<b>PROJECT SCOTLAND</b>	

This is a great option for young people (18+), they gain skills, experience and confidence to make a successful transition into adult life and in turn their energy and enthusiasm help boost local communities. <a href="http://www.projectsotland.co.uk">www.projectsotland.co.uk</a>	
Local Opportunities visit: <a href="http://www.voluntarysectorgateway.org">www.voluntarysectorgateway.org</a> + <a href="http://www.volunteeredinburgh.org.uk">www.volunteeredinburgh.org.uk</a>	
Opportunities abroad: <a href="http://www.xchangesotland.org">www.xchangesotland.org</a>	

### Advice

Advice Workshop	Training Provider	When	Booking Summary
<b>Capability Scotland Advice &amp; Support Service, West Lothian</b>	Ability Centre, Carmondean Centre Road, Livingston	Mon-Thurs 9.00am-4pm Friday 9.00am-12pm	To provide an information and advice service for people with disabilities, their families and carers and other individuals or groups in West Lothain that will enhance knowledge and increase their choices on disability issues. The service also provides a free, confidential and accessible Peer Counselling service for disabled people. You can contact the service directly yourself or a professional such as a GP or Occupational Therapist can refer you to the service. The service works within ethical codes and guidelines of the British Association for Counselling and Psychotherapy in Scotland.
<b>Advice Shop at Carmondean Connected</b>	It provides the full range of library services, as well as access to the Council's Customer Information Service, Access2Employment advisers and Macmillan Cancer Support.  Carmondean Connected has integrated the Library Service with the Council's Customer Information Service and can answer queries regarding benefit advice, bin	Monday - Friday: 9.30am - 5pm  Sat - 9:30am -12.30pm (if an adviser is not available on a Saturday, a phone service will be offered)	<b>Access 2Employment</b> advisers are available in the library, providing continuing support tailored around the individual so that they are equipped with employability skills that meet the needs of employers, recognising that one size does not fit all. Advisers help people to develop confidence or advise on preparing CVs, provide interview guidance, assist with the completion of application forms and provide overall employability support.  Service available on Monday:  Morning: appointment only - 9.30am, 10.30am,

Advice Workshop	Training Provider	When	Booking Summary
	calendars, Blue Badges, bulky uplifts, concessionary travel, council tax, housing applications etc, as well as providing a comprehensive library service.		11.30am Afternoon: drop-in session - 1.00pm - 4.00pm
<p><b>DISABILITY WEST LoTHIAN</b></p> <p>Promoting equality &amp; rights- providing information, training and consultation The agency can help you with questions about equipment, local activities and rights or about what services you might be able to get.</p>			<p>Office: (01506) 774030.</p> <p>Textphone: (01506) 774044.</p> <p>Mobile Text: 07742232978</p>
<p><b>CITIZENS ADVICE BUREAU (CAB)</b></p> <p>Almondbank Centre, Shiel Walk, Craigshill, Livingston</p> <p>Outreach sessions are also held at centres: Armadale, Blackburn, Blackridge, Dedridge, Fauldhouse, West Calder &amp; Whitburn.</p>	<p>Phone the advice line number 01506 432977 or email for advice at:</p> <p><a href="mailto:enquiries@cabwestlothian.org.uk">enquiries@cabwestlothian.org.uk</a></p>	<p>Mon: 10am – 12.30pm Tues: 10am – 6.30pm Wed: By appointment only Thurs: 10am-3.30pm Fri: 10am-3.30pm Sat: 9.30-12.30pm</p>	<p>Advice line – (01506) 432977</p> <p>Admin Line – (01506) 436132</p> <p>Appointments Line (01506) 431061</p> <p>Outreach Office 01506 444814</p>
<p><b>CHILL OUT ZONE (COZ)</b> <b>Aged 18-20,</b> <b>7 Gardeners Lane, Bathgate</b></p>	<p>Would you like support and help on issues that affect you like health, bullying, relationships, school, alcohol, drugs, sex etc. COZ offers help and support to young people through drop-in and group sessions, health clinics offering medical advice and a healthy eating café.</p> <p>Age 12-20</p>		<p>If you would like to chat with someone or to visit telephone (01506) 652436</p>

**Access2employment provides West Lothian residents with support and information on finding employment, training and education.**

Access2employment offers a wide range of services including:

- Guidance on CV preparation
- Help with application forms
- Interview techniques advice
- Access to the latest vacancies and job search resources
- Advice on local training opportunities
- Free access to computers
- Information on funding to help you move into work

**Freecall: 0800 032 9768 or Email: [access2employment@westlothian.gov.uk](mailto:access2employment@westlothian.gov.uk)**