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**Snippets Bulletin** – **13 December 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 Technician,** Parks Motor Group,Bathgate - [see here](https://www.parks.uk.com/recruitment/apprentice-technician-bathgate/). |
| New! **Replenishment / Online Assistants**, Sainsbury’s, Livingston - [see here.](https://web.fountain.com/indeedflex/apply/sainsbury-s-test-flow-no-interview?utm_source=indeed&utm_medium=sponsored_job&utm_campaign=indeed_livingston_onlineassistant) Apply via Indeed Flex. |
| New! **Team Member,** Nando’s, Livingston - [see here.](https://nandos.wd3.myworkdayjobs.com/en-US/Nandos/details/Team-Member_R0000021958-5?q=livingston&source=Indeed) |
| New! **Trainee Dental Nurse,** Broxburn Smile Centre Ltd. 8.30 – 6pm Monday to Thursday with the possibility of days increasing to 5 days a week. Dental nurses need to undertake a full course of Hep B injections, so until this has been carried out (3-6 months), you will be based at reception. Thereafter, you will have chairside and online training. If interested, please send your CV to [lisahood21@msn.com](mailto:lisahood21@msn.com) or phone 07739984812 for more information. |
| New! **Team Member,** Subway, Euro Garages, Whitburn - [see here.](https://career2.successfactors.eu/career?career_ns=job_listing&company=eurogarage&navBarLevel=JOB_SEARCH&rcm_site_locale=en_GB&career_job_req_id=72285&selected_lang=en_GB&utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed) |
| New! **Apprentice Facilities Assistant,** Amey Ltd, Edinburgh - [see here.](https://www.amey.co.uk/talent-link/external/job/492710?sType=Indeed) |
| New! **Sales Assistant,** Mountain Warehouse, Livingston - [see here.](https://careers.mountainwarehouse.com/VacancyInformation.aspx?VId=31677&m=p&source=indeed) 8 hours. |
| New! **Trainee Tyre Fitter,** Kwik Fit, Broxburn - [see here.](https://kwikfitcareers.etelimited.co.uk/jobDetails?jobId=38610&source=kfcareersite&sType=kfcareersite) |
| New! **Apprentice Creative and Digital Marketing Assistant,** University of Edinburgh - [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=149353) Closing date 6 January. |
| New! **Apprentice Parts Adviser,** David Philp Commercial, Kirknewton - [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=149478) Closing date 31 January. |
| New! **APEX HOTELS:**   * **Cluster Breakfast Chef,** Apex Grassmarket Hotel, Edinburgh - [see here.](https://careers.apexhotels.co.uk/cluster-breakfast-chef-137790.htm) Closing date 13 January. * **Breakfast Chef,** Apex Waterloo Place Hotel, Edinburgh - [see here.](https://careers.apexhotels.co.uk/breakfast-chef-137318.htm) Closing date 27 December. * **Conference and Events Porter,** Apex Waterloo Place Hotel - [see here.](https://careers.apexhotels.co.uk/conference-and-events-porter-137311.htm) Closing date 27 December. * **Conference and Events Apprenticeship,** Apex Waterloo Place Hotel - [see here.](https://careers.apexhotels.co.uk/conferencing-and-events-apprenticeship-137312.htm) Closing date 27 December. * **Food and Beverage Assistant,** Apex City of Edinburgh Hotel, Grassmarket, Edinburgh - [see here.](https://careers.apexhotels.co.uk/food-beverage-assistant-137305.htm) Closing date 27 December. * **Food and Beverage Assistant,** Apex Grassmarket Hotel, Edinburgh - [see here.](https://careers.apexhotels.co.uk/food-beverage-assistant-137306.htm) Closing date 27 December. * **Food and Beverage Assistant,** Apex Waterloo Place Hotel, Edinburgh - [see here.](https://careers.apexhotels.co.uk/food-beverage-assistant-137307.htm) Closing date 27 December. * **Food and Beverage Modern Apprentice,** Apex Waterloo Place Hotel, Edinburgh - [see here.](https://careers.apexhotels.co.uk/food-and-beverage-modern-apprenticeship-137316.htm) Closing date 27 December. * **Kitchen Porter,** Apex Waterloo Place Hotel, Edinburgh - [see here.](https://careers.apexhotels.co.uk/kitchen-porter-137320.htm) Closing date 27 December. * **Laundry Assistant,** Apex Laundry, Houston Industrial Estate, Livingston - [see here.](https://careers.apexhotels.co.uk/laundry-assistant-136696.htm) Closing date 23 December. * **Receptionist Apprenticeship,** Apex Grassmarket Hotel, Edinburgh - [see here.](https://careers.apexhotels.co.uk/receptionist-apprenticeship-136290.htm) Closing date 18 December. |
| **CNC Machining Apprentice,** Ritchie Precision, Livingston - [see here.](https://www.ritchieprecision.co.uk/job-vacancies) Ritchie Precision is a specialist engineering business and supplier of small parts to companies involved in laser, medical, photonics, ultra-sonic, opto-electronics and scientific instrumentation production. |
| **School Leaver Degree Apprenticeship,** McDonalds Restaurants Ltd - [see here.](https://www.caterer.com/job/school-leaver-apprenticeship/mcdonald-s-restaurant-limited-job99182889?src=search&page=1&position=3&WT.mc_id=A_PT_CrossBrand_Totaljobs) |
| **Apprentice Fitter,** Gap Group Ltd, Sighthill, Edinburgh - [see here.](https://gap-group-career.talent-soft.com/job/job-apprentice-fitter-sighthill_1642.aspx) |
| **Apprentice Operations Assistant, Wolseley, Newbridge** - [see here.](https://wolseleyuk.wd3.myworkdayjobs.com/en-US/Wolseley/details/Operations-Assistant---Apprentice_JR102808?locations=53b9a9592a9b01884dd83e93e00172fb&locations=d11cc0fd90a8015141fc94f7b4002f09) This position includes the opportunity to study towards a level 2 qualification in warehousing and distribution. |
| **SCHUH:**  **Management Trainee,** Schuh Kids, The Elements, Livingston - [see here.](https://careers.schuh.co.uk/listings/store%20management/5/5634/)  **Creative Assistant**, Junction 4, Bathgate - [see here.](https://careers.schuh.co.uk/listings/head%20office/1/5691/) |
| **SCOTMID / CO-OP:**   * Closing soon! **Customer Service Assistant,** East Calder - [see here.](https://scotmid.coop/job/customer-service-assistant-east-calder-branch-0176-2/?business=all&location=West+Lothian&job-type=all&hours=all) 23 hours. Closing date 16 December. * Closing soon! **Customer Service Assistant,** East Calder - [see here](https://scotmid.coop/job/customer-service-assistant-east-calder-branch-0176/?business=all&location=West+Lothian&job-type=all&hours=all). 16 hours. Closing date 15 December. |
| **CHAINRUNNER,** Livingston:   * **Grill Chef -**  [see here.](https://www.marstonscareers.co.uk/vacancies/22197/grill-chef.html) * **Second Chef -** [see here.](https://www.marstonscareers.co.uk/vacancies/22154/second-chef.html) * **Housekeeper** - [see here.](https://www.marstonscareers.co.uk/vacancies/22074/housekeeper.html) * **Bar and Waiting Staff -** [see here.](https://www.marstonscareers.co.uk/vacancies/22021/bar-and-waiting-staff.html) |
| **Sales Assistant,** Shoezone, Livingston Centre. 10 hour contract. Please hand your CV in to the shop. Applicant must be flexible with regards to hours and days worked. This is a temp to permanent contract (depending on performance). |
| **ARNOLD CLARK:**   * **Apprentice Aftersales Customer Advisor,** West Calder - [see here.](https://apprenticeships.arnoldclark.com/job/apprentice-aftersales-customer-advisor-23448.aspx) * **Apprentice Spray Painter,** Ratho - [see here.](https://apprenticeships.arnoldclark.com/job/apprentice-spray-painter-24795.aspx) |
| Closing soon! **On Train Hospitality Assistant, Scotrail,** Edinburgh Waverley – [see here.](https://apply.scotrail.co.uk/vacancies/1368/) Closing date 16 December. |
| Closing soon! **Business Admin Apprentice,** Internal Audit and Assurance Hub, Scottish Government – [see here](https://core-scottishgovernment.icims.com/jobs/5026/modern-apprentice/job?mode=view&mobile=false&width=949&height=500&bga=true&needsRedirect=false&jan1offset=0&jun1offset=60). Closing date 14 December. |
| **Apprentice Finance Assistant,** Bakkafrost Scotland Ltd, Drumsheugh Gardens, Edinburgh – [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=148929) Closing date 15 January. |
| **Digital Admin Apprentice,** Verity Financial Planners Ltd, Torphichen Street, Edinburgh - [see here.](https://qaapprenticeships.kallidusrecruit.com/vacancyinformation.aspx?vguid=90702554-9ed3-45bf-81e0-381f05339c30) Closing date 9 January. |
| **Apprentice Service Engineer,** Scot JCB, Edinburgh - [see here.](https://scot-jcb.current-vacancies.com/Jobs/Advert/2896672?cid=1942&rsid=0&js=0&LinkType=1&FromSearch=False) Closing date 8 January. |
| **Business Operations Administrator Apprentice,** Scott and Co, Melville Crescent, Edinburgh - [see here.](https://qaapprenticeships.kallidusrecruit.com/vacancyinformation.aspx?vguid=1af9c1d3-e323-4e68-8834-ce4d7927d741) Closing date 6 January. |
| **Apprentice Service Desk Analyst,** Computershare Investor Services, North St Andrew’s Street, Livingston - [see here.](https://qaapprenticeships.kallidusrecruit.com/vacancyinformation.aspx?vguid=87e8c39d-9da6-4ae2-88b7-4c4d6c88eee9) Closing date 11 January. |
| **Customer Service Specialist,** Chase, Edinburgh - [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=148457) Closing date 2 February. |
| **EASTERN WESTERN:**   * **Apprentice Panel Beater,** Accident Repair Centre, Broxburn - [see here.](https://www.ewcareers.co.uk/current-vacancies/Apprentice-Panel-Beater/4681/) * **Apprentice Service Technician,** Western Commercial, Broxburn - [see here.](https://www.ewcareers.co.uk/current-vacancies/Apprentice-Service-Technician/4499/) * **Trainee Sales Executive,** Western Toyota, Newbridge - [see here.](https://www.ewcareers.co.uk/current-vacancies/Trainee-Sales-Executive/4738/) |
| **Chef Apprenticeship,** Brucefield Farm, Livingston - [see here.](https://www.mbcareersandjobs.com/job/chef-apprenticeship-in-brucefield-farm-livingston-eh54-9bu-jid-188907) |
| **SCANIA,** Newbridge:   * **Apprentice Customer Service Administrator,** Scania UK, Newbridge – [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=148894) Closing date 30 December. * **Apprentice Heavy Vehicle Technician** – [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=148893) Closing date 30 December. |
| Closing soon! **Apprentice Digital Customs (Animal Importation / Exportation),** Extrordinair, Edinburgh - [see here.](https://qaapprenticeships.kallidusrecruit.com/vacancyinformation.aspx?vguid=29f99e91-5b04-4a29-8fd8-017a575f0264) Closing date 12 December. |
| **Retail Degree Apprenticeship,** Morrisons, Livingston - [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=148379) This apprenticeship involves studying towards a BA (hons) in Business Management. Closing date 25 December. |
| McLaughlin and Harvey (Building and Civil Engineering Contractor), Currie:   * **Trainee Site Manager** – [see here.](https://www.naturalhr.net/hr/recruitment/job/1e9615226a368e4f9d07ce8b69f849b4/29419) Closing date 31 January 2023. * **Trainee Quantity Surveyor –** [see link.](https://www.naturalhr.net/hr/recruitment/job/1e9615226a368e4f9d07ce8b69f849b4/29418)Closing date 31 January 2023. |
| **Apprentice Specialist Tyre Fitter,** Halfords, Broxburn – [see here](https://www.apprenticeships.scot/vacancy-details/?refCode=149188). Closing date 18 December. |
| **Seasonal Sales Assistant,** The Entertainer, Livingston Centre – [see here.](https://careers.thetoyshop.com/job/338021) 20 hours per week. Closing date 10 December.  **Seasonal Sales Assistant** – 8 hours - [see here.](https://careers.thetoyshop.com/job/345638) Closing date 31 December. |
| * **Cleaning Assistant,** The Range, Livingston - [see here.](https://www.therange.co.uk/careers/?type=Retail&location=Livingston&title=Cleaning%20Assistant%20-%20Part%20Time&id=20119) Part-time. |
| **Barista,** Starbucks Coffee Company, Livingston Designer Outlet - [see here.](https://starbucks.taleo.net/careersection/1000222EuroRetail/jobdetail.ftl?job=180002300&lang=en-GB) No experience needed. |
| **LEONARDO Aerospace, Defence and Security, Edinburgh:**   * **Business Apprentice** - [see here.](https://leonardo-career.talent-soft.com/job/job-business-apprentice_4086.aspx) You will study towards a level 3 qualification in Business and Administration. * **Manufacturing Technical Apprentice** - [see here.](https://leonardo-career.talent-soft.com/job/job-manufacturing-technical-apprentice_4081.aspx) You will study towards an HND in Engineering systems, an SVQ level 2 (PEO) and an SVQ level 3 (Engineering technical support). * **Manufacturing Apprentice -** [see here.](https://leonardo-career.talent-soft.com/job/job-manufacturing-apprentice_4080.aspx) You will study towards an NC in Engineering systems, SVQ level 2 (PEO) and SVQ level 3 (Engineering technical support). * **Business Graduate Apprentice -** [see here](https://leonardo-career.talent-soft.com/job/job-business-graduate-apprentice_4049.aspx). You will study towards a Business Management BA (Hons) degree at the University of Strathclyde. * **Business Graduate Apprentice -** [see here](https://leonardo-career.talent-soft.com/job/job-business-graduate-apprentice_4139.aspx). You will study towards a Business Management BA (Hons) degree at the University of Strathclyde. On completion you should have met the criteria for Chartered Management Institute (CMI). * **Business Graduate Apprentice -** [see here.](https://leonardo-career.talent-soft.com/job/job-business-graduate-apprentice_4266.aspx) You will study towards a Business Management BA (Hons) degree at the University of Strathclyde. On completion you should have met the criteria for Chartered Management Institute (CMI). * **Software Engineering Graduate Apprentice -** [see here.](https://leonardo-career.talent-soft.com/job/job-software-engineering-graduate-apprentice_4047.aspx) You will study towards a BSc (Hons) in Software Development for Business. * **Design Engineer Graduate Apprentice -** [see here.](https://leonardo-career.talent-soft.com/job/job-design-engineering-graduate-apprentice_4297.aspx) You will study at the University of Strathclyde for completion of a BEng (Hons) in Engineering: Design & Manufacture.   Closing date 24 March 2023. |
| **LIVINGSTON (MECHANICAL AND ENGINEERING SPECIALISTS):**   * **Air Conditioning Apprentices / Trainees -** [see here.](https://www.livingstonme.co.uk/work-with-us/careers/our-vacancies) |
| **Packing Operative, AK Stoddart’s, Broxburn** - [see here.](https://uk.indeed.com/jobs?q=stoddart&l&advn=6883473804233352&vjk=36b0bdf3620c3446) |
| **Apply now to launch your career in IT Support!** Generation UK offers an eight week remote learning programme where you will learn how to diagnose and resolve hardware issues and configure and install networks and operating systems.  Restrictions apply - [See here](https://uk.generation.org/scotland-itsupport/) for more information. Next programme starts on 5 December 2022. |
| **MITSUBISHI ELECTRIC, Livingston:**  Mitsubishi manufacture ventilation systems and take on production operators on a very regular basis. If this type of work interests you, pop along to their premises at Nettlehill Road, Houstoun Industrial Estate, Livingston, EH54 5EQ and collect and application form. |
| **WEST LOTHIAN COUNCIL:**   * **Supply Care Home Domestic,** various locations across West Lothian – [see here.](https://www.myjobscotland.gov.uk/councils/west-lothian-council/jobs/supply-care-home-domestic-house-kitchen-laundry-41806-152534) Closing date 31 December 2022. * **Supply Social Care Support Worker,** various locations across West Lothian – [see here.](https://www.myjobscotland.gov.uk/councils/west-lothian-council/jobs/supply-social-care-support-worker-41804-152535) Closing date 31 December 2022. * **Supply Cook / Assistant Cook,** various locations across West Lothian – [see here.](https://www.myjobscotland.gov.uk/councils/west-lothian-council/jobs/supply-cookassistant-cook-41805-152536) Closing date 31 December 2022. |
| **WEST LOTHIAN COUNCIL WAGE SUBSIDY PROGRAMME:**  Eligibility conditions apply - Open to West Lothian residents only, aged 16 - 24. Applicants aged 16-18 must be unemployed, applicants 19-24 must be 3 months unemployed or have previously engaged with More Choices More Chances or the Employability Fund / Get Ready For Work Programme. For more information on current opportunities, please [see here.](http://www.positive-destinations.co.uk/article/66016/West-Lothian-Wage-Subsidy-Programme-Job-Search)   * **General Labourer,** Edinburgh Fabrications, Broxburn * **Rental Controller,** McNicoll Vehicle Hire, Houston Industrial Estate, Livingston * **Trainee Sales and Lettings Administrator,** Martin & Co, Bathgate |
| **CAMPBELL’S PRIME MEAT,** by Linlithgow:   * **Trainee / Apprentice Butcher** * **Trainee / Apprentice Fishmonger** * **Production Operatives (dayshift or nightshift)**   [See here](https://www.campbellsmeat.com/recruitment) for more information. |
| For vacancies at **Aldi** stores in West Lothian, please see <https://www.aldirecruitment.co.uk/>.  Current opportunities include career starter positions, store and stock assistants. |
| Various **retail** vacancies are currently available at Livingston Designer Outlet. Please [see here](https://livingston-designer-outlet.co.uk/careers/) to get more information. |
| **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 2023. |
| **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](mailto: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 to connect people with 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>. |

**RAF Apprenticeships –** More information can be found [here.](https://recruitment.raf.mod.uk/)

**Army Apprenticeships** – More information can be found [here.](https://apply.army.mod.uk/)

**Royal Navy Apprenticeships** – More information can be found [here.](https://www.royalnavy.mod.uk/)

**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> |
| **NAS Recruitment Services**, 2 Fairbairn Place, Livingston Village, EH54 6TN. Tel: 01506 460334.  [www.nasscotland.com](http://www.nasscotland.com)  Recruits for warehousing and the driving/logistics industry. Accept applicants aged 16+.  Applicants must be able to speak and understand English (for health and safety purposes). If interested in registering, please call the agency. |
| **Office Angels,** 106 Almondvale South, Livingston – 01506 832260.  [www.office-angels.com](http://www.office-angels.com) |
| **REL Recruitment,** Fleming House, Simpson Parkway, Kirkton Campus, Livingston, EH54 7BH.  Tel: 07884666026. |
| **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) |

**Useful to Know**

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| **West Lothian College** January start courses <https://www.west-lothian.ac.uk/news-events/latest-news/january-2023-courses-at-west-lothian-college/> |

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| **SRUC Oatridge** January start courses:   * NC Rural Skills - [see here.](https://www.sruc.ac.uk/courses-training/course-catalogue/rural-skills-january-start/nc-rural-skills-january-start/) * HND Golf Course Management (Elmwood)- [see here.](https://www.sruc.ac.uk/courses-training/course-catalogue/golf-course-management/hnd-golf-course-management-distance-learning-january-start/) Distance learning. |

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| **Livingston Youth Trust**  Livingston Youth Trust is a small trust that provides financial assistance to individual young people from Livingston.  It can help to give support towards future progress in the chosen fields of the arts, sport and music.  The Trust considers general applications from individuals, groups of young people and organisations working with young people and based in Livingston.  Such general applications must be clearly presented and have specific benefits for  young people.  Applications for general subsidy will not be considered.  Young people under the age of 21 or organisations working with young people under the age of 21 with an active interest in a chosen field may apply, where the individuals or organisations are not in a position to develop that interest from their own resources.  The  Youth Trust can provide one-off grants where an individual is taking part in educational, cultural and sporting activities or training programmes which are likely to develop or enhance their abilities.  For more information, please [see here.](https://www.westlothian.gov.uk/article/45240/Livingston-Youth-Trust?fbclid=IwAR3cMLub699orSjLx4JOuDjtgOBY1gG0Rwv9EpbslBNBiqQrmYuCXnZWM6I) |

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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**  Start searching for an ITA approved course and apply online:  <https://bit.ly/2ZBLKSW> restrictions apply and proof of benefits / income is required. |

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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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| **Interview Clothing Help**  Did you know that high street chain Timpson Ltd offer FREE dry cleaning of garments for interview if you are unemployed and seeking work? You don’t need a voucher for this, just ask at the counter to get the deal. Timpson Ltd confirmed you can get any number of clothing items dry cleaned for free if it’s for an interview. The offer is running in every store that has dry cleaning facilities – about 300 stores across the UK. <https://cutt.ly/SRPXurQ> |

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| **Young Person’s Free Bus Travel Scheme for Under 22s**  This scheme started on 31 January 2022, and you must have a National Entitlement Card (NEC) or new Young Scot NEC to get free travel. There are a range of ways to apply – including for those without digital access / photo ID. If you had a Young Scot card previously you will already be registered on the system so you can phone 0131 200 2351 and get help to get the bus pass through your Young Scot account. To find out more and apply, please see <https://getyournec.scot/nec/?opt=Apply-for-Card>.  **PLEASE NOTE THAT AN EXISTING YOUNG SCOT CARD WILL NOT WORK AND YOU NEED TO APPLY FOR A NEW CARD** |

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| **Volunteering**  **Voluntary Sector Gateway West Lothian -** Talk to VSG if you are unsure about what you want to do or whether voluntary work is right for you. They can assist with other issues which may affect your voluntary work such as disability, recent illness or a lack of confidence. Voluntary Sector Gateway offers a personal, tailored service and gives you access to a diverse range of opportunities across West Lothian. [See here](https://www.voluntarysectorgateway.org/become-a-volunteer/) for more information.  **Five Sister’s Zoo** is currently recruiting Visitor Engagement Volunteers: For more details of the role and how to apply please [see here.](https://fivesisterszoo.co.uk/volunteering/)  **Edinburgh Zoo** has volunteering opportunities in the following areas: public engagement, gardens, events, education / outdoor education, admin, student. Please see here for more information and to complete an online application form: [see here.](https://www.rzss.org.uk/volunteers/?_ga=2.265474319.1657094438.1570797493-2077826081.1570797493)  **The Conservation Volunteers Youth Programme** supports young people to gain the confidence, skills and experience they need to gain employment in the environment and land-based sectors. Through their connections to the green sector, they can provide tailored training and experience that responds to different young people’s needs - [see here](https://www.tcv.org.uk/scotland/?msclkid=60fbe5cbd12511ec80b08010ff6f11ef) for more information. |

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| **Young Carer 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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| **Independent Living Fund**  The ILF Scotland Transition Fund can give out money for activities and things that help you spend time with other people and try something new. Applicants should be 16-25, have a disability and live in Scotland. For more details, please see [www.ilf.scot/transition-fund](http://www.ilf.scot/transition-fund). Telephone number is 0300 200 2022. |

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| **Do you need a safe place to stay? Aged 16-25?**  Rock Trust can provide emergency accommodation – including nightstops - whilst they work with you to explore long-term options. To get in touch, phone 0131 557 4059. Email [admin@rocktrust.org](mailto:admin@rocktrust.org). Web address: [www.rocktrust.org](http://www.rocktrust.org) |

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| **Do you urgently need help with your mental health?**  If you are having a difficult time and your feelings are too much to handle, there are people who can help you:  **Breathing Space** – 0800 83 85 87. Scotland’s mental health phone service provide a safe and supportive space by listening, offering advice and providing information.  **Samaritans Scotland** – 116 123.  **West Space** - West Lothian’s online source of mental health and wellbeing information – [www.westspace.org.uk](http://www.westspace.org.uk)  **NHS 24** – 111  **Emergency Services** – 999. |

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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.  These 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** | | --- | --- | --- | --- | --- | --- | | 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_) |