**Snippets Bulletin**

**1 December 2020**

The opportunities listed here have been sourced to be particularly suitable for school and college leavers looking for apprenticeships and entry level jobs. Any websites mentioned may have other opportunities suitable for a wider age range or more experienced applicant.

Do you need help to apply for any of these opportunities? If so, please phone 01506 434249 to speak to one of our advisers.

This bulletin is updated on a weekly or fortnightly basis.

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| New! Customer Service Assistant, Scotmid, Nigel Rise, Livingston - <https://bit.ly/3mvwl0A>. Closing date 11 December.  |
| Closing soon! Warehouse Operatives – Days, DHL, Livingston - <https://bit.ly/33arjir>. Closing date 4 December.  |
| Closing soon! Customer Service Assistant, CJ Lang and Son Ltd, Linlithgow - <https://bit.ly/2J4szgd>. Closing date 2 December.  |
| Relief Nursery Assistants, Busy Bees, Livingston - <https://bit.ly/3kXGDFp>. Applicants should ideally have:* Previous experience working and caring for children under 5 (Desirable)
* A willingness to undertake relevant childcare qualifications in the future (Desirable)
* Passion to deliver high quality childcare and exciting learning opportunities

Closing date 15 December.  |
| IT Technical Support Apprentice, Livingston - <https://bit.ly/3kY3tfS>. Training provider is GP Strategies. Successful completion of this 12-month apprenticeship will lead to an industry-recognised diploma in IT and telecommunications as well as Microsoft Fundamentals certifications in Office 365, server, networking and security. Closing date 17 December.  |
| Project Manager Graduate Apprenticeship, Aethic, Currie - <https://bit.ly/3nSkQkn> You will study towards achieving a BSc (Hons) in Business Management 1 day per week at Heriot-Watt University (remotely if required).As this role will be based remotely and due to AETHIC being a start-up SME the candidate should be a self-starter and have a good understanding of business operations and timescales. Closing date 17 January 2021. |
| The 2021 apprenticeship programme at BAE Systems in Glasgow has opened and the following opportunities are available:* Apprentice - Manufacturing Engineer - Naval Ships - <https://bit.ly/2UH1QsA>. This apprenticeship will lead to a SCQF level 6 qualification in engineering.
* Apprentice - Naval Ships - Mechanical Fitter - <https://bit.ly/2IOynKn>. This apprenticeship will lead to a SCQF level 6 qualification in engineering.
* Apprentice - Naval Ships - Electrical Engineer - <https://bit.ly/3lMYrnF>. This apprenticeship will lead to a SCQF level 6 qualification in engineering.
* Apprentice - Naval Ships - Joiner - <https://bit.ly/2UIcoY8>. This apprenticeship will lead to a SCQF level 6 qualification in construction.
* Apprentice - Naval Ships – Painter - <https://bit.ly/36OlhVU>. This apprenticeship will lead to a SCQF level 6 qualification in construction.
* Apprentice - Naval Ships – Pipeworker - <https://bit.ly/3pPTxsP>. This apprenticeship will lead to a SCQF level 6 qualification in engineering.
* Apprentice – Naval Ships – Sheet Metal Worker - <https://bit.ly/2KjiYT3>. This apprenticeship will lead to a SCQF level 6 qualification in engineering.
* Apprentice – Naval Ships – Steelwork – <https://bit.ly/32Yonpk>. This apprenticeship will lead to a SCQF level 6 qualification in engineering.
* Apprentice - Naval Ships – Supply Chain - <https://bit.ly/36VBicO>. This apprenticeship will lead to a SCQF level 6 qualification in procurement and a CIPS Certificate in procurement at level 2.
* Apprentice - Naval Ships – Technician - <https://bit.ly/32Z8Ght>. This apprenticeship will lead to a SCQF level 6 qualification in engineering design.
* Higher Apprentice – Naval Ships – HR - <https://bit.ly/3pGFWUv>. This apprenticeship will lead to a SCQF level 6 qualification in business administration and a CIPD level 3 foundation certificate in HR Practice.
* Higher Apprentice – Naval Ships – Information and Technology Developer - <https://bit.ly/36KOn8y>. This apprenticeship will lead to a diploma for IT and telecommunications professionals (SCQF level 8).
* Higher Apprentice – Naval Ships – Project Manager - <https://bit.ly/36N6wCJ>. This apprenticeship will lead to a diploma in project management (SCQF level 8).
* Intermediate Apprentice -Naval Ships – Burner - <https://bit.ly/2IS79T0>. This apprenticeship will lead to a SCQF level 5 qualification in engineering.

All opportunities are based in Glasgow. Closing date is 28 February 20211.  |
| INEOS 2021 Apprenticeships in Chemical Process Engineering, Grangemouth – <https://bit.ly/2UqkcxO>. Closing date 31 December. For further information, and to get some useful hints and tips please visit: [www.myineosjourney.com](http://www.myineosjourney.com)  |
| Closing date extended! Temporary, Casual Sales Assistants, USC, Almondvale Centre, Livingston – <https://bit.ly/2Ul6VXj>. Closing date 10 December. Contract end date is 3 January.  |
| WH Smith currently has the following vacancies:Sales Assistant, Almondvale Centre, Livingston - <https://bit.ly/2Ih8enf>. 12 hour contract. New! Sales Assistant, Bathgate - <https://bit.ly/3o7JCgc>. 8 hour contract. |
| Retail Sales Consultant, Beaverbrooks, Livingston Centre - <https://bit.ly/3eSE8Td>. 32 hours per week. Closing date 26 December.  |
| Warehouse Operative, Alliance Automotive Group (Livingston Autoparts), Livingston - <https://bit.ly/36mQhvR>. Closing date 9 December.  |
| Iceland currently has the following vacancies at their store in Almondvale Centre, Livingston:* Retail Assistant – Online Picking (Seasonal) - <https://bit.ly/2InCeOt>.
* New! Retail Assistant, 16 hours - <https://bit.ly/3lrFBl5>
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| Closing date extended! Apprentice Accounts Administrator, Edinburgh – <https://bit.ly/2TL9q4L>. Closing date 31 December. Training provider is Microcom. |
| Sortation Associate, Amazon, Bathgate - full-time and part-time positions available - [**https://bit.ly/2HTsvz3**](https://bit.ly/2HTsvz3). Recruitment is via the Adecco agency. |
| Seasonal Sales Associate, GAP, Livingston Designer Outlet - <https://bit.ly/3orriQn>. 8 hours. |
| Closing date extended! Apprentice Vehicle Parts Advisor, Dingbro Ltd, Bathgate – <https://bit.ly/2JsJ1XP>. Closing date 6 December. |
| Engineering Apprenticeship Programme, Jungheinrich, Livingston - <https://www.jungheinrich.co.uk/about-us/careers/apprenticeships-at-jungheinrich-uk-789526>. * Scottish equivalents of the qualifications required are National 5 grades A-C
* Proposed start date is January 2021
* Must have driver’s licence.
* YouTube link regarding the scheme: [https://youtu.be/6WTGeBFnEf0](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fyoutu.be%2F6WTGeBFnEf0&data=04%7C01%7Clinda.strathdee%40sds.co.uk%7C184511b041d14b5f5f4808d87a7d24bc%7C33ca6d475e4f477484f1696cbb508cbe%7C0%7C0%7C637394026314106769%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=qFi%2Fns9%2BcR0xTa2RWRR2QInI4eajw9A5%2F6m%2BXta22A0%3D&reserved=0)

Apply by sending your CV direct to Ben.Quartermain@jungheinrich.co.uk.  |
| Leonardo in Edinburgh has started the recruitment process for their 2021 intake:* Manufacturing Apprentice – <https://bit.ly/3ds0HgS>. This three-year apprenticeship involves studying NC Engineering Systems, SVQ level 2 (PEO) and SVQ level 3 (Engineering technical support).
* Manufacturing Technical Apprentice – <https://bit.ly/340m45Y>. This four year apprenticeship involves studying HND Engineering Systems, SVQ level 2 (PEO) and SVQ level 3 (Engineering technical support).
* Software Engineering Graduate Apprentice – <https://bit.ly/2SZn1VM>. This is a four-year apprenticeship where you will study BSc (Hons) in Software Development for Business through a mixture of work based learning and day release at university. You will gain the academic requirements for Incorporated Engineer as part of the way to gaining Chartered Engineer status.
* Design Engineering Graduate Apprentice– <https://bit.ly/3dyOw1H>. This four year apprenticeship involves studying BEng (Hons) in Engineering: Design & Manufacture at the University of Strathclyde through a mixture of work based learning, distance learning and day release. On completion you should have met the requirements for Incorporated Engineer as part of the way to gaining Chartered Engineer status.
* Procurement Graduate Apprentice– <https://bit.ly/3j1srdh>. This four year apprenticeship involves studying BA (Hons) Business Management at the University of Strathclyde through a mixture of work based learning, distance learning and day release. The degree is designed to meet the criteria for Chartered Management Institute (CMI).

All opportunities have a closing date of 6 March 2021. |
| Next currently has a selection of Christmas Support Team opportunities. Various days and hours available - <https://bit.ly/33Iku8J>. |
| McDonalds Restaurants currently has vacancies at their Livingston, Bathgate and Newbridge sites<https://people.mcdonalds.co.uk/job-search> (link will take you to the job search page).  |
| West Lothian Council is currently advertising the following supply roles. Applicants should be aware that the opportunities could be anywhere in the West Lothian area:* Supply Cook / Assistant Cook - <https://bit.ly/3n57zp2>. Closing date 31 December 2020.
* Supply Care Home Domestic (house, kitchen, laundry) - <https://bit.ly/36lQp0u>. Closing date 31 December.
* Supply Social Care Support Worker - <https://bit.ly/3n8zdS6>. Closing date 31 December. Applicants must have SVQ2 in Health and Social Care or equivalent. Must also have SSSC registration or must obtain this within six months of starting job).
* Supply Social Care Practitioner - <https://bit.ly/2GiJRoe>. Closing date 31 December. Applicants must have SVQ3 in Health and Social Care or equivalent. Must also have SSSC registration or must obtain this within six months of starting job).
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| The following vacancy has recently been added to the Job Board for Almondvale Centre, Livingston: * Seasonal Sales Assistant, CEX, Almondvale Centre.

<https://www.thecentrelivingston.com/centre-info/jobs>  |
| The following vacancy has recently been added to the Job Board for Livingston Designer Outlet:* Sales Assistant, Osprey, Livingston Designer Outlet.

<https://livingston-designer-outlet.co.uk/careers/>  |
| Ernst Young is now recruiting for their **2021** apprenticeship programme:* Assurance Apprenticeship Programme, Edinburgh, Glasgow, Aberdeen - <https://go.ey.com/35eJnKj>
* Strategy and Transactions Apprentice, Glasgow - <https://go.ey.com/333alBQ>
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| EGKTA is currently looking for candidates who would like to be considered for apprentice engineering opportunities in the West Lothian area. If interested, please take a look at their website <https://www.ekgta.com/apprenticeships/candidates> and apply using the online application form. Initial training takes place at the EGKTA premises in East Kilbride, then at company premises in West Lothian. All travel costs reimbursed.  |
| 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, Almondvale Road Livingston, Bathgate, Linlithgow and Whitburn
* Career Starter Stores - Livingston (Almondvale Road), Bathgate, Linlithgow, Whitburn and Houstoun Road, Livingston.
* Store Assistant – Houstoun Road Livingston, Bathgate, Linlithgow and Whitburn.

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

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. For more information please see: <https://apply.army.mod.uk/covid19>

There is currently priority recruitment for the following roles: ammunition technician • environmental health technician • musician • technical support specialist • HR specialist • army nurse (you can join as a student nurse) • radiographer • cyber engineer • movement controller • Operator Technical Intelligence • Driver Communications Specialist • Veterinary Technician • Port Operator • Supply Chain Operative • Pharmacy Technician • Mariner • Postal and Courier Operator • Operating Department Practitioner.

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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| Jobs currently available at Edinburgh Airport can be seen here: <https://careers.edinburghairport.com/careers/>.  |

West Lothian Council Steps N2 Work

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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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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+. [www.bluearrow.co.uk](http://www.bluearrow.co.uk)  |
| 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

<https://bit.ly/3h6k6oB>

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| There are no Community Jobs Scotland vacancies available at this time |

Virtual and Placement Work Experience Opportunities

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| * **Barclays Life Skills**

Virtual work experience gives you a unique opportunity to gain work experience in a company that you might not normally get access to, while highlighting the essential skills you might need.  You’ll get to see the inner workings of a ‘digital transformation’ agency, and actively work with different departments on one exciting project, helping them solve problems and complete real-life tasks.As part of the experience you’ll also see lots of tips as well as links through to other Life Skills content. These are designed to help you learn how best to deal with situations you may come across in the workplace. By clicking on the links you’ll get the most out of your virtual work experience and learn more about the vital skills you’ll need in the workplace.To use virtual work experience and the other great tools on company site, simply log in or sign up for free at <https://bit.ly/3o3WpRN> |
| * **Brighton and Sussex Medical School**

This course provides a 'virtual' work experience for those looking to apply to medical school. You will be introduced to the NHS before exploring the roles and skill sets of six different medical specialists. Along the way, you will also consider some of the challenges and wider issues doctors face.<https://bsmsoutreach.thinkific.com> school |
| * **EY Financial Services**

**Work Experience programme - Business Academy, Edinburgh**The EY Business Academy balances on the job experience with business skills sessions and work shadowing. This paid Business Academy has been designed to give participants an insight into business and provides learning and networking to kickstart your EY career. It will run from Monday 26 July – Friday 30 July 2021 and is open to 5th year school pupils completing 5 highers. Other criteria applies. <https://www.ey.com/en_uk/careers/students/programmes/schools/ey-business-academy> |
| * **Halliday Fraser Munro**

**Virtual Work Experience - Design and Architecture**This work experience programme would normally be undertaken by secondary school pupils within a UK based office over the course of a week, but now due to the recent outbreak of COVID-19, Halliday Fraser Munro has taken the work experience programme and evolved it into 2 tasks that can be completed at home with no time restrictions. By the end, Halliday Fraser Munro hopes you will have further developed your interest in architecture and will have learnt skills and understanding in spatial modelling and interpreting a client brief. <https://workexperience.hfm.co.uk/#contact-us>  |
| * **Observe GP**

Observe GP is an alternative to work experience for aspiring medics aged 16 and over, who are living in the UK. It is a free interactive video platform providing insights into the role of a GP and the wider primary care team. <https://www.rcgp.org.uk/observegp>  |

Useful to Know

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| **Individual Training Accounts**Get up to £200 towards the cost of a training course with an SDS Individual Training Account (ITA).Use the money to build the skills you need for a job, or get training to take your career to the next level. Whatever you want to do, there's a wide range of ITA approved courses on offer. Because it's not a loan, you don't have to pay it back.**Applying for your ITA****Closing date extended!** Between now and 28 February 2021, Skills Development Scotland will accept up to 28,000 applications for an Individual Training Account. Start searching for an ITA approved course and apply online:[**https://bit.ly/2ZBLKSW**](https://bit.ly/2ZBLKSW) **(restrictions apply).** |

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| **A new benefit** has been introduced to support 16 to 24 year olds into work if they have been unemployed for six months. Applications opened on Monday 17 August.Job Start Payment is a one off £250 payment to help with the costs of starting a new job. The upper age limit rises to 25 for care leavers and the payment rises to £400 if the person has a child.<https://www.gov.scot/news/new-benefit-for-young-people-starting-work/>   |

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| **UK Government Kickstart Scheme:**A new scheme called ‘Kickstart’ has been announced by the UK Government to support 16-24 year olds into work. Managed by DWP, young people who are unemployed and on Universal Credit, assessed as work ready but struggling to secure work and at risk of long-term unemployment will be supported by their Jobcentre Plus work coach into opportunities identified on the Universal Job Portal. The first placements are due to start in November and will run for a period of 26 weeks. It is hoped that the placements and additional training will build work skills and lead to longer term sustained employment.The government will fully fund each “Kickstart” job, paying 100% of the age-relevant National Minimum Wage, National Insurance and pension contributions for 25 hours a week. In addition, employers will receive £1,500 which they may use to set up support and training for those taking part, or other set-up costs such as buying uniforms.The job placements created through Kickstart funding must be new jobs and not replace existing or planned vacancies. For more information, please see: <https://www.gov.uk/government/collections/kickstart-scheme>  |

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| **Left school?** Skills Development Scotland’s Career Jam webinars support you as you take your next steps.Careers advisers discuss topics including applying for college, university, online or phone interviews and labour market information.The sessions are recorded so you can watch them whenever you want.Episodes available are:Episode 1 – How your careers adviser can help youEpisode 2 – Interview helps and tipsEpisode 3 – Applying for collegeEpisode 4 – UniversityEpisode 5 – Employment and the labour marketJust keep in mind you won’t be able to ask any questions as they aren’t live.If you need more advice or support, you can call the SDS helpline on **0800 917 8000**, which is available Monday to Friday, 9am-5pm.<https://www.myworldofwork.co.uk/school-leaver-webinars> |

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| **DYW (Developing Young Workforce) recently broadcast a series of webinars for young people.** **The DYWUp2U episodes included conversations and Q&As with employers, young people and specialists.** * **Episode 1. Jobs and apprenticeships. Hear what it’s like to be in a job or apprenticeship, find out what sectors are recruiting and where you can go to find opportunities in your area.**
* **Episode 2. College. Hear from young people about their college experience, how you can find courses that interest you and what pathways are available to and from college.**
* **Episode 3. University. Find out about the university experience from current students and graduates, hear why employers recruit graduates and what’s involved in the university application process.**
* **Episode 4. Training and Volunteering. Find out about the benefits of volunteering and training and how this pathway can support your steps into employment or further education.**
* **Episode 5. One Small Step. A motivational broadcast from comedian and keynote speaker, Gavin Oattes.**

**Interested? Watch the episodes on YouTube:** <https://bit.ly/2ENRges>**. There’s also videos available giving information on skills and industry insights.** Developing Young Workforce Job Board can be accessed here: - <https://www.dyw-wl.com/jobs-board>  |

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| 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 usually look for public engagement and education volunteers.**However, due to recent Government guidelines surrounding Coronavirus (Covid-19), their volunteer programme is now on hold. Please feel free to complete a volunteer application, but please note that it may be some time before they are able to reopen the volunteer programme and respond to shortlisted candidates.**<http://bit.ly/2AZBTKK>. |
| 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. |