



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: 08/02/2018

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 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.thecentrelivingston.com> 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 (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>Ford Light Vehicle Technician Apprenticeship Full Time</p>	<p>Livingston</p>		<p>An exciting opportunity for an apprentice to work alongside qualified technicians where you will be fully trained in all aspects of maintenance and repair of light vehicles from routine servicing to electrical fault diagnostics.</p> <p>Vacancy Full Description</p> <p>An exciting opportunity for the Apprentices to be trained using the latest diagnostic equipment to provide them with the relevant skills to react to the ever changing technological developments within the car industry. Day to day tasks will always vary but will normally include:</p> <ul style="list-style-type: none"> • Servicing • MOT's • Vehicle Maintenance • Observing and assisting senior technicians <p>Car technicians will be expected to see</p>	<p>https://www.indeed.co.uk/cmp/Skillnet/jobs/Ford-Light-Vehicle-Technician-Apprenticeship-41d3151fcf03042e?q=apprenticeship</p> <p>on indeed.co.uk</p>

			<p>whether components and systems are secure and working properly.</p> <p>The Car Technicians jobs fall into three categories;</p> <p>Servicing – working to manufacturer servicing guidelines to ensure vehicle running at optimum performance.</p> <p>Maintenance – replacing parts that have wear and tear before they fail.</p> <p>Repair – diagnosing the reason for vehicle failure and fixing the problem.</p> <p>Skills Required - Full training will be provided, no skills required</p> <p>Personal Qualities – A keen interest in vehicles, the learner must be hard working and motivated with an interest to learn new skills, with excellent communication skills both verbal and written.</p> <p>Qualifications Required – Minimum of 3 GCSE’s or equivalent - A-C in English and Maths required.</p> <p>Reality Check</p> <p>Whilst attending one of the Ford approved colleges four times a year for a two week period, travel and accommodation will be paid for.</p>	
REPROGRAPHICS TECHNICIAN APPRENTICE	DLA Piper, Edinburgh		<p>We are recruiting a Reprographics Technician to work within our Edinburgh office. This role offers a great development opportunity to begin your career within DLA Piper whilst also studying towards a formal qualification as part of an Apprenticeship programme. You will learn the skills, knowledge and attributes to work flexibly and autonomously within our fast moving and changing environment.</p> <p>MAIN DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Providing support to Document Production by undertaking scanning requests, specialist printing and creation of basic documents 	<p>https://dlapiper.taleo.net/careersection/ex/jobdetail.ft!?job=1800000Y&tz=GMT-06:00&source=indeed</p> <p>on indeed.co.uk</p>

			<ul style="list-style-type: none"> • Scanning, printing, copying and folding of documents including large format plans • Finishing and binding documents to "house style" • Creating and printing file covers from the set templates • Ensuring urgent documents are completed and sent back to Fee Earners <p>SKILLS AND ATTRIBUTES</p> <ul style="list-style-type: none"> • Experience of using Microsoft packages including Word and Excel • Have a willingness to learn • Enthusiastic • Motivated • Uses initiative <p>We strive to be the leading global business law firm by delivering quality, service excellence and value to our clients and offering practical and innovative legal solutions to help them succeed. Our clients range from multinational, Global 1000, and Fortune 500 enterprises to emerging companies developing industry-leading technologies, as well as government and public sector bodies.</p>	
MECHANICAL FITTER APPRENTICE	Babcock, Rosyth Docks		<p>As a Mechanical Fitter apprentice you will be trained to use a variety of hand skills and equipment to undertake a range of mechanical fitting operations relating to internal and customer projects within Rosyth Business Park.</p> <p>This entails the build and repair of major and minor mechanical equipment.</p> <p>Qualifications & Requirements</p> <p>Babcock is looking for exceptional Apprentices with Nat 5 in Mathematics, English and a Science or technical subject is preferable. (Or expected to successfully</p>	https://jobs.babcockinternational.com/Babcock/job/Rosyth-Mechanical-Fitter-Apprentice-Fife-KY11-2YD/455636701/?locale=en_GB

			<p>complete this year) Personal Qualities: An enthusiastic and professional attitude. We are also looking for a positive commitment to learning new skills throughout the programme. We have a significant number of apprentices who have a structured programme with continual support available to them throughout the apprenticeship programme. The apprentice will complete knowledge and understanding logs along with hands on technical experience in the work place.</p>	
<p>CUSTOMER SERVICE ASSISTANT APPRENTICE - EDINBURGH -</p>	<p>Bank of Scotland, Edinburgh</p>	<p>£15,462 - £17,180</p>	<p>As a Customer Service Adviser in one of our branches you will be empathetic with your customers, taking time to get to know them, so that you can proactively and consistently deliver an excellent Customer experience. Using your communication skills you will take time to resolve queries, giving your customer reassurance through the service you provide, so they can make better decisions in life. Whether you're greeting customers at the welcome desk, serving them at the counter or working in any other area of the branch, you'll make the most of your talent – dealing with people through your extraordinary service. You will be enthusiastic with a record of delivering great service, and be a team player working in partnership with branch colleagues to ensure your customer's needs are met. Your customers visit a variety of our branches and don't stop at the weekends. To ensure we are there for your customers we'll require your flexibility; working in a number of branches in the local area whilst being available to work every Saturday. This is an exciting opportunity, enabling you to become part of a bigger team whilst engaging with your customers. Working across a number of branches will enable you to develop new</p>	<p>https://careers.lloydsbankinggroup.com/Candidate/VacancyInformation.aspx?VacancyId=165100&source=Indeed</p> <p>Closing date: 13th February</p>

			<p>relationships and build a network to support your future career. As a committed, dedicated member of our team you'll work across a variety of hours on a 4 week rota basis, Monday to Friday 8am – 6pm, and Saturday 8am – 5pm. If you like the sound of this job we'd love to hear from you and will do our best to facilitate working hours suitable to both you and the business, through our agile working arrangements. We are totally committed to investing in you. Right from the start, we'll give you excellent training and all the support you need so you don't need previous experience of finance or banking. If you are eligible, you'll get the opportunity to gain an industry qualification, working towards an Intermediate Apprenticeship in Providing Financial Services.</p>	
Electrical Fitter Apprentice	Babcock, Rosyth Docks		<p>Babcock is looking for exceptional Apprentices with a Nat 5 in Mathematics, English and a Science or technical subject is preferable (Or expected to successfully complete this year). Personal Qualities: An enthusiastic and professional attitude. We are also looking for a positive commitment to learning new skills throughout the programme. We have a significant number of apprentices who have a structured programme with continual support available to them throughout the apprenticeship programme. The apprentice will complete knowledge and understanding logs along with hands on technical experience in the work place.</p>	<p>https://jobs.babcockinternational.com/Babcock/job/Rosyth-Electrical-Fitter-Apprentice-Fife-KY11-2YD/455636201/?locale=en_GB</p> <p>on indeed.co.uk</p>
Commercial Modern Apprentice Trainee Full Time	Electric Center - Livingston		<p>A Commercial Trainee Apprenticeship is a 2/3 year Modern Apprenticeship which results in a SVQ in Electrical Wholesaling, which includes business administration, customer service, distribution warehousing and storage eventually leading to a telesales position.</p>	<p>https://www.indeed.co.uk/cmp/Electric-Center/jobs/Commercial-Modern-Apprentice-Trainee-b324eb22412c74a3?q=apprentice</p>

			If you are aged between 17-21, have a good education background, a driving licence, ambition, a team player and wish to apply for the Modern Apprenticeship we want to hear from you.	ship on indeed.co.uk
Scottish Government - Security & Business Continuity Business Assistant	Scottish Government, St Andrews House, Edinburgh	£17642pa	<p>The post holder will work in St Andrew's House, Edinburgh, within the Programme Management branch of Security and Business Continuity Division and will also provide PA cover for the Director Communications, Ministerial Support and Facilities one day a week (plus holiday cover). There is good scope for this role to grow in the future and to allow the successful candidate to gain experience in working across two fast paced teams undertaking a wide range of tasks.</p> <p>What might a typical day in this job look like?</p> <p>Main Duties:</p> <p>Security and Business Continuity</p> <ul style="list-style-type: none"> • Supporting the Deputy Director with diary administration, calendar requests and collating papers for meetings. • Working flexibly to support wider administrative duties and tasks during busy periods, e.g when colleagues are on leave, or in other times of pressure as and when required. • Coordinate and maintain the Everbridge (Response Level Change) contact list. • Organise meetings and events. • Organisation of and minute taking responsibilities for Security and Business Continuity Board meetings. • Project support and administration duties • EASEBUY - using the payment system to process orders and invoices for Security and Business Continuity. <p>Communications, Ministerial Support & Facilities</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 21st February</p>

			<ul style="list-style-type: none"> •Personal Assistant – providing cover for the Director’s PA each Friday, during annual leave or sickness absence; monitoring email, calendar requests and collating papers for meetings •Freedom of Information – using the tracker system to monitor enquiries and produce the weekly report identifying cases being handled by our Directorate •Payment Performance – using the SEAS system to monitor invoices processed by the Finance teams to identify the payment timetable •Staff in post monitoring – using an Excel pivot table to check that our headcount and costs match the staffing information in the Bud 1 Finance spreadsheet •EASEbuy – using the payment system to process the occasional order and invoice <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. Training will be provided on the use of relevant Scottish Government systems and procedures. 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>	
IT 1st line support and Network Technician Modern Apprentice	Edinburgh City Centre	£8000-£13000	A fantastic opportunity has arisen with an Network hosting company within Edinburgh City Centre. You'll be joining a small and friendly team with a great deal of knowledge between them that you'll be able to learn and	To apply visit: www.apprenticeships.scot

		<p>grow from. This is a great opportunity for someone looking to start a career in IT and doesn't quite know what area to specialise in We will be interviewing soon, so don't delay on applying! Day to day support and maintenance of customer networks and equipment; Monitoring and reporting system availability and incidents; Supporting clients in use, expansion and development of IT services; Proactively escalate issues and concerns that may impact IT or the business; Provide support to IT and/or business critical projects; Provide support to IT and/or business process improvements installation and set up of equipment for new clients Working with backend systems and IP addresses Carry out administrative duties within relative departments</p> <p>What will I learn? You will be coached by your line manager and mentor. During your apprenticeship, you will be supported to identify which areas of the business you would like to focus your long term career in. They will invest time and money for you to get the best career opportunity and education possible. Candidates will be required to learn the technical aspects of the business as well as the supporting administration functions. In addition they will work towards achieving a Diploma in ICT and Telecommunications Professional.</p> <p>What qualification or qualities are required? Enthusiastic about working in the IT sector Good IT knowledge</p>	<p>Closing date:16th February</p>
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			<p>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>	
Business Admin Modern Apprentice	Livingston	£11017pa	<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 enquiries.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • General office administration including filing and reporting • Service Desk Enquiries • Switchboard operations • Data Input • Take ownership of own work and any projects you run <p>What will I learn?</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</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date:3rd April</p>

			<p>content creation to deliver a 'high tech, high touch' approach to blended learning for apprentices.</p> <p>What qualification or qualities are required?</p> <p>Required Skills:</p> <ul style="list-style-type: none"> • Confident • Ambitious • Responsible • Driven • Organized <p>Interested candidates should be confident on the phone, ambitious and keen to develop a career.</p> <p>Qualifications</p> <p>You must have at least 5 National 5 grades, both qualifications must include Maths and English.</p>	
<p>Business & Administration Modern Apprentice</p>	Livingston	£12000pa	<p>An automotive supplier based in Livingston are now looking to recruit a business and administration modern apprentice. All applicants should have a keen interest in working within a busy office environment doing administration tasks.</p> <p>What might a typical day in this job look like?</p> <p>The candidate will be responsible for raising sales orders, goods despatch and stock movement documentation as well as dealing with customers on the telephone and in person. Additionally the candidate will assist with filing and certain aspects of goods inward and accounts processing.</p> <p>The candidate will work closely with accounts, purchase processing, goods inwards and sales department staff. The candidate will gain a great grounding in office administration and be able to progress in a more specialist manner as suits their development.</p> <p>You will be rewarded with your SVQ level 3 in</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 28th february</p>

			<p>business and administration. The candidate should be reliable with numbers and have a strong attention for detail. Some knowledge of spreadsheets and word processing packages is desirable but not essential. Strong written and verbal communication skills are necessary. The position is suited to someone wanting a start in a busy sales office. An alert and cheerful personality will contribute to ready adoption by the hard working and fun loving Transcal office team. Training and further education would be supported if candidate is seeking advancement. Time off for training and development will be allowed. This will be the candidates first or second employment.</p>	
<p>Vehicle Parts Adviser Modern Apprentice Vacancy available in Grangemouth & Livingston</p>	<p>Arnold Clark, Grangemouth & West Lothian</p>	<p>£7500-£10000pa</p>	<p>As a Parts Modern Apprentice at Arnold Clark, you will get valuable experience within our busy parts departments, with the opportunity to put theory into practice in a fast-paced working environment. This role would suit someone who is self-motivated, willing to learn, enjoys working with others and delivering a high standard of customer service. A career progression plan can be put in place for those looking to develop the role further.</p> <p>What might a typical day in this job look like?</p> <p>Receiving and dispatching parts in a timely and professional manner, Dealing with enquiries, internal and external, either face-to-face or over the phone, Sourcing and pricing parts, Working with various online systems, Assisting with stock management, Liaising with other departments within the company and Working with a team in a busy environment.</p> <p>What will I learn?</p> <p>As well as receiving on-the-job training, you'll be trained at our in-house Parts Academy</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date:9th march</p>

			<p>and GTG Training and be regularly assessed as you work towards an SQA Level 3 Parts Distribution qualification. In return, you'll receive extensive training and a qualification which will help you to build a rewarding career in the automotive industry. You'll also receive one of the best employee benefits packages in the industry, including great staff retail discounts, life assurance, private healthcare and preferential rates on new and used cars.</p> <p>What qualification or qualities are required?</p> <p>You must have gained or be working towards National 4 or above in Maths, English and one other subject (or accredited equivalent), Good levels of literacy and numeracy, Strong communication skills, Willingness to learn and listen to instructions, Ability to build good relationships with your team and other departments, Ability to ask questions and learn quickly on the job and Willing to use your own initiative.</p>	
Light Vehicle Technician	Meadowpark Garage, Bathgate	£7200-£7500pa	<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>What might a typical day in this job look like?</p> <p>You will be based within the garage workshop and will be involved in learning all aspects of vehicle repair and maintenance, including vehicle servicing, MOT preparation, removal, replacement and overhaul of major</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 12th February</p>

			<p>components and electrical fault diagnostics.</p> <p>What will I learn? 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. You will train through GTG to SVQ Level 3 in Light Vehicle Maintenance & Repair.</p> <p>What qualification or qualities are required? You must have or expect to gain National 4 or above in English, Maths, and either a Science or a Craft subject. Standard Grades 1-4 and Intermediates will also be accepted. It is essential that you are literate, numerate, reliable and keen to learn.</p>	
Office Support Administrator Apprenticeship	Chiene +Tait, Edinburgh	£12500pa	<p>Chiene + Tait is an award-winning independent chartered accountancy firm. We have a 130-year history, four offices, 11 Partners and over 130 staff. We have a vacancy for an Office Support Trainee working as a Modern Apprentice to join our team. You will be working as part of our experienced Support team, including our office support assistants, receptionists and secretarial team providing operational services to our Edinburgh head office. As a Modern Apprentice, you will study towards a recognised National qualification in Business Administration. Working towards an apprenticeship in Business Administration, this level 3 qualification is aimed at learners who are wanting to start a career in administration with all training done on the job. This qualifications helps learners gain the skills and responsibilities for a range of administrative tasks. This qualification has a diverse range of</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 19th February</p>

			<p>optional units which allow a tailored qualification with the opportunity for progression.</p> <p>What qualification or qualities are required?</p> <p>We are looking for someone who is adaptable, who is willing to learn and who takes pride in their work. You will have:</p> <ul style="list-style-type: none"> • An ability to work in a responsible position within a professional office, ideally including some work/voluntary experience in a similar capacity • Good school/college grades in Business Studies / Administration or you will be qualified by experience • IT skills including Microsoft Office • Be an effective team worker who supports others and uses initiative • Organisation skills including prioritisation and working to deadlines • Work accurately and efficiently • Pay attention to detail • Show willingness and adaptability to complete a variety of tasks 	
Trainee Administrator	Edinburgh	£11000-£12000pa	<p>This is an exciting opportunity for a recent school leaver to join an extremely busy GP practice in Edinburgh on a One Year Fixed Term Contract. They would like to give a school leaver the opportunity to work with them in learning a range of duties which will give the successful applicant an introduction to working with the public and on a number of IT systems.</p> <p>The Trainee Administrator will be trained in duties within the three main work groups in the Practice: Reception, Clinical Administration and the Secretarial team.</p> <p>What will I learn?</p> <p>You will undertake an SVQ Level 3 Business Administration and have the opportunity to complete IT courses through Microsoft IT</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date:9th February</p>

			<p>Academy. Your time management, communication skills and ability to prioritise your work will all be developed as part of this opportunity.</p> <p>What qualification or qualities are required?</p> <p>Ideally we are looking for National 5s including English and Maths, and/or Highers. Other personal attributes desired include:</p> <ul style="list-style-type: none"> • Confident in speaking to members of the public face to face and on the telephone – good 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 • Ideally someone who has undertaken some form of holiday or weekend job while at school • He or she must observe complete confidentiality. The successful candidate cannot be registered as a patient with the practice. 	
Baker Modern Apprenticeship	The Breadwinner Bakery, Edinburgh	£7,800 - £14,625 per year	<p>The Breadwinner Bakery has a reputation for the some of the highest quality products and service in the bakery industry. This commitment to excellence has resulted in The Breadwinners growth. It has also resulted in us winning the award for Scotland's Bakery of the Year 2017. In order to help us meet the demands of our customers we looking to train up the next generation of artisan bakers. You will complete a 3-4 year apprenticeship which will include practical on the job training working closely with some of the best bakers in Scotland, this training will be supplemented accredited SCQF (Levels 5 &6). Pay will be dependent on age and experience</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 28th February</p>

			<p>while not limited to, this position may be suited best, School Leavers.</p> <p>What might a typical day in this job look like?</p> <p>Your days will be varied as you will work across different departments. Though every day you will get a chance to see, touch and smell artisan breads, cakes and pastries that have you have made start to finish come out the oven. You will work with bakers and other apprentices passionate about what they do and keen to pass on their skills.</p> <p>What will I learn?</p> <p>By the end of your apprenticeship you should be able to class yourself as an all round artisan baker. This will involve having a knowledge of both the science and art of the craft, but also key production management techniques need to make sure the products are made in the most cost and time effective manner.</p> <p>This will mean you will be able to continue in your career with The Breadwinner Bakery or move to pretty much any bakery in the world as a skilled baker or into any restaurant kitchen as a pastry chef.</p> <p>What qualification or qualities are required?</p> <p>While no qualifications are required, we are looking for people with a desire to learn, an ability to listen and commitment to work hard.</p>	
Service Technician Modern Apprentice	Bosch, Edinburgh	£7280pa	<p>An opportunity to become part of the Modern Apprenticeship programme as a Service Technician. Supported throughout by an employer, this vacancy is for a 3 year apprenticeship that will result in the successful candidate gaining a Modern Apprenticeship made up of a SVQ at level 3, a technical certificate at level 3 and associated core skills if required.</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 28th February</p>

		<p>What might a typical day in this job look like? As a Service Technician you would be involved in a variety of tasks ranging from servicing and repairs, replacing components, using specialist equipment such as electrical and electronic diagnostics, engine tuning equipment to measure performance, rectifying faults on customer's vehicles in a busy workshop.</p> <p>What will I learn? You will be able to show that you can work well as a part of a team and listen carefully and respond to colleagues. You will be taught how to operate computers and demonstrate an understanding of vehicle technology. You will also learn to deliver excellent customer service.</p> <p>What qualification or qualities are required? National 4 or above in Maths, English and a science would be desirable but not essential. The right person for this role needs to be keen, enthusiastic, have good time keeping and also be able to work on own initiative as well as part of a team.</p>	
Modern Apprentice Payroll Assistant	University of Edinburgh	<p>What might a day in the job look like? Your typical duties include: General administrative duties within the Payroll team. For example, filing documents, sorting mail and recording data. Learn how to process new starts, leavers, absence payments, adjustments to pay, temporary claims for payment, payroll record maintenance and audit checks. Training and close supervision will be provided. After training and shadowing, the ability to manually calculate an employee's pay from gross to net pay and support the team with one-off payment requests.</p>	<p>For more information and to apply visit: www.indeed.co.uk</p> <p>Or follow link: https://www.vacancies.ed.ac.uk/pls/corehrrecruit/erg_jobspec_version_4.display_form?p_company=5&p_internal_external=E&p_display_in_irish=N&p_applicant_no=&p_recruitment_id=042727&p_process_type=&p_form_profile_detail=&p_display_apply_ind=Y&p_refresh_sea</p>

		<p>Carry out straightforward customer service when dealing with enquiries either on the phone, by email or in person. Pass on any queries or information as required to the relevant person in the team.</p> <p>Complete Modern Apprenticeship training with support and guidance from manager, team and external training provider.</p> <p>What will I learn? Communication, organisation, interpersonal and customer service skills. Industry related training and qualifications. Gain a qualification - SCQF Level 6 Certificate in Payroll</p> <p>What qualifications / qualities are required? Minimum of five National 5 qualifications (including Maths and English) Motivated, flexible and adaptable Excellent interpersonal skills and customer focus A willingness to learn and develop your skills Good IT skills e.g. Excel and Word.</p>	<p>rch=Y</p> <p>Closing date: 14th February</p>
HGV Mechanic	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"> • Undertake the HGV NVQ course and ensure practical application of learning's to develop into a fully qualified HGV Motor Vehicle Technician • Assist fully qualified Technicians in the preventative maintenance and repair of the Ryder commercial vehicle fleet • Work as part of a team to maintain 	<p>https://www.networkrecruitment.com/Jobs/Feed?key=BS9qxoBtPmvtP367TQg7vJVh06C89Bwn6SfJXI0EhMw%3d</p>

			<p>and build employee and customer relations to ensure that the workshop operated effectively.</p> <ul style="list-style-type: none"> • In this role, you will report to the Workshop Manager of the location at which you are applying • Work experience in vehicle repairs and maintenance is an advantage but not essential to application • You must hold four GCSEs at grade C and above, including English, Maths and Science. 	
Land Based Engineer Apprentice	SRUC Oatridge Campus	£11648-£15600	<p>To carry out repairs and maintenance to plant & machinery used on landscape contracts to a high standard ensuring that all machinery is compliant with current legislation.</p> <p>To carry out the general maintenance, both scheduled and reactive of varied horticultural plant and equipment. Eg – Hedge cutters; chainsaws; blowers; compact tractors; trailers; etc.</p> <p>To carry out good housekeeping in keeping fitting shop & yard clean at all times.</p> <p>To receive deliveries of parts.</p> <p>To book in to the plant repair entry log/register various items of equipment as they are brought in for repair.</p> <p>To clean various items of plant & machinery prior to works being carried out.</p> <p>To carry out any other duties that may reasonably be asked of the post holder.</p> <p>What might a typical day in this job look like?</p> <p>Working alongside qualified mechanics learning skills in regard to stripping down machines, servicing machines, cleaning and maintaining machines etc.</p> <p>What will I learn?</p>	<p>https://www.apprenticeships.scot/vacancy-details/?refCode=113524</p> <p>Closing date: 28th February</p>

			<p>Competent in maintaining and servicing horticultural machinery used for grounds maintenance works, able to take direction from qualified mechanics, able to work on their own if necessary</p> <p>What qualification or qualities are required?</p> <p>No qualifications necessary at this stage but must be available to attend college to gain SVQ in Landbased Engineering</p>	
Plumber Apprentice x2	Edinburgh	£6923pa	<p>What might a typical day in this job look like?</p> <p>As a plumbing apprentice, you could find yourself working in many different places - from construction sites to residential homes. You could be laying pipes, fitting radiators, installing sanitary ware, fitting rainwater systems. Every day is different!</p> <p>What will I learn?</p> <p>You will learn about the installation and maintenance of plumbing systems and components. You will be working under supervision to complete the installation and maintenance of domestic hot water, cold water, sanitation, drainage, rainwater systems, central heating systems and components.</p> <p>What qualification or qualities are required?</p> <p>You must be between 16 and 19 years old for funding purposes, Unfortunately there are no adult apprenticeships available. You must have a minimum of five National 5's at grade C or better or five Standard grades at Grade 3 or better.</p> <p>If you are successful in gaining an Apprenticeship with us you will also need to arrange your own CSCS card before you start with the Company, otherwise you will not be permitted on site. You will need to meet the cost of obtaining the card.</p>	<p>https://www.apprenticeships.scot/vacancy-details/?refCode=113444</p> <p>Closing date: 28th February</p>

Sky Apprenticeship Scheme	Sky, Livingston	£19000	<p>As an Apprentice on this programme, you'll be placed within one of three teams depending on the outcome of your assessment centre. The teams are as follows:</p> <p>Operations – This department is responsible for Design, Deliver and Support our Tech UK infrastructure, which includes Virtualization, Servers, UNIX, Databases, Data Centre, Storage and Workload Automation. You'll learn about how these systems are crucial to keeping all of Sky's Business areas working to ensure a seamless customer experience for any that uses or contacts Sky.</p> <p>Project Management/Coordination – In this role, you'll play a key part in managing Infrastructure Delivery projects involving changes to technical infrastructure and support services. This covers a wide variety of projects including In-Building and Data Centre Projects.</p> <p>UK Information Systems Team – You will gain experience in a number of Software Engineering areas, which may include Testing, Automation, Technical Analysis, Operational Support and Development. These teams provide Technical solutions and services to all our Contact Centre and Engineer communities as well as maintaining the systems required to support various online and interactive services provided to Sky's 11 million UK customer base.</p> <p>What will I learn?</p> <p>As an Apprentice at Sky you'll work on projects that shape the future of our business. All our apprentices work towards professional qualifications, on a permanent basis with a competitive salary. The skills you'll learn will vary depending on which team you're placed in.</p> <p>What qualification or qualities are required?</p>	<p>https://www.apprenticeships.scot/vacancy-details/?refCode=113553</p> <p>Closing date: 4th March</p>
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			<p>A passion for technology and Sky's business Excellent communication and team working skills. Able and motivated to learn quickly in this fast-paced environment and work well under pressure. Ability to problem-solve and think logically Confident, personable and adaptable A minimum of 5 National 5's (including in English and Maths). For certain roles, we're looking for people with a strong maths background so Highers in Maths is highly desirable. It's our people that make Sky Europe's leading entertainment company. That's why we work hard to be an inclusive employer, so everyone at Sky can be their best. If you are successful in your application for this role, your appointment will be subject to receiving a positive outcome from your Criminal Record Check.</p>	
<p>Service Technician Full Time 40 hours</p>	BOSCH, Edinburgh	£7280pa	<p>An opportunity to become part of the Modern Apprenticeship programme as a Service Technician. Supported throughout by an employer, this vacancy is for a 3 year apprenticeship that will result in the successful candidate gaining a Modern Apprenticeship made up of a SVQ at level 3, a technical certificate at level 3 and associated core skills if required. What might a typical day in this job look like? As a Service Technician you would be involved in a variety of tasks ranging from servicing and repairs, replacing components, using specialist equipment such as electrical and electronic diagnostics, engine tuning equipment to measure performance, rectifying faults on customer's vehicles in a busy workshop. What will I learn?</p>	<p>https://www.apprenticeships.scot/vacancy-details/?refCode=113490 Closing date: 28th February</p>

			<p>You will be able to show that you can work well as a part of a team and listen carefully and respond to colleagues. You will be taught how to operate computers and demonstrate an understanding of vehicle technology. You will also learn to deliver excellent customer service.</p> <p>What qualification or qualities are required?</p> <p>National 4 or above in Maths, English and a science would be desirable but not essential. The right person for this role needs to be keen, enthusiastic, have good time keeping and also be able to work on own initiative as well as part of a team.</p>	
Commercial Modern Apprentice Trainee	Electric Centre, Livingston		<p>A Commercial Trainee Apprenticeship is a 2/3 year Modern Apprenticeship which results in a SVQ in Electrical Wholesaling, which includes business administration, customer service, distribution warehousing and storage eventually leading to a telesales position. If you are aged between 17-21, have a good education background, a driving licence, ambition, a team player and wish to apply for the Modern Apprenticeship we want to hear from you.</p>	<p>https://www.indeed.co.uk/cmp/Electric-Center/jobs/Commercial-Modern-Apprentice-Trainee-b324eb22412c74a3</p> <p>on indeed.co.uk</p>
Office Junior Full Time	DB Car Sales Limited - Broxburn	Unknown	<p>Office Junior Required for independent used car sales dealership</p> <ul style="list-style-type: none"> • Answering Calls • Entering parts onto our computer system • Ordering Items • Checking Stock and availability • Filing • Reception duties • Other office duties as required <p>Ideally you will already have</p> <ul style="list-style-type: none"> • Strong PC Skills • An excellent telephone manner • Excellent communication skills and a 	<p>https://www.indeed.co.uk/cmp/DB-Car-Sales-Limited/jobs/Office-Junior-65cff618d3d240d5</p> <p>on indeed.co.uk</p>

			<ul style="list-style-type: none"> polite courteous manner Keen eye for detail Ability to work under pressure 	
Business Support Apprenticeship	Historic Environment Scotland, Edinburgh	£16,000 pa	<p>The Business Support Apprentice provides administrative support for the statutory consents processes which are administered by the organisation. They also receive and co-ordinate general enquiries and provide general administrative support for the work of the Heritage Directorate.</p> <p>The Business Support Apprentice posts sit within the Business Support Team in the Heritage Directorate. The team co ordinates the statutory consents process, deals with all directorate enquiries and correspondence, and co-ordinates the general administration of the directorate, including travel, training and finance.</p> <p>What will I learn?</p> <p>You will be supported through a Business Administration Level 3 SVQ and have access to Microsoft IT training courses. You will also gain experience of working in a team, working in a role where attention to detail/accuracy is essential, and an ability to work quickly and accurately under pressure.</p> <p>What qualification or qualities are required?</p> <ul style="list-style-type: none"> Delivering excellent service Teamwork - Contributing to and supporting working together Planning and Organising - Putting plans and resources in place to achieve results Communication - Communicating appropriately and clearly Knowledge & Expertise - Applying and developing knowledge and expertise to achieve results 	<p>https://www.apprenticeships.scot/vacancy-details/?refCode=113227</p> <p>Closing date: 15th February</p>
Power Engineer Apprentice Full Time 35 hours	BT, Edinburgh	£14963 pa	As an Engineering apprentice at BT you will be joining a team of experienced engineers	https://www.apprenticeships.scot/

		<p>who will support and teach you the skills required to be successful in your apprenticeship role.</p> <p>What might a typical day in this job look like?</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>What will I learn?</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>What qualification or qualities are required?</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. 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>	<p>vacancy-details/?refCode=112919</p> <p>Closing date: 1st April 2018</p>
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Trainee Admin x2 Mon- Fri, 40 hrs per week	East Mains Ind Estate, Broxburn	NMW	Looking for 2x Admin Assistants to work within an office. Duties will include answering the phones, filing duties and data input so must be competent using a computer. Although no formal qualifications are required you must be willing to learn, hard working, approachable and be organised in your work. On the job training will be delivered	Send a CV to Chantelle chantelle@firstfurnishings.net
Chef & Trainee Chef	Hot Flame	Exceeds NMW	No formal qualifications required but kitchen experience is essential. Full training will be given.	Hand a CV in or email it to: hotflameldo@gmail.com
Bus and Coach Body Repair Apprentice	Lothian Buses		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. 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. What Might a Typical Day in this Job look like? This programme covers the following areas: Assessing a vehicle to establish the extent of damage Based on the initial assessment, deciding whether to repair or replace bodywork Removing damaged panels Stripping and refitting trim and panel interior Refitting new/repaired panels 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 What will I learn? Regular assessment and reviews will be	https://apprenticeships.gtg.co.uk/job/apprentice-bus-and-coach-body-repairer-east-scotland-edinburgh-1400.aspx

			<p>undertaken within the apprentice's own 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 & Coach Engineering and Maintenance Body Cladding.</p> <p>What qualifications or qualities are required?</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>	
Businesss Apprentice	Leonardo, Edinburgh	£17000	<p>The two year Business Apprenticeship scheme provides a variety of experiences through placements in business related disciplines. Placements available include Commercial, Finance, Resourcing, Procurement, Manufacturing & Supply Chain, Project Planning/Support and logistics. Final position will be within our Project Management group within the Advanced Targeting Sector in Edinburgh.</p> <p>You will study to completion of the Higher National Certificate (HNC) in Business and required Core Skills on a day release basis, as well as undertaking the Scottish Vocational Qualification (SVQ) Level 3 in business & administration whilst you are at work.</p> <p>Academic requirements: 2 Higher Grades: Mandatory: (A-C) Mathematics OR (A-C) English Mandatory: (A-C) Business subject (examples; Business Studies, Project/Business Management, Finance,</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 28th February</p>

			<p>Accounts etc.) AND 2 Standard Grades / National 5: Mandatory: (1-2) English and Maths (or equivalent qualifications to Highers/Standard Grades).</p> <p>Other needs:</p> <ul style="list-style-type: none"> • Have a minimum of 5 years permanent residency in the UK • Successfully complete SC security clearance 	
Manufacturing Apprentice	Leonardo, Edinburgh	£13500	<p>On joining the Leonardo 3 year Manufacturing Apprentice Programme, you will unlock a wealth of learning and development opportunities. You will become part of a programme that is managed and tailored to provide a springboard into the world of Manufacturing.</p> <p>What might a typical day in this job look like?</p> <p>You will increase your technical skills and capability through hands on experience working with specialists in their field but also develop your academic and practical understanding of the diverse world that is Manufacturing & Supply Chain.</p> <p>What qualification or qualities are required?</p> <p>What do we need from you? You must have (as a minimum) the following academic qualifications: 4 Standard Grades (1-3) / National 5 (A-C) or National 4 (or equivalent) Mandatory: Mathematics or Physics & English Plus another 2 subjects, preferably Technological subjects e.g. Graphic Communication, Product Design, Craft & Design, Tech Studies, Computing, Woodwork, Metalwork etc. And/Or Standard Grade (1-3) / National 5 (A-C):</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date:28th February 2018</p>

			<p>English / Maths</p> <p>Other needs:</p> <ul style="list-style-type: none"> • Have a minimum of 5 years permanent residency in the UK • Successfully complete SC security clearance 	
<p>Design Engineering Technical Apprentice</p> <p>Full Time</p>	Leonardo, Edinburgh	£13500	<p>On joining the Leonardo Design Engineering Technician Apprentice programme you will unlock a wealth of learning and development opportunities.</p> <p>We have created a programme that not only increases your technical skills and capability through hands on experience working with specialists in their field but also develops your academic and practical understanding of the diverse world that is Engineering.</p> <p>Our programme is split into 3 phases:</p> <p>Years 1 and 2: Through a mixture of work placements and college modules you will develop the key engineering skills and knowledge to work effectively in a high technology manufacturing company, gaining the necessary academic credits for a HNC in Engineering Systems and vocational credits for your SVQ.</p> <p>Year 2: You will be selected through a combination of interview and academic/vocational progress to transfer onto one of our skill specific paths, which include:</p> <ul style="list-style-type: none"> • Manufacturing and Supply Chain • Mechanical Engineering • Electronic Engineering • Systems Engineering • Software Engineering • Quality Engineering <p>Years 3 and 4: You will further your academic study to HND level. The HND and the work placements will be more tailored towards your area of specialism and the on the job training will enable you to complete the SVQ level 3 evidence logs. Beyond the programme</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 28th february 2018</p>

			<p>there may be the opportunity for apprentices to further their academic achievements based on their talents and capability and on the needs of the business.</p> <p>What qualification or qualities are required?</p> <p>Academic requirements: You must have (as a minimum) the following qualifications: 3 Higher Grades (or equivalent): Mandatory: Mathematics (A-C) and Physics (A-C) or Engineering Science (A-C) Plus Another Higher subject, preferably a Technological subject e.g. Graphic Communication, Product Design, Craft & Design, Tech Studies, Computing etc. (A-C) AND Standard Grades (1-3) / National 5: (A-C) English</p> <p>Personal Qualities: Ability to Achieve High Performance Want Continuous Improvement Develop Customer Focus Able to Work Together Demonstrate Self Awareness & Confidence A passion for Technical Analysis, judgement & Problem Solving</p> <p>Other needs: Have a minimum of 5 years permanent residency in the UK Successfully complete SC security clearance</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</p>	<p>For more information and to apply visit: http://gmgcontractors.com/training-careers/</p>

			<p>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:</p> <p>Age-related apprenticeship rate.</p> <p>An interest free £1000 loan to learn to drive which is written off after 3 years' service.</p> <p>Direct 1 to 1 assistance with operatives with Learning Difficulties.</p> <p>Their first set of tools.</p> <p>Work wear including t-shirts, hoodies, beanie hats, under armour.</p>	
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</p>	<p>To apply visit: www.carouseltraining.co.uk</p>

			<p>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>	
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General Jobs

<p>Team member 16 hours</p>	<p>Greggs, Livingston</p>	<p>Age 16-17 Starter Rate: £6.36 Age 16-17 Full Rate: £6.56 Age 18+ Starter Rate: £7.50 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. 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>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.</p> <p>Skills</p> <p>To be able to:</p> <ul style="list-style-type: none"> * Deliver a fast and friendly service to every customer consistently * Work as part of a team focused on delivering a fast and friendly customer experience * Achieve consistently high standards to meet customers' expectations * Deliver relevant added-value to customers to increase sales * Support profit protection through effective 	<p>https://jobsearch.direct.gov.uk/GetJob.aspx?JobID=45267451&JobTitle=Team+Member&rad=20&radunits=miles&pp=25&sort=rv.dt.di&vw=b&re=134&setype=2&tjt=&where=livingston&q=&AVSDM=2018-02-07T02%3a16%3a00-05%3a00</p> <p>www.gov.uk/jobsearch</p> <p>Job ID: 45267451</p>
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			cost control	
Sales Assistant	Card Factory		<p>Main responsibilities: Being dedicated to delivering excellent customer service so our customers can celebrate their life moments</p> <ul style="list-style-type: none"> • Price stock correctly and merchandise in line with Company procedure • Make customers aware of product promotions and offers • Assist with unloading of deliveries and storage of stock • Operate till, accept payment by cash, credit and debit card • Cashing up and tills management • Supervision of the store when required 	<p>https://www.networxrecruitment.com/Jobs/Feed?key=XqZMTT3VNLI-McOmyqXMo%2bLr9HKoVMJeQH1eMLwmUX3o%3d</p> <p>Closing date: 19th February</p>
Casual General Assistant	Tesco Distribution		Our General Assistant is responsible for greeting and serving customers in a professional, warm, friendly and genuine manner. Also responsible for preparing and serving a range of beverages and cafe foods in line with client requirements and Elior UK standards.	<p>https://www.elior.co.uk/careers/vacancies-elior/casual-general-assistant-tesco-distribution-centre-days-livingston?idOrigine=1892</p> <p>Closing date: 18th February</p>
Customer Service Assistant Saturday & Sunday Temporary	Wilko		Your role as Customer Service Assistant will be all about making sure every customer receives the very best service, every time, at the till or out on the shop floor. Thanks to your warm friendly manner, helpful approach and great product knowledge, customers will keep coming back to us every time they need to tick those to-dos off their list. Taking huge pride in what you do, you'll make sure that the shop floor looks shipshape, and all of the stock is in the right place and of course, looks its best.	<p>https://www.networxrecruitment.com/Jobs/Advert/1153447?FromSearch=False</p> <p>on indeed.co.uk</p>

Sales Associate Various shifts available between 6am – 11pm, Both temporary and permanent positions available	Gap Outlet	Meets NMW	Job Description: Main duties – Cashdesk Cover Fitting Room Service Shop Floor Service Shop Floor Replenishment Driving Sales KPI's	Please apply online at jobs.gapinc.com
Sales Assistant	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
Part Time Sales Assistant – Daniel Footwear 4 hours on either a Thursday, Saturday or Sunday	Daniel Footwear	Meets NMW	No experience necessary as full training will be provided for the right person. Individuals must be confident in speaking to customers	Please hand CV in-store for the attention of the Store Manager
Customer Service Agent	Swissport, Edinburgh Airport	£7.50ph	To provide all necessary help and support to passengers as required by our customer airlines which may include check in, baggage processing, reservations and ticketing, boarding of flights, air-bridge operation, greeting arriving passengers, handling of VIPs, provide special passenger assistance, handle customer complaints and other duties as assigned	https://www.indeed.co.uk/cmp/Swissport-International-Ltd./jobs/Customer-Service-Agent-5707e3794c9a5193 on indeed.co.uk
Sales Assistant 24 hours working 4 out of 7 days. Must be fully flexible across all store opening hours. Permanent position	Fred Perry	Meets National Minimum Wage	Looking for a keen, enthusiastic and confident communicator. Must be over 17 years old and able to work during the day.	Please hand covering letter and CV into store for the attention of the manager or email livingston@fredperry.com
Part Time Sales Assistant 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"> • Providing excellent customer service • Cash Handling • Sales • Merchandising 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	Please hand covering letter and CV into store for the attention of the manager.

			month probation period	
Sales Assistant 42.5 hours per week	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!	https://www.americangolfcareers.co.uk/index.asp?id=140754 on indeed.co.uk
Sales Assistant 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 livingstonuk@lovisa.com .
Sales Advisor Fully flexible over 7 days, minimum 8 hour contract Permanent (3 month trial period)	Mountain Warehouse	Meets NMW	Previous retail experience is desirable but not necessary as full training will be provided. Duties will include: Providing excellent customer service Till and cash handling Processing deliveries Housekeeping duties	Please hand CV into store or visit www.mountainwarehouse.com
Bakers Assistant 25 hours per week	Artisan Cheesecakes, Deans Industrial Estate		Here at Artisan Cheesecakes HQ we aim to serve the needs of Cheescake lovers, we are a dedicated, enthusiastic team and cheesecake is our passion. We are looking for a Bakers Assistant to join our close-knit team based in our premises at Deans Industrial Estate. We need someone who is enthusiastic and friendly with a good eye for detail. You will be assisting our baker, preparing food, supporting colleagues whilst maintaining the highest standard of cleanliness, safety and compliance with hygiene regulations at all times.	Send a CV with covering letter to: wendy@artisancheesecakes.com https://jobsearch.direct.gov.uk/GetJob.aspx?JobID=44871616&JobTitle=Bakers+Assistant&rad=20&rad_units=miles&pp=25&sort=rv.dt.d&i&vw=b&re=134&setype=2&tj=&where=Livingston&q=&AVSDM=2017-11-23T09%3a17%3a00-

			Experience would be welcome but training will be provided. There will be development opportunities for the right candidate.	05%3a00
Sales Associate 8 hours fully flexible	Sole Trader	Meets NMW	Provide strong customer service and have a passion to learn. Deal with weekly deliveries	Please e-mail CV to kevinoshaughnessy@hotmail.co.uk or hand into store
Sales Assistant 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
Temporary Sales Advisor Days/Hours Required: 8 hour shift over 2 days – Tuesday & Wednesday	Playtex	NMW	Temporary sales advisor required with previous retail experience. Bra fitting training will be given.	CV and cover letter to be handed into store.
Sales Assistants x 2 positions 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
Team Member	Krispy Kreme	NMW	Krispy Kreme are looking for a new member to join their team. This is based on a contract of 4-25hrsNo experience is necessary as full training will be provided.	If you would like to apply please go to www.krispykreme.co.uk
Crew Members & Customer care Assistant	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. Position Attributes 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	https://people.mcdonalds.co.uk/job-search on www.indeed.co.uk

			<p>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.</p>	
Customer Adviser	Sketchers		Experience in fashion and footwear will be considered and advantage	https://jobs.smartrecruiters.com/Skechers1/743999657822174-get-in-touch-with-skechers-livingston-designer-outlet-?referrer=210

StepsN2Work Vacancies- eligibility criteria applies.

<p>Customer Service Apprentice 35 hours per week. Flexible hours (evenings and weekend working may be required)</p>	Five Lamps Trading Ltd. - Conduit Scotland, Bathgate	Meets National Minimum Wage	<p>To be the first point of contact for customers via face to face and telephone To respond to customer queries via telephone and face to face in a consistent, polite, professional and efficient manner To complete loan applications with customers over the telephone and in person, inputting personal data into an online Customer Relationship Management (CRM) portal To keep customers advised of expected deadlines, processes and requirements To provide a range of administrative duties including: creating contract documentation; sending out standard letters to customers; dealing with the post; establishing and maintaining electronic customer records; providing administrative support and assistance to colleagues as part of a multi-disciplinary team</p>	<p>Please send CV to holly.flannigan@westlothian.gov.uk and you must state the job title you are applying for or you will not be considered.</p> <p>Closing Date :22nd Feb 2018</p>
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			<p>To ensure that all administrative processes comply with current legislation and are completed within the timescales required</p> <p>To interface with Five Lamps head office functions, including underwriting, call centre, credit control and finance to ensure a consistency of service is provided across Five Lamps' responsible lending functions</p> <p>To provide a signposting service to customers and refer them to appropriate external organisations for additional support</p> <p>Contribute to raising awareness of financial inclusion issues in Fife, Falkirk and West Lothian</p> <p>To work with a network of Trusted Partners to support and signpost customers</p> <p>To support the delivery of promotional activities</p> <p>To be involved in innovative 'pop-up' presence, ensuring efficient delivery of financial inclusion services to a wide range of customers</p> <p>To attend community events to promote Conduit Scotland</p> <p>To support the establishment of Conduit Scotland and ensure the brand is promoted to a wide range of stakeholders and customers</p> <p>To maintain the highest standards of customer confidentiality at all times</p> <p>To demonstrate a commitment towards your own continuous personal development and compete appropriate qualification relevant to the Apprenticeship</p> <p>To implement Five Lamps' policies on Health and Safety and Equal Opportunities at all times</p> <p>To undertake any other duties and responsibilities as may be reasonably</p>	
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			<p>required within the scope of the post To maintain a positive and approachable disposition with staff and customers at all times.</p> <p>Experience / Qualifications required Basic Numeracy and literacy An interest in administration and computing Basic IT Skills</p> <p>Personal Qualities A polite and professional telephone manner Well-presented and friendly personality Ability to listen and apply knowledge Eagerness to learn</p>	
Café Assistant	Wurst Café, Livingston	Meets National Minimum Wage	<p>Job Outline Prepare the café in the morning for customers arriving Make sandwiches and cook hot food Serve customers and take payment from them Clear dishes and unwanted food from tables and prepare them for the next customer Tidy the café at the end of the working day No experience required as full training will be provided</p> <p>Personal qualities required: Willing to work as part of a team Reliable Friendly and approachable Honest and trustworthy Well presented In house training provided</p>	<p>Please send CV to holly.flannigan@westlothian.gov.uk and state the job title you are applying for or you will not be considered. Closing Date: 21st Feb 2018</p>
Junior Office Administrator Monday to Friday from 9am-5pm	Scotphone ICS, Livingston	Meets National Minimum Wage	<p>Job Outline The primary objective of the Office Administrator role is to provide general administrative support and stock control for Scotphone ICS Ltd. We are seeking an organised, self-motivated individual to join our growing organisation. In this position,</p>	<p>Please send CV to holly.flannigan@westlothian.gov.uk and state the job title you are applying for or you will not be considered. Closing Date: 14th Feb 2018</p>

			<p>you will manage a variety of administrative tasks such as answering calls, organising mail, and greeting visitors. As you will provide office support and coordinate office activities, a positive attitude and attention to detail are a must.</p> <p>Perform reception duties in an efficient, professional and courteous manner</p> <p>Manage, organise and update relevant data using database and web portal applications.</p> <p>File data and perform other routine clerical/accounts tasks as assigned</p> <p>Analyse and interpret financial statistics and other data and produce relevant reports</p> <p>Manage all aspects of stock control for goods in and out</p> <p>Establish and maintain effective working relationships with co-workers, supervisors and customers</p> <p>Experience / Qualifications required</p> <p>Good communication skills</p> <p>Proficient in MS Word, Excel, Outlook and Access</p> <p>An interest in the evolving IT and Telecommunication industry</p> <p>Pursue personal development of skills and knowledge necessary for the effective performance of the role</p> <p>Maintain regular consistent and professional attendance, punctuality and personal appearance.</p> <p>Work as part of a team in a small company environment</p> <p>In-house training will be provided</p>	
<p>Office Junior Monday to Friday from 9am-5pm</p>	<p>JK Business Services, Broxburn</p>	<p>Meets National Minimum Wage</p>	<p>Job Outline</p> <p>Answer all incoming telephone calls and redirect appropriately ensuring that accurate messages are taken.</p> <p>Greet all visitors to the office and ensure that</p>	<p>Please send CV to holly.flannigan@westlothian.gov.uk and state the job title you are applying for or you will not be</p>

			<p>a professional company image is portrayed at all times.</p> <p>Filing</p> <p>General admin duties in the office i.e. stationery supplies, filing, scanning.</p> <p>Updating relevant information systems.</p> <p>Data Entry</p> <p>Provide admin support to all staff members.</p> <p>Opening and Distributing Mail</p> <p>Experience / Qualifications required</p> <p>Basic Numeracy and literacy - Credit Grades in Maths and English are desirable</p> <p>An interest in administration is desirable</p> <p>Basic IT Skills</p> <p>Personal Qualities</p> <p>A polite and professional telephone manner</p> <p>Well-presented and friendly personality</p> <p>Ability to listen and apply knowledge</p> <p>Eagerness to learn</p> <p>Confident</p> <p>Training Provided</p> <p>In-house training will be provided</p>	<p>considered.</p> <p>Closing Date: 14th Feb 2018</p>
<p>Administrator</p> <p>Monday to Friday from 9am-5pm</p>	<p>Wellwood Cumminications, Livingston</p>	<p>Meets National Minimum Wage</p>	<p>We are an authorised Ericsson-LG dealer who supply, install and maintain telephone systems, Cloud/VoIP solutions as well as network services and business utilities.</p> <p>This is a fantastic opportunity for an enthusiastic individual to join a progressive company at an exciting time of growth. If you're the person we are looking for, you'll be friendly, organised, well presented and an excellent communicator.</p> <p>Job Outline</p> <p>Answer all incoming telephone calls and redirect or field calls appropriately ensuring that accurate messages are taken.</p> <p>Greet all visitors to the office and ensure that a professional company image is portrayed at all times.</p>	<p>Please send CV to holly.flannigan@westlothian.gov.uk and state the job title you are applying for or you will not be considered.</p> <p>Closing Date</p> <p>9th Feb 2018</p>

		<p>Provide refreshments or lunch for visitors. General admin duties in the office i.e. stationery supplies, filing, scanning. Log all faults accurately on the Company database and allocate to Engineers. Updating relevant information systems. Ensure that the stores are maintained and stock levels adhered to. Support the Sales Team including producing and formatting quotations. Provide admin support to all staff members.</p> <p>Experience / Qualifications required Basic Numeracy and literacy An interest in administration and computing Basic IT Skills</p> <p>Personal Qualities A polite and professional telephone manner Well-presented and friendly personality Ability to listen and apply knowledge Eagerness to learn</p> <p>Training Provided We will provide training to enhance your skills and knowledge and help you succeed in this role. This is a long-term career opportunity and in return we offer great rewards and benefits as a valued member of our fun team.</p>	
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Community Jobs- No vacancies

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

Apprenticeship Career Area	Company	Website
		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 BESA Engineering BP British Gas Engineering Construction Industry Training Board Scottish Power EDETA Training Services	www.balfourbeatty.co.uk www.thebesa.com www.bp.com/careers www.britishgasacademy.co.uk www.ecitb.org.uk www.scottishpower.com www.edeta.org.uk
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	www.gtg.co.uk

Apprenticeship Career Area	Company	Website
	Kwik Fit VT Training LAGTA Remit	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</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

Course Information	Training Provider	Recruitment Information	Booking Summary
Journey in the Scottish outdoors			
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	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. 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>			
<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</p>	Youth Inclusion Project		SDS Staff to email referral form to youthinclusionprojectreferrals@westlothian.gov.uk

Course Information	Training Provider	Recruitment Information	Booking Summary
support and training in a range of areas including Life Skills, employability skills, health and wellbeing & accessing and gaining recognised qualifications			
<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 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 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</p>	ABE		<p>Contact: 0800 731 1831 to set up a personal appointment to talk about your needs.</p>

Course Information	Training Provider	Recruitment Information	Booking Summary
<p>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>Supported Employment Service 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: amy.rae@westlothian.gov.uk or jorden.smith@westlothian.gov.uk Or drop in to The Ability Centre, Carmondean, Livingston EH54 8PT for an informal chat</p>
<p>Individual Learning Accounts £200 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 will only be able to do one course in any learner year and courses will be geared towards 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</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 on 0800 917 8000 • 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

Course Information	Training Provider	Recruitment Information	Booking Summary
<p>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>will be opened or renewed</p> <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/plaXi</p>	

Volunteering Opportunities

Volunteering Description	How to Apply
<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.projectscotland.co.uk</p>	
<p>Local Opportunities visit: www.voluntarysectorgateway.org + www.volunteeredinburgh.org.uk</p>	

Opportunities abroad: www.xchangescotland.org	
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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 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.</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> <p>Service available on Monday:</p> <p>Morning: appointment only - 9.30am, 10.30am, 11.30am</p> <p>Afternoon: drop-in session - 1.00pm - 4.00pm</p>

Advice Workshop	Training Provider	When	Booking Summary
<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>			<p>Office: (01506) 774030.</p> <p>Textphone: (01506) 774044.</p> <p>Mobile Text: 07742232978</p>
<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>	<p>Phone the advice line number 01506 432977 or email for advice at:</p> <p>enquiries@cabwestlothian.org.uk</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>CHILL OUT ZONE (COZ) Aged 18-20, 7 Gardeners Lane, Bathgate</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