**Snippets Bulletin**

**17 May 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! Apprentice Quality Assurance Technician, Tepnel Pharma Services Ltd, Appleton Parkway, Livingston - <https://bit.ly/2S0CcAV>. Closing date 17 June. |
| New! Data Science Graduate Apprentice (school or college leaver), Azets, Edinburgh - <https://bit.ly/2SX18cY>. You will study BSc (Hons) Data Science at Napier University. Closing date 27 May. |
| New! Apprentice Junior Finance Administrator, Edinburgh - <https://bit.ly/3wbjd5f>. Closing date 16 June. |
| New! Childcare Apprenticeships available in Broxburn, Armadale, Ingliston, Currie and Broxburn and Edinburgh. Please see [www.apprenticeships.scot](http://www.apprenticeships.scot) for more details. Closing date 4 June. |
| New! Part-time Sales Associate, Tommy Hilfiger, Livingston Designer Outlet - <https://bit.ly/3tRXduH>. |
| New! The following opportunities are available at Sky Watermark:  Kitchen Porter - <https://bit.ly/33P6TLZ>  General Assistant - <https://bit.ly/3tSOHf8> |
| New! Customer Services Consultant x 100, HMRC, Edinburgh - <https://bit.ly/3hxsyQI>. Closing date 1 June. |
| Closing soon! Customer Service Operative, Wilko, Almondvale Centre, Livingston - <https://bit.ly/3olBPNa>. Closing date 20 May. |
| New! Dunelm, Almondvale Way, Livingston has the following vacancies:   * Sales Assistant (12 week temp). 16 hours - <https://bit.ly/3hygT4i>. Closing date 9 June. * Sales Assistant (12 week temp). 8 hours - <https://bit.ly/3omqJHT>. Closing date 9 June. * Barista / Coffee Shop Assistant (12 week temp). 16 hours - <https://bit.ly/3eTj4he>. Closing date 9 June. |
| West Lothian Council opportunities currently available:   * New! Apprentice Plasterer x 4, Kirkton Service Centre - <https://bit.ly/3frRBC8>. Closing date 30 May. * New! Apprentice Painter x 2, Kirkton Service Centre - <https://bit.ly/3uTRaHb>. Closing date 30 May. * New! Apprentice Roofer Roughcaster x 4, Kirkton Service Centre - <https://bit.ly/3foMxP1>. Closing date 30 June. * New! Apprentice Joiner x 8, Kirkton Service Centre - <https://bit.ly/3eQJj7W>. Closing date 30 June. * New! Apprentice Electrician x 8, Kirkton Service Centre - <https://bit.ly/3fnzD3Q>. Closing date 30 June. * New! Apprentice Plumber x 4, Kirkton Service Centre - <https://bit.ly/3fmiDe9>. Closing date 30 June. * New! Trainee Fair Trading Officer, Linlithgow Partnership Centre - <https://bit.ly/2SN9xzs>. Closing date 30 June. * Supply Care Home Domestic (house, kitchen, laundry). Various locations throughout West Lothian - <https://bit.ly/2Q2jY10>. Closing date 31 December. * Supply Cook / Assistant Cook. Various locations throughout West Lothian - <https://bit.ly/3sesM19>. Closing date 31 December. * Supply Social Care Support Worker. Various locations throughout West Lothian - <https://bit.ly/3mFNPsf>. Closing date 31 December. * Closing soon! Administrative Assistant, Strathbrock Partnership Centre, Broxburn - <https://bit.ly/3ezl65V>. Closing date 16 May. * Customer Service Officer, Bathgate Partnership Centre - <https://bit.ly/3o59oD4>. Closing date 20 May. * New! Leisure Assistant, Fauldhouse Partnership - <https://bit.ly/2S26Nhb>. Closing date 30 May. * New! Pupil Support Worker x 2, Polbeth Nursery School - <https://bit.ly/2Rnt8WJ>. Closing date 30 June. * New! Pupil Support Worker x 2, Calderwood Primary School, East Calder - <https://bit.ly/3eQHZSo>. Closing date 30 June. * New! Pupil Support Worker, Blackridge Primary School - <https://bit.ly/3eOC54d>. Closing date 30 June. * New! Pupil Support Worker, Armadale Academy - <https://bit.ly/2SYfg5J>. Closing date 30 June. * New! Clerical Assistant, Armadale Academy - <https://bit.ly/2SNdAvG>. Closing date 30 June. * New! Pupil Support Worker x 2, Linlithgow Academy - <https://bit.ly/3fnqbxj>. Closing date 30 June.   *Please note there are other vacancies on this website that are suitable for applicants with more work experience.* |
| New! Branch Apprentice (Customer Service/Sales), PDM Buildbase Ltd, Broxburn. Duties involve working in the company office taking and processing orders, dealing with enquiries, speaking to suppliers, raising purchase orders and booking in stock, clearing invoices for payment and serving customers at the trade counter (in the office). Working hours are 8-5 Monday to Friday. Salary £10,200.  Full training is provided so applications are welcome from school leavers or anyone with little / no experience.  Interested applicants should send their CV to Pamela Scott, Branch Manager, PDM Ltd, 1 Youngs Road, East Mains Industrial Estate, Broxburn, EH52 5LY. |
| New! Summer Internships x3 (care experienced undergraduates only), Skills Development Scotland - <https://bit.ly/3uFl9mc>. The internships available are:   * Human Resources * Communications and Marketing * Business Support   These positions are home based from 5 July to 27 August. Closing date 23 May. |
| New! Early Careers Opportunity - Account Executive, Emperor, Edinburgh - <https://emperor.works/careers/early-careers-opportunity-Edinburgh/> |
| Chartered Surveyor Graduate Apprenticeship, J & E Shepherd, Atholl Crescent, Edinburgh - <https://bit.ly/3eB1EG2>. The successful applicants will study towards an honours degree at Napier University. Closing date 25 June. |
| Maintenance Trainee Technician, BEAR Scotland - Based at the Forth Road Bridge and Queensferry Crossing - <https://bit.ly/3uEklhA>. |
| Apprentice Service Technician, Western Mazda, Newbridge - <https://bit.ly/3fdaVD2>. |
| Accounts Apprentice, Ion Care and Support Services, Broxburn - <https://indeedhi.re/3eBmghj>. |
| Apprentice Technician, Volvo Truck and Bus - <https://bit.ly/2RdoTgd>. |
| IT Service Delivery Apprentice, Independent Living Fund Scotland, Almondvale Business Park, Livingston - <https://bit.ly/3uzfU7K>. Closing date 30 May. |
| Apprentice IT Support Analyst, Edinburgh - <https://bit.ly/3bf4pL8>. Closing date 3 June. |
| Apprentice Admin Officer, Housing and Social Justice Directorate, Scottish Government, Edinburgh - <https://bit.ly/3o1KT9O>. Closing date 24 May. |
| Apprentice Vehicle Parts Adviser, Bikespeed UK, Broxburn - <https://bit.ly/3o4B0IL>. Closing date 30 May. |
| Closing soon! Apprentice Light Vehicle Mechanic, Elite Garage Services, Bathgate - <https://bit.ly/3heYhWR>. Closing date 21 May. |
| Apprentice Receptionist and Teams Administrator, Edinburgh - <https://bit.ly/3o1OEvW>. Closing date 6 June. |
| Apprentice Vehicle Parts Adviser, David Philp Commercials, Camps, East Calder - <https://bit.ly/3heQpVf>. Closing date 30 May. |
| Apprentice Lettings Assistant, Southside Property, Nicholson Street, Edinburgh - <https://bit.ly/3fboNxE>. Closing date 27 May. |
| Project Management Apprentice, Bravura Solutions, Torphichen Street, Edinburgh - <https://bit.ly/2Q4hI9B>. Closing date 30 May. |
| Apprentice Digital Admin Assistant, Broxburn - <https://bit.ly/3tG1AJq>. Closing date 4 June. |
| Office Admin Apprentice, Livingston - <https://bit.ly/3o2aKP7>. Closing date 27 May. |
| Business Admin Apprentice, Kirkton North, Livingston. Company is looking for a school or college leaver. Please see job description at end of bulletin for further details. Interested candidates should email Amy Ritchie at Microcom Training: [a.ritchie@microcomtraining.com](mailto:a.ritchie@microcomtraining.com) or call her on 077330006582. |
| The Mercure Hotel, Livingston has the following vacancies:   * Apprentice Chef – <https://bit.ly/33enskk>. Closing date 5 June. * Food and Beverage Assistant – <https://bit.ly/3gYXdGm>. Closing date 28 May. * Room Attendant – <https://bit.ly/3vGKHPW>. Closing date 28 May. |
| The following vacancies are available at Brucefield Farm, Livingston:   * Part-time Waiting Staff – <https://bit.ly/3gYZ7Xw>. * Part-time Kitchen Assistant – <https://bit.ly/3gYZ7Xw> |
| Retail Sales Consultant, Beaverbrooks, The Elements, Livingston Centre - <https://bit.ly/3ev9krR>. 24 hours per week. Temporary till February 2022. |
| Restaurant Crew Member, Burger King, Livingston Centre – <https://bit.ly/3gFaGTU>. Full-time, part-time and casual opportunities available. |
| Closing soon! Store Team Member, Home Bargains, Almondvale South Retail Park, Livingston - <https://bit.ly/3xiYhLb>. Part-time. Closing date 22 May. |
| Store Colleague, Pets at Home, Stockbridge Retail Park, Linlithgow - <https://bit.ly/3xryXT2>. 16 hours per week. Closing date 28 May. |
| The Marston Chain Runner Hotel, Almondvale Way, Livingston is looking for the following staff:   * Housekeeper - <https://bit.ly/3tSJzZ8> * Team Member - <https://bit.ly/3aAaCkn> * Line Chef - <https://bit.ly/2QW2tzF> |
| Engineering Apprentice, Archer Daniel Midlands, Chancelot Mill, Edinburgh – <https://bit.ly/3dRfaEX>. |
| Apprentice Service Technician, Western Nissan, Newbridge - <https://bit.ly/3aB8XLi>. |
| Closing soon! Apprentice Auditor, Chiene + Tait, Central Edinburgh – <https://bit.ly/3v0Xcp9>. Closing date 20 May. |
| Engineering Apprentice, NatWest Group, Edinburgh – <https://bit.ly/32oYs9h>. |
| Youth Members of the Scottish Youth Parliament, Edinburgh.  Expressions of interest are now open for 4 young people (14-25 years) in West Lothian to apply to become Members of the Scottish Youth Parliament (MSYP). The deadline date is 30th June. Applicants should register their interest at [elections.syp.org.uk](https://eur01.safelinks.protection.outlook.com/?url=http%3A%2F%2Felections.syp.org.uk%2F&data=04%7C01%7Clinda.strathdee%40sds.co.uk%7C5f445e454d5149d24cef08d8fffda8a7%7C33ca6d475e4f477484f1696cbb508cbe%7C0%7C0%7C637540812209828058%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=Er0OHO%2B48OXPYrgKbu%2BZNBsnPIxkPxjlufKfFvoPC5s%3D&reserved=0) and depending on where you live you would select either Linlithgow or Almond Valley. There is also a useful video available with further information at **vimeo.com/531689678.** |
| BBC, Glasgow has the following opportunities:   * Journalism Apprentice (Fast Track), BBC, Glasgow - <https://bbc.in/3tgZTm8>. * Journalism Apprentice (Advanced) - <https://bbc.in/324M3Y4> * Production Apprentice (Fast Track), BBC, Glasgow - <https://bbc.in/3mGpT8b>. * Production Management Apprentice (Fast Track) - <https://bbc.in/3a3RET4>. * Software Engineering Graduate Scheme - <https://bbc.in/3s6HXcF> * Software Engineering Degree Apprenticeship - <https://bbc.in/3dWA8B9> |
| 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> |
| 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/> |
| 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](mailto:bgateway@westlothian.gov.uk). |
| 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/> |
| 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. |
| 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. |
| For vacancies at Aldi stores in West Lothian, please see <https://www.aldirecruitment.co.uk/> |

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| **Community Jobs Scotland**  <https://bit.ly/3mJtORi>  CJS creates placement opportunities for disadvantaged young people who are **unemployed, on Employability Fund programmes or on activity agreements.** Placements can last for either 40 or 26 weeks. Only 16 – 29 year olds **who are in one or more of the following vulnerable groups can be referred** to a Community Jobs Scotland vacancy:   * Young Offenders who are currently in custody and ready for release. * Any unemployed 16 – 29 year old with a criminal conviction (includes Community Payback Orders). * Military Early Service leavers – i.e. those who did not serve their full term of 6 years. * Care Leavers or Care Experienced. * Homeless person (including temporary or unstable accommodation). * Person affected by substance misuse (i.e. alcohol, drugs). * Carer (can also include a Lone Parent). * Person with a disability (includes moderate mental health issues or long-term health conditions). * Person with lower than SCQF Level 5 qualifications (i.e. National 4 or less). * Work Programme completers who remain unemployed. * 16 – 19 year olds currently participating on an Activity Agreement. * Adviser Discretion (which can include people who live in a SIMD area; Lone Parents; Ethnic Minorities; Refugees or Person with immigration status allowed to undertake employment.   Current opportunities:   * Retail Assistant, Homeaid, Bathgate - <https://bit.ly/3hw9lPr> * Trainee Community Assistant, Kidz-Eco, Livingston (28 hours) - <https://bit.ly/2PRazJW> * Reuse and Stock Control Officer, Kidz-Eco, Livingston (28 hours) - <https://bit.ly/3di9VOx> * Retail Assistant, Kidz-Eco, Bathgate (28 hours) - <https://bit.ly/3dW8jJj> * Warehouse Assistant, River Kids, Broxburn - <https://bit.ly/3nKhDo9> * Farm Trainee, Cyrenians, Kirknewton - <https://bit.ly/3vHarfi> * Facilities Assistant, Polbeth Community Hub - <https://bit.ly/3empuFr> * Retail Assistant, Kidz-Eco, Bathgate - <https://bit.ly/2PQ5qSg> |

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| **Inclusion Scotland**  <https://bit.ly/3rI0JI1>  Inclusion Scotland creates internships in a variety of settings which are exclusively for disabled people   * General Admin Assistant Internship, Black Professionals Scotland, Edinburgh - <https://bit.ly/3oipTMt>. Closing date 31 May. * Communications and Social Media Internship, South West Edibles Estates, Edinburgh - <https://bit.ly/3uF1l2u>. Closing date 7 June. * Project Support Internship, Zero Tolerance, Edinburgh - <https://bit.ly/3eC6OS5>. Closing date 31 May. |

RAF Apprenticeships

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

Please be aware that some roles have a slow recruitment process, in some cases this can take over a year to complete. This is because training places for the considerable future have already been allocated. However, the recruitment process for some roles is much quicker because there is a current requirement to fill training places and this can be discussed with your local AFCO by phone. More information can be found here: - <https://www.raf.mod.uk/recruitment/afco-covid19>.

Army

Army assessments and training are still running as planned. 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 practitioner • radiographer • cyber engineer • army nurse (you can join as a student nurse) • army musician • HR Specialist • technical support specialist • movement controller • operator technical intelligence • driver communications specialist • veterinary technician • mariner • port operator • supply chain operative • postal and courier operative.

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:

Accelerated apprentice scheme (submariner) • catering services (chef) • catering services (chef) -(submariner) • communications specialist • communications specialist (submariner) • dental nurse •

engineering technician (weapon engineering – submariner) • mine warfare specialist •

Royal Marines commando • 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 |

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:  Warehouse operative • machine operator • production operatives • process operatives • postal delivery. |
| Connect Appointments, Houstoun Interchange in Livingston - 01506 449944.  **Applicants must be 18+.**  <https://www.connectappointments.co.uk/>  Current Vacancies in East Central Scotland include:  Warehouse operatives • production operatives • PVC window and door fabricators • bottling hall operatives. |
| 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> |

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 28 February 2022, 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> (restrictions apply). |

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| **Job Start Payment**  **Starting work?** This benefit has been introduced to support 16 to 24 year olds into work. The age limit rises to 25 for care leavers. Applicants need to have been unemployed for six months and in receipt of certain benefits. If your application is successful, you'll get £252.50, or a higher payment of £404 if you are the main carer of any children. This will come in one payment and you do not need to pay this money back.  **What you can spend the payment on:**  The payment is intended to help with the costs of starting a new job.  It's up to you what you spend the money on and the Job Centre does not need to see any receipts. You could use it for things like:   * travel costs, such as a bus or train pass * lunches * new clothes or a uniform * childcare   For more information on this benefit, eligibility criteria and details of how to apply, please see: <https://www.mygov.scot/job-start-payment/>  *Last checked 20 April 2021* |

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| **UK Government Kickstart Scheme**  The Kickstart Scheme provides funding to employers to create job placements for 16 to 24 year olds on Universal Credit.  Managed by DWP, young people who are 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 placements 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. Further funding is available for training and support so that young people on the scheme can get a job in the future. 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>  *Last checked 20 April 2021* |

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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 you  Episode 2 – Interview helps and tips  Episode 3 – Applying for college  Episode 4 – University  Episode 5 – Employment and the labour market  Just 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>  *Last checked 20 April 2021* |

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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>  *Last checked 20 April 2021* |

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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>. |

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| Scottish Canal Volunteers (Forth & Clyde, Union and Crinan Canals).  Volunteers play a vital role in the restoration and renaissance of Scotland’s canals, working with **The Lowland Canals Volunteer Group**to managing and looking after the canals in a sustainable and productive way.  From cataloguing the archive to assisting vessels through lock gates or helping keep canals litter free, there are a huge number of ways to get involved. The projects often involve developing your skills or learning something new, and are a great opportunity for personal development.  To find out how you can get involved, email [volunteers@scottishcanals.co.uk](mailto:volunteers@scottishcanals.co.uk) today. |

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| Edinburgh Zoo Volunteers  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>. |

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| Young Carers Grant  The Young Carer Grant is available for 16-18-year olds who spend an average of 16 hours caring for someone who receives a disability benefit. Young carers can combine the hours they spend caring for more than one eligible person in order to reach the 16 hours a week requirement. For more information and eligibility criteria, please see <https://bit.ly/2sHSsKj> |

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| 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** | **23 and over**  **Living Wage** | **21 to 22**  **Min Wage** | **18 to 20**  **Min Wage** | **Under 18**  **Min Wage** | **Apprentice**  **Min Wage** | | --- | --- | --- | --- | --- | --- | | April 2021 | £8.91 | £8.36 | £6.56 | £4.62 | £4.30 |   Apprentices  If you are in your first year of your apprenticeship, then you are legally entitled to at least the apprenticeship National Minimum Wage of £4.30 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.  *Last checked 6 April 2021* |





**Office Administrator Apprenticeship at a Workplace Solutions Company in Livingston**

Age Group: 16-19 years old

Minimum requirements: Nat 5 in English Nat 4/5 in Mathematics

Hours: 9-5:30 Monday to Friday with 1 hour lunch

Pay: £5.40 per hour.

**Job Overview**

* Office administration
* maintain good customer relations with existing and new customers
* answering/transferring telephone calls
* typing quotes
* scanning
* Deploying jobs orders
* Mail collection
* Tracking and updating job records
* producing & processing orders
* filing
* photocopying
* following up of emails
* post
* reports and data entry

**Qualifications required**

* Good standard of education to Nat 5 or equivalent
* Highers (Desirable not essential)
* Driving Licence (Desirable not essential)

**Knowledge, Skills & Experience Required**

* Good numerical skills
* Customer service
* Product knowledge
* Positive outlook
* Team player
* Excellent time keeping
* Ability to problem solve and use your own initiative
* Good planning skills
* Good communications skills
* Computer systems literate
* Knowledge of current health & safety legislation
* Knowledge of branch administration procedures (desirable)

**Key Results Areas**

* Ability to take instructions and work as a part of a team
* Deal with customer enquiries
* Offer specific advice to customers on products and their use
* Maintain company data entry and spreadsheets
* Carry out office administration tasks including filing, photocopying, post duties & office stationery
* Continuously improve customer service
* Carry out refunds accurately in accordance with company procedures
* Inform customers in advance of delivery to highlight problems and indicate approximate delivery time
* Maintain and build relations with new and existing clients
* Complete training activity for core skills, own role and multi-skilling
* Comply with relevant legislation and company policy and procedures (H&S, HR, business controls)
* Keep up to date with changes in relevant regulations, legislation, market developments, products, company news
* Demonstrate flexibility and team-working to improve efficiency and effectiveness of the

overall business

* Ad hoc duties as and when required to meet business needs