



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: 03/07/2017

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 1st 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.shopthecentre.co.uk> and <http://www.livingston-designer-outlet.co.uk/careers>

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

Apprenticeships website: 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 (i.e 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

Colour coding: Purple – Modern Apprenticeships, Green – Shopping Centre Jobs, Orange – Indeed Jobs, Blue – Community Jobs + Any Other Jobs

Job Title	Company Name	Pay	Requirements	How to Apply
<p>Junior Art Worker/Web D4esigner Monday to Frida 9am till 5pm approx</p>	<p>Alba Centre, Livingston</p>	<p>Depending on experience but will meet the NMW</p>	<p><i>16-24 year olds only - West Lothian Steps N2 Work eligibility conditions apply.</i> <i>West Lothian Steps N2 Work opportunities are open to West Lothian Residents only.</i> <i>Applicants aged 16-18 must be unemployed, applicants 19-24 must be 3 months unemployed or have previously engaged with MCMC or GRFW.</i></p> <p>Job Outline Graphic design company is looking to recruit a junior. Duties will include - Supporting the Design Dept. in creating basic designs relevant to a client brief and senior designer guidance. Preparation of approved design work into Press-Ready Artwork. Supporting role to Web Developer. Website updates to existing client sites. Basic web design working with Web Developer. Produce and analyse web reports. Involvement with creative design work. Join the creative team process and input ideas and concepts. Admin Duties (Filing, Phone etc).</p> <p>Meet and great clients on arrival to the studio.</p> <p>Experience / Qualifications required Must have a creative flair, a portfolio would be helpful. Web experience would be preferred. Be able to distinguish and identify colours. Familiar with the Adobe Creative Suite (Desirable but not essential). Familiar with Word Press (Desirable but not essential). Familiar with MS Office 365 (Desirable but not essential).</p>	<p>Please send CV and covering letter to alexa.davey@westlothian.gsx.gov.uk</p> <p>Closing Date 12/07/2017</p>

			<p>Personal Qualities required Must have attention to detail Ability to multitask Organised Take pride in standard of work Be able to take criticism and critique work Good communication skills Primarily you must fit into the Full Circle Team and actively carry the Full Circle Brand. Willingness to learn with a pro-active approach. A creative eye for design and aesthetics. Use of correct spelling and grammar. Professionally presented and spoken as clients regularly visit the studio. Able to take instruction and to work on own initiative.</p> <p>Training Provided In house training provided</p>	
<p>Trainee Clerical Assistant 26 hours per week, 9am to 12 noon, an unpaid lunch break of 30 minutes then working hours from 12.30pm to 2.45pm Monday to Thursday and 12.30pm to 2.30pm on a Friday.</p>	Weslo	£8.45 ph	<p>Job Description With guidance and training you will maintain administrative processes for the team and be a point of contact for any administrative support. Including the following duties: 1. Scanning and filing all documents. 2. Professionally handle and direct all telephone enquiries. 3. Prepare business documents using Microsoft Office applications. 4. Distribute incoming/outgoing mail. 5. Organise meetings. 6. Actively engage in working groups to share knowledge; develop interpersonal skills and contribute to the successful achievement of business objectives. 7. Promote the equality & diversity policy and practice in all aspects of the job role as it relates to colleagues, tenants, owners, contractors, consultants and external agencies. 8. To carry out any other duties, within the scope of the job, and to meet the needs of the business.</p> <p>Person Specification</p>	<p>Contact SDS to make a referral. 01506 434249. If you are claiming benefits this referral must be made by the job centre</p>

			<p>Good general standard of education "Can do" attitude and willingness to learn Good time management and organisational skills Ability to work independently using own initiative Understanding of confidentiality Ability to work co-operatively and effectively in a team environment Good telephone, written and oral communication skills Genuine interest in developing administration skills Experience of using Microsoft packages [Preferred not essential] Experience of using Housing Management systems; HR Systems; Reporting tools [Preferred not essential]</p>	
Operational Assistant	The Food Train	£8.45 ph	<p>Job Description To provide operational support to the Food Train grocery shopping and delivery service, the household support service and the library outreach service Delivery: assist in processing orders in the shops through the tills ready for collection/assist on vans as a helper delivering orders, cash handling and completing paperwork Office: assist with orders from customers/reception duties/photocopying/filing/shredding/assist with the rota/newsletter/assist at promotional events Assist with arranging appointments for the household support service and making appointments with customers and volunteers Assist with arranging library visits and making collections from the library</p> <p>Person Specification Person Specification ~ Essential • a motivated and enthusiastic individual • excellent communication skills • good office skills and experience of Microsoft applications • a real 'people person' with a 'can-do' approach • ability to work on own initiative and part of a team • a good understanding of the voluntary sector • motivation to work with older people in the community Person Specification ~ Desirable • experience working in the voluntary sector • experience working in service delivery • experience working with volunteers • experience of</p>	<p>Contact SDS to make a referral. 01506 434249. If you are claiming benefits this referral must be made by the job centre</p>

			<p>accounting software and systems • awareness of older people's issues</p> <p>PVG/Disclosure requirements Required - can start subject to a successful Disclosure/PVG scheme membership</p>	
<p>Admin Assistant 25 hours per week Monday to Friday with times to suit the requirements of the Organisation</p>	The Larder	£5.60 - £7.50 per hr dependent on age	<p>The main skills that we are looking for are: excellent IT and organisational abilities but it will also be important for the post holder to have good interpersonal skills, be able to work co-operatively as part of a small team and also independently. We require initiative, flexibility and ability to connect with people from all walks of life. Knowledge and experience of Microsoft Office and Excel packages would be an advantage.</p> <p>Additional information The Larder is an exciting and growing charity and social enterprise that supports young people into work in the hospitality sector. We are looking for someone that can grow with us and that is willing to work hard to create success.</p> <p>PVG/Disclosure requirements Required - can start subject to a successful Disclosure/PVG scheme membership</p>	<p>Contact SDS to make a referral. 01506 434249. If you are claiming benefits this referral must be made by the job centre</p>
<p>Trainee Community Coach</p> <p>Hours Five out of seven days including weekends and evening work</p>	Livingston	£5.60-£7.85 dependent on age	<p>Community Job Scotland vacancy is open to people aged 16-29. (See criteria p.2)</p> <p>Essential • Experience of working with or coaching young people, this doesn't need to be in a football environment. • Be highly motivated, imaginative, have an enthusiastic manner and display leadership qualities. • Possess good interpersonal skills and be able to work successfully as part of a team. • Be articulate with good communication and presentation skills, computer literate in a variety of software packages. Desirable • Qualified to NC level • Experience of organising or been involved in school and community sports projects, events, festivals, session plans. • Experience of effective partnership working with organisations like Active Schools, facility providers, schools, clubs, and other relevant agencies. • A good understanding of sport and coaching principles. • Experience of financial budgeting</p>	<p>Contact SDS to make a referral. 01506 434249. If you are claiming benefits this referral must be made by the job centre</p>

			<p>Knowledge and Experience:</p> <ul style="list-style-type: none"> • Safeguarding and promoting the welfare of children and young people - aware of the duty of care required when working with young people. • Aware of health and safety issues - able to identify and respond appropriately to potential hazards and concerns. • Strong communication skills including good etiquette when writing letters and making phone calls. • Good interpersonal and negotiation skills. • Organisational and administrative skills – able to manage own time and take initiative, be able to prioritise. <p>Personal Skills:</p> <ul style="list-style-type: none"> • Passionate about helping young people learn and develop. • Positive attitude; enthusiastic and able to act as a strong leader and role model to young people and peers. • Reliable with excellent time keeping and time management skills, able to organise and to take initiative. • Commitment to personal learning and development. • Flexible attitude - willingness to work unsociable hours, evenings and weekends (as and when required). • A commitment to upholding West Lothian Youth Foundations values, objectives, policies and procedures. <p>Other Requirements</p> <ul style="list-style-type: none"> • Willing to work irregular hours in the evening and weekend • Access to a car is not essential but having access and the ability to use public transport links is. • PVG membership 	
<p>Team Member</p> <p>Shifts: Vacancy 1-Mon -Thu 10AM-6PM Vacancy 2-Thurs-Sun 10AM-6PM</p>	Greggs, Whitburn	<p>Age 16-17 Starter Rate: £6.36</p> <p>Age 16-17 Full Rate: £6.56</p> <p>Age 18+ Starter Rate: £7.50</p> <p>Age 18+ Full Rate: £7.72</p>	<p>Greggs Team Members are the face and voice of our organisation, engaging with our customers and offering a fantastic shopping experience no matter what time of day.</p> <p>Join our family and you'll be part of a team that loves to put the customer first in all that we do.</p> <p>This means a passion for delivering fast and friendly service, pride in preparing our much loved products and keeping the shop clean and tidy; of course they'll be time for some fun along the way.</p>	<p>https://www.greggsfamily.co.uk/job/Whitburn%2C-West-Main-St-Team-Member-EH47-0QB/345450601/?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed</p> <p>www.indeed.co.uk</p>

			You'll fit right into the Greggs family if you're not afraid of hard work and commitment. Some customer service experience always comes in handy although not essential.	
Weekend Staff	L'italiano, Bathgate			Hand a CV into the store
Part Time Sales Assistant	Bargain Buys			Apply in store
Staff Required	Candylicious		Help wanted	Apply in store
Part Time Warehouse Assistant 20 hours per week, various shifts available	Schuh, Bathgate	£7.29	If you're honest, reliable and have the drive, enthusiasm and energy to be part of a team we would like to hear from you.	To apply follow: http://www.schuh.co.uk/careers/vacancies/#4590
Trainee Fund Accountant Modern Apprentice	Edinburgh	£19000	<p>What might a typical day in this job look like?</p> <p>The main responsibility of the role will be to deliver consistently accurate and timely daily prices for the range of funds produced by BNP and State Street and deliver projects and change in accordance with our strategic objectives.</p> <p>While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add, or remove duties from particular jobs and to assign other duties as necessary.</p> <p>KEY DUTIES & RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Carry out review of daily prices sent in from suppliers. Making sure that the funds are moving in line with expectation, and if not, checking prices against back-up supplied. Any unexplained movements should then be queried with their suppliers. This task chiefly involves the use of Excel and will require good numeracy skills. • Perform month end tasks, as requested by the Pricing Oversight Team Leader, such as: communicating with fund managers to ensure that fund prices have moved in line with their 	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 27th August</p>

		<p>expectations and sending out monthly reconciliations to both internal and external recipients. This task chiefly involves the use of Excel and email and will require good literacy skills.</p> <ul style="list-style-type: none"> • Undertake quarter-end tasks in accordance with reporting timetables and resolve queries in a timely manner. This task will require good time management and planning skills. • Where required, undertake any projects or tasks as may be required from time to time by the Pricing Oversight Team Leader. Full support will be given to within the team to ensure that any project is completed successfully. • Support the Pricing Oversight Team Leader in overseeing the relationship with suppliers - providing input where necessary to review their performance in delivering reporting throughout the prior month - by attending monthly Service Review Meetings. This task will require good communication skills and attention to detail. • Ensure best practice within the business, including: making sure procedure notes are in place and up to date for all processes. This task chiefly involves the use of Word and will require good literacy skills. • Take part in weekly calls discussing any ongoing pricing queries. This task will require good communication skills and attention to detail. • Keep the Pricing Oversight Team Leader informed on a timely basis of issues and matters arising. This task will require good communication skills and attention to detail. <p>What will I learn? Our Digital Applications Advanced Modern apprenticeship programme combines high-quality classroom training and on-the-job</p>	
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			<p>experience to develop your ability to confidently use digital applications in the workplace.</p> <p>SQA SCQF6 Diploma in Digital Applications Support</p> <p>SQA SCQF6 PC Passport</p> <p>What qualification or qualities are required?</p> <ul style="list-style-type: none"> • Good numeracy/analytical skills. • Keen attention to detail and accuracy, with a methodical approach to work. • Ability to work well within a team environment. • Self-motivation. • Interest in accounting is desirable. • Commitment to training related to UK Financial Regulations. • Educated to Scottish Higher, A 'Level, NVQ or equivalent level 	
Trainee Data Analyst Modern Apprenticeship	Edinburgh	£19000	<p>Through their Investment 2020 trainee programme Aberdeen Asset Management have an excellent opportunity for a School / College leaver who is looking to establish a career within the Asset Management Industry. They will provide you with a structured 12 month training contract working in their Data Management team where you will complete a Diploma in Digital Applications through QA Apprenticeships. This position is a 12 month fixed term contract and is part of Aberdeen's commitment to Investment 2020 trainee programme. The programme is designed to offer relevant professional qualifications, training and learning opportunities to recent school and college leavers who are looking for their first role within the industry.</p> <p>What might a typical day in this job look like?</p> <p>The Data Management section of the Group Data and Analytics department is responsible for creating and maintaining multiple data sets that are utilised by the Investment</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 27th August</p>

		<p>Managers, the Dealers, Compliance, Risk and Distribution.</p> <p>Within the role training will be given on creating for trading all the different asset classes that are traded by Aberdeen including Equities, Fixed Income, Options, Futures and Over the Counter Derivatives. In addition to the instruments further training will surround the data elements used to support these assets such as credit ratings, industrial classifications, analytics and benchmarks. The role will also involve creating new funds and understanding the difference between different investment vehicles. The Data Analysts role is often seen as a springboard for entering into Asset management as it provides a broad understanding of the asset mix and the data needed to support these instruments which can either be utilised in other divisions should the individual wish to gain further exposure of other departments within Aberdeen or can be used as a basis to progress within the same department, potentially to a Business Analyst.</p> <p>KEY RESPONSIBILITIES</p> <p>The Data Analyst job will be to generate the following:</p> <ul style="list-style-type: none"> • Creation and maintenance of Fund Data • Creation and maintenance of new assets and static data • Knowledge of 3rd party vendors such as Bloomberg and how their data is utilised by our company • Daily checks and corrections on regional data received from third party administrators e.g. positions, security, prices, • 1st line support for regional data issues – query logging and investigation • Liaison with regional data teams in Philadelphia, Singapore and Sydney • Liaison with key stakeholders and attendance with other team members at stakeholder meetings <p>What will I learn?</p> <p>Our Digital Applications Advanced Modern apprenticeship programme combines high-</p>	
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			<p>quality classroom training and on-the-job experience to develop your ability to confidently use digital applications in the workplace.</p> <p>SCQF6 Diploma in Digital Applications Support (equivalent to working at Higher and National Certificate level)</p> <p>SCQF6 PC Passport</p> <p>What qualification or qualities are required?</p> <ul style="list-style-type: none"> • Good numeracy skills • Great interpersonal skills • IT skills, particularly Excel • Interested in learning about investment management • Keen attention to detail and accuracy, with a methodical approach to work • Ability to work under pressure and meet deadlines • Ability to work individually and as part of a team 	
<p>Modern Apprenticeship Scottish Government- Admin Officer</p>	Broomhouse	£17,242.00 per year	<p>What might a typical day in this job look like?</p> <p>Main Duties: The role of Modern Apprentice post is to offer business administrative support and secretarial support under the supervision of and in support of a more senior officer. Duties usually call for the exercise of discretion and initiative whilst carrying out routine tasks and will often involve the use of IT based skills.</p> <p>This role will support the wider Divisional Management team with a number of administrative functions from reviewing payments, collating results, arranging annual away days, running reports to booking out laptops and other ICT Equipment.</p> <p>The team are responsible for all the activities that support the running of operations. This involves supporting the financial activity (reporting on spend, buying equipment and assets), project management supporting capability (via training plans) and asset management (equipment and assets).</p> <p>What will I learn?</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date:11th July</p>

			<p>A3 Modern Apprentices may be required to operate an internal electronic finance and budgeting system, an electronic ordering and payment system, an electronic filing system and an electronic human resources system. All training on internal systems will be provided.</p> <p>What qualification or qualities are required?</p> <p>Applicants must be 16-24 years old, unemployed or contracted to work 16 hours or less a week, and a resident in Scotland. Please state you meet these requirements within your Cover Letter.</p> <p>A3 posts within the Scottish Government are normally filled by individuals who have a National 4 Qualification or equivalent. Although we do not specify this educational criteria for our Modern Apprenticeships, we wish to attract high quality candidates who have the :-</p> <ul style="list-style-type: none"> • potential to perform at this level • ability and commitment to achieve all the outcomes of the apprenticeship including passing SVQ 2 in Business Administration • have excellent customer care • are able to work as part of a team <p>Desirable Criteria</p> <ul style="list-style-type: none"> • IT based skills 	
Modern Apprentice – Chef	Edinburgh	£8530pa	<p>What might a typical day in this job look like?</p> <p>Not only will you be gaining essential transferable skills by working for Côte such as presentation skills and time management, you will also:</p> <ul style="list-style-type: none"> • Adhere to all standards of safety, hygiene and cleanliness as laid down by the law and company policy/procedure. • Fully familiarise yourself and adhere to the recommended guidelines and procedures detailed in the Food Alert Food Safety Manual. • Attend any training sessions as judged necessary by the Head Chef. • Attend departmental and general staff meeting as and when requested/required. 	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 25th July</p>

			<ul style="list-style-type: none"> • Report to the Head Chef any complaints, incidents, accidents or any other irregularities. • Liaise with the Head Chef regarding daily stock control and rotation <p>What will I learn? What will you get in return?</p> <ul style="list-style-type: none"> • Unrivaled career development – Côte are always on the lookout for their next Head Chefs. • Learn from experienced individuals in the business. • Gain industry recognised qualifications on the job, whilst you earn. • A dedicated tutor from Lifetime Training who will support you throughout your 12-month Apprenticeship. <p>What qualification or qualities are required?</p> <ul style="list-style-type: none"> - No qualifications are required for this vacancy - All candidates must have a passion for good quality food, and to be able to work under pressure at all times. - High levels of cleanliness and hygiene. 	
Modern Apprentice Laboratory Technician	Livingston	£16000pa	<p>What might a typical day in this job look like? About the Role</p> <p>You will be responsible for receiving, processing and analysing each sample, in accordance with study-specific instructions. You will also be responsible for the careful labelling and logging of each sample as well as ensuring all work stations within the lab are kept sterile and free from cross contamination.</p> <p>You will gain great experience working across several area, as there will be opportunities to rotate across different areas of the lab, including kit building, specimen management, anatomical pathology, chemistry analysis and flow cytometry.</p> <p>What will I learn? About the Apprenticeship The Modern Apprenticeship in Life Sciences</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date:14th July</p>

			<p>and Related Industries is being delivered by YouTrain, one of Scotland leading Training Providers. You will also attend a college within your local area, on a day release or block release basis. So you will be achieving a nationally recognised science qualification which will also bring prospects for further study and career progression.</p> <p>What qualification or qualities are required?</p> <p>About You</p> <p>We are looking for conscientious people - who can understand that behind each sample you are processing is a real patient. The work you will be doing will be crucial towards the launch of new drugs which will provide cures or a better quality of life for people with health conditions, therefore you should be compassionate and have the ability to treat each specimen with respect.</p> <p>You will be educated to at least National 5 level with qualifications in English, Maths and science subject. Relevant Highers would be an advantage but are not essential. You will also be IT literate with excellent communication and interpersonal skills</p> <p>We are looking to hear from self-motivated, hardworking and driven individuals who have a keen interest in a scientific career.</p>	
Trainee Administrator Apprenticeship	Bathgate	£11000-£13000	<p>This is an exciting opportunity for a recent school leaver to join the busy distribution department of a large transportation company. Working in a thriving team you will be very much a part of ensuring the distribution process runs smoothly and within agreed timescales.</p> <p>What might a typical day in this job look like?</p> <p>The Trainee Administrator will be trained in duties which will include dealing with telephone and email enquiries, inputting data onto the system, helping manage the delivering and receiving of goods, monitoring the process through speaking with colleagues and checking on the system, updating client files, following company policies and</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 14th July</p>

			<p>procedures, dealing with issues and problem solving, communicating with colleagues and other departments and using photocopier and other office equipment.</p> <p>What will I learn? You will undertake an SVQ Level 3 Business Administration, and have the opportunity to improve your IT skills through the use of Microsoft IT Academy.</p> <p>Through continuous self-development you will also improve your communication skills, ability to manage timescales and prioritise your workload.</p> <p>What qualification or qualities are required? Ideally we are looking for National 5s including Maths and English, or Higher Grades.</p> <p>Other personal attributes desired include confident communication and social skills, good IT and keyboard skills, willing to learn, able to use initiative and move from one task to another, good team player, a mature attitude, and ideally someone who has undertaken some form of holiday or weekend job while at school.</p>	
<p>Sales Assistant</p> <p>Days/Hours Required: 12 hours over 3 days</p>	Roman		<p>Job Description: Do you have passion for fashion and want to be part of our team? We are looking for a confident individual to join our team.</p>	<p>Please apply by sending your CV to recruitment@romanoriginals.co.uk</p>
<p>Admin/ Reception</p> <p>Mon-Fri 9-5pm</p>	Scaled Solutions, Houston Industrial Estate	NMW	<p>Duties will include working on reception, operating telephone switchboard, taking deliveries, helping out with admin duties. Experience of Word, Excel and spreadsheets would be advantageous but not essential as training will be given. Temporary but may lead to permanent for the right applicant.</p>	<p>Email your Cv to: hrteam@scaledsolutions.co.uk</p>
<p>Modern Apprenticeship: Scottish Government - Divisional Management Admin Officer</p>	Scottish Government, Broomhouse	£17,242.00pa	<p>Applicants must be 16-24 years old, unemployed or contracted to work 16 hours or less a week, and a resident in Scotland. Please state you meet these requirements within your Cover Letter.</p>	<p>For more information and to apply visit: www.apprenticeships.scot</p> <p>Closing date: 11th July</p>

			<p>A3 posts within the Scottish Government are normally filled by individuals who have a National 4 Qualification or equivalent. Although we do not specify this educational criteria for our Modern Apprenticeships, we wish to attract high quality candidates who have the :-</p> <ul style="list-style-type: none"> • potential to perform at this level • ability and commitment to achieve all the outcomes of the apprenticeship including passing SVQ 2 in Business Administration • have excellent customer care • are able to work as part of a team <p>Desirable Criteria</p> <ul style="list-style-type: none"> • IT based skills 	
Modern Apprenticeship: Finance Assistant	QA Apprenticeships, Edinburgh	£10,000.00pa	<p>Requirements of the Finance Assistance Modern Apprentice:</p> <ul style="list-style-type: none"> • We are looking for an enthusiastic apprentice who ideally has accountancy, maths or business management subjects from school who would be looking for a career within finance. • There will be future career progression and training available for professional qualifications if desired on completion of apprenticeship. <p>Programme duration</p> <ul style="list-style-type: none"> • L3 & L4 total duration: 31-39 months • Part 1 – Level 3 apprenticeship: 13-15 months • Part 2 – Level 4 apprenticeship: 18-24 months <p>Approximately 3% of training takes place in the QA learning centre classroom. 17% is done in the workplace, through workplace units, face-to-face meetings with your QA Assessor, or developing your portfolio. The remaining time will be spent on your workplace activity.</p>	<p>For more information and to apply visit: www.apprenticeships.scot</p> <p>Closing date: 20th August</p>

Modern Apprenticeship: Facilities Management Engineer	BESA Training Ltd, Livingston	£6,200.00 to £11,000.00pa	Working towards your Level 3 potential engineers need to have an interest in mechanical, electrical and practical work and enjoy problem solving. Good organisational and communication skills are essential, as is a methodical approach, which will help in reading specifications and diagrams. The work is often physically demanding.	For more information and to apply visit: www.apprenticeships.scot Closing date: 31 st July
Bar & Kitchen Staff	Wetherspoon	Bar – up to £7.70, kitchen up to £7.90 (depending on age) + bonus potential	Working either on the bar or in the kitchen, delivering service in a busy pub. Hours/Days Required: Variety of shifts through out week available	Apply online at www.jdwetherspooncareers.co.uk
Weekend Sales Assistant	Daniel Footwear	NMW	Looking for a confident individual to join our team with a primary role of dealing with and serving customer. Must be confident in speaking to customers and in doing your best to achieve target. Full training will be given.	Please hand CV and covering letter into the store.
Sales Advisor	Pro Cook	£7.50	Looking for a confident individual to join our team. You will be required to have good customer service and communication skills. Main tasks will involve dealing with customers, cash handling and deliveries.	Please visit the store for an application form.
Sales Adviser	Yours Clothing	£5.60 - £7.50	You must be flexible and able to work any hours and any days.	To apply visit: https://www.yoursclothing.co.uk/careers
Hotel Staff	Dalmahoy Hotel & Country Club, Kirknewton	NMW	Currently there are the following opportunities: Food & Beverage Supervisor Food & Beverage Staff (Full / Part Time / Casual) Commis Chef Reservationist Linen Room Porter Room Attendant Reservations Supervisor Property Engineer Duty Manager / Guest Relations Officer Concierge Reception Supervisor	To apply visit: www.indeed.co.uk Or follow link: https://www.indeed.co.uk/cmp/Dalmahoy-Hotel-&-Country-Club/jobs/Hotel-Staff-295ea0a67ef596b0?sdu=QwrRXKrqZ3CNX5W-O9jEvaWfvZ1H3r42QJHCEOAMuHhvjG7rxO9vzcHJfL9_oTGcT69Yfs7ue7i0yFKd1RBh85hubLXiO-obKnTPRZbEryw Please send an email explaining

			Receptionist	your preferred role with an attached CV to the hotel.
Apprentice Spray Painter	Accident Repair Centre, Broxburn	Apprentice rates	<p>The purpose of this role is to learn the necessary skills to become a qualified and competent Spray Painter. To carry out repair work efficiently and competently according to skills level, maintaining the highest levels of workmanship.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> •To assist qualified Spray Painters as directed •To observe best work practices, develop and maintain skills in all aspects of panel preparation, paint mixing and spray painting. •To attend internal and external training courses as directed by Management. •To maintain a clean and safe working environment •To maintain personal standards of dress, cleanliness and hygiene, consistent with the standards laid down by the Company. •To be responsible for the health and safety of yourself and others, using protective equipment as required. •To attend college on a regular basis and to develop and maintain a thorough and current product knowledge. •To ensure a high level of quality and workmanship •To work overtime as required if reasonable notice is given. <p>Skills & Experience:</p> <ul style="list-style-type: none"> •Excellent communication skills •Good interpersonal skills and team orientation •Results orientated •Problem solving and decision making skills •Quality and reliability •Self development •Commitment and self confidence 	<p>To apply visit: www.indeed.co.uk</p> <p>Or follow link: http://vacancies.ewcareers.co.uk/vacancy/apprentice-panel-beater/1674</p>
Audi Service Advisor	Audi, Edinburgh	£6720pa	<p>We currently have positions available within prestige dealerships on our customer service based service advisor qualification. It is initially a 2 year programme giving a</p>	<p>For more information and to apply visit: www.apprenticeships.scot</p> <p>Closing date: 6th August</p>

		<p>fantastic overview of each department within the dealership, providing you the best foundations for a long term and successful career. The role itself is focused around delivery of "customer delight" everything we do within our dealerships whether it be sales, service or maintenance of vehicles is structured to ensure that our service lives up to our customers' expectations.</p> <p>You will be heavily involved in working with all departments; processing paperwork, using databases and bringing a friendly and energetic approach to your daily work. In return we will train you to the highest standard using the best people and resources available both in the workplace and in our academy. Motor Vehicle experience is not essential however retail; customer service or administration skills would certainly be advantageous.</p> <p>What might a typical day in this job look like?</p> <p>Day to day duties within the role include:</p> <ul style="list-style-type: none"> • Up selling – promote and sell products • Customer service – focal point of contact to customers for servicing over telephone and face to face, arranging bookings and appointments, walking customers through damage checks. • Administration – Book service appointments, prepare invoices, process warranty claims • Teamwork – liaising with the workshop, management and customer <p>What will I learn?</p> <ul style="list-style-type: none"> • VCQ Intermediate progressing to VCQ Advanced, in Service advisor • Intermediate Key and Core Skills Certificates • IMI Intermediate Technical Certificate and IMI Advanced Diploma • Advanced Apprenticeship Completion Certificate <p>What qualification or qualities are required?</p> <p>A minimum of three GCSE's grades A-C or</p>	
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			<p>National Grades 4 and above, predicted in English, Maths and Science or the equivalent. Skills required: Exceptional communication skills are essential; you must be IT literate and able to work competently as part of a team.</p> <p>Personal qualities: You must have a genuine interest working in the automotive sector and be committed to the two year apprenticeship programme. You must be willing to learn in a hands-on, customer facing environment and will need to be confident with your IT skills.</p>	
Modern Apprenticeships Business Admin	NHS, Edinburgh	£16525pa	<p>The Central Legal Office (CLO) is a strategic business unit of NSS and provides comprehensive legal services to Health Boards and Special NHS Authorities in Scotland covering all aspects of litigation and employment law, property transactions and commercial contracts.</p> <p>What will I learn? SVQ Level 3 Diploma in Business and Administration (Equivalent to working at Advanced Higher/HNC level) with additional training days in Microsoft Office, undertaken at your local QA Apprenticeship offices.</p> <p>What qualification or qualities are required? You should be able to work well in a team, using your initiative as appropriate. Good interpersonal and communication skills are essential as the role involves engaging with both colleagues/managers throughout the office and external stakeholders.</p> <ul style="list-style-type: none"> • Strong commitment to achieving a "Modern Apprenticeship in Business and Administration – SVQ Level 3 in Business Administration" • Word processing experience including Microsoft Office packages Knowledge of an office environment • Team working an awareness of equality & diversity issues • Dealing with people • Good interpersonal skills. Organisational skills • Good level of IT skills Time management 	<p>For more information and to apply visit: www.apprenticeships.scot</p> <p>Closing date:13th August</p>

			<ul style="list-style-type: none"> • Numeracy and accuracy Knowledge of administration • Good communication skills • Good analytical and problem solving skills • Ability to prioritise workload • Good timekeeping skills • Enthusiasm • Willingness to learn • Keen on working in an office environment • Flexible approach to working 	
Farm Trainee 25 hours Monday to Friday between 8am and 5pm	Cyrenians	£8.45 ph	Community Job Scotland vacancy is open to people aged 16-29. (See criteria p.2) The role as farm trainee will focus particularly on the horticultural tasks required to help us achieve our ambitious financial targets: - mowing, strimming and weed management - seed sowing - planting - crop maintenance - harvesting - crop processing - packing of produce. Often the pace of work, type of work and activities are dictated by the weather so tasks will be allocated on a daily basis. Training will be provided for all tasks. The farm also has a residential care community on site. At times this role will involve working with the residents and volunteers of our community on farm tasks. must have experience of or be willing to learn organic farming and gardening techniques - must be able to demonstrate respect, compassion, tolerance and understanding when working with the Cyrenians. - must be punctual PVG will be required before starting	Contact SDS to make a referral. 01506 434249. If you are claiming benefits this referral must be made by the job centre
Moderen Apprentice: IT systems Data Centre Support	Atos	£13000pa	As a Datacentre Support Apprentice, you will: <ul style="list-style-type: none"> - Work in a technical environment, supporting IT systems for high- profile customers - Develop the technical skills to monitor, operate and support our Data Centre IT systems and infrastructure - Manage issues through the full lifecycle, from logging and investigating faults, to hands-on work to rectify any issues - Manage direct requests from customers and support internal projects to undertake enhancements to systems and processes 	To apply visit: www.apprenticeships.scot Closing date: 9 th August

			<p>Qualifications you'll achieve as part of your IT Systems and Networking apprenticeship:</p> <ul style="list-style-type: none"> .Advanced Apprenticeship Infrastructure Technician Level 3 .MTA Networking Fundamentals .MTA Mobility and Devices Fundamentals .MTA Cloud Fundamentals <p>Your choice of a Microsoft MOC on-demand course</p> <p>What qualification or qualities are required?</p> <p>Qualities/requirements:</p> <ul style="list-style-type: none"> • We're most interested in people who are: • Enthusiastic about working in the IT sector • Good written and verbal communication skills • Great team players • Committed to solving problems • Have good attention to detail • Open to new ideas and keen to learn • Not afraid to ask questions • Ready to rise to new challenges <p>.Qualifications required: 5 GCSE's grades A-C / Scottish Nationals, including Maths & English</p>	
Modern Apprentice- IT Systems, Technical Support	Atos	£13000pa	<p>Qualities/requirements:</p> <ul style="list-style-type: none"> • Enthusiastic about working in the IT sector • Good written and verbal communication skills • Great team players • Committed to solving problems • Have good attention to detail • Open to new ideas and keen to learn • Not afraid to ask questions • Ready to rise to new challenges <p>--Qualifications required: 5 GCSE's grades A-C / Scottish Nationals, including Maths & English</p> <p>Responsibilities:</p> <p>As a Technical Support Apprentice, you will:</p> <ul style="list-style-type: none"> • Be part of a dedicated team of professional support analysts • Provide first line technical support to key clients • Develop a range of technical skills, which 	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 9th August</p>

			<p>you'll learn to apply together with business knowledge to solve technical problems for end users and create simple, effective solutions</p> <ul style="list-style-type: none"> • Use effective communication skills to provide an efficient service to clients • Learn to adapt to a range of challenges in this busy team <p>Qualifications you'll achieve as part of your IT Systems and Networking apprenticeship: Advanced Apprenticeship Infrastructure Technician Level 3 MTA Networking Fundamentals MTA Mobility and Devices Fundamentals MTA Cloud Fundamentals Your choice of a Microsoft MOC on-demand course</p>	
PROJECT TRAINEE HIGHER APPRENTICE	Lloyds Banking Group, Edinburgh	£17703pa	<p>To do well in this job, you'll need to be conscientious and organised, able to prioritise and manage your workload, committed to studying outside of work and learning independently. You'll also need to have good attention to detail and be proactive, with an optimistic outlook, prepared to go the extra mile to achieve results. Strong communication skills and experience in team working will be of paramount importance, with evidence of an ability to build good working relationships.</p> <p>You'll be passionate about working for Lloyds Banking Group and will work hard to support our brand reputation, with a strong desire to succeed in your career. You'll push yourself beyond your comfort zone and have a keen eye for making the complex simple, while looking for improvement opportunities.</p> <p>In order to apply for this vacancy, you will require the following:</p> <ul style="list-style-type: none"> • Minimum of C grade in English, Maths and Science (double or separate) at GCSE or equivalent. • 96 UCAS points at A Level or equivalent if awarded in 2017 (predicted grades are acceptable) or 240 UCAS points at A Level or equivalent if awarded prior to 2017 <p>What you'll gain:</p>	<p>https://careers.lloydsbankinggroup.com/Candidate/VacancyInformation.aspx?VacancyId=153199&source=Indeed</p> <p>Closing date: 16th July</p>

			<p>As well as a wealth of experience working on projects in a large, well-known organisation, you'll gain an Association for Project Management (APM) qualification. This is a nationally recognised qualification, evidencing both knowledge and experience in project management. You'll also build up a network of contacts in your division and a greater understanding of the opportunities available across Lloyds Banking Group.</p> <p>Succeed here and you can look forward to taking the next step up the career ladder or broadening your experience through roles in our Group Change family.</p>	
Healthcare Pharmacy Advisor Colleague Apprenticeship Programme	Boots, Whitburn		<p>What you'll need to have.</p> <p>We're offering you an exciting career opportunity and a chance to continue your professional journey. You will need to be prepared to work towards an NVQ Level 2 in Pharmacy Services to join us.</p> <p>You will have (or be on track to achieve) GCSE's in Maths and English Language at C or above, and you will need to provide evidence of this at your interview. You will also need to be 16 – 24 years old when you join us in September 2016. But it isn't just about experience or knowledge, we're looking for people with a genuine passion for customer care, and who will be ambassadors for healthcare in our stores. You will have the ability to build strong relationships with patients and your team, and will be able to understand individual customer needs and tailor your support and advice appropriately.</p> <p>We're looking for people with friendly personalities; it's all about working together as one team and this is a fantastic opportunity to add to your own development and confidence, and a chance to learn more about us as a business. This could be the start of a great career with us and remember - we're interested in seeing the real you and what you can achieve.</p>	<p>https://krb-sjobs.brassring.com/TGWEBHost/jobdetails.aspx?jobId=1058512&partnerid=30042&siteid=5807</p>

<p>Coffe Barista</p> <p>As a Full Time Barista, you'll work anything from 25 - 35 hours per week, so flexibility is key. You'll also need to work extra hours to cover others at times,</p>	Starbucks	£7.50ph	<p>We're looking for warm, positive people who genuinely enjoy working with others, enjoy working in a fun, demanding and fast-paced environment.</p> <p>You need no prior experience to do well in this role. But you do need to:</p> <ul style="list-style-type: none"> * Have a great attitude * Exude energy * Enjoy customer interaction * Speak good English * Enjoy making a difference to someone's day * Be*flexible*with your working hours 	https://www.indeed.co.uk/cmp/Starbucks-Livingston-DT/jobs/Coffee-Barista-1148b93104e91d6b
<p>Summer Sales Assistant</p>	Smiggle		<p>Our Smiggle Livingston store has a fantastic opportunity for a passionate salesperson to join the team and create an experience for our fans (customers & team members) that is personal, exciting, creative and unique!</p> <p>You'll need to have good availability to work across our peak trade periods from mid July through to early January to help us with our super busy Back to School and Christmas!!</p> <p>We offer a fun, supportive environment, as well as training & development with opportunities to advance your retail career.</p> <p>You'll also enjoy staff discounts on your favourite Smiggle stationery as well as being the first to see & play with new products!</p>	<p>http://careers.smiggle.com/smiggle/en/job/639220/summer-sales-assistants-the-centre-livingston</p> <p>Closing date:16th July</p>
<p>Team Member</p>	Spudulike		<p>We are seeking ambitious team members who are keen to develop and progress. First class training with genuine career opportunities, sociable working hours and free meals on duty.</p>	<p>Please send CV to livingston.mgr@spudulike.com</p>
<p>Sales Assistant</p> <p>5 Days over 7, hours TBC</p>	Gift Company		<p>Main duties of the job include – Serving customers, cash handling, stock replenishment, general up-keep of store and up selling/sales skills.</p>	<p>Please hand CV and covering letter into store for the attention of M. Wells</p> <p>Closing date: 27/6/17</p>
<p>Sales Assistant</p> <p>Days/Hours Required:</p> <p>Minimum 16 hours</p>	Shakebar	NMW	<p>Looking for a candidate who is able to communicate with the public and make milkshakes, smoothies & take away food. Will also be required to use blender and coffee machine.</p>	<p>Please hand CV and covering letter into store</p>
<p>Golf Assistant</p> <p>8 hours per week</p>	Paradise Island		<p>Looking for a candidate who is able to offer first class customer service – task will include cash handling, cleaning. Candidate should be</p>	<p>Please email CV and covering to manager- livingston@paradiseislandgolf.com</p>

			fully flexible as late night and weekend working will be required.	
Cast Member	Disney Store		<p>Passion for interacting with Guests of all ages</p> <p>Attention to detail and ability to prioritise Guests and tasks</p> <p>Good communication Skills</p> <p>Professional Appearance</p>	<p>To apply please go online and search for Livingston at https://jobs.disneycareers.com</p>
Trainee Womens Support Worker 26 Hours	Dedridge	£5.60 - £7.50 per hr dependent on age	<p>Community Job Scotland vacancy is open to people aged 16-29. (See criteria p.2)</p> <p>To provide an effective telephone response to women experiencing domestic abuse (and to refer on to other agencies as appropriate) To complete the assessment process with women who may wish to come into safe refuge accommodation To complete the admission process and all associated paperwork for families or individual women to the refuge in conjunction with another support worker or the Manager To assist in compiling the relevant paperwork for women using our services To support women to familiarise themselves with the local area/local resources To participate in supporting activities for families and their evaluation To support the general upkeep of the refuge (report and facilitate contractors to complete repairs) Any other duties that the employer may reasonably require</p> <p>Person Specification</p> <p>Good interpersonal skills Ability to work as part of a team and within a line management structure An understanding of the importance of confidentiality Some experience of working with vulnerable adults (either as a volunteer or paid employee) An understanding of Domestic Abuse Basic IT skills Good literacy and numeracy skills A willingness to undertake all necessary training as part of</p>	<p>Contact SDS to make a referral. 01506 434249.</p> <p>If you are claiming benefits this referral must be made by the job centre</p>

			<p>the role Ability to work independently as required</p> <p>Additional information Please note Vacancy is open to Women only (Genuine Occupational Requirement under Schedule 9 (part 1) of the Equality Act 2010 applies)</p>	
<p>Kitchen Assistant 25 hours per week</p>	The Larder	£5.60 - £7.50 per hr dependent on age	<p>Community Job Scotland vacancy is open to people aged 16-29. (See criteria p.2)</p> <p>The main skills that we are looking for are organisational abilities , good interpersonal skills and the ability to work co-operatively as part of a small team and independently. Good IT skills are an advantage. We require initiative, flexibility and ability to connect with people from all walks of life. Experience of working in hospitality is desirable</p> <p>This is an exciting post for someone who is looking for a varied job and enjoys working with people. The Larder is a growing social enterprise with many new projects , providing variety and challenges for the right person.</p> <p>TASKS General Administration Organisation of stock cupboard and equipment store. Preparing all equipment for classes/events Set up of work station for classes/ events Support to adults and children who are attending classes/events Clear away and clean after classes/events Assist with the evaluation of classes/events Assist with production of general reports Distribution of publicity materials for The Larder General cleaning duties all other duties as required.</p>	<p>Contact SDS to make a referral. 01506 434249.</p> <p>If you are claiming benefits this referral must be made by the job centre</p>
<p>Team Member</p> <p>Hours of Work: Flexi, 16-30hrs per week, Mon-Sun</p>	Krispy Kreme	Exceeds Minimum Wage		<p>How to apply: Go online to www.krispykreme.co.uk or hand C.V instore.</p>
<p>Part Time Sales Associate</p>	Footlocker		<p>You love to talk about athletic sneakers and apparel as much as you love to collect them. You always scope out the latest styles, and enjoy sharing your enthusiasm with Customers. It's easy for you to start up</p>	<p>you would like to apply, please go online to https://www.sneakerjobs.com/job/livingston/sales-associate</p>

			natural, friendly conversations, adapt to different types of Customers, and resolve issues with a smile. You like to work as part of a team as you improve your individual skills on the sales floor. Your success in this role will be measured through personal and productivity goals plus your ability to provide a great in-store experience to every Customer.	
Sales Advisor Hours : 8hr sales advisor	Miss Selfridge within Debenhams	TBC	Do you have a passion for fashion? A new opportunity has opened up for our Miss Selfridge store based within Debenhams:	Please hand your CV into a member of the Miss Selfridge team within Debenhams for the attention of Anne-Marie Gilchrist.
Sales Assistant Various contracts available- Full and Part Time available	Barbour	Competitive	We are looking for confident and reliable individuals to positively contribute to the turnover of the Barbour Livingston store. You will be required to exceed sales/profitability targets through maintaining operational and merchandising excellence, delivering outstanding customer service and representing the Barbour brand in a positive and professional manner at all times. Please note this is a new Pop-Up store and vacancies are offered on a temporary basis for 12 months.	Applications for this role should be made by submission of a full CV to recruitment@barbour.com . Please clearly state on your application which role you are applying for and whether you are available on a full or part time basis.
Front of House Staff	Hot Flame	NMW	Provide excellent customer service, previous waiting /bar experience preferable however not essential.	Hand CV and covering letter in to restaurant or email mindi_binning@hotmail.com
Trainee Quantity surveyor Programme	Thomson Bethune, Edinburgh		Offers school leavers permanent employment whilst they obtain their QS qualifications at either Edinburgh Napier University or Glasgow Caledonian University, our Higher Education partners. The benefits of this programme are that students would be paid during their University studies and given relevant, practical experience (on and off-site) in the working environment. They will work alongside other trainees of a similar age and will be involved in some very prestigious large scale new build and refurbishment projects across Scotland. Details of our projects and the range of clients	For any students who are interested in joining our traineeship programme, please ask them to submit their application and CV to careers@thomsonbethune.co.uk . If you require more information about our Trainee Programme, please speak to Iain Marwick, Director on 0141 221 7365.

			<p>we work with can be found on our website - www.thomsonbethune.co.uk.</p> <p>The successful applicant will be offered a job in our Edinburgh office and will attend University in line with the curriculum. They will also be entitled to our company pension scheme and other company benefits.</p> <p>On completion of their Quantity Surveying degree, we will support them towards their Professional Examination to become a Chartered Quantity Surveyor.</p>	
<p>Modern Apprenticeships: New House Build Roof Tiling. External Render Apprentice.</p>	<p>GMG Contractors, West Lothian</p>	<p>Unkown</p>	<p>Influencing apprenticeship and trade skills certification and accreditation through external activities is a high priority at GMG. GMG work with the Construction Industry Training Board and National Federation of Roofing Contractors to develop SVQ modules and National Occupational Standards, including piloting a Modern Apprenticeship SVQ Level 2 in conjunction with South Lanarkshire College. GMG is active in developing relevant and trade specific training and accreditation (such as in roof tiling and external render) this aligns with the operational requirements of the business- thus, they have promoted seasonal/demand-aligned college attendance and greater emphasis on on-site assessment.</p> <p>Creating the right environment for early and continuing skills formation underpins the company's recent commitment to construct an on-site training centre to support apprentices' training and skills accreditation, house on-going trade training activities and provide a space for enhancing communications and dialogue.</p> <p>GMG apprentices receive many additional benefits, some of which include: Age-related apprenticeship rate. An interest free £1000 loan to learn to drive which is written off after 3 years' service. Direct 1 to 1 assistance with operatives with Learning Difficulties. Their first set of tools. Work wear including t-shirts, hoodies, beanie</p>	<p>For more information and to apply visit: http://gmgcontractors.com/trainin-g-careers/</p>

			hats, under armour.	
Modern Apprenticeship-Childcare	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 good communication skills.</p>	To apply visit: www.carouseltraining.co.uk
Apprentice Technician - Audi	Edinburgh	£6720pa	<p>If you are looking to start a career with a business that is fully focused on your development with the highest standard of training then joining Lookers Audi division could be just the right move for you. The Audi (VW) Modern Apprenticeship Programme is one of the most comprehensive and sought after in the UK motor industry.</p> <p>We are looking for extraordinary people to join the Audi team on the Apprenticeship Programme. Have you got what it takes to be part of a team that is innovative, spirited, dedicated to premium customer service and a leader in quality? If the answer is yes, and you have as a minimum GCSEs grade A – C in English, Maths and a Science related topic</p>	https://www.indeed.co.uk/cmp/Lomond-Audi/jobs/Apprentice-Technician-0e7aa1ffc06c68ed?q=apprenticeship

			<p>then we want to hear from you.</p> <p>If your application is successful, you will be taken through a full apprenticeship scheme develop a career as an Apprentice Service Technician. You will learn how to maintain and service motor vehicles to Audi standards as well as delivering unbeatable service to every customer, every time</p> <p>You will need to have a good technical understanding and keen interest in how motor vehicles work plus a willingness to keep technical knowledge updated. You must be committed, eager to learn and willing to take on new responsibilities as the role evolves. You will have a positive, friendly and professional manner, be upbeat, enthusiastic and diligent in your approach to your work and our customers.</p>	
Temporary Mail Sorters	Livingston	£7.50ph	<p>This position would be ideally suited to candidates with experience working in a busy and exceptionally fast paced warehouse environment.</p> <p>In order to be successful as the Mail Sorter you will have:</p> <ul style="list-style-type: none"> • Exceptional attention to detail • The ability to work efficiently in a fast paced environment • Excellent communication skills • A hardworking and motivated approach to work 	http://www.aplitrak.com/?adid=S2F0ZS5DYXJsYXcuMTI4MDYuNDcwNOBwcmItZXRpbWUuYXBsaXRyYWsuY29t
Kitchen Team Member Full Time and Part time positions available	Pizza Hut		<p>Must be friendly, hardworking, enjoy working as part of a team and able to interact well with the public. Main duties include cash handling, meeting and exceeding customer needs. Main duties for the kitchen chefs are pot wash, preparation and presenting food. Full training will be provided.</p>	Please apply online at www.careersatpizzahutrestaurants.co.uk
Store Assistant	Aldi	£8.40-£10.00ph	<p>It's a really fast paced environment, for a start. And everyone here understands exactly what needs to happen to make their store a success – and gets on with doing it. But the team is fairly small, so if you're not contributing it will soon show. The time will fly by as you undertake</p>	https://aldi.vacancy-filler.co.uk/Candidate/AdvertDetails/ykAbpq3CwbsRn67azaI8Sp2Ia62vBGF1IIyLjuODDQg?_storeid=oEe6xfYPeDxnHRbKXUlc6qLfrQUo6_6AsffPIviRnpw

			everything from checking off deliveries to dealing with enquiries or ensuring that the shelves are fully stocked with attractive, well presented products. And, of course, you'll provide excellent customer service at all times by attending to customer needs in a prompt and friendly way.	advertised on www.indeed.co.uk
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Modern Apprenticeships Websites

Apprenticeship Career Area	Company	Website
General	MAPPIT Skills Development Scotland SQA	www.apprenticeships.scot www.mappit.org.uk www.skillsdevelopmentscotland.co.uk www.sqa.org.uk/sqa/606.html www.apprenticeshipsinscotland.org.uk
Business Administration	Remit Rewards Training DGM QA	www.Remit.co.uk www.rewards-trc.co.uk www.dgmtraining.co.uk www.qa.com
Childcare	Carousel Training	www.carouseltraining.com
Construction	Balfour Beatty Construction Skills	www.balfourbeatty.co.uk www.bconstructive.co.uk
Electrical	Balfour Beatty SECTT Scottish Power	www.balfourbeatty.co.uk www.sectt.org.uk www.scottishpower.com/WhyScottishPower.htm
Engineering	Balfour Beatty BEST Engineering BP British Gas Engineering Construction Industry Training Board Scottish Power EDETA Training Services	www.balfourbeatty.co.uk www.best-ltd.co.uk www.bp.com/careers www.britishgasacademy.co.uk www.ecitb.org.uk www.scottishpower.com www.edeta.org.uk

Apprenticeship Career Area	Company	Website
Hospitality & Catering	Improve Food & Drink Sector Skills Council VT Training Meat & Poultry Processing	www.improveltd.co.uk www.vttraining.co.uk www.meattraining.net
Information Technology	British telecom QA	www.btplc.com/careercentre www.qa.com
Motor Vehicle	Glasgow Training Group Kwik Fit VT Training LAGTA Remit	www.gtg.co.uk www.kwik-fit.com/hr-recruitment.asp www.vttraining.co.uk www.lagta.co.uk www.remit.co.uk
Oil & Gas	OPITO	www.opito.com
Plumbing	Balfour Beatty Scottish & N. Ireland Plumbing Employers Federation	www.balfourbeatty.co.uk www.snipef.org
Railway	Network rail	www.everydaybrilliance.com
Shipping	The Clyde Group	www.clydemarine.com
Travel	Intraining Barrhead Travel	www.intraining.co.uk www.barrheadtravel.co.uk/jobs

Other Training / Learning Opportunities

Course Information	Training Provider	Recruitment Information	Booking Summary
<p>Venture Trust – Inspiring Young Futures This is a personal development programme for people aged 16 – 19 who are not in work, education or full-time training. The programme helps participants grow in confidence and motivation, develop new skills and talents and identify and achieve their own personal goals. 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>	Venture Trust	Continuous throughout the year	For more information contact Dan Neill on 07891 726475 or Dan@venturetrust.org.uk or Sean Humphreys on 07817 918755 or Sean@venturetrust.org.uk
<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		For more information, or to refer call Alex on 07788273345 or email ALEX@COMMUNITYENTERPRISE.CO.UK
<p>The Future Horizons Programme 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: https://www.ctp.org.uk/</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>Employing a Veteran: 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.</p>			

Course Information	Training Provider	Recruitment Information	Booking Summary
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>YOUTH INCLUSION PROJECT</p> <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 & accessing and gaining recognised qualifications</p>	Youth Inclusion Project		<p>SDS Staff to email referral form to youthinclusionprojectreferrals@westlothian.gov.uk</p>
<p>Skills Training Programme 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: Miriam.georgeson@westlothian.gov.uk</p> <p> 2016 Activity Agreement - Referral</p>
<p>Activity Agreements</p> <p>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>Referral should be emailed to wendy.stuart@westlothian.gov.uk</p>
<p>The Community Learning and Development Service in West Lothian is part of Education and Cultural Services</p>			

Course Information	Training Provider	Recruitment Information	Booking Summary
<p>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>IMPROVING YOUR READING, WRITING AND NUMBERS</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>ABE</p>		<p>Contact: 0800 731 1831 to set up a personal appointment to talk about your needs.</p>
<p>B4 and On2 Work Aged 16 – 24 with a physical disability?</p> <p>Do you have worries or concerns about applying for jobs and attending interviews? Confidence Building, Interview Skills, Job search Support, Sign Post to all Employment Providers, Benefits Advice, Work Placements, Individual Pathway Designed and Supported.</p>	<p>Ability Centre, Carmondean</p>	<p>The course will be repeated after 6 weeks please contact for next start date.</p>	<p>For more information please contact Angela Knox at the Ability Centre: (01506) 774066 or email: Lorna.hutson@westlothian.gov.uk</p>
<p>Individual Learning Accounts £200</p> <p>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</p>	<p>To search for learning opportunities & providers</p>	<p>http://www.myworldofwork.co.uk/section/funding</p>	<p>Apply online at: www.myworldofwork.co.uk</p> <p>If you want to open an account or renew an expired account:</p> <ul style="list-style-type: none"> • 29 April 2017: Last day to request a renewal form through the SDS helpline

Course Information	Training Provider	Recruitment Information	Booking Summary
<p>to do one course in any learner year and courses will be geared toward helping you with getting a job or progressing in your career.</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"> • 30 April 2017: Last day to request an application form on My World of Work • Mid May 2017: Application and renewal forms need to be returned by mid May so that they can be processed by 31 May • 31 May 2017: Last day that an account will be opened or renewed <p>If you want to book a course under the existing ILA scheme:</p> <ul style="list-style-type: none"> • 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.
<p>Graduate Careers / Post Graduate Study</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>http://www.prospects.ac.uk/cms/ShowPage/Home_page/p!eLaXi</p>	

Volunteering Opportunities

Volunteering Description	How to Apply
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<p>PROJECT SCOTLAND</p> <p>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. www.projectsotland.co.uk</p>	
<p>Local Opportunities visit: www.voluntarysectorgateway.org + www.volunteeredinburgh.org.uk</p> <p>Opportunities abroad: www.xchangescotland.org</p>	

Advice

Advice Workshop	Training Provider	When	Booking Summary
<p>Capability Scotland Advice & Support Service, West Lothian</p>	<p>Ability Centre, Carmondean Centre Road, Livingston</p>	<p>Mon-Thurs 9.00am-4pm Friday 9.00am-12pm</p>	<p>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.</p>
<p>Advice Shop at Carmondean Connected</p>	<p>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.</p> <p>Carmondean Connected has integrated the Library Service with the Council's Customer</p>	<p>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)</p>	<p>Access 2Employment 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.</p>

Advice Workshop	Training Provider	When	Booking Summary
	Information Service and can answer queries regarding benefit advice, bin calendars, Blue Badges, bulky uplifts, concessionary travel, council tax, housing applications etc, as well as providing a comprehensive library service.		Service available on Monday: Morning: appointment only - 9.30am, 10.30am, 11.30am Afternoon: drop-in session - 1.00pm - 4.00pm
<p>DISABILITY WEST LOTHIAN</p> <p>Promoting equality & 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>			Office: (01506) 774030. Textphone: (01506) 774044. Mobile Text: 07742232978
<p>CITIZENS ADVICE BUREAU (CAB)</p> <p>Almondbank Centre, Shiel Walk, Craigshill, Livingston</p> <p>Outreach sessions are also held at centres: Armadale, Blackburn, Blackridge, Dedridge, Fauldhouse, West Calder & Whitburn.</p>	Phone the advice line number 01506 432977 or email for advice at: enquiries@cabwestlothian.org.uk	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	Advice line – (01506) 432977 Admin Line – (01506) 436132 Appointments Line (01506) 431061 Outreach Office 01506 444814
<p>CHILL OUT ZONE (COZ) Aged 18-20, 7 Gardeners Lane, Bathgate</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.		If you would like to chat with someone or to visit telephone (01506) 652436

Advice Workshop	Training Provider	When	Booking Summary
	Age 12-20		

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