



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: 25/04/2018

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 2018 are:

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

- **£7.83** – The main rate for workers aged 25 and over
- **£7.38** – The 21-24 rate
- **£5.90** – The 18-20 rate
- **£4.20** The under 18 rate

- **£3.70** – 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 (Ie 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

Apprenticeships

Job Title	Company Name	Pay	Requirements	How to Apply
Electrical Apprenticeship	Everwarm, Bathgate		<p>Main Purpose of Role: To assist Electrician(s). This may involve doing basic tasks such as handling tools, and supporting the Electrician. As the Electrical Apprentice progresses, they will be given more independence in completing tasks.</p> <p>Main Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Installing and maintaining cables, wiring, Trunking, and other electrical equipment • Using a variety of hand and power tools to measure, cut, join and fit cabling, wiring and equipment of various types • Reading technical drawings • Installing the wiring and electrical components in complex electrical and electronic equipment • Testing installations to make sure 	<p>To apply visit: www.indeed.co.uk or follow link:</p> <p>https://www.indeed.co.uk/jobs?q=apprentice&l=Livingston%2C%20West%20Lothian&vjk=c213242802d7a06f</p>

			<p>that they are compliant and safe to use</p> <ul style="list-style-type: none"> • Working with qualified Electricians and carrying out adhoc tasks when required • To assist in maintenance repair and installation of electrical systems on a full range of properties. • Ensure Health & Safety is a priority • Work in a safe and orderly manner • Maintain a clean, tidy, and safe working environment at all times • Work towards full UK driving licence (if not already achieved) as role is field based on completion of apprenticeship and requires lone working • Adhere to all company procedures e.g. environmental policies, specifically the recycling of packaging and waste products. • Ensure all the property and equipment you use is maintained • A flexible approach and ability to work as a part of a team is required • As a trainee you must be willing to gain knowledge and take instruction with regard to the company's electrical procedures • Documentation must be completed accurately ensuring it is available in a neat and safe manner for company records. • Ensure sufficient effort is applied to successfully complete college requirements <p>Build confidence and experience in dealing with customers, providing excellent customer service at all times.</p>	
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<p>Apprentice Gardener x 4 Working Hours:</p> <p>Summer: 7:45 am - 17:00 pm (Mon - Thrs), 7:45 am - 12:45 (Fri)</p> <p>Winter: 7:45 am - 14:45 pm (Mon - Thrs), 7:45 am - 12:40 (Fri)</p>	<p>West Lothian Council</p>	<p>With a starting salary of £ 10,913 rising to £15,973 in the 3rd year</p>	<p>Must be aged 16-19 and be a resident in est Lotian. West Lothian Council, NET's, Land & Countryside Services are offering exciting 3 year Modern Apprenticeship opportunities for enthusiastic individuals to receive an extensive and varied training programme. The main areas covered in this apprenticeship are: - Grounds Maintenance, Landscape Maintenance, Green keeping and Arboriculture. You will be required to attend college on day or block release and demonstrate the motivation and commitment required to combine on-the-job training with college studies. Successful applicants will have achieved or expect to achieve National4/Standard Grade 3 or above in Maths, English and preferably studied Biology or be able to demonstrate a comparable level of knowledge and skill within the industry (e.g. Skills Training Programme).</p>	<p>To apply visit: www.indeed.co.uk Or www.myjobscotland.co.uk</p> <p>Or follow link: https://www.indeed.co.uk/jobs?q=apprentice&l=Livingston%2C%20West%20Lothian&vjk=17497535f5fa1f69</p>
<p>Apprentice Painter</p>	<p>Link Group, Livingston</p>		<p>The Painter will work in Horizon's maintenance team to deliver a high quality service to Link's tenants. The apprentice will work under the direction and guidance of an experienced trade's person, carrying out all aspects of painting and decorating work on refurbishments and reactive maintenance in Horizon. As part of the apprenticeship the post holder will be required to complete a compulsory SVQ3 qualification, therefore attendance at college is required. You will need Willingness to learn new skills A commitment to completing the required practical and academic training requirements of the apprenticeship Ability to understand and follow instructions</p>	<p>To apply visit: www.indeed.co.uk or follow link: https://www.indeed.co.uk/jobs?q=apprentice&l=Livingston%2C%20West%20Lothian&vjk=a4a5d7e148ad850b</p>

			<p>Good time management skills Ability to work effectively in a team environment Good communication skills</p>	
<p>Scottish Government - Business Support Administrator</p>	<p>Saughton House, Edinburgh</p>	<p>£17642pa</p>	<p>The People Directorate Support team forms part of the Directorate for People. It is a small and friendly team. We provide HR services to staff across all of the Directorates and you will therefore have the opportunity to learn a great deal about HR, the Senior Civil Service and the Scottish Government as a whole. The team comprises of a Business Manager; Business Support & Events Manager and Business Support Administrator. The team is based in Saughton House, Edinburgh EH11 3XD. You will report to the Business Support & Events Manager. The work will be varied and wide-ranging and includes everyday contact with colleagues across the Scottish Government.</p> <p>What might a typical day in this job look like?</p> <p>Main Duties Support the day to day management of the People Development Deputy Directors diary and monitor the email inbox. Be responsible for organising a range of meetings and the assist in the preparation, collation and issue of papers for them. Book meeting internal room/external venues including seeking quotes and ensure all IT equipment and catering and refreshments are provided. Manage travel and accommodation requests as required. Provide support to the Business Support & Events Manager with the organisation of events for senior staff. Assist with the co-ordination of responses and requests for information.</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date:1st May</p>

			<p>Raise purchase orders, process invoices for the Directorate and keep record of the spend. Deal confidently with staff of all levels within and out with the Scottish Government in person and on the telephone. Provide ad-hoc administrative support to the wider team when required.</p> <p>What will I learn? Qualification – Throughout the first 12 months of your post, you will undertake and achieve an SVQ Level 2 in Business Administration (equivalent to a National 5). Support will be provided by an internal assessor who will work with and support you on a monthly basis. Time will be given to work on your qualification, this includes delivering 2 presentations. Training will be provided on the use of relevant Scottish Government systems and procedures. The post will offer considerable development opportunities. An adaptable and flexible approach will allow the post holder to gain knowledge and expertise in a wide range of areas.</p>	
<p>Light Vehicle Technician Full Time</p>	<p>RCA Garage Services & MOT Centre, Bathgate</p>	<p>£7,696 - £8,000 per year</p>	<p>What might a typical day in this job look like? You will be based within the garage workshop and will be involved in learning all aspects of vehicle repair and maintenance, including vehicle servicing, MOT preparation, removal, replacement and overhaul of major components and electrical fault diagnostics.</p> <p>What will I learn? Regular assessment and reviews will be undertaken within the apprentice's own workplace which aims to ensure they have the required skills to successfully complete their apprenticeship. You will train through GTG to SVQ Level 3 in Light Vehicle Maintenance & Repair.</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 9th May</p>

			<p>What qualification or qualities are required?</p> <p>You must have or expect to gain National 4 or above in English, Maths, and either a Science or a Craft subject. Standard Grades 1-4 and Intermediates will also be accepted. It is essential that you are literate, numerate, reliable and keen to learn.</p>	
<p>Retail Assistant Apprentice Full Time</p>	<p>New Look, Livingston</p>	<p>£6734pa</p>	<p>Do you find it easy to build relationships with anyone you meet?</p> <p>Do you get excited seeing new trends and inspiring fashion?</p> <p>We have an opportunity for you to earn while you learn, in a role that will let you use both these talents.</p> <p>Retail is a fantastic path, to start your career within the service or fashion industry.</p> <p>We are offering a retail apprenticeship at NEW LOOK on a 12 months fixed term contract. All of New Looks' people live and breathe the New Look brand and they strive to put their customers at the heart of everything they do.</p> <p>Together they share the same vision of becoming "the chosen brand for an inspiring accessible fashion experience". To achieve this they all stand by our brand values; keep it simple, be brave, think customer, act with pace and take responsibility.</p> <p>That's the New Look way.</p> <p>Does that sound like you? Then this could be the job for you!</p> <p>The role will be based in LIVINGSTON where you will be part of a fantastic and supportive team.</p> <p>We welcome and encourage Apprenticeship applications from groups currently underrepresented including, individuals from an ethnic minority, disability or care leaver back ground. learndirect operate a fair and open competition on our selection process</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 4th May</p>

			<p>based on merit.</p> <p>What might a typical day in this job look like?</p> <p>If you are the successful candidate for this vacancy, you will be expected to provide exceptional customer service.</p> <p>Some of your duties may include:</p> <ul style="list-style-type: none"> - involvement in stock control and management - keeping up to date with special promotions and putting up displays - being responsible for processing cash and card payments - balancing cash registers with receipts - reporting discrepancies and problems to the supervisor - assisting shoppers to find the goods and products they are looking for - greeting customers who enter the shop - stocking shelves with merchandise - dealing with customer refunds - keeping the store tidy and clean, this includes hovering and mopping - attaching price tags to merchandise on the shop floor <p>This is an overview of some of your potential everyday tasks.</p> <p>What will I learn?</p> <p>Retail Level 2:</p> <ul style="list-style-type: none"> - SVQ Level 2 in Retail Skills (SCQF 5) - Level 2 Core Skills in Numeracy, ICT & Communication (SCQF4) - Employment Rights and Responsibilities Workbook <p>When you have successfully completed your Apprenticeship, you may have the opportunity to progress to an SVQ level 3 in retail.</p> <p>All of your training will be provided by learndirect, the nations largest provider of</p>	
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			<p>Apprenticeships. We have helped lots of people like you develop their skills and gain experience in their chosen field. Every year we find work for and train over 23,000 apprentices.</p> <p>What qualification or qualities are required?</p> <p>You should have excellent communication skills with the desire to work in a team environment. You will be organised and confident with a passion for delivering exceptional customer service.</p> <p>Nat 4 qualifications or equivalent is preferred but not essential.</p> <p>You will be a reliable and enthusiastic person with a professional attitude and smart appearance.</p> <p>Before you make your application, please ensure that you are able to reliably travel to and from the employer location on a daily basis. Please check bus times/travel arrangements.</p>	
Service Technician	AM Phillip Trucktech, Broxburn	£7969pa	<p>What might a typical day in this job look like?</p> <p>Main duties for this service technician vacancy include the following;</p> <ul style="list-style-type: none"> • Marking out & measuring, basic hand tools • Bumper to bumper overview, service and inspection • Body materials & Construction • Engine mechanical • Cooling and lubrication, air & exhaust • Ignition petrol fuel, CI fuels • Braking systems, suspension, steering, wheels and tyres • Charging and starter, electrical auxiliaries, lighting • Clutches, manual/auto gearboxes, drivelines <p>What will I learn?</p> <p>On completion of the Advanced</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 18th May</p>

			<p>Apprenticeship you will receive the following qualifications:-</p> <ul style="list-style-type: none"> • Advanced NVQ in Vehicle Maintenance and Repair • Advanced Technical Certificate • Level 2 Functional/Core Skills Certificate <p>What qualification or qualities are required?</p> <p>A minimum of three GCSE's grades C in Literacy, Maths, Science and ICT or the equivalent (Scottish National 4/5), preferable You must have a genuine interest working in the automotive sector and be committed to the three year apprenticeship programme. You must be willing to learn in a hands on environment as well as attending college on block release training for your formal learning The employer is looking for someone with a genuine interest in the automotive sector and Ideally some commercial work experience in a garage.</p>	
<p>Finance with Chartered Banker Institute Full Time</p>	Edinburgh	£13000pa	<p>Looking for a career in Accountancy? Get started with an Assistant Accountant Apprenticeship and gain practical experience whilst earning a wage.</p> <p>What might a typical day in this job look like?</p> <p>The Finance Assistant will assist the Head of Finance and the Assistant Accountant with the efficient running of the Finance team, including taking responsibility for day to day processing activities.</p> <p>Main duties and responsibilities:</p> <ul style="list-style-type: none"> Maintenance of the purchase ledger – processing invoices and dealing with suppliers Coordinating receipt and payment of all invoices Sales ledger invoicing and control Scanning, filling and dealing with mail Answering calls and emails 	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 11th May</p>

			<p>Responding to ad-hoc requests for information</p> <p>The ideal candidate for this role would have a strong interest in pursuing a career in finance and working towards an AAT accountancy qualification.</p> <p>What will I learn?</p> <p>As an Accountancy Apprentice with BPP, you will complete the Assistant Accountant Apprenticeship at Level 3. Within the apprenticeship you will undertake the AAT Level 3 qualification.</p> <p>The apprenticeship will be completed at a BPP centre or via the Online Classroom platform, in addition to at the workplace.</p> <p>What qualification or qualities are required?</p> <p>Qualifications: Minimum 3 Higher Grades at grade C or above and 5 National 5's A*-C including Maths & English or equivalent qualifications</p> <p>Skills: Good numeracy skills Good written & verbal communication skills Good communication skills Good organisational skills Knowledge of Microsoft Office Packages</p> <p>Qualities: High attention to detail Good time management skills</p>	
Clerical Administrator (Finance)	University of Edinburgh	£15,969 per year	<p>An exciting opportunity exists to join the Finance team at the University of Edinburgh as a Modern Apprentice. Our team purpose is to support the University in achieving its objectives by collecting University income from commercial and student customers whilst offering a high quality service. Income collected is in excess of £380 million each year and customer communications are over 52 thousand annually.</p> <p>The Tax Team is responsible for ensuring that</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 11th May</p>

			<p>the University complies fully with all relevant tax laws, rules, regulations, statutory reporting and disclosure requirements wherever the University operates.</p> <p>Description of work environment You will be based in the city centre of Edinburgh on Chambers Street. Working in the busy Income Section as well assisting our Tax team.</p> <p>What might a typical day in this job look like? Your typical duties will include:</p> <ul style="list-style-type: none"> • General administrative duties within the Income Section. For example customer database maintenance, filing and archiving documents and assist in sorting incoming mail to the Finance Department. • Assist with the maintenance of VAT records in preparation for VAT returns • With guidance, assist in the analysis of simple data for employment tax reporting purposes • Intrastat reporting: assist the Tax Compliance Officer with the preparation of the HMRC Intrastat & ESL submissions and other associated work with Imported Goods and Services. • Assistance with other simple Tax issues as workloads allow. • Learn how to set up customers and process invoices for goods and services provided to them. Training and close supervision will be provided. • After training and shadowing, provide support to the team for payment allocations and installment plan processing. • Carry out straightforward customer service when dealing with enquiries either on the phone, by email or in person. Pass on any queries or information as required to relevant person in team. 	
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			<ul style="list-style-type: none"> • Complete Modern Apprenticeship training - - Accounting (AAT) Level 2 qualification with support and guidance from manager, team and external training provider. <p>What will I learn?</p> <ul style="list-style-type: none"> • Communication, organisation, interpersonal, and customer service skills. • Industry related training and qualifications. <p>What qualification or qualities are required?</p> <ul style="list-style-type: none"> • Minimum of five National 5 qualifications (including Maths and English) • Motivated, flexible and adaptable • Excellent interpersonal skills and customer focus • A willingness to learn and develop your skills • Good IT skills • A willingness to participate in the Modern Apprentice programme • Please note that as this post is a Modern Apprenticeship we will not be able to progress applications from those candidates with prior experience of accountancy or in possession of a higher qualification in a relevant subject. 	
<p>Junior Web Developer 37.5 hours per week</p>	Edinburgh	£18,000 - £24,000 per year	<p>We're a small team looking for an apprentice in web development to join us to help support the maintenance and development of all of our client's sites and web properties. We like to experiment as we go to find the right solution, and we'd love for you to help us in our pursuit of achieving the best web development outcomes.</p> <p>This is a new opportunity within the team and we're happy to support learning and mentoring for the successful candidate. We use a wide range of programming languages, software and agile methodologies to cover the needs of the business, which means we are constantly improving how we work.</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 13th June</p>

			<p>Your friends probably describe you as the creative one, and the person who likes to make things look and feel the best they can.</p> <p>What might a typical day in this job look like?</p> <p>We'd like you to have good communication skills, and enjoy collaborating with a small team which works on structured 2-week sprints using agile and Kanban methodologies. We'd also need you to be able to collaborate with other teams in the company on small projects, and be able to work on occasionally challenging and time-sensitive projects.</p> <p>What will I learn?</p> <ul style="list-style-type: none"> • Our Software and Web Development apprenticeship programme gives you the qualifications, skills and technical grounding in the most popular technologies and programming languages. • SQA SCQF 6 Diploma in ICT and Telecommunication Professional (equivalent to working at Advanced Higher/HNC level) • SQA SCQF 8 Diploma in ICT and Telecommunication Professional (equivalent to second year of degree study) <p>What qualification or qualities are required?</p> <p>You'll love to work with smart people and hate mediocrity; you know there is almost always a better way of doing things even if it can't be delivered immediately. Smaller teams, constantly learning, being challenged, having your own chunk of responsibility and being trusted to make it happen describe in a nutshell the environment you really thrive in. You want to be part of a collaborative culture where you feel empowered but always know you'll never be left alone.</p> <p>We've always placed more importance on values alignment above technical ability as so</p>	
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			<p>we're not looking for you to have a long list of technical skills, however it would be great if you had: Knowledge of HTML, CSS, javascript, git and version control. An understanding of the role of content management systems - we use drupal and wordpress</p> <p>Qualifications You must have at least 5 National 5 grades, qualifications must include Maths and English.</p>	
IT Support Assistant	Bathgate	£10000-£12000pa	<p>Join an innovative programme providing smart solutions, supporting IT systems, services, business processes and progress in your journey as a tech wizard. The tech industry has grown exponentially and we would like you take part. In this position, your role is to provide operational and technical support for assigned information and communication technology systems.</p> <p>Xcite West Lothian Leisure (Xcite) is a Community Benefit Organisation, a registered Scottish charity. It is at the heart of the West Lothian community, helping people to improve their wellbeing and make healthy lifestyle choices. We care passionately about the service we provide to the people who live, work and visit West Lothian. As a valued organisation that understands, cares about and engages with its community, we are the delivery partner of choice for West Lothian organisations responsible for improving people's lives through sport, health and physical activity.</p> <p>What might a typical day in this job look like?</p> <ul style="list-style-type: none"> • Help maintain the full range of Information and Communication Technology (ICT) systems. • Liaise with the ICT support services 	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 24th June</p>

			<p>ensuring the systems are running at optimum performance with minimum ICT down time.</p> <ul style="list-style-type: none"> • Respond, investigate and resolve Customer Support Requests, logged by users. • Provide reports and analysis with regards to the ICT systems and user support statistics and other data, recommending appropriate measures. • Monitor and maintain full range of ICT systems including operating systems, security systems, telephone system, data network and back- up. <p>What will I learn?</p> <ul style="list-style-type: none"> • Our IT Systems and Networking apprenticeship combines high-quality classroom training with practical, hands-on work experience, to develop your real-world skills using the most popular IT technologies. • SQA SCQF 6 Diploma in ICT and Telecommunication Professional (equivalent to working at Advanced Higher/HNC level) • SQA SCQF 8 Diploma in ICT and Telecommunication Professional (equivalent to second year of degree study) • Microsoft and Cisco qualifications <p>What qualification or qualities are required?</p> <ul style="list-style-type: none"> • Ability to demonstrate the core competencies. • Good general education including e.g. ICT or Computing Studies. • Skills with regards to maintaining computing hardware to ensure optimum operation. • Microsoft Windows knowledge • Strong Microsoft Office knowledge • Willingness to continuously develop and attend training and development sessions in line with your personal training plan, on occasion out-with your normal hours of work, to ensure the required level of competence. 	
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			<p>Qualifications</p> <ul style="list-style-type: none"> You must have at least 5 National 5 grades, qualifications must include Maths and English. 	
Facilities Support Assistant	Bathgate	£9000pa	<p>Our client is looking for an apprentice who is well organised, has a good telephone manner and who can work well within a busy environment.</p> <p>IT confidence is essential as much of the role is working with Microsoft packages and job management systems.</p> <p>What will I learn?</p> <ul style="list-style-type: none"> Our Digital Applications apprenticeship programme combines high-quality classroom training and on-the-job experience to develop your ability to confidently use digital applications in the workplace. SQA SCQF6 Diploma in Digital Applications Support (equivalent to working at Higher and National Certificate level) SQA SCQF6 PC Passport <p>What qualification or qualities are required?</p> <p>Our client is looking for an apprentice who is well organised, has a good telephone manner and who can work well within a busy environment.</p> <p>IT confidence is essential as much of the role is working with Microsoft packages and job management systems.</p> <p>Qualifications</p> <p>You must have at least 5 National 5 grades, qualifications must include Maths and English</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 24th June</p>
Dental Nurse Apprentice 24 hours per week	Springfield Dental Care, Linlithgow	£4618	<p>Job overview</p> <p>Assisting the dentist in the care of the patient in the surgery. Preparing the surgery for dental procedures. Cleaning and decontaminating the dental equipment. General administrative work. Being part of the team and carrying out tasks as required.</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 30th April</p>

			<p>What might a typical day in this job look like? Cleaning the surgery and setting up for dental procedures. Looking after patients as they receive their dental treatment. Assisting the dentist in carrying out dental procedures. Cleaning the surgery following procedures. Decontaminating dental instruments and equipment following procedures. There may also be some office/reception work involved.</p> <p>What will I learn? You will improve your communication skills. You will learn the underpinning knowledge required to become a qualified dental nurse by attending a 12-15 month dental nurse training course, whilst you are working within the practice. You will learn about decontamination, oral health education, dental treatments, instruments and materials. If you do not already have core skills in Numeracy, Communication, Working with Others, Problem Solving & ICT - you will gain these also.</p> <p>What qualification or qualities are required? You need to be friendly and able to speak confidently and politely to patients. You must be a good listener and be well presented. You must be willing to learn and work toward gaining the Dental Nurse qualifications, by attending our Saturday morning Glasgow city centre class. In addition to coursework in your own time. You require to be educated to National 5 in English and Science subject. This post is suited to applicants aged 16-19 years of age, although individuals under the age of 29 who are care experienced or disabled can also apply.</p>	
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<p>Travel Consultant</p>	<p>Barrhead, Livingston</p>	<p>£7215 pa</p>	<p>Job overview</p> <ul style="list-style-type: none"> • Working within a fun, busy environment learning all there is to know about the travel industry • Communicating with your colleagues who will help coach you in the areas that you need most • You will also help support the department you work within by taking telephone calls from customers and other admin duties as required <p>What might a typical day in this job look like?</p> <ul style="list-style-type: none"> • Creating tailor made itineraries to suit your customer's needs in a face to face environment • The more you sell the more you earn • Offering exceptional customer service- your customers will want to keep coming back to you when they book their next holiday • Ensure enquiries are dealt with in a precise manner, understanding your customer's needs • Ensure sales targets are met and exceeded <p>What will I learn?</p> <ul style="list-style-type: none"> • Working with customers face-to-face within a busy retail environment • Strong communication and people skills • Meeting an exceeding sales targets • Creating travel journeys to suit your customer's needs <p>What qualification or qualities are required?</p> <ul style="list-style-type: none"> • We provide bespoke and engaging training for our Modern Apprentices • We believe that young people are the future of our business • We're always looking for bright, enthusiastic people aged 16 to 19 (you can apply until age 29 if you are disabled or care experienced) who have the determination to 	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 31st May</p>
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			succeed, regardless of qualifications or experience	
Facilities Help-line Apprentice Full Time 37.5 hours per week	Bathgate	£9000	Job overview A leading property solutions company with offices across the UK are looking for another apprentice to join their team. This company provides a wide range of maintenance solutions across a large variety of sectors including education, care homes, social housing, hospitals and hotels. This company successfully introduced their apprentice scheme last year and the apprentices already working in their teams have seen their roles expand to include additional responsibilities as their confidence in the role grows. You would be joining a very friendly office where you will be supported on a daily basis to gain your qualification What might a typical day in this job look like? <ul style="list-style-type: none"> • Answering incoming calls from a variety of clients detailing their maintenance requirements. • Taking the clients details, inputting into internal systems • Scheduling for the appropriate maintenance team to visit client to resolve the issue • Data entry and ensuring internal systems are kept up to date at all times • Responding to emails (internal and external) • Printing off letters, schedules and other documents • General administration within the team What will I learn? <ul style="list-style-type: none"> • Our Digital Applications apprenticeship programme combines high-quality classroom training and on-the-job experience to develop your ability to confidently use digital applications in the workplace. 	To apply visit: www.apprenticeships.scot Closing date:9 th June

			<ul style="list-style-type: none"> • SQA SCQF6 Diploma in Digital Applications Support (equivalent to working at Higher and National Certificate level) • SQA SCQF6 PC Passport <p>What qualification or qualities are required?</p> <ul style="list-style-type: none"> • Our client is looking for an apprentice who is well organised, has a good telephone manner and who can work well within a busy environment. <p>Qualifications</p> <ul style="list-style-type: none"> • You must have at least 5 National 5 grades, qualifications must include Maths and English. 	
Accounts Assistant	Edinburgh University, will be working in Chambers Street	£15969 pa	<p>What might a typical day in this job look like?</p> <p>Your typical duties will include:</p> <ul style="list-style-type: none"> • General administrative duties within the Income Section. For example, customer database maintenance, filing and archiving documents and assist in sorting incoming mail to the Finance Department. • Assist with the maintenance of VAT records in preparation for VAT returns • With guidance, assist in the analysis of simple data for employment tax reporting purposes • Intrastat reporting: assist the Tax Compliance Officer with the preparation of the HMRC Intrastat & ESL submissions and other associated work with Imported Goods and Services. • Assistance with other simple Tax issues as workloads allow. • Learn how to set up customers and process invoices for goods and services provided to them. Training and close supervision will be provided. • After training and shadowing, provide support to the team for payment allocations and instalment plan processing. 	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 11th May</p>

			<ul style="list-style-type: none"> • Carry out straightforward customer service when dealing with enquiries either on the phone, by email or in person. Pass on any queries or information as required to relevant person in team. • Complete Modern Apprenticeship training - – Accounting (AAT) Level 2 qualification with support and guidance from manager, team and external training provider. <p>What will I learn?</p> <ul style="list-style-type: none"> • Communication, organisation, interpersonal, and customer service skills. • Industry related training and qualifications. <p>What qualification or qualities are required?</p> <ul style="list-style-type: none"> • Minimum of five National 5 qualifications (including Maths and English) • Motivated, flexible and adaptable • Excellent interpersonal skills and customer focus • A willingness to learn and develop your skills • Good IT skills • A willingness to participate in the Modern Apprentice programme • Please note that as this post is a Modern Apprenticeship we will not be able to progress applications from those candidates with prior experience of accountancy or in possession of a higher qualification in a relevant subject. 	
Painter & Decorator Modern Apprentice 2 positions available	George Nicolson Decorators, Edinburgh	£8892pa	The successful candidate will initially learn basic skills including product knowledge, receive Health & Safety training etc. On-site opportunities, apprentice projects and college will allow candidates to gain a wealth of knowledge and experience of our trade. Year pathways will be used to guide, assist, encourage and motivate the individual in every year of their apprenticeship. Their	To apply visit: www.apprenticeships.scot Closing date: 27 th April

			<p>progress will be determined, highlighted where they have succeeded, excelled or identify if they need further assistance.</p> <p>What might a typical day in this job look like?</p> <p>Within the first year, attending college, learning the basic skill set goals like applying emulsion to areas by brush & roller, gaining a basic knowledge of preparation i.e. filling, sanding, stripping and ensuring your work area is left tidy every time.</p> <p>What will I learn?</p> <p>Various aspects of Painting & Decorating. At the end of the 3/4 year apprenticeship you will be expected to be a time served qualified painter and decorator suitable for employment.</p> <p>What qualification or qualities are required?</p> <p>We are looking for someone who has a positive attitude to tasks and colleagues alike. Candidates must have an excellent timekeeping and attendance record and will need to show a willingness to work hard, ask questions and impress their peers and managers.</p>	
Administrator Modern Apprentice	Livingston	£11000-£12000	<p>The employer is a respected engineering force, supplying upstream oil and gas companies with made to print components and precision finished components of the highest standards.</p> <p>What might a typical day in this job look like?</p> <p>You will be responsible for answering telephones, taking messages, opening and distributing mail, booking in of material and sundries to the system, matching delivery notes & purchase orders to purchase invoices, entering purchase invoices into the system, scanning and attaching, raising purchase orders as per instructions, general</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date:10th May</p>

			<p>admin work as required preparing documents for archive and maintenance of finance archive area.</p> <p>What will I learn? You will undertake a Business Administration Level 3 (SCQF Level 6) delivered by Rewards Training. You will also learn how to delivering excellent service, contributing to and supporting working together in a team, planning and organising, and communicating appropriately and clearly.</p> <p>What qualification or qualities are required? Ideally we are looking for National 5s including Maths and English, and/or Higher Grades. This role will require excellent attention to detail as accuracy is essential, and the ability to work quickly and accurately under pressure.</p>	
Sales & Marketing Assistant	Cobra Simulation Ltd, Bathgate	£7,215 - £15,269 per year	<p>Cobra Simulation design immersive dome projection solutions for the training simulation industry. We have a small dynamic team who deliver specialist immersive dome projection solutions, designing, sub-contracting the manufacture of, and assembling units from plastic, fibreglass and metal components. Around 80% of our trade is export and we have a history of developing new and innovative products. We are currently registered with Scottish Enterprise as a Micro SME.</p> <p>What might a typical day in this job look like? This is an apprenticeship in Business & Administration and it is based in the workplace. You will learn how to assist in the day to day sales and marketing functions in our office at Whitehill Industrial Estate in Bathgate. Tasks will include dealing with sales enquiries over the phone and by email, handling</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date:27th April</p>

			<p>expenses and processing quotations and invoices, planning sales meetings and marketing events, researching customer requirements and competitor products, preparing marketing materials, updating sales forecasts and delivering sales presentations.</p> <p>There will also be an element of UK & international travel for sales and marketing events. For this job you will need as a minimum is qualifications in maths and English - equivalent to passes at National Level 5, and a reasonable grasp of ICT such as email and Microsoft Office. A driving licence is a definite advantage.</p>	
<p>Childcare Apprentices x2 Full Time 40 hours</p>	<p>Busy Bees, Alba Business Park, Livingston</p>	<p>£7280pa</p>	<p>What might a typical day in this job look like?</p> <ol style="list-style-type: none"> 1. Actively work towards the modern apprenticeship framework provided by Busy Bees with an expectation of completion within the agreed timeframe. 2. Be enthusiastic and proactive in developing own skills within the workplace 3. 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 4. Assist with the delivery of a high level of quality childcare whilst maintaining a professional and positive outcome for both children and staff. 5. Assist with the day to day running of the room 6. Communicate with their line Manager regarding the activities and progress within the room. 7. Demonstrate a commitment to continued professional development. <p>What will I learn?</p> <p>The apprenticeship will provide learners with</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 29th May</p>

			<p>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?</p> <p>No previous qualification or experience is necessary. You will need to have a passion for childcare and be committed to your own career development.</p>	
<p>Junior Developer Apprentice</p> <p>Full Time 37.5 hours</p>	<p>The University of Edinburgh</p>	<p>£15969pa</p>	<p>What might a typical day in this job look like?</p> <p>A typical day would start at 9am. The daily tasks would include:</p> <ul style="list-style-type: none"> • Working as a digital developer on various projects delivered by the DIT. • Providing first and second line support via the University of Edinburgh’s incident reporting system, UniDesk. • Monitoring for security issues and updating services when required. • Organising and rationalising the team’s hosting accounts. • Setting up new hosting packages via the team’s WHM panel. • Archiving of sites and data to appropriate on-site solutions. • Help research and implement innovative solutions to aid development workflows. <p>What will I learn?</p> <ul style="list-style-type: none"> • Our Software and Web Development apprenticeship programme gives you the qualifications, skills and technical grounding in the most popular technologies and programming languages. • SQA SCQF 6 Diploma in ICT and Telecommunication Professional (equivalent to working at Advanced Higher/HNC level) • SQA SCQF 8 Diploma in ICT and Telecommunication Professional (equivalent to second year of degree study) <p>What qualification or qualities are</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 29th May</p>

			<p>required?</p> <ul style="list-style-type: none"> • Familiarity with computer equipment and basics concepts. • Reliable and able to adapt and cope with new situations or change. • Willingness to learn and open to new challenges. • Interpersonal and communications skills to deal with students, staff and visitors. <p>Qualifications You must have at least 5 National 5 grades, qualifications must include Maths and English.</p>	
<p>Volvo Truck & Bus Apprenticeship - Heavy Vehicle Technician</p> <p>Successful candidates will initially work day shift (8.30am to 5.00pm, half hour lunch, equating to 8 hours per day. After this, there will be shift work depending on location but approximately 6am to 2pm and 2pm to 10 pm.</p>	Volvo, Broxburn	£12,300 - £13,646 per year	<p>What might a typical day in this job look like?</p> <p>You will work alongside your workplace mentor who are qualified and experienced Technicians. You will be learning how to repair and maintain modern trucks, buses and coaches including hybrid technology to the highest. Duties will include carrying out servicing, fault finding, repair of vehicles, operating specialist equipment and all other associated tasks.</p> <p>Training is not all hands on, we believe that learning to use a computer and understanding the theory behind the role is as important as using a spanner.</p> <p>What will I learn?</p> <p>On the job training will be carried out in the employers workshop along side your workplace mentor.</p> <p>Off the job training will be block release at Stephenson College, Coalville, England. Accommodation and meals are provided.</p> <p>Learn how to use computer aided diagnostic equipment and Volvo special tools, safely and efficiently</p> <p>You will be expected to self study and with the combination of on the job and off the job training, you will be working towards the</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 27th April</p>

			<p>Modern Apprenticeship Framework to IMI standards for Heavy Vehicle Maintenance & Repair, including Core Skills.</p> <p>What qualification or qualities are required?</p> <p>The successful applicant must have the right attitude, determination and commitment. be confident, self motivated and keen to work as part of a team. Able to effectively communicate at all levels both written and verbally. Able to adapt and take on new skills and challenges.</p> <p>Having an interest in working in the automotive and engineering industries and inquisitive nature and a desire to fix things are just as important as academic achievements.</p> <p>Must have 4 qualifications at National 5 level, these must include Maths, English and a Science. Predicted grades will be taken into consideration.</p>	
<p>Junior Technical Support Apprentice</p> <p>40 hours per week</p>	Bathgate	£17000- £20000pa	<p>This is a very exciting opportunity to join a young and dynamic IT provider providing numerous IT solutions to business across Scotland. The role will provide invaluable experience across various areas in IT which could lead to a successful career in the technology sector.</p> <p>You would be working with the following technologies:</p> <ul style="list-style-type: none"> - Cisco Meraki cloud managed networking - SIP telephony - Windows Server - Windows Desktop - Citrix - VMWare - Thin client Technologies - Satellite, EFM, leased line and standard DSL connectivity <p>You will be working a varied role between the service desk and on site for system builds</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 30th April</p>

			<p>and setting up of networks, cloud migrations etc.</p> <p>What will I learn? You will learn to develop all of the above skills and utilise them in a work based environment. As well as this, you will be working towards a Diploma in ICT and Telecommunications Professional.</p> <p>What qualification or qualities are required? For this position we are looking for someone with a little bit of experience. Either a college leaver or someone who has exposure working in IT. We would look for:</p> <ul style="list-style-type: none"> - Some knowledge of networking and IP - A knowledge of desktop operating systems including MS Office - A basic knowledge of LAN infrastructure - a basic knowledge of firewall and cyber security methods and practices - have an excellent telephone manner - be comfortable working alone but integrate well as a team - Access to a car is desirable (mileage will be paid) 	
Digital Applications Apprentice	Edinburgh	£14000-£16000	<p>Our client is a recruitment expert in the fields of IT and Telecommunications. It is part of the Adecco Group, the world's leading provider of HR solutions operating in over 60 countries. When you work with our client, you work with an expert. They have over 30 years' experience in the recruitment sector and every year they place thousands of professionals into challenging, rewarding roles within the fields of IT and Telecommunications.</p> <p>What might a typical day in this job look like? In this role the successful apprentice will be expected to assist consultants and account managers in the recruitment and on boarding</p>	<p>To apply visit: www.apprenticeships.scot</p> <p>Closing date: 3rd May</p>

			<p>process of talented IT professionals into an existing and large range of clients.</p> <ul style="list-style-type: none"> • The Apprentice will work closely and shadow account managers to find candidates, register them and they will be a key part of the candidate on-boarding process. • The successful applicant will be confident and professional in person and on the phone to potential customers, internal employees and employed consultants of Spring Technology. <p>What will I learn?</p> <ul style="list-style-type: none"> • Our Digital Applications apprenticeship programme combines high-quality classroom training and on-the-job experience to develop your ability to confidently use digital applications in the workplace. • SQA SCQF6 Diploma in Digital Applications Support (equivalent to working at Higher and National Certificate level) • SQA SCQF6 PC Passport <p>What qualification or qualities are required?</p> <p>Required Skills:</p> <ul style="list-style-type: none"> • Experience using Microsoft Office Tools – E.g Word, Excel, Outlook • Strong Interest in Information Technology • Ability to learn quickly • Can do attitude and a desire to succeed. • Excellent communication skills are essential • Desirable Criteria • Keen to progress into the recruitment industry following the Apprenticeship <p>Qualifications</p> <ul style="list-style-type: none"> • You must have at least 5 National 5 grades, qualifications must include both maths and English. 	
Audit and Accounts Trainee	Chiene + Tait, Edinburgh	£14300	Chiene + Tait is an award-winning independent chartered accountancy firm headquartered in Edinburgh's New Town. We have an established client base, four offices,	To apply visit: www.apprenticeships.scot

		<p>11 Partners and over 130 staff.</p> <p>We have a fantastic opportunity for you to start your career in an accountancy practice, by completing a Modern Apprenticeship, leading to a recognised qualification with the Association of Accounting Technicians (AAT). On completion of the two-year training contract, we may also consider you for further opportunities to work towards a Chartered Accountant (CA or ACCA) qualification.</p> <p>To support your learning on the job, you will work with our Audit Assurance and Accounting teams. Our teams support a wide range of clients, including technology companies, entrepreneurs/start-ups and not-for-profit clients such as charities and cultural institutions. We are working with rapidly developing ideas and concepts, such as embracing use of data analytics and cloud-based technology.</p> <p>What will I learn?</p> <p>The AAT Accounting Qualification will provide you with practical accounting and financial knowledge and skills, while also developing a grasp of business. Achieving the qualification will give you a firm grounding in accounting. It is made up of three levels and each one is a qualification in its own right.</p> <p>The Level 2 Certificate in Accounting is the first level of the qualification and is suitable for people new to finance or looking to brush up on their foundation knowledge and skills. It covers a range of basic accounting practices and techniques, from costing and double-entry bookkeeping to computerised accounting.</p> <p>When you have successfully completed your Apprenticeship, you may be given the opportunity to continue in your role or progress onto an alternative support role</p>	<p>Closing date: 31st May</p>
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			<p>within the company where you will receive full training and support.</p> <p>We are looking for an enthusiastic person who is willing to work hard and learn. The type of person we are looking for will:</p> <ul style="list-style-type: none"> • Be interested in developing a career in an accountancy practice • Have good grades from school/college in Mathematics and English or other relevant subjects, e.g. Accounting, Business Studies, • Or you may be looking for a change of career with good transferrable skills gained through work experience • Show that you take pride in your work through accuracy and attention to detail • A responsible person who is punctual and who can work to deadlines • Demonstrate that you are an organised person • Show effective communication skills by listening and asking the right questions • Be good with information technology, ideally you will have used Microsoft Office (Word and Excel) and / or an accountancy package, e.g. Sage 50 or Xero • Show that you can use your initiative • Be willing to learn and study towards a qualification • Be able to travel to client premises to complete audit/accounts work, following initial training 	
Chef & Trainee Chef	Hot Flame	Exceeds NMW	No formal qualifications required but kitchen experience is essential. Full training will be given.	Hand a CV in or email it to: hotflameldo@gmail.com
Bus and Coach Body Repair Apprentice	Lothian Buses		The Modern Apprenticeship Programmes allow apprentices to work full time and have the opportunity to earn while they learn and to put theory into practice within an automotive training environment. As well as attending the training centre for week block release of training, regular	https://apprenticeships.qtg.co.uk/job/apprentice-bus-and-coach-body-repairer-east-scotland-edinburgh-1400.aspx

			<p>assessment and reviews will be undertaken within the apprentice's own workplace which aims to ensure they have the required skills to successfully complete their apprenticeship.</p> <p>What Might a Typical Day in this Job look like?</p> <p>This programme covers the following areas: Assessing a vehicle to establish the extent of damage Based on the initial assessment, deciding whether to repair or replace bodywork Removing damaged panels Stripping and refitting trim and panel interior Refitting new/repaired panels You will be involved in learning all aspects of body repairing damaged Bus and Coaches, including chassis alignment techniques, panel repair and replacement, welding and preparing vehicles for painting</p> <p>What will I learn?</p> <p>Regular assessment and reviews will be undertaken within the apprentice's own workplace which aims to ensure they have the required skills to successfully complete their apprenticeship. You will train through GTG to SVQ Level 3 in Bus & Coach Engineering and Maintenance Body Cladding.</p> <p>What qualifications or qualities are required?</p> <p>Minimum requirements for this apprenticeship are National 4 or above in Maths, English and a Science or Craft subject. Standard Grade 1-4 and Intermediates will also be accepted. It is essential that you are literate, numerate, reliable and keen to learn.</p>	
Modern Apprenticeship-Childcare	Vacancies available throughout West Lothian		<p>Modern Apprenticeships in child care offer young people the opportunity to be employed full time in a nursery while undertaking a</p>	<p>To apply visit: www.carouseltraining.co.uk</p>

			<p>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 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>	
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General Jobs

Stockroom Assistant	Next		<p>To be a successful Stock Team Member you will:</p> <p>Efficiently process stock deliveries – achieving all performance targets</p> <p>Work on the sales floors as needed</p> <p>Always offer fast and friendly service to our customers from back or front of house</p> <p>Take control of your own development About You</p> <p>A great communicator who’s always looking for ways you can help</p> <p>Friendly, calm and efficient – even on your busiest days</p> <p>Excited about the challenge of a varied and</p>	<p>To apply visit www.indeed.co.uk</p> <p>Or follow link: https://www.indeed.co.uk/jobs?q&l=Livingston%2C%20West%20Lothian&start=10&vjk=a9a2608fb67050f3</p>
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			fast-paced job Flexible, supportive and always ready to go the extra mile	
Customer Advisor Hours: 16 hours per week over 4 days- includes weekends – you will need to be flexible	Pavers shoes	Hourly rate: £7.90 per hour (18-20 £7.21 per hour & 16-17 £5.70 per hour) plus Bonus & Benefits	We are looking for a Temporary Part Time Customer Advisor for our Pavers Store at Livingston Designer Outlet. This position is to cover maternity leave for 6 months. You must have personality and enthusiasm as you will play a key role in your store's success. You will welcome customers into our store, help with their footwear needs, ensure all our latest products are displayed, advise on accessories, shoe care products and ensure all customers have a positive experience and leave happy with their purchases. If you are looking for a Part Time position, have a passion for customer service and enjoy the challenges of the retail environment we would like to hear from you. Experience in a customer focused retail environment is required but training will be provided.	To apply visit www.indeed.co.uk Or follow link: https://www.indeed.co.uk/jobs?q&l=Livingston%2C%20West%20Lothian&start=10&vjk=45af0f64f9e04cc1
Sales Assistant	Superdry		Superdry teams are about being unique, embracing change and innovating like mad. Your genuine passion, energy and enthusiasm for our brand will be at the heart of delivering the ultimate shopping experience to our customers. You will go out of your way to help, serve and style customers making them feel amazing in our products and giving them a lasting impression of Superdry. Above all, you will love having a good time. You will Exceed expectations at every opportunity Make customers feel amazing and deliver the ultimate Superdry experience Support the store team to deliver the highest standards across every aspect of store life Take pride in store appearance and embrace	To apply visit www.indeed.co.uk Or follow link: https://www.indeed.co.uk/jobs?q&l=Livingston%2C%20West%20Lothian&vjk=ece1490eb0964612

			<p>the Superdry store look Endlessly develop your product knowledge and understanding of the business Embrace the Superdry culture Be yourself You are A team player Passionate about our brand Confident, genuine and can be yourself Always make decisions thinking about what's best for our customers Always positive Relentless and ambitious to exceed expectations Motivated with excellent attention to detail Bringing fresh ideas to the table but are realistic in what is achievable Eager to share and learn</p>	
<p>Stock Associate Flexible availability – including nights, weekends, and holidays</p>	Footlocker		<ul style="list-style-type: none"> • 6 - 9 months of retail experience • Exude a friendly and positive demeanor at all times • Initiates completion of tasks or activities without necessary supervision • Highly organized and efficient • Ability to kneel, stoop, climb ladders, use stairs, reach, pull and lift weights of usually 5-30 pounds 	<p>To apply visit www.indeed.co.uk</p> <p>Or follow link: https://www.indeed.co.uk/jobs?q&l=Livingston%2C%20West%20Lothian&vjk=caba1f310a532ad1</p>
<p>Top Man Specialist 30 hours per week</p>	Top Man			Hand a CV into store FAO Danielle
<p>Sales Assistant 1 x 20 hours fully flexible 1 x 8 hours Thurs 4pm-8.30pm, Sat & Sun</p>	Top Shop			Hand a CV into store FAO Danielle
<p>Hamleys Helper 8 – 12 hours per week.</p>	Hamleys	£7.95 per hour	<p>Provide award winning customer service by following the Hamleys PLAY Service Strategy</p> <ul style="list-style-type: none"> • Actively acknowledge and approach 	How to apply: CV and covering letter should be emailed to the Store Manager

<p>Candidates must be flexible to work on weekdays so this role may not be suitable for those in full time education.</p>			<ul style="list-style-type: none"> • all customers • To give professional, informed and in depth knowledge of your product • Maintain high standards of visual merchandising and housekeeping to enhance the Hamleys experience <p>Person profile:</p> <ul style="list-style-type: none"> • Self-confident with a fun and friendly disposition • Enthusiastic and energetic • Enjoys working with children and relishes the challenges this may present • Positive, can do attitude • Passionate about the brand • Good interpersonal and communication skills 	<p>DAllan@hamleys.co.uk</p>
<p>Team Member Zero hour contract</p>	<p>Menkind</p>	<p>NMW</p>	<p>This role involves face to face sales and we are looking for a member of staff that is confident, outgoing and able to learn quickly. Previous experience in a sales environment would be an advantage but not essential as training will be provided. Must be flexible around the hours you can work.</p>	<p>Hand in a CV at the store to either Chris or Scott</p>
<p>Kitchen Team member</p>	<p>Pizza Hut</p>		<p>It's your time to show us just how much you shine in the kitchen. And to show our guests how the world's most famous pizza got to be as popular as it still is today. These fantastic roles will turn you into a true pizza expert. You'll learn supreme skills and our management team will give you support like you wouldn't believe. There aren't many people out there with as much positive energy as you. And you'll put that brilliant personality into every dish you prepare. It's about making our guests want to come back for more. And more. And more. So you'll need real love for The Hut and passion for pizza. Being a great team player is crucial. And you'll also have bags of creativity. We're</p>	<p>https://www.indeed.co.uk/jobs?q&l=Livingston%2C%20West%20Lothian&start=40&vjk=6456d3349a6298a6</p> <p>on indeed.co.uk</p>

			looking for people with a sense of ease, whether dealing with other team members or managers. The perfect blend of skills.	
Temporary Warehouse Assistant Temporary contract: 2 July to mid-September 2018.	Livingston		Warehouse Assistants work at the Festival's Booksales warehouse in Livingston (address to be confirmed) and may work in Charlotte Square Gardens during the Festival playing a vital role in ensuring the smooth running of the Booksales operation. Key Responsibilities <ul style="list-style-type: none"> • Processing incoming goods quickly and accurately • Identifying and organising stock for delivery to site during the Festival period • Delivering stock by van to Charlotte Square during the Festival period • Processing returns to suppliers Person Specification Successful candidates will possess the following: <ul style="list-style-type: none"> • The ability to work effectively as part of a small team • An enthusiastic personality with a flexible can do attitude • Be physically fit as a considerable amount of heavy lifting is required • Be computer literate Candidates should have relevant experience in a warehouse or goods inwards environment	To apply for this position, please complete the online application at: https://www.edbookfest.co.uk/about-us/jobs https://www.indeed.co.uk/jobs?q&l=Livingston%2C%20West%20Lothian&start=30&vjk=2152254830d1674c
Sales Assistant	WH SMITHS		We are looking for exceptional individuals used to working in a customer focused environment and highlighting promotions to join our store. Working in a team you will play an active role in providing a positive customer experience and driving sales. The	https://www.indeed.co.uk/jobs?q&l=Livingston%2C%20West%20Lothian&start=20&vjk=d7f843011530e6f5

			<p>Accountabilities To always deliver a friendly service, smiling, greeting and making eye contact with every customer you come into contact with Working on tills accurately and efficiently, to provide a positive customer experience. Carry out stock replenishment, ensuring all areas of the store remain tidy Working as an active member of the team, supporting colleagues in all tasks Meeting high standards of display and visual merchandising to ensure the store is well presented. Accurately following planograms Demonstrate good product knowledge to customers on key promotions and offers. Approaching customers that may require assistance if you are on the shop floor Targeted on having appropriate Till Point Conversations with every customer to add on sales and increase the average transaction value. Some roles will involve pushing loaded trolleys of stock for long distances The Requirements Experience gained within a retail environment preferred Confident approach towards maximising sales opportunities Flexibility towards working hours Strong communication skills and ability to participate as a key team member</p>	<p>on indeed.co.uk</p>
<p>Golf Assistant</p> <p>Days/Hours Required: 8 hours per week mostly evenings and weekends.</p>	<p>Paradise Island</p>	<p>NMW</p>	<p>Looking for an enthusiastic individual to join our team, job will involve customer service, cash handling, cleaning and dealing with birthday parties and groups.</p>	<p>CV and covering letter should be handed into the unit for the attention of the Manager or emailed to manager-livingston@paradiseislandgolf.com</p>
<p>Sales Adviser</p> <p>Full time, candidate must be fully flexible, permanent</p>	<p>Timberland</p>	<p>Meets NMW</p>	<p>Looking for an enthusiastic and focused individual to join our team. Previous experience in retail preferred and good customer service is essential. Basic duties will include stock room and all stock room requirements.</p>	<p>CV and covering letter should be handed in to the store FAO Store Manager</p>
<p>Sales Associate</p>	<p>Gap Outlet</p>	<p>Meets NMW</p>	<p>Job Description: Main duties –</p>	<p>Please apply online at jobs.gapinc.com</p>

Various shifts available between 6am – 11pm, Both temporary and permanent positions available			Cashdesk Cover Fitting Room Service Shop Floor Service Shop Floor Replenishment Driving Sales KPI's	
Sales Assistant 42.5 hours per week	American Golf		Your role as a sales advisor will be to support the management team in driving sales, achieving KPI's and delivering high standards of presentation in store. You will genuinely care about our customers and have a real pride in giving valued advice and great service about products we are passionate about so that every customer leaves inspired to enjoy their game. Successful candidates will have previous experience in a sales driven environment and a real passion for delivering great customer service, be hard working and enthusiastic!	https://www.americangolfcareers.co.uk/index.asp?id=140754 on indeed.co.uk
Sales Assistant Part time	Lovisa Jewellery	Salary is to be discussed	Lovisa are looking for a new member of the team to join them, this is a part-time position with a mixture of week days and weekends	Please hand your CV instore or email to livingstonuk@lovisa.com .
Sales Assistants x 2 positions Full Time permanent & part time vacancy	Chisholm Hunter	Salary to be confirmed	Chisholm & Hunter are looking for a full time member of staff to join their team. Due to the nature of the job you must be fully flexible, as working hours include week days and weekends. Previous experience would be preferred for this role	Hand a CV into the store
Crew Members & Customer care Assistant	McDonald's Livingston & Bathgate		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. Position Attributes 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	https://people.mcdonalds.co.uk/job-search on www.indeed.co.uk

			<p>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>	
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StepsN2Work Vacancies- eligibility criteria applies.

Clerical Assistant	Civic Centre, Livingston	Band C - Appropriate WLJF Trainee Rate	<p>Post holder will become part of the HR Team within West Lothian council, helping calculate salaries for employees, pensioners and other individuals approved by the council.</p> <p>Record and process verbal/email enquiries from the HR/Payroll helpline</p> <p>Calculating and process sickness and maternity/paternity/adoption payments.</p> <p>Deal with telephone enquiries as appropriate to service delivery.</p> <p>Assist with typing and word-processing producing reports, forms, minutes, procedures, presentation materials and other items as requested.</p> <p>Receive and process relevant documentation from individuals, whilst having discretion in handling confidential and sensitive information.</p> <p>File and retrieve documents/information and maintain filing systems.</p> <p>Investigating and resolving under/overpayments in line with council policy.</p> <p>Dealing with enquiries from councillors,</p>	<p>Please send CV to holly.flannigan@westlothian.gov.uk and please state the job position you are applying for, otherwise you will not be considered.</p> <p>Closing date: 7th May</p>
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			<p>employees and statutory bodies. Complete enquiry forms for relevant agencies within agreed timescales.</p> <p>Knowledge of word processing and spreadsheet applications, with good PC and keyboard skills.</p> <p>Good communications and team working skills</p> <p>Ability to prioritise work</p> <p>Accuracy and attention to detail</p> <p>Ability to work with minimum supervision</p> <p>Good education to higher level or equivalent</p> <p>A good team player</p> <p>Confident</p> <p>Reliable</p> <p>Motivated to work</p>	

Community Jobs- No vacancies

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


Apprenticeship Career Area	Company	Website
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 BESA Engineering BP British Gas Engineering Construction Industry Training Board Scottish Power EDETA Training Services	www.balfourbeatty.co.uk www.thebesa.com 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 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	www.gtq.co.uk www.kwik-fit.com/hr-recruitment.asp

Apprenticeship Career Area	Company	Website
	VT Training LAGTA Remit	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

Course Information	Training Provider	Recruitment Information	Booking Summary
<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>	<p>Digital Natives</p>		<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>			
<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</p>	<p>Youth Inclusion Project</p>		<p>SDS Staff to email referral form to youthinclusionprojectreferrals@westlothian.gov.uk</p>

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

Course Information	Training Provider	Recruitment Information	Booking Summary
<p>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>Supported Employment Service working with anyone aged 16-65 with additional support needs or a disability with one of their goals being to find a job. We offer one-to-one support with career guidance, goal setting, confidence building and job search Can arrange a suitable work experience Prepare you for the world of work Help you apply for job vacancies; CV writing, application forms, interview skills Offer you access to job vacancies with companies that support and actively employ people with disabilities Training sessions where as well as learning new skills you can make new friends In-Work Support – giving you as much, or as little support you need to support you when you are working</p>	<p>Ability Centre, Deans, Livingston</p>		<p>For more information contact the Supported Employment Service today on 01506 775894 Email: amy.rae@westlothian.gov.uk or jorden.smith@westlothian.gov.uk Or drop in to The Ability Centre, Carmondean, Livingston EH54 8PT for an informal chat</p>
<p>Individual Training Award (ITA) You wil 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</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> <ul style="list-style-type: none"> •

Course Information	Training Provider	Recruitment Information	Booking Summary
participating on the Community Jobs Scotland programme.			
Graduate Careers / Post Graduate Study Prospects is the UK's official graduate careers website. There is information and opportunities for jobs and work and post graduate study. This can be searched by sector.		http://www.prospects.ac.uk/cms/ShowPage/Home_page/plaXi	

Volunteering Opportunities

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

Advice

Advice Workshop	Training Provider	When	Booking Summary
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

Advice Workshop	Training Provider	When	Booking Summary
			<p>disability issues. The service also provides a free, confidential and accessible Peer Counselling service for disabled people. You can contact the service directly yourself or a professional such as a GP or Occupational Therapist can refer you to the service. The service works within ethical codes and guidelines of the British Association for Counselling and Psychotherapy in Scotland.</p>
<p>Advice Shop at Carmondean Connected</p>	<p>It provides the full range of library services, as well as access to the Council's Customer Information Service, Access2Employment advisers and Macmillan Cancer Support.</p> <p>Carmondean Connected has integrated the Library Service with the Council's Customer Information Service and can answer queries regarding benefit advice, bin calendars, Blue Badges, bulky uplifts, concessionary travel, council tax, housing applications etc, as well as providing a comprehensive library service.</p>	<p>Monday - Friday: 9.30am - 5pm</p> <p>Sat - 9:30am -12.30pm (if an adviser is not available on a Saturday, a phone service will be offered)</p>	<p>Access 2Employment advisers are available in the library, providing continuing support tailored around the individual so that they are equipped with employability skills that meet the needs of employers, recognising that one size does not fit all. Advisers help people to develop confidence or advise on preparing CVs, provide interview guidance, assist with the completion of application forms and provide overall employability support.</p> <p>Service available on Monday:</p> <p>Morning: appointment only - 9.30am, 10.30am, 11.30am</p> <p>Afternoon: drop-in session - 1.00pm - 4.00pm</p>
<p>DISABILITY WEST LOTHIAN</p> <p>Promoting equality & rights- providing information, training and consultation The agency can help you with questions about equipment, local activities and rights or about what services you might be able to</p>			<p>Office: (01506) 774030.</p> <p>Textphone: (01506) 774044.</p> <p>Mobile Text: 07742232978</p>

Advice Workshop	Training Provider	When	Booking Summary
get.			
<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