



Telephone 0800 917 8000 for any queries on:

SDS Individual Learning Accounts
My World of Work
The Big Plus
PACE redundancy support
Careers information and advice

UPDATED 15/02/17 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
- **£6.95** – The 21-24 rate
- **£5.55** – The 18-20 rate
- **£4.00** The under 18 rate
- **£3.40** – The apprentice rate

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.

The new Marston's Restaurant and 27 bedroom Lodge is scheduled to open 17/4/16

GTG Apprenticeship Recruitment Open Day: Thursday 9th March 10am till 3pm

We would like to invite you to attend our showcase of Modern Apprenticeship opportunities, giving pupils an insight into careers in mechanics, vehicle body repair, vehicle spray paint, vehicle parts, garage equipment engineering, alarm engineering, business administration and customer service. This is a fantastic opportunity to view our leading-edge training facilities, meet current apprentices and find out more about our courses. Our apprenticeship programmes offer people aged 16 and over a way to earn while they learn, as they work towards a recognised qualification, skilled employment and greater career prospects.

Please note: This event is free of charge and targeted at people aged 16+ with Standard Grade 1-4 qualifications/National Grade 4/5 (already achieved or currently studying at this level).

To reserve your space or obtain further information, please contact:

GTG Apprentice Recruitment Team

Tel: 0141 950 5600

Email: gtgrecruitment@gtg.co.uk

Job Title	Company Name	Pay	Requirements	How to Apply
<p>NETS Operatives</p> <p>Fixed term to 30 September 2017</p>	<p>West Lothian Council</p>	<p>£15392-£17344 pa</p>	<p>As part of a small team you will maintain domestic gardens within West Lothian. Duties include grass cutting, weed control, planting, shrub bed maintenance and litter collection. Operatives are also required to demonstrate an enhanced customer focus whilst undertaking their duties and are expected to report matters affecting the appearance of the environment to supervisory staff in a proactive manner. Experience of using relevant power tools and equipment, e.g strimmers, grass cutting machinery, hedge trimmers is essential. The ability to drive non-HGV vehicles is desirable. Applicants must be able to work every second Saturday.</p>	<p>To apply visit:</p> <p>www.gov.uk/jobsearch</p> <p>Job ID: 40460819</p>
<p>Butchery Assistant</p>	<p>Hugh Black and Sons Ltd - Bathgate</p>	<p>Salary is negotiable and dependant on age.</p>	<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</p> <p>Communication, Listening, Team Building, Problem Solving, Multi-Tasking and Manual Dexterity.</p>	<p>https://www.indeed.co.uk/cmp/Hugh-Black-and-Sons-Ltd/jobs/Butchery-Assistant-a4e56fe88fcb7cd4</p>
<p>Temporary Mail Sorters</p>	<p>Livingston</p>	<p>£7.50ph</p>	<p>This position would be ideally suited to candidates with experience working in a busy and exceptionally fast paced warehouse environment. In order to be successful as the Mail Sorter you will have:</p>	<p>http://www.aplitrak.com/?adid=S2F0ZS5DYXJsYXcuMTI4MDYuNDcwNOBwcmItZXRpbWUuYXBsaXRyYWsuY29t</p>

			<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
Service Engineer Apprenticeship Scheme	Sighthill, Edinburgh	Unknown	<p>Who are we looking for? We are looking for apprentices who have a good mechanical aptitude, enjoying fixing things, have an interest in engineering and are team players.</p> <p>How does the programme work? The course is a mix of college based training and on the job training. In your first year you will spend more time in college than the subsequent two years, where you will be working alongside fully qualified engineers to gain knowledge and improve your level of experience.</p> <p>As an apprentice you will develop the basic principles you need to learn to work on our engineering team.</p>	http://www.scot-jcb.com/careers/apprenticeship-scheme/ Closing date: 3 rd March
Sales Assistant Flexible between Monday to Friday 6 hours	Claire's		<p>Previous experience is preferred but not essential as full training will be provided. You will be required to demonstrate good communication and customer service skills. Other duties will include: assisting team to achieve store targets by delivering customer service, stock replenishment, operating till system, cash handling and general</p>	Please hand CV and covering letter into store marked FAO store manager

			housekeeping. Full training will be provided on ear piercing procedures	
Sales Assistant 8 hours, Monday – Sunday 9-6pm	Sole Trader		Advising and serving customers, assisting customers in order to help them find what they need. High level of KPI, stock room management.	Please hand CV and covering letter in to store or email BenjiFairley@gmail.com
Sales Assistant 16 hours over 2 days, permanent	Daniel Footwear		We require a confident and reliable person with experience in retail to join our team. You will be required to deliver an excellent customer service experience to our customers to drive sales to assist in meeting set targets. Other duties include; checking and booking in deliveries, cash desk operation, payment transactions and end of day cashing up procedures.	Please hand CV into the store marked for the Manager's attention
Sales Assistant 16 hours, flexible hours Monday to Friday	Chapelle Jewellery		Retail experience would be an advantage as you will be providing excellent levels of customer service while maximizing every selling opportunities to achieve store and individual sales targets. Duties will include; processing sales, cash handling and card transactions. Managing stock levels and maintaining a clean and tidy store.	Please visit the store for more information regarding the position
The Cashroom - Trainee Legal Cashier - Wage Subsidy	Livingston	Meets National Minimum Wage	16-24 year olds only - West Lothian Steps N2 Work eligibility conditions apply. Job Outline Post accounting transactions to clients' systems. Petty cash requesting and processing Posting on client and firm ledgers Completing bank reconciliations Purchase ledger processing Set up and check bank payments Monitor client mailboxes and ensure e-mails are dealt with in a timely manner. Prepare weekly reports	Please send CV to: alex.davey@westlothian.gsx.gov.uk Closing Date 19 th February 2017

			<p>Perform other fund reconciliations Assist with month end reports General office duties e.g. filing, photocopying, shredding Assist cashier with any other duties as required Liaise with fee earners and support staff Ensure compliance with solicitors account rules</p> <p>Experience / Qualities required Good standard of education and IT literate Good working knowledge of Microsoft Office Interested in working in an accounting environment Attention to detail Ability to work as part of a small team Enthusiastic & willingness to learn Able to work to tight deadlines Reliable with a positive attitude to work</p> <p>Training Provided In house & external training will be provided</p>	
<p>Salon Assistant</p> <p>26 hours per week Wednesday 12pm-6pm, Thursday 3pm-8pm, Friday 9am-6pm and Saturday 9am-5pm</p>	<p>U little Beauty, Bathgate</p>	<p>NMW</p>	<p>16-24 year olds only - West Lothian Steps N2 Work eligibility conditions apply.</p> <p>Job Outline Answer the telephone and manage the salon diary Meet and greet customers as they come in to the salon Make appointments for clients Take payments from clients after their treatments Attend training programmes when required Ensure the salon is tidy and clean Set up beauty rooms Support beautician Model procedures Manage Instagram account</p> <p>Experience / Qualities required Customer service experience advantageous Experience dealing with clients over the telephone would be beneficial An interest in beauty</p>	<p>Please send CV to: alexa.davey@westlothian.gsx.gov.uk</p> <p>Closing Date 19th February 2017</p>

			<p>Reliable with a positive attitude to learning Good work ethic Well presented Friendly and approachable Organised</p> <p>Training Provided In house training will be provided</p>	
<p>Dry Clean Team - Laundry & Manufacturing Assistant - Wage Subsidy</p> <p>40 hours (Mon - Fri, occasional Saturday)</p>	<p>Deans, Livingston</p>	<p>NMW</p>	<p>16-24 year olds only - West Lothian Steps N2 Work eligibility conditions apply.</p> <p>Job Outline Garments cleaned in store range from everyday customer wear to wedding event linen and highland hire wear The production of garments is for our Highland Wear business and will include under pressing, general machining, button holing and button sewing, using a variety of different machines. Preparation of garments and other items for dry cleaning Using the washers and dryers to clean the garments Pressing and bagging the garments after cleaning Maintaining a clean and safe working environment Using the till to take payment from customers Using the key cutting machine when required</p> <p>Experience / Qualities required IT Experience would be beneficial An interest in clothing care and manufacture would be advantageous but not essential. Positive attitude to work and learning Ability to work as part of a team Willing to learn The ability to work on your own Honest and trustworthy Well presented Conscientious Attention to detail</p> <p>Training Provided This is a fantastic opportunity for someone to</p>	<p>Please send CV to: alexa.davey@westlothian.gsx.gov.uk</p> <p>Closing Date 19th February 2017</p>

			work with several Textile experts and learn many skills rarely available in Scotland. In house training	
General Assistant (waiter/ess) 30 hours	Beechraigs	£7.20ph	<p>18-24 year olds only - West Lothian Steps N2 Work eligibility conditions apply.</p> <p>Job Outline</p> <p>Taking orders from customers Serving food to customers food preparation Clearing and cleaning tables Keeping the kitchen tidy Washing dishes Maintaining a clean and safe environment for customers</p> <p>Experience/Qualifications required</p> <p>Must be aged 18+ Customer service experience preferred Cash handling experience preferred Health and Hygiene certificate would be advantageous however employer will provide this.</p> <p>Qualities required</p> <p>Honest and trustworthy Friendly and approachable Reliable with a good work ethic</p> <p>Training Provided</p> <p>Health and Hygiene cert Health and safety training</p>	<p>Please send CV to alexa.davey@westlothian.gsx.gov.uk</p> <p>Closing Date</p> <p>12th February 2017</p>
Digital Creative Modern Apprentice	Edinburgh	£15,379 pa	<p>The primary focus of the Young Scot Digital Creative roles is to support the development of youth information services across Scotland with a particular focus upon web content development. The successful candidate will work toward and be supported to achieve a SQA Diploma in Creative and Digital Media during the length of the fixed term contract. The responsibilities will include – supporting the development of digital media tools such as images and videos, working with partners to identify information needs and supporting the Information Team to identify new digital media opportunities and solutions for providing youth information content.</p>	<p>For more information and to apply visit: http://opportunities.creativescotland.com/opportunity/index/4596d21b-684a-43cf-9cbf-f96ac833017a/?Ref=%2F%3Fpage%3D14</p> <p>Closing date: 14th February</p>

<p>Modern Apprenticeship- Business Admin</p> <p>Full Time</p>	<p>Livingston</p>	<p>£6000-£12,000 pa</p>	<p>A Logistics company based in Livingston are now looking to recruit a Business and Administration Modern Apprentice. All applicants should have a keen interest in working within an office environment doing admin tasks.</p> <p>What might a typical day in this job look like?</p> <ul style="list-style-type: none"> - You'll be the main point of contact for our customers which means you'll have to problem solve and deal with their queries - You'll be involved in the office administration – dealing with sales order processing and various reports - You'll liaise with the team, keeping them up to date with any customer requests - You'll be supporting in a variety of departments, learning about different aspects of the business <p>What will I learn?</p> <p>Level 2 Diploma in Business and Administration, Level 1 (as a minimum) Functional Skills in Numeracy, Literacy and ICT (if applicable), company induction, on-the-job training specific to the job role and department. All training will be delivered entirely on-site, within your working week.</p> <p>What qualification or qualities are required?</p> <ul style="list-style-type: none"> - For us it's all about attitude – you'll be determined, eager to learn and looking for a career in logistics; not just a job. - You'll have an eye on the future, because our commitment to you goes way beyond the 12-month apprenticeship. - You'll be prepared to work hard in return for the opportunities that will come your way. <p>A basic level of numeracy and literacy is required.</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 28th February</p>
<p>Team Member</p>	<p>Ask Italian</p>		<p>What we will ASK of you</p> <ul style="list-style-type: none"> · Be a friendly face who makes our customers feel at ease · Provide great service every time 	<p>https://careers-askitalian.icims.com/jobs/1581/team-member/job?mobile=false&width=1150&height=500&bga=true&nee</p>

			<ul style="list-style-type: none"> · Know our menu like the back of your hand · Complete and keep up to date with health and safety · Know about allergens and how to deal with chemicals <p>What you'll need</p> <ul style="list-style-type: none"> · Must have a passion for food and love everything Italian · A proven people person who enjoys being part of a team and creating your own success · Passionate about customer service and a love for being with people 	dsRedirect=false&jan1offset=0&jun1offset=60 Closing date: 6 th March Advertised on www.indeed.co.uk
Technical Assistant	Edinburgh University	£16,618-£18,412 pa	<p>There are no recommended minimum qualifications, and may well suit school leavers; a knowledge of Animal Welfare/Husbandry would be an advantage. All appropriate training will be provided and there is the opportunity to gain further qualifications. Junior Technical Assistant will be expected to enrol in a distance learning course on Animal Technology.</p> <p>To carry out cleaning and husbandry duties as assigned by line manager to ensure that all husbandry duties and experimental needs are met. Attend to the general upkeep and cleanliness of the unit. Provide assistance to the research staff where necessary.</p> <p>3. Main Responsibilities and Approx. % of time</p> <ol style="list-style-type: none"> 1. Cleaning of animal cages, racks and drinking bottles. Sterilisation of cages and other equipment, filling of cages with the required amount of bedding and nesting material and environmental enrichments. 70% 2. Day to day care of the animals including feeding and watering and changing of animal cages both conventional and specialised. Checking for births, deaths, weaning and recording of relevant information. Observation of animals, checking for any signs of ill health. Ensure all information is available for 	https://www.vacancies.ed.ac.uk/pls/corehrrecruit/erg_jobspec_version_4.display_form?p_company=5&p_internal_external=E&p_display_in_irish=N&p_applicant_no=&p_recruitment_id=038792&p_process_type=&p_form_profile_detail=&p_display_apply_ind=Y&p_refresh_search=Y Closing date: 11 th February www.indeed.co.uk

			<p>senior members of staff.</p> <ol style="list-style-type: none"> 3. Domestic cleaning of cage wash area and general store room and general cleaning of all surfaces in animal and procedure rooms to maintain aseptic conditions. 15% 1. Receipt of deliveries and the shelving and distribution of goods. Recording and maintenance of stock levels. Replenishment of stocks of consumables.10% 2. Carry out basic equipment maintenance. Report any serious/ non-routine equipment failure to senior staff for further action. Complete basic paperwork and maintain operation logs. 	
<p>Modern Apprenticeship- Office Assistant</p> <p>Full Time</p>	<p>Newbridge</p>	<p>£7,800.00 to £10,393.76 per year</p>	<p>You will be working for...</p> <p>A business that have supplied bottling, labeling, and packaging equipment for water, soft drinks, beers, wines, spirits, food sauces, chemicals and toiletries since 1994.</p> <p>We are a traditional family business that listens to our clients, acts as technical advisers and delivers customised solutions. Be part of QA's 10k in Tech and add yourself to the UK's tech explosion!</p> <p>What might a typical day in this job look like?</p> <p>In this role, you will be...</p> <ul style="list-style-type: none"> • Answering the phone • Organising couriers and office mail • Updating the extensive contact list and database on a daily basis <p>You will also gain important knowledge and experience which will help you progress in your career.</p> <p>What will I learn?</p> <p>Your training...</p> <p>Starts with a 12-14 month Business Modern Apprenticeship, which consists of work-based assessment, covering: IT skills, Customer service, Administration and Complaints handling. With the opportunity of a 1 Day</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 12th March</p>

			<p>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 be...</p> <ul style="list-style-type: none"> • Friendly and professional • Confident to use the telephone and will have a polite telephone manner • Someone with a high attention to detail • Confident at learning and using multitasking between clients and staff • A team player and excited about joining a growing company • Enthusiastic and passionate • Someone with 5 standards (Level 1 - 3) OR 5 National Level 5 grades, both qualifications including Maths and English would be ideal 	
<p>Modern Apprenticeship- Kitchen Assistant</p> <p>Full Time</p>	<p>Pizza Hut</p>		<p>What might a typical day in this job look like?</p> <p>Ensuring each and every guest receives great food each time they visit.</p> <p>Preparing ingredients and menu items ensuring recipes and presentation standards are followed.</p> <p>Monitor the quality of food coming into and leaving the kitchen.</p> <p>Undertake assigned cleaning jobs both daily and weekly.</p> <p>Being part of a 'one restaurant one team' mindset.</p> <p>All Health and Safety/Food Hygiene Regulations are adhered to.</p> <p>What will I learn?</p> <p>On joining Pizza Hut you can expect to receive world class training, work within a great culture of recognition which genuinely celebrates everyone's achievements, as well as fantastic opportunities to progress your career further. Why wait, apply online today!</p> <p>You must be eligible to live and work in the UK to be considered for this position.</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 12th February</p>

			<p>What qualification or qualities are required? Desired Skills. Basic understanding of English and Maths. Must be eligible for a Modern Apprenticeship. Personal Qualities. Enthusiastic, lively, positive, outgoing. Have the ability to work at a fast pace and desire to do a great job. No formal qualifications required.</p>	
<p>Sales Assistant</p> <p>We are currently recruiting for the following positions:</p> <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>	<p>https://www.dunelmcareers.com/vacancies/4010/sales-assistant.html</p>
<p>Team Member</p> <p>Full Time</p>	KFC		<p>Main responsibilities: Cooks and serves fries and serves and packs all products to KFC brand standards Use the till and comply with the cash handling policy and security measure of the management. Prepares the packing items and keeps the packing area and its equipment clean and tidy to the standard required. Ensures the correct use of the holding cabinet in respect of temperature, water content and holding times. Works closely with other staff to develop a team spirit. Undertakes lobby host duties to keep the customer service dining area and front counter clean and tidy. To comply with all health and safety regulations to ensure the safety of themselves, the team and our customers</p>	<p>Hand in CV or Apply on www.indeed.co.uk</p>
<p>Coffee Shop Assistant</p> <ul style="list-style-type: none"> • 1 x 35 hour Key colleague • 1 x 24 hour Colleague 	Dunelm Mill		<p>New store opening. Coffee Shop Assistants are the face of our in Store Pausa Coffee Shops and are there to help customers relax during their time in store with us whilst also having the passion to advise on how to make their houses into</p>	<p>https://www.dunelmcareers.com/vacancies/4022/coffee-shop-assistant.html?Source=indeed</p>

<ul style="list-style-type: none"> 2 x 20 hour Colleague 			homes. As a fast paced retailer we put customers first, second and third in everything we do. This role will require you to have a can-do attitude and to be able to work as part of a team, as well as using your own initiative.	Advertised on www.indeed.co.uk
Part Time Team member 8-12 hours per week, includes weekends and weekdays)	Fuel Juice Bars	Competitive wages plus uniform	What we want from you: <ul style="list-style-type: none"> - A winning smile and passion for customers. - Passionate about delivering excellent service. - Attention to detail - Ability to work well within a team - The ability to work un-supervised 	https://www.indeed.co.uk/cmp/Fuel-Juice-Bars/jobs/Part-Time-Team-Member-fe79ab4f1cb8acaf
Customer Advisor Checkouts Flexible shifts throughout the week including weekends. Part time, permanent. 20 hours	Dobbies	Competitive rates of pay	As a checkout customer advisor, you will be responsible for delivering excellent customer service, processing various transactions including different payments types, dealing with customer queries, maintaining the housekeeping of the department and any other duties associated with a retail customer advisor role. You will also be required to work on the Shopfloor and other areas of the store when required – an ideal opportunity to gain more skills and experience. Previous retail experience would be an advantage however not essential as full training will be given.	https://careers.dobbies.com/customer-advisor-checkouts-1137.htm?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed Advertised on www.indeed.co.uk
Office junior	Livingston	£5.80 or NMW if above 21	16-24 year olds only - West Lothian Steps N2 Work eligibility conditions apply. Job Outline Training will be provided on all aspects of job Reception duties Purchase Ledger Sales Ledger Arranging shipment of customer orders with company's preferred couriers Distributing incoming mail Posting outgoing mail Maintaining supplies of postage stamps, stationery, printer cartridges and staff refreshments Receiving visitors and supplying refreshments	Please send CV to alexa.davey@westlothian.gsx.gov.uk Closing Date: 12 th February 2017

			<p>Typing correspondence Managing internal meetings and meeting rooms Filing Experience/Qualifications required Qualification in Business/Admin would be desirable Must be confident working with Microsoft Office applications Qualities required Friendly Approachable Willing to learn Good timekeeping and attendance</p>	
Modern Apprenticeship- Clerical Assistant	Strathbrock Centre, Broxburn	£9,381 - £15,635 per year	<p>Reporting to a social policy team supervisor and working as part of the wider Social Policy Finance and Administrative Support Team the post holder will provide support to the Support at Home Service. The post holder will have an agreed office location as a base but may be required to provide cover and work in any Social Policy locations across West Lothian to meet planned or unplanned demands as and when the need arises</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 20th February</p>
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. 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. What qualification or qualities are required? No formal qualities are required, although you must have a keen interest in retail and</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 21st March</p>

			working with the public. Friendly and approachable is key to this role. Ability to work within a team and on your own an advantage.	
Sales Assistant 16 hours, part time, permanent. Must be flexible	Original Penguin		Part-time sales assistant duties, customer service skills , driving sales and KPI's, achieving targets.	CV and covering letter to store manager or email recruitment-europe@pery.com
Kitchen Assistant 24 hours	Broxburn		In order to achieve this our Kitchen Assistant should have: A good knowledge of food hygiene and food preparation, along with a positive attitude and a desire to deliver the best possible service to the residents in our care.	https://careers.fshc.co.uk/job/kitchen-assistant/J3F79Z74YVW41NGK93S/?idpartenaire=20003? www.indeed.co.uk
Starbucks Barista Full Time	Drive thru, Livingston	£7.20	You need no prior experience to do well in this role, but you do need to: <ul style="list-style-type: none"> • Have a great attitude • Exude energy • Enjoy customer interaction • Speak good English • Be over 18 years old • Enjoy making a difference to someone's day • Be flexible with your working hours • Be a UK Resident, with the relevant work permits and evidence 	https://www.indeed.co.uk/cmp/Starbucks-Drive--Thru/jobs/Starbuck-Barista-b230960f20bf5304
Customer Services Adviser Temporary, Sat & Sun	Wilko		Your role as Customer Service Assistant will be all about making sure every customer receives the very best service, every time, at the till or out on the shop floor. Thanks to your warm friendly manner, helpful approach and great product knowledge, customers will keep coming back to us every time they need to tick those to-dos off their list. Taking huge pride in what you do, you'll make sure that the shop floor looks shipshape, and all of the stock is in the right place and of course, looks its best. Naturally, we don't expect you to know Wilko inside and out. Which is why we train and develop our Customer Service Assistants to build the knowledge, confidence and skills they need to be the best and keep our	https://www.networkrecruitment.com/Jobs/Advert/554112?FromSearch=False

			customers smiling. However, you will need a genuine enthusiasm for customer service, the motivation to learn and a real passion for helping people – no matter what they need from us.	
Modern Apprenticeship- Digital Marketing	Livingston	£10000- £12000pa	<p>You will be working for... A leading Digital Marketing agency that specialises in Web Design, SEO Marketing, Content Writing and Marketing Campaigns. This company has grown from the ground up and are looking to add to their team in Livingston with a Digital Marketing Apprentice to help them as their business grows. Be part of QA's 10k in Tech and add yourself to the UK's tech explosion!</p> <p>What might a typical day in this job look like? In this role, you will be...</p> <ul style="list-style-type: none"> • Content writing • Marketing Briefs • Dealing with Social Media Management • Dealing with SEO and PPC • Dealing with Google Analytics • Dealing with Customer Service • Dealing with Client Account Management <p>What will I learn? Your training... Starts with a 12-14 month Digital Marketing Modern Apprenticeship, which consists of training in small groups and work-based assessment, covering: Search – SEO and PPC, Design, Online advertising, Email marketing, Social media and Image and video editing. You will gain an SCQF Level 6 with the potential of gaining a further Level 8 in IT, focusing on Digital Marketing. This is a fantastic opportunity to start a long and rewarding career in Digital Marketing.</p> <p>What qualification or qualities are required? The ideal candidate will be...</p> <ul style="list-style-type: none"> • Driven • Commercially minded • Keen to present new ideas 	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 12th March</p>

			<ul style="list-style-type: none"> • A good communicator • Someone with an interest in Digital Marketing • Creative and will show initiative • Honest and trustworthy • Someone with 5 standards (Level 1 - 3) OR 5 National Level 5 grades, both qualifications including Maths and English 	
Modern Apprenticeship- Helpdesk Administration	Edinburgh	£9000pa	<p>A leading property solutions company with offices across the UK providing a wide range of maintenance solutions across a large variety of sectors including education, care homes, social housing, hospitals and hotels. Be part of QA's 10k in Tech and add yourself to the UK's tech explosion!</p> <p>What might a typical day in this job look like?</p> <p>In this role, you will be...</p> <ul style="list-style-type: none"> • Working within the helpdesk team • Answering incoming calls into the department from a variety of clients • Dealing with data entry • Typing up letters and emails <p>Gaining confidence, which will be a great benefit to you</p> <p>What will I learn?</p> <p>The ideal candidate will be...</p> <ul style="list-style-type: none"> • Well organised • Able to work well within a very busy and sometimes pressurised environment • Interested in Business • Someone with 5 standards (Level 1 - 3) OR 5 National Level 5 grades, both qualifications including Maths and English <p>What qualification or qualities are required?</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</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 12th March</p>

			(MOS). This is a fantastic opportunity to start a long and rewarding career in Business Administration.	
Farm Trainee 25 hours per week	Cyrenians Farm	£8.25 per hour	<p>Community Jobs Vacancy criteria apply, aged 16-29</p> <p>The role as farm trainee will focus particularly on the horticultural tasks required to help us achieve our ambitious financial targets: - mowing, strimming and weed management - seed sowing - planting - crop maintenance - harvesting - crop processing - packing of produce. Often the pace of work, type of work and activities are dictated by the weather so tasks will be allocated on a daily basis. Training will be provided for all tasks. The farm also has a residential care community on site. At times this role will involve working with the residents and volunteers of our community on farm tasks.</p> <p>Person Specification</p> <ul style="list-style-type: none"> - must have experience of or be willing to learn organic farming and gardening techniques - must be able to demonstrate respect, compassion, tolerance and understanding when working with the Cyrenians. - must be punctual 	<p>To apply contact SDS on 01506 434249 for referral.</p> <p>If claiming benefit, see JC for referral.</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.
Sales Associate 8-16 hours	GAP		This position requires you to assist with cash desk duties, shop floor replenishment, customer service and fitting room cover.	Please apply online at https://jobs.gapinc.com/ Closing date: 8 th march
Front of House Server Between 4 and 20 hours per week	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

<p>Trainee Retail Assistant 30 hours per week, Monday to Friday between 9-5 hours to be discussed</p>	<p>Sense Scotland, Bathgate</p>	<p>£5.55-£7.20 depending on age</p>	<p>Community Jobs Vacancy criteria apply, aged 16-29</p> <p>It is essential that the Trainee Retail Assistant is/can show: • the ability to communicate with the public in a manner consistent with a retail environment • numeracy to a level which ensures correct till and banking procedures are carried out • flexibility in work commitment, i.e.: ability to give extra work time in order to ensure the success of the shop in terms of sales and presentation • the ability to adapt to new work situations and use initiative in solving work related problems • a disposition that is in keeping with a 'public' related working environment • mobile and able to lift and carry stock items (occasionally heavy sacks and other items) It is desirable, but not essential, that the Trainee Retail Assistant has: • tact and diplomacy when dealing with others • the ability to motivate voluntary staff in order to ensure productive working practices • retail sales experience, preferably with a charitable organisation • the ability to cope well under pressure • retail sales experience • personal presentation standards to be in keeping with a retail sales environment SKILLS There is a broad range of skills required to meet the demands of this post. The Trainee Retail Assistant should relate easily and well to others, be a good organiser and be prepared to learn. PVG will be required</p>	<p>To apply contact SDS on 01506 434249 for referral.</p> <p>If claiming benefit, see JC for referral.</p>
<p>Assistant Development Worker Mon – Fri 9.30am -3pm. Occasional evening and weekend working</p>	<p>Fauldhouse Community Development Trust Ltd</p>	<p>£8.25ph</p>	<p>Community Jobs Vacancy criteria apply, aged 16-29</p> <p>The Assistant Development Worker is required to assist working across the FCDDT's projects and activities to encourage participation and engagement with the local community and groups. • To assist in developing and promoting Fauldhouse CDT to</p>	<p>To apply contact SDS on 01506 434249 for referral.</p> <p>If claiming benefit, see JC for referral.</p>

			<p>the local community • To assist in supporting the Events sub-group to run annual and special events, including the Spring Fair, Annual Street Fair, Remembrance Service, Septemberfest (music festival), etc • To assist in running and promoting regular activities including cinema clubs • To assist in production and distribution of a quarterly newsletter to all Fauldhouse homes • To keep good records and information on activities • To attend meetings and training, as requested by the Project Manager • Any other reasonable duties, as requested by the Project Manager</p> <p>Person Specification</p> <p>Essential: • Good communication skills • An interest in organising and promoting events • IT skills • Must be enthusiastic</p> <p>Additional information</p> <p>Good communication skills, an interest in organising and promoting events. IT skills. Must be enthusiastic. An interest in working with voluntary organisations, knowledge of/connections with the local area.</p>	
Store Assistant	Aldi	£8.40-£10.00ph	<p>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 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</p>	<p>https://aldi.vacancy-filler.co.uk/Candidate/AdvertDetails/ykAbpq3CwbsRn67aza18Sp21a62vBGF111yLjuODDQg?_storeId=oEe6xfYPeDxnHRbKXUlc6qLfrQUo6_6AsffPIviRnpw</p> <p>advertised on www.indeed.co.uk</p>

			prompt and friendly way.	
Glasgow Caledonian University Grad Level Apprenticeship- Sponsored Degree	IT and technology, Glasgow Caledonian University	Starting salary £14100	<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: 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 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>
Business Apprentice	Leonardo, Edinburgh		<p>We are looking to recruit Business Apprentices for our business functions which support all of our products and customers, through our nationally recognised, award winning Business Apprentice Programme. We are looking for people who understand the importance of communication, who are able to work well as part of a team and also on their own initiative. We seek people who have the drive and commitment to work through difficult problems to find the right business solutions. We need people who</p>	<p>https://selex.recruitment.northgateariso.com/v3r1/pages/vacancy.jsf?latest=01002180</p> <p>or visit: www.indeed.co.uk</p> <p>Closing date: 24th Feb 2017</p>

			<p>understand the importance of our customers and who can work within the business to build both a sound business and product awareness.</p> <p>The two year Business Apprenticeship scheme provides a variety of experiences through placements in business related disciplines. Placements available include Commercial, Finance, Resourcing, Procurement, Manufacturing & Supply Chain, Project Planning/Support and logistics.</p> <p>You will study to completion of the Higher National Certificate (HNC) in Business and required Core Skills on a day release basis, as well as undertaking the Scottish Vocational Qualification (SVQ) Level 3 in business & administration whilst you are at work.</p> <p>Academic Requirements: You must have (as a minimum) the following qualifications: 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>Personal Qualities: Ability to Achieve High Performance Want Continuous Improvement Develop Customer Focus Able to Work Together Demonstrate Self Awareness & Confidence A passion for Technical Analysis, judgement & Problem Solving</p>	
Apprentice Design Engineering Technician	Leonardo, Edinburgh	£ 13,500.00 per year	<p>What can I expect from my working environment? You will be working within world class facilities. Dependent on your role, you may</p>	<p>To apply visit: www.apprenticeships.scot</p>

			<p>be working in an office or lab environment or a combination of both. There may also be opportunities to travel between the different sites and to meet with customers and suppliers. Occasionally you may have the opportunity to travel.</p> <p>What will I learn?</p> <p>The 4 year Design Engineering Technician Apprentice Programme</p> <p>On joining the Leonardo Design Engineering Technician Apprentice programme you will unlock a wealth of learning and development opportunities. 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. You will become part of a programme that is managed and tailored to provide a springboard into the world of professional engineering.</p> <p>What do we need from you?</p> <p>Academic requirements:</p> <p>You must have (as a minimum) the following qualifications:</p> <p>3 Higher Grades (or equivalent):</p> <ul style="list-style-type: none"> • Mandatory: Mathematics (A-C) and Physics (A-C) • Plus Another Higher subject, preferably a Technological subject e.g. Graphic Communication, Product Design, Craft & Design, Tech Studies, Computing etc. (A-C) <p>AND</p> <p>Standard Grades (1-3) / National 5: (A-C) English</p> <p>Personal Qualities:</p> <ul style="list-style-type: none"> • Ability to Achieve High Performance • Want Continuous Improvement • Develop Customer Focus • Able to Work Together • Demonstrate Self Awareness & Confidence • A passion for Technical Analysis, judgement & Problem Solving <p>Other needs:</p> <ul style="list-style-type: none"> • Have a minimum of 5 years permanent 	<p>Closing date: 24th Feb 2017</p>
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			residency in the UK • Successfully complete SC security clearance	
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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>Get into Business Admin with Aegon</p> <p>The Princes Trust and Aegon have teamed up to offer an amazing opportunity for unemployed young people to get into the Admin/Pensions Sector. If you are aged 16 – 25, unemployed and interested in a career within Admin, you could join our free training programme where you can:</p> <ul style="list-style-type: none"> ➤ Gain experience working in an Admin environment ➤ Training and work experience in a Pensions setting dealing with Assets, transactions and general enquiries ➤ The chance to develop skills in a positive learning environment ➤ The opportunity to improve teamwork, communication skills and boost confidence, interview skills and CV ➤ Guaranteed interview with Aegon on successful completion of the Programme with paid contracts and relevant training available. <p>When recruiting for our courses we look for young people with the following qualities:</p> <ul style="list-style-type: none"> ➤ Motivated and enthusiastic ➤ Punctual and flexible ➤ Willingness to learn and develop their skills further 	<p>The Princes Trust</p>		<p>Deadline for applications: Friday 24th February 2017</p> <p>Taster Day: Monday 27th February 2017</p> <p>Course begins 27th March 2017</p> <p style="text-align: center;">Call or Text Euan on 0787 652 1948</p>

Course Information	Training Provider	Recruitment Information	Booking Summary
<ul style="list-style-type: none"> ➤ The confidence to interact with a variety of different people ➤ Great team player 			
<p>Get into Healthcare – St John’s, Livingston With NHS Lothian Deadline for applications: Friday 10th February 2017 Taster Day 1: Tuesday 14th February 2017 Taster Day 2: Thursday 16th February 2017 Course begins 20th March 2017</p> <p>Get into Healthcare is an exciting opportunity from The Prince’s Trust and NHS Lothian for 16 young people to gain training, work experience and jobs in the healthcare sector.</p> <p>This six week course includes:</p> <p>First Aid certificate, Food Hygiene certificate Training and work experience in a ward setting The chance to develop skills in a positive learning environment The opportunity to improve teamwork and communication skills and boost confidence, interview skills and CV Guaranteed interview for Trainee Clinical Support Workers roles within the NHS for those who successfully complete programme.</p> <p>Who is it for?</p> <p>This course is for young people:</p> <p>Aged 18 to 25 years old Interested in pursuing a career in healthcare Actively looking for work and ready to start employment</p>	<p>The Princes Trust</p>		<p>The 1st Selection day for this course will be on the 14th February 2017 at 9am at a Venue (still tbc) near St John’s Hospital, Livingston. The 2nd Selection day (final) for this course will be on 16th February at 9am at St John’s Hospital, Howden Road West, Howden, Livingston, EH54 6PP.</p> <p>Call/text Allison on 07484 078634 or 0131 553 0858 or email Allison.hynd@princes-trust.org.uk to find out more</p>

Course Information	Training Provider	Recruitment Information	Booking Summary
<p>Not currently in education, training or employment.</p> <p>When recruiting for our courses we look for young people with the following qualities:</p> <p>Motivated and enthusiastic Punctual and flexible Kind and caring personalities The confidence to interact with a variety of different people Willingness to learn and develop their skills further.</p> <p>The 1st Selection day for this course will be on the 14th February 2017 at 9am at a Venue (still tbc) near St John's Hospital, Livingston. The 2nd Selection day (final) for this course will be on 16th February at 9am at St John's Hospital, Howden Road West, Howden, Livingston, EH54 6PP.</p>			
<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

Course Information	Training Provider	Recruitment Information	Booking Summary
<p>The Future Horizons Programme is open to Early Service Leavers across all services, and supports those who have completed less than 4 years' service and are either discharged compulsorily or at their own request. Regardless of how long you have served or the reasons you have for leaving, Future Horizons will provide support and assistance to enable you to find suitable employment upon leaving the Armed Forces.</p> <p>Visit: https://www.ctp.org.uk/</p> <p>West Lothian Council is aiming to create Veterans Wage Subsidy places for veterans aged 25-49 years. Veterans aged 16-24 can access StepsN2 Work support.</p> <p>Employing a Veteran: If a business employs a veteran they will receive 50% of their salary for up to 26 weeks. The veteran must receive at least the minimum wage. There is a maximum level of subsidy per opportunity. The subsidy will be for up to 40 hours per week, with 26 hours being the minimum requirement.</p>			
<p>YOUTH INCLUSION PROJECT</p> <p>The Youth Inclusion Project (YIP) is a pre-employability service offered to young people aged 16 to 25 who are residents of West Lothian. The aim of YIP is to break down the barriers that prevent young people from moving into employment, education or training. They provide 1:1 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</p>	West Lothian Council		Complete referral and send to:

Course Information	Training Provider	Recruitment Information	Booking Summary
<p>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>			<p>Miriam.georgeson@westlothian.gov.uk</p>  <p>STP 2015 referral form master.docx</p>
<p>Activity Agreements Currently a range of programmes are available on Activity Agreements such as: Exploring Animal Care, Pottery course, Outdoor Activities, Life skills / Youth Issues, IT Wizard, Media Skills, Photography, Confident Cooks, Build a Bike, Design Dept, Literacy/Numeracy support.</p>	West Lothian Council		<p>Referral should be emailed to wendy.stuart@westlothian.gov.uk</p>
<p>The Community Learning and Development Service in West Lothian is part of Education and Cultural Services and works with adults, communities and young people. There are a range of learning opportunities, mainstream youth clubs and other activities available in local areas.</p>			
<p>IMPROVING YOUR READING, WRITING AND NUMBERS</p> <p>There are lots of reasons why you may want to brush up on your skills: helping your child with homework, feeling more confident at work, gaining a first qualification or because you need to pass your driving theory or entrance 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</p>	ABE		<p>Contact: 0800 731 1831 to set up a personal appointment to talk about your needs.</p>

Course Information	Training Provider	Recruitment Information	Booking Summary
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>B4 and On2 Work Aged 16 – 24 with a physical disability?</p> <p>Do you have worries or concerns about applying for jobs and attending interviews? Confidence Building, Interview Skills, Job search Support, Sign Post to all Employment Providers, Benefits Advice, Work Placements, Individual Pathway Designed and Supported.</p>	<p>Ability Centre, Carmondean</p>	<p>The course will be repeated after 6 weeks please contact for next start date.</p>	<p>For more information please contact Angela Knox at the Ability Centre: (01506) 774066 or email: Lorna.hutson@westlothian.gov.uk</p>
<p>Individual Learning Accounts £200</p> <p>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.</p>	<p>To search for learning opportunities & providers</p> <p>http://www.myworldofwork.co.uk/section/funding</p>	<p>http://www.myworldofwork.co.uk/section/funding</p>	<p>Apply online at: www.myworldofwork.co.uk</p>
<p>Graduate Careers / Post Graduate Study</p> <p>Prospects is the UK's official graduate careers website. There is information and opportunities for jobs and work and post graduate study. This can be searched by sector.</p>		<p>http://www.prospects.ac.uk/cms/ShowPage/Home_page/plaLaXi</p>	

Volunteering Opportunities

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

Advice

Advice Workshop	Training Provider	When	Booking Summary
<p>Capability Scotland Advice & Support Service, West Lothian</p>	<p>Ability Centre, Carmondean Centre Road, Livingston</p>	<p>Mon-Thurs 9.00am-4pm Friday 9.00am-12pm</p>	<p>To provide an information and advice service for people with disabilities, their families and carers and other individuals or groups in West Lothain that will enhance knowledge and increase their choices on disability issues. The service also provides a free, confidential and accessible Peer Counselling service for disabled people. You can contact the service directly yourself or a professional such as a GP or Occupational Therapist can refer you to the service. The service works within ethical codes and guidelines of the British Association for Counselling and Psychotherapy in Scotland.</p>
<p>Advice Shop at Carmondean Connected</p>	<p>It provides the full range of library services, as well as access to the Council's Customer Information Service, Access2Employment advisers and Macmillan Cancer Support. Carmondean Connected has</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</p>

Advice Workshop	Training Provider	When	Booking Summary
	<p>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>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 agency can help you with questions about equipment, local activities and rights or about what services you might be able to get.</p>			<p>Office: (01506) 774030.</p> <p>Textphone: (01506) 774044.</p> <p>Mobile Text: 07742232978</p>
<p>CITIZENS ADVICE BUREAU (CAB)</p> <p>Almondbank Centre, Shiel Walk, Craigshill, Livingston</p> <p>Outreach sessions are also held at centres: Armadale, Blackburn, Blackridge, Dedridge, Fauldhouse, West Calder & Whitburn.</p>	<p>Phone the advice line number 01506 432977 or email for advice at:</p> <p>enquiries@cabwestlothian.org.uk</p>	<p>Mon: 10am – 12.30pm Tues: 10am – 6.30pm Wed: By appointment only Thurs: 10am-3.30pm Fri: 10am-3.30pm Sat: 9.30-12.30pm</p>	<p>Advice line – (01506) 432977</p> <p>Admin Line – (01506) 436132</p> <p>Appointments Line (01506) 431061</p> <p>Outreach Office 01506 444814</p>

Advice Workshop	Training Provider	When	Booking Summary
CHILL OUT ZONE (COZ) Aged 18-20, 7 Gardeners Lane, Bathgate	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
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.	Howden Walled Garden Howden Park	Tuesdays 10-1pm	For more information contact Alyson Hunter on: 07740 899 609

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

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