**Snippets Bulletin**

**22 February 2021**

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 basis.

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| New! Barratt Homes is currently recruiting apprentice bricklayers and apprentice joiners. More information (including locations) can be found here: <https://bit.ly/2ZlCcM8>. Closing date 30 June.  |
| New! The Academy of Sound and Music is accepting applications for the following free, short courses:* Sound production workshop
* Rap and hip hop, song writing and beat making workshop
* WILMS song writing workshop

<https://www.academyofmusic.ac.uk/course/short-courses/>  |
| New! Dales Marine Services Ltd, Leith, Edinburgh is currently recruiting: * Apprentice engineers
* Apprentice Platers / Fabricators
* Apprentice Welders
* Trainee Office Administrator

More information can be found here: - [UK Dry Dock specialists | Dales Marine](https://dalesmarine.co.uk/careers)Closing date is 28 February.  |
| New! School and College Leavers opportunities in tax, PWC, Edinburgh - <https://pwc.to/3dykpKb>.  |
| New! FUSE is a world class retail and hospitality academy setting standards for skills, training, recruitment and career support in Edinburgh, at the new St James Quarter.It has been established to work across Edinburgh, connecting people to training courses, accredited qualifications, employers and jobs. St James Quarter opens later this year bringing approx. 3,000 new jobs. Current vacancies can be found here: <https://www.edinburghfuse.com/jobs/>  |
| New! Gas Engineering Advanced Apprenticeship (Mechanical), National Grid, Avonbridge, Falkirk - <https://careers.nationalgrid.com/search/job/0-16443>. Closing date 14 March. Applicants must hold a valid full UK car driving licence, or be willing to learn to drive and agree to secure a valid full UK car driving licence within 12 months of joining the programme or as soon as possible after their 17th birthday. Applicants must live within a that 60 minutes travel commute of Avonbridge Gas Terminal.  |
| New! WSP is running their UK-wide 2021 recruitment programmes for:* Advanced apprenticeships in building services engineering, civil engineering, transport planning and rail design - <https://bit.ly/37pKg2K>
* Degree apprenticeships in building services engineering, civil engineering, project management, quantity surveying or rail engineering at a university or education provider over a 5-6 year period on a block or day release basis or through workplace learning - <https://bit.ly/3s6sfyD>.

Closing date for both programmes is 30 April.  |
| New! Client Support Adviser, Social Security Scotland - <https://bit.ly/3sdahdN>. Roles are Scotland-wide. Applicants must hold a minimum of 3 Highers or equivalent qualifications or have experience of working in a challenging client service environment, taking responsibility for delivering high quality client-focused services and ensuring client needs are fully met. Closing date 2 March. |
| New! Fish Fryer, Blue Lagoon, Livingston Centre - <https://indeedhi.re/2NJwdOG>. This job involves 10 hour shifts so applicants must be aged 18+. One year fish frying experience and a driving licence preferred.  |
| New! Catering Assistant, Livingston - <https://bit.ly/3dzplOP>. This position is permanent, part-time. Closing date 1 March. Recruitment is via Elior. |
| New! Cook, Almondvale, Livingston - <https://bit.ly/3qOWKZK>. This position is permanent, part-time. Closing date 26 February. Recruitment is via Elior. |
| New! Part-time Receptionist, Travelodge, Livingston - <https://bit.ly/3unK8ec>. 18 hours per week.  |
| New! Babcock International, Rosyth has the following apprenticeships:* Apprentice Welder - <https://bit.ly/3qDifMR>
* Apprentice Pipefitter - <https://bit.ly/3pDHMEd>
* Apprentice Electrical Fitter - <https://bit.ly/3boOfhk>
* Apprentice Welder - <https://bit.ly/2OQoA9B>
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| New! Kit Builder, IQVIA, Livingston - <https://bit.ly/3dCHVWe>  |
| New! Part-time Warehouse Operative, Thomson Dairies, Kirk of Shott - <https://indeedhi.re/3pJKCrx>  |
| Kitchen Assistant, Chillies, West Calder - <https://indeedhi.re/2ZiTNo0>.  |
| Clerical Assistant, Community Equipment Store, St John’s Hospital - <https://bit.ly/2ODfrkN>. Closing date 28 February. |
| Seasonal NETS Operatives, Whitehill Industrial Estate, West Lothian Council, Bathgate - <https://bit.ly/3tRKcCy>. Experience of using grass cutting machinery, hedge trimmers and other relevant power tools is essential. Not essential but would be an advantage: Driving licence and pesticide application certificates of competence. Must be able to work every second Saturday, Closing date 28 February.  |
| Supply Cook / Assistant Cook (casual), West Lothian Council, based at various locations throughout West Lothian – <https://bit.ly/2Nopolq>. Closing date 31 December. |
| Supply Social Care Support Staff, West Lothian Council (casual), West Lothian Council, based at various location throughout West Lothian - <https://bit.ly/2N6jo0T>. Closing date 31 December. Must have SVQ2 Health and Social Care or equivalent.  |
| Payroll Assistant, West Lothian Council, Civic Centre, Livingston - <https://bit.ly/3poX67v>. Closing date 21 February. Must have previous experience of working in a busy payroll or similar department.  |
| Bakkavor in Bo’ness has the following apprenticeship vacancies:* Apprentice Engineer - <https://bit.ly/3tQ2Hr2>
* Supply Chain Apprentice - <https://bit.ly/3rPVTHY>
* Apprentice Process (Food Scientist) Assistant - <https://bit.ly/3tUN8i2>
* Apprentice Technical (Food Technology) Assistant - <https://bit.ly/2NnyUFf>

All apprenticeships have a closing date of 28 February.  |
| Financial Services Administration Assistant (Technical Assistant), Johnston Carmichael, Edinburgh - <https://bit.ly/3rGWCew>. Closing date 28 February.  |
| Apprentice Light Vehicle Mechanic, Autocare Solutions, Kirknewton - <https://bit.ly/3jIZ69t>. Training provider is SMTA.  |
| Arthur McKay, Bilston Industrial Estate, Loanhead currently has the following apprenticeship opportunities:* Electrical
* Heating and Ventilation
* Plumbing
* Data Cabling

Please see <https://www.arthur-mckay.com/careers/apprentices/> for more details.  |
| Apprentice Barber, DK75 Hair and Beauty Studio, Whitburn - <https://bit.ly/3aNEpFD>. Closing date 5 March. No qualifications or experience required as all training will be provided inhouse.  |
| Greggs Team Member, Heartlands, Whitburn - <https://bit.ly/3d455ET>. |
| Distribution Centre Operative, SCS, Livingston - <https://bit.ly/3tCcZuR>.  |
| Finance Apprentice, Lloyds Banking Group, Edinburgh - <https://bit.ly/2YWA5hy>. Closing date 11 March.  |
| Junior Estimator, ISS Facility Services, Deer Park, Livingston - <https://indeedhi.re/3tKEMJN>.  |
| Software Development Apprentice, Amazon Development Services, Waterloo Place, Edinburgh - <https://bit.ly/2MB53JN>.  |
| Engineering Apprenticeship, Network Rail - <http://bit.ly/3ovxPbF>. Specialisms available in * Track
* Overhead Lines
* Signalling
* Telecoms
* Distribution and Plant

Applicants must be prepared to live away from home for the first phase of training which takes part in Westwood, England. Thereafter, apprentices will be based at a depot located within 60 minutes of home. Depots available Scotland wide including: Carstairs, Edinburgh, Glasgow (Salked St), Glasgow Yorker, Glasgow Cowlairs, Larbert, Paisley, Edinburgh Portobello, Stirling.Applicants must be 18 on or before 27 September 2021.  |
| Jarvey Stone in Whitburn is looking for the following apprentices:* Apprentice Bricklayer
* Apprentice Plasterer

Apprenticeships will last for 4 years and involves study at Edinburgh College.Start time is 6am and applicants must be able to get to the employer premises for that time. Local applicants and school leavers preferred. Interested? Then please send your CV to glentelford@jarveystone.co.uk.  |
| Apprentice Engineer, WGM Engineering Ltd, Fairways Business Park, Livingston - <http://bit.ly/3cu3kjX>.  |
| Forth Valley College is accepting applications for the following apprenticeship programmes:* Engineering - <http://bit.ly/2YqIDgu>.
* Life Sciences - <http://bit.ly/2L35xre>.

Closing date for both opportunities is 26 February 2021. |
| Apprentice Business Administrator, John Dunn Group Ltd, Broxburn - <http://bit.ly/2MQxSle>. Closing date 26 February. Training provided by West Lothian College.  |
| Apprentice Engineer, JCB Scot, Bankhead, Edinburgh – <https://bit.ly/2NF6WVU>. Closing date 23 February. Company also more apprentice engineer apprenticeships available at different locations – see [Careers & Job Vacancies at Scot JCB (scot-jcb.com)](https://www.scot-jcb.com/careers/) for more details.  |
| Trainee Auditor (School Leavers Professional Qualification Scheme), Audit Scotland, Edinburgh and Glasgow - <http://bit.ly/3959ogw>. Closing date 15 March.  |
| Skills For Business Programme. Are you a young entrepreneur aged 16-24? Thinking about setting up your own business? Are you interested in mentorship and a £1000 grant? Then please see further details at the end of this bulletin or email bgateway@westlothian.gov.uk. |
| Leadership Through Sport and Business is a social mobility charity that prepares and supports young people from disadvantaged backgrounds into meaningful roles with major firms. They make sure those at risk of under-employment find careers equal to their ambition and ability. Current opportunities:Nat West Group – Contact Centre, Edinburgh – Applications are welcome from young people who are passionate about customer service. Places will be offered on two-week interactive bootcamps where you will receive employability training and insight into NatWest Group’s contact centre roles, followed by work experience at the bank’s centres. **Successful completion of the bootcamp and work experience will** **guarantee an interview for an apprenticeship.**More details and entry requirements can be found here: <http://bit.ly/2KBXNMv> * 2021 Digital & Customer Service programme - <https://www.leadershipthroughsport.org/digital-apprenticeships/>. Completion of a three week bootcamp will guarantee an interview for an apprenticeship.
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| Group Internal Audit Apprenticeship Scheme, Lloyds Banking Group, Edinburgh - <http://bit.ly/2Y20bPK>. Closing date 28 February.  |
| Apprentice Vehicle Parts Advisor, Bikespeed, Broxburn - <https://bit.ly/3ixQYYO>. Closing date is 28 February. Training provider is Remit.  |
| Apprentice Technician (Research and Development), MiAlgae, Heriot Watt Research Park, Edinburgh - <https://bit.ly/3p7DVA9>. Closing date 26 February. |
| JC Futures 2021 Programme (Accountancy – Business Advisory, Audit and Tax Apprenticeships), Johnston Carmichael, Edinburgh and Glasgow – <http://bit.ly/2LyPHVm>. Closing date 1 March.  |
| Parts Consultant, Edinburgh – <http://bit.ly/35Ky7Vh>. Closing date is 12 March.Training provider is Bosch.As advertised on [www.apprenticeships.scot](http://www.apprenticeships.scot).  |
| Technology Degree Apprenticeship 2021, Accenture, Haymarket, Edinburgh – <http://accntu.re/3srMSGr>. Study will be towards a BSc degree in Digital and Technical Solutions or Cyber Security. Closing date 26 February.  |
| BT currently has the following apprenticeship opportunities:* Apprentice Field Support Technician, Edinburgh and Glasgow – <http://bit.ly/3bJMDAG>.
* Apprentice Customer Service Associate – Wholesale Support and Service, Glasgow – <http://bit.ly/38Okc2k>.
* Apprentice Electronics Technician, Glasgow – <http://bit.ly/3nNOve2>
* Trainee Openreach Engineers, Nationwide - <https://bit.ly/3jYte0E>
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| Building Services Trainee (Engineering), Graham, Livingston / Various Sites - [Building Services Trainee - DYW - West Lothian (dyw-wl.com)](https://www.dyw-wl.com/jobs-board/building-services-trainee).As advertised on the DYW Job Board - <https://www.dyw-wl.com/jobs-board>  |
| 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.  |
| 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. |
| 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).  |
| The Job Board for Almondvale Centre, Livingston can be viewed by following this link: <https://www.thecentrelivingston.com/centre-info/jobs>  |
| The Job Board for Livingston Designer Outlet can be viewed by following this link:<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:* Career Starter Stores, Houstoun Road, Livingston - <http://bit.ly/3i3WodO>
* Store Assistant, Houstoun Road, Livingston - <http://bit.ly/2MNd5Pb>
* Store Management Apprentice, Houstoun Road, Livingston - <http://bit.ly/2XqUieO>
* Career Starter Stores, Almondvale, Livingston - <http://bit.ly/3oDh9zG>
* Store Assistant, Almondvale, Livingston - <http://bit.ly/3oLN1SZ>
* Store Management Apprentice, Houstoun Road, Livingston - <http://bit.ly/2XtSsK7>
* Career Starter Stores, Bathgate - <http://bit.ly/3sbjdB7>
* Store Assistant, Bathgate - <http://bit.ly/3q9fKRP>
* Store Management Apprentice, Bathgate - <http://bit.ly/35uSqWO>
* Selector Chiller (Days), Bathgate Distribution Centre - <http://bit.ly/3bnas0W>
* Career Starter, Linlithgow - <http://bit.ly/2XsxRWm>
* Store Management Apprentice, Linlithgow - <http://bit.ly/3nAfdqa>
* Career Starter Stores, Whitburn - <http://bit.ly/2LeRNd8>
* Store Assistant, Whitburn - <http://bit.ly/3oCYAvt>
* Store Management Apprentice, Whitburn - <http://bit.ly/35rt2kQ>
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| **Inclusion Scotland**Inclusion Scotland creates internships in a variety of settings which are exclusively for disabled people. Unfortunately, there are no current opportunities available either in Edinburgh and the Lothians or suitable for young people aged 16-19. As soon as their website has a suitable opportunity it’ll be highlighted here. |

**Pathway to Apprenticeships**

The Pathways programme has been created as a result of the covid crisis. There is no direct route into an apprenticeship, but the pathways programme should give young people the additional skills and experience that will be beneficial with future applications. The programmes listed below are provided by West Lothian College and are due to start in March. Applicants must be 16-18, unemployed and not claiming benefits. All pay £100 per week.

* **Social Services: Children and Young People** – <https://bit.ly/3gParn1>. Applicants must have three National 5 qualifications, including English.
* **Business Skills** - <https://bit.ly/348FMw4>. Applicants must have three National 5 qualifications including maths, English and preferably a business subject.
* **ICT Software** - <https://bit.ly/37Xuv2C>. Applicants must have three National 5 qualifications including maths, English and preferably a science subject.
* **Engineering** - <http://bit.ly/3pFMX7r>. Maths Level 4, English level 4 also a science preferred at Level 4.

*People who have completed a foundation apprenticeship are ineligible to apply for the pathways programme.*

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

<https://www.westlothian.gov.uk/article/66016/West-Lothian-Wage-Subsidy-Programme-Job-Search>

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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

***Some agencies will only accept applications from people aged 18+, so please let them know your age when you contact them so you know right away if they will process your application.***

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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) Current Vacancies include:PVG cleaner, West Lothian • machine operators x5 • yard operative, West Lothian • Client service advisor, Bathgate • Domestic cleaner • Customer service advisor, Lloyds, Edinburgh • Customer service administrator, Edinburgh • Customer care advisor, Lloyds, Edinburgh • production operators, Livingston • Pension administrator, Edinburgh • banking admin, Lloyds, Edinburgh • stock controller/storesperson, West Lothian • finance officer, Edinburgh • Admin, Edinburgh •  |
| Connect Appointments, Houstoun Interchange in Livingston - 01506 449944. **Applicants must be 18+.**<https://www.connectappointments.co.uk/> Current Vacancies include:Production Operatives, BroxburnLabourer, Edinburgh (must have CSCS and PPE)Production mixing operatives, Bathgate.Trade Mate (Engineering), West Lothian |
| NAS Scotland, Livingston - 01506 460334[www.nasscotland.com](http://www.nasscotland.com) Current vacancies include:Drivers Mates, BathgateLogistics Assistants, Bathgate |
| Whiteclaw Agency, Carmondean, Livingston – 01506 237226[www.whiteclawagency.co.uk](http://www.whiteclawagency.co.uk)Vacancies include:Care assistant (18+)Kitchen assistant (16+)Domestic assistant (18+)Chef / cook (18+)***Applicants for all jobs need a PVG. Currently, the cost of this has been waived and is free. Company will countersign applications.***  |

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> |
| * EY Financial Services

Work Experience programme - Business Academy, EdinburghThe 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 ArchitectureThis 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**Between now and 31 March 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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| **Job Start Payment****A new benefit** has been introduced to support 16 to 24 year olds into work if they have been unemployed for six months. The **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 also rises to £400 if the applicant is the main carer of children.For more information on this benefit and details of how to apply, please see: <https://www.mygov.scot/job-start-payment/>  |

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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 were due to start in November 2020 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. |



