



Telephone 0800 917 8000 for any queries on:

SDS Individual Learning Accounts

My World of Work

The Big Plus

PACE redundancy support

Careers information and advice

Updated: 07/09/2017

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:

- **£7.50** – The main rate for workers aged 25 and over
- **£7.05** – The 21-24 rate
- **£5.60** – The 18-20 rate
- **£4.05** The under 18 rate
- **£3.50** – The apprentice rate

Local opportunities within the centre, Livingston:

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

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

Apprenticeships website: www.apprenticeships.scot

Criteria for Vulnerable Young Person for Community Jobs Scotland. Please note referral can only be completed by SDS and Job Centre staff.

- Person with a criminal conviction
- Care Leaver or care experienced
- Military early service leaver (having served up to 6 years)
- Carer
- Person with a disability (includes moderate mental health issues or long term health condition)
- Person currently participating on an Activity Agreement
- Homeless person (including temporary or unstable accommodation)
- Person affected by substance misuse (i.e alcohol, drugs)
- Person with lower than SCQF Level 5 qualification
- Work programme completers who remain unemployed
- Adviser Discretion (includes refugees/person with immigration allowed to undertake employment and ethnic minority groups etc)

Steps N2 Work (West Lothian Council)

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

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

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

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

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

Job Title	Company Name	Pay	Requirements	How to Apply
Christmas Sales Assistant	GAME Hero			Apply on www.indeed.co.uk
Retail Team Member	Toys R Us	unknown	We are looking for special individuals with friendly and outgoing personalities who enjoy variety in a fast paced and fun environment to join our team in Livingston. You'll get involved with all aspects of working in our fabulous Toys R Us store to ensure our customers receive excellent service throughout their shopping experience. Flexibility is essential as shifts may vary throughout the week. Retail experience would be an advantage and an appreciation of parent's and children's needs will be especially valued.	https://www.indeed.co.uk/cmp/Toys-'R'-Us/jobs/Retail-Team-Member-7d7381338f0fd9c6 on www.indeed.co.uk
Part Time Warehouse Assistant 20 hours per week 3.30pm-7.30pm	Schuh, Bathgate	£7.29 ph	Duties include picking and packing stock for delivery to our retail and online customers. If you're honest, reliable and flexible and have the drive, enthusiasm and energy to be part of a team then we'd like to hear from you.	http://www.schuh.co.uk/careers/vacancies/#4838 on www.indeed.co.uk
Modern Apprentice HR Business Support Administrator	SRUC, Edinburgh	£16258 pa	In our team you will: Act as a point of contact for the HR Business Support Hub; ensuring customers receive a first class service with appropriate levels of confidentiality and security maintained at all times. Work collaboratively with HR Business Support Hub colleagues to support the delivery of wide-ranging administrative support Provide general office support to the Hub and the wider HR Team eg filing, photocopying, booking rooms, arranging meetings etc. Accurately process and record information in accordance with key deadlines Resolve enquiries from internal and external customers in a timely manner, personally addressing matters What will I learn? You will be given full support and training when you join the team, gradually getting	To apply visit: www.apprenticeships.scot Closing date: 20 th September

			<p>more and more responsibility for your daily work. You will learn teamwork, planning and organising your day, using your initiative to progress your work and at times having responsibility for several tasks at once. Problem solving as well as some analytical skills.</p> <p>SVQ Level 2 / 3 in Business Administration You will learn a lot about Human Resources so that hopefully by the end of your Modern Apprenticeship you would have a full understanding of the support work required to ensure the efficient functioning of the Human Resources Department.</p> <p>What qualification or qualities are required? We would expect that you have a National 5 qualification in English, you should have a high standard of numeracy, you will work with numerical calculations most days so you must be confident arithmetically. You must be reliable, a degree of confidence is required but what is really important is a willingness to learn and to contribute your very best to the team and organisation. A good working knowledge of Microsoft office is required.</p>	
<p>Modern Apprentice Nursery Worker</p> <p>Full Time</p>	<p>Busy bees, Livingston Village</p>	<p>£7280pa</p>	<p>Job overview Working with in the nursery on a daily basis completing practical work and building your knowledge. You will be assigned a personal Training Officer who will identify your starting point and will help you set individual targets to complete your framework. Your Training Officer will plan your learning with you, then judge your knowledge and performance against the national standards.</p> <p>What might a typical day in this job look like?</p> <ul style="list-style-type: none"> • Actively work towards the modern apprenticeship framework provided by Busy Bees with an expectation of completion within the agreed timeframe. • Be enthusiastic and proactive in developing own skills within the workplace 	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 24th October</p>

			<ul style="list-style-type: none"> • Be involved in the planning and prioritising of the activities and progress in the room in order to create and develop a stimulating environment in line with the current curriculum • Assist with the delivery of a high level of quality childcare whilst maintaining a professional and positive outcome for both children and staff. • Assist with the day to day running of the room • Communicate with their line Manager regarding the activities and progress within the room. • Demonstrate a commitment to continued professional development. <p>What will I learn? The apprenticeship will provide learners with the skills to work with children aged 0-5 year olds and increases their knowledge of 0-18 year olds.</p> <p>What qualification or qualities are required? No previous qualification or experience is necessary. You will need to have a passion for childcare and be committed to your own career development. Studying towards the SVQ3 Social Services (Children and Young People) SCQF Level 7</p>	
<p>Temporary Sales Assistants</p> <p>Contracts between 8-20 per week</p>	Lush	£8.45 ph living wage	<p>OUR IDEAL CANDIDATE</p> <ul style="list-style-type: none"> • Has a genuine interest in delivering 5 star customer service and creating an experience for our customers • Is Passionate about Lush, our products and our values • Has a strong work ethic and passionate about developing yourself and your product knowledge • Is available to attend paid evening training sessions • Is available to work at least two full days over a seven day week. Shifts are a minimum of 4 hours per day • Is open to receiving developmental 	<p>Let us know why you're the perfect candidate for this role, submit your CV and a covering letter to explain why you would love to be part of our team to livingston.recruitment@lush.co.uk Application Deadline : 5pm on 12/09/2017</p>

			<p>feedback and coaching to further develop yourself within your role.</p> <ul style="list-style-type: none"> Has a passion for Retail and meeting daily sales targets. 	
<p>Team Member</p> <p>Up to 20 hours per week, Monday to Friday, permanent</p>	Spudulike	Meets NMW. Bonus scheme operational	<p>Job Description:</p> <p>We are seeking ambitious team members who are keen to develop and progress. In return we offer first class training with genuine career opportunities, sociable working hours, in a clean environment.</p>	<p>CV and covering letter should be handed into the unit for the attention of the Store Manager or emailed to livingston.mgr@spudulike.com</p>
<p>Trainee Service Engineer</p> <p>Mon-Fri 37.5hr per week</p>	Livingston	Meets National Minimum Wage - To be discussed	<p>This role will appeal to someone who is proactive, customer focused and in some cases work un-supervised. The position holder will be required to carry out their responsibilities as a trainee service engineer with a focus on customer service. Working closely with the Service Desk and other Senior Engineers to help clear down service calls, you would also get involved with site surveys and machine installations. Pre-delivery maintenance for machines to be installed, or for resale Preventative maintenance, including cleaning coin mechanisms, cleaning chillers etc. Be helpful and flexible in all duties. Sanitisation of water coolers Communicate with Service Desk on clearing down service calls Be involved with site surveys and machine installations with other engineers. Fill in any requested paperwork for service calls that are chargeable.</p> <p>Responsibilities</p> <p>Ensure accurate use of mobile device Ensure delivery of excellent customer service to all customers at all times. Be smart and presentable at all times Be helpful and flexible in all duties. Work closely with Service Desk and Technicians in problem solving machine issues Provide preventive maintenance to machines that are set up on the preventative</p>	<p>Please send CV to holly.flannigan@westlothian.gov.uk and state the job title you are applying for.</p> <p>Closing Date</p> <p>30th September 2017</p>

			<p>maintenance schedule via Service Desk. Complete job sheets for any work that is confirmed to be chargeable. Communicate with Service Desk, Operators, fellow Technicians and other Capital Vending staff as and when required using mobile phone or PDA.</p> <p>Person Specification & Qualifications Technical and mechanical minded Self-motivated with an enthusiastic approach to change and varied workload. A team player as well as the ability to work remotely Good written and verbal communication skills Competencies Customer Focus, Ability to Problem Solve & Action Orientated In-house training provided</p>	
<p>Office Junior Mon-Fri 9:00am - 5:00pm</p>	Livingston	NMW	<p>StepsN2Work eligibility conditions apply Job Outline You will join a friendly and dedicated team and will be responsible for providing overall support to the office. Your key responsibilities will include: Greeting visitors to the office, offering them a drink Answering the phone and transferring calls Taking telephone messages and ensuring they are passed to the correct person Taking the post around and receiving deliveries Maintain General Filing system Data input into Sage and bespoke CRM Other general admin duties where needed</p> <p>Experience / Qualifications required Educated to a good standard Excellent communication skills both written and verbal High level of numerical and verbal reasoning Strong IT skills</p> <p>Qualities We are looking for someone who is enthusiastic, proactive and willing to learn, who is a real team player and has the</p>	<p>Please send CV to holly.flannigan@westlothian.gov.uk and state the job title you are applying for.</p> <p>Closing Date 30th September 2017</p>

			attitude that 'nothing is too much trouble' Training Provided In-house training provided	
Trainee Customer Service/Administration Assistant Mon-Fri 9:00am - 5:00pm	Spoonfed, Livingston	At least meets National Minimum Wage - To be discussed depending on experience	StepsN2Work eligibility conditions apply. Job Outline Assisting with customer setup and administration including configuring Spoonfed Online Catering Software options and menus for new customers and changes for existing customers Responding to customer requests for help and support. Administration assistance to office manager and bookkeeper General office duties Experience/Qualifications Essential: Aptitude for learning software systems Knowledge of Microsoft Word and Excel Desirable: National 5 in Maths and English Personal qualities Enthusiastic, Hard working, Good attention to detail, Personable Training Full training in Spoonfed, catering management software will be provided in addition to other internal systems and processes.	Please send CV to holly.flannigan@westlothian.gov.uk and state the job title you are applying for. Closing Date 20th September 2017
Caretaker x 2 30-36 hours per week	West Lothian Council, Whitehill Service Centre	NMW	Purpose of the job To provide security and caretaking services at Whitehill Service Centre. Principal Accountabilities/Key Tasks Monitor the security of the buildings and contents including car parks, alarm systems and keys. Ensure the safe and proper operation and maintenance of the offices, facilities, plant and equipment. Undertake general caretaking duties including portorage, internal moves, disposal of waste, room/space set up and change of use,	To apply please send your CV to alexa.davey@westlothian.gsx.gov.uk Closing date: 14 th September

			<p>messenger services and control of car parks. Undertake regular inspections of the premises and carry out minor repairs and cleaning operations and to report to Buildings co-ordinator any maintenance or Health and Safety issues outstanding.</p> <p>Liaise with the Buildings co-ordinator on work schedules, allocation of duties, out of hours requirements and building users needs. There will be requirements to provide caretaking services out with normal office hours and staff will be required to fulfil that role when required.</p> <p>Essential General handyperson skills Friendly and courteous manner as is required in service industries</p> <p>Desirable Basic understanding of operating plant and equipment in large buildings Basic knowledge of Health and Safety issues. Basic IT skills Approachable and friendly manner. Customer Service Skills. Able to work on own initiative.</p>	
Assistant Hairdresser	Vincent Bell, Edinburgh	£6216pa	<p>In a typical day you will help and assist stylists with clients. Wash clients hair and look after clients needs. General housekeeping of the salon to make sure the salon in clean and tidy for the next clients coming in.</p> <p>What will I learn? You will learn how to cut and colour hair as well as the technical side of this. You will also learn how to do different styles of hair as well as general assistant duties. Washing hair, blow drying hair and looking after clients and assisting the stylists.</p> <p>What qualification or qualities are required? No qualifications are required for to be put on the modern apprentice programme but good communication skills, politeness, good manners and a willingness to learn are essential qualities for this post.</p>	<p>For more information and to apply visit: www.apprenticeships.scot</p> <p>Closing date: 26th December</p>

<p>Crew Member</p>	<p>McDonald's</p>		<p>Quite simply, you'll be working in our fast moving, high energy environment and we're looking for a genuine smile plus an ability to connect with customers and make them feel valued.</p> <p>Position Attributes</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://people.mcdonalds.co.uk/job-search</p> <p>on www.indeed.co.uk</p>
<p>Christmas Casu</p>	<p>Bathgate Parcel Sort Centre</p>	<p>Pay Rate Mon - Sat 06.00 - 22.00 £8.00 Mon - Fri 22.00 - 06.00 £8.50 Sun - 06.00 - 22.00 £8.80 Sat & Sun - 22.00 - 06.00 £9.80</p>	<p>The Christmas period is naturally a very busy time of year for Royal Mail. To help us handle the increased volumes of mail we require casual workers to sort mail in our mail centres with start dates between mid-November through to mid-December. As the face of Royal Mail you will work as part of a team ensuring we continue to deliver the high standards of service our customers expect.</p> <p>In the mail centre you will cover various indoor roles in a warehouse environment, you could be unloading mail from vans, moving large volumes of mail around in trolleys, sorting parcels and letters manually or operating machinery. It is a fast paced environment and you'll be working to efficient methods to meet our business performance targets. A mail centre can process over a million items in a shift and you'll be a valuable part of making that happen.</p>	<p>https://jobs.royalmailgroup.com/job/Bathgate-Christmas-Casuals-Bathgate-Parcel-Sort-Centre-EH48-2EY/350225801/?feedId=111701&utm_source=Indeed&utm_campaign=RMG_Indeed</p> <p>on www.indeed.co.uk</p>

Retail Assistant	Farmfoods, Bathgate	£5.70-£7.60ph	We are looking for committed, highly motivated and passionate people who have drive and ambition to succeed	http://jobs.farmfoods.co.uk/farmfoods/Search/Vacancy/All/2/2511521/Retail%20Assistant%20Bathgate%20Scotland.html on www.indeed.co.uk Closing date: 11 th Sep
Sales Assistant Saturday 7.5 Hours , Sunday 7.5 Hours.	HMV		If you really know your stuff about the products that we sell and can inspire customers and deliver exceptional service, we can offer you an exciting career in entertainment retail. Successful applicants will be required to work up to 25 hours per week in December.	https://careers.hmv.com/Recruitment/JobDetail?pid=RFMVZ4EA57LFI on www.indeed.co.uk Closing date: 14 th Sep
Modern Apprentice Service Desk	Edinburgh		What might a typical day in this job look like? Job Description: Do you love to provide great customer service? Do you enjoy a fast paced, technological environment? Want to work for a global company with opportunities for progression and international travel? If you are passionate about IT and want to gain industry relevant qualifications (and get paid!) whilst growing your career with an international organisation through an IT apprenticeship - then keep reading! Join our fast-paced Service Desk and be on the front line of keeping our colleagues online. Our 24/7 Service Desk team are the first responders on all IT issues for our colleagues and customers around the globe, ensuring business critical systems are operational. This includes logging all incidents and service requests, and where possible providing first contact resolution. Analysts will develop a strong knowledge of all tasks and systems associated with the role and will have the ability to categorise and prioritise tasks. We invest US\$150 million into our IT systems	To apply visit: www.apprenticeshipsinscotland.com Closing date: 11 th October

			<p>every year – technology drives everything we do.</p> <p>--Main role/ responsibilities:</p> <ul style="list-style-type: none"> • Respond to queries and requests via a number of methods including phone, email and support tickets • Provide First Contact Resolution (FCR) whenever possible using the knowledge base and other tools at your disposal • Identify repeat incidents and highlight potential process improvements • Complete user access requests, software installs and local hardware requests • Build great working relationships with all teams across Computershare • Ensure that all procedures and documentation are kept current, and that any amendments are communicated to the team • Ensure that your work adheres to internal and external audit requirements, business regulations, and service level agreements <p>What will I learn?</p> <p>Modern Apprenticeship Training: As an IT Apprentice, you will work towards an SCQF Level 8 Diploma in IT & Telecommunications through on job assessor visits and portfolio work.</p> <p>What qualification or qualities are required? Qualities / essential requirements:</p> <ul style="list-style-type: none"> • Excellent communication skills – you're great on the phone • A belief that excellent customer service is everything • A willingness to work flexible hours/shifts • A great team player – you help others and know when to ask for help • An understanding of Microsoft tools & systems • Self-motivated – you're willing to take a project and own it • Able to troubleshoot hardware/software/network issues (and you're eager to learn new technologies) 	
Modern Apprentice Bus and Coach Engineer	Edinburgh	£6000-£7500	We are recruiting throughout Edinburgh for people between 17-19 years old that are looking to leave school and begin a career	To apply visit: www.apprenticeshipsinscotland.co

			<p>where they will be gaining a qualification whilst earning a wage.</p> <p>What might a typical day in this job look like?</p> <p>With over 15 years of experience, Lothian Buses has a fleet of over 721 vehicles and has one of the youngest fleets of buses in the country.</p> <p>If you enjoy working with your hands and are not scared of getting them dirty, and would like to learn more about;</p> <ul style="list-style-type: none"> • Vehicle servicing & inspection • MOT preparation • Removal, replacement and overhaul of major components • Electrical fault diagnostics <p>What will I learn?</p> <p>Throughout your employment you will earn as you learn to gain an SVQ Level 3 in Bus and Coach Engineering and Repair.</p> <p>This exciting new career opportunity will start in October 2017.</p> <p>What qualification or qualities are required? We are looking for candidates that have the following:-</p> <p>Attention to detail</p> <p>The willingness to learn</p> <p>Maths, English & either a Science or Craft subject at National 4 or above, Standard Grades 1-4 (intermediates will also be accepted).</p> <p>A Driving Licence would be desirable.</p>	<p>m</p> <p>Closing date: 15th September</p>
Sales Associate 8 hours fully flexible	Sole Trader	Meets NMW	Provide strong customer service and have a passion to learn. Deal with weekly deliveries.	Please e-mail CV to kevinoshaughnessy@hotmail.co.uk or hand into store
Sales Assistant Variety of positions and contracts from 8 hours to 20 hours. Must be flexible	Ted Baker	Meets National Minimum Wage	To deliver high levels of customer engagement and working to achieve set goals and targets. Experience is not necessary but preferred.	CV and covering letter to be emailed to the Store Manager at the following address: manager.215@tedbaker.com
Weekend Sales Assistant Saturday and Sunday – hours to be confirmed	The Gift Company	Meets NMW	Individuals applying should be enthusiastic, motivated, customer focused, flexible and hard working.	CV and covering letter to be emailed to Jody McHugh at the following address: jody@giftcompany.com

Waiting Staff Full time (30- 40 hours) and Part-Time (20 hours minimum)	Prezzo	Exceeds National Minimum Wage	Individuals applying must be enthusiastic, motivated, customer focused, friendly, outgoing and hard working. Good time keeping is essential. Previous waiting/bar experience is preferred but not essential.	CV and covering letter to handed into the Prezzo unit for the attention of The Manager.
Sales Assistant Part-time position, 8 to 16 hour contract	Tommy Hilfiger	NMW	Individuals applying should be enthusiastic, motivated and customer focused, finding it easy to talk to people. Previous experience in retail is required although full training will be provided.	Please hand CV and covering letter into the Tommy Hilfiger unit for the attention of The Store Manager
Sales Associate 4 hours per week however overtime will be expected. Ideally applicants should be fully flexible. Permanent /immediate start	North Face	NMW	A motivated and dedicated team member is essential. Applicants should be customer focused with a passion for the outdoors. Retail experience is required.	CV and covering letter should be emailed to: tnfstore_livingston@vfc.com
Sales Advisor x 2 8 & 12 hours permanent contracts available	Clinton Cards	Salary meets minimum wage	Previous experience is preferred, but not necessary as full training will be provided. You must be fully flexible for this role, as the hours include the weekdays and weekends.	If you think this is the job for you please hand your C.V and cover letter confirming your availability to a member of the team.
Sales Advisor 16 hours	The Fragrance Shop		You must be fully flexible for this position as working hours includes weekend & weekdays. Previous experience is preferred but full training will be provided.	If you think this is the job for you please hand your C.V instore to a member of the team.
Customer Service Assistant (over 18)	Quicksilver	Salary meets national minimum wage.	Quicksilver are looking for 2 x customer Service Assistants to join their team. Both of these positions are based on 16 hours over 4 days, you must be fully flexible with this role. You must have a good standard of mathematics skill, for this position you must be over 18 and have the flexibility to work Tuesday from 6am.	Please hand your CV instore to a member of the team.
Team member	KFC		Front of House - You'll be the first person our customers meet when they visit our restaurants, it's up to us to create a fantastic experience for each and every one of them. Our Front of House team are friendly, welcoming and making our customers feel like they made the right choice to eat with us.	https://www.indeed.co.uk/viewjob?jk=53b0fcb9c0c0b6aa&l=livingston&tk=1bo74o38v9molbip&from=web

			Middle of House - Whilst not in a customer facing position it will be your responsibility to ensure the product we deliver to our customers is the very best, supporting our Front of House team by delivering the perfect product you have prepared	
Customer Adviser	Sketchers		Experience in fashion and footwear will be considered and advantage	https://jobs.smartrecruiters.com/Skechers1/743999657822174-get-in-touch-with-skechers-livingston-designer-outlet-?referrer=210
Kitchen Team Member	Chiquito		To cook dishes to specification, cleaning duties, environment, fully comply with food safety/ health essential. Full training provided	https://www.indeed.co.uk/cmp/Chiquito/jobs/Kitchen-Team-Member-4f0272f32ab9cf96
Cleaner	B&M		<p>We're currently recruiting for an energetic Cleaner to join us in store.</p> <ul style="list-style-type: none"> • Experience in a similar role • Passionate about delivering great customer service • The ability to think on your feet in a fast paced environment • Have a flexible approach with a 'can do' attitude 	http://bmretailweb.itssystem.co.uk/vacancies/4081/cleaner--livingston.html?Source=indeed
Team Member	Krispy Kreme		<ul style="list-style-type: none"> • A passion for the Krispy Kreme brand • A willingness to learn and develop in the role • Ability to create a fun and engaging working environment • Ability to work to company brand standards and lead by example to encourage your team to do the same • Proof of right to work in the UK 	https://www.indeed.co.uk/viewjob?jk=ab2ba409ed9e04fd&l=livingston&tk=1bo73q0rv9molcgi&from=web on indeed.co.uk
Temporary Sales Adviser	Topshop/Topman	Salary tbc	Temporary, must be flexible	Had a CV in to the store
Sales Adviser 20-25 hours, must be fully flexible over 7 days	Trespass	NMW	Job will be customer facing with customer service, cash handling, sales and stock replenishment and till operations Experience not needed	Hand in CV and covering letter
Chocolate Adviser, Temporary part time	Lindt	Exceeds NMW	Excellent customer service skills essential. Must be enthusiastic, organised and a team player.	Hand in CV and cover letter to store or email to acrawford@lindt.com
Sales Assistant	Barbour	£7.50 per hour	Overall purpose of the role- To positively contribute to the turnover of the Livingston	Email CV and cover letter to recruitment@barbour.com

<p>Temporary posts Part Time 3 x 12 hr positions available, must be fully flexible, Mon – Sun 9am - 6pm</p>			<p>store by offering excellent levels of customer service and developing selling opportunities. To represent the Barbour brand in a positive manner and remain professional at all times.</p>	
<p>Sales Assistant 16 hours</p>	<p>Chapelle jewellery</p>	<p>Competitive salary</p>	<p>An exciting opportunity to work within a great team, offering a competitive salary and hands on experience in the jewellery trade.</p>	<p>Go into the shop for further details</p>
<p>Modern Apprentice Network Rail Assistant</p>	<p>Edinburgh</p>	<p>£8,618.00 to £14,364.00 per year</p>	<p>Job overview In your first 21 weeks you will be one of 150 Modern Apprentices living and learning at Westwood, our world class training facility. The remainder of the scheme will be spent at a local depot close to your home. Depending on the career path you choose, once out in the field you could be designing signalling schemes, investigating loss of power to a substation, repairing damaged track, or developing new telecoms technology, all whilst making sure trains run to schedule. There's lots to take in and a lot of responsibility to take on. But by the end of the scheme, you'll be set up for a great future and career with Network Rail. What might a typical day in this job look like? During the residential period of the first 21 weeks you will take on academic study at the same time as working and complete a series of work-based learning assignments and reports. You could be specialising in Track, Off-track, Signalling, Electrification & Plant, Telecoms, Overhead Line. You'll be building experience that will set you up for the future too. You will get out and about on the network, learning alongside more experienced colleagues and working to transform this vast network of rail, signals, electrified lines and telecommunications to get them ready for the future. What will I learn? You'll be working towards an NVQ3 in railway</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 22nd September</p>

			<p>engineering. This involves a combination of rail-specific technical courses, work experience and formal assessments. On top of this, you'll complete various other technical and leadership training modules at Network Rail engineering training centres around the country to prepare you for a career at the top of your profession. Your classes will be taught by a team of experienced rail engineers and professional trainers. Some of them have been through the Advanced Apprenticeship Scheme themselves, so they're also a great source of information and advice.</p> <p>What qualification or qualities are required?</p> <p>You will require a minimum of 4 National 5 qualifications in Maths, English, Science (or Engineering) and 1 other subject.</p> <p>You must be aged 18 or older on 16th March 2018. This is to ensure we are compliant with Health & Safety requirements and regulations around shift patterns and working at night for under-18's. There is no upper age limit for the programme.</p> <p>You will be committed to further study and learning. You are safety aware, with strong attention to detail and problem solving skills. You're happy to listen and learn from others, with the confidence to communicate your own ideas and an ability to interpret and explain technical information.</p>	
<p>Sales Associate</p> <p>8 hrs, candidate must be available during weekdays</p>	<p>Sunglass Hut</p>	<p>NMW</p>	<p>Excellent customer service skills essential. Candidate is expected to achieve personal sales targets + KPI's and contribute to store success. Due to keyholder requirements applicant must be over 18.</p>	<p>Please hand CV in to store with availability clearly marked on cover letter</p>
<p>Office Administration Apprentice</p>	<p>M and M Timber frames, Bathgate</p>		<p>A fantastic opportunity has come available for a young, enthusiastic and hardworking individual to join a small family business in the role of an Office Administration Apprentice. My client promotes a healthy working life balance by promoting an early</p>	<p>To apply:</p> <p>https://apprenticeships.qa.com/vacancy-search/office-administration-apprentice-1211-0001-</p>

			<p>finish on Fridays.</p> <p>Our client is looking to bring in an Office Administrator Apprentice to support the Office manager in the smooth running of the office requirements such as:</p> <ul style="list-style-type: none"> • Answering and recording customer calls and transferring to the relevant person • Recording meeting dates in the diary • Inputting employee time sheets onto the system and checking the hours against each job to ensure they match • Registering and recording new jobs and pass on to the appropriate department to price up the request • Sending letters to appropriate trades for estimate on work to be done <p>Qualities/ essential requirements</p> <ul style="list-style-type: none"> • Good educational standard • Works well within a team • Excellent communication skills • Works well under pressure • Ability to use own initiative • Confident in using MS Excel • Adhoc Administrative tasks • Month End Process • Timesheet management • Word processing • Document controlling and filing <p>Desired Qualification Someone with 5 standards (Level 1 - 3) OR 5 National Level 5 grades, both qualifications including Maths and English would be ideal</p> <p>Other Important Information</p> <p>Working days/hours: Monday-Friday, hours to be confirmed with the employer</p>	<p>00012123?source=indeed&utm_source=Indeed&utm_medium=cpc&utm_campaign=Indeed</p> <p>Closing date: 12th October 2017</p>
Part-time Team Member	Menkind	NMW	Menkind are currently recruiting for a new member to join their team, this role involves face to face sales and we are looking for a member of staff who is confident, outgoing and able to learn quickly. Previous experience in a sales environment would be an	To apply please hand in your C.V instore with your availability, please ask for Scott.

			advantage, but not essential as training will be provided. This is a part time position on a zero hour contract, we are looking for an individual who can be flexible to their working hours and be able to work when needed.	
Sales Associate	Gap Outlet	NMW	This position requires you to assist with cash desk duties, shop floor replenishment, customer service and fitting room cover. Hours Required: 8-16 hours	Please apply online at https://jobs.gapinc.com/
Sales Assistant	Regatta	NMW	Experience of working within a retail shop or in a customer facing environment is preferable but not essential. Will be required to ensure store excellence through optimising sales and delivering excellent customer service. Days/Hours Required: 16 hours per week	Please hand CV, covering letter with availability noted into the store FAO the Store Manager
Sales Assistant Days/Hours Required: Minimum 16 hours	Shakebar	NMW	Looking for a candidate who is able to communicate with the public and make milkshakes, smoothies & take away food. Will also be required to use blender and coffee machine.	Please hand CV and covering letter into store
Part Time Sales Associate	Footlocker		You love to talk about athletic sneakers and apparel as much as you love to collect them. You always scope out the latest styles, and enjoy sharing your enthusiasm with Customers. It's easy for you to start up natural, friendly conversations, adapt to different types of Customers, and resolve issues with a smile. You like to work as part of a team as you improve your individual skills on the sales floor. Your success in this role will be measured through personal and productivity goals plus your ability to provide a great in-store experience to every Customer.	you would like to apply, please go online to https://www.sneakerjobs.com/job/livingston/sales-associate
Modern Apprenticeships: New House Build Roof Tiling. External Render Apprentice.	GMG Contractors, West Lothian	Unkown	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	For more information and to apply visit: http://gmgcontractors.com/training-careers/

			<p>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:</p> <p>Age-related apprenticeship rate.</p> <p>An interest free £1000 loan to learn to drive which is written off after 3 years' service.</p> <p>Direct 1 to 1 assistance with operatives with Learning Difficulties.</p> <p>Their first set of tools.</p> <p>Work wear including t-shirts, hoodies, beanie hats, under armour.</p>	
<p>Modern Apprenticeship- Childcare</p>	<p>Vacancies available throughout West Lothian</p>		<p>Modern Apprenticeships in child care offer young people the opportunity to be employed full time in a nursery while undertaking a SVQ Social Services (Children and Young People) at SCQF 7.</p> <p>No experience is necessary, as full training will be given by both nursery and Carousel Training Centre.</p> <p>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.</p> <p>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.</p> <p>You will help the children learn and develop</p>	<p>To apply visit: www.carouseltraining.co.uk</p>

			<p>their physical, intellectual, language and social skills through organised play. You will care for them whilst away from their family, giving support where required. Other duties will include feeding, caring, developing and planning of activities. Domestic duties are required to ensure a safe environment for the children.</p> <p>You should be highly motivated and have good communication skills.</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=S2F0ZS5DYXJsYXcuMTI4MDYuNDcwNOBwcmItZXRpbWUuYXBsaXRyYWsuY29t

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
Hospitality & Catering	Improve Food & Drink Sector Skills Council	www.improveltd.co.uk

Apprenticeship Career Area	Company	Website
	VT Training Meat & Poultry Processing	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
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	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

Course Information	Training Provider	Recruitment Information	Booking Summary
<p>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>			<p>Sean@venturetrust.org.uk</p>
<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		<p>For more information, or to refer call Alex on 07788273345 or email ALEX@COMMUNITYENTERPRISE.CO.UK</p>
<p>The Future Horizons Programme is open to Early Service Leavers across all services, and supports those who have completed less than 4 years' service and are either discharged compulsorily or at their own request. Regardless of how long you have served or the reasons you have for leaving, Future Horizons will provide support and assistance to enable you to find suitable employment upon leaving the Armed Forces.</p> <p>Visit: https://www.ctp.org.uk/</p> <p>West Lothian Council is aiming to create Veterans Wage Subsidy places for veterans aged 25-49 years. Veterans aged 16-24 can access StepsN2 Work support.</p> <p>Employing a Veteran: If a business employs a veteran they will receive 50% of their salary for up to 26 weeks. The veteran must receive at least the minimum wage. There is a maximum level of subsidy per opportunity. The subsidy will be for up to 40 hours per week, with 26 hours being the minimum requirement.</p>			

Course Information	Training Provider	Recruitment Information	Booking Summary
<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 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>			

Course Information	Training Provider	Recruitment Information	Booking Summary
<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>	<p>ABE</p>		<p>Contact: 0800 731 1831 to set up a personal appointment to talk about your needs.</p>
<p>B4 and On2 Work Aged 16 – 24 with a physical disability?</p> <p>Do you have worries or concerns about applying for jobs and attending interviews? Confidence Building, Interview Skills, Job search Support, Sign Post to all Employment Providers, Benefits Advice, Work Placements, Individual Pathway Designed and Supported.</p>	<p>Ability Centre, Carmondean</p>	<p>The course will be repeated after 6 weeks please contact for next start date.</p>	<p>For more information please contact Angela Knox at the Ability Centre: (01506) 774066 or email: Lorna.hutson@westlothian.gov.uk</p>
<p>Individual Learning Accounts £200</p> <p>The existing scheme will be closed to new applications for a few months. The revised scheme will come into effect on October and will be called Individual Training Award (ITA) You 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 search for learning opportunities & providers</p>	<p>http://www.myworldofwork.co.uk/section/funding</p>	<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 renewal form through the SDS helpline on 0800 917 8000 • 30 April 2017: Last day to request an application form on My World of Work • Mid May 2017: Application and renewal

Course Information	Training Provider	Recruitment Information	Booking Summary
<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>forms need to be returned by mid May so that they can be processed by 31 May</p> <ul style="list-style-type: none"> 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 Prospects is the UK's official graduate careers website. There is information and opportunities for jobs and work and post graduate study. This can be searched by sector.</p>		<p>http://www.prospects.ac.uk/cms/ShowPage/Home_page/plaLaXi</p>	

Volunteering Opportunities

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

Local Opportunities visit: www.voluntarysectorgateway.org + www.volunteeredinburgh.org.uk	
Opportunities abroad: www.xchangescotland.org	

Advice

Advice Workshop	Training Provider	When	Booking Summary
Capability Scotland Advice & Support Service, West Lothian	Ability Centre, Carmondean Centre Road, Livingston	Mon-Thurs 9.00am-4pm Friday 9.00am-12pm	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.
Advice Shop at Carmondean Connected	It provides the full range of library services, as well as access to the Council's Customer Information Service, Access2Employment advisers and Macmillan Cancer Support. Carmondean Connected has integrated the Library Service with the Council's Customer Information Service and can answer queries regarding benefit advice, bin calendars, Blue Badges, bulky uplifts, concessionary travel, council tax, housing applications etc, as well as	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)	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. Service available on Monday: Morning: appointment only - 9.30am, 10.30am, 11.30am Afternoon: drop-in session - 1.00pm - 4.00pm

Advice Workshop	Training Provider	When	Booking Summary
	providing a comprehensive library service.		
<p>DISABILITY WEST LOTHIAN</p> <p>Promoting equality & rights- providing information, training and consultation The agency can help you with questions about equipment, local activities and rights or about what services you might be able to get.</p>			<p>Office: (01506) 774030.</p> <p>Textphone: (01506) 774044.</p> <p>Mobile Text: 07742232978</p>
<p>CITIZENS ADVICE BUREAU (CAB)</p> <p>Almondbank Centre, Shiel Walk, Craigshill, Livingston</p> <p>Outreach sessions are also held at centres: Armadale, Blackburn, Blackridge, Dedridge, Fauldhouse, West Calder & Whitburn.</p>	<p>Phone the advice line number 01506 432977 or email for advice at:</p> <p>enquiries@cabwestlothian.org.uk</p>	<p>Mon: 10am – 12.30pm Tues: 10am – 6.30pm Wed: By appointment only Thurs: 10am-3.30pm Fri: 10am-3.30pm Sat: 9.30-12.30pm</p>	<p>Advice line – (01506) 432977</p> <p>Admin Line – (01506) 436132</p> <p>Appointments Line (01506) 431061</p> <p>Outreach Office 01506 444814</p>
<p>CHILL OUT ZONE (COZ) Aged 18-20, 7 Gardeners Lane, Bathgate</p>	<p>Would you like support and help on issues that affect you like health, bullying, relationships, school, alcohol, drugs, sex etc. COZ offers help and support to young people through drop-in and group sessions, health clinics offering medical advice and a healthy eating café.</p> <p>Age 12-20</p>		<p>If you would like to chat with someone or to visit telephone (01506) 652436</p>

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