



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: 15/11/2017

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

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

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

New National Minimum Wage rates from 1st April 2017 are:

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

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

Local opportunities within the centre, Livingston:

Website: <http://www.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

Job Title	Company Name	Pay	Requirements	How to Apply
Scottish Government - HR Administrator Apprenticeship Age 16+	Broomhouse, Edinburgh	£17642pa	<p>This is a varied, high profile and interesting post which is suited to someone who enjoys delivering excellent customer service. HR Shared Services (HRSS) provides a comprehensive HR service to staff with the Scottish Government and Agencies. Successful candidates will deal with queries from employees and managers in the Scottish Government and Agencies, from ex-employees, from external customers and more.</p> <p>As a team we are committed to continuously improving the way that we work and the service that we provide to our customers. As such part of your role will be to contribute to improvement of working processes and practices.</p> <p>Main Duties: Daily duties are shared by the team on a rota basis and will include:</p> <ul style="list-style-type: none"> • Dealing with customer queries via telephone, email and IFix (query management system). • Triaging these assess whether these can be answered within the team or a response needs to be sourced by specialist team. • Updating our A-Z guidance based on learning from feedback from specialist teams so that this can be used to answer future queries, IFix and face to face. • Updating data held for our customers in corporate systems such as flexi, e-HR and payroll systems. • Identifying areas of advice which need to be improved for customers (for example Saltire pages). Qualification – Throughout the first 12 months of your post, you will be required to achieve a Business Administration 	<p>https://www.myworldofwork.co.uk/getting-a-job/vacancy/scottish-government-hr-administrator</p> <p>Closing date: 28th November</p>

			<p>SVQ Level 2 Qualification (equivalent to a National 5). Training will be provided by an external assessor who will work with and support you.</p> <p>This is a very busy, varied, high profile and interesting post which is suited to someone who enjoys delivering excellent customer service.</p> <p>You should read each of the essential criteria and think about a time or an example that can help demonstrate your knowledge/skills - this should be clearly written on your CV.</p> <p>Essential criteria:</p> <ol style="list-style-type: none"> 1. Good organisational skills and the ability to prioritise and plan work 2. The ability to communicate confidently producing accurate and well-structured written work. 3. Ability to work effectively and flexibly as a member of a team. 4. Knowledge of IT packages, such as Outlook, Word & Excel 	
Business Administration Modern Apprentice	Livingston		<p>As a Modern Apprentice, your main duties and responsibilities will involve answering telephone being the first point of contact for all calls and visitors to offices, recording of visitors – sign-in in book, opening and distribution of post to staff, ordering of stationary, stamps and groceries as required, organise lunches for delegates, customers and staff as and when requested and arrange travel and accommodation for staff. You will undertake an SVQ Level 3 Business Administration, and have the opportunity to improve your IT skills through the use of Microsoft IT Academy.</p> <p>Through continuous self-development you will also improve your communication skills, ability to manage timescales and prioritise your workload.</p> <p>Applicants should be educated to a minimum of National 5 in English, Maths and Administration. Higher qualifications in these subjects would be an advantage. Candidates must have an interest in Administration and this may be demonstrated through your</p>	<p>https://www.myworldofwork.co.uk/getting-a-job/vacancy/business-administration-1</p> <p>Closing date: 1st December</p>

			education choices.	
<p>Trainee Storeman</p> <p>Minimum 30 hours per week - Mon - Fri</p>	<p>Building Services, Kirkton Service Centre Livingston</p>	<p>Exceeds national minimum wage+ £500.00 training allowance</p>	<p>16-24 year olds only - West Lothian Jobs Fund eligibility conditions apply</p> <p>To ensure the stores/yard area within kirkton service centre are clear of trip hazards and any potential health and safety issues. Assist stores personnel in ensuring that an adequate supply of materials, plant and equipment is timeously ordered and received to enable all works undertaken to be carried out efficiently.</p> <p>Assist stores personnel with, equipment and safety equipment issued to trades operatives and checked when returned to Stores ready for immediate availability for future job use. Assist in ensuring all procedures, checks, audits and documentation relating to the Stores are timeously recorded and controlled in the interests of accuracy and cost effectiveness.</p> <p>Ensure goods received are properly stored, stacked, shelved etc to meet the requirements of the Health and Safety at Work and COSHH Regulations.</p> <p>Maintain the yard/stores area in a clean and tidy condition which will ensure a safe working environment</p> <p>The post holder must be trustworthy with good communication and customer care skills & have good computer skills</p>	<p>Please send CV to alexa.davey@westlothian.gsx.gov.uk</p> <p>Closing date: 26th November</p>
<p>Trainee Labourer x3</p> <p>Minimum 30 hours per week- 4 days over 7</p> <p>6 month Fixed Term Contract</p> <p>Start January 2018</p>	<p>West Lothian Council, Building Services, Kirkton Service Centre Livingston</p>	<p>Exceeds national minimum wage+ £500.00 training allowance</p>	<p>16-24 year olds only - West Lothian Jobs Fund eligibility conditions apply Essential</p> <p>Carry out all types of building maintenance labouring duties and new build work</p> <p>Require to travelling to various locations throughout West Lothian</p> <p>As part of this position, you will also be given the opportunity to gain experience of trade skills, such as painting or plastering</p> <p>Duties shall include but not limited to include assisting with the installation and removal of alloy towers or equivalent, general waste clearance</p>	<p>Please send CV to alexa.davey@westlothian.gsx.gov.uk</p> <p>Closing date: 26th November</p>

			<p>Ensure a high standard of customer care Ensure timeously completion of Building Services documentation Operate and take care of tools and equipment The ability to work outdoors in all climates and at height where required Assist with any other tasks that may arise to ensure the smooth delivery of services to our customers Awareness of Health and Safety National 4 Maths (or equivalent) National 4 English (or equivalent) National 4 CDT or other practical subject (or equivalent) Good timekeeping Able to follow a works instruction Good level of fitness Desirable Building Maintenance or Construction Experience Experience with working at heights Experience of outdoor works in various climates Customer Care Skills Working as part of a team Self-motivated and able to work unsupervised when required Ability to work on own initiative and respond to changing circumstances</p>	
<p>Trainee Caretaker/Cleaner</p> <p>Minimum 30 hours per week - Mon - Fri</p> <p>6 month Fixed Term Contract</p> <p>Starting January 2018</p>	<p>West Lothian Council, Various locations throughout West Lothian</p>	<p>Exceeds NMW + £500.00 training allowance</p>	<p>16-24 year olds only - West Lothian Jobs Fund eligibility conditions apply To ensure the safety, security, cleanliness and state of repair of local authority houses. Qualifications, Skills, Knowledge Essential Good communication skills Ability to work as part of a team Flexible and adaptable approach Ability to prioritise own workload Excellent customer service approach Effective time management skills Confidence and ability to work with a</p>	<p>For more information visit: www.positive-destinations.co.yk</p> <p>Please send CV to alex.davey@westlothian.gsx.gov.uk</p> <p>Closing date: 26th November</p>

			<p>minimum of supervision</p> <p>Desirable</p> <p>Experience of working in a customer focussed environment</p> <p>Experience of building cleaning and general building maintenance</p>	
<p>General Assistant (Waiter/ess)</p> <p>30 hours</p>	<p>Hideaway Café, Bathgate</p>	<p>£7.20ph</p>	<p>18-24 year olds only - West Lothian Steps N2 Work eligibility conditions apply. Being a Café Assistant means being a person who brings our café to life and creating a fun, relaxed atmosphere for customers to feel welcome as our aim is for them to leave happy with their experience. Also working as part of a team to achieve the best possible service for customers, and to share the shift duties and responsibilities with your team members.</p> <p>Must be aged 18+</p> <p>Customer service experience preferred</p> <p>Cash handling experience preferred</p> <p>Health and Hygiene certificate would be advantageous however employer will provide this.</p> <p>Willingness to learn</p> <p>Honest and trustworthy</p> <p>Ability to work in a fast paced environment</p> <p>Friendly and approachable</p> <p>Reliable with a good work ethic</p>	<p>Please send all CV's to alexa.davey@westlothian.gsx.gov.uk</p> <p>Closing date: 19th Novemeber</p>
<p>Car Washer</p>	<p>Autovalet Management Ltd, Livingston</p>	<p>unknown</p>	<p>Looking for car washers. No experience necessary. Full training will be provided. Must be over 18 and speak English.</p>	<p>https://www.indeed.co.uk/cmp/Autovalet-Management-Ltd/jobs/Car-Washer-f2fbd7d7c75a2f26</p>
<p>Trainee land Surveyor</p>	<p>JBA Group, Edinburgh</p>		<p>We anticipate the post would suit a school leaver or career changer with at least 2 Highers (or similar) at pass grade, with preferably one being in mathematics. An interest in geography, the environment and maths would also be an advantage.</p>	<p>https://www.indeed.co.uk/viewjob?jk=8fa713f3a516a87c&l=Livingston&tk=1but6h3ph16s94iq&from=web</p> <p>on indeed.co.uk</p>
<p>Customer Service Assistant Modern Apprentice</p>	<p>West Lothian College</p>	<p>£10000</p>	<p>We are looking for talented modern apprentices to train with us as sales executives and join our sales teams and support our growth by securing and developing business with organisations through telesales.</p>	<p>https://www.apprenticeships.scot/vacancy-details/?refCode=112265</p>

			<p>What qualification or qualities are required?</p> <p>Experience and qualifications: The successful candidate will:</p> <ul style="list-style-type: none"> • Be educated to National Level 5 • Demonstrate a strong desire to work within a sales environment • Be a highly motivated pro-active self-starter • Have a full UK driving license is desirable • Well-organised and commercially aware • Background experience or strong interest in IT • Sales experience would be an advantage • Commitment and drive for business development • Competent in relationship building 	Closing date: 24 th November
Customer Service Assistant Modern Apprentice	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>You will need good communication skills, and</p>	<p>https://www.apprenticeships.scot/vacancy-details/?refCode=112792</p> <p>Closing date: 1st December</p>

			<p>good computer abilities with the ability to work in a team environment. It is useful for you to have a good knowledge of MS Office including Excel and Word</p> <p>You will be a polite, presentable and articulate individual. You should be able to engage with clients and work to schedules. National 5 or equivalent plus or equivalent is preferred but not essential</p> <p>You will be a bright, enthusiastic individual keen to learn and progress, looking for a great career starter.</p>	
<p>Trainee Admin modern Apprenticeship</p> <p>Full Time 37.5 hours per week</p>	Bathgate	£11000-£13000	<p>This is an exciting opportunity for an individual to join the busy distribution department of a large transportation company. Working in a thriving team you will be very much a part of ensuring the traffic process of managing all company vehicles throughout the UK, runs smoothly and within agreed timescales.</p> <p>You will undertake an SVQ Level 3 Business Administration, and have the opportunity to improve your IT skills through the use of Microsoft IT Academy.</p> <p>Through continuous self-development you will also improve your communication skills, ability to manage timescales and prioritise your workload.</p> <p>What qualification or qualities are required?</p> <p>Ideally we are looking for National 5s including Maths and English, or Higher Grades.</p> <p>Other personal attributes desired include confident communication and social skills, good IT and keyboard skills, willing to learn, able to use initiative and move from one task to another, good team player, a mature attitude, and ideally someone who has undertaken some form of holiday or weekend job while at school.</p>	<p>https://www.apprenticeships.scot/vacancy-details/?refCode=112732</p> <p>Closing date: 6th December</p>
Scottish Government Policy Assistant	Edinburgh	£17642	<p>This Policy Assistant post provides an excellent opportunity to work in a high profile and fast moving policy area attracting considerable Ministerial, stakeholder and media involvement. The Policy Assistant role,</p>	<p>For more information about the post and how to apply visit: www.apprenticeships.scot</p>

			<p>based in Health Workforce and Strategic Change Directorate, will provide the opportunity to work with a range of staff across Health and Social Care (HSC) Directorates and wider Scottish Government in relation to the impact of leaving the EU on the health and social care in Scotland, including NHS Scotland. Working directly to the DG HSC's EU Withdrawal Lead on these matters, you will have a varied and interesting workload.</p> <p>Throughout the first 12 months of your post, you will be required to achieve a Business Administration SVQ Level 2 Qualification (equivalent to a National 5). Training will be provided by an external assessor who will work with and support you.</p> <p>Full training will be provided on all internal system & processes. This is an excellent opportunity to develop your administrative and communication skills.</p>	Closing date: 22nd November
<p>Chef Modern Apprenticeship Full Time 30 hours</p>	<p>Harvester, Livingston</p>	<p>£6318</p>	<p>Keen to develop your skills in the Hospitality sector</p> <ul style="list-style-type: none"> • An enthusiasm to learn • A smart and tidy appearance • Ability to seek assistance when dealing with demanding customers • High standards of cleanliness and hygiene • A flexibility to work weekends, evenings and holidays – this is a MUST in any Hospitality role <p>Skills Required:</p> <ul style="list-style-type: none"> • Pride in delivering excellent customer service • Good teamwork ethic • Strong communication and listening skills • The ability to work under pressure in a fast paced environment • Organised multitasker • Ability to follow instructions and work well in a team • Attention to detail and creativity for food presentation 	<p>For more information about the post and how to apply visit: www.apprenticeships.scot</p> <p>Closing date: 27th November</p>
<p>Accounts Assistant Modern Apprenticeship</p>	<p>Edinburgh University</p>	<p>£15969</p>	<p>You will acquire interpersonal skills through corresponding and communicating with various members of staff in the professional</p>	<p>For more information about the post and how to apply visit:</p>

			<p>services teams via emails, telephone and face-to-face interaction.</p> <ul style="list-style-type: none"> • Gain experience working within an experienced Finance team, following instructions under guidance. • Learn the basic terminology of Finance and specific terms relating to Finance in a Higher Education institution. • Gain experience working accurately and methodically with attention to detail, which is extremely important in any financial situation. • Use Excel and other Microsoft Office systems as well as Business Intelligence tools in an office environment • Receive specific in-house training on the University of Edinburgh’s financial systems. • General administrative duties required in a busy office, such as photocopying and scanning documents, and responding to email queries. • Obtain AAT Advanced level Accounting qualification <p>Modern Apprenticeships are open to people of any age, funding for training is available to those aged 16-24 (if you are disabled or care experienced this is available until age 29).</p> <ul style="list-style-type: none"> • Minimum of two Highers (preferably Maths and English) and five National 5 qualifications (including Maths and English) • Enthusiasm, commitment, great attention to detail. • Good numeracy and literacy skills. • Working understanding of the basic functions of Microsoft Office Suite e.g. Excel, Word • Ability to follow instructions and pass on information in a clear manner, both written and verbal. • A willingness to learn and develop new skills. • A professional and sensitive approach to dealing with confidential documents. 	<p>www.apprenticeships.scot</p> <p>Closing date: 20th November</p>
Scottish Government eRDM Team Support Officer	Scottish Government, Broomhouse,	£17642pa	<p>Must be 16+</p> <p>The eRDM Records Management Team is a small team which is part of the Knowledge</p>	<p>For more information about the post and how to apply visit:</p>

	Edinburgh		<p>and Information Management Branch in the Information and Technology Services (iTECS) Division.</p> <p>The team has responsibility for maintenance of the Scottish Government eRDM system. The post holder will have a key role in providing support on all eRDM issues and enquiries.</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 general office skills and 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>www.apprenticeships.scot</p> <p>Closing date: 17th November</p>
Apprentice Spray Painter	Broxburn	Up to £7644	<p>To assist qualified Spray Painters as directed</p> <ul style="list-style-type: none"> •To observe best work practices, develop and maintain skills in all aspects of panel preparation, paint mixing and spray painting. •To attend internal and external training courses as directed by Management. •To maintain a clean and safe working environment •To maintain personal standards of dress, cleanliness and hygiene, consistent with the standards laid down by the Company. •To be responsible for the health and safety of yourself and others, using protective equipment as required. •To attend college on a regular basis and to develop and maintain a thorough and current product knowledge. •To ensure a high level of quality and workmanship •To work overtime as required if reasonable notice is given. •Assistance with any other task as directed <p>What are we looking for?</p> <ul style="list-style-type: none"> •Excellent communication skills •Good interpersonal skills and team 	<p>http://vacancies.ewcareers.co.uk/vacancy/apprentice-spray-painter---accident-repair-centre---broxburn/1877</p> <p>Advertised on www.indeed.co.uk</p>

			<p>orientation</p> <ul style="list-style-type: none"> •Results orientated •Problem solving and decision making skills •Quality and reliability •Self-development •Commitment and self confidence •Committed to providing high quality work •Ability to work to deadlines •PC literate 	
Kitchen Porter Full Time position	Dalmahoy Hotel & Country Club, Kirknewton	unknown	<p>To ensure the kitchen and wash up areas are clear of dirty crockery etc at all times and to ensure that all clean items are placed neatly in the appropriate place in the kitchen, ensure that the cleaning schedule is adhered to and standards of Health & Hygiene maintained.</p> <p>To ensure that all kitchen equipment is thoroughly cleaned and stored in the correct manner so as to minimise breakages.To ensure that all breakages and spillages are immediately cleaned up to prevent accidents</p>	<p>https://www.indeed.co.uk/cmp/Dalmahoy-Hotel-&Country-Club/jobs/Kitchen-Porter-06b0e6b22ac1df32?sidu=QwrRXKrgZ3CNX5W-O9jEvZkRj4gZGpx3rv2zPx-cL8sRzfFqhqvNk0uoqhptxMYEx2cLVc7B02LTnc7S4hiAEw</p> <p>on indeed.co.uk</p>
Full & Part Time Sales Staff 20+ hours to be arranged	The Amazing Chocolate Workshop	Unknown	You must be flexible with this role, as it includes weekdays and weekends. Previous sales experience is preferred.	If you think this is the job for you please hand your CV to a member of the team at the stand, of the Amazing Chocolate Workshop.
Temporary Seasonal Staff, Part time hours	Xile Clothing	NMW	For this role you must be flexible, retail experience is preferable but not essential.	Pop instore with your C.V or email it to : livixile@gmail.com
Weekend Sales Adviser 16 hours	Graham & Brown		Previous sales experience is essential for this role and if you also have retail, customer service or interior design experience and know what it takes to deliver excellent service, we are excited to meet with you; even more so if you are a confident, approachable people person.	http://livingston-designer-outlet.co.uk/careers/
Sales Assistant	CEX		Cex are looking for 3 new sales assistant members to join their team over the christmas period.	If you would like to apply please hand your CV with your availability instore or go to www.uk.webuy.com/careers
Sales Assistant Part Time 8 hours	H.Samuel		H Samuel are looking for a new member to join their team, this is based on 8 hours with the potential of more hours on the running up to the christmas period.	Speak to a member of the team instore and they will be happy to help

Part Time Sales Assistant	Su Casa		Su Casa are looking for a new member to join their team, this is based on a 16 hour contract working 5 days out of 7. Please note this may also include weekends, therefore you must be fully flexible.	If you would like to apply, please speak to a member of the team instore and they would be happy to help.
Sales Assistant Full Time	Cotswold outdoor	unknown	Must have: <ul style="list-style-type: none"> • Good communication skills • Be a team player – Used to working as part of a team • Knowledge of retail environment • Good organisational skills, ability to multi task and excellent time management • Be Customer focused – Excellent customer service/care skills • Have proven experience of delivering customer service 	https://jobs.oandcc.com/job/sales-assistant-34/ Closing date: 25 th Nov
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
Team Member Days/Hours Required: 2 positions – Part Time Monday to Friday and Full Time 5 out of 7 days.	Spudulike	Meets NMW and bonus	We are seeking ambitious team members who are keen to develop and progress. In return we offer first class training with genuine carer opportunities. Sociable working hours, clean environment and free meals on duty.	Please hand in CV and cover letter for the attention of store manager or email livingston.mgr@spudulike.com
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
Xmas Temp Hours to be discussed	Lacoste	Pay to be discussed	Part-time Sales Assistants required for Christmas. The main duties of this role are to provide excellent customer service, processing deliveries, maintaining stock and general housekeeping duties.	Please hand CV into the store marked for the attention of the Manager
Sales Assistant Part-time, minimum 16 hours.	Shakebar	Meets NMW	We are seeking a confident individual to join our tea. Must be comfortable communicating with customers. Quick learner required – duties will include making milkshakes, smoothies, coffees, take away food. Will require to use blenders and coffee machines.	Please hand in CV and cover letter into the unit for the attention of store manager.

<p>Part Time Sales Adviser</p> <p>Days/Hours Required: Part-time 10 hours per week. Must be flexible Monday – Sunday – will include late night working</p>	Weird Fish	NMW	We are seeking a friendly and approachable individual to join our team. Must be reliable with excellent customer service skills. Must be able to work well within a team and be sales and target driven.	<p>How to apply: Please email CV and cover letter to livingstonshop@weirdfish.co.uk</p>
<p>Office Administrator Part Time 20 hour per week, Mon-Fri</p>	BFE Electrical Ltd		<p>Strong and confident communicator Excellent interpersonal skills Solid IT skills including Word Excel Ability to work with minimum or little supervision Ability to maintain varied electronic filing and record keeping system Various other ad-hoc administrative duties.</p>	<p>https://www.indeed.co.uk/cmp/BFE-Electrical-Ltd/jobs/Office-Administrator-6dd2d07026af5537</p>
<p>Dental Nurse Apprenticeship</p>	Frederick Street Dental Care - Edinburgh		<p>Looking for a highly presented, confident, vibrant, lively and customer friendly person who has good time keeping skills, good at dealing with potential complaints, can take control and responsibility, is open, honest, eager to learn and has an interest in a long term medical or dental career. The apprenticeship is a commitment of 2 years to get your qualification as a dental nurse. The candidate must stay for all of the 2 years and be able to work 40 hrs+ a week. Full training on the reception and the surgery will be provided as well as necessary vaccinations needed to start working in the surgery As a dental nurse, your role will be to assist the dentist in the surgery during appointments, ranging from check up's to preparing dentures. You will also be responsible for cleaning disinfecting and sterilising dental tools in our fully equipped LDU Unit, fitted with the best cleaning machinery. Another big part of the practice is providing face to face patient service on the reception, taking payments and making sure patients leave satisfied and at ease. We are a young, busy, professional, friendly team based in the heart of Edinburgh on Frederick Street with back to back patients every week, which makes the hours fly by! The candidate must have a Standard Grade Level 3 in English and Maths. Science</p>	<p>https://www.indeed.co.uk/cmp/Glimmer(Pvt)Limited/jobs/Dental-Nurse-Apprenticeship-54c5b9cca91c7aaf?q=apprentice on www.indeed.co.uk</p>

			Standard Grade is preferred but not essential.	
Guest Server Apprenticeship	Pizza Hut		<p>Main Responsibilities: Welcome every guest like you know them. Show them the Hut hospitality that's made us famous. Not to mention your natural flair for putting people at ease. We want to leave every guest delighted. So bring on the good vibes.</p> <p>These fantastic front-of-house roles will see you connecting to guests in a way that really makes a difference. Making the Hut experience come alive. After all, we want to make sure they keep coming back for more. We love your type of person – you always know exactly what to say to raise a smile. You're always ready with brilliant banter – whether it's a working lunch crowd, a family or a group of friends. You just know how to wow the crowd.</p>	<p>https://www.indeed.co.uk/viewjob?jk=122ea5bb1d01d618&q=apprentice&l=Livingston&tk=1bsn9i4ot17ne03h&from=web</p> <p>on www.indeed.co.uk</p>
Scania Vehicle Parts Adviser Apprenticeship 40 hours per week	Scania, Newbridge		<p>An exciting opportunity for an Apprentice to work alongside fully qualified parts advisors to be fully trained in sourcing and supplying parts for Heavy Vehicles.</p> <p>The Parts Advisor Apprentice will be working with both customers and workshop staff, over the phone and face to face, using Scania computerised stock management systems and parts identification programme.</p> <p>Qualifications Required - Minimum of 3 GCSE's or equivalent (A-C in English and Maths preferred).</p>	<p>https://www.indeed.co.uk/cmp/Skillnet/jobs/Scania-Vehicle-Part-Adviser-Apprenticeship-89574e74d4356959?q=apprentice</p> <p>on www.indeed.co.uk</p>
Bus and Coach Body Repair Apprentice	Lothian Buses		<p>The Modern Apprenticeship Programmes allow apprentices to work full time and have the opportunity to earn while they learn and to put theory into practice within an automotive training environment.</p> <p>As well as attending the training centre for week block release of training, regular assessment and reviews will be undertaken within the apprentice's own workplace which aims to ensure they have the required skills to successfully complete their apprenticeship.</p> <p>What Might a Typical Day in this Job look like?</p>	<p>https://apprenticeships.qtg.co.uk/job/apprentice-bus-and-coach-body-repairer-east-scotland-edinburgh-1400.aspx</p>

			<p>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</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 Bus & Coach Engineering and Maintenance Body Cladding.</p> <p>What qualifications or qualities are required? 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. It is essential that you are literate, numerate, reliable and keen to learn.</p>	
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
Sales Assistant	River Island 3 x part time		River Island currently has 3 part time job vacancies available.	Hand a CV into the store

3 x part time positions	positions		<p>2 of these vacancies are for 8 hours which will be for, 4 hours Tuesday Morning and 4 hours Thursday Morning.</p> <p>They also have 1 x 8 hour vacancy and the hours will be for 4 hours Saturday & 4 hours Sunday.</p>	
Junior Commissioning / Water Treatment Engineer	H&V Commissioning Services Ltd - Livingston		<p>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.</p>	<p>https://www.indeed.co.uk/cmp/H&V-Commissioning-Services-Ltd/jobs/Junior-Commissioning-1402307ad697034a</p> <p>on www.indeed.co.uk</p>
Modern Apprentice Hairdresser x 3	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: www.apprenticeships.scot</p> <p>Closing date: 26th December</p>
Warehouse Operative	Tesco		<p>Do you have a passion to deliver a great customer service?</p> <p>Do you thrive whilst working in a supportive team?</p> <p>Are you reliable and a great timekeeper?</p> <p>Can you adapt to working in a fast paced ever changing environment?</p> <p>Do you take responsibility for your own safety and others whilst at work?</p> <p>Would you go the extra mile for stores?</p>	<p>https://www.indeed.co.uk/viewjob?jk=9d2b1a31ce299257&l=Livingston&tk=1broha6k3905ie4n&from=web</p> <p>On indeed.co.uk</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>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 28th February</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, 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"> • Have a minimum of 5 years permanent residency in the UK • Successfully complete SC security clearance </p>	
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? 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? What do we need from you? You must have (as a minimum) the following academic qualifications:</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 28th February 2018</p>

			<p>4 Standard Grades (1-3) / National 5 (A-C) or National 4 (or equivalent)</p> <p>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.</p> <p>And/Or</p> <p>Standard Grade (1-3) / National 5 (A-C): 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</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 28th february 2018</p>

			<p>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>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>	
Modern Apprenticeship- Receptionist	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>What might a typical day in this job look like?</p> <p>Manage and deal with appointment bookings</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 19th November</p>

			<p>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 & 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>What will I learn?</p> <p>The company will fully support you through a Business Administration Level 3 SVQ. You will also be given access to Microsoft IT Academy to enhance and development your IT knowledge.</p> <p>What qualification or qualities are required?</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>	
Team Member	Krispy Kreme	NMW	Krispy Kreme are looking for a new member to join their team.	If you would like to apply please go to www.krispykreme.co.uk

			This is based on a contract of 4-25hrsNo experience is necessary as full training will be provided.	
Temporary Sales Assistant	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"> • Being dedicated to delivering excellent customer service so our customers can celebrate their life moments • 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.networkrecruitment.com/Jobs/Feed?key=pjXuG48tI8Xp oamLdHzZMwZFFAJKCVSrGA4%2bZGya%2fdc%3d</p> <p>Closing date: 6th January</p>
Sales Advisor	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
Retail Team Member	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>https://www.indeed.co.uk/cmp/Toys-'R'-Us/jobs/Retail-Team-Member-7d7381338f0fd9c6</p> <p>on www.indeed.co.uk</p>
Assistant Hairdresser	Vincent Bell, Edinburgh	£6216pa	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	For more information and to apply visit: www.apprenticeships.scot

			<p>salon in clean and tidy for the next clients coming in.</p> <p>What will I learn? 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>What qualification or qualities are required? 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>	Closing date: 26 th December
Crew Member	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>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 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>	<p>https://people.mcdonalds.co.uk/job-search</p> <p>on www.indeed.co.uk</p>
Christmas Casuals	Bathgate Parcel Sort Centre	<p>Pay Rate</p> <p>Mon - Sat 06.00 - 22.00 £8.00</p> <p>Mon - Fri 22.00 - 06.00 £8.50</p> <p>Sun - 06.00 - 22.00 £8.80</p>	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	<p>https://jobs.royalmailgroup.com/job/Bathgate-Christmas-Casuals-Bathgate-Parcel-Sort-Centre-EH48-2EY/350225801/?feedId=111701&utm_source=Indeed&utm_campaign</p>

		Sat & Sun - 22.00 - 06.00 £9.80	<p>team ensuring we continue to deliver the high standards of service our customers expect.</p> <p>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.</p>	<p>gn=RMG_Indeed</p> <p>on www.indeed.co.uk</p>
Sales Advisor x 2 8 & 12 hours permanent contracts available	Clinton Cards	Salary meets minimum wage	<p>Previous experience is preferred, but not necessary as full training will be provided.</p> <p>You must be fully flexible for this role, as the hours include the weekdays and weekends.</p>	<p>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.</p>
Customer Service Assistant (over 18)	Quicksilver	Salary meets national minimum wage.	<p>Quicksilver are looking for 2 x customer Service Assistants to join their team.</p> <p>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.</p>	<p>Please hand your CV instore to a member of the team.</p>
Team member	KFC		<p>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.</p> <p>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</p>	<p>https://www.indeed.co.uk/viewjob?jk=53b0fcb9c0c0b6aa&l=livingston&tk=1bo74o38v9molbip&from=web</p>

			product you have prepared	
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
Kitchen Team Member	Chiquito		To cook dishes to specification, cleaning duties, environment, fully comply with food safety/ health essential. Full training provided	https://www.indeed.co.uk/cmp/Chiquito/jobs/Kitchen-Team-Member-4f0272f32ab9cf96
Part Time Sales Associate	Footlocker		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.	you would like to apply, please go online to https://www.sneakerjobs.com/job/livingston/sales-associate
Modern Apprenticeships: New House Build Roof Tiling. External Render Apprentice.	GMG Contractors, West Lothian	Unkown	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	For more information and to apply visit: http://gmgcontractors.com/training-careers/

			<p>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 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: www.carouseltraining.co.uk</p>

Modern Apprenticeships Websites


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

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

Other Training / Learning Opportunities

Course Information	Training Provider	Recruitment Information	Booking Summary
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	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

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>Sean@venturetrust.org.uk</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 ALEX@COMMUNITYENTERPRISE.CO.UK</p>
<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>			

Course Information	Training Provider	Recruitment Information	Booking Summary
<p>YOUTH INCLUSION PROJECT</p> <p>The Youth Inclusion Project (YIP) is a pre-employability service offered to young people aged 16 to 25 who are residents of West Lothian. The aim of YIP is to break down the barriers that prevent young people from moving into employment, education or training. They provide 1:1 support and training in a range of areas including Life Skills, employability skills, health and wellbeing & accessing and gaining recognised qualifications</p>	Youth Inclusion Project		<p>SDS Staff to email referral form to youthinclusionprojectreferrals@westlothian.gov.uk</p>
<p>Skills Training Programme For unemployed 16 -18 year olds who require additional support to help move into employment or training. Must be able to self travel. Training allowance £55 per week and £20 towards weekly bus pass/travel. Referrals must be at Stage 3 and have a bank account and NI number</p>	West Lothian Council	Recruitment open	<p>Complete referral and send to: Miriam.georgeson@westlothian.gov.uk</p> <p> 2016 Activity Agreement - Referral</p>
<p>Activity Agreements</p> <p>Currently a range of programmes are available on Activity Agreements such as: Exploring Animal Care, Pottery course, Outdoor Activities, Life skills / Youth Issues, IT Wizard, Media Skills, Photography, Confident Cooks, Build a Bike, Design Dept, Literacy/Numeracy support.</p>	West Lothian Council		<p>Referral should be emailed to wendy.stuart@westlothian.gov.uk</p>
<p>The Community Learning and Development Service in West Lothian is part of Education and Cultural Services 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>IMPROVING YOUR READING, WRITING AND NUMBERS</p> <p>There are lots of reasons why you may want to brush up on your skills: helping your child with homework, feeling more confident at work, gaining a first qualification or because you need to pass your driving theory or entrance exam into the uniformed services</p> <p>The aim of ABE is to work with anyone over the age of 16 who can set goals to improve literacy and numeracy skills or who is experiencing hearing loss and wishes to learn lip-reading skills. We provide a free service with access to workshops, short courses and ongoing individual learning.</p>	<p>ABE</p>		<p>Contact: 0800 731 1831 to set up a personal appointment to talk about your needs.</p>
<p>B4 and On2 Work Aged 16 – 24 with a physical disability?</p> <p>Do you have worries or concerns about applying for jobs and attending interviews? Confidence Building, Interview Skills, Job search Support, Sign Post to all Employment Providers, Benefits Advice, Work Placements, Individual Pathway Designed and Supported.</p>	<p>Ability Centre, Carmondean</p>	<p>The course will be repeated after 6 weeks please contact for next start date.</p>	<p>For more information please contact Angela Knox at the Ability Centre: (01506) 774066 or email: Lorna.hutson@westlothian.gov.uk</p>
<p>Individual Learning Accounts £200</p> <p>The existing scheme will be closed to new applications for a few months. The revised scheme will come into effect on October and will be called Individual Training Award (ITA) You 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 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

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 mid May so that they can be processed by 31 May</p> <ul style="list-style-type: none"> • 31 May 2017: Last day that an account will be opened or renewed <p>If you want to book a course under the existing ILA scheme:</p> <ul style="list-style-type: none"> • 30 June 2017: Last day bookings can be made under the existing ILA scheme. Bookings can only be made for courses with a start date no later than 30 September 2017.
<p>Graduate Careers / Post Graduate Study 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/plaLaXi</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.projectsotland.co.uk</p>	

Local Opportunities visit: www.voluntarysectorgateway.org + www.volunteeredinburgh.org.uk	
Opportunities abroad: www.xchangescotland.org	

Advice

Advice Workshop	Training Provider	When	Booking Summary
Capability Scotland Advice & Support Service, West Lothian	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.
Advice Shop at Carmondean Connected	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)	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. 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>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