



Telephone 0800 917 8000 for any queries on:

**SDS Individual Learning Accounts**

**My World of Work**

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**PACE redundancy support**

**Careers information and advice**

**Updated: 12/04/2017**

**We have a Facebook Page. Please visit us at**

**<https://www.facebook.com/SDSWestLothian>**

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

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

**New National Minimum Wage rates from 1<sup>st</sup> April 2017 are:**

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

- **£7.20** – The main rate for workers aged 25 and over
- **£7.05** – The 21-24 rate
- **£5.60** – The 18-20 rate

- **£4.05** The under 18 rate
- **£3.50** – The apprentice rate

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

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

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

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

<b>Job Title</b>	<b>Company Name</b>	<b>Pay</b>	<b>Requirements</b>	<b>How to Apply</b>
<b>Junior Laboratory Technician</b> Monday- Thursday :8-00am - 5-00pm, Friday: 8-00am - 4-00pm (12.30pm - 1.30pm Lunch Break)	Sports Labs, Bellsquarry		StepsN2Work Vacancy. Must be aged 16-24. <b>Job Outline</b> Support the technicians of Sports Labs in the Laboratory by preparing samples and managing the sample store. This will include a high level of communication within the office and other employees in the laboratory. This position will help to maximise the efficiency of the lab through tasks such as regulating artificial wear machines, preparing samples, and managing the sample flow in and out of the laboratory.	Please send CV to <a href="mailto:holly.flannigan@westlothian.gov.uk">holly.flannigan@westlothian.gov.uk</a>  Closing date: 23 <sup>rd</sup> April

			<p>Manage Samples in/out of the laboratory (booking in samples and storage before and after testing)</p> <p>Record Lab temperatures daily in accordance with ISO 17025 procedures.</p> <p>Record balance checks in accordance with ISO 17025 procedures.</p> <p>Laboratory cleanliness (tidy up samples, sweep floor, tidy tools).</p> <p>Regulate Lisport machines ensuring there is no down time.</p> <p>Ensure all samples are referenced and stored in the correct location.</p> <p>Preparation of samples when submitted to the required dimensions.</p> <p>Carry out carpet Identification and PSDs on infill materials.</p> <p>Stock take of materials in store and dispose of samples on a monthly basis.</p> <p>Check Maintenance requirements of equipment in laboratory and site.</p> <p>Assist with data collection to develop databases.</p> <p><b>Experience / Qualities / Qualifications required</b></p> <p>Must have basic computer skills, Microsoft knowledge is desirable.</p> <p>Reliable and flexible.</p> <p>Keen and enthusiastic to work in a developing company.</p> <p>Ability to take on board new information and put it in to practice.</p> <p>Confidence to ask questions and identify potential problems.</p> <p>In house training will be provided</p>	
<b>Team Member</b>	Greggs, Broxburn	<p>Age 16-17 Starter Rate: £6.36</p> <p>Age 16-17 Full Rate: £6.56</p> <p>Age 18+ Starter Rate: £7.50</p> <p>Age 18+ Full</p>	<p>Greggs Team Members are the face and voice of our organisation, engaging with our customers and offering a fantastic shopping experience no matter what time of day. Join our family and you'll be part of a team that loves to put the customer first in all that we do.</p> <p>This means a passion for delivering fast and friendly service, pride in preparing our much loved products and keeping the shop clean</p>	<p><a href="https://www.greggsfamily.co.uk/job/Fairfield-House%2C-Broxburn-Team-Member-EH52-5BQ/340033701/?utm_source=Indeed&amp;utm_medium=organic&amp;utm_campaign=Indeed">https://www.greggsfamily.co.uk/job/Fairfield-House%2C-Broxburn-Team-Member-EH52-5BQ/340033701/?utm_source=Indeed&amp;utm_medium=organic&amp;utm_campaign=Indeed</a></p> <p>Advertised on www.indeed.co.uk</p>

		Rate: £7.72	and tidy; of course they'll be time for some fun along the way. You'll fit right into the Greggs family if you're not afraid of hard work and commitment. Some customer service experience always comes in handy although not essential.	
<b>Team Member 8 hours over 3 days</b>	Millie's Cookies	£7.05 depending on age	Team member who works well in a team and also on their own. Must be driven to learn and work under pressure, and be flexible as more hours on offer.	Hand CV and cover letter for attention of the manager in to the unit or email <a href="mailto:kirsty.tedford@ssp.uk.com">kirsty.tedford@ssp.uk.com</a>  Closing date: 23 <sup>rd</sup> April
<b>Sales Assistants x2</b>	The Fragrance Shop		Main duties would include serving customers, cleaning, deliveries and some marketing for promos.	Hand a CV into store.  Closing date: 25th May
<b>Retail Sales Adviser</b>	Jeff Banks	<b>Meets NMW &amp; comission</b>	Good customer service skills, experience in taking payments, operating tills, replenishment of stock and all related duties to retail are required.	Hand CV into store.  Closing date: 3 <sup>rd</sup> May
<b>Sales Assistant</b> 12-14 hours, 2 days over 7	Daniel Footwear	<b>Exceeds NMW</b>	Provide all customers with excellent service and deal with deliveries, training will be given.	Hand a CV into the store
<b>Sales Adviser</b> <b>Full Time vacancy and a weekend vacancy available</b>	Warren James		Experience in Jewellery is not essential as training will be provided	Apply in store.
<b>Sales Assistant</b>	Topshop		20 hours.	Go into store and speak with a member of staff
<b>BT Apprentice Programme – Cyber Security</b>	Edinburgh	<b>£14466 pa</b>	At BT, we use the power of communications to make a better world. We create amazing new products and services to make customers' lives easier and we're always looking for the next new technology so that we can develop fresh innovations and connect people. If you've got the dedication, and you share our passion for changing customers' lives, you can transform your potential into an exciting career. Your journey with BT doesn't end once you have finished the apprenticeship programme. You can continue to share great ideas and seize every chance to learn and grow, and you could progress all the way to a senior role, shaping the next big	To apply visit: <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a>  Closing date: 3 <sup>rd</sup> June

			<p>thing.</p> <p><b>What might a typical day in this job look like?</b></p> <p>BT Security is an amazing place to work. We are one of the fastest growing commercial security organisations in the world and our responsibilities are huge.</p> <p>At BT we want to make communication easier, better and more secure – helping to create a more connected world. Join us, and you will help us achieve this. You could be helping us secure our own networks, or those of our customers, or assisting in the launch of products through security testing. You might also be involved in helping us investigate fraud or cyber crime, working closely with law enforcements and intelligence agencies. Whatever part of the team you join, you'll enjoy fantastic opportunities to help us change the world. From helping business become more connected and competitive, to enabling people to communicate securely anywhere, anytime.</p> <p><b>What will I learn?</b></p> <p>You'll work towards Level 4 through work-based learning which is consolidated by the achievement of a foundation degree.</p> <p>You'll be part of an apprenticeship community dedicated to our purpose - using the power of communications to make a better world. Our investment in you will be top-notch training coaching &amp; support. So while you can have a great career within the team, it's also a stepping stone into other parts of BT. There are lots of opportunities to develop a long and rewarding career with us.</p> <p><b>What qualification or qualities are required?</b></p> <p>Four GCSEs - grades A-C including Maths and English Language and two A Levels at grades CC or the Scottish equivalent qualifications.</p>	
<b>Apprentice Light Vehicle Technician</b>	Arnold Clark, Livingston and a position based in Sighthill, Edinburgh	<b>£7000-£10000</b>	<p><b>What might a typical day in this job look like?</b></p> <p>You will train in all aspects of motor vehicle repair and maintenance including vehicle</p>	Please download an application form at <a href="http://www.gtg.co.uk">www.gtg.co.uk</a> and return to <a href="mailto:gtgreruitment@gtg.co.uk">gtgreruitment@gtg.co.uk</a> .

			<p>servicing, MOT preparation, removal, replacement and overhaul of major components and electrical fault diagnostics.</p> <p><b>What will I learn?</b></p> <p>You will train through GTG to SVQ Level 3 in Light Vehicle Maintenance and Repair.</p> <p>The successful candidate:</p> <ul style="list-style-type: none"> <li>• Will benefit from excellent working conditions</li> <li>• Extensive training</li> <li>• Life assurance and private health care</li> <li>• Making our package one of the best in the industry</li> </ul> <p>EMPLOYMENT WITHIN THE ARNOLD CLARK GROUP IS OFFERED SUBJECT TO SATISFACTORY REFERENCE AND DISCLOSURE CHECK.</p> <p><b>What qualification or qualities are required?</b></p> <p>You must have or expect to gain National 4 or above in English, Maths and either a Science or Technical subject, Standard Grades 1-4 and Intermediates are also accepted. It is essential that you are literate, numerate, reliable and keen to learn.</p>	<p>Closing Date Sunday 30th April 2017.</p>
<b>Parts Adviser Apprenticeship</b>	Arnold Clark	<b>£7000-£10000</b>	<p>We have a fantastic opportunity for 16 – 19 year olds interested in starting a career and gaining a recognised qualification in the motor industry.</p> <p>The Apprenticeship Programmes allow apprentices to work full time and have the opportunity to earn while they learn and to put theory into practice within an automotive training environment.</p> <p>We have vacancies within our Motorstore, Sighthill, Edinburgh for the following position; Apprentice Parts Advisor;</p> <p><b>What might a typical day in this job look like?</b></p> <p>You will be based within a parts department,</p>	<p>Please download an application form at <a href="http://www.gtg.co.uk">www.gtg.co.uk</a> and return to <a href="mailto:gtgreruitment@gtg.co.uk">gtgreruitment@gtg.co.uk</a>.</p> <p>Closing Date Sunday 30th April 2017</p>

			<p>involved in giving customer advice, ordering required parts, components or accessories and updating computer systems. Basic motor vehicle technology will be a part of the course as well as telephone and sales techniques.</p> <p><b>What will I learn?</b></p> <p>You will train through GTG to SVQ Level 3 in Vehicle Parts Distribution.</p> <p>The successful candidate:</p> <ul style="list-style-type: none"> <li>• Will benefit from excellent working conditions</li> <li>• Extensive training</li> <li>• Life assurance and private health care</li> <li>• Making our package one of the best in the industry.</li> </ul> <p>EMPLOYMENT WITHIN THE ARNOLD CLARK GROUP IS OFFERED SUBJECT TO SATISFACTORY REFERENCE AND DISCLOSURE CHECK.</p> <p><b>What qualification or qualities are required?</b></p> <p>You must have or expect to gain National 4 or above in English, Maths and either a Business or IT subject, Standard Grades 1-4 and Intermediates are also accepted. It is essential that you are literate, numerate, reliable and keen to learn.</p>	
<p><b>Apprentice Plumber</b></p> <p><b>Apprentice Carpenter &amp; Joiner</b></p> <p><b>Apprentice Painter &amp; Decorator</b></p>	Bathgate		<p>Carry out relevant trade duties on responsive &amp; planned works as requested to Client Specifications and Novus standards.</p> <p>Work at height using ladders and scaffolding as directed and in accordance with the Company's safe systems of work.</p> <p>Use authorised equipment provided with due care and attention and as supervised</p> <p>Work as part of a team and use materials safely</p> <p>Load and unload materials and equipment as directed.</p> <p>Work flexibly across the repairs and</p>	<p>For more information and to apply visit: <a href="http://www.indeed.co.uk">www.indeed.co.uk</a></p> <p>Direct Links to the jobs:</p> <p><a href="https://www.indeed.co.uk/viewjob?jk=305aba597fdc72b2&amp;q=apprenticeship&amp;l=Edinburgh&amp;tk=1bd0rqtpp15ase2i&amp;from=ja&amp;alid=57d67f81e4b066182cb5f589&amp;utm_source=j">https://www.indeed.co.uk/viewjob?jk=305aba597fdc72b2&amp;q=apprenticeship&amp;l=Edinburgh&amp;tk=1bd0rqtpp15ase2i&amp;from=ja&amp;alid=57d67f81e4b066182cb5f589&amp;utm_source=j</a></p>





			<p>Prepare Construction Plant and Equipment for repair, identify and order parts to carry out and complete repairs, modifications, rebuilds, servicing and maintenance on a range of construction plant.</p> <p>Carry out diagnosis of faults and carry out remedial work, any other task or project as required to suit business needs</p> <p>Competencies</p> <p>Grade A-C in Maths, English and a science subject with an interest or background in engineering</p> <p>Self-motivated, enthusiastic team player, keen to learn, smart and well presented, a good communicator at all levels with a flexible approach to work and the ability to use own initiative and able to demonstrate ability to work effectively in a pressurised environment.</p> <p>Good problem solving aptitude with an eye for detail and an appreciation of quality</p> <p>Must have right to work in the UK</p>	<p><a href="#">&amp;rgtk=1bchh3klv15aq8pp</a></p> <p>Advertised on <a href="http://www.indeed.co.uk">www.indeed.co.uk</a></p>
<p><b>Sales Adviser</b> <b>Permanent Immediate start</b></p>	<p><b>Sole Trader</b></p>	<p><b>NMW</b></p>	<p>Sales advisor duties including strong customer service skills, willingness to learn and stock movement</p>	<p>Hand CV and cover letter for attention of the manager or assistant manager in to the store or email</p> <p><a href="mailto:kevinoshaughnessy@hotmail.co.uk">kevinoshaughnessy@hotmail.co.uk</a></p>
<p><b>Modern Apprentice Scottish Government Admin Assistant</b></p>	<p><b>Scottish Government, Edinburgh</b></p>	<p><b>£17242pa</b></p>	<p>You will be responsible for providing effective and high quality support to the Unit by:</p> <ul style="list-style-type: none"> <li>• Providing administration support for the Unit, supporting the various workstreams as required. Tasks include: physical and electronic filing, photocopying, scanning, updating telephone lists/leave sheets and requesting updates to corporate documents.</li> <li>• Dealing with correspondence and telephone enquiries, providing a professional and courteous phone/email presence on behalf of the Unit and monitoring inboxes.</li> <li>• Arranging meetings, booking rooms/venues/equipment/refreshments/catering and escorting visitors to and from meetings.</li> <li>• Taking minutes.</li> <li>• Supporting the communications officer in</li> </ul>	<p>For more information and to apply visit: <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date: 13<sup>th</sup> April</p>

			<p>providing detailed briefings on the full range of regeneration work streams.</p> <ul style="list-style-type: none"> <li>• Assisting with the development and update of management information systems to support the work of the Unit.</li> <li>• Supporting the issue and payment of grants including liaising with Finance colleagues as part of the grant claims process to ensure all claims are paid by agreed deadlines.</li> <li>• Booking travel and accommodation as required for the Regeneration Unit.</li> <li>• Providing diary management support for the Head of the Regeneration Unit.</li> <li>• Providing ad hoc admin support for colleagues across the Directorate as required.</li> <li>• Travelling as required between various offices, to support the individual teams requirements. Each has a different work focus and work streams</li> </ul> <p><b>What will I learn?</b> Training on all internal systems will be provided. This is a good opportunity to develop customer service skills - dealing with both internal &amp; external customers. You will also have the ability to prioritise workload and meet deadlines.</p> <p><b>What qualification or qualities are required?</b> No qualifications are required, however a National 4 and 5 in English and Maths or equivalent is desirable. 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"> <li>• Potential to perform at this level</li> <li>• Ability and commitment to achieve all the outcomes of the apprenticeship including passing SVQ 2 in Business Administration Essential Criteria</li> <li>• Good interpersonal, verbal and written communication skills</li> <li>• Excellent administration and organisational skills, with the ability to prioritise competing</li> </ul>	
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			<p>tasks and workloads</p> <ul style="list-style-type: none"> <li>• A flexible, capable, reliable, willing and adaptable team player</li> <li>• Experience of working using your own initiative with the minimum of supervision whilst knowing when to seek advice from colleagues.</li> <li>• Strong IT skills including knowledge of Microsoft Office programmes.</li> <li>• Willingness to travel between offices as required.</li> </ul> <p>Desirable Criteria</p> <ul style="list-style-type: none"> <li>• Knowledge of or interest in Regeneration issues within Scotland.</li> </ul>	
<b>Modern Apprenticeship- Service Technician</b>	<b>Audi, Edinburgh</b>	<b>£7072pa</b>	<p>As a Service Technician you will be involved in all aspects of maintenance and repair from routine servicing to the complete component overhaul of vehicle systems. Electronic fault diagnosis using the latest diagnostic equipment now forms part of the everyday routine in Volkswagen Group Centre's. Technicians are also vital to customer care. The service provided by the workshop is a major factor considered by customers when they decide to replace their car.</p> <p><b>What might a typical day in this job look like?</b></p> <p>Main duties for this service technician vacancy include the following;</p> <ul style="list-style-type: none"> <li>• Marking out &amp; measuring, basic hand tools</li> <li>• Bumper to bumper overview, service and inspection</li> <li>• Body materials &amp; Construction</li> <li>• Engine mechanical</li> <li>• Cooling and lubrication, air &amp; exhaust</li> <li>• Ignition petrol fuel, CI fuels</li> <li>• Braking systems, suspension, steering, wheels and tyres</li> <li>• Charging and starter, electrical auxiliaries, lighting</li> <li>• Clutches, manual/auto gearboxes, drivelines</li> </ul> <p><b>What will I learn?</b></p> <p>Qualifications to Achieve - On completion of the Advanced Apprenticeship you will receive</p>	<p>For more information and to apply visit: <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date: 30<sup>th</sup> April</p>

			<p>the following qualifications:-</p> <ul style="list-style-type: none"> <li>• VCQ Level 3 in Maintenance and Repair of Light Vehicles</li> <li>• Key and Core Skills Certificates</li> <li>• IMI Technical Certificate</li> <li>• Advanced Apprenticeship Completion Certificate</li> </ul> <p><b>What qualification or qualities are required?</b></p> <p>Skills required: None Required. Full training will be given.</p> <p>Personal qualities: You must have a genuine interest working in the automotive sector and be committed to the three year apprenticeship programme.</p> <p>Qualifications required: A minimum of grades A-C in English, Maths and Science or the equivalent</p>	
<b>Kitchen Porter</b>	<b>Oscar's Bar &amp; grill</b>		<p>Part time hours ranging from 16 hours which could go up to 30 hours a week to the right candidate.</p> <p>Jobs include the usual kitchen porter duties of making sure plates and kitchen equipment are clean to a high standard for use, as well as the open and closing down cleaning procedures.</p> <p>Must be able to stand for long periods of time, and be flexible with shifts depending on the business needs.</p>	<p><a href="https://www.indeed.co.uk/cmp/Oscars-bar-and-grill/jobs/Kitchen-Porter-392e5e3da9023e72">https://www.indeed.co.uk/cmp/Oscars-bar-and-grill/jobs/Kitchen-Porter-392e5e3da9023e72</a></p> <p><b>Advertised on indeed.co.uk</b></p>
<b>Apprentice Fitter</b>	VP Hire Station, Edinburgh	£13146pa	<p>Our apprenticeship combines 'block release' training at college with on-the-job training at a depot near your home.</p> <p>You will attend Myerscough College - Preston for periods of 4 weeks at a time (20 weeks in your first year). Travel from home to college, accommodation and meals at college are paid for. At college you will learn skills to ensure that all small tools and heavy machinery is well maintained and complies with agreed standards.</p> <p>The rest of the time you will be a key employee at one of our depots. You'll learn how to inspect, service, maintain and repair machines and equipment, including replacing parts and checking and calibrating instruments.</p>	<p><a href="https://www.networkrecruitment.com/Jobs/Feed?key=DSEr7hNPiVhIF%2fjmpYiGdakITVJ82%2fI4UXPjOix948%3d">https://www.networkrecruitment.com/Jobs/Feed?key=DSEr7hNPiVhIF%2fjmpYiGdakITVJ82%2fI4UXPjOix948%3d</a></p>

<b>Digital Marketing Apprenticeship</b>	QA Livingston	£192-£230 per week	<p><b>Your training...</b> Starts with a 12-14 month Digital Marketing 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.</p> <p>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><b>Who should apply...</b> The ideal candidate will be...</p> <ul style="list-style-type: none"> <li>• Driven</li> <li>• Commercially minded</li> <li>• Keen to present new ideas</li> <li>• A good communicator</li> <li>• Someone with an interest in Digital Marketing</li> <li>• Creative and will show initiative</li> <li>• Honest and trustworthy</li> <li>• Someone with 5 standards (Level 1 - 3) OR 5 National Level 5 grades, both qualifications including Maths and English</li> </ul>	<p><a href="http://apprenticeships.qa.com/vacancy-search/digital-marketing-apprenticeship-1211-0001-00009957?source=indeed&amp;utm_source=Indeed&amp;utm_medium=cpc&amp;utm_campaign=Indeed">http://apprenticeships.qa.com/vacancy-search/digital-marketing-apprenticeship-1211-0001-00009957?source=indeed&amp;utm_source=Indeed&amp;utm_medium=cpc&amp;utm_campaign=Indeed</a></p> <p>Closing date: 18<sup>th</sup> May</p>
<b>Part Time Admin Assistant Mon –Fr 9am to 2pm</b>	Bathgate	Good rates of pay	Experience preferred although not essential	<p><a href="http://www.scotcareers.co.uk/job/6714748/part-time-admin-assistant/?cmpid=Aggregator_Indeed_alljobs&amp;utm_source=Indeed&amp;utm_medium=cpc&amp;utm_campaign=Indeed">http://www.scotcareers.co.uk/job/6714748/part-time-admin-assistant/?cmpid=Aggregator_Indeed_alljobs&amp;utm_source=Indeed&amp;utm_medium=cpc&amp;utm_campaign=Indeed</a></p> <p>Closing date: 24<sup>th</sup> April</p>
<b>Modern Apprenticeship in Digital Applications</b>	NHS Gyle Square Edinburgh	£17360-£20327pa	Only open to those applicants aged 16-24 years (or 29 years for candidates with a disability). Public Health and Intelligence (PHI) is a business unit of NHS National Services Scotland and includes the former Information Services Division and Health Protection Scotland. PHI delivers official health statistics and provides an expert public	<p>For an informal discussion on the post, please contact Clare Harper on 0131 275 6392.</p> <p>Please contact NSS.wfrs@nhs.net for an application pack.</p> <p>Closing date for completed</p>

			<p>health protection service to the people of Scotland. Through the provision of intelligence, PHI provides support and advice to the Scottish Government Health Department, NHS Boards and a wide range of organizations working in health and social care.</p> <p>An exciting opportunity has arisen for six modern apprentices in Digital Applications to train as Information Assistants in PHI. Successful candidates will be based in NHS NSS's offices in Edinburgh or Glasgow. This Modern Apprenticeship comprises a work-based Level 3 qualification, the Diploma in Digital Application Support at SCQF Level 6. It also includes achievement of additional units or qualifications in specific application software packages, including word processing, spreadsheets, database and presentation software. As good knowledge and practical skills in the organisational context are required, 10% of the Modern Apprenticeship comprises sector specific units. You will receive training from Glasgow Clyde College and be given the opportunity to rotate within many data management and analysis functional areas whilst working as an apprentice in PHI.</p> <p>The apprenticeship itself is eighteen months in duration and in that time you will receive a detailed training programme, mentor support and encouragement so that in conclusion you will have the foundations of a worthwhile and rewarding career in data analysis. On successfully achieving this qualification, there may be the opportunity to advance to a higher level of apprenticeship in Data Analytics.</p> <p>Our benefits package includes pension scheme, comprehensive range of work life balance policies, occupational health services, learning resource centres and discounted leisure, financial and shopping benefits.</p>	<p>applications is 14th April 2017</p>
<b>Modern Apprentice- Accounts Assistant</b>	Livingston	£6000-£10000pa	The trainee accounts assistant will be responsible for certain aspects of the company's financial records and, over a	To apply visit: <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a>

		<p>twelve month period, accumulate payroll, purchase ledger and sales ledger processing skills.</p> <p>The trainee accounts assistant will work closely with our bubbly and enthusiastic accounts team and will report to the Company's Financial Controller.</p> <p>The day to day duties will include:  Posting of sales ledger, purchase ledger, factory payroll, and petty cash.  Implementing internal checks / procedures to ensure accurate and authorised transactions are processed and generally ensuring the integrity of the company's financial records and safe-custody of its assets.  To assist company in debt collection and credit control.  Preparation of payroll.  Preparation of suggested payments to suppliers.  Assist with preparation of customer sales invoices and monthly customer statements</p> <p><b>What will I learn?</b></p> <p>You will be rewarded with your SVQ level 3 in AAT</p> <p>You will also learn more personal qualities such as;</p> <ul style="list-style-type: none"> <li>•Good communication skills, both oral and written</li> <li>•Good organisational skills</li> <li>•Good interpersonal and customer service skills</li> <li>•An ability to work using own initiative within boundaries</li> <li>•An ability to work effectively with people across a wide range of levels and responsibilities</li> <li>•Good team-working skills</li> </ul> <p><b>What qualification or qualities are required?</b></p> <p>The candidate should be numerate, and possess a basic knowledge of Microsoft excel and word packages. A passion for accurate working, a courteous manner, excellent communication skills and a strong team working ethic are essential qualities. A</p>	<p>Closing date: 30<sup>th</sup> April</p>
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			<p>knowledge of accounts, perhaps from accounting at school, will also assist but is not essential.</p> <p>The position is suited to a recent school-leaver, college leaver, or someone looking to progress their accounts experience in a busy accounts office as part of a small multi-talented team. The successful candidate will be in a great position to grow their career with a fast expanding company.</p>	
<b>Modern Apprenticeship- Software Developer x2</b>	Bathgate	£10400	<p><b>What might a typical day in this job look like?</b></p> <p>Responsibilities include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Back end development</li> <li>• Product design</li> <li>• Dealing with customers</li> <li>• Gain User experience</li> <li>• User testing</li> <li>• Interaction design</li> <li>• Prototyping</li> <li>• Visual designing</li> </ul> <p><b>What will I learn?</b></p> <p>The programme teaches you -</p> <ul style="list-style-type: none"> <li>.C#/Java fundamentals</li> <li>.Software and systems development</li> <li>.Database modelling</li> <li>.Programming</li> <li>.How to test systems</li> <li>.How to provide technical advice and guidance</li> <li>.Web development</li> </ul> <p><b>What qualification or qualities are required?</b></p> <p>Qualities/Requirements --</p> <ul style="list-style-type: none"> <li>• A passion for IT</li> <li>• A passion for software development</li> <li>• Looking to develop a career in software development</li> </ul> <p>Qualifications required: 5 standards (Level 1 - 3) OR 5 National Level 5 grades, both qualifications including Maths and English</p>	<p>To apply visit: <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date: 24<sup>th</sup> May</p>
<b>Modern Apprenticeship- Accounts Trainee</b>	Chiene + Tait, Edinburgh	£14000pa	<p>We are looking for an Accounts Modern Apprentice / Trainee to join our Business Support Department based in our Edinburgh</p>	<p>To apply visit: <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p>



		<p>office. The team provides a wide range of business support services for clients including tailored management accounts, business plans, projections and secondments. We aim to exceed our clients' expectations in all cases.</p> <p>We offer the chance to work with clients in a wide range of sectors. This entry level role would suit someone who is interested in developing an accountancy career. The role will include training which on completion; will lead to a recognised accounting qualification.</p> <p><b>What might a typical day in this job look like?</b></p> <p>Initially, working under the supervision of our experienced team, your duties will include:</p> <ul style="list-style-type: none"> <li>• Processing client invoices on accounting software systems, including Sage 50</li> <li>• Reconciling bank accounts</li> <li>• Journal entries on accountancy systems</li> <li>• Analysing information on Excel</li> <li>• Ad-hoc administration assistance, e.g. answering calls, preparing files, photocopying</li> <li>• Work towards your AAT qualification with our training provider</li> </ul> <p>You will progress on to:</p> <ul style="list-style-type: none"> <li>• Preparation of VAT returns</li> <li>• Preparation of management accounts and annual accounts</li> <li>• Deal with more complex client queries</li> <li>• Upon completion of your AAT qualification, we will consider support for an ACCA qualification</li> </ul> <p><b>What will I learn?</b></p> <p>With this exciting apprenticeship opportunity you will be working towards a Modern Apprenticeship in Accountancy SCQF Level 5/6 with an AAT qualification while at the same time gaining work experience. The apprenticeship offers specialist knowledge and skills to be successful in an accounting role and the opportunity to progress to further qualifications in accountancy or a related field.</p> <p><b>What qualification or qualities are</b></p>	<p>Closing date: 24<sup>th</sup> April</p>
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			<p><b>required?</b></p> <p>We are looking for an enthusiastic and motivated person who is willing to work hard and learn in a professional team. The type of person we are looking for will:</p> <ul style="list-style-type: none"> <li>• Be interested in developing a career in an accountancy practice</li> <li>• Have good grades from school/college in Mathematics and English or other relevant subjects, e.g. Accounting, Business Studies,</li> <li>• Or you may be looking for a for a change of career with good transferable skills gained through work experience.</li> <li>• Show that you take pride in your work through accuracy and attention to detail</li> <li>• A responsible person who is punctual and is able to work to deadlines</li> <li>• Demonstrate that you are an organised person</li> <li>• Show good communication skills by listening and asking the right questions meaning in time, you will develop good working relationships</li> <li>• Be good with information technology, ideally you will have used Microsoft Office (Word and Excel) and / or an accountancy package, e.g. Sage 50</li> <li>• Show that you can use your initiative</li> <li>• Be willing to learn and study towards a qualification</li> </ul>	
<p><b>Modern Apprenticeship- Travel Consultant</b></p>	<p>Barrhead Travel, Livingston</p>	<p>£5400-£6000pa</p>	<p>Working within a fun, busy environment learning all there is to know about the travel industry</p> <ul style="list-style-type: none"> <li>• Communicating with your colleagues who will help coach you in the areas that you need most</li> <li>• You will also help support the department you work within by taking telephone calls from customers and other admin duties as required</li> </ul> <p><b>What might a typical day in this job look like?</b></p> <ul style="list-style-type: none"> <li>• Creating tailor made itineraries to suit your customer's needs in a face to face environment</li> <li>• The more you sell the more you earn</li> </ul>	<p>To apply visit:  <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date:30<sup>th</sup> April</p>

			<ul style="list-style-type: none"> <li>• Offering exceptional customer service- your customers will want to keep coming back to you when they book their next holiday</li> <li>• Ensure enquiries are dealt with in a precise manner, understanding your customer's needs</li> <li>• Ensure sales targets are met and exceeded</li> </ul> <p><b>What will I learn?</b></p> <ul style="list-style-type: none"> <li>• Working with customers face-to-face within a busy retail environment</li> <li>• Strong communication and people skills</li> <li>• Meeting an exceeding sales targets</li> <li>• Creating travel journeys to suit your customer's needs</li> </ul> <p><b>What qualification or qualities are required?</b></p> <ul style="list-style-type: none"> <li>• We provide bespoke and engaging training for our Modern Apprentices</li> <li>• We believe that young people are the future of our business</li> <li>• We're always looking for bright, enthusiastic people aged 16 to 19 who have the determination to succeed, regardless of qualifications or experience, across our many locations in the UK</li> </ul>	
<p><b>Volvo Technician Apprenticeship</b> 39 hours per week</p>	Edinburgh	£5.91ph	<p>Volvo truck and Bus are world leaders in innovation and technical excellence and are one of the world's leading truck manufacturers. Volvo Truck and Bus are currently recruiting for high quality Apprentices to train as a Volvo Technician through the Volvo Technician Apprenticeship Programme which is considered as one of the best in the industry.</p> <p><b>Desired Skills</b> Able to effectively communicate at all levels both written and verbally. Able to adapt and take on new skills and challenges.</p> <p><b>Personal Qualities</b> Have a real interest in the retail motor industry Willing to provide an excellent service to our customers The right attitude, determination and commitment</p>	<p><a href="http://apprenticeshipsinscotland.com/jobs/volvo-technician-apprenticeship-4">http://apprenticeshipsinscotland.com/jobs/volvo-technician-apprenticeship-4</a></p> <p>Closing date: 29<sup>th</sup> April</p>

			<p>A desire to succeed at College and in the workplace.</p> <p>The Standard Grade/National Grade system is the Scottish equivalent of the GCSE. If you can demonstrate a reasonable level of knowledge in Maths, English and Science this could be your first step to a fantastic future in Volvo Truck and Bus. General (Grades 3 and 4) and Credit (Grades 1 and 2) would be advantageous for this position.</p>	
<b>Sales Adviser</b>	River Island		River Island are looking for 3 x sales advisors to join their team, you must have a passion for fashion.	Collect an application form from the store
<b>Heavy Vehicle Technician Modern Apprenticeship</b>	Broxburn	£6864 pa	<p>An opportunity to become part of our Apprenticeship programme as a Heavy Vehicle apprentice. Supported throughout by an employer, this vacancy is for a 3 year apprenticeship that will result in the successful candidate gaining an Advanced Apprenticeship made up of a SVQ at level 3, a technical certificate at level 3 and associated core skills if required</p> <p><b>What might a typical day in this job look like?</b></p> <p>As a Heavy Vehicle Technician you would be involved in a variety of tasks ranging from servicing and repairs, replacing components, using specialist equipment such as electrical and electronic diagnostics, engine tuning equipment to measure performance, rectifying faults on customer's vehicles in a busy workshop.</p> <p><b>What will I learn?</b></p> <p>As a Heavy Vehicle Apprentice you will learn the following skills;</p> <ul style="list-style-type: none"> <li>Excellent practical skills</li> <li>The ability to work quickly but also pay attention to detail</li> <li>The ability to work well alone as well as part of a team</li> <li>Good communication skills</li> <li>The desire to work with vehicles on a larger scale</li> <li>The ability to follow written and verbal instructions</li> </ul>	<p>To apply visit: <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date: 14<sup>th</sup> April</p>

			<p><b>What qualification or qualities are required?</b></p> <p>We recommend that you apply and register with us irrelevant of what grades you gained at National level. We will then contact you and advise you of the requirements of the employer and when other vacancies become available in your area. We will also support you in completing your Core Skills which is a mandatory requirement needed for all apprenticeships. We are however looking for candidates who have the desire to work in this industry and who see it as a career and not just a job!</p>	
<p><b>Modern Apprenticeship- Heating Engineer</b></p>	<p>1x Livingston 1x Bathgate</p>	<p>£6200-£11000</p>	<p>Install systems including hot water heating, hot and cold water services, chilled water, warm air heating and heating appliances in industrial and commercial buildings. Develop specialist skills in installing systems using materials such as steel copper, iron, plastic and stainless steel. Work is carried out on building sites and in premises such as hospitals, factories, schools, shops, offices etc.</p> <p><b>What might a typical day in this job look like?</b></p> <p>These engineers install a variety of systems for industrial and commercial buildings, including hot and cold water services, chilled water, hot water heating, fire protection and heating appliances. Not to be confused with a domestic heating engineer, heating and ventilating experts install miles rather than meters of pipework and are specialists in large industrial and commercial boilers.</p> <p><b>What will I learn?</b></p> <p>To become a fully trained and qualified Heating and Ventilating Engineer normally takes 4 years to SVQ Level 3. You will be trained by your employer and at an appropriate college. Potential engineers acquire a variety of skills, their main expertise is installing pipework using a range of materials. Learning the individual properties of each material and the most effective methods for cutting, bending and</p>	<p>To apply visit: <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date: 18<sup>th</sup> May</p>

			<p>joining pipes is vital. Special training is required in welding to ensure a high standard of workmanship.</p> <p><b>What qualification or qualities are required?</b></p> <p>Working towards your Level 3 you will need to have an interest in mechanical, electrical and practical work. Also enjoy working with your hands and have a methodical and logical approach, which will help you to understand and follow specifications and diagrams. It can be a physically demanding career and you must be prepared to work in all sorts of conditions, including working on scaffolds and below ground in cramped, awkward places.</p>	
<b>Data Analyst Modern Apprenticeship</b>	Edinburgh	<b>£9984pa</b>	<p>A company that provides solutions that enable automotive recyclers to sell more parts to more customers. Providing the Pinnacle Professional YMS - the most comprehensive yard management system available in Europe and Australia - our Professionals in the United Kingdom offer expert support and service, including full on-site implementation, ongoing training and advice on-site or in Edinburgh. We back our industry-leading solutions with a proud, 80-year tradition of innovation and the global resources of Solera.</p> <p>Be part of QA's 10k in Tech and add yourself to the UK's tech explosion!</p> <p><b>What might a typical day in this job look like?</b></p> <p>Responsibilities of the Apprentice – In this role, you will:</p> <ul style="list-style-type: none"> <li>• Provide reliable and comprehensive part fitment data to the vehicle dismantling industry via our Pinnacle Yard Management System - This involves collecting vehicle parts data from various different sources, evaluating the data for accuracy and then combining it into 1 consolidated data source</li> <li>• Analyse the data expressing part interchangeability across different vehicle makes and models is the top priority, this is what makes our product unique from other dismantling systems - This aspect of the role</li> </ul>	<p>To apply visit: <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date: 15<sup>th</sup> May</p>

			<p>is undertaken on a bespoke web based application - Data is then fed into the main yard management system used by our customers</p> <ul style="list-style-type: none"> <li>• Do further duties including: liaising with customers primarily through email but occasionally via telephone to assist them with fixing incorrect data, further enhancing existing data and verifying new data they have provided</li> </ul> <p><b>What will I learn?</b></p> <p>Training available for the Apprentice Starts 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> <p>You will gain a Diploma in Digital Application Support at SCQF6' and a certificate for 'Modern Apprenticeship in Digital Applications at SCQF6'. This is a fantastic opportunity to start a long and rewarding career in Digital Applications.</p> <p><b>What qualification or qualities are required?</b></p> <p>You will ideally have:</p> <ul style="list-style-type: none"> <li>• Experience and a strong interest within the automotive industry - as familiarity with automotive vehicles, parts and terminology is vital</li> <li>• Time management and self-assessment skills – as you will be researching difficult parts, which can be time consuming so knowing when to move on is important</li> <li>• A high attention to detail - as consistency in how the data is presented is needed to allow easy usage within the application</li> <li>• Good English skills, both written and verbal for dealing with customer change requests</li> <li>• 5 standards (Level 1 - 3) OR 5 National Level 5 grades, both qualifications including Maths and English</li> </ul>	
<b>EY Business Apprentice- Tax</b>	Edinburgh		Our new training programme lets you join EY straight after school or college — just as	<a href="https://ukcareers.ey.com/schools/our-programmes/programmes-for-">https://ukcareers.ey.com/schools/our-programmes/programmes-for-</a>

			<p>some of our directors and partners did. Once you've completed your A levels, you'll go straight into a full-time job with a starting salary of up to £21,500, giving you independence and responsibility – without going to university first.</p> <p>On joining the programme, you'll have the opportunity to study for an industry-recognised certification – a professional qualification to further hone your skills and expertise as you develop throughout the programme. Depending on what business area you join as a Business Apprentice, your professional qualification will differ and takes up to five years to complete, but once you qualify, you'll have the same professional qualification you'd normally study for after university, and you'll earn this sooner than a graduate, with the same career options to look forward to.</p> <p>You'll also be given challenging work on a diverse range of projects and clients, developing a host of transferable skills, and receive on-the-job coaching and support to ensure that you reach your potential. And with opportunities across the UK, you'll receive the same world-class training and experience no matter which UK office you join.</p> <p>The training for the qualifications takes up to five years, developing the skills and experience needed to complete the work and study towards a chartered qualification in the service line that you have applied to. In your first two years you will study towards the <b>ICAEW Certificate in Finance Accounting and Business (CFAB)*</b>.</p> <p>*those completing the EY Business Apprenticeship in Scotland will complete their studies with <b>ICAS</b>.</p> <p><b>Eligibility</b></p> <p>If you are currently at school/college, you must be completing 3 A levels, 5 Highers or equivalent qualifications.</p> <p>If you are now working, you must have attained 3 A levels, 5 Highers or equivalent</p>	<p><a href="https://www.ey.com/school-leavers/the-ey-business-apprenticeship/about-ey-business-apprenticeship">school-leavers/the-ey-business-apprenticeship/about-ey-business-apprenticeship</a></p>
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			<p>qualifications.</p> <p><b>Which area of the business is right for you?</b></p> <p>We currently offer opportunities on the EY Business Apprenticeship in 3 areas of the business. Whichever you join, you'll have the opportunity to drive lasting change and help build a better working world from day one. Find out which one is best for you:</p> <ul style="list-style-type: none"> <li>· EY Business Apprenticeship - <b>Assurance</b></li> <li>· EY Business Apprenticeship - <b>Tax</b></li> <li>· EY Business Apprenticeship - <b>Transactions</b></li> </ul>	
<p><b>Modern Apprenticeship-Food and Beverage Assistant</b></p> <p>Full Time 40 hours</p> <p><b>Shift pattern</b> Varied shifts, includes mornings, evenings and weekends, 5 days from 7</p>	Apex Hotels	<b>£7 ph</b>	<p>REQUIREMENTS</p> <ul style="list-style-type: none"> <li>• Previous experience of food and beverage desirable, preferably in a 4 star environment.</li> <li>• A food service related SVQ (or equivalent) is beneficial but full training will be given.</li> <li>• Experience of working with Micros systems desirable.</li> <li>• Customer service experience is essential</li> </ul> <p>THE ROLE</p> <p>As a Food and Beverage Assistant your responsibilities will include:</p> <ul style="list-style-type: none"> <li>• Able to work in all areas of Food and Beverage including Bar, Restaurant, Room Service and Conference.</li> <li>• Welcome guests to their table in a polite and friendly manner</li> <li>• Take and deliver customer orders.</li> <li>• Prepare the restaurant for service</li> <li>• Follow cash handling procedures</li> <li>• Manage guest queries in a timely and efficient manner</li> <li>• Up-sell our products in line with departmental incentives</li> <li>• Ensure compliance of brand standards</li> <li>• Ensure cleanliness of work areas at all times</li> </ul>	<p><a href="https://www.apexhotelscareers.co.uk/modern-apprenticeship-food-and-beverage-assistant-1180.htm?utm_source=Indeed&amp;utm_medium=organic&amp;utm_campaign=Indeed">https://www.apexhotelscareers.co.uk/modern-apprenticeship-food-and-beverage-assistant-1180.htm?utm_source=Indeed&amp;utm_medium=organic&amp;utm_campaign=Indeed</a></p> <p>Closing date: 30<sup>th</sup> May</p>

			<p>THE PERSON</p> <p>You must have excellent communication and organisation skills, be a strong team player and have a passion for customer service. You will be expected to be able to act on your own initiative as well as adhere to instructions.</p> <p>You will be friendly and approachable; you will go the extra mile for our guests; you will provide highly consistent good service and you will lead by example</p>	
<b>Apprentice Office Administrator</b>	Edinburgh	<b>£11500pa</b>	<p>This role would suit an enthusiastic school leaver looking for a modern apprenticeship. The primary role will be to assist in the day to day general administration support needed by our business.</p> <p>Responsibilities will include:</p> <ul style="list-style-type: none"> <li>• General Administration – (filing / scanning, digital system management / microsoft word applications)</li> <li>• Contracts and Vendor Management (managing accounts we hold with service providers)</li> <li>• Invoicing – creating and sending invoices / entry level credit control</li> <li>• Customer Service – communicating as needed with our clients / candidates in relation to formal / informal messaging – phone, letter and email</li> <li>• Marketing and Advertising – supporting the team with website amendments / posting job advertising / building marketing lists and creating content</li> </ul> <p>You will have a confident telephone manner, good IT and communication skills and a bright and enthusiastic nature. We are looking for someone who has a good telephone manner, a desire to succeed and achieve milestones and has a driven and self-motivated personality. You will be enthusiastic, have initiative and be goal orientated.</p> <p>We can offer:</p>	<p><a href="https://www.indeed.co.uk/cmp/HeadNorth-Consulting/jobs/Apprentice-Office-Administrator-6227e5dc64ec0734?q=apprenticeship">https://www.indeed.co.uk/cmp/HeadNorth-Consulting/jobs/Apprentice-Office-Administrator-6227e5dc64ec0734?q=apprenticeship</a></p>

			<ul style="list-style-type: none"> <li>• First up – a fun, friendly and busy environment</li> <li>• An initial apprentice level salary with a progression plan following the completion of training (starting salary £11,500)</li> <li>• Excellent training - internal and external</li> <li>• Ongoing career development</li> </ul> <p>For a successful, driven and results orientated individual, you can make it what you want it to be in the longer term</p>	
<b>Apprentice Technician - Audi</b>	Edinburgh		<p>If you are looking to start a career with a business that is fully focused on your development with the highest standard of training then joining Lookers Audi division could be just the right move for you. The Audi (VW) Modern Apprenticeship Programme is one of the most comprehensive and sought after in the UK motor industry.</p> <p>We are looking for extraordinary people to join the Audi team on the Apprenticeship Programme. Have you got what it takes to be part of a team that is innovative, spirited, dedicated to premium customer service and a leader in quality? If the answer is yes, and you have as a minimum GCSEs grade A – C in English, Maths and a Science related topic then we want to hear from you.</p> <p>If your application is successful, you will be taken through a full apprenticeship scheme develop a career as an <b>Apprentice Service Technician</b>. You will <b>I</b> earn how to maintain and service motor vehicles to Audi standards as well as delivering unbeatable service to every customer, every time</p> <p>You will need to have a good technical understanding and keen interest in how motor vehicles work plus a willingness to keep technical knowledge updated. You must be committed, eager to learn and willing to take on new responsibilities as the role evolves. You will have a positive, friendly and professional manner, be upbeat, enthusiastic and diligent in your approach to your work</p>	<a href="https://www.indeed.co.uk/cmp/Lomond-Audi/jobs/Apprentice-Technician-0e7aa1ffc06c68ed?q=apprenticeship">https://www.indeed.co.uk/cmp/Lomond-Audi/jobs/Apprentice-Technician-0e7aa1ffc06c68ed?q=apprenticeship</a>

			and our customers.	
<b>Modern Apprenticeship- Barber</b>  <b>Full Time</b>	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 &amp; 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><b>What might a typical day in this job look like?</b></p> <p>Your typical day will include:  Welcome clients as they arrive at the barbershop and engage them in conversation to determine their needs and offer refreshments  Assisting senior barbers at all times by shampooing, conditioning, carrying out treatments and ensuring that work areas are prepared and kept clean and tidy.  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</p>	<p>To apply visit: <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date: 2<sup>nd</sup> May</p>

			<p>look smart and have a professional appearance.</p> <p><b>What will I learn?</b> The skills that you will learn throughout you level 2 MA Programme are:</p> <ul style="list-style-type: none"> <li>• Shampoo, condition and treat the hair and scalp</li> <li>• Cut hair using basic techniques</li> <li>• Cut Facial hair to shape using basic techniques</li> <li>• Develop and maintain your effectiveness at work</li> <li>• Advise and consult with clients</li> <li>• Dry and finish men's hair</li> <li>• Create basic outlines and detailing in hair</li> <li>• Reception duties</li> </ul> <p><b>What qualification or qualities are required?</b> 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>	
<p><b>Team Member x2</b> 1 Part Time (Weekends) Sat-Sun 08.00 - 20.00</p> <p>1 x Flexi Time Mon- Sun 08.00 - 20.30</p>	Crispy Kreme	NMW	.	<p>Visit online at <a href="http://www.Krispykreme.co.uk">www.Krispykreme.co.uk</a> or hand C.V to store manager</p>
<p><b>Sales Assistant/Barista</b> Weekend, hours to be confirmed</p>	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>
<p><b>Modern Apprenticeship- Sales Administration Support</b></p>	Broxburn	£10000 pa	<p>Currently seeking an ambitious individual for a Business Administration apprenticeship position within an international telecommunications companyResponsibilities of the Sales Administrative Support Apprentice:</p>	<p>To apply visit: <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date: 1<sup>st</sup> May</p>

			<p>Managing the correspondence between the 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</p> <p><b>What will I learn?</b>          Requirements of the Sales Administrative Support Apprentice:          Organised &amp; motivated          Enthusiastic          Good written English &amp; numerical skills          Good communication skills          Professional with team members &amp; customers</p> <p><b>What qualification or qualities are required?</b>          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>	
<b>Sales Assistant 20 hours</b>	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
<b>Apprentice Programme 2017 - Trades (Bricklaying and Carpentry/Joinery)</b>	Barratt Homes, Livingston		<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,</p>	<p><a href="https://isw.changeworknow.co.uk/barratthomes/vms/e/barratt_developments/positions/caOVTxk-fiwPaDlpyvqQAL">https://isw.changeworknow.co.uk/barratthomes/vms/e/barratt_developments/positions/caOVTxk-fiwPaDlpyvqQAL</a></p> <p>Closing date: 30<sup>th</sup> June</p>

			<p>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>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>	
<b>Modern Apprenticeship- Web Sales Processor</b>	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><b>What might a typical day in this job look like?</b> In this role, you will...</p> <ul style="list-style-type: none"> <li>• Handle customer service issues, such as complaints, queries, delivery dates, live chat etc.</li> <li>• Keep track of orders</li> <li>• Process orders and pass to suppliers</li> <li>• Invoice customers</li> <li>• Organise deliveries</li> </ul> <p><b>What will I learn?</b> Your training...</p>	<p>To apply visit: <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date: 15<sup>th</sup> April</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 &amp; Administration and Microsoft Office Specialist (MOS). This is a fantastic opportunity to start a long and rewarding career in Business Administration.</p> <p><b>What qualification or qualities are required?</b></p> <p>The ideal candidate will have...</p> <ul style="list-style-type: none"> <li>• Strong customer service skills</li> <li>• An able and strong team player</li> <li>• Good telephone manners</li> <li>• 5 standards (Level 1 - 3) OR 5 National Level 5 grades, both qualifications including Maths and English</li> </ul>	
<b>Part Time athlete</b>	Nike		<p>As our Nike Store <b>Athlete</b> (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>	<a href="https://retailjobs.nike.com/job/-/-/7853/4003207?apstr=src%3DJJB-11022">https://retailjobs.nike.com/job/-/-/7853/4003207?apstr=src%3DJJB-11022</a>
<b>Butchery Assistant</b>	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><b>Duties will include</b></p> <ul style="list-style-type: none"> <li>• Reporting to the Manager, key responsibilities range from:</li> <li>• Preparing work areas</li> <li>• Adhering to food hygiene regulations</li> <li>• Portion control &amp; packaging and presentation to a high standard</li> <li>• Keeping to deadlines</li> <li>• Other duties as and when required</li> </ul> <p><b>Required Skills</b></p>	<a href="https://www.indeed.co.uk/cmp/Hugh-Black-and-Sons-Ltd/jobs/Butchery-Assistant-a4e56fe88fcb7cd4">https://www.indeed.co.uk/cmp/Hugh-Black-and-Sons-Ltd/jobs/Butchery-Assistant-a4e56fe88fcb7cd4</a>



			Communication, Listening, Team Building, Problem Solving, Multi-Tasking and Manual Dexterity.	
<b>Temporary Mail Sorters</b>	Livingston	£7.50ph	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: <ul style="list-style-type: none"> <li>• Exceptional attention to detail</li> <li>• The ability to work efficiently in a fast paced environment</li> <li>• Excellent communication skills</li> <li>• A hardworking and motivated approach to work</li> </ul>	<a href="http://www.aplitrak.com/?adid=S2F0ZS5DYXJsYXcuMTI4MDYuNDcwNOBwcmItZXRpbWUuYXBsaXRyYWsuY29t">http://www.aplitrak.com/?adid=S2F0ZS5DYXJsYXcuMTI4MDYuNDcwNOBwcmItZXRpbWUuYXBsaXRyYWsuY29t</a>
<b>Housekeeper</b>  <b>Part Time</b>	Premier Inn, Bathgate	£7.20ph	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. Ideal candidate will have/be: <ul style="list-style-type: none"> <li>• Flexible and adaptable.</li> <li>• Quick learner, hard working and responsible.</li> <li>• Aware of all Health &amp; Safety procedures within the hotel.</li> </ul>	<a href="https://www.indeed.co.uk/cmp/Prmier-Inn/jobs/Housekeeper-62e114209d7c9720">https://www.indeed.co.uk/cmp/Prmier-Inn/jobs/Housekeeper-62e114209d7c9720</a>
<b>Sales Advisor</b> <b>8-12 hours over s weekdays,</b> 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.
<b>Front of House Server</b> <b>Part Time and Part time positions</b>	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 <a href="http://www.careersatpizzahutrestaurants.co.uk">www.careersatpizzahutrestaurants.co.uk</a>
<b>Store Assistant</b>	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	<a href="https://aldi.vacancy-filler.co.uk/Candidate/AdvertDetails/ykAbpq3CwbsRn67azaI8Sp2Ia62">https://aldi.vacancy-filler.co.uk/Candidate/AdvertDetails/ykAbpq3CwbsRn67azaI8Sp2Ia62</a>

			<p>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 prompt and friendly way.</p>	<p><a href="https://www.indeed.co.uk/vBGF1IIyLjuODDQg?storeid=oEe6xfYPEdxnHRbKXUlc6gLfrQUo6_6AsffPIviRnpw">vBGF1IIyLjuODDQg? storeid=oEe6xfYPEdxnHRbKXUlc6gLfrQUo6_6AsffPIviRnpw</a> advertised on <a href="http://www.indeed.co.uk">www.indeed.co.uk</a></p>
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## Modern Apprenticeships Websites

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

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

## Other Training / Learning Opportunities

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

Course Information	Training Provider	Recruitment Information	Booking Summary
<p>There is a maximum level of subsidy per opportunity. The subsidy will be for up to 40 hours per week, with 26 hours being the minimum requirement.</p>			
<p><b>YOUTH INCLUSION PROJECT</b></p> <p>The Youth Inclusion Project (YIP) is a pre-employability service offered to young people aged 16 to 25 who are residents of West Lothian. The aim of YIP is to break down the barriers that prevent young people from moving into employment, education or training. They provide 1:1 support and training in a range of areas including Life Skills, employability skills, health and wellbeing &amp; accessing and gaining recognised qualifications</p>	<p>Youth Inclusion Project</p>		<p>SDS Staff to email referral form to <a href="mailto:youthinclusionprojectreferrals@westlothian.gov.uk">youthinclusionprojectreferrals@westlothian.gov.uk</a></p>
<p><b>Skills Training Programme</b> For unemployed 16 -18 year olds who require additional support to help move into employment or training. Must be able to self travel. Training allowance £55 per week and £20 towards weekly bus pass/travel. Referrals must be at Stage 3 and have a bank account and NI number</p>	<p>West Lothian Council</p>		<p>Complete referral and send to: <a href="mailto:Miriam.georgeson@westlothian.gov.uk">Miriam.georgeson@westlothian.gov.uk</a></p> <p> 2016 Activity Agreement - Referral</p>
<p><b>Activity Agreements</b></p> <p>Currently a range of programmes are available on Activity Agreements such as: Exploring Animal Care, Pottery course, Outdoor Activities, Life skills / Youth Issues, IT Wizard, Media Skills, Photography, Confident Cooks, Build a Bike, Design Dept, Literacy/Numeracy support.</p>	<p>West Lothian Council</p>		<p><b>Referral should be emailed to</b> <a href="mailto:wendy.stuart@westlothian.gov.uk">wendy.stuart@westlothian.gov.uk</a></p>
<p><b>The Community Learning and Development Service</b> in West Lothian is part of Education and Cultural Services</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><b>IMPROVING YOUR READING, WRITING AND NUMBERS</b></p> <p>There are lots of reasons why you may want to brush up on your skills: helping your child with homework, feeling more confident at work, gaining a first qualification or because you need to pass your driving theory or entrance exam into the uniformed services</p> <p>The aim of ABE is to work with anyone over the age of 16 who can set goals to improve literacy and numeracy skills or who is experiencing hearing loss and wishes to learn lip-reading skills. We provide a free service with access to workshops, short courses and ongoing individual learning.</p>	<b>ABE</b>		Contact: 0800 731 1831 to set up a personal appointment to talk about your needs.
<p><b>B4 and On2 Work</b> Aged 16 – 24 with a physical disability?</p> <p>Do you have worries or concerns about applying for jobs and attending interviews? Confidence Building, Interview Skills, Job search Support, Sign Post to all Employment Providers, Benefits Advice, Work Placements, Individual Pathway Designed and Supported.</p>	<b>Ability Centre, Carmondean</b>	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: <a href="mailto:Lorna.hutson@westlothian.gov.uk">Lorna.hutson@westlothian.gov.uk</a>
<p><b>Individual Learning Accounts £200</b></p> <p><b>The existing scheme will be closed to new applications for a few months. The revised scheme will come into effect on October and will be called</b></p>	To search for learning opportunities & providers	<a href="http://www.myworldofwork.co.uk/section/funding">http://www.myworldofwork.co.uk/section/funding</a>	<p><b>Apply online at:</b> <a href="http://www.myworldofwork.co.uk">www.myworldofwork.co.uk</a></p> <p><b>If you want to open an account or renew an expired account:</b></p> <ul style="list-style-type: none"> <li>• 29 April 2017: Last day to request a</li> </ul>

Course Information	Training Provider	Recruitment Information	Booking Summary
<p><b>Individual Training Award (ITA) You wil only be able to do one course in any learner year and courses will be geared towardshelping you with getting a job or progressing in your career.</b></p> <p>To be eligible you must be 16+, stay in Scotland and have income of less than £22,000 or less or be on benefits. You will not be eligible if you hold a UK degree, or are undertaking any form of full time or part time secondary, further or higher education or are participating on any National Training Programmes, Modern Apprenticeship or participating on the Community Jobs Scotland programme.</p> <p>You can't use ILA to fund any part time course that is already funded by the part time fee grant.</p>			<p>renewal form through the SDS helpline on 0800 917 8000</p> <ul style="list-style-type: none"> <li>• 30 April 2017: Last day to request an application form on My World of Work</li> <li>• Mid May 2017: Application and renewal forms need to be returned by <b>mid May</b> so that they can be processed by 31 May</li> <li>• 31 May 2017: Last day that an account will be opened or renewed</li> </ul> <p>If you want to book a course under the existing ILA scheme:</p> <ul style="list-style-type: none"> <li>• 30 June 2017: Last day bookings can be made under the existing ILA scheme. Bookings can only be made for courses with a start date no later than 30 September 2017.</li> </ul>
<p><b>Graduate Careers / Post Graduate Study</b></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><a href="http://www.prospects.ac.uk/cms/ShowPage/Home_page/p!eLaXi">http://www.prospects.ac.uk/cms/ShowPage/Home_page/p!eLaXi</a></p>	

## Volunteering Opportunities

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

## Advice

Advice Workshop	Training Provider	When	Booking Summary
<p><b>Capability Scotland Advice &amp; Support Service, West Lothian</b></p>	<p>Ability Centre, Carmondean Centre Road, Livingston</p>	<p>Mon-Thurs 9.00am-4pm Friday 9.00am-12pm</p>	<p>To provide an information and advice service for people with disabilities, their families and carers and other individuals or groups in West Lothain that will enhance knowledge and increase their choices on disability issues. The service also provides a free, confidential and accessible Peer Counselling service for disabled people. You can contact the service directly yourself or a professional such as a GP or Occupational Therapist can refer you to the service. The service works within ethical codes and guidelines of the British Association for Counselling and Psychotherapy in Scotland.</p>
<p><b>Advice Shop at Carmondean Connected</b></p>	<p>It provides the full range of library services, as well as access to the Council's Customer Information Service, Access2Employment advisers and Macmillan Cancer Support.</p> <p>Carmondean Connected has integrated the Library Service with the Council's Customer</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><b>Access 2Employment</b> advisers are available in the library, providing continuing support tailored around the individual so that they are equipped with employability skills that meet the needs of employers, recognising that one size does not fit all. Advisers help people to develop confidence or advise on preparing CVs, provide interview guidance, assist with the completion of application forms and provide overall employability support.</p>

Advice Workshop	Training Provider	When	Booking Summary
	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.		Service available on Monday:  Morning: appointment only - 9.30am, 10.30am, 11.30am  Afternoon: drop-in session - 1.00pm - 4.00pm
<p><b>DISABILITY WEST LOTHIAN</b></p> <p>Promoting equality &amp; rights- providing information, training and consultation The agency can help you with questions about equipment, local activities and rights or about what services you might be able to get.</p>			<p>Office: (01506) 774030.</p> <p>Textphone: (01506) 774044.</p> <p>Mobile Text: 07742232978</p>
<p><b>CITIZENS ADVICE BUREAU (CAB)</b></p> <p>Almondbank Centre, Shiel Walk, Craigshill, Livingston</p> <p>Outreach sessions are also held at centres: Armadale, Blackburn, Blackridge, Dedridge, Fauldhouse, West Calder &amp; Whitburn.</p>	<p>Phone the advice line number 01506 432977 or email for advice at:</p> <p><a href="mailto:enquiries@cabwestlothian.org.uk">enquiries@cabwestlothian.org.uk</a></p>	<p>Mon: 10am – 12.30pm Tues: 10am – 6.30pm Wed: By appointment only Thurs: 10am-3.30pm Fri: 10am-3.30pm Sat: 9.30-12.30pm</p>	<p>Advice line – (01506) 432977</p> <p>Admin Line – (01506) 436132</p> <p>Appointments Line (01506) 431061</p> <p>Outreach Office 01506 444814</p>
<p><b>CHILL OUT ZONE (COZ)</b> <b>Aged 18-20,</b> <b>7 Gardeners Lane, Bathgate</b></p>	<p>Would you like support and help on issues that affect you like health, bullying, relationships, school, alcohol, drugs, sex etc. COZ offers help and support to young people through drop-in and group sessions, health clinics offering medical advice and a healthy eating café.</p>		<p>If you would like to chat with someone or to visit telephone (01506) 652436</p>

Advice Workshop	Training Provider	When	Booking Summary
	Age 12-20		

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

Access2employment offers a wide range of services including:

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

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