**Snippets Bulletin**

**15 March 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! M&G Ltd is an international savings and investments company in Edinburgh. They are currently recruiting for the following apprenticeships: * Business Analyst Apprentice - <https://bit.ly/30GL9QX>.
* Client Experience Apprentice - <https://bit.ly/3rMR42Q>

Recruitment via BPP Recruitment. Closing date 16 April. |
| New! Commercial Surveying Apprentice, Knight Frank, Edinburgh - <https://bit.ly/2OuEWF2>.  |
| New! Apprentice Engineer, Boulting Technology, Grangemouth - <https://bit.ly/38HYgFI>.  |
| Closing soon! Apprentice Business Administrator, MML and TLS Property Services, Bathgate - <https://bit.ly/3vsuSwX>  |
| New! Sky TV, Livingston is currently recruiting for the following apprenticeships:* Customer Service Apprenticeship (August start) - <https://bit.ly/3eDdSOy>.
* Customer Sales Apprenticeship (July start) - <https://bit.ly/38FFIpJ>
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| New! Sales Assistants, Deichmann Shoes, Livingston Centre - <https://bit.ly/3vrfb9u>. 8 hour contracts available.  |
| New! Next has the following opportunities:* Spring Support Team, Livingston Clearance (temporary) - <https://bit.ly/3lpiglS>. 1-4 weeks work available.
* Spring Support Team, Livingston (temporary) - <https://bit.ly/30PRr0p>. 1-4 weeks work available.
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| New! Picker Packer, Nisha Enterprises, Livingston - <https://indeedhi.re/3eF4c6o>. 3 month contracts available.  |
| New! Packer, AK Stoddart, Broxburn - <https://indeedhi.re/38FA2fz>.  |
| New! Office Services Assistant (Facilities), Murray Beith Murray, Edinburgh - <https://bit.ly/3qWnDu1>  |
| New! Part-time Security Staff, Asda, Armadale - <https://bit.ly/3czbQwi>. Applicants must be 18+. |
| Closing soon! Business Administration Modern Apprentice, NHS Lothian, Edinburgh – <https://bit.ly/3rUEWwQ>.  |
| New! Tesco Distribution warehouse in Livingston has the following opportunities:* Warehouse Operatives, dayshift 5 days out of 7 - <https://bit.ly/3bKzGWP>
* Warehouse Operatives, nightshift - <https://bit.ly/3toAWoj>.
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| West Lothian Council has the following opportunities currently available:* Admin Assistants
* Pupil Support Workers
* Nursery Nurses
* Clerical Assistants
* Customer Service Centre Adviser
* School Crossing Patrol Guides
* Street Cleansing Operatives
* Supply Cooks/ Assistant Cooks (casual)
* Supply Social Care Support Staff (casual)

For more information please see the West Lothian Council recruitment page: <https://bit.ly/3qO1cqz>. *Please note there are other vacancies on this website that are suitable for applicants with more work experience.*  |
| Apprentice Accounts Administrator, Edinburgh – employer confidential. <https://bit.ly/3ejwcfv>. Closing date 2 April 2021.Training provider is Microcom. |
| Trainee Civil and Structural Engineering Technician, David Narro Associates, Edinburgh - <https://bit.ly/3sVPWKe>. As advertised with the Edinburgh Guarantee. |
| Kitchen Porter, Artisan Cheesecake Kitchen Company, Livingston – <https://indeedhi.re/2O77t3C>.  |
| Waiter/Waitress, Chillies, West Calder – <https://indeedhi.re/3c9Uiqq>.  |
| Apprentice Chef, Spice Lounge Kitchen, Drum Brae South, Edinburgh - <https://bit.ly/2O3lMWR>. Closing date 20 March. Training provider is Xtra-Mile.com |
| Apprentice Administrator, Crandles and Co LLP, Haymarket, Edinburgh - <https://bit.ly/3sZx4tR>. Closing date 1 April. Training provider is QA. |
| Apprentice Medical Receptionist, Edinburgh – employer confidential. <https://bit.ly/3bprnQ4>. Closing date 2 April. Training provider is Microcom. |
| Closing soon! Apprentice ERDM Operations IT Support Officer, Scottish Government, Edinburgh - <https://bit.ly/3ehNZDN>. Closing date 18 March. |
| Apprentice Administrator, Mimi’s Bakehouse, Edinburgh - <https://bit.ly/3c70HCM>. Closing date 17 March. Training Provider is BPP Education Group. |
| Office Junior, Green CAT Contracting Ltd, Livingston - <https://indeedhi.re/3kzZ1Wj>.  |
| Store (stock) Assistant, Deutsche Windtechnik, Livingston - <https://bit.ly/3uLz5M1>. Must have a forklift licence. |
| Apprentice Office Services Assistant, Edinburgh - <https://bit.ly/2OfTrvS>. Closing date 18 March.This apprenticeship is based in the records and reception department of a leading legal firm. Training provider is Rewards. |
| Kitchen Assistant, Pepperwood Care, Broxburn - <https://indeedhi.re/3sDASRq>. 25 hours. |
| Apprentice Accounts Administrator, Edinburgh - <https://bit.ly/2ObMBaS>. This apprenticeship is based in a car dealership. Closing date 31 March. Training provider is Microcom. |
| Digital Marketing Apprentice, Edinburgh - <https://bit.ly/30fkAlL>. Closing date 22 March. Training provider is QA. |
| **Scottish Space School** The Scottish Space School programme will be moved online for 2021, and applications are now being invited. Applications are open to all S5 pupils studying in a Scottish secondary school. Closing date is 8 March.The programme will provide attendees with an opportunity to learn from some of the world’s leading figures in space travel, including NASA astronauts and engineers. There are 100 places available on the programme which will this year be sponsored by Wood Plc for the first time. The programme will run throughout the week beginning 14 June 2021 with virtual sessions taking place throughout the week. Participants must be able to commit to attending all sessions in the programme. From those participating on the programme, eight pupils will be chosen to go on a once in a lifetime trip to NASA in Houstoun (restrictions permitting). For more information, please follow this link: [Learning Journey | University of Strathclyde](https://www.strath.ac.uk/engineering/scottishspaceschool/learningjourney/)  |
| 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/>  |
| School and College Leavers opportunities in tax, PWC, Edinburgh - <https://pwc.to/3dykpKb>.  |
| 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/>  |
| 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.  |
| 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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| 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.  |
| Finance Apprentice, Lloyds Banking Group, Edinburgh - <https://bit.ly/2YWA5hy>. Closing date 11 March.  |
| 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.  |
| 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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| 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.  |
| For vacancies at Aldi stores in West Lothian, please see <https://www.aldirecruitment.co.uk/>  |

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| **Inclusion Scotland** [**https://bit.ly/3rI0JI1**](https://bit.ly/3rI0JI1)Inclusion Scotland creates internships in a variety of settings which are exclusively for disabled people. Current opportunities include: * Assistant Graphic Designer, Glasgow Science Centre.
* Marketing Internship, CEIS
* Digital Media Internship, Mind Waves.
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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 OperativesParcel Sorters |
| 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 |

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. |



