



**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: 15/10/2017**

**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 1<sup>st</sup> April 2017 are:**

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

- **£7.50** – The main rate for workers aged 25 and over
- **£7.05** – The 21-24 rate
- **£5.60** – The 18-20 rate
- **£4.05** The under 18 rate
- **£3.50** – The apprentice rate

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

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

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

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

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

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

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

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

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

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

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

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

<b>Job Title</b>	<b>Company Name</b>	<b>Pay</b>	<b>Requirements</b>	<b>How to Apply</b>
<b>Seasonal Chocolate Advisory</b>  20 hours per week. Applicants should be fully flexible.  Fixed Term – sickness cover	Lindt	Exceeds NMW	Looking for a motivated and enthusiastic team member. Must be an experienced individual with a sales focused background, comfortable working in a fast paced environment. Sales experience is required.	CV and covering letter should be emailed to <a href="mailto:livingstonoutlet@lindt.com">livingstonoutlet@lindt.com</a>
<b>Sales Advisor</b>  12 hours over 3 days	Roman	NMW	To provide excellent customer care. Flexible to follow instruction and complete tasks in a timely manner. To maximise sales with friendly excellent customer service to maintain high cleaning standards and tills.	CV and cover letter to be handed into store.
<b>Temporary Sales Advisor</b>  <b>Days/Hours Required:</b> 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.
<b>Christmas Temp</b>	Levi's	£8 per hour plus bonus scheme	You should have a true passion for fashion retail and an enthusiasm for the brand you can share whilst actively engaging with consumers. Experience in delivering exceptional customer service in a fast-paced environment is essential. Good flexibility across our seven day trading week is required and there is opportunity for over-time as business needs require. Please include full details of your availability in your application.	CV and cover letter to be handed into store or by email to <a href="mailto:levioutletstore.livingston@levi.com">levioutletstore.livingston@levi.com</a> Please make us aware of your working availability when handing in your CV
<b>Sales Advisor</b>  <b>Days/Hours Required:</b> 16 hours – should be fully flexible as both weekday & weekend work will be required.	Christy	NMW	We are looking for a team player with great customer service skills. Cash handling, till operation and opening or closing the store will also be required.	<b>How to apply:</b> CV and cover letter to be handed into store or by email to <a href="mailto:out.livingston@christy-home.com">out.livingston@christy-home.com</a>
<b>Sales Assistants x 2 positions</b>  Full Time permanent & part time vacancy	Chisholm Hunter	Salary to be confirmed	Chisholm & Hunter are looking for a full time member of staff to join their team. Due to the nature of the job you must be fully flexible, as working hours include week days and weekends. Previous experience would be preferred for this role	Hand a CV into the store

Sales Assistant 3 x part time positions	River Island 3 x part time positions		River Island currently has 3 part time job vacancies available.  2 of these vacancies are for 8 hours which will be for, 4 hours Tuesday Morning and 4 hours Thursday Morning.  They also have 1 x 8 hour vacancy and the hours will be for 4 hours Saturday & 4 hours Sunday.	Hand a CV into the store
Junior Commissioning / Water Treatment Engineer	H&V Commissioning Services Ltd - Livingston		We are seeking an ambitious applicant to assist with the Flushing and Dosing of Closed Water Circuits, Balancing Of Hydraulic & Ventilation Systems, and also Sterilisation of Domestic Water Circuits. The applicant should have a Basic understanding of Mathematics and English, Chemistry or Physics would also assist and they should ideally hold a valid driving license and also be willing to work away in Scotland for short periods of time.	<a href="https://www.indeed.co.uk/cmp/H&amp;V-Commissioning-Services-Ltd/jobs/Junior-Commissioning-1402307ad697034a">https://www.indeed.co.uk/cmp/H&amp;V-Commissioning-Services-Ltd/jobs/Junior-Commissioning-1402307ad697034a</a>  on www.indeed.co.uk
<b>General production operative</b> Full time	Smith and Frater Ltd. (Kitchens) - Bathgate	£8 an hour	General production operative required for busy Kitchen Manufacturing factory in Bathgate. Main duties will be to assemble kitchen cabinets in a fast moving environment. Previous experience of this or a related industry would be a distinct advantage although training will be given to a candidate with the correct attitude. Pay rate advertised is dependant on age and experience	<a href="https://www.indeed.co.uk/cmp/Smith-and-Frater-Ltd./jobs/General-Production-Operative-aa153e958e1fc6c5">https://www.indeed.co.uk/cmp/Smith-and-Frater-Ltd./jobs/General-Production-Operative-aa153e958e1fc6c5</a>  on www.indeed.co.uk
<b>Light Vehicle Technician</b>	Edinburgh	£7100-£10000	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. <b>What might a typical day in this job look like?</b>	To apply visit: <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a>  Closing date: 30 <sup>th</sup> October

			<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 components and electrical fault diagnostics.</p> <p><b>What will I learn?</b></p> <p>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>You will train through GTG to SVQ Level 3 in Light Vehicle Maintenance &amp; Repair.</p>	
<b>Scottish Government – Caseworker Modern Apprenticeship</b>	Scottish Government Broomhouse, Edinburgh	£17642	<p>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. This is a good opportunity to learn and develop your administrative skills. All relevant training will be provided where necessary.</p> <p>The recruitment of Modern Apprentices is a fair, open and merit based process with no age criteria (16+) and with permanence from the start of the apprenticeship. Applicants must be unemployed or contracted to work 16 hours or less a week.</p>	<p>To apply visit: <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date: 23<sup>rd</sup> October</p>
<b>Modern Apprentice Hairdresser x 3</b>	Vincent Bell, Edinburgh	£6216	<p>In your first year you will be trained to SVQ level 2 and second year progressing onto your SVQ level 3. You will attend the Vincent Bell training academy 1 full day a week and will learn all aspects of hairdressing and client care. On a day to day basis you will be required to assist stylists, general housekeeping duties and client care.</p>	<p>To apply visit: <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date: 26<sup>th</sup> December</p>
<b>Receptionist- Modern Apprenticeship 2 x positions</b>	Livingston	£12000-£15000	<p>This Veterinary Practice in Livingston is looking to take on a recent school leaver as a Modern Apprentice to provide general office support to a busy team. You will be supporting the Partner and surgery team with the day to day organisation of the reception function with emphasis on providing a professional service to clients and their pets.</p>	<p>To apply visit: <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date: 19<sup>th</sup> November</p>

			<p>Ideally, we are looking for National 5s or Intermediates but will also consider a minimum of Standard Grade Maths and English at C grade.</p> <p>Qualities desired include cooperating to work as part of a team, keenness to work and succeed, confident communication skills, and recognising the need to change personal and interpersonal behaviour.</p>	
<b>Modern Apprentice Customer Service Assistant</b>	JD Pipes Broxburn	£11914	<p>Based within one of their stores you will serve customers at the trade counter, process enquiries and orders accurately and within the time dictated by the customer deadline. Customer satisfaction shall be enhanced by prompt, helpful and pleasant service. Customer orders shall be priced in line with company and sales executive recommendations and the guidance should be logically and consistently applied. You will assist with loading of vehicles.</p> <p>You will check and put away incoming stock in the proper location ensuring it is tidy and correctly labelled. You will be required to drive a forklift truck to retrieve and store stock. Due to the nature of the job and the scale of the products being sold there will be a big aspect of manual handling. You will ensure that the workplace is presentable and free of clutter enhancing customer perceptions of JDP and health and safety for all. Towards the end of your Apprenticeship you will be required to travel to other branches to cover staffing needs. All expenses for this will be covered. This aspect of the job is a great opportunity to broaden your people skills and to get to know other people in the organisation.</p>	<p>To apply visit:  <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date: 10<sup>th</sup> November</p>
<b>Kitchen porter Part Time</b>	Gather & Gather	£7.50ph	<p><b>YOUR RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Washing restaurant and kitchen equipment</li> <li>• Checking deliveries and assisting with stock take as required</li> <li>• Thoroughly clean at all times and ensure routine cleaning is complete</li> <li>• Assisting at other local units if</li> </ul>	<p><a href="https://www.indeed.co.uk/cmp/Gather-&amp;Gather/jobs/Kitchen-Porter-e9f1b6565c14164c">https://www.indeed.co.uk/cmp/Gather-&amp;Gather/jobs/Kitchen-Porter-e9f1b6565c14164c</a></p> <p>on indeed.co.uk</p>

			<p>needed</p> <p><b>YOUR EXPERIENCE &amp; QUALIFICATIONS FOR THE ROLE</b></p> <ul style="list-style-type: none"> <li>• An understanding of food preparation methods</li> <li>• A love of food &amp; a desire to learn more</li> <li>• Good communication skills, good time keeper</li> <li>• Thorough &amp; effective in cleaning tasks</li> <li>• A friendly attitude towards colleagues and customers</li> </ul>	
<b>Trainee Optical Consultant Over 35 hours per week</b>	Boots, Livingston		<p>We're looking for really great people, with a friendly personality. It's all about working together as one great team – after all it's our people that are at the heart of our business. It's a fantastic opportunity to add to your own development, and a chance to learn more about us as a business. It could open up even more opportunities with us. <u>You'll need to have lots of computer experience, along with really great communication and customer service skills.</u> It isn't just about experience, we're interested in seeing a bit more, the real you – and that makes us all feel good.</p>	<p><a href="https://krb-sjobs.brassring.com/TGWEBHost/jobdetails.aspx?jobId=1111870&amp;partnerid=30042&amp;siteid=5807">https://krb-sjobs.brassring.com/TGWEBHost/jobdetails.aspx?jobId=1111870&amp;partnerid=30042&amp;siteid=5807</a></p> <p>on indeed.co.uk</p> <p>closing date: 7<sup>th</sup> Novemeber</p>
<b>Cashier, Griller &amp; Hosts</b>	Nando's Livingston		<p>To join our family, we don't expect you to go to crazy lengths, just show that you're brimming with passion and ready to bring your personality to the table. Whether you want to make the customers feel warm and fuzzy before they've even tasted the Hot Sauce as a Host, deliver them everything they could wish for as a Cashier or keep them coming for more of that PERi-PERi goodness by grilling the best chicken in town as a Griller, we have the right role to suit your personality. Whatever you wish to do, from learning new skills to choosing the colour of your socks, we're there to help and support you.</p>	<p><a href="https://www.indeed.co.uk/cmp/Nando's-Livingston/jobs/Cashier-46a0fcee2be42457">https://www.indeed.co.uk/cmp/Nando's-Livingston/jobs/Cashier-46a0fcee2be42457</a></p> <p>on indeed.co.uk</p>
<b>Sales Assistant part time 4 hours</b>	Ryman		<ul style="list-style-type: none"> <li>• Ability to serve customers enthusiastically and thereby demonstrating excellent sales</li> </ul>	<p><a href="http://www.rymancareers.co.uk/job/Sales-Assistant-Livingston-4-">http://www.rymancareers.co.uk/job/Sales-Assistant-Livingston-4-</a></p>

			<ul style="list-style-type: none"> <li>techniques and customer relations</li> <li>Ability to approach and sell to customers in a confident and polite manner.</li> <li>Ability to deal with customer difficulties and complaints.</li> <li>A consistent compliance with the company Health and Safety policy.</li> <li>Team Player</li> </ul> <p><b>QUALIFICATIONS AND/OR SKILLS REQUIRED</b></p> <ul style="list-style-type: none"> <li>Enthusiasm for the Ryman brand</li> <li>The ability to become an ambassador for the brand</li> <li>Strong Communication and team working skills</li> </ul>	<a href="https://www.indeed.co.uk/jobs?q=warehouse+operative&amp;from=web">hours-25040673</a>  on indeed.co.uk
<b>Warehouse Operative</b>	Tesco		Do you have a passion to deliver a great customer service? Do you thrive whilst working in a supportive team? Are you reliable and a great timekeeper? Can you adapt to working in a fast paced ever changing environment? Do you take responsibility for your own safety and others whilst at work? Would you go the extra mile for stores?	<a href="https://www.indeed.co.uk/viewjob?jk=9d2b1a31ce299257&amp;l=Livings-ton&amp;tk=1broha6k3905ie4n&amp;from=web">https://www.indeed.co.uk/viewjob?jk=9d2b1a31ce299257&amp;l=Livings-ton&amp;tk=1broha6k3905ie4n&amp;from=web</a>  On indeed.co.uk
<b>Operations Assistant</b>	GAP		<ul style="list-style-type: none"> <li>Excellent verbal communication skills</li> <li>Excellent customer service skills</li> <li>Must have high sense of urgency with demonstrated ability to work independently and to make effective decisions in a timely manner</li> <li>Allocates time effectively, handles multiple demands and competing priorities</li> </ul>	<a href="https://jobs.gapinc.com/job/-/-/1649/5895858?src=JB-10324">https://jobs.gapinc.com/job/-/-/1649/5895858?src=JB-10324</a>  on indeed.co.uk
<b>Starbucks Barista</b>  <b>Full Time</b>	Starbucks	£7.50	You need no prior experience to do well in this role. But you do need to: <ul style="list-style-type: none"> <li>Have a great attitude</li> <li>Exude energy</li> <li>Enjoy customer interaction</li> <li>Speak good English</li> <li>Enjoy making a difference to someone's day</li> <li>Be flexible with your working hours</li> <li>Be a UK Resident, with the relevant</li> </ul>	<a href="https://www.indeed.co.uk/cmp/Starbucks/jobs/Barista-4192319e6ca1f3b1?sjdu=QwrRXKr qZ3CNX5W-O9jEvTEL5Ma2zAapIwuGL_u1HK4RoWTo-Zcc1hwwRzs3wzvUpNojl6Xe2mMYEqMlhQIRPg">https://www.indeed.co.uk/cmp/Starbucks/jobs/Barista-4192319e6ca1f3b1?sjdu=QwrRXKr qZ3CNX5W-O9jEvTEL5Ma2zAapIwuGL_u1HK4RoWTo-Zcc1hwwRzs3wzvUpNojl6Xe2mMYEqMlhQIRPg</a>  on indeed.co.uk



			work permits and evidence.	
<b>Business Support Assistant</b>	Scottish Government, Broomhouse, Edinburgh	£17242	<p>The recruitment of Modern Apprentices is a fair, open and merit based process with no age criteria (16+) and with permanence from the start of the apprenticeship. Applicants must be unemployed or contracted to work 16 hours or less a week. Please state you meet these requirements on your application. Former SG modern apprentices are not eligible to apply.</p> <p>Training in all aspects of the job role will be provided. This is an excellent opportunity for someone who wishes to work as part of a team whilst gaining both general office skills and specific HR resourcing knowledge.</p> <p>Qualification – Throughout the course of the year the candidate will be required to achieve an SVQ Level 2 Qualification. Training will be provided by an internal assessor who will work with and support the successful candidate on a monthly basis. Time will be given to work on your qualification, this includes presenting 2 presentations.</p> <p><b>What qualification or qualities are required?</b></p> <p>Essential Criteria</p> <p>Strong time-management and organisational skills and the ability to prioritise work under pressure.</p> <p>Proven ability to achieve high standards of accuracy, quality and attention to detail in written and oral communication.</p> <p>Sound interpersonal, networking and team working skills.</p> <p>Excellent Microsoft Office Skills.</p> <p>Desirable Criteria</p> <p>Knowledge of Resourcing policy &amp; processes.</p> <p>Competencies</p> <ul style="list-style-type: none"> <li>• Self Awareness</li> <li>• Team Work</li> <li>• Customer Service</li> <li>• Information Management</li> <li>• Communications &amp; Engagement</li> </ul>	<p>To apply visit: <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date: 19<sup>th</sup> October</p>
<b>Businesss Apprentice</b>	Leonardo, Edinburgh	£17000	The two year Business Apprenticeship scheme provides a variety of experiences	To apply visit:

			<p>through placements in business related disciplines. Placements available include Commercial, Finance, Resourcing, Procurement, Manufacturing &amp; 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 &amp; 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, 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:  <ul style="list-style-type: none"> <li>• Have a minimum of 5 years permanent residency in the UK</li> <li>• Successfully complete SC security clearance</li> </ul> </p>	<p><a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date: 28<sup>th</sup> February</p>
<b>Activation Assistant</b>	Amplifi, Edinburgh	£10000-£12000	<p>To support one of our trading &amp; activation teams in the efficient and accurate execution of online display campaigns to ensure maximum value and ROI for clients. The successful candidate will be fully trained in our processes and delivery management, reporting and optimization processes.</p> <p>Quick to learn and keen to develop, a high degree of numeracy and literacy, detail orientated with first class analytical skills, able</p>	<p>To apply visit: <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date: 9<sup>th</sup> November</p>

			<p>to work as an individual and within a flexible team. Effective organisation and time management skills with the ability to multi task. ability to work under pressure with short deadlines and use initiative in problem solving. Ability to build and maintain strong working relationships whilst positively influencing those around you</p> <p>Passionate about the internet and technology, relevant work experience and basic knowledge of MS office suite, particularly Microsoft excel.</p>	
<b>Modern Apprentice Nursery Worker</b>	Busy Bees, Livingston	£7280	<p>Working with in the nursery on a daily basis completing practical work and building your knowledge. You will be assigned a personal Training Officer who will identify your starting point and will help you set individual targets to complete your framework. Your Training Officer will plan your learning with you, then judge your knowledge and performance against the national standards.</p> <p>The apprenticeship will provide learners with the skills to work with children aged 0-5 year olds and increases their knowledge of 0-18 year olds.</p> <p><b>What qualification or qualities are required?</b></p> <p>No previous qualification or experience is necessary. You will need to have a passion for childcare and be committed to your own career development.</p> <p>Studying towards the SVQ3 Social Services (Children and Young People) SCQF Level 7</p>	<p>To apply visit: <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date: 24<sup>th</sup> October</p>
<b>Digital Marketing , Design &amp; Live promotions assistant Part Time 16 hours per week</b>	Academy of Music & Sound	£2912	<p><b>What will I learn?</b></p> <p>Skills you will develop: Communication and collaboration, digital marketing, image design and editing, video content creation, blog writing, events management, planning and executing marketing campaigns, working to deadlines</p> <p><b>What qualification or qualities are required?</b></p> <p>Qualified to SCQF Level 6 (e.g. NC or Highers) in a relevant subject.</p>	<p>To apply visit: <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date: 21<sup>st</sup> October</p>

			<p>You must enjoy doing research, learning new things and talking to people. You will need to be able to follow instructions with minimal supervision and have enough confidence to make your own decisions - but also be realistic about when you need to ask for help. An active interest in music and the creative sector is essential.</p>	
<b>Business Admin Assistant</b>	NHS, Gyle	£16532pa	<p><b>Job overview</b>  An opportunity has arisen for a Business Administration Support Apprentice to join our IT Contract Vendor and Service Management team based at Gyle Square on the outskirts of Edinburgh. We are a large NHS Scotland organisation who provides contract management, service management and support for national IT systems and services for the wider health service and public sector within Scotland. As part of the NSS IT Service Management Team your main role will be working on all aspects of IT service management including, change, incident and problem management. Contract support including contract governance, payment processing and change management. Our Advanced to Higher Business programme combines high-quality classroom training with on-the-job experience to develop you into a valued member of the team. SQA SVQ Level 3 Diploma in Business and Administration (Equivalent to working at Advanced Higher/HNC level)</p> <p><b>What qualification or qualities are required?</b>  Strong commitment to achieving a Modern Apprenticeship in Business and Administration (SVQ 3).  Knowledge of systems, databases and websites.  Experience of working as a team  Good communication skills and experience of dealing with people  Good analytical and problem solving skills  Good numeracy  Someone with 5 standards (Level 1 - 3) OR 5 National Level 5 grades, both qualifications</p>	<p>To apply visit:  <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date:18<sup>th</sup> October</p>

			including Maths and English would be ideal	
<b>Modern Apprentice Accounts Assistant</b>	Concept, Livingston	£10000-£14000	<p><b>What might a typical day in this job look like?</b>  Provide administrative assistance to the sales administrator, purchase ledger and credit control team.  Provide cover in event of absence for any of the roles within finance appropriate to the experience and skills gained at that time  Spend period of 1 month with each of the functions within the admin and finance team (covers first 6 months and timing will vary according to the individual and workloads / priorities  Thereafter the role will grow and develop based on skills and ability of individual, knowledge of systems and the needs of the business.</p> <p><b>What qualification or qualities are required?</b>  Strong numeracy skills.  Able to maintain and project a helpful and courteous attitude to internal and external customers at all times.  Flair for Customer interface on a business to business basis  Problem solver  Commercial awareness.  Able to work in a Team environment  Self-motivated and willingness to learn new skills to progress within Xerox.  Excellent telephone skills with clarity of verbal communication and confidence  Excellent listening skills  Effective written business communication skills  Evidence of planning and organising and preference for working within a disciplined structured environment  PC literate - Microsoft applications such as Excel, Outlook and Word  Must have 5 National 5s including English and Maths or equivalent</p>	<p>To apply visit:  <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date:10<sup>th</sup> November</p>
<b>Manufacturing Apprentice</b>	Leonardo, Edinburgh	£13500	On joining the Leonardo 3 year Manufacturing Apprentice Programme, you	To apply visit:

			<p>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><b>What might a typical day in this job look like?</b></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 &amp; Supply Chain.</p> <p><b>What qualification or qualities are required?</b></p> <p>What do we need from you?</p> <p>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 &amp; English  Plus another 2 subjects, preferably Technological subjects e.g. Graphic Communication, Product Design, Craft &amp; Design, Tech Studies, Computing, Woodwork, Metalwork etc.  And/Or  Standard Grade (1-3) / National 5 (A-C):  English / Maths  Other needs:</p> <ul style="list-style-type: none"> <li>• Have a minimum of 5 years permanent residency in the UK</li> <li>• Successfully complete SC security clearance</li> </ul>	<p><a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date:28<sup>th</sup> February 2018</p>
<p><b>Design Engineering Technical Apprentice</b></p> <p><b>Full Time</b></p>	<p>Leonardo, Edinburgh</p>	<p>£13500</p>	<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:  Years 1 and 2: Through a mixture of work placements and college modules you will</p>	<p>To apply visit: <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date:28<sup>th</sup> february 2018</p>

		<p>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"> <li>• Manufacturing and Supply Chain</li> <li>• Mechanical Engineering</li> <li>• Electronic Engineering</li> <li>• Systems Engineering</li> <li>• Software Engineering</li> <li>• Quality Engineering</li> </ul> <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 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><b>What qualification or qualities are required?</b></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 &amp; 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</p>	
--	--	--	--

			<p>Demonstrate Self Awareness &amp; Confidence  A passion for Technical Analysis, judgement &amp; Problem Solving  Other needs:  Have a minimum of 5 years permanent residency in the UK  Successfully complete SC security clearance</p>	
<b>Modern Apprenticeship- Receptionist</b>	Livingston	£12000-£15000	<p>This Veterinary Practice in Livingston is looking to take on a recent school leaver as a Modern Apprentice to provide general office support to a busy team. You will be supporting the Partner and surgery team with the day to day organisation of the reception function with emphasis on providing a professional service to clients and their pets.</p> <p><b>What might a typical day in this job look like?</b></p> <p>Manage and deal with appointment bookings in a professional and efficient manner using the in-practice database system, receive clients and their animals for appointments, being sensitive to their needs and promoting a professional image at all times.</p> <p>Maintain product knowledge and be able to advise where necessary, comply with Health &amp; Safety Regulations and local policy within the surgery, work with other members of the team to ensure that the reception and other areas of the practice are kept to a high standard of cleanliness and are presentable at all times.</p> <p>Be able to work with the in-house system producing reports as requested, bereavement handling, show awareness of financial controls within the practice, adhere to and be able to locate all local policies and procedures.</p> <p>Providing high-quality customer services that meet the needs of internal and external clients, being an effective team player, communication, clear planning, commitment and motivation to achieve personal goals, professional confidence, planning and organising, and decision making.</p> <p><b>What will I learn?</b></p> <p>The company will fully support you through a</p>	<p>To apply visit:  <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date: 19<sup>th</sup> November</p>



			<p>Business Administration Level 3 SVQ. You will also be given access to Microsoft IT Academy to enhance and development your IT knowledge.</p> <p><b>What qualification or qualities are required?</b> Ideally, we are looking for National 5s or Intermediates but will also consider a minimum of Standard Grade Maths and English at C grade. Qualities desired include cooperating to work as part of a team, keenness to work and succeed, confident communication skills, and recognising the need to change personal and interpersonal behaviour.</p>	
<p><b>Sales Assistant permanent</b></p> <p>8 hours + per week – must be flexible</p>	Tog 24	NMW	Looking for an individual to work in a positive, productive, and professional manner. The ability to quickly build rapport with others and flexible in approach to work, people and working patterns. Experience in a retail environment with a strong customer focus preferred but not essential.	Application by CV and covering letter to be handed into the store FAO The Manager
<p><b>Sales Team member</b></p> <p><b>Days/Hours Required:</b> 30 hours per week – Monday – Friday must be flexible</p>	Clarks	£7.50 per hour	Looking for an upbeat individual to join our team. Main duties include processing deliveries and stock handling, customer service and general housekeeping.	Application on website only at <a href="http://www.apply.clarksjobs.com">www.apply.clarksjobs.com</a>
<p><b>Seasonal Sales Assistant</b></p> <p>Minimum 24 hours (4 days out of 7) includes weekend working</p>	Fred Perry		Keen, enthusiastic and confident communicators. No experience required but advantageous. Must be 17 years or older. Temporary over November and December	Email – <a href="mailto:livingston@fredperry.com">livingston@fredperry.com</a> with a cover letter and CV or hand in a copy to the store.
<p><b>Sales Associate</b></p> <p><b>Days/Hours Required:</b> 1 x 4 hours and 1 x 8 hours – Must be fully flexible</p> <p><b>Permanent</b></p>	New Balance	Exceeds NMW	Your sales based shop floor position will require you to maintain high levels of customer service. Cash handling and product knowledge will play a major part of the role. Experience is preferred but not essential.	Hand in CV and covering letter to store explaining why you are interested in New Balance, stating availability or email <a href="mailto:livingstone.shop@newbalance.com">livingstone.shop@newbalance.com</a>
<p><b>Team member &amp; a Christmas Stock Assistant</b></p> <p><b>Temp position on a zero hour contract</b></p>	Menkind	NMW	Menkind are looking for a new member to join their team, this involves a face to face sales and we are looking for staff that are confident, outgoing and are able to learn quickly!. Previous experience in a sales	<b>How to apply:</b> Hand in a C.V with availability to the store asking to speak to Scott.

			environment would be an advantage but not essential as training will be provided. We are looking for an individual who can be flexible to their working hours and be available to work when needed.	
<b>Team Member</b>	Krispy Kreme	NMW	<p>Krispy Kreme are looking for a new member to join their team.</p> <p>This is based on a contract of 4-25hrs No experience is necessary as full training will be provided.</p>	If you would like to apply please go to <a href="http://www.krispykreme.co.uk">www.krispykreme.co.uk</a>
<b>Modern Apprentice Accounts Assistant</b>	Livingston	£10000-£14000pa	<p>Provide administrative assistance to the sales administrator, purchase ledger and credit control team.</p> <p>Strong numeracy skills.</p> <p>Able to maintain and project a helpful and courteous attitude to internal and external customers at all times.</p> <p>Flair for Customer interface on a business to business basis</p> <p>Problem solver</p> <p>Commercial awareness.</p> <p>Able to work in a Team environment</p> <p>Self-motivated and willingness to learn new skills to progress within Xerox.</p> <p>Excellent telephone skills with clarity of verbal communication and confidence</p> <p>Excellent listening skills</p> <p>Effective written business communication skills</p> <p>Evidence of planning and organising and preference for working within a disciplined structured environment</p> <p>PC literate - Microsoft applications such as Excel, Outlook and Word</p> <p>Must have 5 National 5s including English and Maths or equivalent</p>	<p>For more information and to apply visit: <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date: 29<sup>th</sup> October</p>
<b>Temporary Sales Assistant</b>	The Card Factory	NMW	<p>We are now heading into our busiest season and are looking for enthusiastic seasonal Sales Assistants to join the team. We have a number of vacancies available with a wide range of hours and shift patterns.</p> <p>Main responsibilities:</p> <ul style="list-style-type: none"> <li>• Being dedicated to delivering</li> </ul>	<p><a href="https://www.networkrecruitment.com/Jobs/Feed?key=pjXuG48tI8Xp oamLdHzZMwZFFAJKCVSrGA4%2bZGya%2fdc%3d">https://www.networkrecruitment.com/Jobs/Feed?key=pjXuG48tI8Xp oamLdHzZMwZFFAJKCVSrGA4%2bZGya%2fdc%3d</a></p> <p>Closing date: 6<sup>th</sup> January</p>

			<p>excellent customer service so our customers can celebrate their life moments</p> <ul style="list-style-type: none"> <li>• Price stock correctly and merchandise in line with Company procedure</li> <li>• Make customers aware of product promotions and offers</li> <li>• Assist with unloading of deliveries and storage of stock</li> <li>• Operate till, accept payment by cash, credit and debit card</li> <li>• Cashing up and tills management</li> <li>• Supervision of the store when required</li> </ul>	
<b>Xmas temp Full Time Customer experience team members (Livingston)</b>	Schuh	£7.29ph	Full Training given	<a href="http://www.schuh.co.uk/careers/vacancies">http://www.schuh.co.uk/careers/vacancies</a>
<b>Christmas Helper</b>	Hamleys	NMW	<ul style="list-style-type: none"> <li>• Self-confident with a fun and friendly disposition</li> <li>• Enjoys working with children and relishes the challenges that this may present</li> <li>• Positive, can do, attitude</li> <li>• Passionate about the brand</li> <li>• Flexibility to work across varied hours and days of the week</li> </ul>	Application by CV and covering letter to: KPaterson@hamleys.co.uk
<b>Sales Advisor</b>	Warren James	unknown	They are looking for a passionate, friendly and enthusiastic person to join their team. Jewellery knowledge is not essential as full training will be given.	Apply instore
<b>Seasonal Part Time Sales Associate</b>  Contract - 4hrs (Flexibility is required and shifts will depend on availability).	Build a Bear		We are looking for someone who is outgoing, enthusiastic, ambitious and success oriented. You will have exceptional communication and selling skills. You will be flexible and adaptable in a fast paced environment. You will enjoy working in a high energy environment and demonstrate an appreciation for children of all ages, flexibility over the christmas period is required.	If you think this is the job for you please go to <a href="http://www.buildabear.co.uk/careers">www.buildabear.co.uk/careers</a> or hand in a CV in store.
<b>Customer Service assistant</b>	Subway	NMW	Looking for a new member to join their team.	If you would like to apply please hand your C.V instore.

			You must be fully flexible for this position which is 30+ hours per week, the working days are any 5 out of 7 including weekends.	
<b>Retail Team Member</b>	Toys R Us	unknown	<p>We are looking for special individuals with friendly and outgoing personalities who enjoy variety in a fast paced and fun environment to join our team in Livingston.</p> <p>You'll get involved with all aspects of working in our fabulous Toys R Us store to ensure our customers receive excellent service throughout their shopping experience. Flexibility is essential as shifts may vary throughout the week. Retail experience would be an advantage and an appreciation of parent's and children's needs will be especially valued.</p>	<p><a href="https://www.indeed.co.uk/cmp/Toys-R'-Us/jobs/Retail-Team-Member-7d7381338f0fd9c6">https://www.indeed.co.uk/cmp/Toys-R'-Us/jobs/Retail-Team-Member-7d7381338f0fd9c6</a></p> <p>on <a href="http://www.indeed.co.uk">www.indeed.co.uk</a></p>
<b>Assistant Hairdresser</b>	Vincent Bell, Edinburgh	£6216pa	<p>In a typical day you will help and assist stylists with clients. Wash clients hair and look after clients needs. General housekeeping of the salon to make sure the salon is clean and tidy for the next clients coming in.</p> <p><b>What will I learn?</b></p> <p>You will learn how to cut and colour hair as well as the technical side of this. You will also learn how to do different styles of hair as well as general assistant duties. Washing hair, blow drying hair and looking after clients and assisting the stylists.</p> <p><b>What qualification or qualities are required?</b></p> <p>No qualifications are required for to be put on the modern apprentice programme but good communication skills, politeness, good manners and a willingness to learn are essential qualities for this post.</p>	<p>For more information and to apply visit: <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date: 26<sup>th</sup> December</p>
<b>Crew Member</b>	McDonald's Livingston & Bathgate		<p>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.</p> <p><b>Position Attributes</b></p> <p>To join us as a Crew Member you'll need to be confident in approaching and dealing with diverse groups of people. Friendly, courteous</p>	<p><a href="https://people.mcdonalds.co.uk/job-search">https://people.mcdonalds.co.uk/job-search</a></p> <p>on <a href="http://www.indeed.co.uk">www.indeed.co.uk</a></p>

			and helpful behaviour will come naturally to you and you'll work well as part of a team. Effective communication skills such as attentive listening, face-to-face verbal communication and eye contact are a must. You'll also need to understand the importance of maintaining high standards of quality and service as well as cleanliness. The ability to maintain high energy levels whilst working both efficiently and productively is essential. Finally, your appearance should be smart and clean.	
<b>Christmas Casuials</b>	Bathgate Parcel Sort Centre	Pay Rate Mon - Sat 06.00 - 22.00 £8.00 Mon - Fri 22.00 - 06.00 £8.50 Sun - 06.00 - 22.00 £8.80 Sat & Sun - 22.00 - 06.00 £9.80	The Christmas period is naturally a very busy time of year for Royal Mail. To help us handle the increased volumes of mail we require casual workers to sort mail in our mail centres with start dates between mid-November through to mid-December. As the face of Royal Mail you will work as part of a team ensuring we continue to deliver the high standards of service our customers expect. In the mail centre you will cover various indoor roles in a warehouse environment, you could be unloading mail from vans, moving large volumes of mail around in trolleys, sorting parcels and letters manually or operating machinery. It is a fast paced environment and you'll be working to efficient methods to meet our business performance targets. A mail centre can process over a million items in a shift and you'll be a valuable part of making that happen.	<a href="https://jobs.royalmailgroup.com/job/Bathgate-Christmas-Casuals-Bathgate-Parcel-Sort-Centre-EH48-2EY/350225801/?feedId=111701&amp;utm_source=Indeed&amp;utm_campaign=RMG_Indeed">https://jobs.royalmailgroup.com/job/Bathgate-Christmas-Casuals-Bathgate-Parcel-Sort-Centre-EH48-2EY/350225801/?feedId=111701&amp;utm_source=Indeed&amp;utm_campaign=RMG_Indeed</a>  on <a href="http://www.indeed.co.uk">www.indeed.co.uk</a>
<b>Sales Assistant</b>  Variety of positions and contracts from 8 hours to 20 hours. Must be flexible	Ted Baker	Meets National Minimum Wage	To deliver high levels of customer engagement and working to achieve set goals and targets. Experience is not necessary but preferred.	CV and covering letter to be emailed to the Store Manager at the following address: <a href="mailto:manager.215@tedbaker.com">manager.215@tedbaker.com</a>
<b>Sales Advisor x 2 8 &amp; 12 hours permanent contracts available</b>	Clinton Cards	Salary meets minimum wage	Previous experience is preferred, but not necessary as full training will be provided.  You must be fully flexible for this role, as the hours include the weekdays and weekends.	If you think this is the job for you please hand your C.V and cover letter confirming your availability to a member of the team.

<b>Customer Service Assistant (over 18)</b>	Quicksilver	Salary meets national minimum wage.	Quicksilver are looking for 2 x customer Service Assistants to join their team.  Both of these positions are based on 16 hours over 4 days, you must be fully flexible with this role. You must have a good standard of mathematics skill, for this position you must be over 18 and have the flexibility to work Tuesday from 6am.	Please hand your CV instore to a member of the team.
<b>Team member</b>	KFC		Front of House - You'll be the first person our customers meet when they visit our restaurants, it's up to us to create a fantastic experience for each and every one of them. Our Front of House team are friendly, welcoming and making our customers feel like they made the right choice to eat with us.  Middle of House - Whilst not in a customer facing position it will be your responsibility to ensure the product we deliver to our customers is the very best, supporting our Front of House team by delivering the perfect product you have prepared	<a href="https://www.indeed.co.uk/viewjob?jk=53b0fcb9c0c0b6aa&amp;l=livingston&amp;tk=1bo74o38v9molbip&amp;from=web">https://www.indeed.co.uk/viewjob?jk=53b0fcb9c0c0b6aa&amp;l=livingston&amp;tk=1bo74o38v9molbip&amp;from=web</a>
<b>Customer Adviser</b>	Sketchers		Experience in fashion and footwear will be considered and advantage	<a href="https://jobs.smartrecruiters.com/Skechers1/743999657822174-get-in-touch-with-skechers-livingston-designer-outlet-?referrer=210">https://jobs.smartrecruiters.com/Skechers1/743999657822174-get-in-touch-with-skechers-livingston-designer-outlet-?referrer=210</a>
<b>Kitchen Team Member</b>	Chiquito		To cook dishes to specification, cleaning duties, environment, fully comply with food safety/ health essential. Full training provided	<a href="https://www.indeed.co.uk/cmp/Chiquito/jobs/Kitchen-Team-Member-4f0272f32ab9cf96">https://www.indeed.co.uk/cmp/Chiquito/jobs/Kitchen-Team-Member-4f0272f32ab9cf96</a>
<b>Sales Adviser</b> 20-25 hours, must be fully flexible over 7 days	Trespass	NMW	Job will be customer facing with customer service, cash handling, sales and stock replenishment and till operations Experience not needed	Hand in CV and covering letter
<b>Sales Assistant</b>  <b>Temporary posts</b> Part Time 3 x 12 hr positions available, must be fully flexible, Mon – Sun 9am - 6pm	Barbour	£7.50 per hour	Overall purpose of the role- To positively contribute to the turnover of the Livingston store by offering excellent levels of customer service and developing selling opportunities. To represent the Barbour brand in a positive manner and remain professional at all times.	Email CV and cover letter to recruitment@barbour.com

<p><b>Sales Associate</b></p> <p>8 hrs, candidate must be available during weekdays</p>	<p><b>Sunglass Hut</b></p>	<p>NMW</p>	<p>Excellent customer service skills essential. Candidate is expected to achieve personal sales targets + KPI's and contribute to store success. Due to keyholder requirements applicant must be over 18.</p>	<p>Please hand CV in to store with availability clearly marked on cover letter</p>
<p><b>Part Time Sales Associate</b></p>	<p>Footlocker</p>		<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 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.</p>	<p>you would like to apply, please go online to <a href="https://www.sneakerjobs.com/job/livingston/sales-associate">https://www.sneakerjobs.com/job/livingston/sales-associate</a></p>
<p><b>Modern Apprenticeships: New House Build Roof Tiling. External Render Apprentice.</b></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. 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</p>	<p>For more information and to apply visit: <a href="http://gmgcontractors.com/traininq-careers/">http://gmgcontractors.com/traininq-careers/</a></p>

			<p>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 <b>£1000</b> 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>	
<b>Modern Apprenticeship-Childcare</b>	Vacancies available throughout West Lothian		<p>Modern Apprenticeships in child care offer young people the opportunity to be employed full time in a nursery while undertaking a SVQ Social Services (Children and Young People) at SCQF 7.</p> <p>No experience is necessary, as full training will be given by both nursery and Carousel Training Centre.</p> <p>If you are not already employed by a nursery then we have a marketing team who can assist you in sourcing employment in order for you to start your training.</p> <p>As an apprentice you will be expected to work as part of a team to provide a programme of activities for children as young as babies to 5 years old.</p> <p>You will help the children learn and develop their physical, intellectual, language and social skills through organised play. You will care for them whilst away from their family, giving support where required. Other duties will include feeding, caring, developing and planning of activities. Domestic duties are required to ensure a safe environment for the children.</p> <p>You should be highly motivated and have good communication skills.</p>	<p>To apply visit:</p> <p><a href="http://www.carouseltraining.co.uk">www.carouseltraining.co.uk</a></p>
<b>Temporary Mail Sorters</b>	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>	<p><a href="http://www.aplitrak.com/?adid=S2F0ZS5DYXJsYXcuMTI4MDYuNDcwN0BwcmItZXRpYWUuYXBsaXRyYWsuY29t">http://www.aplitrak.com/?adid=S2F0ZS5DYXJsYXcuMTI4MDYuNDcwN0BwcmItZXRpYWUuYXBsaXRyYWsuY29t</a></p>



			<ul style="list-style-type: none"><li>• Exceptional attention to detail</li><li>• The ability to work efficiently in a fast paced environment</li><li>• Excellent communication skills</li><li>• A hardworking and motivated approach to work</li></ul>	
--	--	--	---	--

## Modern Apprenticeships Websites


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

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

### Other Training / Learning Opportunities

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

Course Information	Training Provider	Recruitment Information	Booking Summary
<p>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>			<p><a href="mailto:Sean@venturetrust.org.uk">Sean@venturetrust.org.uk</a></p>
<p>Digital Natives West Lothian Employability Support is offering one to one key worker support to help with CVs, Cover letters, Job Searching, job applications, college applications and interview skills</p>	<p>Digital Natives</p>		<p>For more information, or to refer call Alex on 07788273345 or email <a href="mailto:ALEX@COMMUNITYENTERPRISE.CO.UK">ALEX@COMMUNITYENTERPRISE.CO.UK</a></p>
<p>The <b>Future Horizons Programme</b> is open to Early Service Leavers across all services, and supports those who have completed less than 4 years' service and are either discharged compulsorily or at their own request. Regardless of how long you have served or the reasons you have for leaving, Future Horizons will provide support and assistance to enable you to find suitable employment upon leaving the Armed Forces.</p> <p>Visit: <a href="https://www.ctp.org.uk/">https://www.ctp.org.uk/</a></p> <p>West Lothian Council is aiming to create Veterans Wage Subsidy places for veterans aged 25-49 years. Veterans aged 16-24 can access StepsN2 Work support.</p> <p><b>Employing a Veteran:</b> If a business employs a veteran they will receive 50% of their salary for up to 26 weeks. The veteran must receive at least the minimum wage. There is a maximum level of subsidy per opportunity. The subsidy will be for up to 40 hours per week, with 26 hours being the minimum requirement.</p>			

Course Information	Training Provider	Recruitment Information	Booking Summary
<p><b>YOUTH INCLUSION PROJECT</b></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 &amp; accessing and gaining recognised qualifications</p>	Youth Inclusion Project		<p>SDS Staff to email referral form to <a href="mailto:youthinclusionprojectreferrals@westlothian.gov.uk">youthinclusionprojectreferrals@westlothian.gov.uk</a></p>
<p><b>Skills Training Programme</b> For unemployed 16 -18 year olds who require additional support to help move into employment or training. Must be able to self travel. Training allowance £55 per week and £20 towards weekly bus pass/travel. Referrals must be at Stage 3 and have a bank account and NI number</p>	West Lothian Council	Recruitment open	<p>Complete referral and send to: <a href="mailto:Miriam.georgeson@westlothian.gov.uk">Miriam.georgeson@westlothian.gov.uk</a></p> <p> 2016 Activity Agreement - Referral</p>
<p><b>Activity Agreements</b></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><b>Referral should be emailed to</b> <a href="mailto:wendy.stuart@westlothian.gov.uk">wendy.stuart@westlothian.gov.uk</a></p>
<p><b>The Community Learning and Development Service</b> in West Lothian is part of Education and Cultural Services and works with adults, communities and young people. There are a range of learning opportunities, mainstream youth clubs and other activities available in local areas.</p>			

Course Information	Training Provider	Recruitment Information	Booking Summary
<p><b>IMPROVING YOUR READING, WRITING AND NUMBERS</b></p> <p>There are lots of reasons why you may want to brush up on your skills: helping your child with homework, feeling more confident at work, gaining a first qualification or because you need to pass your driving theory or entrance exam into the uniformed services</p> <p>The aim of ABE is to work with anyone over the age of 16 who can set goals to improve literacy and numeracy skills or who is experiencing hearing loss and wishes to learn lip-reading skills. We provide a free service with access to workshops, short courses and ongoing individual learning.</p>	<p><b>ABE</b></p>		<p>Contact: 0800 731 1831 to set up a personal appointment to talk about your needs.</p>
<p><b>B4 and On2 Work</b> 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><b>Ability Centre, Carmondean</b></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: <a href="mailto:Lorna.hutson@westlothian.gov.uk">Lorna.hutson@westlothian.gov.uk</a></p>
<p><b>Individual Learning Accounts £200</b></p> <p><b>The existing scheme will be closed to new applications for a few months. The revised scheme will come into effect on October and will be called Individual Training Award (ITA) You 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.</b></p>	<p>To search for learning opportunities &amp; providers</p>	<p><a href="http://www.myworldofwork.co.uk/section/funding">http://www.myworldofwork.co.uk/section/funding</a></p>	<p><b>Apply online at:</b> <a href="http://www.myworldofwork.co.uk">www.myworldofwork.co.uk</a></p> <p><b>If you want to open an account or renew an expired account:</b></p> <ul style="list-style-type: none"> <li>• 29 April 2017: Last day to request a renewal form through the SDS helpline on 0800 917 8000</li> <li>• 30 April 2017: Last day to request an application form on My World of Work</li> <li>• Mid May 2017: Application and renewal</li> </ul>

Course Information	Training Provider	Recruitment Information	Booking Summary
<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>forms need to be returned by <b>mid May</b> so that they can be processed by 31 May</p> <ul style="list-style-type: none"> <li>31 May 2017: Last day that an account will be opened or renewed</li> </ul> <p>If you want to book a course under the existing ILA scheme:</p> <ul style="list-style-type: none"> <li>30 June 2017: Last day bookings can be made under the existing ILA scheme. Bookings can only be made for courses with a start date no later than 30 September 2017.</li> </ul>
<p><b>Graduate Careers / Post Graduate Study</b> Prospects is the UK's official graduate careers website. There is information and opportunities for jobs and work and post graduate study. This can be searched by sector.</p>		<p><a href="http://www.prospects.ac.uk/cms/ShowPage/Home_page/p!eLaXi">http://www.prospects.ac.uk/cms/ShowPage/Home_page/p!eLaXi</a></p>	

### Volunteering Opportunities

Volunteering Description	How to Apply
<p><b>PROJECT SCOTLAND</b></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. <a href="http://www.projectsotland.co.uk">www.projectsotland.co.uk</a></p>	

Local Opportunities visit: <a href="http://www.voluntarysectorgateway.org">www.voluntarysectorgateway.org</a> + <a href="http://www.volunteeredinburgh.org.uk">www.volunteeredinburgh.org.uk</a>	
Opportunities abroad: <a href="http://www.xchangescotland.org">www.xchangescotland.org</a>	

### Advice

Advice Workshop	Training Provider	When	Booking Summary
<b>Capability Scotland Advice &amp; Support Service, West Lothian</b>	Ability Centre, Carmondean Centre Road, Livingston	Mon-Thurs 9.00am-4pm Friday 9.00am-12pm	To provide an information and advice service for people with disabilities, their families and carers and other individuals or groups in West Lothain that will enhance knowledge and increase their choices on disability issues. The service also provides a free, confidential and accessible Peer Counselling service for disabled people. You can contact the service directly yourself or a professional such as a GP or Occupational Therapist can refer you to the service. The service works within ethical codes and guidelines of the British Association for Counselling and Psychotherapy in Scotland.
<b>Advice Shop at Carmondean Connected</b>	It provides the full range of library services, as well as access to the Council's Customer Information Service, Access2Employment advisers and Macmillan Cancer Support.  Carmondean Connected has integrated the Library Service with the Council's Customer Information Service and can answer queries regarding benefit advice, bin calendars, Blue Badges, bulky uplifts, concessionary travel, council tax, housing applications etc, as well as	Monday - Friday: 9.30am - 5pm  Sat - 9:30am -12.30pm (if an adviser is not available on a Saturday, a phone service will be offered)	<b>Access 2Employment</b> advisers are available in the library, providing continuing support tailored around the individual so that they are equipped with employability skills that meet the needs of employers, recognising that one size does not fit all. Advisers help people to develop confidence or advise on preparing CVs, provide interview guidance, assist with the completion of application forms and provide overall employability support.  Service available on Monday:  Morning: appointment only - 9.30am, 10.30am, 11.30am  Afternoon: drop-in session - 1.00pm - 4.00pm



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

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

Access2employment offers a wide range of services including:

- Guidance on CV preparation

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

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