**Snippets Bulletin**

3 March 2020

Do you need help to apply for any of these opportunities? If so, please phone 01506 434249, or call into Skills Development Scotland, Cairngorm House, Almondvale Boulevard, Livingston to arrange an appointment.

This bulletin is usually updated on a weekly basis.

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| New! Trainee or Apprentice Pharmacy Support Staff, Lloyds Pharmacy, Howden Health Centre, Livingston - <https://bit.ly/2Th7Vuo>.  |
| New! Scottish Water, Edinburgh is looking for the following apprentices:* Network Service Operative (Water) Modern Apprentice - <http://bit.ly/38iRbse>. Closing date 29 March.
* Leakage Modern Apprentice - <http://bit.ly/38iRbse>. Closing date 29 March.
* Repair and Maintenance Modern Apprentice - <http://bit.ly/38iRbse>. Closing date 29 March.
* Water Treatment Modern Apprentice - <http://bit.ly/38iRbse>. Closing date 29 March.
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| New! School and College Leaver Tax OneGM Edinburgh 2020, PwC (Price Waterhouse Coopers), Edinburgh - <https://bit.ly/2T6mMI6>.  |
| New! Nursing Assistant Modern Apprentice, The State Hospital, Carstairs - <https://bit.ly/2PwbsnB>. Closing date 13 March.  |
| New! Stockroom Assistant, British Heart Foundation, Livingston. 7 hours per week - <https://bit.ly/3cbAl1R>. Closing date 23 March.  |
| New! Wagamama at The Elements, Livingston Centre is currently recruiting:* Kitchen Porter (full-time) - <https://bit.ly/3c3eOrP>.
* Chef - <https://bit.ly/2TgWQtt>
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| New! Sales Assistant, Mountain Warehouse, Livingston Centre. 8 hours per week - <https://bit.ly/2Thjv8Q>. Closing date 20 April.  |
| New! Part-time Sales Assistant, Fred Perry, Livingston Designer Outlet - <https://bit.ly/2veaRA4>  |
| New! Breakfast Food and Beverage Assistant, Houstoun House Hotel, Uphall - <https://bit.ly/37Wlntc>. Closing date 14 April.  |
| New! Delivery and Trade Assistant, Dunelm, Livingston. 20 hours per week - <http://bit.ly/2PErPym>. Closing date 13 March.  |
| Customer Assistant (part-time, permanent), Morrisons, Livingston - <http://bit.ly/2SWLbjg>. Closing date 15 March. |
| Warehouse Operative, Tesco Distribution Centre, Livingston - <http://bit.ly/2T4DCHe>. Must be 18+. Closing date 14 March.  |
| 2020 Apprentice Bricklayer or Carpenter / Joiner, Barratt Homes. Opportunities available at Portobello, Calderwood, Loanhead and South Gilmerton, Edinburgh - <https://bit.ly/38pX3AH>. Closing date 30 June 2020.  |
| Trainee Auditor (school leavers professional qualification scheme), Audit Scotland, Edinburgh and Glasgow - <http://bit.ly/2UM0QEE>. Closing date 15 March.  |
| Arthur McKay, Loanhead currently has the following apprenticeship opportunities:* Electrical Apprenticeship - <http://bit.ly/2ORNsej>. Applicants must have sat and passed the SECTT assessment test.
* Heating and Ventilation Apprenticeship - <http://bit.ly/31UH9Mj>.
* Plumbing Apprenticeship - <http://bit.ly/3byAnjH>.
* Data Cabling Apprenticeship - <http://bit.ly/2tTjZJI>.

All opportunities have a closing date of 30 April.  |
| Advanced Engineering Apprenticeship, Network Rail - <http://bit.ly/38sgWHm>. Applicants must be prepared to stay away from home for part of their training, at Westwood in England and HMS Sultan at Gosport. Accommodation, meals, trips home and safety clothing and equipment will be paid by Network Rail. The rest of the training will take place at a depot close to home.  |
| Oil and Gas Technical Apprenticeship Programme - <https://www.ogtap.co.uk>. Disciplines are Electrical Maintenance, Mechanical Maintenance, Process Operations and Instrumentation and Control Maintenance. Closing date 16 March.  |
| Apprentice Scheme 2020 (manufacturing, CAD and maintenance), Technip FMC, Dunfermline – <http://bit.ly/2Pc6nkd>. Closing date 20 March. |
| Apprentice Autocare Technician, Kwik Fit, Saughton Road, Edinburgh – [http://bit.ly/2UqbR7U](http://bit.ly/2UQbR7U).  |
| Hairdressing Apprenticeships, Cheynes, Edinburgh – <https://bit.ly/2tAhqw7>.  |
| Distribution Centre Operative, SCS, Livingston. <https://bit.ly/37S25G8>. Closing date 11 March.  |
| Sky in Livingston is currently recruiting for the following apprenticeship programmes:Technology – [http://bit.ly/2Yzut5z](http://bit.ly/2YZut5z). Business Administration Apprenticeship – Billing Operations and HR Services – <http://bit.ly/2EwdQF4>. New! Customer Service Apprenticeship Programme - <https://bit.ly/2VGEAfN>. New! Customer Sales Apprenticeship Programme - <https://bit.ly/2TcPQii>  |
| GTG is currently looking for the following apprentice. Please note that if you have applied for any Arnold Clark vacancies, you cannot re-apply with 6 months:* Parts Apprentice, Sighthill, Edinburgh

<https://apprenticeships.gtg.co.uk/>  |
| Eastern Western Motor Group currently has the following opportunities:* Apprentice Parts Person, Western VW, Newbridge – <https://bit.ly/3alzQQR>
* Trainee Sales Executive, Harley Davidson, Cultins Road, Edinburgh – <https://bit.ly/321Uoed>
* Apprentice Parts Person, Western Nissan, Edinburgh - <http://bit.ly/2Pjyvlk>
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| Laundry Operative, PHS, Livingston – <http://bit.ly/36Um0DS>.  |
| Hays Travel Apprenticeship Programme now recruiting with opportunities nationwide – <http://bit.ly/38bZyGj>.  |
| UK-Creative (retail vacancy), Apple Store, Princes Street, Edinburgh – <https://apple.co/2NzWD2h>.Full and part-time opportunities available. |
| Passenger Service Agents, Jet 2, Edinburgh Airport – <https://bit.ly/36D7WOD>  |
| EY (Ernst Young), Edinburgh is recruiting for the following programmes:* Assurance Apprenticeship Programme (Sept 2020 start) – [https://go.ey.com/2Iwnu6v](https://go.ey.com/2IWnu6v)
* Transactions Business Apprenticeship Programme – <https://go.ey.com/2ppnsgF>
* Tax Business Apprenticeship Programme – <https://go.ey.com/2MGSh8s>
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| Leonardo, Edinburgh has opened it’s 2020 apprenticeship campaign:* Software Engineer Graduate Apprentice x3 – <http://bit.ly/2mjANFM>.
* Design Engineering Graduate Apprentice – <http://bit.ly/2l9Q3F0>.
* Manufacturing Apprentice – <http://bit.ly/2mSbpY1>
* Design Engineering Technical Apprentice – <http://bit.ly/2lkUzAu>.
* Business Apprentice – <http://bit.ly/2mTynhj>.
* Manufacturing Technical Apprentice – <http://bit.ly/2mSyPwf>.

All have a closing date of 13 March 2020.  |
| Home Carers, 1st Class Care, Livingston Village. Part-time and full-time positions available to care for people aged 16 – elderly. Company will put employees through SVQ 2 if they don’t already have it. To apply, applicants can call into the company office at 5 Fairbairn Place, Livingston Village, phone 01506 412698 or email lynnmcavoy@1stclasscare.co.uk. Applicants need to be 17+.  |
| Home Care Assistants, Care 1 Professional Services Ltd, Glasgow is looking for staff in West Lothian. No qualifications required. Company will pay for PVG. Applicants need to be 18+.If interested, phone Kayleigh or Mary on 0141 222 5796. Interviews will be held in West Lothian.  |
| Dalmahoy Hotel and Country Club currently has openings for:* Breakfast chef, finance assistant and hotel receptionist - <https://bit.ly/2z8ldm5>
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| Aldi currently has the following vacancies in West Lothian:* Store Management Apprentice – Houstoun Road Livingston, Bathgate, Linlithgow, Whitburn and Livingston (Almondvale Road)
* Career Starter – Stores, Livingston (Almondvale Road), Bathgate, Linlithgow, Whitburn and Houstoun Road, Livingston.
* Store Assistant – Livingston (Almondvale Road), Bathgate, Linlithgow, Whitburn and Houstoun Road, Livingston.

<http://bit.ly/2x1u19A> |
| McDonalds has various full and part-time vacancies in Livingston, Bathgate and at Newbridge Roundabout:<https://bit.ly/2lRWBDT> (Links goes to landing page – put the area you’d like to work in there – for Newbridge enter Newbridge Roundabout otherwise you get results for Wales).  |

[www.apprenticeships.scot](http://www.apprenticeships.scot)

See below *a selection*of the opportunities currently advertised on [www.apprenticeships.scot](http://www.apprenticeships.scot):

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| New! Analytical Learning and Development Administrative Assistant and PA, Scottish Government - <http://bit.ly/37ZhNOW>. Closing date 10 March.  |
| New! Vehicle Parts Assistant, Allied Vehicles Group, Turnhouse Road, Edinburgh - <http://bit.ly/2PnUwjk>. Closing date 15 March. |
| Closing soon! Services Assistant (Business Admin), Edinburgh - <http://bit.ly/3c5bWL6>. Closing date 4 March. |
| New! Customer Service Administrator, British Car Auctions, Newbridge - <http://bit.ly/2wNicaj>. Closing date 30 March.Training provider is Remit.  |
| New! Hairdresser, Edinburgh - <http://bit.ly/2Tf4owQ>. Closing date 31 March. Training provider is Mentor.  |
| New! Customer Service Administrator, Parks Motors, Bathgate - <http://bit.ly/38Z5P9g>. Training provider is Remit.  |
| Closing date extended! Sales Administrator, Livingston – <https://bit.ly/2Tj1hFr>. Closing date is 31 March.Training provider is Microcom. |
| Data Science Graduate Apprenticeship, Scott Moncrieff, Semple Street, Edinburgh – <http://bit.ly/2wvRtPf>. Closing date 23 March. This 4-year graduate apprenticeship involves studying BSc (Hons) Data Science at Napier University.  |
| Apprenticeship in Hospitality, Sheraton Grand Hotel and Spa, Edinburgh and other hotels in Scotland (see website for details) - <http://bit.ly/2HGq2od>. Closing date 7 April.Training provider is Training Matters.  |
| Closing soon! Digital Imaging Technician, Scottish Records Office, Scottish Government – <http://bit.ly/39NbeAf>. Closing date 3 March.  |
| IT Technician, Colinton, Edinburgh - <http://bit.ly/2HGd21Y>. Training provider is GP Strategies. Closing date 16 March.  |
| Closing soon! Service Desk Assistant, Dacoll Ltd, Bathgate - <http://bit.ly/32amp3v>. Closing date is 8 March.Training provider is QA.  |
| Carousel Training has numerous childcare apprenticeships advertised throughout Lothian region. Check [www.apprenticeships.scot](http://www.apprenticeships.scot) for more information.  |
| Closing soon! Service Desk Assistant, Scotia Cooling Systems, Livingston - <http://bit.ly/39tnINa>. Closing date 6 March on apprenticeships.scot, 11 March on QA website. Training provider is QA |
| Closing soon! Invoice Clerk, Scotia Cooling Systems, Livingston - <http://bit.ly/39ps7Rp>. Closing date 6 March on apprenticeships.scot, 11 March on QA website.Training provider is QA.  |
| Closing soon! Sales Administration Assistant, Scotia Cooling Systems, Livingston - <http://bit.ly/2Sl78tc>. Closing date 6 March on apprenticeships.scot, 11 March on QA website. Training provider is QA.  |
| Childcare, Busy Bees Nursery, Heriot Hill, Edinburgh – <http://bit.ly/39x1Yjp>. Closing date on BB Training site 31 March, on apprenticeships.scot 9 April.Training provider is BB Training.  |
| Facilities Management Engineer Modern Apprentice, Edinburgh – <http://bit.ly/39oFIbq>. Closing date 31 March.Training provider is BESA.  |
| 4 x Surveyor Graduate Apprenticeships, Graham and Sibbald, Haymarket, Edinburgh – <http://bit.ly/3bxcSrq>. Closing date 30 March.You will work towards a BSc (hons) Construction and the Built Environment (Real Estate) at Napier University.  |
| Accounts Assistant, Vertu Motors Plc, Sighthill, Edinburgh – <https://bit.ly/2uPoohm>. Closing date 31 March. Training provider is Microcom Training.  |
| Hairdresser, Edinburgh - <http://bit.ly/2vnRmoq>. Closing date 31 March. Training provider is Mentor.  |
| Closing soon! Building Services Design Technician, Troup Bywaters + Anders, City Centre, Edinburgh - <http://bit.ly/31OXh1Z>. Closing date 7 March.Training provided by Forth Valley College.  |
| Chef, Leith’s at the Edinburgh International Conference Centre, Morrison Street, Edinburgh - <http://bit.ly/31MQ2aL>. Closing date 27 March.Training provider is Montpeliers.  |
| Nursery Nurse, Edinburgh – <http://bit.ly/31kmZek>. Closing date 19 March. Training provider is the Childcare Management Company |
| Vehicle Parts Adviser, Fleet Factors, Broxburn –<https://bit.ly/3awIAnx>. Closing date 30 March.Training provider is Remit.  |
| 1st Line Support, Edinburgh - <http://bit.ly/2FQVZt5>. Closing date is 29 March.Training provider is Spohrt Training.  |

RAF Apprenticeships

The RAF is currently recruiting for the following apprenticeships: • personnel support • intelligence analyst • RAF regiment gunner • weapon technician • air and ground steward • supply, storage and distribution specialist • chef • driver • mover • air and space operations specialist (flight operations) • air and space operations specialist (aerospace operations) • aircraft technician (avionics) • aircraft technician (mechanical) • vehicle and mechanical equipment technician • RAF police • survival equipment specialist • firefighter •general technician (workshop)s • electrician • RAF medic

Register your interest in communications infrastructure specialist • cyberspace communications specialist •photographer

<http://bit.ly/31AxCbR>

Army

The army offers the following apprenticeships:

Public services and health • engineering • telecommunications • animal care • IT • logistics • construction • business admin • <http://bit.ly/2IN3lQa>

Royal Navy

There are 64 different types of apprenticeships available in the Royal Navy. The following roles are currently being recruited for with a high priority, but there’s many more to choose from:

Communications information systems specialist • communications information systems specialist (submariner) • Engineering technician (weapon engineering – submariner) • warfare specialist (submariner)

<http://bit.ly/2ZnE5Fw>

Jobs at Edinburgh Airport

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| Various jobs advertised. See below for a selection and please check the website for more details and a wider selection of opportunities: <https://careers.edinburghairport.com/careers/> * Beauty Therapist – Aerospa
* Line Chef, various front and back of house roles – All Bar One
* General Catering Assistant – Alpha LSG Ltd
* Food and Beverage Server – Bar Burrito
* Various positions available – Body Shop
* Part-time Sales Assistant – Brora
* Team Member – Burger King
* Barista – Caffé Nero
* Barista - Costa
* Cleaner – Driver Hire
* Rental Service Agent – Europcar
* Various Roles Available – Hertz
* Sales Associate – Hugo Boss
* Seasonal Security Agent – ICTS
* Foreign Exchange Consultant – International Currency Exchange
* Retail and Service Assistant – Luggage Point
* Passenger Service Agent / Recruitment Day - Omniserve
* Sales Adviser, Nail Technician - Superdrug
* Chefs of all levels – Usquabae Bar
* Kitchen and Bar Positions – Wetherspoons
* Sales Assistants (various shift patterns) and Sim Local Sales Assistant – WH Smith
* Various part-time positions available – World Duty Free
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[www.positive-destinations.co.uk](http://www.positive-destinations.co.uk)

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| * West Lothian Steps N2 Work wage subsidy opportunities have certain conditions - Opportunities are open to West Lothian Residents only.
* Applicants aged 18 and under must be unemployed, applicants 19-24 must be 3 months unemployed or have previously engaged with MCMC or GRFW.
* New! Trainee Labourer, Browning’s Funeral Directors, Whitburn - <http://bit.ly/2w7es30>. Closing date 12 March 2020.
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The Prince’s Trust – [www.princes-trust.org.uk](http://www.princes-trust.org.uk)

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| No local opportunities.  |

Agencies

Check websites for current vacancies

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| Blue Arrow, Lennox House, Almondvale Boulevard, Livingston, EH54 6QP. Tel 01506 412229.Applicants must be 18+. <http://bit.ly/2k9nEOG>  |
| Connect Appointments, Houstoun Interchange in Livingston - 01506 449944. Applicants must be 18+.<https://www.connectappointments.co.uk/>  |

Careers At Sea

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| Looking to pursue a career in the merchant navy? Clyde Marine Training, Glasgow is the UK’s largest maritime training provider and they accept applications for officer cadetships (deck, engineer and electro-technical) and ratings cadetships. More information can be found at <https://www.clydemarinetraining.com>  |

Community Jobs Scotland

Special conditions apply to these vacancies and only people aged 16-29 who fall into one of the following categories can apply: person with a criminal conviction; care leaver or care experienced; carer; military early service leaver; person with a disability; person currently participating on an activity agreement; homeless person; person affected by substance misuse; person with lower than SCQF level 5 qualification (lower than Nat 5, Standard Grade credit, Intermediate 2 or SVQ 2); work programme completers who remain unemployed.

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| * No vacancies available at the moment
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Useful to Know

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| **Digital Start Fund – Digital World**Digital skills can help you land a well-paid career with long term security but accessing the training you need to get started is often costly. That’s why the[**Digital Start Fund**](https://www.facebook.com/hashtag/digitalstartfund?source=feed_text&epa=HASHTAG&__xts__%5B0%5D=68.ARCNcarGjPkz7u3IN_vRECFJ5QACX8WruhXVC_Uhhjm4uBWEohi83i5bV-LOkagX4TGRhyLOYWaf3kmgTo4Ht-akTBFcyfN_3Zx5rumPZ9ZVbCzGXHQxpCedCKxxcylj9Z_PLiGVaa7NheMT43c5lBvZk8loCqPXlQTQh-ZWLRerYNKRsnP4m4T1h2wviGa_kmUu4WQFZDgmeg8o8QlpJWA5d8awRCCODuWG7_2siJWLADA16uT_yFePQ8cKgLCUikECOy6IX1Mx51jUFvLpJEb_bC2kSxN88hfwThp36u-ILLl_6dQ6Er5oz_x9hZMk9WMljwgkXM02aUDHr8vftMIM0Q&__tn__=%2ANK-R) has been created, to help people on lower incomes gain skills in software development and cyber security. To be eligible to apply, you’ll need to be resident in Scotland and have the right to work in the UK. You will also have to either receive Universal Credit or another income-based benefits ORface two or more barriers to work, such as being an army veteran, having a disability, living in an area with a high unemployment rate, being aged 54 or older, or being homeless. Please note that recent graduates (within the last 12 months) aren’t eligible to apply.The fund will close at the end of March 2020 (funds allowing) - [https://bit.ly/2Mg70ds](https://bit.ly/2Mg70ds?fbclid=IwAR1dLw-CFZ3rzKFnt42cTwJNzNkAeyODm20GcTB_ou1m2Wj_lPA-6ygOdOg).  |
| **ITA Closed** The Individual Training Account scheme is currently closed to new applicants. Skills Development Scotland is currently working with Scottish Government to explore options for the year ahead, subject to budget. Please check [www.myworldofwork**.co.uk**](http://www.myworldofwork.co.uk) for updates. |
| Scottish Power Pre-Apprenticeship Programme, Edinburgh College, Midlothian. Applications now open - <http://bit.ly/3634XOL>  |
| Timpson’s offer free dry cleaning of clothes for interview. This offer is open to people who are unemployed and seeking work. You don’t need a voucher, just ask at the counter to get the deal. There currently isn’t an end date to this offer and it is running in every store that has dry cleaning facilities – about 300 stores across the UK. For more information, please see <https://bit.ly/2YXka1b>.  |
| Edinburgh Zoo is currently looking for public engagement volunteers and education volunteers - <http://bit.ly/2AZBTKK>. Recruitment and induction dates will take place in March, May and September.  |
| Charlie Miller in Edinburgh accepts applications for their trainee hairdressing positions all year. For more details see <https://bit.ly/2JdVsAy>. |
| At college? Cala Homes offers placements during college holidays. Please contact a member of the HR Team by emailing careers@cala.co.uk outlining your preferred location and length of placement - <https://bit.ly/2zaFt3y>. |
| DBM Construction in Bathgate accept speculative CVs – <http://bit.ly/2Prj4X7>  |
| Young Carers Grant: New benefit for Young Carers aged 16-18 in Scotland - <https://bit.ly/2sHSsKj>  |
| **National Minimum Wage and National Living Wage rates** The hourly rate for the minimum wage depends on your age and whether you’re an apprentice. You must be at least [school leaving age](https://www.gov.uk/know-when-you-can-leave-school) to get the National Minimum Wage and aged 25 to get the National Living Wage - the minimum wage will still apply for workers aged 24 and under.**Current rates** These rates are for the National Living Wage and the National Minimum Wage. The rates change every April.

| **Year** | **25 and over****Living Wage** | **21 to 24****Min Wage** | **18 to 20****Min Wage** | **Under 18****Min Wage** | **Apprentice****Min Wage** |
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| April 2019 | £8.21 | £7.70 | £6.15 | £4.35 | £3.90 |

**Apprentices**[Apprentices](https://www.gov.uk/apprenticeships-guide) are entitled to the apprentice rate if they’re either:* aged under 19 or
* aged 19 or over and in the first year of their apprenticeship

**Example** An apprentice aged 22 in the first year of their apprenticeship is entitled to a minimum hourly rate of £3.90.Apprentices are entitled to the minimum wage for their age if they both:* are aged 19 or over
* have completed the first year of their apprenticeship

**Example** An apprentice aged 22 who has completed the first year of their apprenticeship is entitled to a minimum hourly rate of £7.70. |