**Snippets Bulletin**

**17 January 2022**

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.

This bulletin is sent to young people looking for work, training providers, voluntary organisations, schools and colleges, West Lothian Council and many other organisations. If you would like to be added to the circulation list or need help to apply for any of the opportunities shown below, please phone 01506 434249 to speak to an SDS adviser.

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| New! **Apprentice Accounts Assistant,** Transcal Ltd, Livingston – [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=139021) Closing date 31 January.  |
| New! **Apprentice Office Administrator,** Stellar Omada, Roddinglaw Business Park, Edinburgh - [see here.](https://qaapprenticeships.kallidusrecruit.com/vacancyinformation.aspx?vguid=dd85ad1d-d8e4-4193-81a5-8b05ae31c039) 35 hours per week. £18,000 per year. Closing date 25 January.Want more information about this vacancy? Phone Nadia on 0141 226 1311.  |
| Eastern Western Motor Group currently has the following vacancies at the Accident Repair Centre in Broxburn:* **Apprentice Panel Beater -** [see here.](https://www.ewcareers.co.uk/current-vacancies/Apprentice-Panel-Beater/4021/?fbclid=IwAR1s9ftRFD7CuUVqea0EzkwbM7toBcGhwgcBOvmakvawxlm718FxLTKzq4Y)
* New! **Apprentice Spray Painter -** [see here.](https://www.ewcareers.co.uk/current-vacancies/Apprentice-Spray-Painter/4053/)
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| New! **Apprentice Heavy Vehicle Technician,** Scania, Newbridge - [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=138743) Closing date 31 January.  |
| New! **Apprentice Support Assistant,** Rock Trust, Livingston - [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=138998) Closing date 24 January.  |
| New! **Apprentice Vehicle Parts Adviser,** Lothian DAF, Bathgate - [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=139124) Closing date 31 January.  |
| New! **Vehicle Parts Apprentice,** Broxburn - [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=138726) Closing date 31 January.  |
| Closing soon! **Apprentice Digital Administrator,** Johnston Fuels, Bathgate - [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=138692) Closing date 21 January. |
| New! **Apprentice Heavy Vehicle Technician,** AM Phillip, Broxburn – [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=139197) Closing date 28 February.  |
| New! **Apprentice Central Processing Team Assistant,** Edinburgh - [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=138736) Closing date 31 January.  |
| Closing soon! **Apprentice Database Co-ordinator,** Kinly, Livingston - [see here](https://www.apprenticeships.scot/vacancy-details/?refCode=138731). Closing date 21 January. |
| New! **Apprentice IT Support Assistant,** British Geological Survey, Currie - [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=139019) Closing date 8 February.  |
| New! **Apprentice Fire and Security Operative,** Spire Security Systems Ltd, Corstorphine, Edinburgh - [see here](https://www.apprenticeships.scot/vacancy-details/?refCode=138737&fbclid=IwAR1mUNJtPQI4A0C6uTv0-bExB0pGIm_ybs9jNSnI0T5Ek9I5mBOrjAlI4ws). Closing date28 January. |
| New! **Supply Chain Apprentice / Warehouse Administration,** Newbridge - [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=139090) Closing date 28 January. |
| Closing soon! **Apprentice Biomedical Support Worker,** Department of Laboratory Medicine, St John’s Hospital, Livingston and Edinburgh Royal Infirmary - [see here.](https://apply.jobs.scot.nhs.uk/displayjob.aspx?jobid=84278) Closing date 21 January. |
| New! **Office Junior, Kirkton Flooring, Houstoun Industrial Estate, Livingston** Full training will be provided, and a modern apprenticeship qualification can be discussed after 6-12 months service. **Main Duties include:** * Answering incoming calls, transferring calls and/or taking accurate phone messages.
* Dealing with incoming emails and organising accordingly.
* Data entry (on Microsoft Word, Excel, and Outlook).
* Scanning and filing documents.
* Assisting with day-to-day administration tasks, as and when required.

The successful candidate will have excellent attendance and time keeping skills, hardworking and have a willingness to learn and expand existing skill set. No direct experience is required however ideally you will have a good level of typing, reading, and writing skills. Experience with Microsoft Word, Excel and Outlook is preferred. No specific qualifications are required for the role.**Hours of work:** Monday to Friday 9am to 5pm**Salary:**£11,000 - £13,000. Kirkton Flooring is a Living Wage employer, and we ensure all our employees are paid the recommended living wage.**Applications:** Please send a CV with covering letter to caren@kirktonflooring.co.uk |
| New! **Painter and Decorator Apprentices** (2), Platform Interior Solutions, working in the Edinburgh and Glasgow areas - [see here](https://www.apprenticeships.scot/vacancy-details/?refCode=139006&fbclid=IwAR2xD3SN1m4CKirZ7JephJw5QlV-zdrsH2TU3uBSylHVp5u4Iyu_WE2An1M). Closing date 29 January. |
| New! **Apprentice Service Engineer,** JCB Scot, Edinburgh - [see here](https://scot-jcb.current-vacancies.com/Jobs/Advert/2486134?cid=1942&LinkType=1&FromSearch=False&fbclid=IwAR0lPAS4Let1n1ABMaHVeYCt04af7KimlGqAV7wep2bioRmVX7HmaAJxKWU). Closing date 30 January. |
| New! [**Apprentice**](https://www.facebook.com/hashtag/purespaandbeauty?__eep__=6&__cft__%5b0%5d=AZXSJbt6mH21lQI8pg6J2zM31BDQcUt3gYWSAM0OycxYi_Qx6-m33V1eACFcBMyEzkj2xn-BIzAgM1D_YYnVvigONwqPZ7oP0VdW5e8YkY7UueCCZFNWAcZbPn3BVMcxwXkeQzSvAzgc-RSD4AcC2nKaMelnYV1MvgkQ_8hkD2L5_Tp6yZ5rGxpqUk43ojZVv2s&__tn__=*NK-R) **Front of House Customer Service Assistant,** Pure Spa and Beauty,Rose Street, Edinburgh - [see here](https://www.apprenticeships.scot/vacancy-details/?refCode=138959). Closing date 28 January. |
| New! **Apprentice Service Desk Analyst,** Computershare, Central Edinburgh - [see here](https://qaapprenticeships.kallidusrecruit.com/vacancyinformation.aspx?vguid=cdf82c54-87ea-4da2-a547-aaf14b86d6f8). Closing date2 March. |
| [New!](https://www.facebook.com/edinburghBQ/?__cft__%5b0%5d=AZVIlnNA2j7pyQJAnSnlVizctqE62k0xk66YtfKy2EB2WJro3BTW5vdVXj8fSW-apiLJ0GmwJUdfIlRxr-_IGMKFKwQkqJ5TN0KNUaL45z_zkdREOE4-PQm9CDbMyaz8gBuEzI5twsF_s8DeLXFfQ1HeocUdI8bswAEFxqMt9asoN7TZSlZMWSxc1BcX5f92i3E&__tn__=kK-R) **IT Technical Support Assistant Apprentices,** University of Edinburgh, Little France, Edinburgh Bioquarter - [see here](https://qaapprenticeships.kallidusrecruit.com/vacancyinformation.aspx?vguid=7950fe40-e940-43e3-88b1-d5a19eee984c). Closing date22 February. |
| New! **Kitchen Porter /Steward,** The Balmoral Hotel, Edinburgh - [see here.](https://careers.roccofortehotels.com/pbank/owa/pbk24w12.main?p=dgflnZobjgeggn3oY7NN7T7Y9S079SJZnaodigfckjn) |
| New! **Trainee Accountant School Leaver,** Mazars, Haymarket, Edinburgh - [see here.](https://jobs.mazars.co.uk/jobs/vacancy/trainee-accountant-school-leaver-privately-owned-business---september-2022-0859-edinburgh/877/description/) |
| New! Ernst Young currently has the following vacancies:* **Assurance Apprenticeship Programme,** Edinburgh and Glasgow - [see here.](https://www.ey.com/en_uk/careers/students/programmes/schools/assurance)
* **Tax Apprenticeship Programme, Edinburgh -** [see here.](https://www.ey.com/en_uk/careers/students/programmes/schools/tax)
 |
| New! **Cabin Crew,** Ryanair, Edinburgh – [see here.](https://careers.ryanair.com/search/#job/200ef1) |
| Closing soon! **NHS Skills Boost course,** West Lothian College. Applicants who successfully complete this three week course will be considered for a post as a healthcare support worker with NHS Lothian - [see here.](https://www.west-lothian.ac.uk/courses/course-list/skills-boost-nhs-3/) Closing date 21 January.  |
| **Customer Helpers – Passenger Service Agents,** Jet 2, Edinburgh Airport - [see here](https://krb-sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?partnerid=30013&siteid=5476&PageType=JobDetails&jobid=1879160&codes=Indeed#jobDetails=1879160_5476). 20 and 30 hour contracts available. |
| Pizza Express in Livingston currently has the following opportunities: * Closing date extended! **Trainee Kitchen Team –** [see here.](https://jobs.pizzaexpress.com/search/42100) No experience needed. Closing date 29 January.
* Closing date extended! **Kitchen Team** – [see here.](https://jobs.pizzaexpress.com/search/42101) Closing date 29 January.
* New! **Potwash** - [see here.](https://jobs.pizzaexpress.com/search/42115) Closing date 29 January.
* New! **Cleaner** - [see here.](https://jobs.pizzaexpress.com/search/42116) Closing date 29 January.
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| Farmfoods currently has the following opportunities:* New! **Retail Assistant,** Bathgate. Part-time early starts - [see here.](https://jobs.farmfoods.co.uk/job/230959) 16 hours per week.
* New! **Retail Assistant,** Bathgate. Part-time - [see here.](https://jobs.farmfoods.co.uk/job/230958) 20 hours per week.
* New! **Retail Assistant,** Bathgate, Full-time - [see here.](https://jobs.farmfoods.co.uk/job/230957) 39 hours per week.
* **Part-time Retail Assistant, Bo’ness –** [see here](https://jobs.farmfoods.co.uk/job/228799). 12 hours per week.
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| **Retail Team Member,** Greggs, Whitburn - [see here.](https://www.greggsfamily.co.uk/job/Whitburn-Retail-Team-Member-EH47-0QB/757276701/?jobPipeline=Indeed) |
| Dunelm in Livingston currently has the following opportunities:* **Sales Assistant,** 16 hours - [see here.](https://www.dunelmcareers.com/vacancies/20031/sales-assistant.html) Closing date 31 January.
* **Barista / Coffee Shop Assistant** - [see here](https://www.dunelmcareers.com/vacancies/20030/barista-coffee-shop-assistant.html). Closing date 31 January.
 |
| **Craft Apprenticeship Programme – Overhead Linespersons and Fitters,** Scottish Power - [see here.](https://www.scottishpower.com/pages/craft_apprenticeship_programme.aspx) Closing date 20 March. |
| **Nursery Practitioner Apprentice,** ABC Tots, Armadale - [see here](https://uk.indeed.com/viewjob?jk=04db6dcd60540a9d&q=apprentice,%20trainee,%20junior&l=Livingston&tk=1fovg9hctu7mr80e&from=ja,iaBackPress&alid=5cd2b0d90cf7333039286fd7&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails&rgtk=1fovg9hctu7mr80e). |
| **Store Colleague,** Holland and Barrett, Livingston Centre. 24 hours per week - [see here](https://www.hollandandbarrettjobs.com/jobs/vacancy/store-colleague-14575-livingston/14565/description/?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed). |
| Arnold Clark is currently advertising the following apprenticeships:* **Apprentice Spray Painter**, Armadale - [see here.](https://apprenticeships.arnoldclark.com/job/apprentice-spray-painter-12225.aspx)
* **Apprentice Mechanic**, Armadale - [see here.](https://apprenticeships.arnoldclark.com/job/apprentice-mechanic-12026.aspx)
* **Apprentice Mechanic**, Bathgate - [see here.](https://apprenticeships.arnoldclark.com/job/apprentice-mechanic-12034.aspx)
* **Apprentice Mechanic**, Livingston - [see here.](https://apprenticeships.arnoldclark.com/job/apprentice-mechanic-12066.aspx)
* **Apprentice Mechanic**, West Calder - [see here.](https://apprenticeships.arnoldclark.com/job/apprentice-mechanic-12070.aspx)
 |
| Closing date extended! **Digital Administration Apprentice**, DMD Law, St John’s Road, Edinburgh - [see here.](https://qaapprenticeships.kallidusrecruit.com/vacancyinformation.aspx?vguid=93e900b9-90ab-4096-9454-174fd776d1a3) Closing date 28 January 2022. |
| The following jobs are currently advertised on The Centre Livingston website [see here](https://www.thecentrelivingston.com/centre-info/jobs):* **Milkshake Shaker,** Shakeaholic.
* **Sales Advisor,** O2
 |
| Various retail vacancies are currently available at Livingston Designer Outlet. Please [see here](https://livingston-designer-outlet.co.uk/careers/) to get more information.  |
| **Tony Macaroni** accepts speculative CVs for kitchen and front of house - [see here.](https://www.tonymacaroni.co.uk/jobs/) |
| Closing soon! **IT and Telecoms Trainee Apprentice,** Brightridge Technology Ltd (IT Solutions and Services), Houstoun Industrial Estate, Livingston - [see here](https://eu7.advorto.com/QAApprenticeships/VacancyInformation.aspx?VId=78273). Closing date 21 January. |
| Closing date extended! **Helpdesk Administration Apprentice,** Target-FM, Pumpherston – [see here](https://eu7.advorto.com/QAApprenticeships/VacancyInformation.aspx?VId=78239). Closing date 28 January. |
| **Apprentice Light Vehicle Technician,** Employer Confidential – independent garage, Murrayfield, Edinburgh – [see here](https://careers.gtg.co.uk/job/independent-garage-%2811879%29-apprentice-light-vehicle-technician-11439.aspx).  |
| Closing soon! **IT Support Engineer Apprentice**, Computacenter, Edinburgh Park - [see here](https://eu7.advorto.com/QAApprenticeships/VacancyInformation.aspx?VId=78384).Closing date 21 January. |
| **Apprentice Aviation Operations Assistant,** Employer Confidential, Bathgate – [see here](https://www.apprenticeships.scot/vacancy-details/?refCode=138304). Closing date 24 January.  |
| **Gas Engineering Advanced Apprenticeship (gas transmission),** National Grid, Bathgate - [see here](https://careers.nationalgrid.com/search/job/0-26282). Closing date 27 February 2022. |
| Halfords currently has the following opportunities in West Lothian: * **Customer Sales Advisor,** Livingston - [see here](https://careers.halfordscareers.com/cw/en/job/528495/customer-sales-advisor-12-hours-per-week?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed?source=IND). 12 hours.
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| Nando’s currently has the following opportunities:* **Team Member Floor or Grills** - [see here](https://nandos.wd3.myworkdayjobs.com/en-US/Nandos/job/Nandos-Livingston---Almondvale-Ave-Livingston-EH54-6HR/Nandos-team-member--Floor-or-grills_R0000012413?source=Indeed).
* **Team Member** - [see here](https://nandos.wd3.myworkdayjobs.com/en-US/Nandos/job/Nandos-Livingston---Almondvale-Ave-Livingston-EH54-6HR/Nandos-team-member_R0000011397?source=Indeed)
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| Scotmid Co-op has the following opportunities:* **Customer Service Assistant**, Deans, Livingston - [see here.](https://scotmid.coop/job/customer-service-assistant-deans-branch-0310/?business=all&location=West+Lothian&job-type=all&hours=all) 16 hours per week. Closing date 23 January.
* **Customer Service Assistant,** Uphall - [see here](https://scotmid.coop/job/customer-service-assistant-uphall-branch-0175/?business=all&location=West+Lothian&job-type=all&hours=all). 24 hours. Closing date 24 January.
 |
| * **Restaurant Assistant,** Dobbie’s, Livingston. 20 hours per week - [see here.](https://careers.dobbies.com/restaurant-assistant-92617.htm) Closing date 9 February.
 |
| Home Bargains in Livingston has the following opportunity: * **Store Cleaner (part-time),** Almondvale Retail Park - [see here.](https://jobs.homebargains.co.uk/detail/13902/store-cleaner-almondvale-retail-park--livingston)
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| Sky in Livingston has the following opportunities:* **Technology Apprenticeship Programme** - [see here](https://careers.sky.com/job/14326247/technology-apprenticeship-programme-livingston-livingston-gb/). Closing date 11 March 2022.
* **Software Development Apprenticeship Programme** - [see here](https://careers.sky.com/job/14326245/software-development-apprenticeship-programme-livingston-livingston-gb/). Closing date 11 March 2022.
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| The Rowan Tree in Armadale currently has the following opportunities: * Relisted! **Team Member (Bar and Waiting)** - [see here.](https://www.marstonscareers.co.uk/vacancies/14950/team-member.html)
* Relisted! **Line Chef** - [see here.](https://www.marstonscareers.co.uk/vacancies/14949/line-chef.html)
* **Cleaner** - [see here](https://www.marstonscareers.co.uk/vacancies/14948/cleaner.html).

Applicants must use their social media profile to apply. |
| **Wholetime Firefighter,** Scottish Fire and Rescue Service - [see here](https://www.myjobscotland.gov.uk/emergency-services/scottish-fire-and-rescue-service/jobs/wholetime-firefighter-200455). Applicants must be aged 18 years or over at date of application, meet the require medical and physical fitness standards and be able to demonstrate key qualities such as exceptional team working, communication & problem-solving skills. Closing date 31 March 2022.  |
| **Technology Degree Apprenticeship,** Accenture, Morrison St, Edinburgh – [see here](https://www.accenture.com/gb-en/careers/jobdetails?id=R00054658_en&title=Edinburgh+Technology+Degree+Apprenticeship+2022).Closing date 27 March 2022.  |
| Next in Livingston currently has the following vacancies: * **Delivery Assistant**
* **Sales Consultant**

The link will take you to the search page on the company website: <https://careers.next.co.uk/>.  |
| **Apprentice Civil Engineer 2022,** Balfour Beatty, UK wide – Scotland. [see here.](https://www.balfourbeattycareers.com/job-detail?detail=uk359-apprentice-civil-engineer-level-3-scotland-2022) |
| Leonardo in Edinburgh has launched their 2022 recruitment drive with the following opportunities:* **Design Engineering Graduate Apprentice** – [see here](https://skillsdevelopmentscotland-my.sharepoint.com/personal/linda_strathdee_sds_co_uk/Documents/Action)
* **Design Engineering Technician Apprentice** – [see here](https://leonardo-career.talent-soft.com/job/job-design-engineering-ma-apprentice_3021.aspx)
* **Business Management Graduate Apprentice** – [see here](https://leonardo-career.talent-soft.com/job/job-business-graduate-apprentice_2971.aspx)
* **Business Apprentice** – [see here](https://leonardo-career.talent-soft.com/job/job-business-apprentice_2967.aspx)
* **Manufacturing Technical Apprentice** – [see here](https://leonardo-career.talent-soft.com/job/job-manufacturing-technical-apprentice_2882.aspx)
* **Manufacturing Apprentice** – [see here](https://leonardo-career.talent-soft.com/job/job-manufacturing-apprentice_2915.aspx)
* **Software Engineering Graduate Apprentice** – [see here](https://www.apprenticeships.scot/vacancy-details/?refCode=137233)

The closing date for all apprenticeships is 13 March 2022.  |
| **Driver Home Care Assistants**, ION Care and Support, West Lothian.Due to continued growth, ION has opportunities for anyone who wants to make a real difference. They are currently recruiting Driver Home Care Assistants to work in the West Lothian region. Applicants must be 18+ and have access to own transport.Employer offers: Permanent full and part-time contracts, £9.63 per hour + 25p mileage, flexible schedule to suit availability, access to SVQ qualifications, a referral bonus scheme.No experience is required - all you need is a positive attitude and a willingness to make a difference to our service users lives. If this sounds like the role for you then please email andrew@ioncareandsupport.com or call 07949443313 for more information. |
| **Apprenticeships in Hospitality Scotland** is a ground-breaking training course that began as a partnership between hotels across Scotland. Apprentices follow the modern apprenticeship in hospitality services and spend six months in each key department: housekeeping, food and beverage, kitchen and reception. For more information and details of how to apply please see: <https://www.apprenticeshipinhospitality.scot> |
| **Production Team Members, Genius Foods, Bathgate** – <https://geniusfood.com/en-gb/work-with-us/>. Applicants must be 18+ to apply.  |
| **Childcare Apprenticeships** available in numerous locations throughout West Lothian and Edinburgh. Please see [www.apprenticeships.scot](http://www.apprenticeships.scot) for more details. |
| **FUSE** is a world class retail and hospitality academy, setting standards for skills, training, recruitment and career support in Edinburgh. It has been established in Edinburgh, connecting people to training courses, accredited qualifications, employers and jobs in both retail and hospitality. Jobs are based in the new St James Quarter and across the city. Current vacancies can be found here: <https://www.edinburghfuse.com/jobs/> |
| **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/> |
| **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/> |

**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/>.  |

**Agencies**

***If you are under 18:***

***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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| Adecco. Tel 333 0433871.[www.adecco-jobs.com](http://www.adecco-jobs.com) Tel 333 0433871 |
| 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/>  |
| Cordant People. Tel 0131 285 0550. Recruits for industrial, production and machine operators in West Lothian. Must be 18+.Registration is online and interview is by video call. <http://cordantpeople.com> |
| Office Angels, 106 Almondvale South, Livingston – 01506 832260.[www.office-angels.com](http://www.office-angels.com)  |
| Search Recruitment – 0131 718 8081[www.search.co.uk](http://www.search.co.uk) |
| Whiteclaw Agency, Carmondean, Livingston – 01506 237226[www.whiteclawagency.co.uk](http://www.whiteclawagency.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>  |

**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/>  |

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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) 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>.  |

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| **Volunteering****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>.**Five Sister’s Zoo** is currently recruiting Visitor Engagement Volunteers: For more details of the role and how to apply please see <https://bit.ly/2Tda8LC>. |

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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** |
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| April 2021 | £8.91 | £8.36 | £6.56 | £4.62 | £4.30 |
| From April 2022 | £9.50 | £9.18 | £6.83 | £4.81 | £4.81 |

If you are in your first year of your apprenticeship then you are legally entitled to at least the apprenticeship National Minimum Wage pay rate 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 the [National Living and Minimum Wage rates relevant to your age group](https://checkyourpay.campaign.gov.uk/#are_you_under_23_) |