



**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: 13/12/2017**

**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**

## Apprenticeships

Job Title	Company Name	Pay	Requirements	How to Apply
<p><b>Howdens Joinery Warehouse Apprentice</b> 40 hours (Monday- Friday 08:00-17:00).</p>	<p>Bathgate</p>	<p>£10,000</p>	<p>Must be aged 16-24. Howdens Joinery is seeking an apprentice for a Warehouse role within their business. This is a fantastic opportunity to work for one of the top companies in the U.K, whilst gaining excellent prospects and training throughout the apprenticeship programme. The role consists of:</p> <ul style="list-style-type: none"> <li>· Daily checks on the forklift truck and other mechanical equipment.</li> <li>· Unloading and checking accuracy of all incoming stock supplier deliveries.</li> <li>· Daily and weekly stock checks.</li> <li>· Maintaining general housekeeping duties within the warehouse.</li> <li>· Understanding and complying with company policy regarding damage controls and replacement part ordering.</li> <li>· Participating as an effective and willing team member to achieve individual and team goals.</li> </ul>	<p><a href="https://www.totaljobs.com/job/apprenticeship/the-real-apprenticeship-job78069312?WT.mc_id=A_RE_ID_ORG_MP3_LGT_4">https://www.totaljobs.com/job/apprenticeship/the-real-apprenticeship-job78069312?WT.mc_id=A_RE_ID_ORG_MP3_LGT_4</a></p>

			<ul style="list-style-type: none"> <li>· Assisting with any other reasonable request in order to fulfil the requirements of the role.</li> </ul> <p><b>Skills Required</b></p> <ul style="list-style-type: none"> <li>· Passion and drive to succeed.</li> <li>· Using your own initiative.</li> <li>· Able to meet tight deadlines.</li> <li>· Able to communicate effectively with customers and colleagues.</li> <li>· Attention to detail.</li> </ul> <p><b>Qualification</b></p> <p>No form of qualification needed as Functional Skills will be offered in Maths and English (exempt if you received A*- C grade or equivalent).</p> <p><b>Training to be provided</b></p> <p>Full training is provided and you will work towards a Level 2 qualification in Supply Chain and Warehousing, alongside Functional Skills in Maths and English if needed. The apprenticeship will initially be on a 6 week paid trial at the start of the contract.</p>	
<p><b>INEOS Modern Apprenticeship Scheme</b></p> <p>The programme offers quality in-depth training in one of 3 engineering disciplines:</p> <p><b>Mechanical Instrument/Electrical Chemical Process</b></p>	Grangemouth		<p>INEOS/Petroineos Grangemouth are recruiting for Modern Apprentices to start Summer of 2018.</p> <p>If you have an interest in science and technology based subjects and you have a practical hands-on approach to problem solving, you could be the ideal candidate for the INEOS Modern Apprenticeship Scheme. During the course you will achieve an SVQ level 3 and an HNC in your chosen discipline. To qualify you will need 4 Standard Grades (Level 2 or above) or the new National 5's in Maths, English, Physics or Chemistry, plus one of either Biology, Technological Studies, Graphic Communications, Craft and Design, Engineering Science, Environmental Science (or Chemistry/Physics if not already chosen).</p>	<p><a href="https://www.ineosopportunities.co.uk/job/modern-apprenticeship-2018-scotland-grangemouth-486.aspx">https://www.ineosopportunities.co.uk/job/modern-apprenticeship-2018-scotland-grangemouth-486.aspx</a></p> <p>Closing date: 31<sup>st</sup> December</p>
<b>Apprentice Panel Beater</b>	Accident repair centre, Broxburn	Up to £7,644	<p>What are we looking for?</p> <ul style="list-style-type: none"> <li>•Excellent communication skills</li> <li>•Good interpersonal skills and team</li> </ul>	<p><a href="http://vacancies.ewcareers.co.uk/vacancy/apprentice-panel-beater--accident-repair-centre---">http://vacancies.ewcareers.co.uk/vacancy/apprentice-panel-beater--accident-repair-centre---</a></p>

		<p>orientation</p> <ul style="list-style-type: none"> <li>•Results orientated</li> <li>•Problem solving and decision making skills</li> <li>•Quality and reliability</li> <li>•Self-development</li> <li>•Commitment and self confidence</li> <li>•Committed to providing high quality work</li> <li>•Ability to work to deadlines</li> <li>•PC literate</li> </ul> <p>What does the job entail?</p> <ul style="list-style-type: none"> <li>•To assist qualified Panel Beater as directed</li> <li>•To observe best work practices, develop and maintain skills level in all aspect of panel preparation, paint mixing and spray painting.</li> <li>•To attend internal and external training courses as directed by Management.</li> <li>•To maintain a clean and safe working environment</li> <li>•To maintain personal standards of dress, cleanliness and hygiene, consistent with the standards laid down by the Company.</li> <li>•To be responsible for the health and safety of yourself and others, using protective equipment as required.</li> <li>•To attend college on a regular basis and to develop and maintain a thorough and current product knowledge.</li> <li>•To ensure a high level of quality and workmanship</li> <li>•To work overtime as required if reasonable notice is given.</li> <li>•Assistance with any other task as directed</li> </ul>	<p><a href="#">broxburn/1920</a></p> <p>on <a href="http://www.indeed.co.uk">www.indeed.co.uk</a></p>
<p><b>Commercial Modern Apprenticeship Trainee</b> Full Time</p>	<p>Edmunson Electrical Ltd, Livingston</p>	<p>A Commercial Trainee Apprenticeship is a 2/3 year Modern Apprenticeship which results in a SVQ in Electrical Wholesaling, which includes business administration, customer service, distribution warehousing and storage eventually leading to a telesales position. If you are aged between 17-21, have a good education background, ambition, a team player, a driving licence and wish to apply for</p>	<p><a href="https://www.indeed.co.uk/cmp/Edmunson-Electrical-Ltd/jobs/Commercial-Modern-Apprenticeship-Trainee-a100b30a0510bed7">https://www.indeed.co.uk/cmp/Edmunson-Electrical-Ltd/jobs/Commercial-Modern-Apprenticeship-Trainee-a100b30a0510bed7</a></p> <p>on <a href="http://www.indeed.co.uk">www.indeed.co.uk</a></p>

			the Modern Apprenticeship we want to hear from you.	
<b>Trainee Admin x2 Mon- Fri, 40 hrs per week</b>	East Mains Ind Estate, Broxburn	NMW	Looking for 2x Admin Assistants to work within an office. Duties will include answering the phones, filing duties and data input so must be competent using a computer. Although no formal qualifications are required you must be willing to learn, hard working, approachable and be organised in your work. On the job training will be delivered	Send a CV to Chantelle <a href="mailto:chantelle@firstfurnishings.net">chantelle@firstfurnishings.net</a>
<b>Engineering Modern Apprentice</b>	Falkirk, Edinburgh,	£6370-£12,831pa	Forth Valley College manages a recruitment process on behalf of employers across the Central Belt. This vacancy represents an exciting opportunity to be considered by a range of engineering businesses from Glasgow, Falkirk, Stirling, Clackmannanshire, Fife and Edinburgh for employment as a Modern Apprentice Engineer.  Candidates who successfully complete both the application and aptitude test stages may have the opportunity of being interviewed by multiple employers. Our partner employers select which candidates they would like to interview and will offer successful applicants a 3 to 4 year contract as a Modern Apprentice. Employers who will be recruiting Modern Apprentices include: Alexander Dennis Ltd, Calachem and WGM Engineering. <b>What might a typical day in this job look like?</b> Successful applicants will spend their time in the workplace of their employer learning the practical skills of their job whilst completing work based qualifications and in College working towards their knowledge qualifications. <b>What will I learn?</b>	To apply visit: <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a>  Closing date: 12 <sup>th</sup> January 2018

			<p>Successful applicants will complete the following qualifications: SVQ Performing Engineering Operations at SCQF Level 5, a SVQ in their nominated engineering discipline at SCQF 6, and a NC and HNC in their nominated engineering discipline.</p> <p><b>What qualification or qualities are required?</b></p> <p>The minimum qualifications for these opportunities are 4 National 5's in English, Maths, Physics or Chemistry plus a craft or technical subject.</p> <p>Applicants are also expected to have a passion for engineering.</p>	
<b>Modern Apprentice Travel Consultant</b>	Barrhead Travel	£6825	<p>Working within a fun, busy environment learning all there is to know about the travel industry.</p> <p>Communicating with your colleagues who will help coach you in the areas that you need most.</p> <p>You will also help support the department you work within by taking telephone calls from customers and other admin duties as required.</p> <p><b>What might a typical day in this job look like?</b></p> <p>Creating tailor made itineraries to suit your customer's needs in a face to face environment</p> <p>The more you sell the more you earn</p> <p>Offering exceptional customer service- your customers will want to keep coming back to you when they book their next holiday</p> <p>Ensure enquiries are dealt with in a precise manner, understanding your customer's needs</p> <p>Ensure sales targets are met and exceeded</p> <p><b>What will I learn?</b></p> <ul style="list-style-type: none"> <li>• Working with customers face-to-face within a busy retail environment</li> <li>• Strong communication and people skills</li> </ul>	<p><a href="https://www.apprenticeships.scot/vacancy-details/?refCode=113026">https://www.apprenticeships.scot/vacancy-details/?refCode=113026</a></p> <p>Closing date: 31/12/2017</p>

			<ul style="list-style-type: none"> <li>• Meeting an exceeding sales targets</li> <li>• Creating travel journeys to suit your customer's needs</li> </ul> <p><b>What qualification or qualities are required?</b></p> <p>We provide bespoke and engaging training for our Modern Apprentices</p> <p>We believe that young people are the future of our business</p> <p>We're always looking for bright, enthusiastic people aged 16 to 19 who have the determination to succeed, regardless of qualifications or experience, across our many locations in the UK</p>	
<p><b>Modern Apprentice bookkeeper</b></p> <p><b>Full Time</b></p>	Corstorphine, Edinburgh	£13650pa	<p>The AAT Accounting Qualification will provide you with practical accounting and financial knowledge and skills, while also developing a grasp of business.</p> <p>Achieving the qualification will give you a firm grounding in accounting. It is made up of three levels and each one is a qualification in its own right.</p> <p>The Level 2 Certificate in Accounting is the first level of the qualification and is suitable for people new to finance or looking to brush up on their foundation knowledge and skills. It covers a range of basic accounting practices and techniques, from costing and double-entry bookkeeping to computerised accounting.</p> <p>When you have successfully completed your Apprenticeship, you may be given the opportunity to continue in your role or progress onto an alternative support role within the company where you will receive full training and support.</p> <p>All of your training will be provided by learndirect, the nations largest provider of Apprenticeships. We have helped lots of people like you develop their skills and gain experience in their chosen field. Every year</p>	<p><a href="https://www.apprenticeships.scot/vacancy-details/?refCode=112994">https://www.apprenticeships.scot/vacancy-details/?refCode=112994</a></p> <p>Closing date: 15<sup>th</sup> December</p>



			<p>we find work for and train over 23,000 apprentices</p> <p><b>What qualification or qualities are required?</b></p> <p>You should be highly organised, good numeracy skills, have confidence with IT, excellent communication skills and attention to detail.</p> <p>Intermediate Excel skills</p> <p>Minimum 5 National 4 with Math and English included or equivalent</p> <p>You will be a bright, enthusiastic individual keen to learn and progress, looking for a great career starter.</p> <p>Before you make your application, please ensure that you are able to reliably travel to and from the employer location on a daily basis. Please check bus times/travel arrangements.</p>	
<b>IT Network Engineer Modern Apprentice</b>	BT, Edinburgh	£14963	<p>BT's Network is at the heart of everything we do; from sending a text, to air traffic control. BT is an ever growing company which means our network is constantly evolving.</p> <p>Apprentices play a key part to ensure that our networks are designed, tested, built and maintained with fresh, new, innovative ideas in mind.</p> <p><b>What might a typical day in this job look like?</b></p> <p>As an apprentice network engineer you'll have the opportunity to get involved in a number of areas including testing the latest networking technology, upgrading the existing network and the planning, installing and running of network elements.</p> <p><b>What will I learn?</b></p> <p>The Engineering roles are both varied and interesting and offer a great opportunity for you to develop you skills and your career. We're ready to provide you with a world class training experience.</p>	<p><a href="https://www.apprenticeships.scot/vacancy-details/?refCode=112923">https://www.apprenticeships.scot/vacancy-details/?refCode=112923</a></p> <p>Closing date: 31<sup>st</sup> December</p>

			<p>Within the network apprenticeship, the roles are technically orientated. So, if you have an interest in what goes on 'behind the screen' and you have a real passion and drive to learn how it all works, networks is the place for you.</p> <p><b>What qualification or qualities are required?</b></p> <p>You will need to achieve (or have achieved) a minimum of 4 National 5's at Grade C or above, including English and Maths, by September 2018. Equivalent qualifications are accepted</p>	
<p><b>Power Engineer Modern Apprentice</b>  <b>Full Time 35 hours</b></p>	BT, Edinburgh	£14963	<p>Engineering careers at BT are uniquely challenging, rewarding and diverse and are focused on providing a great service for our customers.</p> <p>As an Engineering apprentice at BT you will be joining a team of experienced engineers who will support and teach you the skills required to be successful in your apprenticeship role.</p> <p><b>What might a typical day in this job look like?</b></p> <p>As an engineer, you may diagnose and fix faults on customer lines, work on and maintain the IP Networks, or even support BT's internal power network. This includes maintenance of power equipment such as high powered generator engines, air conditioning units and other electrical safety systems that power the telephone exchange equipment. You may be in a role that requires you to provide a safety testing and repair service to our customers to make sure our equipment meet the legal obligations under Health and Safety legislation</p> <p><b>What will I learn?</b></p> <p>The Engineering roles are both varied and interesting and offer a great opportunity for</p>	<p><a href="https://www.apprenticeships.scot/vacancy-details/?refCode=112919">https://www.apprenticeships.scot/vacancy-details/?refCode=112919</a></p> <p>Closing date: 31<sup>st</sup> December</p>

			<p>you to develop you skills and your career. We're ready to provide you with a world class training experience. You just need to be customer focused, and be willing to get stuck in.</p> <p><b>What qualification or qualities are required?</b></p> <p>If you're the type of person who likes problem solving and is passionate about customer service, then we want you to apply. You will need to achieve (or have achieved) a minimum of 4 National 5's including English and Maths by September 2018. For this role your National 5 Maths must be B Grade or above.</p> <p>In addition you will need to have a full driving licence with no more than 6 points and you must be able to recognise a range of colours.</p>	
<p><b>HGV Mechanical / Electrical Apprentice</b></p> <p>40 hours per week</p>	Babcock, Edinburgh		<p>Must be committed to completing a 4 year apprenticeship with college attendance. Must have a genuine interest in the automotive sector, Have a practical approach and be a hands on person, To be able to accept instructions and be willing to carry them out accurately. A minimum of three GCSE's grades C/D in Literacy, Maths and ICT or the equivalent</p>	<p><a href="https://jobs.babcockinternational.com/Babcock/job/Edinburgh-HGV-Mechanical-Electrical-Apprentice-EH12-9DN/439643601/?locale=en_GB">https://jobs.babcockinternational.com/Babcock/job/Edinburgh-HGV-Mechanical-Electrical-Apprentice-EH12-9DN/439643601/?locale=en_GB</a></p>
<b>Chef &amp; Trainee Chef</b>	Hot Flame	Exceeds NMW	<p>No formal qualifications required but kitchen experience is essential. Full training will be given.</p>	<p>Hand a CV in or email it to: <a href="mailto:hotflameldo@gmail.com">hotflameldo@gmail.com</a></p>
<b>Apprentice Spray Painter</b>	<b>Broxburn</b>	Up to £7644	<p>To assist qualified Spray Painters as directed</p> <ul style="list-style-type: none"> <li>•To observe best work practices, develop and maintain skills in all aspects of panel preparation, paint mixing and spray painting.</li> <li>•To attend internal and external training courses as directed by Management.</li> <li>•To maintain a clean and safe working environment</li> <li>•To maintain personal standards of dress, cleanliness and hygiene, consistent with the standards laid down by the Company.</li> </ul>	<p><a href="http://vacancies.ewcareers.co.uk/vacancy/apprentice-spray-painter---accident-repair-centre---broxburn/1877">http://vacancies.ewcareers.co.uk/vacancy/apprentice-spray-painter---accident-repair-centre---broxburn/1877</a></p> <p>Advertised on <a href="http://www.indeed.co.uk">www.indeed.co.uk</a></p>

			<ul style="list-style-type: none"> <li>•To be responsible for the health and safety of yourself and others, using protective equipment as required.</li> <li>•To attend college on a regular basis and to develop and maintain a thorough and current product knowledge.</li> <li>•To ensure a high level of quality and workmanship</li> <li>•To work overtime as required if reasonable notice is given.</li> <li>•Assistance with any other task as directed</li> </ul> <p><b>What are we looking for?</b></p> <ul style="list-style-type: none"> <li>•Excellent communication skills</li> <li>•Good interpersonal skills and team orientation</li> <li>•Results orientated</li> <li>•Problem solving and decision making skills</li> <li>•Quality and reliability</li> <li>•Self-development</li> <li>•Commitment and self confidence</li> <li>•Committed to providing high quality work</li> <li>•Ability to work to deadlines</li> <li>•PC literate</li> </ul>	
<b>Dental Nurse Apprenticeship</b>	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</p> <p>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.</p>	<p><a href="https://www.indeed.co.uk/cmp/Glimmer(Pvt)Limited/jobs/Dental-Nurse-Apprenticeship-54c5b9cca91c7aaf?q=apprentice">https://www.indeed.co.uk/cmp/Glimmer(Pvt)Limited/jobs/Dental-Nurse-Apprenticeship-54c5b9cca91c7aaf?q=apprentice</a></p> <p>on <a href="http://www.indeed.co.uk">www.indeed.co.uk</a></p>

			<p>You will also be responsible for cleaning disinfecting and sterilising dental tools in our fully equipped LDU Unit, fitted with the best cleaning machinery.</p> <p>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.</p> <p>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!</p> <p>The candidate must have a Standard Grade Level 3 in English and Maths. Science Standard Grade is preferred but not essential.</p>	
<b>Bus and Coach Body Repair Apprentice</b>	Lothian Buses		<p>The Modern Apprenticeship Programmes allow apprentices to work full time and have the opportunity to earn while they learn and to put theory into practice within an automotive training environment.</p> <p>As well as attending the training centre for week block release of training, regular assessment and reviews will be undertaken within the apprentice's own workplace which aims to ensure they have the required skills to successfully complete their apprenticeship.</p> <p><b>What Might a Typical Day in this Job look like?</b></p> <p>This programme covers the following areas:</p> <ul style="list-style-type: none"> <li>Assessing a vehicle to establish the extent of damage</li> <li>Based on the initial assessment, deciding whether to repair or replace bodywork</li> <li>Removing damaged panels</li> <li>Stripping and refitting trim and panel interior</li> <li>Refitting new/repaired panels</li> </ul> <p>You will be involved in learning all aspects of body repairing damaged Bus and Coaches, including chassis alignment techniques, panel</p>	<p><a href="https://apprenticeships.qtg.co.uk/job/apprentice-bus-and-coach-body-repairer-east-scotland-edinburgh-1400.aspx">https://apprenticeships.qtg.co.uk/job/apprentice-bus-and-coach-body-repairer-east-scotland-edinburgh-1400.aspx</a></p>

			<p>repair and replacement, welding and preparing vehicles for painting</p> <p><b>What will I learn?</b> 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 &amp; Coach Engineering and Maintenance Body Cladding.</p> <p><b>What qualifications or qualities are required?</b> 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>	
<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> 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> 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>Businesss Apprentice</b>	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 &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>To apply visit:  <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date: 28<sup>th</sup> February</p>
<b>Manufacturing Apprentice</b>	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</p>	<p>To apply visit:  <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p>

			<p>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)</p> <p>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.</p> <p>And/Or  Standard Grade (1-3) / National 5 (A-C): English / Maths</p> <p>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>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:</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>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"> <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</p>	
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			<p>Standard Grades (1-3) / National 5: (A-C)  English  Personal Qualities:  Ability to Achieve High Performance  Want Continuous Improvement  Develop Customer Focus  Able to Work Together  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>	
<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 provide a space for enhancing communications and dialogue.  GMG apprentices receive many additional benefits, some of which include:</p>	<p>For more information and to apply visit:  <a href="http://gmgcontractors.com/trainin-g-careers/">http://gmgcontractors.com/trainin-g-careers/</a></p>

			<p>Age-related apprenticeship rate.  An interest free <b>£1000</b> loan to learn to drive which is written off after 3 years' service.  Direct 1 to 1 assistance with operatives with Learning Difficulties.  Their first set of tools.  Work wear including t-shirts, hoodies, beanie 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.  No experience is necessary, as full training will be given by both nursery and Carousel Training Centre.  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.  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.  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.  You should be highly motivated and have good communication skills.</p>	To apply visit: <a href="http://www.carouseltraining.co.uk">www.carouseltraining.co.uk</a>

### General Jobs

<b>PART TIME SALES ASSISTANT - 8HRS</b>	Roman Originals		<p>Experience in fashion preferred and a keen eye for fashion is required. Experience in retail is advantageous.</p>	To apply visit: <a href="http://www.gov.uk/jobsearch">www.gov.uk/jobsearch</a>
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			Duties include but are not limited to customer service, housekeeping, deliveries, stock control and administration. Flexibility with working hours is essential. This post will involve working weekends and is for 8 hours or more in a week spread over 2 days. Strong customer service skills and a passion for sales is essential.	Job ID: 44525821
<b>Part Time Sales Adviser</b> Permanent, must be fully flexible over 7 days	Ted Baker		Candidate must be fully flexible, a team player who is motivated & committed. Previous experience is an advantage.	Please hand CV and Cover Letter in to store or email manager.215@tedbaker.com
<b>Sales Assistant</b> 16 hours per week	Christy	NMW	Applicants should have previous experience in a retail environment along with excellent communication skills. Responsibilities will include cash handling, assisting with deliveries and merchandising of product.	Please hand CV and cover letter into the store for the attention of the store manager
<b>Bakers Assistant</b> 25 hours per week	Artisan Cheesecakes, Deans Industrial Estate		Here at Artisan Cheesecakes HQ we aim to serve the needs of Cheesecake lovers, we are a dedicated, enthusiastic team and cheesecake is our passion. We are looking for a Bakers Assistant to join our close-knit team based in our premises at Deans Industrial Estate. We need someone who is enthusiastic and friendly with a good eye for detail. You will be assisting our baker, preparing food, supporting colleagues whilst maintaining the highest standard of cleanliness, safety and compliance with hygiene regulations at all times. Experience would be welcome but training will be provided. There will be development opportunities for the right candidate.	Send a CV with covering letter to: <a href="mailto:wendy@artisancheesecakes.com">wendy@artisancheesecakes.com</a>  <a href="https://jobsearch.direct.gov.uk/GetJob.aspx?JobID=44871616&amp;JobTitle=Bakers+Assistant&amp;rad=20&amp;rad_units=miles&amp;pp=25&amp;sort=rv.dt.d&amp;i&amp;vw=b&amp;re=134&amp;setype=2&amp;tjt=&amp;where=Livingston&amp;q=&amp;AVSDM=2017-11-23T09%3a17%3a00-05%3a00">https://jobsearch.direct.gov.uk/GetJob.aspx?JobID=44871616&amp;JobTitle=Bakers+Assistant&amp;rad=20&amp;rad_units=miles&amp;pp=25&amp;sort=rv.dt.d&amp;i&amp;vw=b&amp;re=134&amp;setype=2&amp;tjt=&amp;where=Livingston&amp;q=&amp;AVSDM=2017-11-23T09%3a17%3a00-05%3a00</a>
<b>Temporary Seasonal Staff, Part time hours</b>	<b>Xile Clothing</b>	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 : <a href="mailto:livixile@gmail.com">livixile@gmail.com</a>
<b>Weekend Sales Adviser 16 hours</b>	<b>Graham &amp; Brown</b>		Previous sales experience is essential for this role and if you also have retail, customer service or interior design experience and	<a href="http://livingston-designer-outlet.co.uk/careers/">http://livingston-designer-outlet.co.uk/careers/</a>

			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.	
<b>Sales Assistant</b>	<b>CEX</b>		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 <a href="http://www.uk.webuy.com/careers">www.uk.webuy.com/careers</a>
<b>Sales Assistant Part Time 8 hours</b>	<b>H.Samuel</b>		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
<b>Part Time Sales Assistant</b>	<b>Su Casa</b>		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.
<b>Sales Associate</b> 8 hours fully flexible	<b>Sole Trader</b>	Meets NMW	Provide strong customer service and have a passion to learn. Deal with weekly deliveries	Please e-mail CV to <a href="mailto:kevinoshaughnessy@hotmail.co.uk">kevinoshaughnessy@hotmail.co.uk</a> or hand into store
<b>Sales Assistant</b>  2 positions – Part Time 6 hours per week, flexible across Monday to Sunday.	Claire’s Accessories	Meets NMW	Applicants should have excellent customer service skills and be able to assist in achieving store targets and maintaining store appearance. Full ear piercing training will be given.	Please hand CV and cover letter into the store for the attention of the store manager
<b>Sales Assistant</b>  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.
Temporary Sales Advisor  <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>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	Hand a CV into the store

			and weekends. Previous experience would be preferred for this role	
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
<b>Team Member</b>	Krispy Kreme	NMW	Krispy Kreme are looking for a new member to join their team.  This is based on a contract of 4-25hrsNo experience is necessary as full training will be provided.	If you would like to apply please go to <a href="http://www.krispykreme.co.uk">www.krispykreme.co.uk</a>
<b>Temporary Sales Assistant</b>	The Card Factory	NMW	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. Main responsibilities: <ul style="list-style-type: none"> <li>• Being dedicated to delivering excellent customer service so our customers can celebrate their life moments</li> <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>	<a href="https://www.networxrecruitment.com/Jobs/Feed?key=pjXuG48tI8Xp0amLdHzZMwZFFAJKCVSrGA4%2bZGya%2fdc%3d">https://www.networxrecruitment.com/Jobs/Feed?key=pjXuG48tI8Xp0amLdHzZMwZFFAJKCVSrGA4%2bZGya%2fdc%3d</a>  Closing date: 6 <sup>th</sup> January

<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>Crew Member</b>	McDonald's Livingston & Bathgate		Quite simply, you'll be working in our fast moving, high energy environment and we're looking for a genuine smile plus an ability to connect with customers and make them feel valued. <b>Position Attributes</b> To join us as a Crew Member you'll need to be confident in approaching and dealing with diverse groups of people. Friendly, courteous and helpful behaviour will come naturally to you and you'll work well as part of a team. Effective communication skills such as attentive listening, face-to-face verbal communication and eye contact are a must. You'll also need to understand the importance of maintaining high standards of quality and service as well as cleanliness. The ability to maintain high energy levels whilst working both efficiently and productively is essential. Finally, your appearance should be smart and clean.	<a href="https://people.mcdonalds.co.uk/job-search">https://people.mcdonalds.co.uk/job-search</a>  on <a href="http://www.indeed.co.uk">www.indeed.co.uk</a>
<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>

**StepsN2Work Vacancies- eligibility criteria applies.**

<p><b>Accounts Office/Administration Trainee</b> <b>Monday – Friday 8.30am-5pm</b></p>	<p><b>Pumpmasters Ltd, Houston Ind Estate, Livingston</b></p>	<p>Meets NMW</p>	<p><b>Job Outline</b> Duties: Initial Book Keeping Cash handling Sales &amp; purchasing Answering telephone enquires Dealing with customers Use of office machinery - fax machine, printer etc. Dealing with accounts <b>Experience / Qualifications required</b> An interest in Engineering would be beneficial but not essential An interest in administration and accounts Basic IT Skills <b>Personal Qualities</b> Trustworthy Well Mannered Enthusiastic to learn Friendly Good Time Keeping Organised <b>Training Provided</b> In-house training provided</p>	<p>Please send CV to <a href="mailto:holly.flannigan@westlothian.gov.uk">holly.flannigan@westlothian.gov.uk</a> and state the job title you are applying for.</p> <p><b>Closing Date</b> 19/12/17</p>
<p><b>Junior Typist</b> Mon-Fri Hours 9.00am to 5.00 pm.</p>	<p>KW Law, Livingston</p>	<p>Meets national Minimum Wage</p>	<p>You will join a friendly and dedicated team and will be responsible for providing overall support to the office. As a typist, your main responsibility is to produce letters, reports and other important documents. Maintaining spreadsheets and databases Answering the phone Photocopying, faxing and franking Managing the post Maintain filing <b>Experience / Qualifications required</b> Excellent communication skills both written and verbal Good level of literacy</p>	<p>Please send CV to <a href="mailto:holly.flannigan@westlothian.gov.uk">holly.flannigan@westlothian.gov.uk</a> and state the job title you are applying for.</p> <p><b>Closing Date</b> 14th December 2017</p>



			Strong IT skills <b>Qualities</b> Friendly Honest Hard working <b>Training Provided</b> In-house training provided	
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## Community Jobs- No vacancies


### Modern Apprenticeships Websites

Apprenticeship Career Area	Company	Website
<b>General</b>	MAPPIT Skills Development Scotland SQA	<a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a> <a href="http://www.mappit.org.uk">www.mappit.org.uk</a> <a href="http://www.skillsdevelopmentscotland.co.uk">www.skillsdevelopmentscotland.co.uk</a> <a href="http://www.sqa.org.uk/sqa/606.html">www.sqa.org.uk/sqa/606.html</a> <a href="http://www.apprenticeshipsinscotland.org.uk">www.apprenticeshipsinscotland.org.uk</a>
<b>Business Administration</b>	Remit Rewards Training DGM QA	<a href="http://www.Remit.co.uk">www.Remit.co.uk</a> <a href="http://www.rewards-trc.co.uk">www.rewards-trc.co.uk</a> <a href="http://www.dgmtraining.co.uk">www.dgmtraining.co.uk</a> <a href="http://www.qa.com">www.qa.com</a>
<b>Childcare</b>	Carousel Training	<a href="http://www.carouseltraining.com">www.carouseltraining.com</a>
<b>Construction</b>	Balfour Beatty Construction Skills	<a href="http://www.balfourbeatty.co.uk">www.balfourbeatty.co.uk</a> <a href="http://www.bconstructive.co.uk">www.bconstructive.co.uk</a>
<b>Electrical</b>	Balfour Beatty SECTT Scottish Power	<a href="http://www.balfourbeatty.co.uk">www.balfourbeatty.co.uk</a> <a href="http://www.sectt.org.uk">www.sectt.org.uk</a> <a href="http://www.scottishpower.com/WhyScottishPower.htm">www.scottishpower.com/WhyScottishPower.htm</a>
<b>Engineering</b>	Balfour Beatty BESA Engineering	<a href="http://www.balfourbeatty.co.uk">www.balfourbeatty.co.uk</a> <a href="http://www.thebesa.com">www.thebesa.com</a>

Apprenticeship Career Area	Company	Website
	BP British Gas Engineering Construction Industry Training Board Scottish Power EDETA Training Services	<a href="http://www.bp.com/careers">www.bp.com/careers</a> <a href="http://www.britishgasacademy.co.uk">www.britishgasacademy.co.uk</a> <a href="http://www.ecitb.org.uk">www.ecitb.org.uk</a>  <a href="http://www.scottishpower.com">www.scottishpower.com</a> <a href="http://www.edeta.org.uk">www.edeta.org.uk</a>
<b>Hospitality &amp; Catering</b>	Improve Food & Drink Sector Skills Council VT Training Meat & Poultry Processing	<a href="http://www.improveltd.co.uk">www.improveltd.co.uk</a>  <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.qa.com">www.qa.com</a>
<b>Motor Vehicle</b>	Glasgow Training Group Kwik Fit VT Training LAGTA Remit	<a href="http://www.gtg.co.uk">www.gtg.co.uk</a> <a href="http://www.kwik-fit.com/hr-recruitment.asp">www.kwik-fit.com/hr-recruitment.asp</a> <a href="http://www.vttraining.co.uk">www.vttraining.co.uk</a> <a href="http://www.lagta.co.uk">www.lagta.co.uk</a> <a href="http://www.remit.co.uk">www.remit.co.uk</a>
<b>Oil &amp; Gas</b>	OPITO	<a href="http://www.opito.com">www.opito.com</a>
<b>Plumbing</b>	Balfour Beatty Scottish & N. Ireland Plumbing Employers Federation	<a href="http://www.balfourbeatty.co.uk">www.balfourbeatty.co.uk</a> <a href="http://www.snipef.org">www.snipef.org</a>
<b>Railway</b>	Network rail	<a href="http://www.everydaybrilliance.com">www.everydaybrilliance.com</a>
<b>Shipping</b>	The Clyde Group	<a href="http://www.clydemarine.com">www.clydemarine.com</a>
<b>Travel</b>	Intraining Barrhead Travel	<a href="http://www.intraining.co.uk">www.intraining.co.uk</a> <a href="http://www.barrheadtravel.co.uk/jobs">www.barrheadtravel.co.uk/jobs</a>

## Other Training / Learning Opportunities

Course Information	Training Provider	Recruitment Information	Booking Summary
<p><b>Venture Trust – Inspiring Young Futures</b>            This is a personal development programme for people aged 16 – 19 who are not in work, education or full-time training.            The programme helps participants grow in confidence and motivation, develop new skills and talents and identify and achieve their own personal goals.            This is achieved through providing personal 1:1 support in the community, providing a range of weekly group activities and the opportunity to attend a 7-day Wilderness Journey in the Scottish outdoors</p>	Venture Trust	Continuous throughout the year	For more information contact Dan Neill on 07891 726475 or <a href="mailto:Dan@venturetrust.org.uk">Dan@venturetrust.org.uk</a> or Sean Humphreys on 07817 918755 or <a href="mailto:Sean@venturetrust.org.uk">Sean@venturetrust.org.uk</a>
<p>Digital Natives West Lothian Employability Support is offering one to one key worker support to help with CVs, Cover letters, Job Searching, job applications, college applications and interview skills</p>	Digital Natives		For more information, or to refer call Alex on 07788273345 or email <a href="mailto:ALEX@COMMUNITYENTERPRISE.CO.UK">ALEX@COMMUNITYENTERPRISE.CO.UK</a>
<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.</p>			

Course Information	Training Provider	Recruitment Information	Booking Summary
<p>The veteran must receive at least the minimum wage. There is a maximum level of subsidy per opportunity. The subsidy will be for up to 40 hours per week, with 26 hours being the minimum requirement.</p>			
<p><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>

Course Information	Training Provider	Recruitment Information	Booking Summary
<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.</p> <p>There are a range of learning opportunities, mainstream youth clubs and other activities available in local areas.</p>			
<p><b>IMPROVING YOUR READING, WRITING AND 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>Supported Employment Service</b> working with anyone aged 16-65 with additional support needs or a disability with one of their goals being to find a job.</p> <p>We offer one-to-one support with career guidance, goal setting, confidence building and job search</p> <p>Can arrange a suitable work experience</p> <p>Prepare you for the world of work</p> <p>Help you apply for job vacancies; CV writing, application forms, interview skills</p> <p>Offer you access to job vacancies with companies that support and actively employ people with disabilities</p> <p>Training sessions where as well as learning new skills you can make new friends</p> <p>In-Work Support – giving you as much, or as little support</p>	<p>Ability Centre, Deans, Livingston</p>		<p>For more information contact the Supported Employment Service today on 01506 775894</p> <p>Email: <a href="mailto:amy.rae@westlothian.gov.uk">amy.rae@westlothian.gov.uk</a> or <a href="mailto:jorden.smith@westlothian.gov.uk">jorden.smith@westlothian.gov.uk</a></p> <p>Or drop in to The Ability Centre, Carmondean, Livingston EH54 8PT for an informal chat</p>

Course Information	Training Provider	Recruitment Information	Booking Summary
<p>you need to support you when you are working</p> <p><b>Individual Learning Accounts £200</b>  <b>The existing scheme will be closed to new applications for a few months. The revised scheme will come into effect on October and will be called Individual Training Award (ITA) You wil only be able to do one course in any learner year and courses will be geared towardshelping you with getting a job or progressing in your career.</b></p> <p>To be eligible you must be 16+, stay in Scotland and have income of less than £22,000 or less or be on benefits. You will not be eligible if you hold a UK degree, or are undertaking any form of full time or part time secondary, further or higher education or are participating on any National Training Programmes, Modern Apprenticeship or participating on the Community Jobs Scotland programme.</p> <p>You can't use ILA to fund any part time course that is already funded by the part time fee grant.</p>	<p>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 forms need to be returned by <b>mid May</b> so that they can be processed by 31 May</li> <li>• 31 May 2017: Last day that an account will be opened or renewed</li> </ul> <p>If you want to book a course under the existing ILA scheme:</p> <ul style="list-style-type: none"> <li>• 30 June 2017: Last day bookings can be made under the existing ILA scheme. Bookings can only be made for courses with a start date no later than 30 September 2017.</li> </ul>
<p><b>Graduate Careers / Post Graduate Study</b>  Prospects is the UK's official graduate careers website. There is information and opportunities for jobs and work and post graduate study. This can be searched by sector.</p>		<p><a href="http://www.prospects.ac.uk/cms/ShowPage/Home_page/plaLaXi">http://www.prospects.ac.uk/cms/ShowPage/Home_page/plaLaXi</a></p>	

## Volunteering Opportunities

Volunteering Description	How to Apply
<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>	
<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></p> <p>Opportunities abroad: <a href="http://www.xchangescotland.org">www.xchangescotland.org</a></p>	

## Advice

Advice Workshop	Training Provider	When	Booking Summary
<p><b>Capability Scotland Advice &amp; Support Service, West Lothian</b></p>	<p>Ability Centre, Carmondean Centre Road, Livingston</p>	<p>Mon-Thurs 9.00am-4pm</p> <p>Friday 9.00am-12pm</p>	<p>To provide an information and advice service for people with disabilities, their families and carers and other individuals or groups in West Lothain that will enhance knowledge and increase their choices on disability issues. The service also provides a free, confidential and accessible Peer Counselling service for disabled people. You can contact the service directly yourself or a professional such as a GP or Occupational Therapist can refer you to the service. The service works within ethical codes and guidelines of the British Association for Counselling and Psychotherapy in Scotland.</p>
<p><b>Advice Shop at Carmondean Connected</b></p>	<p>It provides the full range of library services, as well as access to the Council's Customer Information Service, Access2Employment advisers and Macmillan Cancer Support.</p>	<p>Monday - Friday: 9.30am - 5pm</p> <p>Sat - 9:30am -12.30pm (if an adviser is not available on a Saturday, a phone service</p>	<p><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</p>

Advice Workshop	Training Provider	When	Booking Summary
	<p>Carmondean Connected has integrated the Library Service with the Council's Customer Information Service and can answer queries regarding benefit advice, bin calendars, Blue Badges, bulky uplifts, concessionary travel, council tax, housing applications etc, as well as providing a comprehensive library service.</p>	<p>will be offered)</p>	<p>with the completion of application forms and provide overall employability support.</p> <p>Service available on Monday:</p> <p>Morning: appointment only - 9.30am, 10.30am, 11.30am</p> <p>Afternoon: drop-in session - 1.00pm - 4.00pm</p>
<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>



Advice Workshop	Training Provider	When	Booking Summary
<b>CHILL OUT ZONE (COZ)</b> <b>Aged 18-20,</b> <b>7 Gardeners Lane, Bathgate</b>	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.  Age 12-20		If you would like to chat with someone or to visit telephone (01506) 652436

**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)**