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SDS Individual Learning Accounts

My World of Work

The Big Plus

PACE redundancy support

Careers information and advice

Updated: 03/05/2017

We have a Facebook Page. Please visit us at

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

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

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

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

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

- **£7.20** – 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

Steps N2 Work (West Lothian Council)

Wage Subsidy: Jobs with West Lothian employers (not West Lothian Council) 50% of the salary is paid to the employer for up to 52 weeks depending on the young person’s age.

West Lothian Job Fund: These are training opportunities with West Lothian Council. The criteria for the young person is the same as the wage subsidy and these opportunities last 26 weeks. They are paid 75% of the band for the job they are doing, however it will meet NMW. They can then apply for internal posts while they are in their job fund.

StepsN2Work criteria: 16-24 year olds only – West Lothian Steps N2 Work eligibility conditions apply.

West Lothian Steps N2 Work opportunities are open to West Lothian Residents only.

Applicants aged 16-18 must be unemployed, applicants 19-24 must be 3 months unemployed or have previously engaged with MCMC or GRFW

Job Title	Company Name	Pay	Requirements	How to Apply
Modern Apprentice-Hairdressing	Optimo, Bathgate	£6188-£7072	As an MA Modern Apprentice in Hairdressing 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 take into account Health & Safety procedures. Developing in all aspects of the following:- Cutting, Colouring Blow drying and finishing Shampooing and conditioning Setting and finishing Hair perming (optional) Training.	To apply visit: www.apprenticeships.scot Closing date: 31 st May

			<p>This apprenticeship covers all the basics of hairdressing.</p> <p>As a Hairdressing apprentice you will work as a salon junior, assisting senior staff whilst training as a junior stylist. You will study hairdressing topics such as hair and skin testing, the effects of chemicals on hair and skin, the principles of hair colour selection, the hair structure and products</p> <p>What might a typical day in this job look like?</p> <p>Your typical day will include: Assisting stylists at all times by shampooing, conditioning, carrying out treatments and ensuring that work areas are prepared and kept clean and tidy.</p> <p>You will greet clients, and offer refreshments Carry out reception duties, working on models at training. As you begin to learn new skills like blow drying and colouring, you will also be able to put these into practice in the salon.</p> <p>As a hairdressing Apprentice you will spend a lot of time on your feet and it is important that you look smart and have a professional appearance.</p> <p>What will I learn?</p> <p>The skills that you will learn throughout you level 2 MA Programme are:</p> <ul style="list-style-type: none"> • Shampoo, condition and treat the hair and scalp • Style and finish Hair • Set and dress Hair • Develop and maintain your effectiveness at work • Advise and consult with clients • Colour and lighten hair • Cut hair using basic techniques • Salon Reception duties <p>What qualification or qualities are required?</p> <p>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</p>	
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			your own and as part of a team. Being creative or having a creative flair is also an attribute.	
Sales Advisor- Part time Flexible, weekends will be required. 4-12 hours per week	Lindt		We are looking to recruit a friendly, approachable, and adaptable sales advisor with excellent customer service skills to join our friendly team. Previous retail experience preferred.	Please email your CV with covering letter to livingstonoutlet@lindt.com Closing Date for applications – 21st May 2017
Sales Assistant x 2 16 & 20 hour posts	Skopes Menswear		Duties include: serving customers, cash handling and cleaning the store. Retail experience desired but not essential.	Hand CV in store
Part Time Sales Assistant Weekend, 4 hours, Summer temp	Daniel Footwear		Provide excellent customer service, meet targets and help with deliveries.	Hand CV into store
Sales Assistant Part time Mon-Sun, minimum 16 hours	Shake Bar	Meets NMW	Permanent	Hand CV into store
Part Time Sales Assistant	Eternity Jewellers		Must be enthusiastic and energetic. Full jewellery training will be given	Apply in store
Helper on Stall in Designer outlet	Yajihula Anime - Livingston			Hand your Cv into the stall.
Service Assistant 20 hours	Screwfix	£7.68 per hour (£6.27 per hour for under 18s) + benefits	While you'll benefit from some experience of retail, sales, cash handling or stock management perhaps gained as a Retail Assistant – it's not essential. There will always be someone on hand to help. It's your positive attitude we're looking for. A natural communicator who gets on with everyone you meet, you should be enthusiastic, polite and always willing to learn something new.	https://kingfisher.taleo.net/careers/action/3/jobdetail.ftl?job=710863 Closing date: 2 nd June
Customer Service Advisor	Argos, Livingston	£5.47 (under 18), £6.64 (18-20), £7.21 (21-24), £7.66 (25+) per hour,	You will be an advocate for the Argos values, and will do all you can to meet customer expectations – from serving on the till and the collection counter, to providing assistance on the shopfloor, to picking stock in the stockroom. This role is for 10 hours per week. Flexibility to work a variety of shifts and days throughout the week will be essential as a range of hours will need to be covered, this will include weekend shifts. Customer Service Advisor – the person:	https://www.networkrecruitment.com/Jobs/Feed?key=ICriwa0XlxBxUXc1tcagAUcu13mYtqdS7Um6KDKk604%3d&cid=941&rsid=4015

			<ul style="list-style-type: none"> • A passion for fantastic customer service • Previous experience within a retail or hospitality environment is beneficial but not essential • Great communication skills • Keen to develop and progress your career with Argos 	
Part Time Warehouse Assistants Mon- Fri, 20 hours per week	Schuh, Bathgate	£7.29ph	Duties include picking and packing stock for delivery to our retail stores. If you're honest, reliable and flexible and have the drive, enthusiasm and energy to be part of a team. On job training.	http://www.schuh.co.uk/careers/vacancies/#4312
Admin Assistant Part Time	Wee Gems, Livingston		<ul style="list-style-type: none"> • Undertaking the administrative duties of the nursery. • Maintaining the financial records of the company. • Ensuring that child records are maintained. • Ensuring that staff records are up to date and new administration duties carried out. • Dealing with enquiries. • Letter writing • Keeping company records maintained in an orderly manner and ensuring that the office is tidy. • Checking staff hours spreadsheets to be provided to payroll • Preparing standard new starter forms including DBS Reports and Reference letters. • Organise posting job adverts and arranging interviews. • Maintain parent finance records, including issuing invoices and allocating bank receipts. • Chasing outstanding debts on a timely basis and advising management cleared. Liaising with Debt Collection solicitors when necessary. • Passing invoices to management for approval and allocating payments on the Accounts software. 	https://www.indeed.co.uk/cmp/Wee-Gems-Armadale/jobs/Admin-Assistant-e14deeb3e613cec4

			<ul style="list-style-type: none"> • Processing monthly sales invoices on the software systems and ensuring that direct debit mandates are in place. • Reconciling manager credit card expenditure and petty cash records for each nursery • The ideal candidate will understand the importance of confidentiality, be an excellent communicator, highly motivated, a team player and honest. • A full PVG will be required 	
Outbound Sorter Part time 3.30pm-6pm (12 hours)	Yodel, Livingston	£7.85 ph	<p>As a Warehouse Operative you will be responsible for:</p> <p>Sorting, scanning and distributing inbound and outbound parcels. Ensuring drivers leave on time carrying the correct load Updating documentation relating to our parcels Adhering to health and safety regulations within the depot</p> <p>Qualities needed: You will need to be friendly and helpful, Have great attention to detail The ability to work to tight deadlines Great communication skills</p> <p>If you are hardworking, customer focused, thrive on a challenge, can work to challenging deadlines, with the ability to deliver an exceptional customer experience and enjoy working as part of a team, we want you to be part of the Yodel story</p>	<p>https://yodel.i-grasp.com/fe/tpl_yodel01.asp?s=4A515F4E5A565B1A&jobid=63395_2382496182&aid=17051</p> <p>Advertised on www.indeed.co.uk</p>
Trainee Quantity surveyor Programme	Thomson Bethune, Edinburgh		<p>Offers school leavers permanent employment whilst they obtain their QS qualifications at either Edinburgh Napier University or Glasgow Caledonian University, our Higher Education partners.</p> <p>The benefits of this programme are that students would be paid during their University studies and given relevant, practical experience (on and off-site) in the working environment. They will work alongside other trainees of a similar age and will be involved in some very prestigious large scale new build</p>	<p>For any students who are interested in joining our traineeship programme, please ask them to submit their application and CV to careers@thomsonbethune.co.uk. If you require more information about our Trainee Programme, please speak to Iain Marwick, Director on 0141 221 7365.</p>

			<p>and refurbishment projects across Scotland. Details of our projects and the range of clients we work with can be found on our website - www.thomsonbethune.co.uk.</p> <p>The successful applicant will be offered a job in our Edinburgh office and will attend University in line with the curriculum. They will also be entitled to our company pension scheme and other company benefits.</p> <p>On completion of their Quantity Surveying degree, we will support them towards their Professional Examination to become a Chartered Quantity Surveyor.</p>	
<p>Modern Apprenticeships: New House Build Roof Tiling. External Render Apprentice.</p>	<p>GMG Contractors, West Lothian</p>	<p>Unkown</p>	<p>Influencing apprenticeship and trade skills certification and accreditation through external activities is a high priority at GMG. GMG work with the Construction Industry Training Board and National Federation of Roofing Contractors to develop SVQ modules and National Occupational Standards, including piloting a Modern Apprenticeship SVQ Level 2 in conjunction with South Lanarkshire College. GMG is active in developing relevant and trade specific training and accreditation (such as in roof tiling and external render) this aligns with the operational requirements of the business- thus, they have promoted seasonal/demand-aligned college attendance and greater emphasis on on-site assessment.</p> <p>Creating the right environment for early and continuing skills formation underpins the company's recent commitment to construct an on-site training centre to support apprentices' training and skills accreditation, house on-going trade training activities and provide a space for enhancing communications and dialogue.</p> <p>GMG apprentices receive many additional benefits, some of which include: Age-related apprenticeship rate. An interest free £1000 loan to learn to drive which is written off after 3 years' service. Direct 1 to 1 assistance with operatives with Learning Difficulties.</p>	<p>For more information and to apply visit: http://gmgcontractors.com/trainin-g-careers/</p>

			<p>Their first set of tools. Work wear including t-shirts, hoodies, beanie hats, under armour.</p>	
<p>General Assistant, Waiter/ess</p> <p>30 hours per week</p>	<p>Hideaway café, Beecraigs</p>	<p>£7.20ph</p>	<p>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.</p> <p>Job Outline 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 / Qualities / Qualifications required Must be aged 18+ Customer service experience preferred Cash handling experience preferred Health and Hygiene certificate would be advantageous however employer will provide this. Honest and trustworthy Friendly and approachable Reliable with a good work ethic</p> <p>Training Provided Health and Hygiene cert Health and safety training</p>	<p>Please send CV to alexa.davey@westlothian.gsx.gov.uk</p> <p>Closing Date 07 May 2017</p>
<p>Modern Apprentice Greenkeeper</p>	<p>Uphall Golf Club</p>		<p>Uphall Golf Club are looking to employ a modern apprentice Greenkeeper</p>	<p>Send applications to Uphall Golf Club, Houston Mains, Uphall, West Lothian EH52 6JT or email uphallgolfclub@btconnect.com</p>
<p>Facilities Management Engineer Modern Apprentices x3</p>	<p>Position 1 based in Bathgate Position 2 based in Livingston Position 3</p>	<p>£6200-£11000</p>	<p>Facilities Management Engineering is a broadly based field activity, which means engineers need a wide range of knowledge and skills to enable them to diagnose why a system has failed. This includes heating,</p>	<p>To apply visit: www.apprenticeships.scot</p>

	Broxburn		<p>ventilation, air conditioning, hot and cold water services, electrics and controls. Engineers develop specialist skills in maintaining systems, and the parts within it.</p> <p>What might a typical day in this job look like?</p> <p>With no two days the same, engineers monitor, repair and maintain all the building services equipment. Most work will be carried out in occupied premises such as schools, hospitals and offices, so engineers must plan their work carefully to ensure minimum disruption, taking into account all health and safety requirements.</p> <p>What will I learn?</p> <p>To become a fully trained facilities management engineer normally takes 4 years to SVQ Level 3. You will be trained by your employer and at an appropriate college. Potential engineers will learn mechanical, electrical and practical work and how to read diagrams and specifications to find faults.</p> <p>What qualification or qualities are required?</p> <p>Working towards your Level 3 potential engineers need to have an interest in mechanical, electrical and practical work and enjoy problem solving. Good organisational and communication skills are essential, as is a methodical approach, which will help in reading specifications and diagrams. The work is often physically demanding.</p>	Closing date: 19 th June
Business Administration Modern Apprentice	Livingston	£10000pa	<p>Responsibilities of the Business Administration Apprentice:</p> <ul style="list-style-type: none"> Handling Customer service issues such as complaints, queries, delivery dates, live chat etc Keeping track of orders Processing orders to pass to suppliers Invoicing customers Organise deliveries <p>What will I learn?</p> <p>Requirements of the Business Administration Apprentice:</p> <ul style="list-style-type: none"> Strong customer service skills Team Player 	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 18th June</p>

			<p>Good telephone manner Good level of literacy and numeracy Experience using Microsoft applications (Excel, word)</p> <p>What qualification or qualities are required?</p> <p>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. 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>	
Sales Associate	Watch Station		<p>s a Sales Associate your most important job is to talk to people and to help create a fun place to work.</p> <p>You will also be working towards individual sales targets that we call KPIS its really simple - if a guest is buying a watch show them a bracelet you love that matches. Standards are really important to us too so when you don't have any guests to talk to, you will be cleaning, re-stocking and making sure all our products look great!</p> <p>We need you to be available to work 12 hours a week. This may include both weekends and weekdays as well as evenings.</p>	<p>https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?PageType=JobDetails&partnerid=25613&siteid=5414&jobId=972498&utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed#jobDetails=undefined</p> <p>advertised on www.indeed.co.uk</p>
Mechanical Apprentice PCV	First Bus, Livingston		<p>As an Engineering apprentice you will be carrying out vehicle repairs to defined quality standards and within the most cost effective manner, you will also be responsible for;</p> <ul style="list-style-type: none"> • Carrying out routine vehicle servicing and maintenance. • Carrying out failure diagnosis and repairs, under guidance and/or supervision • Attending on-road vehicle breakdowns and recoveries • Recording individual job times either manually or electronically. 	<p>https://uk.firstgroupcareers.com/vacancy/first-uk-bus-mechanical-apprentice-pcv---livingston-5095-uk-bus---livingston/5123/description/?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed</p> <p>advertised on www.indeed.co.uk</p> <p>Closing date: 8th May</p>

			<ul style="list-style-type: none"> Ensuring parts replaced under warranty are returned to stores fully labelled and in a clean condition. <p>As an Engineering Apprentice you'll be a great listener, able to communicate positively and constructively, and have a minimum of 3 GCSE's at grade C or above (or equivalent (which will include Maths and English). You will need to attain a full driving licence and, as a clean licence is a requirement for full time employment, you will need to have passed your licence by the end of the 4 year apprenticeship.</p> <p>As part of your apprenticeship, you will be required to attend some vocational training. This will mean that you may be away from home for a continuous period of one week every two months (in year 1 and 2) and a period of two weeks every month in year 3, so we ask that you are flexible.</p>	
Customer Service Advisor	Argos, Linlithgow	£5.47 (under 18), £6.64 (18-20), £7.21 (21-24), £7.66 (25+) per hour, plus excellent benefits	<p>ou will be an advocate for the Argos values, and will do all you can to meet customer expectations – from serving on the till and the collection counter, to providing assistance on the shopfloor, to picking stock in the stockroom.</p>	<p>https://www.networkrecruitment.com/Jobs/Feed?key=XtAqmBy6oUcro65dpEemYXbukZb8JIeWZOdFKXw7Ruk%3d&cid=941&rsid=4015</p> <p>advertised on www.indeed.co.uk</p>
Customer service Consultant Apprenticeship x30 posts	HMRC Bathgate	£18593pa	<p>At HMRC we're all about providing the best standard of customer service providing accurate advice and support to our customers over the phone to help individuals and businesses get their tax affairs right including collecting debts from those who don't pay on time. Ensuring that customers receive an exceptional service.</p> <p>This is an exciting and rewarding opportunity to work in HMRC on the front line in public services. This Apprenticeship will give you the opportunity to work for a real employer, earn a salary whilst gaining valuable workplace skills and experiences. You will work towards industry-recognised qualification for which you will be given time away from your daily duties to complete the learning.</p>	<p>https://www.civilservicejobs.service.gov.uk/csr/jobs.cgi?jcode=1539001&utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed</p> <p>Closing date: 5th May</p> <p>advertised on www.indeed.co.uk</p>

			The apprenticeship is open to everyone over the age of 16 regardless of age or experience.	
Retail Sales Assistant 12 hours incl weekends	British Heart Foundation, Livingston	£7.50ph	An exciting opportunity has arisen in our fashion stores for a Sales Assistant who wants to use their customer service skills in a very fast moving environment and to know that their contribution will make a lifesaving difference. Responsibilities include processing stock donations and providing great customer service to the highest standard to help us meet our sales targets, as such you you`ll possess retail or service sector experience.	http://login.amris.com/wizards/bhf/vacancyView.php?requirementId=MTA00DA=&jId=133 advertised on www.indeed.co.uk
Part Time Sales Advisers 8 & 15 hours available	Weird fish		Confident individual with excellent customer service skills to exceed sales targets.	CV with covering letter should be handed into the store for attention of The Manager or emailed to livingstonshop@weirdfish.co.uk
Modern Apprenticeship- Childcare	Vacancies available throughout West Lothian		Modern Apprenticeships in child care offer young people the opportunity to be employed full time in a nursery while undertaking a SVQ Social Services (Children and Young People) at SCQF 7. No experience is necessary, as full training will be given by both nursery and Carousel Training Centre. If you are not already employed by a nursery then we have a marketing team who can assist you in sourcing employment in order for you to start your training. As an apprentice you will be expected to work as part of a team to provide a programme of activities for children as young as babies to 5 years old. You will help the children learn and develop their physical, intellectual, language and social skills through organised play. You will care for them whilst away from their family, giving support where required. Other duties will include feeding, caring, developing and planning of activities. Domestic duties are required to ensure a safe environment for the children. You should be highly motivated and have good communication skills.	To apply visit: www.carouseltraining.co.uk

Stockroom Assistant	Next, Edinburgh Airport	£5.89-£7.50ph	<p>About You</p> <p>Calm, efficient and full of enthusiasm - even on the busiest of days</p> <p>Flexible, supportive and always ready to go the extra mile to help our customers</p> <p>You have a can-do attitude and love working with others to get the job done</p> <p>Motivated by the challenge of a fast-paced job and hitting deadlines</p>	<p>http://careers.next.co.uk/vacancies#/Item?id=391029&utm_campaign=Feed&utm_source=Indeed&utm_medium=referral</p> <p>Advertised on www.indeed.co.uk</p>
Crew Member & Staff Members	McDonalds, Livingston & Bathgate	<p>£ 5.10 - Age 16-17</p> <p>£ 6.10 - Age 18-20</p> <p>£ 7.55 - Age 21-24</p> <p>£ 7.60 - Age 25 +</p>	<p>To join us as a Crew Member you'll need to be confident in approaching and dealing with diverse groups of people. Friendly, courteous and helpful behaviour will come naturally to you and you'll work well as part of a team. Effective communication skills such as attentive listening, face-to-face verbal communication and eye contact are a must. You'll also need to understand the importance of maintaining high standards of quality and service as well as cleanliness. The ability to maintain high energy levels whilst working both efficiently and productively is essential. Finally, your appearance should be smart and clean.</p>	<p>https://careers.peopleclick.com/careerscp/client_mcdonalds/crew/jobDetails.do?functionName=getJobDetail&jobPostId=184492&localeCode=en-us&source=Indeed.com&sourceType=PREMIUM_POST_SITE</p> <p>Advertised on www.indeed.co.uk</p>
Sales Associate	GAP		<p>As a Sales Associate in store you will be at the front line in delivering an excellent in store experience for your customers, you will have a strong sense of presence on the shop floor and the ability to communicate confidently with customers. You will have an awareness of fashion/trends, be able to outfit build and respond to customer needs ensuring that have a seamless shopping experience</p>	<p>To apply:</p> <p>https://jobs.gapinc.com/job/-/-/1649/4444950?src=JB-10324</p>
Team Member- Part Time	KFC, Livingston		<p>Main Responsibilities</p> <ul style="list-style-type: none"> To provide each customer with 5* customer service both as Cashier and Lobby Host (we call it Customer Mania) 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. 	<p>https://www.indeed.co.uk/viewjob?jk=26e5c5c447353852&l=livingston&tk=1be2lbul59mau9kf&from=web</p> <p>Advertised on www.indeed.co.uk</p>

			<ul style="list-style-type: none"> • 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 	
Sales Assistants x2	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
Retail Sales Adviser	Jeff Banks	Meets NMW & comission	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 rd May
Sales Adviser Full Time vacancy and a weekend vacancy available	Warren James		Experience in Jewellery is not essential as training will be provided	Apply in store.
BT Apprentice Programme – Cyber Security	Edinburgh	£14466 pa	<p>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.</p> <p>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 thing.</p> <p>What might a typical day in this job look like?</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 3rd June</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>What will I learn?</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 & 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>What qualification or qualities are required?</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>	
<p>Apprentice Carpenter & Joiner</p> <p>Apprentice Painter & Decorator</p>	Bathgate		<p>Carry out relevant trade duties on responsive & 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>For more information and to apply visit: www.indeed.co.uk</p> <p>Direct Links to the jobs:</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 maintenance service</p> <p>Build and maintain good working relationships with colleagues, customers and managers to ensure the effectiveness of the repairs and maintenance service.</p> <p>Demonstrate commitment to equality and diversity by taking account of the needs of colleagues and service users and by treating other people with dignity and respect.</p> <p>Demonstrate commitment to excellent customer service by being polite, showing respect for customer's homes, maintaining expected standards of work, and tidying up at the end of a job.</p> <p>Be aware of risk assessments and method statements relating to own area of work and to work in safe manner taking account other people's health and wellbeing.</p> <p>Follow Health and Safety policy and procedures including the wearing of personal protective equipment when necessary.</p> <p>Undertake health and safety training as required.</p> <p>Raise any safety concerns with a manager or supervisor.</p> <p>Take part in the apprentice review process and complete any training required, and be capable of working independently in the final year of the apprenticeship.</p> <p>Represent the company when required at national competitions & career fairs and support CSR activities</p> <p>Undertake such other duties as are commensurate with the apprentice role, as may be reasonably required at the initial place of work or at other locations in the company..</p>	<p>https://www.indeed.co.uk/viewjob?jk=6c8008e72ec2475d&q=apprenticeship&l=Edinburgh&tk=1bd0rgttp15ase2i&from=ja&alid=57d67f81e4b066182cb5f589&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1bd0rgttp15ase2i</p> <p>https://www.indeed.co.uk/viewjob?jk=aea1fedc2ef0c1d4&q=apprenticeship&l=Edinburgh&tk=1bd0rgttp15ase2i&from=ja&alid=57d67f81e4b066182cb5f589&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1bd0rgttp15ase2i</p>
Apprentice Earthmoving/Construction Plant Equipment	Liebherr-Great Britain Ltd. - Bathgate		Attend college as required and complete a recognised apprenticeship framework to a high standard, Ensuring and maintaining the	https://www.indeed.co.uk/viewjob?jk=81d2650fd0eb4721&q=apprenticeship&l=Edinburgh&tk=1bchh3

			<p>health, safety and welfare of themselves and others in the workplace and ensuring all documentation is completed as required</p> <p>Follow a set rotation and training plan in the workplace</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>klv15aq8pp&from=ja&alid=57d67f81e4b066182cb5f589&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1bchh3klv15aq8pp</p> <p>Advertised on www.indeed.co.uk</p>
Sales Adviser Permanent Immediate start	Sole Trader	NMW	Sales advisor duties including strong customer service skills, willingness to learn and stock movement	<p>Hand CV and cover letter for attention of the manager or assistant manager in to the store or email</p> <p>kevinoshaughnessy@hotmail.co.uk</p>
Apprentice Fitter	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</p>	<p>https://www.networxrecruitment.com/Jobs/Feed?key=DSEr7hNPiIVhIF%2fjimpYiGdakITVJ82%2fI4UXPjOjx948%3d</p> <p>Closing date: 26th May</p>

			how to inspect, service, maintain and repair machines and equipment, including replacing parts and checking and calibrating instruments.	
Modern Apprentice- Software Developer x2	Bathgate	£10400	<p>What might a typical day in this job look like? Responsibilities include but are not limited to the following:</p> <ul style="list-style-type: none"> • Back end development • Product design • Dealing with customers • Gain User experience • User testing • Interaction design • Prototyping • Visual designing <p>What will I learn? The programme teaches you -</p> <ul style="list-style-type: none"> .C#/Java fundamentals .Software and systems development .Database modelling .Programming .How to test systems .How to provide technical advice and guidance .Web development <p>What qualification or qualities are required? Qualities/Requirements --</p> <ul style="list-style-type: none"> • A passion for IT • A passion for software development • Looking to develop a career in software development <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: www.apprenticeships.scot</p> <p>Closing date: 24th May</p>
Sales Adviser	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
Modern Apprenticeship- Heating Engineer	1x Livingston 1x Bathgate	£6200-£11000	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	<p>To apply visit: www.apprenticeships.scot</p>

			<p>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>What might a typical day in this job look like?</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>What will I learn?</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 joining pipes is vital. Special training is required in welding to ensure a high standard of workmanship.</p> <p>What qualification or qualities are required?</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>	Closing date: 18 th May
Data Analyst Modern Apprenticeship	Edinburgh	£9984pa	A company that provides solutions that enable automotive recyclers to sell more parts to more customers. Providing the Pinnacle Professional YMS - the most	To apply visit: www.apprenticeships.scot

		<p>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>What might a typical day in this job look like?</p> <p>Responsibilities of the Apprentice – In this role, you will:</p> <ul style="list-style-type: none"> • 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 • 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 is undertaken on a bespoke web based application - Data is then fed into the main yard management system used by our customers • 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 <p>What will I learn?</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>Closing date: 15th May</p>
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			<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>What qualification or qualities are required?</p> <p>You will ideally have:</p> <ul style="list-style-type: none"> • Experience and a strong interest within the automotive industry - as familiarity with automotive vehicles, parts and terminology is vital • 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 • A high attention to detail - as consistency in how the data is presented is needed to allow easy usage within the application • Good English skills, both written and verbal for dealing with customer change requests • 5 standards (Level 1 - 3) OR 5 National Level 5 grades, both qualifications including Maths and English 	
EY Business Apprentice- Tax	Edinburgh		<p>Our new training programme lets you join EY straight after school or college — just as 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</p>	<p>https://ukcareers.ey.com/schools/our-programmes/programmes-for-school-leavers/the-ey-business-apprenticeship/about-ey-business-apprenticeship</p>

			<p>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 ICAEW Certificate in Finance Accounting and Business (CFAB)*.</p> <p>*those completing the EY Business Apprenticeship in Scotland will complete their studies with ICAS.</p> <p>Eligibility</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 qualifications.</p> <p>Which area of the business is right for you?</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.</p> <p>Find out which one is best for you:</p> <ul style="list-style-type: none"> · EY Business Apprenticeship - Assurance · EY Business Apprenticeship - Tax · EY Business Apprenticeship - Transactions 	
Modern Apprenticeship-Food and Beverage Assistant	Apex Hotels	£7 ph	<p>REQUIREMENTS</p> <ul style="list-style-type: none"> • Previous experience of food and beverage desirable, preferably in a 4 star environment. 	<p>https://www.apexhotelscareers.co.uk/modern-apprenticeship-food-and-beverage-assistant-1180.htm?utm_source=Indeed&utm_medium=organic&utm_campaign=</p>

<p>Full Time 40 hours</p> <p>Shift pattern Varied shifts, includes mornings, evenings and weekends, 5 days from 7</p>			<ul style="list-style-type: none"> • A food service related SVQ (or equivalent) is beneficial but full training will be given. • Experience of working with Micros systems desirable. • Customer service experience is essential <p>THE ROLE As a Food and Beverage Assistant your responsibilities will include:</p> <ul style="list-style-type: none"> • Able to work in all areas of Food and Beverage including Bar, Restaurant, Room Service and Conference. • Welcome guests to their table in a polite and friendly manner • Take and deliver customer orders. • Prepare the restaurant for service • Follow cash handling procedures • Manage guest queries in a timely and efficient manner • Up-sell our products in line with departmental incentives • Ensure compliance of brand standards • Ensure cleanliness of work areas at all times <p>THE PERSON 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. 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>	<p>gn=Indeed</p> <p>Closing date: 30th May</p>
<p>Apprentice Office Administrator</p>	<p>Edinburgh</p>	<p>£11500pa</p>	<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. Responsibilities will include:</p> <ul style="list-style-type: none"> • General Administration – (filing / 	<p>https://www.indeed.co.uk/cmp/HeadNorth-Consulting/jobs/Apprentice-Office-Administrator-6227e5dc64ec0734?q=apprenticeship</p>

			<p>scanning, digital system management / microsoft word applications)</p> <ul style="list-style-type: none"> • Contracts and Vendor Management (managing accounts we hold with service providers) • Invoicing – creating and sending invoices / entry level credit control • Customer Service – communicating as needed with our clients / candidates in relation to formal / informal messaging – phone, letter and email • Marketing and Advertising – supporting the team with website amendments / posting job advertising / building marketing lists and creating content <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> <ul style="list-style-type: none"> • First up – a fun, friendly and busy environment • An initial apprentice level salary with a progression plan following the completion of training (starting salary £11,500) • Excellent training - internal and external • Ongoing career development <p>For a successful, driven and results orientated individual, you can make it what you want it to be in the longer term</p>	
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Apprentice Technician - Audi	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 Apprentice Service Technician. You will I 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 and our customers.</p>	https://www.indeed.co.uk/cmp/Lomond-Audi/jobs/Apprentice-Technician-Oe7aa1ffc06c68ed?q=apprenticeship
Sales Assistant/Barista Weekend, hours to be confirmed	Thornton's	Salary meeting the living wage	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	Please hand CV into the store marked for the Manager's attention
Modern Apprenticeship- Sales Administration Support	Broxburn	£10000 pa	Currently seeking an ambitious individual for a Business Administration apprenticeship position within an international telecommunications companyResponsibilities of the Sales Administrative Support Apprentice:	To apply visit: www.apprenticeships.scot Closing date: 1 st May

			<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>What will I learn? Requirements of the Sales Administrative Support Apprentice: Organised & motivated Enthusiastic Good written English & numerical skills Good communication skills Professional with team members & customers</p> <p>What qualification or qualities are required? Apprenticeships and Vendor qualifications gained: Start with a 12-14 month Digital Applications apprenticeship, which consists of training in small groups and work-based assessment, covering: Presentation Software, Front end website content development, Introduction to office systems and Image and video editing.</p>	
<p>Apprentice Programme 2017 - Trades (Bricklaying and Carpentry/Joinery)</p>	<p>Barratt Homes, Livingston</p>		<p>Our Apprentice programme is run in partnership with CITB, the Sector Skills Council for construction. It mixes college study with practical on-site training with experienced trade specialists, and a programme that goes well beyond the standard syllabus. Once you're accepted, you'll start a two year structured Intermediate Apprenticeship. You'll learn on the job, and in a locally approved college – and you'll be earning all the time. At the end of the two years, you'll have loads more experience and valuable job skills, plus a technical certificate and nationally</p>	<p>https://isw.changeworknow.co.uk/barratthomes/vms/e/barratt_developments/positions/caOVTxk-fiwPaDIpyvqQAL</p> <p>Closing date: 30th June</p>

			<p>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>	
Temporary Mail Sorters	Livingston	£7.50ph	<p>This position would be ideally suited to candidates with experience working in a busy and exceptionally fast paced warehouse environment.</p> <p>In order to be successful as the Mail Sorter you will have:</p> <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 	http://www.aplitrak.com/?adid=S2F0ZS5DYXJsYXcuMTI4MDYyNDcwNOBwcmItZXRpbWUuYXBsaXRyYWsuY29t
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

Kitchen Team Member Full Time and Part time positions available	Pizza Hut		Must be friendly, hardworking, enjoy working as part of a team and able to interact well with the public. Main duties include cash handling, meeting and exceeding customer needs. Main duties for the kitchen chefs are pot wash, preparation and presenting food. Full training will be provided.	Please apply online at www.careersatpizzahutrestaurants.co.uk
Store Assistant	Aldi	£8.40-£10.00ph	It's a really fast paced environment, for a start. And everyone here understands exactly what needs to happen to make their store a success – and gets on with doing it. But the 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.	https://aldi.vacancy-filler.co.uk/Candidate/AdvertDetails/ykAbpq3CwbsRn67aza18Sp21a62vBGF111yLjuODDQg?_storeid=oEe6xfYPeDxnHRbKXUlc6qLfrQUo6_6AsffPIviRnpw advertised on www.indeed.co.uk


Modern Apprenticeships Websites

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

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

Other Training / Learning Opportunities

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

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

Course Information	Training Provider	Recruitment Information	Booking Summary
and works with adults, communities and young people. There are a range of learning opportunities, mainstream youth clubs and other activities available in local areas.			
<p>IMPROVING YOUR READING, WRITING AND NUMBERS</p> <p>There are lots of reasons why you may want to brush up on your skills: helping your child with homework, feeling more confident at work, gaining a first qualification or because you need to pass your driving theory or entrance exam into the uniformed services</p> <p>The aim of ABE is to work with anyone over the age of 16 who can set goals to improve literacy and numeracy skills or who is experiencing hearing loss and wishes to learn lip-reading skills. We provide a free service with access to workshops, short courses and ongoing individual learning.</p>	ABE		Contact: 0800 731 1831 to set up a personal appointment to talk about your needs.
<p>B4 and On2 Work Aged 16 – 24 with a physical disability?</p> <p>Do you have worries or concerns about applying for jobs and attending interviews? Confidence Building, Interview Skills, Job search Support, Sign Post to all Employment Providers, Benefits Advice, Work Placements, Individual Pathway Designed and Supported.</p>	Ability Centre, Carmondean	The course will be repeated after 6 weeks please contact for next start date.	For more information please contact Angela Knox at the Ability Centre: (01506) 774066 or email: Lorna.hutson@westlothian.gov.uk
<p>Individual Learning Accounts £200</p> <p>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</p>	To search for learning opportunities & providers	http://www.myworldofwork.co.uk/section/funding	<p>Apply online at: www.myworldofwork.co.uk</p> <p>If you want to open an account or renew an expired account:</p> <ul style="list-style-type: none"> • 29 April 2017: Last day to request a

Course Information	Training Provider	Recruitment Information	Booking Summary
<p>Individual Training Award (ITA) You will only be able to do one course in any learner year and courses will be geared towards helping you with getting a job or progressing in your career.</p> <p>To 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"> • 30 April 2017: Last day to request an application form on My World of Work • Mid May 2017: Application and renewal forms need to be returned by mid May so that they can be processed by 31 May • 31 May 2017: Last day that an account will be opened or renewed <p>If you want to book a course under the existing ILA scheme:</p> <ul style="list-style-type: none"> • 30 June 2017: Last day bookings can be made under the existing ILA scheme. Bookings can only be made for courses with a start date no later than 30 September 2017.
<p>Graduate Careers / Post Graduate Study</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
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<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.</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>Access 2Employment advisers are available in the library, providing continuing support tailored around the individual so that they are equipped with employability skills that meet the needs of employers, recognising that one size does not fit all. Advisers help people to develop confidence or advise on preparing CVs, provide interview guidance, assist with the completion of application forms and provide overall employability support.</p>

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>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>			Office: (01506) 774030. Textphone: (01506) 774044. Mobile Text: 07742232978
<p>CITIZENS ADVICE BUREAU (CAB)</p> <p>Almondbank Centre, Shiel Walk, Craigshill, Livingston</p> <p>Outreach sessions are also held at centres: Armadale, Blackburn, Blackridge, Dedridge, Fauldhouse, West Calder & Whitburn.</p>	Phone the advice line number 01506 432977 or email for advice at: enquiries@cabwestlothian.org.uk	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	Advice line – (01506) 432977 Admin Line – (01506) 436132 Appointments Line (01506) 431061 Outreach Office 01506 444814
<p>CHILL OUT ZONE (COZ) Aged 18-20, 7 Gardeners Lane, Bathgate</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.		If you would like to chat with someone or to visit telephone (01506) 652436

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