



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: 14/03/2017

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 October 2016 are:

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

- **£7.20** – The main rate for workers aged 25 and over, £7.20 from April 2017
- **£6.95** – The 21-24 rate, £7.05 from April 2017
- **£5.55** – The 18-20 rate, £5.60 from April 2017

- **£4.00** The under 18 rate, £4.05 from April 2017
- **£3.40** – The apprentice rate, £3.50 from April 2017

Local opportunities within the centre, Livingston:

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

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

Apprenticeships website: www.apprenticeships.scot

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
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<p>Childcare Apprenticeships</p>	<p>Throughout West Lothian & Edinburgh</p>	<p>£6,000.00 - £7,000.00 per year</p>	<p>Must be 16-19 yrs old.</p> <p>You will be fully employed by a private nursery whilst undertaking a SVQ in Social Services (Children and Young People) SCQF Level 7.</p> <p>You will be expected to work as part of a team to provide a quality programme of activities and learning for children as young as babies to 5 years old.</p> <p>What might a typical day in this job look like? 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>What will I learn? You will learn about child development, children's rights, child protection, food & nutrition, safety, children's hygiene, indoor & outdoor play, transitions and communication. You will gain experience with children of all ages, from babies to preschool children.</p> <p>What qualifications or qualities are required? We have funding for 16-19 year olds. No experience is necessary as full training will be given by both the nursery and Carousel Training Centre. We require you to have 3 National 4's or 5's at pass level (one of which must include English) or equivalent grades. You should be enthusiastic, motivated, have good communication skills and have a passion to work with children.</p>	<p>To apply visit: www.gov.uk/jobsearch</p> <p>Job ID: 41409908</p> <p>Or follow link:</p> <p>https://jobsearch.direct.gov.uk/GetJob.aspx?JobID=41409908&JobTitle=Childcare++Modern+Apprenticeship&rad=20&rad_units=miles&pp=25&sort=rv.dt.di&vw=b&re=3&setype=2&tjt=&where=livingston&q=&pg=2&AVSDM=2017-03-13T12%3a17%3a00-05%3a00</p>
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<p>Research Assistant 31 hours per week. Mon-Fri</p>	<p>Civic Centre, Livingston</p>	<p>£7.19ph</p>	<p>16-24 year olds only - West Lothian Steps N2 Work eligibility conditions apply. Job Outline The Business Gateway team within West Lothian Council are looking to recruit a young person to support a research project. The aim of the project is to help identify West Lothian firms that meet the following criteria: Who export and/or import What countries do they trade with What's the value of the trade What barriers or opportunities do firms identify How many EU nationals do they employ or via agency Duties will include: Collecting information via telephone, email and face to face. Researching West Lothian based businesses. Compiling report of research findings. Carrying out various administration tasks to meet service needs. Assisting advisers in various locations. Arranging and rescheduling appointments using Outlook diary. Experience / Qualifications required (Essential / Desirable) Previous customer service experience PC skills, including Word and use of e-mail Higher English (desirable) Personal qualities required Able to work with limited supervision Well presented Good communication and interpersonal skills, especially telephone and written skills Ability to prioritise workload Training Provided Full on job training will be provided. A training grant of £500 will also be allocated to the successful candidate.</p>	<p>Please complete  West Lothian Council Application Form [89kb] and return to: Access2Employment at 1st Floor South The Civic Centre, Howden South Road, Livingston, EH54 6FF Alternatively email the application form to alexa.davey@westlothian.gsx.gov.uk Closing Date 24/03/2017</p>
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<p>Office Junior 40 hours per wekk Monday to Friday</p>	<p>Livingston Village</p>	<p>NMW</p>	<p>16-24 year olds only - West Lothian Steps N2 Work eligibility conditions apply. This is a fantastic opportunity for an enthusiastic young person to join a progressive company at an exciting time of growth. The Role: Answer all incoming telephone calls and redirect or field calls appropriately ensuring that accurate messages are taken. Greet all visitors to the office and ensure that a professional company image is portrayed at all times. Provide refreshments or lunch for visitors. General admin duties in the office i.e. stationery supplies, filing. Log all faults accurately on the Company database and allocate to Engineers. Updating relevant information systems. Ensure that the stores are maintained and stock levels adhered to. Support the Sales Team including producing and formatting quotations. Provide admin support to all staff members. Experience /Qualifications Required Experience of using Microsoft Office is desirable Personal Qualities Required Friendly Organised Well presented Excellent communicator. A polite and professional telephone manner Ability to listen and apply knowledge Eagerness to learn Training Provided We will provide training to enhance your skills and knowledge and help you succeed in this role. This is a long-term career opportunity and in return we offer great rewards and benefits as a valued member of our fun team</p>	<p>Please send your CV to alex.davey@westlothian.gov.uk</p> <p>Closing Date</p> <p>26th March 2017</p>
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<p>Post Office/Sales Assistant</p> <p>26 Hours per week, afternoons Mon-Fri and Sat morning</p>	<p>Broxburn</p>	<p>NMW</p>	<p>16-24 year olds only - West Lothian Steps N2 Work eligibility conditions apply.</p> <p>Job Outline Assist the manager & supervisor in the store Operate the till system and cash handling Operate the Lottery terminal Store merchandising and stock rotation Ensure store room is clean and tidy Receiving and checking off deliveries Daily, weekly compliance checks Daily cleaning of the store Opening and closing down procedure</p> <p>Experience /Qualifications Required Cash handling experience is desirable but not essential Good numerical skills Previous customer service experience is desirable</p> <p>Personal Qualities Required Due to alcohol and cigarette sale applicant must be 18+ Ability to prioritise and manage time Great communication skills A can do attitude and good customer service skills Punctual, reliable and responsible Clean and tidy appearance Enjoy working in a fast paced environment Trust worthy</p>	<p>Please send your CV to alex.davey@westlothian.gsx.gov.uk</p> <p>Closing Date</p> <p>19th March 2017</p>
<p>Apprentice-Painter x2</p>	<p>West Lothian Council, based at Kirkton service Centre</p>	<p>£9,248 - £18,288 per year</p>	<p>West Lothian Council's Housing, Customer and Building Services department are currently offering challenging yet exciting opportunities for individuals to gain a Modern Apprenticeship. We are looking to take willing and dedicated individuals (males and females) on a four year long learning journey which will bring together a structured college programme with work based activities. Modern Apprentices will be expected to achieve SVQ's in the relevant subjects and should be able to demonstrate the confidence and commitment to meet the challenge of</p>	<p>https://www.myjobscotland.gov.uk/councils/west-lothian-council/jobs/apprentice-painter-x-2-fixed-term-based-kirkton-service-centre-39210-cd-26-03-2017-75762</p> <p>Closing date: 26th March</p>

			<p>combining “on the job” training with your college studies. Applicants must have good communication and interpersonal skills, an understanding of customer service, and the ability to work as part of a team. Successful applicants will have achieved, or be working towards, National 4 or above in English and Maths. You will also have National 4 or above in a practical subject, such as CDT or similar. In addition, candidates must pass the council’s written and practical assessment. - See more at: https://www.myjobscotland.gov.uk/councils/west-lothian-council/jobs/apprentice-painter-x-2-fixed-term-based-kirkton-service-centre-39210-cd-26-03-2017-75762#sthash.h7uubUVJ.dpuf</p>	
Apprentice-Plumber x2	West Lothian Council, based at Kirkton service Centre	£9,308 - £17,704 per year	<p>West Lothian Council’s Housing, Customer and Building Services department are currently offering challenging yet exciting opportunities for individuals to gain a Modern Apprenticeship. We are looking to take willing and dedicated individuals (males and females) on a four year long learning journey which will bring together a structured college programme with work based activities. Modern Apprentices will be expected to achieve SVQ’s in the relevant subjects and should be able to demonstrate the confidence and commitment to meet the challenge of combining “on the job” training with your college studies. Applicants must have good communication and interpersonal skills, an understanding of customer service, and the ability to work as part of a team. Successful applicants will have achieved, or be working towards, National 4 or above in English and Maths. You will also require National 4 or above in a technical or practical subject. In addition, candidates must pass the council’s written and practical assessment. Testing will take place in April/May.</p>	<p>https://www.myjobscotland.gov.uk/councils/west-lothian-council/jobs/apprentice-plumber-x-2-fixed-term-based-kirkton-service-centre-39208-cd-26-03-2017-75756</p> <p>Closing date: 26th March</p>

Apprenticeship- Electrician x4	West Lothian Council, based at Kirkton service Centre	£9,308 - £17,704 per year	<p>We are looking to take willing and dedicated individuals (males and females) on a four year long learning journey which will bring together a structured college programme with work based activities. Modern Apprentices will be expected to achieve SVQ's in the relevant subjects and should be able to demonstrate the confidence and commitment to meet the challenge of combining "on the job" training with your college studies. Applicants must have good communication and interpersonal skills, an understanding of customer service, and the ability to work as part of a team. Successful applicants will have achieved, or be working towards, National 4 or above in English and Maths. You will also require National 4 or above in Physics or other technical subject. In addition, candidates must pass the industry entrance exam (S.E.C.T.T. test) as well as the council's practical test.</p>	<p>https://www.myjobscotland.gov.uk/councils/west-lothian-council/jobs/apprentice-electrician-x-4-fixed-term-based-kirkton-service-centre-39206-cd-26-03-2017-75684</p> <p>Closing date: 26th March</p>
Apprenticeship-Roofer x2	West Lothian Council, based at Kirkton Service Centre	£9,248 - £18,288 per year	<p>We are looking to take willing and dedicated individuals (males and females) on a four year long learning journey which will bring together a structured college programme with work based activities. Modern Apprentices will be expected to achieve SVQ's in the relevant subjects and should be able to demonstrate the confidence and commitment to meet the challenge of combining "on the job" training with your college studies. Applicants must have good communication and interpersonal skills, an understanding of customer service, and the ability to work as part of a team. Successful applicants will have achieved, or be working towards, National 4 or above in English and Maths. You will also have National 4 or above in CDT or other practical subject. In addition, candidates must pass the council's written and practical assessment. Testing will take place in April/May</p>	<p>https://www.myjobscotland.gov.uk/councils/west-lothian-council/jobs/apprentice-roofer-x-2-fixed-term-based-kirkton-service-centre-39209-cd-26-03-2017-75668</p> <p>Closing date: 26th March</p>

Apprenticeship- Plastererx2	West Lothian Council, based at Kirkton Service Centre	£9,248 - £18,288 per year	<p>We are looking to take willing and dedicated individuals (males and females) on a four year long learning journey which will bring together a structured college programme with work based activities. Modern Apprentices will be expected to achieve SVQ's in the relevant subjects and should be able to demonstrate the confidence and commitment to meet the challenge of combining "on the job" training with your college studies. Applicants must have good communication and interpersonal skills, an understanding of customer service, and the ability to work as part of a team. Successful applicants will have achieved, or be working towards, National 4 or above in English and Maths. You will also have National 4 or above in a practical subject, such as CDT or similar. In addition, candidates must pass the council's written and practical assessment.</p>	<p>https://www.myjobscotland.gov.uk/councils/west-lothian-council/jobs/apprentice-plasterer-x-2-fixed-term-based-kirkton-service-centre-39211-cd-26-03-2017-75603</p> <p>Closing date: 26th March</p>
Modern Apprenticeship- Barber Full Time	Bathgate	£6,188.00 to £7,072.00 per year	<p>As an MA Modern Apprentice in Barbering Level 2, you will be working in the salon 5 days, this will include a Saturday, and may also include working late one night. Training for your MA Programme will be carried out in the salon. The duties that you will carry will taking into account Health & Safety procedures. Developing in all aspects of the following: - Cutting hair and facial hair, Blow drying and finishing Shampooing and conditioning Training. This apprenticeship covers all the basics of Barbering. As a Barber apprentice you will work as a trainee, assisting senior staff whilst training to become a Barber.</p> <p>What might a typical day in this job look like?</p> <p>Your typical day will include:</p> <p>Welcome clients as they arrive at the barbershop and engage them in conversation to determine their needs and offer refreshments</p> <p>Assisting senior barbers at all times by shampooing, conditioning, carrying out treatments and ensuring that work areas are prepared and kept clean and tidy.</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 2nd May</p>

			<p>Carry out reception duties, Schedule appointments over the telephone, maintain records of work performed on each client and working on models at training. As you begin to learn new skills, like Cutting and styling men's hair and Provide beard trims to clients looking for grooming, you will be able to put these into practice in the barber shop. As a Barber Apprentice you will spend a lot of time on your feet and it is important that you look smart and have a professional appearance.</p> <p>What will I learn? The skills that you will learn throughout you level 2 MA Programme are:</p> <ul style="list-style-type: none"> • Shampoo, condition and treat the hair and scalp • Cut hair using basic techniques • Cut Facial hair to shape using basic techniques • Develop and maintain your effectiveness at work • Advise and consult with clients • Dry and finish men's hair • Create basic outlines and detailing in hair • Reception duties <p>What qualification or qualities are required? You must like meeting new people and enjoy helping others, you must be a good communicator, you must also be reliable, enthusiastic to learn and progress, have a smart appearance and be good at working on your own and as part of a team. Being creative or having a creative flair is also an attribute</p>	
Modern Apprentice- Finance Administrator	Scottish Government, Broomhouse, Edinburgh	£17,242.00	<p>People Directorate Finance is based in Saughton House and provides a wide range of finance functions to People Directorate (and ISIS), from budget setting and financial reporting to procurement, invoice processing and internal recharging.</p> <p>This post provides an ideal opportunity for the successful candidate to gain a good understanding of how Scottish Government operates and develop a wide range of</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 17th March</p>

			<p>administrative and finance skills.</p> <p>What might a typical day in this job look like?</p> <p>Main Duties The role of Modern Apprentice posts in this range (A3) is to offer business administrative support and secretarial support under the supervision of and in support of a more senior officer. Duties usually call for the exercise of discretion and initiative whilst carrying out routine tasks and will often involve the use of IT based skills.</p> <p>A3 Modern Apprentices may be required to operate an internal electronic finance and budgeting system, an electronic ordering and payment system, an electronic filing system and an electronic human resources system.</p> <p>What will I learn? Training in all aspects of the job role will be provided.</p> <p>This is an excellent opportunity for someone who wishes to work as part of a team whilst gaining both general office skills and the ability to develop and build a close working relationship within the team and others in the Division and beyond.</p> <p>What qualification or qualities are required?</p> <p>Applicants must be 16-24 years old, unemployed or contracted to work 16 hours or less a week, and a resident in Scotland. Please state you meet these requirements within your Cover Letter.</p> <ul style="list-style-type: none"> • Potential to perform at this level • ability and commitment to achieve all the outcomes of the apprenticeship including passing SVQ 2 in Business Administration <p>Desirable Criteria</p> <ul style="list-style-type: none"> • IT based skills 	
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<p>Shop Floor Assistant Part Time 19 hours pw</p>	<p>Asda, Livingston</p>		<p>There's no such thing as great service without high personal standards - they go hand in hand. So every day you'll be expected to look the part through a smart appearance, and play the part in a friendly and professional way. There's always a lot to learn about your job – from food safety and hygiene to company rules and standards – but with our great training and support, we'll help you keep getting better and better. We're one big team, so we're looking for helpful, outgoing people who can get along with and support others.</p>	<p>To apply visit: www.indeed.co.uk</p> <p>Or follow link: https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?PageType=JobDetails&jobId=740382&PartnerId=25222&SiteId=5034&codes=1-INDEED##jobDetails=undefined</p>
<p>Colleague Part Time:</p> <p>Shift Pattern: Monday 10:00 to 13:00 Tuesday 10:00 to 13:00 Wednesday 10:00 to 13:00 Thursday 17:00 to 20:00 Saturday 14:00 to 18:00</p>	<p>Hobbycraft</p>		<p>As a Colleague, you will ensure the smooth running of the shop, and maintaining the shop standards by:</p> <ul style="list-style-type: none"> Participating in the day-to-day running of the shop Keeping the shop and displays clean and tidy at all times Operating the till and accurately handling cash, credit/debit cards and gift cards transactions Assist in changing displays of shop stock Receiving deliveries, unpacking and replenishing stock Assisting with regular stock checks and annual stock takes Working in all areas of the store from the shop floor to the warehouse Being vigilant at all times and to help minimise stock loss Answering general customer enquiries in a polite manner Previous retail experience would be an advantage Must be passionate about craft and be able to demonstrate at least one craft to high standard! 	<p>To apply visit: www.indeed.co.uk</p> <p>Or follow link: https://www.networxrecruitment.com/Jobs/Feed?key=lwpLqntGVikMdAPIDq57rStPZR%2bmDR1%2bFHOT59DfOYs%3d</p> <p>Closing date: 18th March</p>

Hotel Staff	Dalmahoy Hotel & Country Club, Kirknewton		<ul style="list-style-type: none"> • Receptionist • Concierge • Food & Beverage Staff (Full / Part Time / Casual) • Kitchen Porter • Commis Chef x2 • Chef De Partie • Demi Chef de Partie • Maintenance Technician (Painter / Decorator) • Golf Event Manager • Membership Adviser - Golf & Leisure • Room Attendant (Fixed Term Contract) 	https://www.indeed.co.uk/cmp/Dalmahoy-Hotel-&-Country-Club/jobs/Hotel-Staff-295ea0a67ef596b0?sjdu=Zzi_VW2ygsY1fzh3Ma9ZsPaqOkFrOZiF9heaw3NaNTjP-m0rDzsZgo09li16hWGIttDO9IXmP9zjHdPsB2Vt6w on www.indeed.co.uk
Retail Assistant Part time weekends	Primark		<p>Are you a retail lover with a passion for customer service? We're looking for enthusiastic individuals with the right attitude to join our store as a Retail Assistant. Candidates must be available Thursday/Friday evenings and throughout Saturday & Sunday between the hours of 8.30am & 7pm.</p>	<p>To apply visit: www.indeed.co.uk</p> <p>Or follow link: https://krb-sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?PageType=JobDetails&jobId=1028553&PartnerId=30055&SiteId=5837&utm_source=indeed##jobDetails=undefined</p>
Team Member x2 1 Part Time (Weekends) Sat-Sun 08.00 - 20.00 1 x Flexi Time Mon- Sun 08.00 - 20.30	Crispy Kreme	NMW	.	<p>Visit online at www.Krispykreme.co.uk or hand C.V to store manager</p>
Sales Assistant/Barista Weekend, hours to be confirmed	Thornton's	Salary meeting the living wage	<p>We require a confident and reliable person to join our team. You will be required to deliver excellent customer service experience and café duties to assist in meeting set targets. Other duties include; stock replenishment and cash handling</p>	<p>Please hand CV into the store marked for the Manager's attention</p>
Modern Apprenticeship- Sales Administration Support	Broxburn	£10000 pa	<p>Currently seeking an ambitious individual for a Business Administration apprenticeship position within an international telecommunications company Responsibilities of the Sales Administrative Support Apprentice: Managing the correspondence between the</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 1st May</p>

			<p>sales team and their clients Processing new sales leads Updating the in house Management Accounts system Monitoring customer accounts Providing data and reports to help the sales team Keeping track of sales targets Answering phone calls Scheduling diaries What will I learn? Requirements of the Sales Administrative Support Apprentice: Organised & motivated Enthusiastic Good written English & numerical skills Good communication skills Professional with team members & customers What qualification or qualities are required? Apprenticeships and Vendor qualifications gained: Start with a 12-14 month Digital Applications apprenticeship, which consists of training in small groups and work-based assessment, covering: Presentation Software, Front end website content development, Introduction to office systems and Image and video editing.</p>	
Sales Assistant 20 hours	Vans		To achieve store and personal goals by providing excellent customer service at all times and maintaining a strong brand image in appearance, presentation and store operations.	Please hand CV into the store marked for the Manager's attention or email vans_livingston@vfc.com
Sales Assistant 10 hours per week overtime available. Temporary for 2 months	French Connection		Confident and reliable with basic customer service knowledge. No experience necessary as full training will be given.	Please hand your CV into the store: For The Attention of the Manager
Modern Apprenticeship Digital Marketing	Linlithgow	£6,000.00 to £12,000.00 per year	<p>All applicants should have a keen interest in using social media to advertise and promote the company. What might a typical day in this job look like? Work with team members to ensure social media tools are kept up to date. Manage social media campaigns and day-to-day activities. Manage presence in social networking sites</p>	<p>To apply visit: www.apprenticeships.scot Closing date: 31st March</p>

		<p>including Facebook, Twitter, LinkedIn and posting on relevant blogs, and seeding content into social applications as needed. Update company websites & issuing invites to company trade shows & events. Monitor effective benchmarks for measuring the impact of social media programs, and analyse, review, and report on effectiveness of campaigns in an effort to maximize results.</p> <p>Increase followings on all social channels in accordance with the set targets.</p> <p>Regularly feedback insights gained from social media monitoring into the teams, to help them evolve their strategies in a timely fashion.</p> <p>Monitor trends in social media tools, trends and applications.</p> <p>Driving traffic and users to the company website through social media marketing and affiliation campaigns.</p> <p>What will I learn?</p> <p>You will be rewarded with your Digital Marketing Diploma.</p> <p>You will also learn more personal qualities such as;</p> <ul style="list-style-type: none"> •Good communication skills, both oral and written •Good organisational skills •Good interpersonal and customer service skills •An ability to work using own initiative within boundaries •An ability to work effectively with people across a wide range of levels and responsibilities •Good team-working skills <p>What qualification or qualities are required?</p> <p>Knowledge and understanding of social media platforms and their respective participants and how they can be deployed in different scenarios.</p> <p>Ability to effectively communicate information and ideas in written and verbal format, and build and maintain relationships.</p>	
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			<p>Team player, with the confidence to take the lead and guide other departments when necessary.</p> <p>A high level of interpersonal and communication skills and the ability to maintain confidential information is essential</p> <p>A high level of interpersonal and communication skills and the ability to maintain confidential information is essential.</p> <p>Assertive and can articulate effectively.</p> <p>The right candidate will be proficient in the above areas, confident communicating with colleagues at all levels within the organisation and able to simplify detailed information so that it is easily understood by candidates/clients.</p> <p>National 5's are also required.</p>	
<p>Modern Apprenticeship Business & Administration</p>	<p>Linlithgow</p>	<p>£6,000.00 to £12,000.00 per year</p>	<p>An energy provider based in Linlithgow are now looking to recruit a Business and Administration Modern Apprentice. All applicants should have a keen interest in working within a busy office environment doing admin tasks.</p> <p>Office administration, maintain good customer relations with existing and new customers. Main duties, answering/transferring telephone calls, producing & processing orders, banking, credit control, arranging dispatch, filing, photocopying, following up of emails, post, reports and data entry.</p> <p>What will I learn?</p> <p>You will be rewarded with your SVQ level 3 in business and administration.</p> <p>You will also learn more personal qualities such as;</p> <ul style="list-style-type: none"> •Good communication skills, both oral and written •Good organisational skills •Good interpersonal and customer service skills •An ability to work using own initiative within boundaries •An ability to work effectively with people across a wide range of levels and responsibilities 	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 31st March</p>

			<ul style="list-style-type: none"> • Good team-working skills <p>What qualification or qualities are required?</p> <ul style="list-style-type: none"> • Good numerical skills • Customer Service • Product Knowledge • Positive outlook • Team Player • Excellent time keeping • Ability to problem solve and use your own initiative • Good Planning skills • Good Communications Skills • Computer Systems Literate • Knowledge of current Health & Safety Legislation • Knowledge of Branch Administration procedures (desirable) • Good standard of education to Nat 5 (desirable) 	
<p>Apprentice Programme 2017 - Trades (Bricklaying and Carpentry/Joinery)</p>	<p>Barratt Homes, Livingston</p>		<p>Our Apprentice programme is run in partnership with CITB, the Sector Skills Council for construction. It mixes college study with practical on-site training with experienced trade specialists, and a programme that goes well beyond the standard syllabus.</p> <p>Once you're accepted, you'll start a two year structured Intermediate Apprenticeship. You'll learn on the job, and in a locally approved college – and you'll be earning all the time. At the end of the two years, you'll have loads more experience and valuable job skills, plus a technical certificate and nationally recognised apprenticeship qualification. And that's just the beginning. Once you've completed your first 2 years, there are plenty more options available to you, if you're ambitious as we think you are you'll probably want to continue for a further year with our Advanced Apprenticeship</p>	<p>https://isw.changeworknow.co.uk/barratthomes/vms/e/barratt_developments/positions/caOVTxk-fiwPaDIpyvqOAL</p> <p>Closing date: 30th June</p>

			<p>There's a lot of working outside, helping build homes while learning your trade, so you'll need to be good with your hands, good with people, and happy to work in all weathers. There's plenty of studying to be done too, so you'll need a good all round education and be willing to learn even more. Last but not least, we'll be looking for plenty of energy, initiative and commitment too.</p>	
<p>Kitchen Staff Full Time. There are a variety of shifts available</p>	<p>Newyearfield, Livingston</p>	<p>£7.25 rising to £7.50 on completion of training</p> <p>Under 21's will receive a lower rate</p>	<p>We want fun, enthusiastic, confident and passionate people who are not afraid of hard work. We recruit our team for their personality so no previous kitchen experience is required and because we are a UK top employer with an award winning training program we know we can teach anyone the skills to succeed. At JD Wetherspoon we like to keep it simple, our kitchen team members are a crucial part of our pubs; your role will be to ensure that our customers have the best quality food and have an excellent experience with us. We open our doors early in the morning and sometimes don't close them until late at night, so we offer great flexibility.</p> <p>As a part of our kitchen team you will have to work hard delivering great quality food cooked to spec and within our food delivery times as our pubs can get pretty busy in peak times. Your role will be unique; you will have a brilliant training program and will get to be a part of a fantastic team. You will be interacting with a variety of different people, therefore a good level of conversational English is essential. Working for Wetherspoon is rewarding, our teams are consistently maintaining our high standards and 5 star health and safety ratings. With the right attitude and support provided by our experienced Kitchen Managers you can climb our career ladder pretty quickly!</p>	<p>https://www.jdwetherspooncareer.co.uk/careercenter/vacancyView.php?requirementId=MjO2NTQ4&jId=133&utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed</p>

<p>Bar & Waiting Staff</p>	<p>The Chain Runner, Marstons, Almondvale Business park, Livingston</p>	<p>Competitive, with regular incentive schemes to keep you motivated and recognise your hard work</p>	<p>You will need to be the type of person who is willing to go that extra mile to create the perfect customer journey, and you'll ensure people are at the heart of everything you do. As a friendly, outgoing, people person you will be a part of a strong front of house team, always striving to create a relaxed and inviting atmosphere for our customers.</p> <p>A little about the Chain Runner with Lodge: Opening in April 2017 Milestone Carvery brand Expecting to serve 3000 meals per week</p> <p>The Benefits We like to treat our employees like our family so we offer the best in employee benefits:</p> <ul style="list-style-type: none"> • Uniform provided • Our Career Path and development programmes which could see you progress 	<p>https://www.networkrecruitment.com/jobs/advert/586027?rm=183</p>
<p>Sales Assistant Part time</p>	<p>Cotton Traders based within Dobbies</p>	<p>£5.50-£7.20ph</p>	<p>A fantastic opportunity has arisen for a proactive and charismatic Sales Assistant to join our team Working within a small and friendly team where everyone looks out for each other, teamwork and the ability to build relationships are key to this role. We are looking for a Sales Assistant who will proactively approach every customer and deliver a true customer experience.</p> <p>About you: This is a wonderful working environment where the team members support each other to create a highly successful store. Our Sales Assistants are expected to:</p> <ul style="list-style-type: none"> • Provide excellent customer service and product knowledge to our customers • Efficiently replenish stock • Be able to effectively use the till, including cash handling • Support the Team Leader and Store Manager with promotions and offers • Assist in areas of security, delivery 	<p>https://www.networkrecruitment.com/Jobs/Feed?key=jIeSsHqhpDzw%2frBl%2bc7jOsWUCY4i9n26yLbhRHEfkA%3d</p> <p>Closing date: 24th March</p>

			<p>and housekeeping</p> <p>Full Sales Assistant training will be given to the right candidate so if you are passionate about delivering quality and knowledgeable customer service and will be flexible in providing support for the store and this well-loved British Company, we would love to hear from you!</p>	
Cast Member	Disney Store		<p>The Cast Member engages Guests in magical experiences throughout the Store, delighting them with stories, while providing options of quality, innovative product that meets their needs. They will provide an exceptional Service that will exceed the Guest's expectations by focusing on the show that they experience to ensure that it is unique and memorable.</p> <ul style="list-style-type: none"> • Passion for interacting with Guests of all ages. • Attention to detail and ability to prioritise Guests and tasks. • Retail/service experience preferred. • Time management and organisational skills. • Success in working in a team environment. • Good communication skills. • Professional appearance. 	<p>https://jobs.disneycareers.com/job/-/-/391/4063604?codes=INDEED</p>
Civil Service Fast Track Apprenticeship: Business	Bathgate	£19500-£27000	<p>The Fast Track is an exciting scheme which allows applicants to earn a competitive salary, learn valuable skills and successfully complete a Level 4 Apprenticeship within the Civil Service.</p> <p>Business roles are at the core of the work the Civil Service does and the business apprenticeship scheme offers a wide variety of posts across the organisation.</p> <p>You'll be working within an exciting and fast-paced environment and have the opportunity to develop valuable skills in organisation, planning and problem-solving.</p> <p>What you'll do</p> <p>Teamwork and collaboration are essential in</p>	<p>Job is advertised on www.gov.uk/jobsearch Job ID: 40818482</p> <p>Or follow link:</p> <p>https://jobsearch.direct.gov.uk/GetJob.aspx?JobID=40818482&JobTitle=Civil+Service+Fast+Track+Apprenticeship%3a+Business&rad_units=miles&pp=25&sort=rv.dt.di&vw=b&re=134&setype=2&q=40818482&pg=1&AVSDM=2017-02-22T04%3a27%3a00-05%3a00</p>

			<p>all business areas. Often the role of a business apprentice is to support this collaboration and help bring teams together. For example, you could be organising meetings or managing communications. A significant number of the business apprentice roles are also dynamic and customer-facing. Your role could include:</p> <ul style="list-style-type: none"> • Work coach at the Department for Work and Pensions • Paralegal officer at the Crown Prosecution Service • Corporate support officer • HR officer • Policy adviser • Diary manager • Project and programme support officer <p>Qualifications</p> <p>You'll need 5 GCSEs at grade C and above, or the new grade 4 and above, including English Language and Maths, or equivalent. (Or expect to have these qualifications by 31 August 2017.)</p>	
Systems & Networking Apprenticeship	Atos, Livingston	Unknown	<p>Providing first line technical support to key clients, you'll be part of a dedicated team of professional support analysts. You'll develop a range of technical skills, which you'll learn to apply together with business knowledge to solve technical problems for end users and create simple, effective solutions. You will use effective communication skills to provide an efficient service to clients and will learn to adapt to a range of challenges in this busy team</p> <p>With a focus on on-the-job training, supported by classroom learning and blended learning, the 12-18 month programme is designed to give you a thorough understanding of the most popular IT technologies.</p> <p>You'll do that by taking on a diverse range of challenges – all while earning industry recognised qualifications tailored to your talents and ambitions. If you've a genuine passion for IT and systems and an</p>	<p>To apply visit: http://uk.atos.net/en-uk/home/careers/apprentices/level-3-schemes/systems-networking.html</p> <p>Closing date: 27th March</p> <p>If you've got any questions about our programmes or recruitment processes, please contact our apprentice team at atosapprentices@alexmann.com or call 01344 471370.</p>

			<p>intellectually curious approach to work, we'll teach you everything you'll need to be become and authoritative technical professional.</p> <p>What you'll cover Throughout the course, you'll develop your understanding of the fundamentals of systems, networking and data analysis. That will include tuition on mobile, operating systems, cloud services, business, coding, networking and architecture. In addition to these technical skills, you can expect support on developing your business, communication, relationship building and creative problem solving expertise.</p> <p>Qualifications you'll achieve as part of your IT Systems and Networking apprenticeship:</p> <ul style="list-style-type: none"> • Advanced Apprenticeship Infrastructure Technician Level 3 • MTA Networking Fundamentals • MTA Mobility and Devices Fundamentals • MTA Cloud Fundamentals • Your choice of a Microsoft MOC on-demand course 	
Team Member	Menkind	NMW	<p>This role involves face to face sales and we are looking for a member of staff that is confident, outgoing and are able to learn quickly! Previous experience in a sales environment would be an advantage but not essential as training will be provided. This will be a part time position on a zero hour contract. We are looking for an individual who can be flexible to their working hours and be available to work when needed.</p>	<p>Hand in a CV with availability to the store asking to speak to Scott .</p>
Modern Apprenticeship- Web Sales Processor	Livingston	£10000-£12000pa	<p>You will be working for... A business that specialise in storage and handling solutions for all industrial workplaces. They are a great, growing and very keen on developing young talent within their business.</p> <p>What might a typical day in this job look like?</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 15th April</p>

			<p>In this role, you will...</p> <ul style="list-style-type: none"> • Handle customer service issues, such as complaints, queries, delivery dates, live chat etc. • Keep track of orders • Process orders and pass to suppliers • Invoice customers • Organise deliveries <p>What will I learn?</p> <p>Your training...</p> <p>Starts with a 12-14 month Business apprenticeship, which consists of work-based assessment, covering: IT skills, Customer service, Administration and Complaints handling. With the opportunity of a 1 Day Microsoft Office Specialist training course at our training center.</p> <p>You will gain an SVQ in Business & Administration and Microsoft Office Specialist (MOS). This is a fantastic opportunity to start a long and rewarding career in Business Administration.</p> <p>What qualification or qualities are required?</p> <p>The ideal candidate will have...</p> <ul style="list-style-type: none"> • Strong customer service skills • An able and strong team player • Good telephone manners • 5 standards (Level 1 - 3) OR 5 National Level 5 grades, both qualifications including Maths and English 	
Modern Apprenticeship- Business Administration	Edinburgh		<p>You will be working for...</p> <p>A leading fitness brand that supplies high quality gym equipment across Scotland.</p> <p>This is a vibrant and growing office with the opportunity to support a busy office with administration duties as well as processing incoming customer orders quickly and accurately. This company supplies the latest fitness technology so if you are passionate about health and fitness this is the perfect role for you. !</p> <p>What might a typical day in this job look</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 26th March</p>

		<p>like?</p> <p>In this role, you will...</p> <ul style="list-style-type: none"> • Process incoming customer orders quickly and accurately • Follow internal procedures to efficiently process internal documents on both the company database and supporting paperwork • Work with and support existing team members at all times • Ensure all operational procedures are adhered to • Liaise with other company departments to ensure all customer experiences are of the highest levels • Complete general administration duties around office as required • Revise sales quotes • Deal with customer enquires via phone and email • Utilize lead generation system <p>What will I learn?</p> <p>Your training...</p> <p>Starts with a 12-14 month Business apprenticeship, which consists of work-based assessment, covering: IT skills, Customer service, Administration and Complaints handling. With the opportunity of a 1 Day Microsoft Office Specialist training course at our training centre.</p> <p>You will gain an SVQ in Business & Administration and Microsoft Office Specialist (MOS). This is a fantastic opportunity to start a long and rewarding career in Business Administration.</p> <p>What qualification or qualities are required?</p> <p>The ideal candidate will have...</p> <ul style="list-style-type: none"> • Good verbal and written communication skills • Attention to detail and will be a team player • Good memory recall and will be a quick learner • Professional phone manners • The ability to listen and communicate 	
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			<ul style="list-style-type: none"> • A self-starter mentality and will be reliable • Good Computer literacy skills (word, excel, email etc.) • An awareness of customer care and will be presentable • The ability to communicate at all levels externally and internally - training will be provided • 5 standards (Level 1 - 3) OR 5 National Level 5 grades, both qualifications including Maths and English 	
Sales Assistants and Garden Centre Assistants	B&M		<p>What will my role involve as a Sales Assistant?</p> <p>Personable, polite and prompt service to be offered at all times</p> <ul style="list-style-type: none"> • The store to be presentable at all times with full availability and excellent customer service • Colleagues to demonstrate the appropriate skills and knowledge • To merchandise the store to provide a welcoming customer environment which also delivers sales and profitability • To deliver processes to ensure the store meets all legal requirements • Ensure Company property, cash and stock are secure at all times <p>What do I need to be a successful Sales Assistant?</p> <p>Passionate about delivering great customer service</p> <ul style="list-style-type: none"> • Experience in a similar role • The ability to think on your feet in a fast paced environment • Have a flexible approach with a 'can do' attitude 	<p>http://bmretailweb.itssystem.co.uk/vacancies/3458/sales-garden-centre-assistants--new-store--livingston.html?Source=indeed</p> <p>Also on www.indeed.co.uk</p>

			<p>Garden Centre Assistants:</p> <p>The successful candidate will have excellent plant knowledge and a solid retail background. The ability to create dynamic displays and confidently answering customer queries is important. You will have a passion for plants and thrive within a fast paced environment, always delivering great customer service. Ideally, candidates will hold a FLT license.</p>	
Part Time athlete	Nike		<p>As our Nike Store Athlete (Store Associate) your mission will be to deliver a premium consumer experience by demonstrating the expertise to navigate through individual needs and providing a complete solution through Nike products and services to give consumers what they need to connect, train, and compete with the knowledge to achieve their goals.</p>	https://retailjobs.nike.com/job/-/-/7853/4003207?apstr=src%3DJB-11022
Butchery Assistant	Hugh Black and Sons Ltd - Bathgate	Salary is negotiable and dependant on age.	<p>We are currently recruiting for 16 to 18 year old for the butchery and bakery department within our Bathgate factory. Experience in not essential as full training will be provided .</p> <p>Duties will include</p> <ul style="list-style-type: none"> • Reporting to the Manager, key responsibilities range from: • Preparing work areas • Adhering to food hygiene regulations • Portion control & packaging and presentation to a high standard • Keeping to deadlines • Other duties as and when required <p>Required Skills Communication, Listening, Team Building, Problem Solving, Multi-Tasking and Manual Dexterity.</p>	https://www.indeed.co.uk/cmp/Hugh-Black-and-Sons-Ltd/jobs/Butchery-Assistant-a4e56fe88fcb7cd4
Temporary Mail Sorters	Livingston	£7.50ph	<p>This position would be ideally suited to candidates with experience working in a busy and exceptionally fast paced warehouse environment.</p> <p>In order to be successful as the Mail Sorter you will have:</p>	http://www.aplitrak.com/?adid=S2F0ZS5DYXJsYXcuMTI4MDYyNDcwNOBwcmItZXRpbWUuYXBsaXRyYWsuY29t

			<ul style="list-style-type: none"> • Exceptional attention to detail • The ability to work efficiently in a fast paced environment • Excellent communication skills • A hardworking and motivated approach to work 	
Housekeeper Part Time	Premier Inn, Bathgate	£7.20ph	<p>We are looking for someone with an eye for detail and a passion for cleaning. You will need to ensure your rooms are ready on time to our standards whilst greeting our guests with a warm welcome and a smile as they pass you in the corridors.</p> <p>Ideal candidate will have/be:</p> <ul style="list-style-type: none"> • Flexible and adaptable. • Quick learner, hard working and responsible. • Aware of all Health & Safety procedures within the hotel. 	https://www.indeed.co.uk/cmp/Premier-Inn/jobs/Housekeeper-62e114209d7c9720
Sales Assistant We are currently recruiting for the following positions: <ul style="list-style-type: none"> • 1 x 35 hour stock colleague • 2 x 24 hour Made to Measure colleagues 	Dunelm Mill		<p>We have an exciting opportunity for a Sales Assistant within our new store opening in Livingston.</p> <p>We have a variety of positions available and a range of part time contracts. All colleagues will be required to work at least one evening and one weekend day.</p>	https://www.dunelmcareers.com/vacancies/4010/sales-assistant.html
Team Member Full Time	KFC		<p>Main responsibilities: Cooks and serves fries and serves and packs all products to KFC brand standards</p> <p>Use the till and comply with the cash handling policy and security measure of the management.</p> <p>Prepares the packing items and keeps the packing area and its equipment clean and tidy to the standard required.</p> <p>Ensures the correct use of the holding cabinet in respect of temperature, water content and holding times.</p> <p>Works closely with other staff to develop a team spirit.</p> <p>Undertakes lobby host duties to keep the customer service dining area and front counter clean and tidy.</p>	Hand in CV or Apply on www.indeed.co.uk

			To comply with all health and safety regulations to ensure the safety of themselves, the team and our customers	
Modern Apprenticeship	The Factory Shop,	£5,304.00 to £7,072.00 per year	<p>This Modern Apprenticeship is suitable for a recent school leaver, or a young person looking to start a career in Retail. Duties will include- Serving customers, processing transactions, handling stock, merchandising of goods and offering great customer service. General day to day cleaning duties also form part of this role.</p> <p>What will I learn? You will learn how to deal with customers, processing transactions, stock handling, merchandising and all training is delivered in store. You will learn the skills required to develop within your role. You will work towards a Retail Level 2 SVQ whilst in the job role.</p> <p>What qualification or qualities are required? No formal qualities are required, although you must have a keen interest in retail and working with the public. Friendly and approachable is key to this role. Ability to work within a team and on your own an advantage.</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 21st March</p>
Sales Advisor 8-12 hours over s weekdays, Must be flexible to work two out of 5 days Monday to Friday	Coast	unknown	Must be of smart appearance with a friendly outgoing personality. Retail experience will be an advantage but not essential as training will be given. Must be confident to look after the business when the managers out of store	Please hand your CV in to Angela on the Coast Dept at women's wear till point.
Front of House Server Part Time and Part time positions	Pizza Hut		Must be friendly, hardworking, enjoy working as part of a team and able to interact well with the public. Main duties include cash handling, meeting and exceeding customer needs. Main duties for the kitchen chefs are pot wash, preparation and presenting food. Full training will be provided.	Please apply online at www.careersatpizzahutrestaurants.co.uk
Store Assistant	Aldi	£8.40-£10.00ph	It's a really fast paced environment, for a start. And everyone here understands exactly what needs to happen to make their store a success – and gets on with doing it. But the	https://aldi.vacancy-filler.co.uk/Candidate/AdvertDetails/ykAbpq3CwbsRn67aza18Sp21a62vBGF11lyLjuODDQg?_storeid=oEe

			<p>team is fairly small, so if you're not contributing it will soon show. The time will fly by as you undertake everything from checking off deliveries to dealing with enquiries or ensuring that the shelves are fully stocked with attractive, well presented products. And, of course, you'll provide excellent customer service at all times by attending to customer needs in a prompt and friendly way.</p>	<p>6xfYPeDxnHRbKXUlc6qLfrQUo6_6A_sffPIviRnpw</p> <p>advertised on www.indeed.co.uk</p>
<p>Glasgow Caledonian University Grad Level Apprenticeship- Sponsored Degree</p>	<p>IT and technology, Glasgow Caledonian University</p>	<p>Starting salary £14100</p>	<p>You will get a debt free degree, BSC (HONS) Software Development, one day a week at Glasgow Caledonian, whilst spending four days a week developing your career on real life projects at GCI. The course will take 4 years to complete and with our sponsorship you won't have to pay a penny in tuition fees. We'll even provide the course resources and materials required, so there's no need to worry about text books either.</p> <p>You will be involved with:</p> <ul style="list-style-type: none"> Resolving any IT issues that arise Doing programming work after being fully trained Learn about Software testing and other industry practice Learn about how Software is designed and developed in modern project environment and putting it into practice <p>Your role will be to deliver engineering capability and encompass a rotation programme which will allow you to learn different programming languages and try new ones.</p> <p>4 Highers at grade B or above incl Maths, physics or computing or equivalents are accepted unless you can show strong technical (programming/development) ability through work experience or extra curricular activities.</p> <p>At least 7 Scottish National 5s at grade 1-3 incl English or Maths</p>	<p>https://targetcareers.co.uk/employer-hubs/cgi/313941-glasgow-caledonian-university-grad-level-apprenticeship?utm_source=Indeed&utm_medium=cpc&utm_campaign=Indeed</p> <p>Advert on www.indeed.co.uk</p> <p>Closing date 31st March 2017 Start date: 11th Sep 2017</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

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

Other Training / Learning Opportunities

Course Information	Training Provider	Recruitment Information	Booking Summary
<p>Venture Trust – Inspiring Young Futures This is a personal development programme for people aged 16 – 19 who are not in work, education or full-time training. The programme helps participants grow in confidence and motivation, develop new skills and talents and identify and achieve their own personal goals. This is achieved through providing personal 1:1 support in the community, providing a range of weekly group activities and the opportunity to attend a 7-day Wilderness Journey in the Scottish outdoors</p>	Venture Trust	Continuous throughout the year	For more information contact Dan Neill on 07891 726475 or Dan@venturetrust.org.uk or Sean Humphreys on 07817 918755 or Sean@venturetrust.org.uk
<p>Digital Natives West Lothian Employability Support is offering one to one key worker support to help with CVs, Cover letters, Job Searching, job applications, college applications and interview skills</p>	Digital Natives		For more information, or to refer call Alex on 07788273345 or email ALEX@COMMUNITYENTERPRISE.CO.UK
<p>The Future Horizons Programme is open to Early Service Leavers across all services, and supports those who have completed less than 4 years' service and are either discharged compulsorily or at their own request. Regardless of how long you have served or the reasons you have for leaving, Future Horizons will provide support and assistance to enable you to find suitable employment upon leaving the Armed Forces.</p> <p>Visit: https://www.ctp.org.uk/</p> <p>West Lothian Council is aiming to create Veterans Wage Subsidy places for veterans aged 25-49 years. Veterans aged 16-24 can access StepsN2 Work support.</p> <p>Employing a Veteran: If a business employs a veteran they will receive 50% of their salary for up to 26 weeks. The veteran must receive at least the minimum wage.</p>			

Course Information	Training Provider	Recruitment Information	Booking Summary
There is a maximum level of subsidy per opportunity. The subsidy will be for up to 40 hours per week, with 26 hours being the minimum requirement.			
<p>YOUTH INCLUSION PROJECT</p> <p>The Youth Inclusion Project (YIP) is a pre-employability service offered to young people aged 16 to 25 who are residents of West Lothian. The aim of YIP is to break down the barriers that prevent young people from moving into employment, education or training. They provide 1:1 support and training in a range of areas including Life Skills, employability skills, health and wellbeing & accessing and gaining recognised qualifications</p>	Youth Inclusion Project		<p>SDS Staff to email referral form to youthinclusionprojectreferrals@westlothian.gov.uk</p>
<p>Skills Training Programme For unemployed 16 -18 year olds who require additional support to help move into employment or training. Must be able to self travel. Training allowance £55 per week and £20 towards weekly bus pass/travel. Referrals must be at Stage 3 and have a bank account and NI number</p>	West Lothian Council		<p>Complete referral and send to: Miriam.georgeson@westlothian.gov.uk</p>  <p>2016 Activity Agreement - Referral</p>
<p>Activity Agreements</p> <p>Currently a range of programmes are available on Activity Agreements such as: Exploring Animal Care, Pottery course, Outdoor Activities, Life skills / Youth Issues, IT Wizard, Media Skills, Photography, Confident Cooks, Build a Bike, Design Dept, Literacy/Numeracy support.</p>	West Lothian Council		<p>Referral should be emailed to wendy.stuart@westlothian.gov.uk</p>
<p>The Community Learning and Development Service in West Lothian is part of Education and Cultural Services</p>			

Course Information	Training Provider	Recruitment Information	Booking Summary
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>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>	ABE		Contact: 0800 731 1831 to set up a personal appointment to talk about your needs.
<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>	Ability Centre, Carmondean	The course will be repeated after 6 weeks please contact for next start date.	For more information please contact Angela Knox at the Ability Centre: (01506) 774066 or email: Lorna.hutson@westlothian.gov.uk
<p>Individual Learning Accounts £200</p> <p>To be eligible you must be 16+, stay in Scotland and have income of less than £22,000 or less or be on benefits. You will not be eligible if you hold a UK degree, or are</p>	To search for learning opportunities & providers http://www.myworldofwork.co.uk	http://www.myworldofwork.co.uk/section/funding	Apply online at: www.myworldofwork.co.uk

Course Information	Training Provider	Recruitment Information	Booking Summary
undertaking any form of full time or part time secondary, further or higher education or are participating on any National Training Programmes.	ork.co.uk/section/fundin		
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.		http://www.prospects.ac.uk/cms/ShowPage/Home_page/plaLaXi	

Volunteering Opportunities

Volunteering Description	How to Apply
PROJECT SCOTLAND This is a great option for young people (18+), they gain skills, experience and confidence to make a successful transition into adult life and in turn their energy and enthusiasm help boost local communities. www.projectscotland.co.uk	
Local Opportunities visit: www.voluntarysectorgateway.org + www.volunteeredinburgh.org.uk Opportunities abroad: www.xchangescotland.org	

Advice

Advice Workshop	Training Provider	When	Booking Summary

Advice Workshop	Training Provider	When	Booking Summary
<p>Capability Scotland Advice & Support Service, West Lothian</p>	<p>Ability Centre, Carmondean Centre Road, Livingston</p>	<p>Mon-Thurs 9.00am-4pm Friday 9.00am-12pm</p>	<p>To provide an information and advice service for people with disabilities, their families and carers and other individuals or groups in West Lothain that will enhance knowledge and increase their choices on disability issues. The service also provides a free, confidential and accessible Peer Counselling service for disabled people. You can contact the service directly yourself or a professional such as a GP or Occupational Therapist can refer you to the service. The service works within ethical codes and guidelines of the British Association for Counselling and Psychotherapy in Scotland.</p>
<p>Advice Shop at Carmondean Connected</p>	<p>It provides the full range of library services, as well as access to the Council's Customer Information Service, Access2Employment advisers and Macmillan Cancer Support.</p> <p>Carmondean Connected has integrated the Library Service with the Council's Customer Information Service and can answer queries regarding benefit advice, bin calendars, Blue Badges, bulky uplifts, concessionary travel, council tax, housing applications etc, as well as providing a comprehensive library service.</p>	<p>Monday - Friday: 9.30am - 5pm Sat - 9:30am -12.30pm (if an adviser is not available on a Saturday, a phone service will be offered)</p>	<p>Access 2Employment advisers are available in the library, providing continuing support tailored around the individual so that they are equipped with employability skills that meet the needs of employers, recognising that one size does not fit all. Advisers help people to develop confidence or advise on preparing CVs, provide interview guidance, assist with the completion of application forms and provide overall employability support.</p> <p>Service available on Monday:</p> <p>Morning: appointment only - 9.30am, 10.30am, 11.30am</p> <p>Afternoon: drop-in session - 1.00pm - 4.00pm</p>
<p>DISABILITY WEST LOTHIAN</p> <p>Promoting equality & rights- providing information, training and consultation The</p>			<p>Office: (01506) 774030. Textphone: (01506) 774044.</p>

Advice Workshop	Training Provider	When	Booking Summary
agency can help you with questions about equipment, local activities and rights or about what services you might be able to get.			Mobile Text: 07742232978
<p>CITIZENS ADVICE BUREAU (CAB)</p> <p>Almondbank Centre, Shiel Walk, Craigshill, Livingston</p> <p>Outreach sessions are also held at centres: Armadale, Blackburn, Blackridge, Dedridge, Fauldhouse, West Calder & Whitburn.</p>	<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>
<p>GREEN GYM: Another way to get active in the outdoors is by taking part in Green Gym which take places at the Howden Walled Garden in Howden Park every Tuesday from 10-1pm. Green Gym is gardening in the outdoors and taking part in things like planting, weeding, digging out beds and designing the space to make things like a labyrinth.</p>	<p>Howden Walled Garden</p> <p>Howden Park</p>	<p>Tuesdays 10-1pm</p>	<p>For more information contact Alyson Hunter on:</p> <p>07740 899 609</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