**Snippets Bulletin**

**25 May 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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| **The Prince’s Trust** is currently offering a ‘Young People Action Plan’. They want to assure young people that their team of youth workers and volunteers are still on hand through this challenging time. Their live chat, phone lines and text services are open from 9am-9pm every day and the [Coronavirus Support Hub](https://www.princes-trust.org.uk/about-the-trust/coronavirus-response/resource-centre) is also available for advice and guidance. So, don’t feel alone.They are continuously speaking to young people to find out what's important to them at this difficult, challenging and unusual time. From confusion around **social distancing** and worrying about **friends and family** with health issues, to nervousness around using **public transport** and feeling **hopeless about the future**, there's a lot on everyone's mind.They also know you're concerned about your **wellbeing**when you need to self-isolate, but want to **find small ways to make a difference to others** at a time when we all need to work together. For tools and resources to build your skills and confidence, and recommended free short courses that can be done at a time and place that suits you, [**visit the Coronavirus Support Hub**](https://www.princes-trust.org.uk/about-the-trust/coronavirus-response/resource-centre).Stay tuned to our social media channels and keep coming back to our website for more information. Alternatively, speak to a member of our team by calling free on **0800 842 842**. |

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| The British Army recently held an online question and answer session regarding their application process, details can be found here: <https://tinyurl.com/ycbbvdtl>.  |

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| West Lothian College is holding a virtual open day on 4 June.The full day event will give access to a range of digital resources, including video Q&A sessions, video subject overviews, information on how to apply for courses, and the funding available. College staff will also be on hand throughout the day to answer questions. Interested? Then you need to sign up: <https://tinyurl.com/y7kjehpq>. |

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| New! Housekeeper, Edinburgh Royal Infirmary, Part-time 16 hours – <http://tinyurl.com/yct75pzx>. Closing date 3 June 2020.Bus service x40 runs daily from Livingston to Edinburgh Royal Infirmary. Journey time is between 50 minutes to one hour. Bus fares subsidised by West Lothian Council so cost is lower. |
| New! Accounts Assistant (6 months), Sky, Livingston - <https://tinyurl.com/ycdaj5cp>  |
| Closing soon! Customer Service Assistant Level 1, Wilko, Livingston Centre - <https://bit.ly/2LoETWr>. Part-time 16 hours, 5 days out of 7. Closing date 26 May 2020. |
| New! Burton’s Biscuits in Sighthill, Edinburgh has various operator vacancies available. Temp till December - <https://www.burtonsbiscuits.com/life-at-burtons/current-vacancies/>.  |
| Closing Date Extended! Want to be on TV? **The Nine to Five** with **Stacey Dooley** is back for another series. They are looking for teenagers who are eager to go on the work-experience trip of a lifetime.They hope to film the new series in the late summer and will take five teenagers into a variety of industries that are crying out for young workers. It will be the ultimate work experience, offering those taking part the chance to learn some real-life lessons. Living away from home in shared accommodation, teens will learn how to budget, cook and ultimately how to stand on their own two feet.Everyone taking part will try out jobs in different industries, get help and advice from top bosses and recruiters around the UK and be introduced to key employment skills.If you’re 16-18 years of age, opinionated and want help kick starting your career then the BBC is looking for you!Apply here: <https://www.bbc.co.uk/showsandtours/take-part/nine-to-five>. Closing date 29 May.  |
| Apprentice Plant Maintenance Engineer, Carrier Rentals, Turnhouse, Edinburgh - <https://jobs.carrier.com/job/-/-/29289/15738688>  |
| Client Care Adviser, Vets4Pets, Livingston - <https://bit.ly/3csc1Id>. This job can be full or part-time. |
| Closing soon! Apprentice Labourer/Plasterer, Jarvey Stone, Whitburn - <https://www.dyw-wl.com/jobs-board/apprentice-labourer4775655>. The successful applicant will attend Edinburgh College to learn their trade (plastering) which will be arranged through the Construction Industry Training Board, the apprenticeship lasts for four years after which the applicant will achieve an SVQ Level 2 (plastering). Staff need to be in the yard in Whitburn by 6am Mon-Fri. As there is very little public transport at this time, applicants should either stay locally or have a reliable means to get to work. Closing date end of May. |
| Mitie has the following vacancies: * Cleaning Operative, Bathgate (full-time) - <https://bit.ly/3cuW444>.
* Cleaning Operative, Broxburn (full-time) - <https://bit.ly/3eCTURV>
* Cleaning Operative, Murieston (part-time) - <https://bit.ly/3bkjY1Z>
* Cleaning Operative, Waverley Steps, Edinburgh. 2pm – 10pm Monday, Tuesday, Wednesday, Thursday and Sunday - <https://bit.ly/3dseN0C>
* Cleaning Operative, Regent Centre, Linlithgow (part-time) - <https://bit.ly/2SUmMM5>
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| Temporary Social Work and Social Care opportunities, West Lothian Council. Opportunities based within the following settings:Care for vulnerable older people (ref 202011)Residential care for adults and older people (ref 202022)Support for vulnerable families (ref 202033)Residential Child Care (ref 202044)Support for vulnerable adults (ref 20255)Support with people who have mental health or addiction difficulties (ref 20266)Applicants should be either be SSSC registered or without registration or qualification but with transferable skills and experience and a strong interest in providing personal care and support to vulnerable people.<https://www.westlothian.gov.uk/sw-sc-jobs>  |
| Morrisons is looking for the following staff:* Customer Assistant, Dedridge, Livingston. Part-time, temp - <https://apply.morrisons.jobs/vacancies/40207/customer-assistant.html>
* Customer Assistant, Dedridge, Livingston . Part-time permanent - <https://apply.morrisons.jobs/vacancies/40178/customer-assistant--home-delivery.html> and

<https://apply.morrisons.jobs/vacancies/40177/customer-assistant.html>  |
| Apprentice Supply Chain Operative with the Royal Signals (Army) – [https://bit.ly/2X70Maw](https://bit.ly/2X70MAw)  |
| Hospitality Unite is currently advertising:Care Assistant, Tippethill, BathgateCare Assistant Bank – Murrayside, EdinburghCare Assistant, Lauder Lodge, EdinburghCare Assistant, Cairdean, Edinburgh<https://harri.com/hospitalityunite> (this link will take you to the general search page). |
| West Lothian Council is advertising the following vacancies: * Supply Care Home Domestic (house, kitchen, laundry) - <http://bit.ly/2Yoij9h> - PVG check will be carried out. Must have previous experience. Closing date 28 June 2020.
* Supply Cook / Assistant Cook - <http://bit.ly/3a648rj> - Must be qualified to City and Guilds 706/1-2 and have previous cooking experience. Closing date 28 June 2020.
* New! Social Care Support Worker (2 posts), Burngrange Care Home, West Calder - <https://tinyurl.com/ycpdqb36>. Applicants must have SVQ 2 in Health and Social Care or equivalent and previous care experience is essential. Closing date 31 May.
* New! Supply Leisure Assistant, Fauldhouse Partnership. This post is casual and on an ‘as and when needed’ basis - <https://tinyurl.com/y9co4sa9>. Applicants must have the National Pool Lifeguard Qualification. Closing date 31 May.
* New! Support at Home Care Workers, various locations across West Lothian. 25 hours per week - <https://tinyurl.com/y8b4z689>. Closing date 31 May.
* New! Social Care Support Worker, Whitdale House, Whitburn. 21 hours per week - <https://tinyurl.com/ycaemwbr>. Closing date 31 May.
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| Closing Date extended! MacTaggart Scott, Loanhead is currently recruiting Apprentice Production Engineers (welding, maintenance, fitting and machinist). <http://bit.ly/2vpZy7X>. Due to the current Covid 19 situation across the country, the deadline for this job has been extended to the end of May. |
| Hays Travel is still accepting applications for their apprenticeship programme via their website. Opportunities available nationwide - <http://bit.ly/38bZyGj>.  |
| 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>
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| 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.  |
| 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 –Bathgate and Houstoun Road, Livingston.

<http://bit.ly/2x1u19A> |

[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! Apprentice Information Technology Assistant, ATOS, Livingston - <https://bit.ly/2zWen3W>. Closing date 10 June. Training provider is QA. |
| New! CRC (Centre for Research Collections) User Services Team Member, Edinburgh University - <https://bit.ly/2WMYshz>. Closing date 18 June.Work towards a level 3 modern apprenticeship in customer service.Training provider is Limelight Careers. |
| New! Apprentice Maintenance Engineer, Drax Power Ltd, Lanark - <https://bit.ly/3cOAhov>. Closing date 1 June.Training provider is East Kilbride Group Training and your first year on the apprenticeship will take place there. Subsequent years will be based at Stonebyres Hydro Power Station, Lanark. |
| New! Student Services Support Apprentice, The School of Philosophy, Psychology and Language Services, Edinburgh University - <https://bit.ly/3bQgDal>. Closing date is 30 May.Training provider is People Plus.  |
| Apprentice Electronics Technician, BT, Edinburgh - <https://bit.ly/2KCmuoC>. Closing date 27 June 2020. All training is in-house.  |
| Trainee Lab Support Technician, University of Edinburgh - <https://bit.ly/2WazeZZ>. Closing date 28 May. Study by block day release at Fife College (Livingston Campus).  |
| Closing date extended! 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 June.Training provider is Training Matters.  |
| Carousel Training has numerous childcare apprenticeships advertised throughout Lothian region. Check [www.apprenticeships.scot](http://www.apprenticeships.scot) for more information.  |

RAF Apprenticeships

The RAF is closely monitoring the Coronavirus (COVID-19) situation as it unfolds and are continuing to follow the latest Government advice. To keep everyone as safe as possible during this time, they have decided to adjust their recruitment process. All face-to-face visits to Armed Forces Careers Offices are now suspended and some stages of the recruitment process are on hold but please be reassured all applications remain ‘live’.

The RAF Recruitment Team

<https://www.raf.mod.uk/recruitment/afco-covid19>

Army

The army is still accepting applications, but have made some temporary changes to their recruitment process:

[https://apply.army.mod.uk/covid19https://apply.army.mod.uk/covid19](https://apply.army.mod.uk/covid19)

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

At this time the Naval Service Recruitment process continues to operate, however some areas of the process will be adapted to ensure that they meet Government guidance. 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/> * Line Chef, various roles available – All Bar One
* General Catering Assistant – Alpha LSG Ltd
* Various positions available – Body Shop
* Rental Service Agent – Europcar
* Kitchen and Bar Positions – Wetherspoons
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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.
* No current vacancies
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The Prince’s Trust

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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+. * Production Operators. Food Environment on shift rotation – 6-2, 2-10 and nightshift - <https://bit.ly/2LhzpfM>
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| Connect Appointments, Houstoun Interchange in Livingston - 01506 449944. Applicants must be 18+. |

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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| 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.The next recruitment day will take place on 22 September with induction on the 29th. Apply online at <http://bit.ly/2AZBTKK>. |
| 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<https://checkyourpay.campaign.gov.uk/#are_you_under_25_>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 ratesThese 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 2020 | £8.72 | £8.20 | £6.45 | £4.55 | £4.15 |

ApprenticesIf you are in your first year of your apprenticeship then you are legally entitled to at least the apprenticeship National Minimum Wage of £4.15 per hour.If you are aged 19 or over and have completed the first year of your apprenticeship, then you are legally entitled to at least the National Living and Minimum Wage rates relevant to your age group. |