



Snippets Bulletin

21 June 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.

<p>New! Apprentice IT Support Assistant, Edinburgh - https://bit.ly/3gJliy1. Initial recruitment via GP Strategies. Closing date 28 June.</p>
<p>New! Trainee Dental Nurse, Mathewson Dental Practice Ltd, Corstorphine/East Craigs, Edinburgh - https://bit.ly/3wEOspV. Closing date 15 July.</p>
<p>New! The Northern Lighthouse Board in Edinburgh has two apprenticeship vacancies:</p> <ul style="list-style-type: none">• Apprentice Mechanical Engineer• Apprentice Electrical Engineer <p>Study will be at Forth Valley College in Falkirk. Closing date 1 July. https://bit.ly/2UqLO9n.</p>
<p>New! Apprentice Retail Assistant, New Look, The Gyle, Edinburgh - https://bit.ly/3gKbyoA. Closing date 25 June.</p>
<p>New! Store Team Members, Home Bargains, Thistle Retail Park, Broxburn - https://bit.ly/3zE0eTk. Closing date 10 July.</p>
<p>Closing soon! Wagamama's at the Elements in Livingston Centre has the following vacancies: Kitchen Porter - https://bit.ly/3iRW4Bl. Chef - https://bit.ly/2S9hGyh. The closing date for both vacancies is 26 June.</p>
<p>New! Bakkavor in Bo'ness has a wide range of production operative opportunities available:</p> <ul style="list-style-type: none">• Backshift (2pm – 10pm, 5 days out of 7) - https://bit.ly/3iX7EeR.• Day shift (6am – 2 pm, 5 days out of 7) - https://bit.ly/3gByesc.• Weekend mornings (6am – 2pm, Saturday and Sunday) - https://bit.ly/3gHyaWP.• Evenings (5pm – 10pm Monday to Friday) - https://bit.ly/3iRpXBS• Weekend Backshift (5pm – 10pm Saturday and Sunday. Fixed term till end August) - https://bit.ly/2S81ld9.• Day shift Packing (6am – 2pm. Between 2-4 days a week to suit applicant) - https://bit.ly/2Ufyd4y.• Backshift Packing (2pm – 10pm. Between 2-4 days a week to suit applicant) - https://bit.ly/3iR33KR.• Part-time Day shift (9.30am – 2.30pm, Monday to Friday. Fixed term) - https://bit.ly/3zDZk9J.
<p>New! The Royal Burgh Bakery (Paterson Arran) has the following vacancies:</p> <ul style="list-style-type: none">• Packing operatives - https://bit.ly/2SITfZ0• Warehouse operatives - https://bit.ly/3gHztEU <p>Please ignore start dates on websites. HR at Burtons has confirmed recruitment is ongoing.</p>

<p>New! Stack and Still will be opening a new pancake house in Almondvale Centre within the next two weeks. HR at the company has confirmed they are still accepting speculative applications via their website https://www.stackandstill.co.uk/jobs.</p>
<p>Closing soon! Apprentice Data Publishing Analyst, E-Fundamentals, Princes St, Edinburgh - https://bit.ly/3g5PBB0. Closing date 25 June.</p>
<p>New! Trainee Childcare Assistant, Wee Gems Nursery, Livingston - https://bit.ly/3gIR4xN. Closing date 30 June. Training provider is Azilo Training.</p>
<p>Apprentice Account Technology Strategist, Microsoft, Edinburgh - https://bit.ly/352DjTP. Closing date 3 July.</p>
<p>Field Technician Apprentice, Virgin Media, Edinburgh - https://bit.ly/3cvzFpH. Closing date 5 July.</p>
<p>Highways Maintenance Apprentice, Mulholland Contracts, Polbeth - https://bit.ly/3ixEld0. Closing date 30 June.</p>
<p>Trainee Yard Operative, MGM Timber, Broxburn. This is a permanent full-time role based in the recently expanded Broxburn branch and is an excellent opportunity for an individual to commence their career within this long-standing, successful Timber Merchants. Within this key customer facing role you will be responsible for providing a quality service to trade and retail customers. You'll also assist the Yard Manager with maintaining the business high standards and efficiency. Candidates do not require any previous experience as all training will be provided. This position as an element of physical labour and would suit someone that likes to keep fit and doesn't mind working outdoors. To apply, please send your cv to Paul.Shields@mgmtimber.com. For those applicants without a cv, an email listing name, address, subjects taken and any interests or hobbies would be acceptable.</p>
<p>Engineering Apprentice (Mech/Eng), First Bus, Livingston - https://bit.ly/2ThUFJA. Closing date 27 June.</p>
<p>Eastern Western has the following opportunities:</p> <ul style="list-style-type: none"> • Apprentice Service Technician, Western Mazda, Newbridge – https://bit.ly/3fdaVD2. • Apprentice Service Technician, Western Nissan, Edinburgh West - https://bit.ly/3zraqAM.
<p>Apprentice Customer Service Administrator, QA Vehicle Solutions, South Gyle, Edinburgh – https://bit.ly/3yZL0YD. Closing date 29 June.</p>
<p>Toni Macaroni's, Almondvale Crescent, Livingston has the following opportunities: -</p> <ul style="list-style-type: none"> • Kitchen Porter - https://indeedhi.re/3uY4FoA. • Experienced Front of House / Bar Staff - https://indeedhi.re/2T8OgQQ. • Experienced Chefs of all levels - https://indeedhi.re/3uW0Obx • Experienced Waiting Staff - https://indeedhi.re/3pr0Kzs.
<p>Apprentice Parts Adviser, People's Ford, Edinburgh - https://bit.ly/2SWMWR1. Closing date 30 June.</p>
<p>Retail Associate, New Balance, Livingston Designer Outlet - https://bit.ly/3fWlQ4t.</p>
<p>Sales Associates, Skechers, Livingston Designer Outlet - https://bit.ly/3inOq1E.</p>
<p>Team Member, Pizza Hut, Livingston Designer Outlet - https://bit.ly/3xf5pYf. Closing date 2 July.</p>
<p>Closing soon! Business Administration Apprentice, HB Projects, Livingston - https://bit.ly/34G6ADL. Closing date 28 June.</p>

<p>Apprentice Heavy Vehicle Service Technician, Volvo Truck and Bus, Broxburn – https://bit.ly/3fZbYqw. Closing date 29 June.</p>
<p>Apprentice Engineer, Jungheinrich, Falkirk. Please see vacancy at end of bulletin for full details.</p>
<p>Closing soon! Next in Livingston currently has a vacancy for a sales consultant - https://bit.ly/2SGtnNn. Closing date 23 June.</p>
<p>PolyDigi Ltd in Edinburgh has the following opportunities:</p> <ul style="list-style-type: none"> • Software Development Graduate Apprentice - https://bit.ly/35yEJpn. This apprenticeship involves studying BSc (hons) in software development for business at Heriot Watt University. Closing date 30 July. • Graduate Apprenticeship – Digital Marketing and Development Assistant - https://bit.ly/3wCowuH. This apprenticeship involves studying MA (hons) in business management: IT at Heriot Watt University. Closing date 30 June.
<p>Visitor Engagement Volunteer, Five Sisters Zoo, West Calder</p> <p>Role – Visitor engagement volunteers help to enhance the visitor experience and ensure that a positive message is spread to visitors about conservation.</p> <p>Duties include:</p> <ul style="list-style-type: none"> • Being placed around the park at exhibits and near walkthrough exhibits. Giving information (for example info about conservation projects/partners) to visitors walking around the zoo. • Assist visitors with directions (to toilets, exits, exhibits etc). • Exhibit various biofacts at appropriate locations around the zoo. • Assist with litter picks around the zoo and other tasks such as window cleaning (when appropriate). • Report any issues they observe to the volunteer coordinator (or another member of staff – if appropriate). <p>Applicants must be 16 or over, friendly, outgoing and confident when speaking to a wide range of people. Must be reliable and a good timekeeper. Have a passion for animals and wildlife conservation.</p> <p>It is hoped that volunteers can commit to one day a week. However, applicants will also be considered from applicants who can commit to only a couple of days per month. A basic disclosure check is required and the cost of this will be met by the applicant. Training provided.</p> <p>To apply, please send your CV and a covering letter stating why you want to get involved to adam@fivesisterszoo.co.uk*</p>
<p>Apprentice Machinist / Welder / Technician at Deans Engineering and Livingston Precision. Please see vacancy at end of this bulletin. Closing date 30 June.</p>
<p>John Bean Technologies Ltd, Kirkton South Road, Livingston has the following opportunities: -</p> <p>Apprentice Welder/Fabricator – https://bit.ly/2TVg23M Apprentice Manufacturing Engineer – https://bit.ly/3wKyf2g Apprentice Electrician – https://bit.ly/3c86k4s Closing date for all opportunities is 29 June.</p>
<p>Painting and Decorating Apprentice, George Nicolson (Decorators) Ltd, Leith, Edinburgh – https://www.nicolson.co.uk/apprenticeships-2021/</p>
<p>Advanced Engineering Apprenticeship (CNC Machining), Science and Technology Facilities Council, Edinburgh – https://bit.ly/3u7tduS. Closing date 4 July.</p>
<p>The following opportunity is available at Sky Watermark: General Assistant – https://bit.ly/3tSOHf8</p>

Nat West in Edinburgh has the following apprenticeships:

Customer Fraud Apprenticeship – <https://bit.ly/3fy2nHi>.

Edinburgh Project Management Apprentice – <https://bit.ly/2RsfAsW>.

Technology Apprentice – <https://bit.ly/3inQiHK>

Accountancy Degree Apprentice – <https://bit.ly/2S7nXe5>

Finance Apprentice – <https://bit.ly/3cl1i4Q>

Childcare Apprenticeships available in Linlithgow, Livingston, Currie, Bathgate and Edinburgh. Please see www.apprenticeships.scot for more details.

West Lothian Council opportunities currently available:

- 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!** Pupil Support Worker, Broxburn Academy - <https://bit.ly/3cEzqsC>. Closing date 27 June.
- **Closing soon!** Careline Adviser, Civic Centre, Livingston - <https://bit.ly/3pRuA0h>. Closing date 27 June.
- **Closing soon!** Pupil Support Worker, Torphichen Primary School - <https://bit.ly/3vgQivO>. Closing date 27 June.
- **Closing soon!** Cleaner Electrostatic Spray Team x 2, various locations throughout West Lothian - <https://bit.ly/3cGvuHx>. Closing date 27 June.
- **Closing soon!** Apprentice Gardener, Bathgate - <https://bit.ly/3iEWLOJ>. Closing date 27 June.
- **New!** Clerical Assistant, Limecroft Care Home, Dedridge, Livingston - <https://bit.ly/35GGrFm>. Closing date 4 July.
- **Closing soon!** Home Safety Telecare Operatives, Kirkton Service Centre - <https://bit.ly/3iXbxAr>. Closing date 27 June.
- **Closing soon!** NETS Operative, Whitehill Service Centre, Bathgate – <https://bit.ly/3zLahpN>. Closing date 27 June.
Duties include grass cutting, weed control, planting, shrub bed maintenance and litter collection. Experience of using grass cutting machinery, hedge trimmers and other relevant power tools and equipment, e.g. strimmer's is essential. Also, PA1/6 pesticide application certificates of competence and driving licence.

Please note there are other vacancies on this website that are suitable for applicants with more work experience.

Closing soon! 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.

The Mercure Hotel, Livingston has the following opportunity:

- Room Attendant – <https://bit.ly/3qOd6M5>. Closing date 5 July.

Restaurant Crew Member, Burger King, Livingston Centre – <https://bit.ly/3wwF3QY>.

Engineering Apprentice, Archer Daniel Midlands, Chancelot Mill, Edinburgh – <https://bit.ly/3dRfaEX>.

Closing soon! 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 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.

Sky in Livingston has the following opportunities:

- Customer Sales Apprenticeship - <https://bit.ly/3fmqcmn>
- Customer Service Advisor (Saturday and Sunday only). Permanent – <https://bit.ly/3v53K64>.
- Customer Service Advisor (Saturday and Sunday only). Fixed Term Contract – <https://bit.ly/3cGtXBB>
- Customer Service Advisor - <https://bit.ly/3gfWPWL>.

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 5pprox.. 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.

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/>

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:

- Farm Trainee, Cyrenians, Kirknewton – <https://bit.ly/3vHarfi>

Inclusion Scotland

<https://bit.ly/3r10Jl1>

Inclusion Scotland creates internships in a variety of settings which are exclusively for disabled people

- No suitable opportunities at this time.

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

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.

Adecco. Tel 333 0433871.

www.adecco-jobs.com

Tel 333 0433871

Warehouse opportunities at Amazon in Bathgate.

Blue Arrow, Lennox House, Almondvale Boulevard, Livingston, EH54 6QP. Tel 01506 412229.

Applicants must be 18+.

www.bluearrow.co.uk

Current Vacancies include:

Warehouse/production/forklift operators • machine operators • warehouse operatives • forklift driver • production packers • returns admin • business support assistant • parcel sorter • debrief clerk/transport client • pickers.

Connect Appointments, Houstoun Interchange in Livingston - 01506 449944.

Applicants must be 18+.

<https://www.connectappointments.co.uk/>

Current Vacancies in East Central Scotland include:

fruit packer / loaders • PVC window and door fabricators • warehouse operatives • forklift drivers • site maintenance • bakery operative • weekend warehouse operatives • factory cleaner • customer service.

Office Angels, 106 Almondvale South, Livingston – 01506 832260.

www.office-angels.com

Current vacancies:

Administrator • warehouse operative (counterbalance preferred) • counterbalance forklift operator • switchboard operator • warehouse admin

Whiteclaw Agency, Carmondean, Livingston – 01506 237226

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

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

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).

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 21 June 2021

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 21 June 2021

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 21 June 2021

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>

Last checked 21 June 2021

Timpson's offer free dry cleaning of clothes for interview. This offer is open to people who are unemployed and seeking work. You don't need a voucher, just ask at the counter to get the deal. There currently isn't an end date to this offer and it is running in every store that has dry cleaning facilities – about 300 stores across the UK. For more information, please see <https://bit.ly/2YXka1b>.

Edinburgh Zoo 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>.

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>

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](#) 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 rates 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
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.

Skills for Business Programme

Skills for Business is a programme for young entrepreneurs currently affected by unemployment but with a passion for future business success.

Successful applicants will work with their mentor prior to start-up and through the first 12 months of operating their business.

Support will focus on implementing the business plan. In addition, the young entrepreneurs will access specialist professional advice, training and financial support.



If you have a business idea and have ever wondered what it would be like to be your own boss, then Skills for Business could be just the starting point for you.

Criteria

- Aged between 16 and 24
- Currently unemployed / underemployed, about to leave school or at risk of redundancy
- Must attend virtual session with business adviser to assess viability of business idea
- Must be able to commit to milestone meetings and attend a series of recommended webinars over the course of the programme



SKILLS FOR BUSINESS PROGRAMME

Delivered as part of the Young Person's Guarantee Scheme

Support

Each applicant will have a dedicated coach who will help you to build a tailored action plan for your time on the programme. There will be an opportunity to access specialist training and peer to peer support. Viable businesses will also receive grant funding of £1,000 towards the start-up and running costs of their business.

Helping set everything up properly

Your coach will support you to develop a viable business plan and provide a better understanding of your market. You will work towards producing a confident forecast of potential sales and learn how to keep essential business records.

This will help you to understand how to measure your success and give you the knowledge of your legal requirements. You will learn about the appropriate marketing tools for your industry/product/service, whilst giving you the confidence to plan for the future of your business.



SKILLS FOR BUSINESS PROGRAMME



Business Mentoring

Working in partnership with Developing the Young Workforce, we will be running virtual networking sessions quarterly, linking in entrepreneurs and business owners for the following topics

- Bringing Your Idea to Life
- Managing Your Business Finances
- Finding Customers
- Using Technology in your business

There will be less formal monthly peer to peer networking for participants to join and speak to their business adviser.



For more information please contact:
 bgateway@westlothian.gov.uk

Job Title	Apprentice (Machinist / Welder / Technician)
Location	Deans Engineering and Livingston Precision Engineering - Livingston
Job Type	4 Year Apprenticeship (up to 6 Apprenticeships available)
Extra detail	<p>These opportunities are focused on Machinist, Welder and Technician roles and candidates will have the opportunity to discuss their area of interest should they get to interview stage.</p> <p>The apprenticeships are fully funded in partnership with training provider EDETA and the local college.</p> <p>Salary is dependent on age with interviews and a mechanical aptitude test taking place over the summer. The positions will commence in Sept 2021.</p> <p>Closing Date for Applications: Wednesday 30th June</p>
Job overview	<p>The first year will be spent 60% of the time at college studying for an ONC, 40% will be spent hands on in the businesses learning aspects of the role from skilled tradesmen.</p> <p>Year two sees a continuation of college at 2 days per week, the completion of the ONC and further hands-on experience. At this point craft apprentices may elect to continue within the business, while others will be given the opportunity to extend the learning on day release to an HNC level.</p> <p>In years 3 & 4, the apprentice will spend the workshop time, specialising in the final discipline they are likely to follow once time served. All apprentices that have successfully completed the process have been offered a full-time role in the business.</p>
Skills required/desired	A strong grasp of Maths and a technical aptitude will benefit the right candidate. Attitude and a willingness to learn are key, with strong timekeeping and attendance mandatory.
Qualifications	National qualification in Maths combined with a technical subject is preferred
Any other relevant information	A paid one-week experience is on offer, allowing both sides an extended opportunity to know the other – before the interview and aptitude test – subject to the appropriate social distancing rules.
How to apply	<p>Apply in writing, enclosing a CV and your reasons for wanting to undertake an apprenticeship to:</p> <p>alankay@deansengineering.co.uk</p>

Apprentice Engineer, Jungheinrich, Falkirk

Pay: £16,000 per annum. Start date Sept 2021.

Base: The apprentice will work within a field capacity (on the road) as well as one of the main RDCS at ASDA (Falkirk FK1 1JT) during their apprenticeship.

Duties:

- Preventative maintenance and repair of materials handling and ancillary equipment
- Accurately complete time sheets
- Manage and control parts stock
- Build customer relationships through good levels of communication, ensuring customer expectations are met in line with contractual obligations
- Ensure all company and customer health and safety procedures are met
- Identify sales leads for the Jungheinrich range of equipment and After Sales products
- Act as a Company Ambassador at all times
- Accurate recording and completion of your Apprenticeship 20% off the job training hours.

In addition to the duties and responsibilities listed, the job holder may be required to perform other duties assigned by the Area Service Manager.

Role Purpose:

- You will maintain a wide range of equipment from basic manually operated pallet trucks, up to highly complex, fully automated storage and retrieval systems. This will involve a multitude of engineering fault and diagnostics on a wide range of our products.
- Being an engineer in Jungheinrich will require you to engage with customers on a daily basis so you will need to have good verbal and listening skills as well as coming across in a confident manner with a 'can do' attitude.
- You must have a passion for engineering and maintenance and need to be motivated and committed to succeed and learn, taking ownership for your own development.

Demonstrating a willingness to learn and develop as you will be completing a Lift Truck Powered Access Engineering Technician level 3 apprenticeship

Competencies Required:

- Able to take instruction and learn quickly
- Able to work as part of a team
- Able to work under pressure
- Good verbal & Listening skills
- Organised
- Comes across in a confident manner
- Motivated, enthusiastic with a can do attitude
- Review of CV/ telephone Interview screening
- Must have an interest in engineering & maintenance
- Willingness to learn & develop
- Motivated & committed to succeed on App Programme
- Good proficiency of IT skills, including most Microsoft packages

Role Requirements:

- Participate fully on the training programme. This apprenticeship will require travel to North Warwickshire and Hinckley College in Leicestershire 6-8 weeks of the year. All training, tools and uniform are provided, with travel costs and accommodation whilst away from home also covered by the company.
- Take ownership of your development and demonstrate this through maintaining your logbooks and college work,
 - Develop a full understanding of Jungheinrich's structure and business functions,

- Attend relevant courses in order to develop in your engineering role,
- Ideally, applicants will have a full driving licence but there is a little bit of leeway around this: If an application is received from an exceptional candidate there could be the option of allowing them six months from their start date to achieve their licence.

Qualifications Required:

Minimum entry requirements are National 5 graded A-C in Maths, English and one other subject.

Apply

Please email your CV to ben.quartermain@jungheinrich.co.uk.