



**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: 26/01/2018**

**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 1<sup>st</sup> April 2017 are:**

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

- **£7.50** – 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](http://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
<b>Maintenance Apprentice</b>	Edinburgh		<p>Based at one of our residences, you will be working alongside our maintenance support staff assisting them in most aspects of their job and supporting the management team focusing on the company’s key objectives of providing high quality customer service. You will be available to start as soon as possible and be employed on a 12 months fixed term contract. You will be required to work 40 hours a week whilst completing a Level 2 Property Services apprenticeship.</p> <p><b>Education and Qualifications</b></p> <ul style="list-style-type: none"> <li>• Good use and comprehension of spoken and written English.</li> <li>• Interest and willingness to study and train in order to successfully complete the appropriate apprenticeship modules and an aspiration to attain further</li> </ul>	<p><a href="https://www.indeed.co.uk/cmp/Liberty-Living/jobs/Maintenance-Apprentice-88c98f22a5908a43?q=apprentice">https://www.indeed.co.uk/cmp/Liberty-Living/jobs/Maintenance-Apprentice-88c98f22a5908a43?q=apprentice</a></p>

			<p>qualifications and proven experience in this field of work.</p> <ul style="list-style-type: none"> <li>• Acceptance by the Employer's Apprenticeship training provider onto the relevant apprenticeship training course.</li> </ul> <p><b>Knowledge, skills and Experience</b></p> <ul style="list-style-type: none"> <li>• Ability to work with others and support other effectively in a team.</li> <li>• Effective customer service skills with a willingness to accommodate customer positively and communicate positive and negative messages effectively with others.</li> <li>• Good personal organisation skills with the ability to self-organise to meet competing deadlines.</li> </ul>	
<b>HGV Mechanic</b>	Newbridge		<p>This Apprenticeship allows you to gain hands on experience within our workshops and a formal qualification in your chosen profession. We offer a full-time role with a full-time salary.</p> <p>Purpose of the Role</p> <ul style="list-style-type: none"> <li>• Undertake the HGV NVQ course and ensure practical application of learning's to develop into a fully qualified HGV Motor Vehicle Technician</li> <li>• Assist fully qualified Technicians in the preventative maintenance and repair of the Ryder commercial vehicle fleet</li> <li>• Work as part of a team to maintain and build employee and customer relations to ensure that the workshop</li> </ul>	<p><a href="https://www.networxrecruitment.com/Jobs/Feed?key=BS9qxoBtPmvtP367TQg7vJVh06C89Bwn6SfJXI0EhMw%3d">https://www.networxrecruitment.com/Jobs/Feed?key=BS9qxoBtPmvtP367TQg7vJVh06C89Bwn6SfJXI0EhMw%3d</a></p>

			<ul style="list-style-type: none"> <li>operated effectively.</li> <li>In this role, you will report to the Workshop Manager of the location at which you are applying</li> <li>Work experience in vehicle repairs and maintenance is an advantage but not essential to application</li> <li>You must hold four GCSEs at grade C and above, including English, Maths and Science.</li> </ul>	
<b>Land Based Engineer Apprentice</b>	SRUC Oatridge Campus	£11648-£15600	<p>To carry out repairs and maintenance to plant &amp; machinery used on landscape contracts to a high standard ensuring that all machinery is compliant with current legislation.</p> <p>To carry out the general maintenance, both scheduled and reactive of varied horticultural plant and equipment. Eg – Hedge cutters; chainsaws; blowers; compact tractors; trailers; etc.</p> <p>To carry out good housekeeping in keeping fitting shop &amp; yard clean at all times.</p> <p>To receive deliveries of parts.</p> <p>To book in to the plant repair entry log/register various items of equipment as they are brought in for repair.</p> <p>To clean various items of plant &amp; machinery prior to works being carried out.</p> <p>To carry out any other duties that may reasonably be asked of the post holder.</p> <p><b>What might a typical day in this job look like?</b></p> <p>Working alongside qualified mechanics learning skills in regard to stripping down machines, servicing machines, cleaning and maintaining machines etc.</p> <p><b>What will I learn?</b></p> <p>Competent in maintaining and servicing horticultural machinery used for grounds</p>	<p><a href="https://www.apprenticeships.scot/vacancy-details/?refCode=113524">https://www.apprenticeships.scot/vacancy-details/?refCode=113524</a></p> <p>Closing date: 28<sup>th</sup> February</p>

			<p>maintenance works, able to take direction from qualified mechanics, able to work on their own if necessary</p> <p><b>What qualification or qualities are required?</b></p> <p>No qualifications necessary at this stage but must be available to attend college to gain SVQ in Landbased Engineering</p>	
<p><b>IT 1<sup>st</sup> line support and Network Technician Apprentice</b>  <b>Full Time 37.5 hours</b></p>	Edinburgh	£8000-£13000	<p>A fantastic opportunity has arisen with an Network hosting company within Edinburgh City Centre. You'll be joining a small and friendly team with a great deal of knowledge between them that you'll be able to learn and grow from. This is a great opportunity for someone looking to start a career in IT and doesn't quite know what area to specialise in We will be interviewing soon, so don't delay on applying!</p> <p><b>What might a typical day in this job look like?</b></p> <p>Day to day support and maintenance of customer networks and equipment;  Monitoring and reporting system availability and incidents;  Supporting clients in use, expansion and development of IT services;  Proactively escalate issues and concerns that may impact IT or the business;  Provide support to IT and/or business critical projects;  Provide support to IT and/or business process improvements Installation and set up of equipment for new clients;  Working with backend systems and IP addresses;  Carry out administrative duties within relative departments</p> <p><b>What will I learn?</b></p> <p>You will be coached by your line manager and mentor. During your apprenticeship, you will be supported to identify which areas of the</p>	<p><a href="https://www.apprenticeships.scot/vacancy-details/?refCode=113560">https://www.apprenticeships.scot/vacancy-details/?refCode=113560</a></p> <p>Closing date: 15<sup>th</sup> February</p>

			<p>business you would like to focus your long term career in. They will invest time and money for YOU to get the best career opportunity and education possible. Candidates will be required to learn the technical aspects of the business as well as the supporting administration functions. In addition they will work towards achieving a Diploma in ICT and Telecommunications Professional.</p> <p><b>What qualification or qualities are required?</b>          Enthusiastic about working in the IT sector          Good IT knowledge          Good written and verbal communication skills          Great team players          Committed to solving problems          Have good attention to detail          Open to new ideas and keen to learn          Not afraid to ask questions          Ready to rise to new challenges</p>	
<b>Plumber Apprentice x2</b>	Edinburgh	£6923pa	<p><b>What might a typical day in this job look like?</b>          As a plumbing apprentice, you could find yourself working in many different places - from construction sites to residential homes. You could be laying pipes, fitting radiators, installing sanitary ware, fitting rainwater systems. Every day is different!          What will I learn?          You will learn about the installation and maintenance of plumbing systems and components. You will be working under supervision to complete the installation and maintenance of domestic hot water, cold water, sanitation, drainage, rainwater systems, central heating systems and components.</p> <p><b>What qualification or qualities are required?</b>          You must be between 16 and 19 years old for</p>	<p><a href="https://www.apprenticeships.scot/vacancy-details/?refCode=113444">https://www.apprenticeships.scot/vacancy-details/?refCode=113444</a></p> <p>Closing date: 28<sup>th</sup> February</p>

			<p>funding purposes, Unfortunately there are no adult apprenticeships available.</p> <p>You must have a minimum of five National 5's at grade C or better or five Standard grades at Grade 3 or better.</p> <p>If you are successful in gaining an Apprenticeship with us you will also need to arrange your own CSCS card before you start with the Company, otherwise you will not be permitted on site. You will need to meet the cost of obtaining the card.</p>	
<b>Sky Apprenticeship Scheme</b>	Sky, Livingston	£19000	<p>As an Apprentice on this programme, you'll be placed within one of three teams depending on the outcome of your assessment centre. The teams are as follows:</p> <p>Operations – This department is responsible for Design, Deliver and Support our Tech UK infrastructure, which includes Virtualization, Servers, UNIX, Databases, Data Centre, Storage and Workload Automation. You'll learn about how these systems are crucial to keeping all of Sky's Business areas working to ensure a seamless customer experience for any that uses or contacts Sky.</p> <p>Project Management/Coordination – In this role, you'll play a key part in managing Infrastructure Delivery projects involving changes to technical infrastructure and support services. This covers a wide variety of projects including In-Building and Data Centre Projects.</p> <p>UK Information Systems Team – You will gain experience in a number of Software Engineering areas, which may include Testing, Automation, Technical Analysis, Operational Support and Development. These teams provide Technical solutions and services to all our Contact Centre and Engineer communities as well as maintaining the systems required to support various online and interactive services provided to</p>	<p><a href="https://www.apprenticeships.scot/vacancy-details/?refCode=113553">https://www.apprenticeships.scot/vacancy-details/?refCode=113553</a></p> <p>Closing date: 4<sup>th</sup> March</p>



			<p>Sky's 11 million UK customer base.</p> <p><b>What will I learn?</b>  As an Apprentice at Sky you'll work on projects that shape the future of our business. All our apprentices work towards professional qualifications, on a permanent basis with a competitive salary. The skills you'll learn will vary depending on which team you're placed in.</p> <p><b>What qualification or qualities are required?</b>  A passion for technology and Sky's business  Excellent communication and team working skills.  Able and motivated to learn quickly in this fast-paced environment and work well under pressure.  Ability to problem-solve and think logically  Confident, personable and adaptable  A minimum of 5 National 5's (including in English and Maths). For certain roles, we're looking for people with a strong maths background so Highers in Maths is highly desirable.  It's our people that make Sky Europe's leading entertainment company. That's why we work hard to be an inclusive employer, so everyone at Sky can be their best.  If you are successful in your application for this role, your appointment will be subject to receiving a positive outcome from your Criminal Record Check.</p>	
<p><b>Service Technician</b></p> <p><b>Full Time 40 hours</b></p>	BOSCH, Edinburgh	£7280pa	<p>An opportunity to become part of the Modern Apprenticeship programme as a Service Technician. Supported throughout by an employer, this vacancy is for a 3 year apprenticeship that will result in the successful candidate gaining a Modern Apprenticeship made up of a SVQ at level 3, a technical certificate at level 3 and associated core skills if required.</p>	<p><a href="https://www.apprenticeships.scot/vacancy-details/?refCode=113490">https://www.apprenticeships.scot/vacancy-details/?refCode=113490</a></p> <p>Closing date: 28<sup>th</sup> February</p>

			<p><b>What might a typical day in this job look like?</b> As a Service Technician you would be involved in a variety of tasks ranging from servicing and repairs, replacing components, using specialist equipment such as electrical and electronic diagnostics, engine tuning equipment to measure performance, rectifying faults on customer's vehicles in a busy workshop.</p> <p><b>What will I learn?</b> You will be able to show that you can work well as a part of a team and listen carefully and respond to colleagues. You will be taught how to operate computers and demonstrate an understanding of vehicle technology. You will also learn to deliver excellent customer service.</p> <p><b>What qualification or qualities are required?</b> National 4 or above in Maths, English and a science would be desirable but not essential. The right person for this role needs to be keen, enthusiastic, have good time keeping and also be able to work on own initiative as well as part of a team.</p>	
<b>Commercial Modern Apprentice Trainee</b>	Electric Centre, Livingston		<p>A Commercial Trainee Apprenticeship is a 2/3 year Modern Apprenticeship which results in a SVQ in Electrical Wholesaling, which includes business administration, customer service, distribution warehousing and storage eventually leading to a telesales position. If you are aged between 17-21, have a good education background, a driving licence, ambition, a team player and wish to apply for the Modern Apprenticeship we want to hear from you.</p>	<p><a href="https://www.indeed.co.uk/cmp/Electric-Center/jobs/Commercial-Modern-Apprentice-Trainee-b324eb22412c74a3">https://www.indeed.co.uk/cmp/Electric-Center/jobs/Commercial-Modern-Apprentice-Trainee-b324eb22412c74a3</a></p> <p>on indeed.co.uk</p>
<b>Customer Telephony Apprenticeship</b>	RBS, Edinburgh	We'll start you on a competitive and flexible reward package of	Whether it's carrying out day-to-day telephone banking transactions, like paying bills or transferring funds abroad, or offering our customers products and services that are	<p><a href="https://jobs.rbs.com/jobs/8347947-customer-telephony-">https://jobs.rbs.com/jobs/8347947-customer-telephony-</a></p>

		<p>£18,025, and after a great first year of serving our customers, we'll put this up to £19,275</p>	<p>right for them, you'll be there to help.</p> <ul style="list-style-type: none"> <li>You'll respond to their changing needs, and use your own expertise to recommend and promote the benefits of the different ways they can bank with us</li> <li>By building real connections to understand our customer needs, you'll find the right solutions for them</li> </ul> <p>As an Apprentice, you'll gain fantastic insight and experience in this role, and you'll be opening new career opportunities as we'll support you to achieve your Level 3 in Financial Services Customer Apprenticeship</p> <p><b>The skills you'll need</b></p> <p>You'll need to be passionate about excelling in customer service and building relationships, and you'll combine this with:</p> <ul style="list-style-type: none"> <li>Great listening skills</li> <li>The ability to empathise with your customer's situation</li> <li>The determination to learn and develop new skills</li> </ul> <p>Resolving the complex problems won't faze you as you'll have built a fantastic knowledge of our products and services to help answer a range of customer queries. As a Financial Services organisation we comply with and support the requirements set by our Regulator, the Financial Conduct Authority (FCA), which are designed to protect our customers. This role falls under Conduct Rules of the Individual Accountability Regime (IAR) and is subject to pre-employment screening. This means if your application is successful, you'll need to satisfy some important background checks before you can start working with us. These will include a full credit check, a criminal record check, residency and right to work checks.</p>	<p><a href="https://www.indeed.co.uk/apprenticeship-edinburgh?bid=336">apprenticeship-edinburgh?bid=336</a> on indeed.co.uk</p>
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<p><b>Apprentice Office Administrator (DC18SS)</b></p>	<p>JB Management, Livingston</p>	<p>£4.05ph</p>	<p><b>This apprenticeship is only funded for 16-19 year olds.</b>  The successful candidate will be working towards an SVQ in Business Administration. An exciting opportunity has arisen with an International Property Maintenance company based in Livingston. They require a self-motivated and hard-working individual to join their office team.</p> <p><b>What might a typical day in this job look like?</b></p> <ul style="list-style-type: none"> <li>• Answering incoming telephone calls</li> <li>• Preparation of outgoing mail</li> <li>• Filing</li> <li>• Maintenance of client records</li> <li>• Stationary Orders</li> <li>• Any other administration related duties</li> </ul> <p><b>What skills will I learn?</b>  Through our renowned apprenticeship programme, you will work towards a SVQ (3) Business and Administration Level 6 qualification, making the most of your skill set and learning in a business environment.</p> <p><b>What qualifications or qualities are required?</b>  They are looking for an enthusiastic and hard-working individual to join their successful office team. Benefits include the ability to develop within the business, gain an industry recognised qualification .</p> <ul style="list-style-type: none"> <li>• PC skills – Word / Excel / Outlook</li> <li>• Can do attitude</li> <li>• Good Organisational skills</li> </ul> <p>Personal qualities:</p> <ul style="list-style-type: none"> <li>• Approachable</li> <li>• Enthusiastic and eager to learn and develop</li> <li>• Flexible working attitude</li> </ul>	<p><a href="https://www.indeed.co.uk/cmp/JB-Management/jobs/Apprentice-Office-Administrator-267b6b63776e985b">https://www.indeed.co.uk/cmp/JB-Management/jobs/Apprentice-Office-Administrator-267b6b63776e985b</a></p> <p>on indeed.co.uk</p>
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<p><b>LEADER Administrative Officer Modern Apprentice</b></p>	<p>Scottish Government Broomhouse, Edinburgh</p>	<p>£17642 pa</p>	<p>Main Duties Financial Management:</p> <ul style="list-style-type: none"> <li>• Inputting claims for payment on a internal electronic finance and budgeting system for the 20 Local Action Groups and updating on the team IT system</li> <li>• Carrying out pre payment checks on claims from Local Action Groups recording/ reporting any irregularities on costs identified.</li> </ul> <p>To assist in Administrative duties as required including:</p> <ul style="list-style-type: none"> <li>• Monitoring of the LEADER Team mailbox allocating to colleagues queries from Local Action Groups on a daily basis; updating the spreadsheet and filing the initial queries.</li> <li>• General admin support for the team for eg arranging meetings, ordering catering, stationery etc.</li> </ul> <p><b>What will I learn?</b> Training will be provided on the use of relevant Scottish Government systems and procedures. 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. 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</p>	<p><a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a> Closing date: 2<sup>nd</sup> February</p>
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			<p>areas.</p> <p><b>What qualification or qualities are required?</b></p> <p><b>No specific qualifications are required however</b> Please read each of the essential criteria and think about a time or an example that can help demonstrate your knowledge/skills - this should be clearly written/stated on your CV.</p>	
<b>Office Junior Full Time</b>	DB Car Sales Limited - Broxburn	Unknown	<p><b>Office Junior</b> Required for independent used car sales dealership</p> <ul style="list-style-type: none"> <li>• Answering Calls</li> <li>• Entering parts onto our computer system</li> <li>• Ordering Items</li> <li>• Checking Stock and availability</li> <li>• Filing</li> <li>• Reception duties</li> <li>• Other office duties as required</li> </ul> <p>Ideally you will already have</p> <ul style="list-style-type: none"> <li>• Strong PC Skills</li> <li>• An excellent telephone manner</li> <li>• Excellent communication skills and a polite courteous manner</li> <li>• Keen eye for detail</li> <li>• Ability to work under pressure</li> </ul>	<p><a href="https://www.indeed.co.uk/cmp/DB-Car-Sales-Limited/jobs/Office-Junior-65cff618d3d240d5">https://www.indeed.co.uk/cmp/DB-Car-Sales-Limited/jobs/Office-Junior-65cff618d3d240d5</a></p> <p>on indeed.co.uk</p>
<b>Business Support Apprenticeship</b>	Historic Environment Scotland, Edinburgh	£16,000 pa	<p>The Business Support Apprentice provides administrative support for the statutory consents processes which are administered by the organisation. They also receive and co-ordinate general enquiries and provide general administrative support for the work of the Heritage Directorate.</p> <p>The Business Support Apprentice posts sit within the Business Support Team in the Heritage Directorate. The team co ordinates the statutory consents process, deals with all directorate enquiries and correspondence,</p>	<p><a href="https://www.apprenticeships.scot/vacancy-details/?refCode=113227">https://www.apprenticeships.scot/vacancy-details/?refCode=113227</a></p> <p>Closing date: 15<sup>th</sup> February</p>

			<p>and co-ordinates the general administration of the directorate, including travel, training and finance.</p> <p><b>What will I learn?</b></p> <p>You will be supported through a Business Administration Level 3 SVQ and have access to Microsoft IT training courses. You will also gain experience of working in a team, working in a role where attention to detail/accuracy is essential, and an ability to work quickly and accurately under pressure.</p> <p><b>What qualification or qualities are required?</b></p> <ul style="list-style-type: none"> <li>• Delivering excellent service</li> <li>• Teamwork - Contributing to and supporting working together</li> <li>• Planning and Organising - Putting plans and resources in place to achieve results</li> <li>• Communication - Communicating appropriately and clearly</li> <li>• Knowledge &amp; Expertise - Applying and developing knowledge and expertise to achieve results</li> </ul>	
<p><b>Business &amp; Administration Apprentice</b></p> <p><b>Full Time 40 hours per week</b></p>	Livingston	£12000 pa	<p>All applicants should have a keen interest in working within a busy office environment doing administration tasks. The candidate will be responsible for raising sales orders, goods despatch and stock movement documentation as well as dealing with customers on the telephone and in person. Additionally the candidate will assist with filing and certain aspects of goods inward and accounts processing. The candidate will work closely with accounts, purchase processing, goods inwards and sales department staff. The candidate will gain a great grounding in office administration and be able to progress in a more specialist manner as suits their development.</p> <p>The day to day duties will include:</p>	<p><a href="https://www.apprenticeships.scot/vacancy-details/?refCode=113412">https://www.apprenticeships.scot/vacancy-details/?refCode=113412</a></p> <p>Closing date: 31<sup>st</sup> January</p>

		<p>1. Raising sales orders, goods despatch and stock movement documentation</p> <p>2. Deal with goods in and carriage out paperwork</p> <p>3. Assist with purchase invoice processing</p> <p>4. Deal with customers visiting factory</p> <p>5. Deal with telephone sales enquiries and email sales enquiries</p> <p><b>What will I learn?</b></p> <p>You will be rewarded with your SVQ level 3 in business and administration.</p> <p>You will also learn more personal qualities such as;</p> <ul style="list-style-type: none"> <li>• Good communication skills, both oral and written</li> <li>• Good organisational skills</li> <li>• Good interpersonal and customer service skills</li> <li>• An ability to work using own initiative within boundaries</li> <li>• An ability to work effectively with people across a wide range of levels and responsibilities</li> <li>• Good team-working skills</li> </ul> <p><b>What qualification or qualities are required?</b></p> <p>The candidate should be reliable with numbers and have a strong attention for detail. Some knowledge of spreadsheets and word processing packages is desirable but not essential. Strong written and verbal communication skills are necessary.</p> <p>The position is suited to someone wanting a start in a busy sales office. An alert and cheerful personality will contribute to ready adoption by the hard working and fun loving Transcal office team. Training and further education would be supported if candidate is seeking advancement. Time off for training and development will be allowed. This will be the candidates first or second employment.</p>	
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<p><b>Power Engineer Apprentice</b> Full Time 35 hours</p>	<p>BT, Edinburgh</p>	<p>£14963 pa</p>	<p>As an Engineering apprentice at BT you will be joining a team of experienced engineers who will support and teach you the skills required to be successful in your apprenticeship role.</p> <p><b>What might a typical day in this job look like?</b></p> <p>As an engineer, you may diagnose and fix faults on customer lines, work on and maintain the IP Networks, or even support BT's internal power network. This includes maintenance of power equipment such as high powered generator engines, air conditioning units and other electrical safety systems that power the telephone exchange equipment. You may be in a role that requires you to provide a safety testing and repair service to our customers to make sure our equipment meet the legal obligations under Health and Safety legislation</p> <p><b>What will I learn?</b></p> <p>The Engineering roles are both varied and interesting and offer a great opportunity for you to develop you skills and your career. We're ready to provide you with a world class training experience. You just need to be customer focused, and be willing to get stuck in.</p> <p><b>What qualification or qualities are required?</b></p> <p>If you're the type of person who likes problem solving and is passionate about customer service, then we want you to apply. You will need to achieve (or have achieved) a minimum of 4 National 5's including English and Maths by September 2018. For this role your National 5 Maths must be B Grade or above.</p> <p>In addition you will need to have a full driving licence with no more than 6 points and you must be able to recognise a range of colours.</p>	<p><a href="https://www.apprenticeships.scot/vacancy-details/?refCode=112919">https://www.apprenticeships.scot/vacancy-details/?refCode=112919</a></p> <p>Closing date: 1<sup>st</sup> April 2018</p>
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<b>Trainee Admin x2</b> <b>Mon- Fri, 40 hrs per week</b>	East Mains Ind Estate, Broxburn	NMW	Looking for 2x Admin Assistants to work within an office. Duties will include answering the phones, filing duties and data input so must be competent using a computer. Although no formal qualifications are required you must be willing to learn, hard working, approachable and be organised in your work. On the job training will be delivered	Send a CV to Chantelle <a href="mailto:chantelle@firstfurnishings.net">chantelle@firstfurnishings.net</a>
<b>Chef &amp; Trainee Chef</b>	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: <a href="mailto:hotflameldo@gmail.com">hotflameldo@gmail.com</a>
<b>Bus and Coach Body Repair Apprentice</b>	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 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. <b>What Might a Typical Day in this Job look like?</b> 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 <b>What will I learn?</b> Regular assessment and reviews will be	<a href="https://apprenticeships.gtg.co.uk/job/apprentice-bus-and-coach-body-repairer-east-scotland-edinburgh-1400.aspx">https://apprenticeships.gtg.co.uk/job/apprentice-bus-and-coach-body-repairer-east-scotland-edinburgh-1400.aspx</a>

			<p>undertaken within the apprentice's own workplace which aims to ensure they have the required skills to successfully complete their apprenticeship.</p> <p>You will train through GTG to SVQ Level 3 in Bus &amp; Coach Engineering and Maintenance Body Cladding.</p> <p><b>What qualifications or qualities are required?</b></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.</p> <p>It is essential that you are literate, numerate, reliable and keen to learn.</p>	
<b>Businesss Apprentice</b>	Leonardo, Edinburgh	£17000	<p>The two year Business Apprenticeship scheme provides a variety of experiences through placements in business related disciplines. Placements available include Commercial, Finance, Resourcing, Procurement, Manufacturing &amp; Supply Chain, Project Planning/Support and logistics. Final position will be within our Project Management group within the Advanced Targeting Sector in Edinburgh.</p> <p>You will study to completion of the Higher National Certificate (HNC) in Business and required Core Skills on a day release basis, as well as undertaking the Scottish Vocational Qualification (SVQ) Level 3 in business &amp; administration whilst you are at work.</p> <p>Academic requirements:  2 Higher Grades:  Mandatory: (A-C) Mathematics OR (A-C) English  Mandatory: (A-C) Business subject (examples; Business Studies, Project/Business Management, Finance,</p>	<p>To apply visit:  <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date: 28<sup>th</sup> February</p>

			<p>Accounts etc.) AND 2 Standard Grades / National 5: Mandatory: (1-2) English and Maths (or equivalent qualifications to Highers/Standard Grades).</p> <p>Other needs:</p> <ul style="list-style-type: none"> <li>• Have a minimum of 5 years permanent residency in the UK</li> <li>• Successfully complete SC security clearance</li> </ul>	
<b>Manufacturing Apprentice</b>	Leonardo, Edinburgh	£13500	<p>On joining the Leonardo 3 year Manufacturing Apprentice Programme, you will unlock a wealth of learning and development opportunities. You will become part of a programme that is managed and tailored to provide a springboard into the world of Manufacturing.</p> <p><b>What might a typical day in this job look like?</b></p> <p>You will increase your technical skills and capability through hands on experience working with specialists in their field but also develop your academic and practical understanding of the diverse world that is Manufacturing &amp; Supply Chain.</p> <p><b>What qualification or qualities are required?</b></p> <p>What do we need from you? You must have (as a minimum) the following academic qualifications: 4 Standard Grades (1-3) / National 5 (A-C) or National 4 (or equivalent) Mandatory: Mathematics or Physics &amp; English Plus another 2 subjects, preferably Technological subjects e.g. Graphic Communication, Product Design, Craft &amp; Design, Tech Studies, Computing, Woodwork, Metalwork etc. And/Or Standard Grade (1-3) / National 5 (A-C):</p>	<p>To apply visit: <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date:28<sup>th</sup> February 2018</p>

			<p>English / Maths</p> <p>Other needs:</p> <ul style="list-style-type: none"> <li>• Have a minimum of 5 years permanent residency in the UK</li> <li>• Successfully complete SC security clearance</li> </ul>	
<p><b>Design Engineering Technical Apprentice</b></p> <p><b>Full Time</b></p>	Leonardo, Edinburgh	£13500	<p>On joining the Leonardo Design Engineering Technician Apprentice programme you will unlock a wealth of learning and development opportunities.</p> <p>We have created a programme that not only increases your technical skills and capability through hands on experience working with specialists in their field but also develops your academic and practical understanding of the diverse world that is Engineering.</p> <p>Our programme is split into 3 phases:</p> <p>Years 1 and 2: Through a mixture of work placements and college modules you will develop the key engineering skills and knowledge to work effectively in a high technology manufacturing company, gaining the necessary academic credits for a HNC in Engineering Systems and vocational credits for your SVQ.</p> <p>Year 2: You will be selected through a combination of interview and academic/vocational progress to transfer onto one of our skill specific paths, which include:</p> <ul style="list-style-type: none"> <li>• Manufacturing and Supply Chain</li> <li>• Mechanical Engineering</li> <li>• Electronic Engineering</li> <li>• Systems Engineering</li> <li>• Software Engineering</li> <li>• Quality Engineering</li> </ul> <p>Years 3 and 4: You will further your academic study to HND level. The HND and the work placements will be more tailored towards your area of specialism and the on the job training will enable you to complete the SVQ level 3 evidence logs. Beyond the programme</p>	<p>To apply visit: <a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a></p> <p>Closing date: 28<sup>th</sup> february 2018</p>

			<p>there may be the opportunity for apprentices to further their academic achievements based on their talents and capability and on the needs of the business.</p> <p><b>What qualification or qualities are required?</b></p> <p>Academic requirements: You must have (as a minimum) the following qualifications:  3 Higher Grades (or equivalent):  Mandatory: Mathematics (A-C) and Physics (A-C) or Engineering Science (A-C)  Plus Another Higher subject, preferably a Technological subject e.g. Graphic Communication, Product Design, Craft &amp; Design, Tech Studies, Computing etc. (A-C)  AND  Standard Grades (1-3) / National 5: (A-C) English</p> <p>Personal Qualities:  Ability to Achieve High Performance  Want Continuous Improvement  Develop Customer Focus  Able to Work Together  Demonstrate Self Awareness &amp; Confidence  A passion for Technical Analysis, judgement &amp; Problem Solving</p> <p>Other needs:  Have a minimum of 5 years permanent residency in the UK  Successfully complete SC security clearance</p>	
<p><b>Modern Apprenticeships:  New House Build Roof Tiling.  External Render Apprentice.</b></p>	<p>GMG Contractors,  West Lothian</p>	<p>Unkown</p>	<p>Influencing apprenticeship and trade skills certification and accreditation through external activities is a high priority at GMG. GMG work with the Construction Industry Training Board and National Federation of Roofing Contractors to develop SVQ modules and National Occupational Standards, including piloting a Modern Apprenticeship SVQ Level 2 in conjunction with South Lanarkshire College. GMG is active in developing relevant and trade specific</p>	<p>For more information and to apply visit:  <a href="http://gmgcontractors.com/training-careers/">http://gmgcontractors.com/training-careers/</a></p>

			<p>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 <b>£1000</b> 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>	
<b>Modern Apprenticeship- Childcare</b>	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 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: <a href="http://www.carouseltraining.co.uk">www.carouseltraining.co.uk</a></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>	
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## General Jobs

<b>Customer Service Agent</b>	Swissport, Edinburgh Airport	£7.50ph	To provide all necessary help and support to passengers as required by our customer airlines which may include check in, baggage processing, reservations and ticketing, boarding of flights, air-bridge operation, greeting arriving passengers, handling of VIPs, provide special passenger assistance, handle customer complaints and other duties as assigned	<a href="https://www.indeed.co.uk/cmp/Swissport-International-Ltd./jobs/Customer-Service-Agent-5707e3794c9a5193">https://www.indeed.co.uk/cmp/Swissport-International-Ltd./jobs/Customer-Service-Agent-5707e3794c9a5193</a>  on indeed.co.uk
<b>Sales Assistant</b> 24 hours working 4 out of 7 days. Must be fully flexible across all store opening hours. Permanent position	Fred Perry	Meets National Minimum Wage	Looking for a keen, enthusiastic and confident communicator. Must be over 17 years old and able to work during the day.	Please hand covering letter and CV into store for the attention of the manager or email livingston@fredperry.com
<b>Part Time Sales Assistant</b>  Part time with overtime available. Must be fully flexible across all store opening hours.	The Gift Company	Meets NMW	Duties will include: <ul style="list-style-type: none"> <li>• Providing excellent customer service</li> <li>• Cash Handling</li> <li>• Sales</li> <li>• Merchandising</li> </ul> Must be flexible, reliable and able to work in a fast paced role with an excellent work ethic. Permanent post on completion of a 3 month probation period	Please hand covering letter and CV into store for the attention of the manager.
<b>Sales Associate</b>	Tempur	Exceeds NMW, bonus scheme	No experience necessary as full training will be provided.	Please hand covering letter and CV



30 hours over 4 days. Must be fully flexible		plus other benefits	Duties will include: <ul style="list-style-type: none"> <li>• Providing excellent customer service</li> <li>• Selling and processing orders</li> <li>• Processing deliveries</li> <li>• Housekeeping duties</li> </ul>	into store or email  laura.smithyman@tempur.co.uk
<b>Sales Assistant</b> <b>42.5 hours per week</b>	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!	<a href="https://www.americangolfcareers.co.uk/index.asp?id=140754">https://www.americangolfcareers.co.uk/index.asp?id=140754</a>  on indeed.co.uk
<b>Sales Assistant</b> 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 <a href="mailto:livingstonuk@lovisa.com">livingstonuk@lovisa.com</a> .
<b>Sales Assistant</b> 12 hour contact available, must be fully flexible with days	The Fragrance Shop	Unknown	No experience required as training will be given	Please hand CV into store
<b>Sales Advisor</b> 8 hours per week, must be fully flexible. Permanent post	Radley	NMW	<ul style="list-style-type: none"> <li>• Experience required</li> <li>• Strong focus on selling</li> <li>• Sound math skills</li> <li>• Enthusiasm galore</li> <li>• Fantastic communication skills</li> <li>• Flexible and able to multi task</li> <li>• Customer service and product excellence</li> <li>• Passion for the brand</li> </ul>	Please email cv and cover letter to <a href="mailto:radley@livingstonandco.com">radley@livingstonandco.com</a>  <b>Closing Date:</b> 30th January 2018
<b>Customer Host</b> 12 hours per week, fully flexible preferable	White Stuff	Exceeds NMW	<b>Job Essential Skills:</b> <ul style="list-style-type: none"> <li>• Motivated &amp; Committed</li> <li>• Can do attitude</li> <li>• Good customer service skills</li> </ul> Main duties include working tills, housekeeping and giving great customer	Please visit store for application

			service.	
<b>Stockroom and VM Assistant</b>  20 hours per week – Monday to Friday	Fossil	Meets NMW	Dealing with deliveries, both in and out, inventory management, loss prevention. Must have a high attention to detail and excellent communication skills. Job will involve visual merchandising and stock replenishment.	Please apply via the Fossil website at <a href="http://www.fossilgroup.com/careers">www.fossilgroup.com/careers</a>
<b>Sales Advisor</b>  Fully flexible over 7 days, minimum 8 hour contract  Permanent (3 month trial period)	Mountain Warehouse	Meets NMW	Previous retail experience is desirable but not necessary as full training will be provided.  Duties will include: Providing excellent customer service Till and cash handling Processing deliveries Housekeeping duties	Please hand CV into store or visit <a href="http://www.mountainwarehouse.com">www.mountainwarehouse.com</a>
<b>Bakers Assistant</b> 25 hours per week	Artisan Cheesecakes, Deans Industrial Estate		Here at Artisan Cheesecakes HQ we aim to serve the needs of Cheesecake lovers, we are a dedicated, enthusiastic team and cheesecake is our passion. We are looking for a Bakers Assistant to join our close-knit team based in our premises at Deans Industrial Estate. We need someone who is enthusiastic and friendly with a good eye for detail. You will be assisting our baker, preparing food, supporting colleagues whilst maintaining the highest standard of cleanliness, safety and compliance with hygiene regulations at all times. Experience would be welcome but training will be provided. There will be development opportunities for the right candidate.	Send a CV with covering letter to: <a href="mailto:wendy@artisancheesecakes.com">wendy@artisancheesecakes.com</a>  <a href="https://jobsearch.direct.gov.uk/GetJob.aspx?JobID=44871616&amp;JobTitle=Bakers+Assistant&amp;rad=20&amp;rad_units=miles&amp;pp=25&amp;sort=rv.dt.d&amp;i&amp;vw=b&amp;re=134&amp;setype=2&amp;tj=&amp;where=Livingston&amp;q=&amp;AVSDM=2017-11-23T09%3a17%3a00-05%3a00">https://jobsearch.direct.gov.uk/GetJob.aspx?JobID=44871616&amp;JobTitle=Bakers+Assistant&amp;rad=20&amp;rad_units=miles&amp;pp=25&amp;sort=rv.dt.d&amp;i&amp;vw=b&amp;re=134&amp;setype=2&amp;tj=&amp;where=Livingston&amp;q=&amp;AVSDM=2017-11-23T09%3a17%3a00-05%3a00</a>
<b>Sales Assistant</b>	<b>CEX</b>		Cex are looking for 3 new sales assistant members to join their team over the christmas period.	If you would like to apply please hand your CV with your availability instore or go to <a href="http://www.uk.webuy.com/careers">www.uk.webuy.com/careers</a>
<b>Sales Associate</b> 8 hours fully flexible	<b>Sole Trader</b>	Meets NMW	Provide strong customer service and have a passion to learn. Deal with weekly deliveries	Please e-mail CV to <a href="mailto:kevinoshaughnessy@hotmail.co.uk">kevinoshaughnessy@hotmail.co.uk</a>

				or hand into store
<b>Sales Assistant</b> 2 positions – Part Time 6 hours per week, flexible across Monday to Sunday.	Claire’s Accessories	Meets NMW	Applicants should have excellent customer service skills and be able to assist in achieving store targets and maintaining store appearance. Full ear piercing training will be given.	Please hand CV and cover letter into the store for the attention of the store manager
<b>Sales Assistant</b> Part-time, minimum 16 hours.	Shakebar	Meets NMW	We are seeking a confident individual to join our tea. Must be comfortable communicating with customers. Quick learner required – duties will include making milkshakes, smoothies, coffees, take away food. Will require to use blenders and coffee machines.	Please hand in CV and cover letter into the unit for the attention of store manager.
Temporary Sales Advisor <b>Days/Hours Required:</b> 8 hour shift over 2 days – Tuesday & Wednesday	Playtex	NMW	Temporary sales advisor required with previous retail experience. Bra fitting training will be given.	CV and cover letter to be handed into store.
<b>Sales Assistants x 2 positions</b> 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
<b>Team Member</b>	Krispy Kreme	NMW	Krispy Kreme are looking for a new member to join their team.  This is based on a contract of 4-25hrsNo experience is necessary as full training will be provided.	If you would like to apply please go to <a href="http://www.krispykreme.co.uk">www.krispykreme.co.uk</a>
<b>Crew Members &amp; Customer care Assistant</b>	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. <b>Position Attributes</b> To join us as a Crew Member you'll need to be confident in approaching and dealing with diverse groups of people. Friendly, courteous	<a href="https://people.mcdonalds.co.uk/job-search">https://people.mcdonalds.co.uk/job-search</a>  on <a href="http://www.indeed.co.uk">www.indeed.co.uk</a>

			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.	
<b>Customer Adviser</b>	Sketchers		Experience in fashion and footwear will be considered and advantage	<a href="https://jobs.smartrecruiters.com/Skechers1/743999657822174-get-in-touch-with-skechers-livingston-designer-outlet-?referrer=210">https://jobs.smartrecruiters.com/Skechers1/743999657822174-get-in-touch-with-skechers-livingston-designer-outlet-?referrer=210</a>

### StepsN2Work Vacancies- eligibility criteria applies.

<b>Administrator</b> Monday to Friday from 9am-5pm	Wellwood Cumminications, Livingston	Meets National Minimum Wage	<p>We are an authorised Ericsson-LG dealer who supply, install and maintain telephone systems, Cloud/VoIP solutions as well as network services and business utilities. This is a fantastic opportunity for an enthusiastic individual to join a progressive company at an exciting time of growth. If you're the person we are looking for, you'll be friendly, organised, well presented and an excellent communicator.</p> <p><b>Job Outline</b></p> <p>Answer all incoming telephone calls and redirect or field calls appropriately ensuring that accurate messages are taken.</p> <p>Greet all visitors to the office and ensure that a professional company image is portrayed at all times.</p> <p>Provide refreshments or lunch for visitors.</p>	<p>Please send CV to <a href="mailto:holly.flannigan@westlothian.gov.uk">holly.flannigan@westlothian.gov.uk</a> and <b>state the job title you are applying for or you will not be considered.</b></p> <p><b>Closing Date</b></p> <p>9<sup>th</sup> Feb 2018</p>
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			<p>General admin duties in the office i.e. stationery supplies, filing, scanning. Log all faults accurately on the Company database and allocate to Engineers. Updating relevant information systems. Ensure that the stores are maintained and stock levels adhered to. Support the Sales Team including producing and formatting quotations. Provide admin support to all staff members.</p> <p><b>Experience / Qualifications required</b>  Basic Numeracy and literacy  An interest in administration and computing  Basic IT Skills</p> <p><b>Personal Qualities</b>  A polite and professional telephone manner  Well-presented and friendly personality  Ability to listen and apply knowledge  Eagerness to learn</p> <p><b>Training Provided</b>  We will provide training to enhance your skills and knowledge and help you succeed in this role. This is a long-term career opportunity and in return we offer great rewards and benefits as a valued member of our fun team.</p>	
<p><b>IT System Administrator Apprentice</b></p> <p>Monday to Friday from 9am-5pm</p>	<p><b>The Logic IT Solutions,</b> Munro House, Quarrywood, Livingston</p>	Meets NMW	<p><b>Job Outline</b>  The Logic, a Managed Technology Provider serves clients in central Scotland. We look after our client's IT environment using various tools and ensure it runs smoothly without any downtime for clients businesses. Job Description:  Answer phone calls &amp; emails - create tickets, resolve 1st line issues and if required escalate  PC / Laptop / Server setup and configuration  Check daily backups have completed successfully - investigate if not.</p>	<p>Please send CV to <a href="mailto:holly.flannigan@westlothian.gov.uk">holly.flannigan@westlothian.gov.uk</a> and state the job title you are applying for.</p> <p><b>Closing Date</b></p> <p>30th Jan 2018</p>

			<p>Printer management, setup and configuration Work with a range of industry tools and systems Learn server administration and security best practices (under supervision) Learn effective system administration in a corporate environment</p> <p><b>Experience / Qualifications required</b> The ideal candidate for this apprenticeship will possess the following skills: Technical Ability Ability to work with Windows Operating Systems Some exposure to common applications like Microsoft Office, Adobe, Sage, etc would be advantageous Understanding of IT Networking (TCP/IP) Understanding of firewall and routing concepts Understanding of the importance of IT Security</p> <p><b>Personal Qualities</b> Fantastic customer service &amp; communication skills are essential A quick learner with a thirst for knowledge Self-motivated with a positive, can-do attitude Ability to follow instruction and work to deadlines</p> <p><b>Training Provided</b> In-house training provided</p>	
<p><b>Trainee Office Administration Assistant</b></p> <p>Monday to Friday from 8 am to 4:30 pm</p>	<p>Computer Links Ltd. Houston Industrial Estate</p>	<p>Meets NMW</p>	<p><b>Job Outline</b> Provide reception cover for the office and assist the Office Manager with administration duties, including the following: Answering phones Receiving deliveries and sending shipments Filing and creating new files Booking travel, accommodation and parking</p>	<p>Please send CV to <a href="mailto:holly.flannigan@westlothian.gov.uk">holly.flannigan@westlothian.gov.uk</a> and state the job title you are applying for. <b>Closing Date</b> 30th Jan 2018</p>

			<p>Maintaining calibration records and claiming accessories  Maintaining training records and booking training  Maintaining holiday records  Completing pre-qualification questionnaires and supplier credit applications  Ordering stationery  Entering purchase orders on the P.O. Register  Applying for disclosures  Other admin duties as required</p> <p><b>Experience / Qualifications required</b>  Experience/Interest in Computing and Accounts would be beneficial  Experience/interest in Administration would be beneficial</p> <p><b>Personal Qualities</b>  Reliable  Hardworking  Willing to learn</p> <p><b>Training Provided</b>  In-house training provided</p>	
<p><b>Trainee Fishmonger (x2 positions)</b></p> <p>Monday-Friday /Times to be discussed</p>	<p>Seabird Fishmongers International, whitehill Ind Estate, Bathgate</p>	<p>Meets MW</p>	<p>George Hughes &amp; Son is a quality fishmonger that uses Seabird International Delivery System to ensure rapid delivery of fresh fish. They source all of their fresh fish from Scotland, giving customers the best range of fish for the best possible price.</p> <p><b>Job Outline</b>  Duties:  Learn to trim, skin and fillet fish  Weigh up filleted fish and label for distribution  Handle and keep fish properly - Temperature, shelf life etc.  Learn about cleanliness, health and hygiene regulations  Food regulations</p> <p><b>Experience / Qualifications required</b></p>	<p>Please send CV to <a href="mailto:holly.flannigan@westlothian.gov.uk">holly.flannigan@westlothian.gov.uk</a> and state the job title you are applying for.</p> <p><b>Closing Date</b>  30th Jan 2018</p>

			<p>Experience/Interest in Home Economics would be desirable but not essential</p> <p><b>Personal Qualities</b></p> <p>Willingness to work in a manual and potentially physically demanding job Should be comfortable working in a fishmonger's environment which includes working in different temperatures, scents etc.</p> <p><b>Training Provided</b></p> <p>In-house training provided</p>	
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## Community Jobs- No vacancies

### Modern Apprenticeships Websites

Apprenticeship Career Area	Company	Website
<b>General</b>	MAPPIT Skills Development Scotland SQA	<a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a> <a href="http://www.mappit.org.uk">www.mappit.org.uk</a> <a href="http://www.skillsdevelopmentscotland.co.uk">www.skillsdevelopmentscotland.co.uk</a> <a href="http://www.sqa.org.uk/sqa/606.html">www.sqa.org.uk/sqa/606.html</a> <a href="http://www.apprenticeshipsinscotland.org.uk">www.apprenticeshipsinscotland.org.uk</a>
<b>Business Administration</b>	Remit Rewards Training DGM QA	<a href="http://www.Remit.co.uk">www.Remit.co.uk</a> <a href="http://www.rewards-trc.co.uk">www.rewards-trc.co.uk</a> <a href="http://www.dgmtraining.co.uk">www.dgmtraining.co.uk</a> <a href="http://www.qa.com">www.qa.com</a>
<b>Childcare</b>	Carousel Training	<a href="http://www.carouseltraining.com">www.carouseltraining.com</a>
<b>Construction</b>	Balfour Beatty Construction Skills	<a href="http://www.balfourbeatty.co.uk">www.balfourbeatty.co.uk</a> <a href="http://www.bconstructive.co.uk">www.bconstructive.co.uk</a>
<b>Electrical</b>	Balfour Beatty SECTT Scottish Power	<a href="http://www.balfourbeatty.co.uk">www.balfourbeatty.co.uk</a> <a href="http://www.sectt.org.uk">www.sectt.org.uk</a> <a href="http://www.scottishpower.com/WhyScottishPower.htm">www.scottishpower.com/WhyScottishPower.htm</a>




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

Apprenticeship Career Area	Company	Website
	Barrhead Travel	<a href="http://www.barrheadtravel.co.uk/jobs">www.barrheadtravel.co.uk/jobs</a>

### Other Training / Learning Opportunities

Course Information	Training Provider	Recruitment Information	Booking Summary
<p><b>Venture Trust – Inspiring Young Futures</b>  This is a personal development programme for people aged 16 – 19 who are not in work, education or full-time training.  The programme helps participants grow in confidence and motivation, develop new skills and talents and identify and achieve their own personal goals.  This is achieved through providing personal 1:1 support in the community, providing a range of weekly group activities and the opportunity to attend a 7-day Wilderness Journey in the Scottish outdoors</p>	Venture Trust	Continuous throughout the year	For more information contact Dan Neill on 07891 726475 or <a href="mailto:Dan@venturetrust.org.uk">Dan@venturetrust.org.uk</a> or Sean Humphreys on 07817 918755 or <a href="mailto:Sean@venturetrust.org.uk">Sean@venturetrust.org.uk</a>
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	Digital Natives		For more information, or to refer call Alex on 07788273345 or email <a href="mailto:ALEX@COMMUNITYENTERPRISE.CO.UK">ALEX@COMMUNITYENTERPRISE.CO.UK</a>
The <b>Future Horizons Programme</b> is open to Early Service Leavers across all services, and supports those who have completed less than 4 years’ service and are either discharged compulsorily or at their own request. Regardless of how long you have served or the reasons you have for leaving, Future Horizons will provide support and assistance to enable you to find suitable employment upon leaving the Armed Forces.			

Course Information	Training Provider	Recruitment Information	Booking Summary
<p>Visit: <a href="https://www.ctp.org.uk/">https://www.ctp.org.uk/</a></p> <p>West Lothian Council is aiming to create Veterans Wage Subsidy places for veterans aged 25-49 years. Veterans aged 16-24 can access StepsN2 Work support.</p> <p><b>Employing a Veteran:</b> If a business employs a veteran they will receive 50% of their salary for up to 26 weeks. The veteran must receive at least the minimum wage. There is a maximum level of subsidy per opportunity. The subsidy will be for up to 40 hours per week, with 26 hours being the minimum requirement.</p>			
<p><b>YOUTH INCLUSION PROJECT</b></p> <p>The Youth Inclusion Project (YIP) is a pre-employability service offered to young people aged 16 to 25 who are residents of West Lothian. The aim of YIP is to break down the barriers that prevent young people from moving into employment, education or training. They provide 1:1 support and training in a range of areas including Life Skills, employability skills, health and wellbeing &amp; accessing and gaining recognised qualifications</p>	Youth Inclusion Project		<p>SDS Staff to email referral form to <a href="mailto:youthinclusionprojectreferrals@westlothian.gov.uk">youthinclusionprojectreferrals@westlothian.gov.uk</a></p>
<p><b>Skills Training Programme</b> For unemployed 16 -18 year olds who require additional support to help move into employment or training. Must be able to self travel. Training allowance £55 per week and £20 towards weekly bus pass/travel. Referrals must be at Stage 3 and have a bank account and NI number</p>	West Lothian Council	Recruitment open	<p>Complete referral and send to: <a href="mailto:Miriam.georgeson@westlothian.gov.uk">Miriam.georgeson@westlothian.gov.uk</a></p> <p> 2016 Activity Agreement - Referral</p>
<p><b>Activity Agreements</b> Currently a range of programmes are available on Activity</p>	West Lothian Council		<p><b>Referral should be emailed to</b></p>

Course Information	Training Provider	Recruitment Information	Booking Summary
<p>Agreements such as: Exploring Animal Care, Pottery course, Outdoor Activities, Life skills / Youth Issues, IT Wizard, Media Skills, Photography, Confident Cooks, Build a Bike, Design Dept, Literacy/Numeracy support.</p>			<p><a href="mailto:wendy.stuart@westlothian.gov.uk">wendy.stuart@westlothian.gov.uk</a></p>
<p><b>The Community Learning and Development Service</b> in West Lothian is part of Education and Cultural Services 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><b>IMPROVING YOUR READING, WRITING AND NUMBERS</b></p> <p>There are lots of reasons why you may want to brush up on your skills: helping your child with homework, feeling more confident at work, gaining a first qualification or because you need to pass your driving theory or entrance exam into the uniformed services</p> <p>The aim of ABE is to work with anyone over the age of 16 who can set goals to improve literacy and numeracy skills or who is experiencing hearing loss and wishes to learn lip-reading skills. We provide a free service with access to workshops, short courses and ongoing individual learning.</p>	<p><b>ABE</b></p>		<p>Contact: 0800 731 1831 to set up a personal appointment to talk about your needs.</p>
<p><b>Supported Employment Service</b> 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</p>	<p>Ability Centre, Deans, Livingston</p>		<p>For more information contact the Supported Employment Service today on 01506 775894 Email: <a href="mailto:amy.rae@westlothian.gov.uk">amy.rae@westlothian.gov.uk</a> or <a href="mailto:jorden.smith@westlothian.gov.uk">jorden.smith@westlothian.gov.uk</a> Or drop in to The Ability Centre, Carmondean, Livingston EH54 8PT for an informal chat</p>

Course Information	Training Provider	Recruitment Information	Booking Summary
<p>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><b>Individual Learning Accounts £200</b>  <b>The existing scheme will be closed to new applications for a few months. The revised scheme will come into effect on October and will be called 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.</b></p> <p>To be eligible you must be 16+, stay in Scotland and have income of less than £22,000 or less or be on benefits. You will not be eligible if you hold a UK degree, or are undertaking any form of full time or part time secondary, further or higher education or are participating on any National Training Programmes, Modern Apprenticeship or participating on the Community Jobs Scotland programme.</p> <p>You can't use ILA to fund any part time course that is already funded by the part time fee grant.</p>	<p>To search for learning opportunities &amp; providers</p>	<p><a href="http://www.myworldofwork.co.uk/section/funding">http://www.myworldofwork.co.uk/section/funding</a></p>	<p><b>Apply online at:</b> <a href="http://www.myworldofwork.co.uk">www.myworldofwork.co.uk</a></p> <p><b>If you want to open an account or renew an expired account:</b></p> <ul style="list-style-type: none"> <li>• 29 April 2017: Last day to request a renewal form through the SDS helpline on 0800 917 8000</li> <li>• 30 April 2017: Last day to request an application form on My World of Work</li> <li>• Mid May 2017: Application and renewal forms need to be returned by <b>mid May</b> so that they can be processed by 31 May</li> <li>• 31 May 2017: Last day that an account will be opened or renewed</li> </ul> <p>If you want to book a course under the existing ILA scheme:</p> <ul style="list-style-type: none"> <li>• 30 June 2017: Last day bookings can be made under the existing ILA scheme. Bookings can only be made for courses with a start date no later than 30 September 2017.</li> </ul>

Course Information	Training Provider	Recruitment Information	Booking Summary
<b>Graduate Careers / Post Graduate Study</b> 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.		<a href="http://www.prospects.ac.uk/cms/ShowPage/Home_page/p!eLaXi">http://www.prospects.ac.uk/cms/ShowPage/Home_page/p!eLaXi</a>	

### Volunteering Opportunities

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

### Advice

Advice Workshop	Training Provider	When	Booking Summary
<b>Capability Scotland Advice &amp; Support Service, West Lothian</b>	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

Advice Workshop	Training Provider	When	Booking Summary
			<p>directly yourself or a professional such as a GP or Occupational Therapist can refer you to the service. The service works within ethical codes and guidelines of the British Association for Counselling and Psychotherapy in Scotland.</p>
<p><b>Advice Shop at Carmondean Connected</b></p>	<p>It provides the full range of library services, as well as access to the Council's Customer Information Service, Access2Employment advisers and Macmillan Cancer Support.</p> <p>Carmondean Connected has integrated the Library Service with the Council's Customer 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><b>Access 2Employment</b> advisers are available in the library, providing continuing support tailored around the individual so that they are equipped with employability skills that meet the needs of employers, recognising that one size does not fit all. Advisers help people to develop confidence or advise on preparing CVs, provide interview guidance, assist with the completion of application forms and provide overall employability support.</p> <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><b>DISABILITY WEST LOTHIAN</b></p> <p>Promoting equality &amp; rights- providing information, training and consultation The agency can help you with questions about equipment, local activities and rights or about what services you might be able to get.</p>			<p>Office: (01506) 774030.</p> <p>Textphone: (01506) 774044.</p> <p>Mobile Text: 07742232978</p>

Advice Workshop	Training Provider	When	Booking Summary
<p><b>CITIZENS ADVICE BUREAU (CAB)</b></p> <p>Almondbank Centre, Shiel Walk, Craigshill, Livingston</p> <p>Outreach sessions are also held at centres: Armadale, Blackburn, Blackridge, Dedridge, Fauldhouse, West Calder &amp; Whitburn.</p>	<p>Phone the advice line number 01506 432977 or email for advice at:</p> <p><a href="mailto:enquiries@cabwestlothian.org.uk">enquiries@cabwestlothian.org.uk</a></p>	<p>Mon: 10am – 12.30pm  Tues: 10am – 6.30pm  Wed: By appointment only  Thurs: 10am-3.30pm  Fri: 10am-3.30pm  Sat: 9.30-12.30pm</p>	<p>Advice line – (01506) 432977</p> <p>Admin Line – (01506) 436132</p> <p>Appointments Line (01506) 431061</p> <p>Outreach Office 01506 444814</p>
<p><b>CHILL OUT ZONE (COZ)</b>  <b>Aged 18-20,</b>  <b>7 Gardeners Lane, Bathgate</b></p>	<p>Would you like support and help on issues that affect you like health, bullying, relationships, school, alcohol, drugs, sex etc. COZ offers help and support to young people through drop-in and group sessions, health clinics offering medical advice and a healthy eating café.</p> <p>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](mailto:access2employment@westlothian.gov.uk)**