



Edinburgh Guarantee Schools Bulletin

Week beginning Monday 5 June 2017

Welcome to the Edinburgh Guarantee Schools Bulletin. Each week we will be highlighting the opportunities currently available through the Edinburgh Guarantee.


The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Would you like to:

- ✓ find out about available opportunities for you?
- ✓ understand Edinburgh's job market?
- ✓ explore your options on leaving school?
- ✓ find out where to get help to get into employment, further education or training?

For answers to these questions, please visit our website www.edinburghguarantee.org where you should Register, complete your Member Profile, sign up for Job Alerts and apply for the Current Opportunities advertised in this bulletin.

If you would like to speak to one of the Edinburgh Guarantee team to find out more about any of the opportunities, please call Sheena on 529 3525 or Paige on 529 4312 or email edinburghguarantee@edinburgh.gov.uk.

The Edinburgh Guarantee has a  page so now we can talk to you even more.

 us for information about jobs and events.



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We will provide regular posts notifying you of jobs, Modern Apprenticeships and training opportunities available through the Edinburgh Guarantee.

<http://www.edinburghguarantee.org/young-people/>

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For anyone who isn't sure what to ask at an interview!



The Smartest Interview Questions You Could Ever Ask

These thoughtful questions — straight from hiring managers — will give you the

The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Trainee Architectural Technician

Contract: 3 month trial to permanent contract

Salary: Starting salary £8,000 per annum (£18,000 - £36,000 after qualification)

Employer:

Yeoman McAllister Architects have developed into one of the major architectural practices in Scotland and have built up an extensive portfolio of high quality, award winning design and a recognised reputation for efficient performance in all aspects of our professional service. We are based in a small open plan Design Studio on the edge of the Water of Leith at Roseburn in Edinburgh.

Work Environment:

You will be working as part of a small team. Your job will be mostly office based; however, you will have outdoor duties from time to time. Our working hours are 9am - 5.30pm Monday to Thursday and 9am - 4pm on Friday with an unpaid 45 minute lunch break between 1pm and 1.45pm.

What might a day look like in this job?

- General office duties
- Survey of existing buildings
- Preparation of survey information into drawn format
- Assisting colleagues with the preparation of feasibility designs
- Planning applications and building warrant drawings including the detailing of construction etc.

What will I Learn?

As part of your training, you will learn on the job skills while working in the office and you will undertake day release study, firstly for an NC in Built Environment and then an HNC in Architectural Technology. You will submit planning and building warrants then progress from submission of small to medium sized projects to large sized multi million pound projects.

What Qualifications / Qualities are required?

- National 5 or equivalent in Maths and English - plus a minimum of 2 additional qualifications that are complementary (eg Craft, Design and Technology)
- An interest in the art of drawing and construction with a keen eye for detail
- A desire to learn new skills with a flexible "can do" attitude and core moral values such as honesty, trustworthiness and reliability.

Closing Date:

Friday 9 June.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Print Finisher - Post-press - Modern Apprenticeship

Contract: After a successful probationary period of 3 months, you will begin a 2-3 year apprenticeship leading on to a permanent position.

Salary: £4.00 per hour (plus the opportunity to work overtime)

Employer:

Allander Print Limited is Edinburgh's largest printing company and has done work for well-known businesses like Standard Life and Edinburgh Airport. Allander operate using the most advanced equipment offering a fast turnaround service 24 hours per day.

Work Environment:

Based at Telferton Industrial Estate in Edinburgh, you will work as part of a diverse team in the bindery department. You will work 36 hours per week, 8:00am – 4:00pm, Monday – Thursday and 8:00am – 2:30pm on Friday. 35 days' annual leave including statutory holidays.

What might a day in this job look like?

A print finisher will turn printed paper into finished products such as books, brochures and leaflets. Allander produces a wide range of high quality print products like these.

Your tasks would include:

- assessing and carrying out various tasks on guillotines and folding and binding machines
- providing ad-hoc assistance and support to clients and colleagues to achieve the goals of the company
- undertaking in-house training so that you can progress to more specific tasks – so stick in there!

If you are a creative person looking for the chance to learn new skills in the printing industry area, then apply today!

What will I Learn?

- You will learn more about the printing industry and have the opportunity to gain a qualification in print finishing.
- An opportunity to complete an accredited SVQ Level 3 programme supported by Graphic Enterprise Scotland.
- Training in operating Polar Programmable Guillotines, Stahl Folders and other ancillary and binding equipment – we'll explain what these are when you start!
- Personal development and growth within the company.
- Enhance your soft skills, e.g. communication, teamwork and problem solving.

What Qualifications / Qualities are required?

We are looking for someone who is interested in the printing industry and who is keen to learn new skills.

Ideally we are looking for these qualities in our new apprentice and we hope it's you:

- You must have or expect to gain 4 subjects at National 4/5 or equivalent including Maths and English.
- Excellent organisational and communication skills (written and oral).
- Punctual and reliable – we want someone who will turn up on time and work hard.
- The ability to listen and follow instructions.
- Attention to detail.
- Positive attitude, conscientious and ability to prioritise workload to achieve company goals.
- Enthusiastic, an enquiring mind and use your initiative.

- Get on with people.

Closing Date:

The job will be closed when a satisfactory level of suitable applications has been received.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Business Administrator – Modern Apprenticeship

Contract: Permanent

Salary: £3.50 per hour + attendance bonus and travelling expenses to be discussed at interview

Employer:

SCS Cleaning Services Ltd is a family run company based in Butlerfield Industrial Estate in Bonnyrigg and has been established since 2000. From our busy office, we provide a wide range of commercial cleaning services throughout Edinburgh, the Lothians and Fife.

Work Environment:

You will be working in a small, close-knit office based team.

What might a day in this job look like?

The successful applicant will carry out all office support duties including:

- Distributing incoming mail
- Franking and posting outgoing mail
- Answering the phone, dealing with customer enquiries and transferring calls to the required office member
- Greeting clients and offering refreshments
- Diary management
- Filing
- Shredding
- Scanning
- Responding to customer emails
- Other administration duties as they arise.

What will I Learn?

- SVQ Level 2 or 3 in Business and Administration
- Industry related training / qualification - MS Office, Sage 50 Accounts, Citation Plc. Health and Safety certificates
- Soft Skills - Communication, teamwork, problem solving, customer service etc.

What Qualifications / Qualities are required?

We are looking for someone who is enthusiastic, positive, professional and keen to learn.

Closing Date:

Friday 30 June.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Office Assistant – Modern Apprenticeship

Contract: Permanent

Salary: £7,900 - £13,750 per annum

Employer:

Merchant Leisure Ltd is the head office for a number of bars and restaurants around Edinburgh city centre. Our business is currently expanding as we are taking on new sites.

Work Environment:

Our offices are a 10 minute bus journey from Edinburgh city centre and have recently been refurbished to a very high standard. We are a close-knit team of six people and looking to take on a seventh. We are also part of a wider team that extends to around 40-50 people throughout our operating sites which is due to expand soon. We also work closely with two other businesses due to the fact we share premises.

What might a day in this job look like?

Work days will vary from day to day and the successful applicant will have a lot of input on how and when their tasks are performed. Your duties will include:

- Answering the phone and transferring calls
- Answering the main door and signing in visitors
- Opening, sending and distributing mail
- Stationery orders
- Filing
- Continuous monitoring of the accounts email inbox
- Sending invoices to site managers for approval before passing onto the accounts team
- Liaising with suppliers
- Freezing alcohol and soft drink invoices on Zonal system to assist with stocktakes.

What will I Learn?

This is a great opportunity for someone to learn the basics of Office Assistant work with plenty of room for personal progression. This is a very fast paced job and the successful applicant must be prepared to learn quickly. The first thing we will work on will be communication in all forms, telephone calls, emails and letters.

While working with us we will be able to assist you with SVQ Level 2 / 3 / 4 in Business and Administration. Two members of our team have also completed these qualifications. Programmes and systems you will learn to use include:

- Zonal Retail Data Systems
- Sage UK
- Fourth Hospitality
- Outlook, Microsoft etc.

What Qualifications / Qualities are required?

You must have minimum National 4 or equivalent in Maths and English. An Administration qualification is advantageous but not compulsory.

We are looking for applicants to have the following attributes:

- Proficient knowledge of Microsoft Excel and Word
- Polite/ professional telephone manner
- Good written communication
- Willingness to learn and progress
- Ability to work using own initiative.

The successful applicant must be prepared to undertake a Disclosure Scotland check. The disclosure is required to be clear as we have a zero tolerance policy.

Closing Date:

Friday 9 June.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Accounts Assistant - Modern Apprenticeship

Contract: Permanent

Salary: National Minimum Wage

Employer: Arnold Clark

Work Environment:

Arnold Clark are currently recruiting at our Multi Franchise Site at Seafield Road, Edinburgh.

What might a day in this job look like?

You will be trained to assist in day to day accounting activities, including bank reconciliation, processing sales ledger and preparing data for management information.

What will I Learn?

You will train through GTG to SVQ Level 3 in Business and Administration.

What Qualifications / Qualities are required?

You must have or expect to gain National 4 or above in English, Maths and an Admin or Computer Studies subject. It is essential that you are literate, numerate, reliable and keen to learn. You must have a pleasant telephone manner with excellent organisation, communication and computer skills. No experience is essential as you will benefit from further training and personal development.

Closing Date:

This opportunity will close when a suitable candidate has been found.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Logistics Operative - Modern Apprenticeship

Contract: Permanent

Salary: National Minimum Wage

Employer:

GTG is a leading training provider who offers a large and varied portfolio of apprenticeship programmes accommodating a range of occupations including automotive, logistics and business skills. All of our apprenticeships are classed as full time employment so you will be earning a wage whilst gaining a qualification.

Work Environment:

You will work in a small team within an office environment at Bonnyrigg.

What might a day in this job look like?

You will assist with office and fleet administration, operating all computer systems and supporting the Logistics Co-ordinators, Compliance Co-ordinator, Customer Service and Logistics Admin Teams. You will also support the efficient and effective operation of the Logistics Unit in accordance with customer, Company and legislative requirements.

Duties will include:

- Undertake data input into fleet management systems and spreadsheets.
- Assist in the routing and scheduling of fleet operations to meet the customer's requirements.
- Assist with the inspection, action and filing of maintenance and driving hours paperwork.
- Assist in optimising collections fleet resources, ensuring efficiencies across all modes.
- Constantly seek to improve the customer experience.
- Assist with authorising works tickets and running reports as requested.
- Perform general admin housekeeping duties to ensure the smooth running of the operation.
- Assist in ensuring fleet is operated efficiently and cost effectively at all times.
- Assist in the production of Key Performance Indicators as requested.
- Assist with the professional production of documents (letters, mailings, faxes, minutes etc.)
- Face to face and telephone assistance to customers and other contacts, recording and passing messages as required.
- Assist with the production and maintenance of spreadsheets for recording and analysing waste arising across the Depot.

What will I Learn?

You will train through GTG to SVQ Level 3 in Business and Administration.

What Qualifications / Qualities are required?

- You must have or expect to gain English, Maths, and an Admin or Computer Studies subject, at National 4 or above.
- It is essential that you are literate, numerate, reliable, keen to learn and will approach all aspects of the role with a positive can-do, willing to learn attitude.

Closing Date:

This opportunity will close when a suitable candidate has been found.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Bus and Coach Engineering - Modern Apprenticeship - 10 posts

Contract: Permanent

Salary: National Minimum Wage

Employer:

With over 15 years of experience, Lothian Buses has a fleet of over 721 vehicles and has one of the youngest fleets of buses in the country. We are recruiting throughout Edinburgh for people between 16-19 years old who are looking to leave school and begin a career where they will be gaining a qualification whilst earning a wage.

Work Environment:

You will be working within a team in a workshop.

What might a day in this job look like?

If you enjoy working with your hands and are not scared of getting them dirty, and would like to learn more about:

- Vehicle servicing and inspection
- MOT preparation
- Removal, replacement and overhaul of major components
- Electrical fault diagnostics.

What will I Learn?

You will work towards and gain an SVQ Level 3 in Bus and Coach Engineering and Repair.

What Qualifications / Qualities are required?

We are looking for candidates that have the following:

- Maths, English and either a Science or Craft subject at National 4 or above
- Driving licence is essential
- Attention to detail
- Willingness to learn.

Closing Date:

This opportunity will close when a suitable number of applications have been received.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Trainee Event Sound and Lighting Technicians – 16 posts

Contract: 2 week traineeship from 10 - 21 July (9.30 am - 4 pm, Monday to Friday), progressing to a 4 week work placement (2 pm - 10 pm flexible hours) depending on ability and performance at the end of the 2 week training period.

Salary: These positions are unpaid; however, food will be provided and travel costs covered pending eligibility. Participants can continue to claim benefits whilst training and on the work placement.

Employer:

Just Festival is an Edinburgh-based charity that hosts an incredible variety of events every August, as part of the Edinburgh Fringe Festival. Through theatre, music, dance, conversations and workshops the festival celebrates the diversity of cultures and arts.

In 2015, the organisation launched *Staged for Life* - a training programme for young people to learn skills in operating sound and lighting equipment for live events.

Work Environment:

Training will take place at the Assembly Roxy theatre in central Edinburgh. Work placements will be hands-on and based in various central Edinburgh Fringe venues, which will be very busy at certain times. Lots of support will be available and you will be working in a very friendly and welcoming atmosphere within in a large team.

What might a day in this job look like?

Working under the guidance of stage managers, your duties will include:

- testing and setting up lighting and sound equipment for a variety of events, and ensuring that performers are happy with the results
- operating equipment during shows (as rehearsed) to provide excellent audience experiences
- altering equipment and staging for each performance and safely dismantling and storing away at the end of each day
- working as part of large, diverse festival teams.

The training sessions will be held in performance spaces, rehearsal rooms and a classroom.

What will I Learn?

- The core skills on how to operate sound and lighting equipment for live events
- Effective ways to work with colleagues and performers
- Knowledge of health and safety during live events
- Soft skills such as communication, teamwork and problem solving
- Personal development including interview skills.
- Good understanding of opportunities within the events industry in Scotland.

What Qualifications / Qualities are required?

You must be aged 16 or over and no longer in full-time education. No formal qualification is required but you should have the following qualities:

- lots of enthusiasm and a strong interest in live shows, theatre, music and performing arts
- reliable, punctual and polite

- positive can do attitude and willingness to learn
- motivation to learn new skills and to work hard
- pay attention to the smallest details
- good communication skills and the ability to listen and follow instructions
- enjoy working with people and the ability to communicate with performers and venue staff.

Interviews will be held week commencing 19 June.

Closing Date:

Tuesday 20 June.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Food and Beverage Assistant - Modern Apprenticeship

Contract: One year fixed term

Salary: £3.50 per hour (30 hours per week)

Employer:

The Old School Café is a social enterprise open Monday - Friday from 9am - 3pm. Young people work in the café to develop skills, work experience and gain qualifications. We are now looking for an Apprentice to assist the Café Manager and Assistant.

Work Environment:

You will be based in the Old School Café on Infirmary Street preparing food and drinks in the kitchen and serving customers.

What might a day in this job look like?

Duties will include:

- setting up the café and making sure the seating area is clean and tidy
- preparing, cooking and serving hot and cold food
- preparing and serving hot drinks using barista equipment
- maintaining a clean and tidy area
- operating the till and taking cash payments
- making sure customers receive a positive experience in the café through prompt service and excellent customer service.

What will I Learn?

We will help you achieve SVQ Level 2 in Food and Beverage Service. All training will be done in the café.

What Qualifications / Qualities are required?

We're not looking for formal qualifications but we are looking for someone who is:

- well presented
- well organised
- keen to learn
- able to follow instructions
- good at timekeeping
- a good team-player.

Closing Date:

The position will be closed when a suitable applicant is found.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Business Administrator - Modern Apprenticeship (R045) – 2 posts

Contract: Permanent

Salary: £9,500 - £10,500 per annum

Employer:

Veterinary Practice – north and east Edinburgh.

Work Environment:

You will be based in a small team supporting them with all aspects of administration. You will work full time 5 days over 7 and will receive 28 days' holiday.

What might a day in this job look like?

Duties will include:

- support the Partner and surgery team with the day to day organisation of the reception function with emphasis on providing a professional service to clients and their pets.
- manage and deal with appointment bookings in a professional and efficient manner using the in-practice database system, receive clients and their animals for appointments, being sensitive to their needs and promoting a professional image at all times.
- maintain product knowledge and be able to advise where necessary, comply with Health and Safety Regulations and local policy within the surgery, work with other members of the team to ensure that the reception and other areas of the practice are kept to a high standard of cleanliness and are presentable at all times.
- work with the in-house system producing reports as requested, bereavement handling, show awareness of financial controls within the practice, adhere to and be able to locate all local policies and procedures.
- provide high quality customer services that meet the needs of internal and external clients, being an effective team player, communication, clear planning, commitment and motivation to achieve personal goals, professional confidence, planning and organising, and decision making.

What will I Learn?

You will undertake an SVQ Level 3 in Business and Administration. You will also be given access to Microsoft IT Academy to enhance and development your IT knowledge.

What Qualifications / Qualities are required?

Ideally we are looking for National 5 or equivalent including Maths and English.

We are looking for someone who is positive and enthusiastic and looking forward to starting their career.

Closing Date:

This position will be filled when a suitable applicant is found.

The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Customer Service – Modern Apprenticeship – 11 posts

Contract: 13 months (potentially leading to a permanent position depending on performance)

Salary: £18,561 per annum

Employer:

British Gas is a company with big ambitions and a high-performance ethos. We aim to be the number one choice for energy and services today, as well as making a real difference to people and society.

Work Environment:

You will be working in our busy Edinburgh call centre at Waterfront Avenue, Edinburgh, EH5 1SG.

What might a day in this job look like?

Here is your chance to train as a Customer Service Advisor through our fantastic and industry leading apprenticeship scheme and come on an exciting journey with us, helping people today and securing energy for tomorrow.

- You will play your part in delivering excellent customer service to our existing customers.
- You'll be joining a team of people from many different backgrounds who are united in living our values, doing the right thing for customers, keeping things simple and being extraordinary together.
- You will deal with everything from billing payments to new SMART Meters to changing a Direct Debit – or helping customer when moving to their new home, all with the added knowledge that you will be working with some fantastic people and learning excellent customer service skills.
- You will have 23 days' holiday plus bank holidays and you will receive a quarterly performance related bonus.

What will I Learn?

- The Customer Service Apprenticeship is part of a UK wide scheme aimed at increasing your work based skills.
- It is a 13 month Level 2 Customer Service Practitioner Apprenticeship which, on successful completion, will allow you to become a Customer Service Advisor.
- Your journey will begin with 60 days of induction learning, before progressing to on the job learning throughout the 54 week programme. Support will be on hand through your apprenticeship journey and this will continue throughout your career with British Gas.

What Qualifications / Qualities are required?

We are not looking for specific academic qualifications but we are looking for people who:

- are genuinely enthusiastic
- share our high standards
- have a genuine interest in customer service
- have good team-working skills
- have excellent communication skills
- are happy to do some studying in their own time and will be committed to the apprenticeship.

Closing Date:

Thursday 1 June.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Digital Transformation - Modern Apprenticeship (QA11373)

Contract: 12 – 24 months

Salary: £14,000 per annum

Employer:

The Microsoft office in Edinburgh is the centre of our operations in Scotland and our inclusive work culture celebrates diversity. Microsoft has a flexible working culture and on an average week your time could be split between the office, customer locations and home. Market demand is increasing and we have an opportunity for an entrepreneurial and passionate team player who will bring intensity and drive to our team.

Work Environment:

EH1 - office based.

What might a day in this job look like?

The apprentice will help to build and manage customer engagement through all channels, demand generation, perceptions, relationships and satisfaction through integrated marketing communication efforts that are created in a productive team environment, and through strong partnerships with internal Business Groups, Sales, Partners, Services and Agencies.

A primary focus of this role is the integrated planning and execution of marketing campaigns with our partners and customers large and small! The apprentice is also responsible for Scotland specific social media channels, creating, developing and integrating a structured social media plan for each quarter, monitoring and providing insights on performance/scale for each specific marketing campaign, tuning in with the wider digital team to ensure alignment within the wider UK team.

The role also involves supporting the execution of events, both internally and externally within Scotland, from a pre, during and post events perspective, making sure that each event runs efficiently and that they involve engaging content/activities for each customer in order to drive demand and lead generation.

Monitoring and tracking Return on Investment from each event activity by leveraging current internal tools and existing systems. The apprentice acts as a project manager for the company's famous Burns Supper, the biggest event within the yearly calendar, supporting the Marketing Manager plan and execute this event from start to finish over a six month planning period.

The apprentice also attends regular external events/exhibitions in order to help promote and educate on Microsoft products and services, in an enthusiastic and passionate manner, supporting the sales team, speaking directly to customers, providing relevant materials and assistance.

What will I Learn?

You will work towards SCQF Level 6 Digital Marketing, with potential progression to level 8.

Classroom Training includes:

- Adobe Photoshop
- CF6
- Video Editing
- SEO

- Web Design
- Social Media
- Email Marketing.

What Qualifications / Qualities are required?

You must have or expect to gain a minimum of 5 National 5s or equivalent at C or above.

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Digital Marketing – Modern Apprenticeship (QA11410)

Contract: 12 – 24 months

Salary: £10,004 - £11,992 per annum

Employer:

A rapidly growing, entrepreneurial, young business currently looking for a high-energy and ambitious Multimedia Content Producer to create and edit film, photography, and digital content for our various products for online distribution.

Work Environment:

EH6 - office based.

What might a day in this job look like?

- Developing and implementing the social media strategy
- Creating social media campaigns by audience type
- Setting and maintaining the social and editorial content calendar
- Writing and editing social posts and market editorial content
- Ensuring the brand tone of voice is consistent throughout all published content
- Providing monthly insights on social media and content performance
- Keeping up-to-date with social media trends, especially in the vaping market space
- Working with our internal photographer/videographer to generate creative content
- Coordinating and/or overseeing the production of internal staff communications including the weekly emails
- Maintaining and developing our CRM database including devising and implementing marketing automation strategies
- Maintaining the content on the website to ensure it is up to date
- Identifying award opportunities and industry rankings
- Working as part of and supporting the online and integrated marketing team.

What will I Learn?

You will work towards SCQF Level 6 Digital Marketing, with potential progression to level 8.

Classroom Training includes:

- Adobe Photoshop
- CF6
- Video Editing
- SEO
- Web Design
- Social Media
- Email Marketing.

What Qualifications / Qualities are required?

You must have or expect to gain 5 National 5s or equivalent at C or above including English and Maths.

You should also meet the following criteria:

- Internet and social media savvy
- Good standards of English and Maths
- Creative flair
- Good analysis skills and attention to detail
- Helpful, positive, and motivated
- Planning and organisation skills
- Excellent communication skills, written and verbal
- 'Can-do' attitude.

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Purchasing Administration – Modern Apprenticeship (QA11479)

Contract: 12 – 24 months

Salary: £11,500 per annum

Employer:

Would you like to work for one of the world's largest semi-conductor firms? They are a market leader in their field and are a leading technology innovator with offices around the world.

Work Environment:

EH12 - office based.

What might a day in this job look like?

This will be a very varied administration apprenticeship working within the purchasing department. Your duties will include:

- Purchase order generation
- Follow-up on purchase requisition
- Inventory management
- Co-ordinate off-site contractors
- Manage flow of supplies between head office and sub-contractors' sites
- General administration within the purchasing and planning team and across the wider office.

What will I Learn?

- SVQ Level 3 in Business and Administration
- Microsoft Office Specialist (MOS)
- One optional day from the QA Professional Development catalogue
- Core Skills Level 2.

What Qualifications / Qualities are required?

You must have or expect to gain 5 National 5s or equivalent at level C or above including Maths and English.

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Property Administration - Modern Apprenticeship (QA10704)

Contract: 12 -24 months

Salary: £150 per week

Employer:

A well established and growing property company based in Edinburgh.

Work Environment:

EH21 - office based.

What might a day in this job look like?

Your duties will include:

- answering all incoming calls into the office
- liaising with landlords, tenants, tradesmen etc
- answering general queries on properties for rent
- arranging viewings and routine property inspections in the property manager's diary
- printing off lease documentation
- ensuring property displays in windows are up to date at all times.

This is a great opportunity for an apprentice who is interested in the property sector. This role is designed to grow with your skills and confidence and there are very good future prospects for you to progress your career within this firm.

What will I Learn?

- SVQ Level 3 in Business and Administration
- Microsoft Office Specialist (MOS)
- One optional day from the QA Professional Development catalogue
- Core Skills Level 2.

What Qualifications / Qualities are required?

You must have or expect to gain 5 National 5s or equivalent and/or Highers including Maths and English.

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: ICT Support - Modern Apprenticeship (QA11423)

Contract: 12 – 24 months

Salary: £15,000 per annum

Employer:

A university that was founded in 1582, is the sixth oldest university in the English-speaking world and one of Scotland's ancient universities. The university is deeply embedded in the fabric of the city of Edinburgh, with many of the buildings in the historic Old Town belonging to the university

Work Environment:

EH16 - office based.

What might a day in this job look like?

You will be working with a team of 3 ICT Service Officers providing 1st and 2nd line ICT technical support to around 500 users within the University's accommodation, catering and events (ACE) businesses, across almost 100 residential and commercial locations around the city.

- Daily management, allocation and updating of the support requests in our call management system
- Diagnosing and resolving technical problems reported by users
- Liaising with the University's central Information Services team and appropriate 3rd parties
- Creating and maintaining documentation
- Following data protection requirements in the use and retention of information
- Installing and configuring software on users' PCs in order to maintain equipment is up to date
- Responsible for monthly roll out of PCs for the estate ACE
- Re-imaging of PCs within ACE
- Asset management and auditing of IT and telecoms equipment
- Learning how to use the IT tools and techniques required to fulfil the main duties and responsibilities of IT professionals in the workplace
- Assisting in the delivery of training for staff, student and visitors
- Assisting with software, infrastructure and telecoms projects.

What will I Learn?

You will work towards SCQF Level 6, with progression to Level 8, Diploma for Information Technology and Telecommunication Professional.

Classroom training includes:

- Microsoft Certified Professional (MCP) in Windows 7/8 Configuration
- Interconnecting Cisco Networking Devices Part 1.

What Qualifications / Qualities are required?

You must have or expect to gain 5 National 5s or equivalent and/or Highers, including Maths and English.

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Business Administrator - Modern Apprenticeship (R044)

Contract: Permanent

Salary: National Minimum Wage

Employer:

A large and rapidly expanding GP surgery in the Corstorphine area of Edinburgh.

Work Environment:

This is an exciting opportunity for a recent school leaver to join an extremely busy GP practice. They would like to give a school leaver the opportunity to work with them in learning a range of duties which will give the successful applicant an introduction to working with the public and on a number of IT systems.

The role of the department is to provide general medical services to the patient population. The front Reception area is often the first contact patients and visitors have with the practice and therefore reflects the whole culture of the Practice. First impressions are extremely important so it is imperative to be friendly and approachable at all times. Back Reception and back office assists with the management of administration tasks and contributes to the day to day and long term running of the Practice. In both front and back areas, high standards of work should be maintained and procedures continually monitored and improved where necessary. Attention to detail and accuracy whilst processing patient data and other information is crucial. Adhering to data protection and confidentiality rules is of the utmost importance

What might a day in this job look like?

- Provide support to the reception, admin team and surgery as a whole, whilst continuing your external and internal training.
- Assist in providing reception cover both face-to-face and via the telephone and/or passing on relevant information to GPs, nurses, manager, fellow colleagues and other agencies where appropriate, enabling an effective and efficient service to be provided.
- Use all relevant computer systems as necessary to carry out tasks allocated.
- Make new appointments and follow up appointments on the computer for all surgeries and clinics to optimise service to the patients.
- Collating, filing and organising prescriptions to be sent to pharmacies.
- Ensure all messages and requests are accurately recorded and passed in good time to the relevant person.
- Assist in opening and organising incoming mail and faxes.
- Photocopying and printing of patient notes as required.
- Keep paper and computerised patient records updated with changes to names and or addresses.
- File paper medical records after use, ensuring they are filed in the appropriate order.
- General administrative duties within competencies.
- Assist in setting up rooms for meetings.
- Carry out any other duties, within competencies, delegated by the Practice Manager or Assistant Practice Manager appropriate to the post and as skills develop.
- Attend staff meetings and Protected Learning Time afternoons.
- Report any opportunities to improve administrative systems or procedures to the Reception Supervisor.

What will I Learn?

You will undertake an SVQ Level 3 in Business and Administration, and have the opportunity to improve your IT skills through the use of Microsoft IT Academy.

Through continuous self-development you will also improve your communication skills, ability to manage timescales and prioritise your workload.

What Qualifications / Qualities are required?

Ideally we are looking for National 4 or 5 or equivalent including Maths and English. Other personal attributes desired include:

- Ability to work productively and effectively with all members of the healthcare team in a busy and demanding office environment.
- Ability to work independently as required.
- Ability to multi-task and work under pressure in order to meet deadlines.
- Organised whilst undertaking routine tasks with the ability to respond quickly to changing priorities.
- Quick thinking with the ability to make decisions and solve problems.
- Approachable and sympathetic with colleagues and patients alike.
- Excellent communication and interpersonal skills.
- Use of tact, discretion and respect when dealing with confidential and/or sensitive issues.
- A flexible approach to duties and working hours to ensure the needs of the Practice are met.

Closing Date:

This position will be closed when a suitable applicant is found.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Civil Engineering Apprentice Technician

Contract: Fixed Term – 2 years

Salary: Competitive

Employer:

Arup is an independent firm of designers, planners, engineers, consultants and technical specialists offering a broad range of professional services.

Work Environment:

A Civil Engineering Apprentice Technician in Arup will work with a team of engineers and other professionals in the engineering consulting industry who will be involved in the assessment, design and supervision of a wide range of civil engineering works. These typically include roads, car parks, pavements, drainage, earth works and structures to deliver civil engineering projects.

The projects can be very varied in size, location and complexity. For example, they may involve highways, airports, ports, rail schemes or the external works associated with major building and site development projects in the UK and abroad.

You will work 37.5 hours per week (09.00 to 17.30) Monday to Friday (with day release for college).

What might a day in this job look like?

As a Civil Engineering Technician, you will be working in a team of engineers and technicians carrying out design work associated with our major projects.

Duties may include:

- Assisting a team of engineers and technicians with the production of engineering drawings.
- Production of 3D or 2D drawings using computer software.
- Production of Civil 3D or AutoCAD Models of our schemes.
- Preparation and checking of simple engineering calculations.
- Initial checking of own work.
- Contributing to providing solutions to design problems.
- Meeting agreed deadlines.
- Attend and participate in company activities, presentations and workshops.
- Keeping your training log up to date and attending training/CPDs where appropriate.
- Supporting the administration of projects.

You will be assigned a mentor within your team who you will work and liaise closely with you in your day-to-day work.

What will I Learn?

The apprenticeship will run over a 2 year period during which time you will undertake a supervised programme of training and college day release which leads to an HNC in Civil Engineering followed by a route to EngTech Membership of the Institute of Civil Engineer (ICE).

What Qualifications / Qualities are required?

You should be studying towards or achieved Higher or equivalent in Maths.

You should also have:

- Desire to work in an engineering office environment.
- Willingness to achieve professional qualification e.g. EngTech.
- Good numerical/maths skills.
- Good literacy.
- Ability to manage your own time and prioritise at busy times.
- Practical awareness of the civil engineering environment.
- Adaptability.
- An interest in using computers for design work, calculations, and testing designs.
- Ability to produce neat and accurate technical drawings.
- Ability to think in a methodical way to design, plan and organise projects.
- A temperament that means you work well with other people.
- Excellent communication skills within a team and externally.
- Ability to present and explain the thought processes behind your own design work.

You should be able to demonstrate that you are:

- enthusiastic
- willing to learn
- punctual
- reliable
- committed
- self-motivated
- well presented.

Closing Date:

Friday 16 June.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Transport Planning Apprentice Technician

Contract: Fixed Term – 3 years

Salary: Competitive

Employer:

Arup is an independent firm of designers, planners, engineers, consultants and technical specialists offering a broad range of professional services.

Work Environment:

A Transport Planning Apprentice Technician in Arup will work with a team of engineers and other professionals in the engineering consulting industry who will be involved in the assessment, design and supervision of a wide range of engineering works. These typically include roads, car parks, pavements, drainage, earth works and structures to deliver transport planning projects.

The projects can be very varied in size, location and complexity. For example, they may involve highways, airports, ports, rail schemes or the external works associated with major building and site development projects in the UK and abroad.

You will work 37.5 hours per week Monday to Friday (with day release for college).

What might a day in this job look like?

As a Transport Planning Technician, you will be working in a team of engineers and technicians carrying out design work associated with our major projects.

Duties may include:

- Assisting a team of engineers and technicians with the production of engineering drawings.
- Production of 3D or 2D drawings using computer software.
- Production of Civil 3D or AutoCAD Models of our schemes.
- Preparation and checking of simple engineering calculations.
- Initial checking of own work.
- Contributing to providing solutions to design problems.
- Meeting agreed deadlines.
- Attend and participate in company activities, presentations and workshops.
- Keeping your training log up to date and attending training/CPDs where appropriate.
- Supporting the administration of projects.

You will be assigned a mentor within your team who you will work and liaise closely with you in your day-to-day work.

What will I Learn?

The apprenticeship will run over a 3 year period during which time you will undertake a supervised programme of training and college day release which can lead to Membership of the Institute of Highways & Transportation (CIHT). On completion of the apprenticeship and subject to your overall performance, there is an opportunity to go onto further study to enable you to be qualified to HNC and HND level.

What Qualifications / Qualities are required?

You should be studying towards or achieved National 5 or equivalent in Maths.

You should also have:

- Desire to work in an engineering office environment.
- Willingness to achieve professional qualification e.g. EngTech.
- Good numerical/maths skills.
- Good literacy.
- Ability to manage your own time and prioritise at busy times.
- Practical awareness of the transport planning environment.
- Adaptability.
- An interest in using computers for design work, calculations, and testing designs.
- Ability to produce neat and accurate technical drawings.
- Ability to think in a methodical way to design, plan and organise projects.
- A temperament that means you work well with other people.
- Excellent communication skills within a team and externally.
- Ability to present and explain the thought processes behind your own design work.

You should be able to demonstrate that you are:

- enthusiastic
- willing to learn
- punctual
- reliable
- committed
- self-motivated
- well presented.

Closing Date:

Friday 16 June.

The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Trainee Developer – Modern Apprenticeship

Contract: Fixed Term - 12 months

Salary: £10,000 - £12,000 per annum

Employer:

CompanyNet is a leading independent business software solutions company, based in Edinburgh and Glasgow. We work with organisations such as Disney, Tesco Bank, Scottish Water and the Scottish Government to create software that makes their lives easier and delivers better business value. We recently celebrated 20 years in business.

Work Environment:

We are a small, friendly and highly-experienced team. Our staff and offices are fully equipped with the very latest collaboration technology, letting us get the job done quickly and efficiently, wherever we are. While we are professional at all times, our priority is getting the right outcomes for every customer, so you'll find our working environment and practices less formal than most companies.

What might a day in this job look like?

- You will be a member of our support team. You will get a chance to work on all our different technologies and be exposed to all of our different customers to give you a more rounded experience.
- You will have a mentor assigned to you for any questions you have, however our whole team will be happy to help and support wherever they can.
- You will be given support tickets that come in from clients and with the help of your mentor/team you will resolve the issue and then report back to the client.
- Depending on your interest and skills you might also get the chance to go out to client demos, participate in client training, write documentation, help with marketing or any other job within our business. We are eager to ensure that you get exposure to all our processes.

What will I Learn?

- You will work towards an SVQ Level 3: Diploma for Information Technology and Telecommunications Professionals
- Additional formal training for C#, database design or Microsoft qualifications in SharePoint, O365 or Dynamics is also possible depending on entering qualifications and personal preference.
- You will also brush up on your soft skills such as communication, teamwork, problem solving and client interaction.

What Qualifications / Qualities are required?

We are looking for someone who has excellent ICT skills and can prove that they have a real interest and enthusiasm for IT.

Closing Date:

Friday 9 June.

The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Trainee Architectural Technician

Contract: Fixed Term - 4 years

Salary: £16,400 - £17,514 per annum

Employer:

Historic Environment Scotland is the lead public body set up to investigate, care for and promote Scotland's historic environment; a charity dedicated to the advancement of heritage, culture, education and environmental protection. We investigate and record architectural and archaeological sites and landscapes across Scotland and care for more than 300 properties of national importance.

Work Environment:

You will be part of Historic Environment Scotland Conservation Directorate based in Longmore House, Salisbury Place, Edinburgh. The post will serve the Estates Central Regional team primarily, but you may be called to assist colleagues in other Regions.

What might a day in this job look like?

You will work to a Senior Architectural Technician and be part of the multi-disciplinary team of professional and technical staff, assisting them in their duties and provide some administrative support. You will receive in-house training to enable you to work alone and use your own initiative and will have good communication and organisational skills. The main duties of the post are:

- Working with a Senior Architectural Technician or Architectural Technician colleagues, carry out building and land survey tasks, using a combination of modern and traditional survey techniques, including use of Total Stations and Laser scanners.
- Working under instruction, prepare drawings using traditional draughting methods and computer aided applications (AutoCAD®).
- Scan Estates paper drawing archive collection as part of on-going digitisation programme.
- Make copies of architectural drawings using in-house plan printer, fold and issue Drawings; Photocopy documents as requested. Archive, record and file drawings and site photographs, under supervision.
- Updating monument Fire Action and Grounds Maintenance Plans.
- Assist in the preparation of documentation for monument SIGMA surveys.
- Undertake ad-hoc tasks as required by the Team and assist in providing support services to other Directorates in the organisation.
- Comply with and promote HES Health and Safety Policy.
- Attend approved seminars and training courses as required.

What will I Learn?

You will be required to attend college on a day release basis with the objective of obtaining a National Certificate in the Built Environment (or equivalent) and subsequently a Higher National Certificate in Architectural Technology. In addition to this, there may be an opportunity to undertake a vocational qualification.

What Qualifications / Qualities are required?

- Four National 5s or equivalent to include English, Maths and a Technical or Science related subject
- Ability to work at heights
- Computer literate.

Closing Date: Friday 2 June.

The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Partnership Advisor and Digital Marketing - Modern Apprenticeship

Contract: Permanent

Salary: £6,000 - £12,000 per annum

Employer:

Remploy Ltd exists to improve the lives of disabled people and those with complex needs through the power of work. We believe that everyone has something to offer. So we work to find their strengths. Once we know their skills, we match them to proper jobs with carefully chosen employers who help them achieve.

Work Environment:

You will be office based in our busy recruitment agency at Earl Grey Street, Edinburgh.

What might a day in this job look like?

- Maintain relationships with a range of partner organisations. Utilise our partnerships to raise the profile of Remploy Scotland externally, and improve the experience of service users.
- Support the Remploy Scotland branch network to develop case studies highlighting engagement, support and partnership working with service users, employers, delivery organisations and other stakeholders.
- Draft materials for the Service Delivery, Communications and Marketing team suitable for a range of internal and external audiences. This could include leaflets, newsletters, blogposts and articles.
- Provide support to the Remploy Scotland leadership team with contact management and stakeholder engagement activity, as well as business development, events planning and administration activity as required.
- Manage Remploy Scotland's social media accounts, producing regular content across a range of platforms, and ensuring all content is compliant with internal guidelines and reporting processes.

What will I Learn?

You will work towards an SVQ Level 3 in Digital Marketing.

What Qualifications / Qualities are required?

You should have National 4/5 or equivalent, and Higher English is essential.

Closing Date:

Tuesday 20 June.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: CNC Sheet Metal Worker – Modern Apprenticeship

Contract: 4 years initially. You will work Monday to Friday 08.30 - 17.00 working a 40-hour week

Salary: £8,230 per annum starting salary, paid monthly.

Employer:

Scotia Security Group is a UK based engineering company that designs, manufactures and maintains physical security products, highly respected throughout our industry for over 45 years. We are always looking for talented and motivated people and right now we are looking to add to our Manufacturing team, based at our head office in Loanhead.

Work Environment:

As part of our Engineering team and working for the Production Manager, you will use a range of hand tools and machinery to develop metal into accurate shapes that match the drawing specifications and you will be responsible for supporting the manufacturing team wherever required, developing and learning skills in all areas.

While the nature of our business means we can rarely shout about our achievements, if you are passionate about a career in engineering, your work will be extremely rewarding and will directly help protect cash, people and property for the most demanding customers.

What might a day in this job look like?

You will study for 4 years whilst learning practically on the job at Scotia. The first and second year will be spent at college and workplace part time and the final 2 years with practical experience in the workplace. As an Apprentice Sheet Metal Worker, you will be involved in the manufacturing of a range of metal products including:

- developing, bending, forming and folding
- welding from kit form
- inserting, tapping and countersinking
- assisting with sheet metal from the Laser
- general workshop duties.

The successful candidate will be enrolled in a long-term training plan both within the workplace and external training facility. There will be constant monitoring and support offered both internally and via external accreditors.

What will I Learn?

You will work towards an SVQ Level 2 and 3, NC with the possibility of then progressing to HNC level. Training will be delivered through EDETA and Edinburgh College Midlothian Campus.

What Qualifications / Qualities are required?

Three National 5s to include English, Maths plus one other subject, preferably a Science or Technical subject.

You should also:

- have excellent communication skills and the ability to use your own initiative
- be highly organised with the ability to plan tasks and time effectively
- display a knowledge of engineering with a natural interest and aptitude for mechanical engineering
- have a thorough and methodical approach to completing tasks
- show a high level of self-motivation and have the will to succeed

- take pride in the quality of your work and be trustworthy and reliable.

Closing Date:

Tuesday 6 June.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity

Job Title: Software Engineering Apprentice (Graduate Level) – 3 posts

Contract: 4 years

Salary: £17,500 per annum

Employer:

Leonardo is a global company working at the forefront of engineering and technology; we design and manufacture industry leading products for airborne and space applications for customers across the globe. We are one of the largest employers of engineering apprentices and graduates in the UK, with some 415 people on undergraduate, graduate and apprentice training programmes.

Work Environment:

We are looking to recruit 3 apprentices to join our Software Engineering Apprenticeship degree level programme based at Edinburgh.

What might a day in this job look like?

Come and join one of our multi-disciplinary integrated project teams (IPT) and contribute to the solving of real-life engineering problems on state-of-the-art avionics sensor systems such as: the radar for the Typhoon fighter jet; the radar for the SAAB Gripen fighter; one of our family of Surveillance AESA Radars (Active Electronically Scanned Array); an IRCM (Infra-Red Counter Measures) system; or perhaps on one of our laser ranging systems.

What will I Learn?

You will study for completion of a BSc Honours in Software Engineering on a day release basis whilst you are at work. You will gain the academic requirements for Incorporated Engineer as part of the way to gaining Chartered Engineer status.

What Qualifications / Qualities are required?

5 Higher Grades (or equivalent): BBBBC
Mandatory: Mathematics
Preferably including Physics and Computing
AND
Standard Grades (1-3) / National 5: (A-C) in English
(or equivalent qualifications to Highers/ Standard Grades).

We are looking for people who understand the importance of communication, who are able to work well as part of a team and also on their own initiative. You will have the drive and commitment to work through difficult problems to find the right engineering solutions. You are interested in IT and have a technical aptitude in software development, maybe gained through a hobby, designing an App/website or through programming. We need people who understand the importance of our customers and are ready to commit to working in the business, whilst also committing to a 4 year degree programme.

You must have a minimum of 5 years' permanent residency in the UK and successfully complete SC security clearance.

Closing Date:

Wednesday 31 May.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Hospitality – Employability Fund

Contract: 8 week Work Placement. Successful applicants can secure a job and progress to a Modern Apprenticeship in Hospitality

Salary: Employability Fund Training Allowance of £55 per week plus travel expenses for the duration of the work-placement may be available

Employer:

Roxburghe Hotel, Edinburgh.

Work Environment:

Working in a busy hospitality environment, you will be required to juggle multiple tasks as you learn the basics of the various departments.

What might a day in this job look like?

You will have a chance to work in a range of departments including 2 weeks in each of the following departments: Housekeeping, Reception, Leisure and Spa, and Breakfast Service. In each department you will be provided with an explanation of the daily routine and tasks, and your duties will be agreed with the department manager. Work experience hours will be between 7am and 6pm depending on the department, although you will work no more than 27 hours per week.

What will I Learn?

You will learn how to be an effective member of the team working in a busy hospitality environment. You will gain experience in Reception duties, Leisure & Spa, Housekeeping and Breakfast Service, and will receive instructions from the managers in each of these departments on the different tasks and routines in these departments.

You will work towards a Certificate of Work Readiness (CWR). On successful completion of the programme, candidates will be invited to interview with the employer. Successful candidates, following interview, can progress to an SVQ Level 2 in Hospitality.

What Qualifications / Qualities are required?

This employer is looking for someone who is reliable, enthusiastic, friendly and polite. If you are looking to start a career in hospitality this is a great first step.

Closing Date:

We will continue to accept applications until suitable candidates are found.

The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Leisure Attendant – Employability Fund

Contract: This is a 10 week work placement on Employability Fund training allowance of £55 per week plus travel expenses. Successful applicants may secure a job and progress to a Modern Apprenticeship.

Salary: Employability Fund Training Allowance of £55 per week plus travel expenses may be available.

Employer:

Edinburgh Leisure is Edinburgh's biggest provider of leisure services, with over 4 million customer visitors a year to their 30 venues across the city.

Work Environment:

Edinburgh Leisure makes a positive difference by:

- welcoming all
- everyone caring about what they do
- being passionate about how they do it
- feeling proud of what they achieve.

What might a day in this job look like?

Full training and induction will be provided and there will be regular ongoing training to support you in the role. Once trained, your tasks could include:

- interacting with your customers in a positive and helpful manner
- following task sheets for each shift to ensure effective contribution to the presentation
- ensuring that the venue and grounds are clean at all times
- ensuring that equipment is set up correctly, in full working order and according to customer needs
- covering allocated areas at key times, i.e. pool lifeguarding, entrance area etc
- supporting the whole team in the delivery of events within the venue
- taking an active role in the safety of yourself, your team, the facility and customers.

Please note shifts may include early starts, late finishes and weekend work.

What will I Learn?

- You will learn how to be an effective member of the team working in a leisure environment.
- You will receive Industry related training including National Pool Lifeguard Qualification (NPLQ) certificate. The cost of the NPLQ (approx. £250 pp) is covered on this programme.
- On successful completion of the programme, candidates will be invited to interview with employer.
- Successful candidates, following interview, can progress to a job and begin working towards an SVQ2 in Sport and Operational Services or an SVQ2 in Activity Leadership.

What Qualifications / Qualities are required?

As a Leisure Attendant you are responsible for delivering a great service to customers. It's all about the customer and providing them with a clean, safe, welcoming venue that is ready to use. This is a really hands-on role and it goes without saying you're a natural people person with a passion for customer service and attention to detail.

As a part of the interview/selection process you will be required to complete a swim test before you are accepted on the programme.

We are currently looking for applicants who are 18+.

Applicants must have full availability over the duration of this programme which starts in August 2017.

Closing Date:

We will continue to accept applications until suitable candidates are found.

The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Administration & Marketing Assistant – Employability Fund

Contract: 12 week work placement after which successful applicants may secure a job and progress towards a Modern Apprenticeship in Business Administration.

Salary: Training allowance of £55 per week. Travel expenses for the duration of the work placement may be available.

Employer:

Direct Partners is a Training Provider supporting youth employment through modern apprenticeships and pre employment programmes.

Work Environment:

Based in a friendly office environment in the West End, you will work as part of a small team providing assistance in administration and marketing tasks.

What might a day in this job look like?

Duties will include:

- answering phones, taking messages and directing calls
- phoning contacts to update their contact details
- updating, expanding and organising databases on Excel
- help with creating content for the company's social media sites
- help with updating the company's website
- assistance with printing documents as required.

What will I Learn?

You will learn how to be an effective member of the team working in an office environment.

You will work towards a Certificate of Work Readiness (CWR). On successful completion of the programme, candidates may progress to a job in an administrative environment. Successful candidates, following interview, can then progress to an SVQ3 in Business Administration.

What Qualifications / Qualities are required?

The employer is looking for someone who is organised and methodical as well as enthusiastic, friendly and polite.

We are looking for a confident individual who feels comfortable using the telephone to deal with inbound and outbound enquiries. This is a large part of the job, so a good telephone manner is essential.

Closing Date:

We will continue to accept applications until a suitable candidate is found.

The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Catering Assistant – Employability Fund

Contract: This is an 8 week work placement on Employability Fund training allowance of £55 per week plus travel expenses. Successful applicants will secure a job and progress to a Modern Apprenticeship.

Salary: Employability Fund Training Allowance of £55 per week plus travel expenses may be available.

Employer:

Edinburgh Leisure is Edinburgh’s biggest provider of leisure services, with over 4 million customers per annum to their 30 venues across the City.

Work Environment:

Edinburgh Leisure makes a positive difference by:

- welcoming all
- everyone caring about what they do
- being passionate about how they do it
- feeling proud of what you achieve.

What might a day in this job look like?

As part of your work experience with Edinburgh Leisure, you will undergo an induction into the Catering Assistant role and receive practical experience in a busy kitchen environment. Work experience may involve tasks that are essential to maintaining the high standards set by environmental and health and safety requirements. You will be expected to be involved in:

- food preparation
- cleaning
- serving customers.

What will I Learn?

You will learn how to become an effective member of the team, working in a professional catering environment. You will have an on-job mentor who will support you through weekly welfare chats and who will meet with you to carry out reviews whilst you are on work experience. During the 8 week programme you will also complete a certificate of Work Readiness (CWR) with Direct Partners.

What Qualifications / Qualities are required?

This is a really hands-on role. You must be comfortable taking instruction and working as part of a team.

Closing Date:

We will continue to accept applications until suitable candidates are found.

The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Soft Play Assistant - Employability Fund

Contract: 8 week work placement. Successful applicants can secure a job and progress to a Modern Apprenticeship in Playwork

Salary: Training Allowance of £55 per week plus travel expenses for the duration of the work placement may be available.

Employer:

Edinburgh Leisure is Edinburgh's biggest provider of leisure services, with over 4 million customers per annum to their 30 venues across the city.

Work Environment:

This opportunity is based at the Royal Commonwealth Pool. Your aim is to help provide a fun and safe environment for children. You will work as part of a dedicated team to provide first class support and supervision to children. This involves tasks such as assisting with the organising of games and activities, helping to prepare snack and supervising children,

What might a day in this job look like?

This is fast moving and varied environment. You may be expected to:

- offer a warm welcome to all children and visitors
- assist your team in the planning, set up and delivery of activities/parties
- supervise the soft play area
- clean tables and chairs, and assist with the cleaning roster.

What will I Learn?

- You will learn how to be an effective member of the team working in a soft play centre.
- You will undertake training with the employer to cover Fire Awareness, Data Protection and Health & Safety.
- You will work towards a Certificate of Work Readiness (CWR) during your 8 week placement.
- On successful completion of programme, candidates will be invited to interview with employer. Successful candidates, following interview, can progress to an SVQ Level 2 in Playwork.

What Qualifications / Qualities are required?

This employer is looking for someone who genuinely wants to work with children and is enthusiastic, friendly, polite and hard working. You must be a good communicator and enjoy practical tasks and activities.

Closing Date:

We will continue to accept applications for this opportunity until suitable applicants have been found.

The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Kitchen Assistant – Employability Fund

Contract: This is a 12 week work placement on Employability Fund training allowance of £55 per week plus travel expenses. Successful applicants will secure a job and progress to Modern Apprenticeship.

Salary: Employability Fund Training Allowance of £55 per week plus travel expenses may be available.

Employer:

Elior are an award winning hospitality employer based at Murrayfield Rugby Stadium.

Work Environment:

This is a very structured and disciplined environment where tasks are allocated from the Head Chef. This can be a very demanding, physically hard working environment; however, it can also offer high levels of job satisfaction. You will work as part of a highly effective team where everyone takes personal responsibility for their own tasks to ensure the award winning levels of service are maintained. You will be required to comply with strict health and safety / kitchen protocols.

What might a day in this job look like?

You will be expected to arrive early ready to start your shift. This is a fast moving, varied and demanding environment. You will have a list of tasks to complete. These will include:

- cleaning / pot washing
- carrying out tasks in line with company training/policies and procedures
- food preparation
- process and accept deliveries
- carry out internal monitoring/checks
- serving food to customers.

What will I Learn?

You will learn how to be an effective member of the team working in a professional kitchen/catering environment. You will also work towards a Certificate of Work Readiness (CWR) with Direct Partners.

What Qualifications / Qualities are required?

The employer is looking for someone who genuinely wants to work towards becoming a 'chef of the future' and who can understand and follow instructions.

If you are driven, have ambition and the ability to train on-the-job then you can take advantage of this excellent development programme.

If you are prepared to work hard, follow the training you are given and support your team you can progress within this industry.

Closing Date:

We will continue to accept applications until suitable candidates are found.

The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Playwork Assistant - Employability Fund

Contract: 12 week work placement. Successful applicants will secure a job and progress to a Modern Apprenticeship. The programme is expected to start mid August.

Salary: Employability Fund Training Allowance of £55 per week plus travel expenses may be available.

Employer:

A reputable After School Club with venues across Edinburgh.

Work Environment:

You will provide a fun and safe environment for children. You will work as part of a dedicated team to provide first class support and supervision to children in Primary 1 – 7. This involves indoor and outdoor working as well as outings and trips during holiday periods.

What might a day in this job look like?

This is a fast moving and varied environment. Duties will include:

- offering a warm welcome to all children and visitors
- assisting your team in the planning, set up and delivery of activities
- observing and participating in activities inspired by the children
- preparing snacks for children.

What will I Learn?

You will learn how to be an effective member of the team working in an After School Club environment. You will work towards the Pre Employability Certificate of Work Readiness (SQA) during your 12 week work placement then progress to SVQ Level 2/3 in Playwork.

What Qualifications / Qualities are required?

This employer is looking for someone who genuinely wants to work with children and is enthusiastic, friendly and polite. You must be a good communicator and enjoy practical tasks and activities and enjoy being involved.

Closing Date:

We will continue to accept applications until suitable candidates are found.

The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Salon Assistant – Employability Fund

Contract: 12 Week Work Placement. Successful applicants may secure a job and progress towards a Modern Apprenticeship in Customer Service/Business Administration.

Salary: Training allowance of £55 per week. Travel expenses for the duration of the work placement may be available.

Employer:

The Secret Beauty Garden is a soothing beauty boutique in the heart of Edinburgh.

Work Environment:

The salon has a nice, friendly team so you will be well looked after and supported during your work placement.

What might a day in this job look like?

- Meeting and greeting clients, taking jackets and offering refreshments.
- Booking and rescheduling clients via phone, email and text.
- Stock taking and ordering of stationery to ensure we never run out of anything.
- Inputting information of customer forms into database.
- Updating emails on our mailing list.
- Ensuring booking system is correct and double checking for any errors/duplicate bookings.
- Creating spreadsheets and filling existing spreadsheets out (procedures are written out and full training will be given on how to do both)
- Keeping reception clean, tidy and uncluttered.
- Helping therapists set up and clean rooms when they are busy.
- Daily jobs given by other members of staff when needed.

What will I Learn?

You will learn how to be an effective member of a Beauty Services team working in a Customer Service and administrative environment. You will gain experience in reception duties and customer interaction and learn how to effectively manage customer bookings.

You will work towards a Certificate of Work Readiness (CWR). On successful completion of the programme, candidates will be invited to interview with the employer. Successful candidates, following interview, can progress to an SVQ in Customer Service or Business Administration.

What Qualifications / Qualities are required?

Ideally the employer is looking for an individual who is capable of multi-tasking, organised, hardworking, reliable, punctual, happy, friendly, thoughtful, has a nice manner with the clients and is willing to learn and wants to excel in all areas within the job role. Common sense and initiative are also important.

Qualifications from school are not important; the employer is more focused on finding someone with a good attitude and willingness to learn.

Closing Date:

We will continue to accept applications until suitable candidates are found.

The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Playwork Assistant - Employability Fund

Contract: 12 week work placement. Successful applicants will secure a job and progress to a Modern Apprenticeship.

Salary: Employability Fund Training Allowance of £55 per week plus travel expenses may be available.

Employer:

A reputable After School Club with venues on the west side of Edinburgh.

Work Environment:

You will provide a fun and safe environment for children. You will work as part of a dedicated team to provide first class support and supervision to children in Primary 1 – 7. This involves indoor and outdoor working as well as outings and trips during holiday periods.

What might a day in this job look like?

This is a fast moving and varied environment. Duties will include:

- offering a warm welcome to all children and visitors
- assisting your team in the planning, set up and delivery of activities
- observing and participating in activities inspired by the children
- preparing snacks for children.

What will I Learn?

You will learn how to be an effective member of the team working in an After School Club environment. You will work towards the Pre Employability Certificate of Work Readiness (SQA) during your 12 week work placement. If you secure a job, you can then progress to an SVQ Level 2/3 in Playwork.

What Qualifications / Qualities are required?

This employer is looking for someone who genuinely wants to work with children and is enthusiastic, friendly and polite. You must be a good communicator and enjoy practical tasks and activities and enjoy being involved.

Closing Date:

We will continue to accept applications until suitable candidates are found.

The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Accounts Assistant - Modern Apprenticeship

Contract: Permanent

Salary: £6,000 - £12,000 per annum

Employer:

Shepherd and Wedderburn is a leading UK law firm. From offices in Edinburgh, Glasgow, Aberdeen and London, the firm delivers comprehensive multi-jurisdictional legal advice across every business sector as well as offering the full range of private client and wealth management services

Work Environment:

You will be office based in Exchange Crescent, Edinburgh.

What might a day in this job look like?

To assist the Cashroom team with various duties including:

- preparing daily banking and filing cheques
- preparing and processing invoices, journals and staff expenses
- managing Accounts Payable incoming mail/emails
- preparing weekly BACS and cheque payment run
- supplier statement reconciliations
- preparing and processing Direct Debits and Credit Cards
- preparing invoice analysis
- general ledger reconciliations
- run various reports and take appropriate action as required in order to comply with both Scottish and English Law Society Accounts Rules
- accurately scan and file documentation stored within the Cashroom as requested.
- assist with daily Cashroom activities as and when necessary, including attendance at meetings, contributing to group discussions on Cashroom procedures and ensuring Cashroom documentation is kept up-to-date.

What will I Learn?

You will work towards an SVQ Level 3 in AAT.

What Qualifications / Qualities are required?

National 4/5 or equivalent which should include English and Maths

Closing Date:

Thursday 15 June.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Retail Assistant - Modern Apprenticeship

Contract: Fixed term 8 – 12 months, 37.5hrs per week

Salary: Modern Apprenticeship National Minimum Wage (travel allowance of £10 per week)

Employer:

Romanes and Paterson is a large retail store.

Work Environment:

You will be working as part of a team in a fast paced tourist retail environment on Princes Street.

What might a day in this job look like?

- Delivering customer interaction
- Store house keeping
- Stock replenishment.

What will I Learn?

You will work towards an SVQ Level 2 in Retail and Customer Service.

What Qualifications / Qualities are required?

You should have National 4 in Maths and English. We are looking for someone who is reliable and brings a positive attitude.

Closing Date:

Thursday 15 June.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Accounts Assistant - Modern Apprenticeship

Contract: Permanent

Salary: £6,000 - £12,000 per annum

Employer:

Johnston Smillie Ltd is one of the largest independent accountants in Edinburgh.

Work Environment:

Office based in the west of Edinburgh.

What might a day in this job look like?

- Scanning records
- Writing up Excel cashbooks
- Processing on computerised system including Sage, Xero and Quickbooks
- Rolling forward working papers
- General support for accounting staff.

What will I Learn?

SVQ Level 3 in Accounting (Association of Accounting Technicians).

What Qualifications / Qualities are required?

One Higher in any subject and National 5 or equivalent in Maths is required.

Closing Date:

Thursday 15 June.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Apprentice Site Engineer
Contract: Permanent
Salary: Above National Minimum Wage

Employer:

Graham is a national construction, asset management and project investment business, delivering services to a diverse range of clients from a network of regional offices, throughout the UK and Ireland.

Work Environment:

As the business continues to grow and develop, we are looking for an enthusiastic Apprentice Site Engineer. The successful candidate will work on various projects across our East of Scotland region (Building Division) providing support to our existing Site Management Team while studying on a day release basis.

What might a day in this job look like?

Your duties will include:

- Undertake surveying and setting out duties
- Check drawings and keep drawing register updated
- Assist in scheduling of materials
- Liaise with any consultants
- Supervise and monitor the site labour force and monitor the work of any sub-contractors
- Ensure Health, Safety and Environmental requirements are adhered to
- Undertake the testing and calibration of instruments used
- Arrange testing of materials as per PQP
- Resolve technical problems that may arise
- Keep a Site Diary – Site Filing
- Liaise with other departmental managers
- Ensure quality records necessary to meet PQP are collated and maintained
- Fully interact with other members of the construction site team
- Organise site operations
- Monitor Programme
- Interact with other members of the construction site team.

What will I Learn?

- You will work towards an HNC in Civil Engineering.
- You will also work towards an SVQ Level 3 in Construction Contracting Operations.
- You will develop team working skills, learn to work using your own initiative, communication, planning and efficient working and sub-contractor management/ liaison.
- You will get involved in careers events to help inspire future apprentices.
- We also offer additional benefits including Pension, Private Medical Cover and Life Assurance Scheme.

What Qualifications / Qualities are required?

You should meet the following competencies:

Essential:

- Demonstrate a strong desire for the role
- Demonstrate an ability to work on own initiative
- Demonstrate strong communication skills
- A Higher pass in Maths, Physics or a Technical subject.

Desirable:

- Knowledge of the Construction Industry
- Experience within the Construction Industry
- A Higher pass in English.

And the behavioural competencies listed below:

- **Commercial Awareness:** Strong business acumen combined with the creativity and vision to meet customer needs and Graham business requirements.
- **Leadership skills:** Communicates and gains team commitment to a vision, able to motivate staff and provide direction and vision.
- **Effective Communication skills:** Able to adapt communication to audience and create detailed written documents and reports. Able to maintain and manage communication links with a variety of stakeholders. Presents a professional image and promotes the brand.
- **Customer Focus:** Takes time to question and understand the real, underlying needs of the customer, beyond those initially expressed. Always works closely with customers, developing an independent view of their needs and acting in their long-term interest.
- **Influencing:** Identifies and builds relationships with those who will be useful now and in the future in achieving strategic business objectives.
- **Initiative:** Able to work alone to get results in an effective way. Understands and seeks to minimise waste in resources and processes. Adopts and encourages others to adopt new ways of working. Ability to work unsupervised.
- **Team Player:** Always willing to be involved in other activities to achieve company objectives. Works collaboratively and uses influence to gain resolution of issues. Demonstrates honestly, loyalty and commitment.

Interviews will take place week commencing 12 June.

Closing Date:

Friday 2 June.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Apprentice Construction Manager

Contract: Permanent

Salary: Above National Minimum Wage

Employer:

Graham is a national construction, asset management and project investment business, delivering services to a diverse range of clients from a network of regional offices, throughout the UK and Ireland.

Work Environment:

As the business continues to grow and develop, we are looking for an enthusiastic Apprentice Construction Manager to assist the Building Team. Site based and reporting to the Project Manager, this position will be key in providing day to day support to the Site Management Team and the Site Engineer. Progression within the Site Management team and company will be encouraged.

What might a day in this job look like?

Your duties will include:

- Undertake Surveying and setting out duties
- Check drawings and keep drawing register updated
- Assist in scheduling of materials.
- Liaise with any consultants
- Supervise and monitor the site labour force and monitor the work of any sub-contractors
- Ensure Health, Safety and Environmental requirements are adhered to
- Undertake the testing and calibration of instruments used
- Arrange testing of materials as per PQP
- Resolve technical problems that may arise
- Keep a Site Diary – Site Filing
- Liaise with other departmental managers.
- Ensure quality records necessary to meet PQP are collated and maintained
- Fully interact with other members of the construction site team (team player)
- Organise site operations
- Monitor Programme
- Interact with other members of the construction site team (design Team).

What will I Learn?

- You will work towards an HNC in Construction Management.
- You will also work towards an SVQ Level 3 in Construction Contracting Operations.
- You will develop team working skills, learn to work using your own initiative, communication, planning and efficient working and sub-contractor management/ liaison.
- You will get involved in careers events to help inspire future apprentices.
- We also offer additional benefits including Pension, Private Medical Cover and Life Assurance Scheme.

What Qualifications / Qualities are required?

You should have the following competencies:

Essential:

- Good organisational skills
- Problem solving skills
- Excellent communication and listening skills
- The ability to work to deadlines and to remain calm when working under pressure
- Basic knowledge of health and safety
- Excellent knowledge of Microsoft Office e.g. Word, Excel and PowerPoint
- Must be flexible in terms of travel.

Desirable:

- Demonstrate previous site experience through work placement or employment.

And the behavioural competencies listed below:

- **Commercial Awareness:** Strong business acumen combined with the creativity and vision to meet customer needs and Graham business requirements.
- **Leadership skills:** Communicates and gains team commitment to a vision, able to motivate staff and provide direction and vision.
- **Effective Communication skills:** Able to adapt communication to audience and create detailed written documents and reports. Able to maintain and manage communication links with a variety of stakeholders. Presents a professional image and promotes the brand.
- **Customer Focus:** Takes time to question and understand the real, underlying needs of the customer, beyond those initially expressed. Always works closely with customers, developing an independent view of their needs and acting in their long-term interest.
- **Influencing:** Identifies and builds relationships with those who will be useful now and in the future in achieving strategic business objectives.
- **Initiative:** able to work alone to get results in an effective way. Understands and seeks to minimise waste in resources and processes. Adopts and encourages others to adopt new ways of working. Ability to work unsupervised.
- **Team Player:** Always willing to be involved in other activities to achieve company objectives. Works collaboratively and uses influence to gain resolution of issues. Demonstrates honesty, loyalty and commitment.

Interviews will take place week commencing 12 June.

Closing Date:

Friday 2 June.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Step into Childcare/Step into Care – Employability Fund

Contract: Up to 30 hours per week, 13-26 week programme

Salary: You will receive a training allowance of £55 per week (subject to eligibility) and travel expenses.

Employer:

Training for Care is an educational charity specialising in social care and childcare training. We are an SQA approved centre and deliver SDS funded Employability programmes as well as a number of short courses for social care and childcare sector staff.

Work Environment:

We will find you a work placement close to your home and you will attend Training for Care 1/2 day per week for tutorials. Your placement will be in a nursery, after school club, residential care home or day centre depending on your area of interest. You will be supervised to carry out the work of a childcare practitioner or care support worker. The programme starts on Thursday 15 June.

What might a day in this job look like?

You will assist with activities in the childcare or social care setting, caring for children or adults, assisting with meal times and snacks, taking children or adults on outings, planning and carrying out activities with children or adults.

What will I Learn?

- You will build experience of working in your chosen sector
- You will be complete Moving and Handling and First Aid training
- You will work towards 3 units of the Certificate of Work Readiness (CWR)
- You will be given personalised support with all aspects of employability e.g. CV building, application forms, interview skills
- Participants who complete the programme will progress into a social care or childcare job and will have the opportunity, where eligible, to progress to our Modern Apprenticeship programme.

What Qualifications / Qualities are required?

You must be aged 16 or above and should be able to demonstrate an interest in social care or childcare.

Closing Date:

Wednesday 14 June.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Junior Highways Technician
Contract: Permanent
Salary: Dependent upon qualifications and experience

Employer:

Sweco is Europe's leading architecture and engineering consultancy. We plan and design the communities and cities of the future. The results of our work are sustainable buildings, efficient infrastructure and access to clean water. With 14,500 employees in Northern Europe, we offer our customers the right expertise for every project. We carry out projects in 70 countries annually throughout the world.

Work Environment:

You will be supporting engineering staff to deliver a wide variety of projects within a multidisciplinary design team for several key clients covering a range of activities including the design of highways, local roads and development infrastructure.

What might a day in this job look like?

Your duties will include:

- providing Autocad and technical support to senior engineering staff as required
- working as part of design teams on various highways and infrastructure projects
- undertaking site visits from time to time to carry out specific project duties.

What will I Learn?

- You will attend college on a day release basis as a trainee working towards obtaining a suitable qualification (NC / HNC)
- Suitable training will be given where appropriate on any design software packages
- Study to obtain CSCS card.

What Qualifications / Qualities are required?

Qualifications:

- Minimum entry requirements for NC level course: National 5 or equivalent to include English, Maths and a Science
- Minimum entry requirements for HNC level course: Two A-C passes at Higher level including Maths and Physics.

Skills, Knowledge and Experience:

- Ability to work as part of a team in an office environment
- Enthusiastic to learn and develop new skills
- Friendly and approachable with good verbal and written communication skills with the ability to communicate in a fluent and positive manner
- Willing to ask questions to ensure understanding of work requirements
- Computer literate with a good understanding of Microsoft Office
- Willing to work on site and outdoors.

Personal Qualities:

- Display a genuine interest in civil engineering
- Demonstrate a knowledge of what civil engineering covers, including current projects within the industry
- Demonstrate a knowledge of Sweco and projects it has undertaken.
- Ability to work on own initiative and seek assistance when required
- Ability to organise and prioritise workload to ensure that timescales are met
- Take responsibility for personal development ensuring dedication to achieving qualifications
- Demonstrate pride in work through accurate timely delivery
- Ability to learn from experience and take direction from others
- Portray a clean and professional image.

Closing Date:

Wednesday 31 May.



Job Title: Project SEARCH Trainee - 11 posts

Type: Work Placement

Contract: Temporary / Fixed Term – 9 months

Salary: Unpaid but eligible trainees can access an Edinburgh College bursary

Employer:

Project SEARCH® is an international trademarked and copyrighted programme model. Developed in Cincinnati Children's Hospital Medical Center, the programme aims to prepare young people with additional support needs, aged between 16 – 29, for full time, competitive employment.

Edinburgh Project SEARCH® is a partnership between the City of Edinburgh Council, NHS Lothian, Edinburgh College and Intowork. It is a business-led programme which means the young people learn relevant, marketable skills while immersed in the business environment. The young people take part in 3 work placements with the host employer over 40 weeks, resulting in improved skills and confidence, with 800 hours of work practice. A lecturer and job coaches are based on site at all times, working closely with the business to provide classroom learning, work placements and ongoing support.

Work placements will be based with either the City of Edinburgh Council or NHS Lothian.

Work Environment:

Both the City of Edinburgh Council and NHS Lothian are large employers and offer a variety of opportunities. The environment will vary depending on your chosen work placements.

What might a day in this job look like?

This will vary depending on your chosen work placement. Types of work placements available previously have been administration, reception, mail room, catering, hospitality, park ranger, cleaning, school support assistant, neighbourhood worker.

You will complete 5 hours each day at a work placement and 2 hours each day within the designated training room every Monday – Friday of Edinburgh College term time (09:00 – 16:00).

What will I Learn?

Starting in August and lasting one academic year, each young person must want to achieve full time competitive employment, complete 3 different work placements within the City of Edinburgh Council or NHS Lothian, work towards an SQA Employability Award and complete the Project SEARCH® curriculum, acquire competitive, marketable and transferable skills and build communication, teamwork and problem-solving skills.

What Qualifications / Qualities are required?

To be eligible for Project SEARCH® you must:

- be between 16 and 29 years' old
- want to secure a **full-time job** (16+ hours)
- live within Edinburgh, East Lothian, Midlothian and West Lothian.
- have a recognised disability
- be able to commit full time for one year
- be able to travel alone or learn how to do this by August 2017.

Closing Date: This opportunity will close when a suitable number of applicants are found.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Kindergarten Assistant - Modern Apprenticeship
Contract: 2 years fixed term – 30 hours per week
Salary: Modern Apprenticeship National Minimum Wage
Employer: Rowanberry Mini Kindergarten

Work Environment:

You would be working with a childminder caring for 10 - 12 children. Half of the children are under school age so there will only be 5 pre-schoolers most mornings at first. They have recently renovated a cottage to provide holistic and meaningful experiences for a mixed aged group of children in a child led kindergarten type environment. The service on offer is already proving popular and they now need an assistant to be able to meet demand. This is an excellent opportunity for a young person who loves children and animals, spending time outdoors and would like an opportunity to develop a career in this area.

What might a day in this job look like?

This childcare business operates from a home. There are pros and cons of working with a childminder. There is greater freedom to really offer child-led activities. They have the use of a 7 seat car so can do trips, many of which will be into the woods for nature play. There will also be some domestic duties within the family home such as cleaning and keeping all areas tidy.

The Childminder will be doing school pick-ups and drop offs so there will be times when you will be left alone with between one and three children. You will not be required to do nappy changes. You will prepare snack together with the children.

You will learn something about Steiner and Froebel methods as the Childminder has been a Steiner teacher and more recently has completed Froebel training. There will be more cleaning involved in operating from domestic premises, including cleaning of the car but all this will be shared so that you have the right hands on experience to complete your course.

You would be encouraged to follow your passions and dance or do yoga with the children or arts and crafts or climb trees or tell stories with silly voices if that is what you are into. Children enjoy being with adults much more if they are having fun too.

What will I Learn?

You will work towards SVQ Level 2 in Childcare and Education to become a qualified Nursery Assistant progressing on to SVQ Level 3 in Childcare and Education to become a qualified Nursery Nurse.

What Qualifications / Qualities are required?

- Candidates should have at least a National 4 in English and Maths.
- Looking for someone who is positive, reliable and caring with a natural love of children.
- You must be 18 years old by June 2017.

Closing Date:

This opportunity will close when a suitable candidate has been found.

The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: JC Futures: School Leaver Programme

Contract: Fixed Term (6 Years)

Salary: Competitive

Employer:

Johnston Carmichael is Scotland's largest independent firm of Chartered Accountants and Business Advisers, with expertise across audit, tax and personal finance.

Work Environment:

The vacancy will be based within our [Audit](#) Department in Edinburgh and the successful applicant will learn alongside our experienced team and at the same time study towards the ICAS qualification.

What might a day in this job look like?

JC Futures is a six-year training programme. The first year involves transition from school and settling into the workplace. We work with you to develop your basic accounting skills and this culminates in you achieving a Certificate in Bookkeeping. Following the introductory year, you will then study towards a professional accountancy qualification. Alongside this you'll be working within our accounts, audit or tax team, gaining valuable practical experience while studying for your exams.

With hands-on experience from day one, alongside supported training towards your professional accountancy qualification, you'll be on track for a successful and bright career.

What will I Learn?

- Successful students will develop core accountancy and business skills from across a wide variety of industry sectors, whilst experiencing the opportunity to build strong working relationships to help develop a longer term career path.
- You will study towards a professional accountancy qualification.

What Qualifications / Qualities are required?

- You should be aiming for or have a UCAS tariff of at least 135 points (or equivalent). Whilst an Accountancy Higher is recommended it is not necessary.
- We're looking for individuals with spark and ambition who can demonstrate attention to detail, take pride in their work and have a real passion to succeed in their professional studies.
- Despite our size, we're a close-knit team so you'll need strong inter-personal skills and be able to communicate well with colleagues and clients.
- Work experience is real advantage but that needn't have been in an accounting or financial environment. As long as you have developed strong transferrable skills which you can apply to a role within our team, we want to hear from you.
- Good time management, problem solving skills and the ability to make sound judgements are also essential alongside a can do approach to any situation!

Closing Date:

Friday 9 June.

Interviews will be held in June with a start date of 24 July.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Medical Receptionist - Modern Apprenticeship (R043)

Contract: Permanent

Salary: £12,000 - £15,000 per annum

Employer:

Medical Practice, North East Edinburgh.

Work Environment:

You will be based in a small team supporting them with all aspects of administration. You will receive 28 days' holiday per annum. Your working hours will be 8am – 6pm Monday – Friday.

What might a day in this job look like?

Duties will include:

- spending time on reception
- answering the telephone
- meeting and greeting clients
- filing, photocopying, scanning
- managing the post
- sending and receiving emails
- general administration.

What will I Learn?

You will undertake an SVQ Level 3 in Business and Administration.

What Qualifications / Qualities are required?

Ideally we are looking for at least Higher English and possibly Administration or Business Management. However, a good set of National 4 and 5 or equivalent will be considered.

We are looking for someone who is positive and enthusiastic and looking forward to starting their career.

Closing Date:

This position will be filled when a suitable applicant is found.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Electrical Engineering – Modern Apprenticeship

Contract: 4 year apprenticeship

Salary: £3.50 per hour

Employer:

InterFlex Group are recognised experts and innovators in flexible packaging. Printing packaging for items within the confectionery, bakery and cosmetics industry. Market leading quality, speed of response, innovative technical development and exceptional customer service are the key pillars upon which our business has grown. We have two sites in the UK employing around 250 employees and another two sites in America.

Work Environment:

In the first year of your apprenticeship you will be at college full time, spending time at our site at Peggy's Mill, Mayfield Industrial Estate, Dalkeith during college holidays when you will work 8 am – 4 pm, Monday to Friday.

During years 2, 3 and 4 you will work 8 am – 4 pm, Monday to Friday, with day release at college.

Upon completion of your apprenticeship you will join the Continental Shift rotation.

What might a day in this job look like?

You will become part of a small team of 5 engineers, working directly with the Lead and Shift engineers. Your work will involve preventative and reactive maintenance of the plant equipment, projects including new installations and upgrades of existing systems and building and site maintenance. The main goal of the department is to improve the reliability and efficiency of the production equipment so you will be exposed to several different aspects of lean manufacturing techniques and continuous improvement methods.

Your main duties will be to:

- learn how to safely maintain and repair production equipment to a high standard in an industrial environment;
- learn and understand how building services work, and then go on to maintain these systems in a safe manner;
- work with other departments to improve the performance and efficiency of production equipment.

What will I Learn?

- Successful completion of year one will see you obtain an ONC in Electrical Engineering or similar with years 2 and 3 working towards the HNC. Upon completing the full 4 year apprenticeship you will receive an SVQ Level 3.
- Other relevant training will also take place during the apprenticeship such as that in relation to Health and Safety.

What Qualifications / Qualities are required?

You should have:

- a minimum of four National 5s in subjects including Maths, English and Science
- a genuine interest in electrical engineering
- good initiative
- great communication skills
- good problem solving ability
- keen to learn.

Closing Date: Wednesday 31 May.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Engineering Foundation Programme - Pre-Apprenticeship training and assessment

Contract: 6 months – starts August 2017

Salary: £200 per month sponsorship

Employer:

ScottishPower is part of the Iberdrola Group, a global energy company and world leader in wind energy. Our SP Energy Networks business distributes electricity on behalf of supply companies to over 3.5 million homes including the central belt of Scotland, through a network of cables and power lines we own and maintain.

Over the past five years, ScottishPower's Engineering Foundation Programme has been investing heavily in the local communities where we operate, providing young people with career opportunities for the future.

Work Environment:

Our Engineering Foundation Programme involves studying at a local college mixed with technical training providing you with a fantastic way to gain valuable knowledge and experience. At the end of the programme you may also be considered for a full Apprenticeship with ScottishPower. You will also receive a full Personal Protective Equipment kit to keep once the programme is finished

What might a day in this job look like?

The Engineering Foundation Programme combines on-site technical skills training and academic study at a local college. The programme will last 6 months and you will work towards nationally recognised qualifications.

What will I Learn?

- SCQF National Certificate in Engineering Level 5
- 4 weeks' employer-led technical training
- Communication, Teamwork, Problem Solving skills
- Skills for Work in Energy
- ScottishPower in-house technical training.

What Qualifications / Qualities are required?

- You will need at least four subjects at National 4 including English and Maths.
- You should have an interest in electrical engineering, be highly motivated with a positive attitude and a willingness to learn.

Closing Date:

This opportunity may close at short notice – so apply now!



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Apprentice+ Programme 2017 (Trades Apprenticeships)

Contract: 2 or 4 years depending on your apprenticeship choice beginning in September 2017.

Salary: Industry high rate of pay (hourly) dependant on trade or technical skill.

Employer:

At Laing O'Rourke, we fund, design, manufacture, construct and maintain the built environment – providing the facilities to accommodate, educate, employ, transport, care for and sustain communities.

Work Environment:

As a Laing O'Rourke apprentice you will work through a structured programme that will take between two and four years depending on your apprenticeship choice. The programme will combine practical onsite experience, academic learning at college and a series of bespoke personal development modules.

What might a day in this job look like?

We are looking for exceptional candidates to fill roles within the following areas:

- Electrical site wide services
- Plumbing
- Formwork Carpentry
- Carpentry and Joinery
- General construction operations.

What will I Learn?

As part of the Apprenticeship+ Programme, you will be expected to achieve an NVQ/SVQ 2 or 3, plus a technical certificate in your chosen discipline. You will attend college on either a block or day release format, depending on the college you are assigned to.

What Qualifications / Qualities are required?

We are looking for people with a genuine interest in construction. The ideal candidate will be enthusiastic and ambitious, with the potential to progress to a supervisory / management role over a five-to-ten-year period.

You will also need to meet the following criteria:

- eligibility without restrictions to work in the UK
- able to travel to site locations
- have three to five National 5s (number and level will depend on role).

There are three stages to our Apprenticeship+ Programme recruitment process:

- Stage 1 - online application. Once we receive your application, it will be reviewed and, if successful, you will receive an email inviting you to complete stage two of the selection process.
- Stage 2 - online tests. You will be required to complete a series of verbal reasoning, diagrammatical and numerical online tests. If successful, you will receive an invite to stage three of the selection process.
- Stage 3- interview/assessment centre. You will be invited to attend an interview or an assessment centre (depending on the role) at one of our offices across the UK. Your assessment could include a structured interview, a group discussion, manual dexterity exercise and an individual presentation exercise. At this stage, you will also be asked to undergo a drugs and alcohol test.

Closing Date:

We recruit for the Apprenticeship+ Programme on an ongoing basis until all roles are filled. We recommend you apply soon!

The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Trainee Metal Polisher and General Workshop Assistant

Contract: Permanent after trial period. 4 days per week 9am – 5pm to start with.

Salary: National Minimum Wage

Employer:

Berland's of Edinburgh require a Trainee Metal Polisher and General Assistant for lamp and chandelier restoration workshop. Berland's have been operating since 1987, that's 30 years of lamp and chandelier restoration work! Go to our website www.berlands.co.uk for examples of the restoration work we carry out.

Work Environment:

You will be mainly based in our industrial workshop in the west of the city.

What might a day in this job look like?

Daily activities can include:

- dismantling of brass lamps or chandeliers, door and window hardware, fine material shot blasting on selected fittings, polishing lamp parts on a heavy duty industrial polishing buff and learning how to achieve the different decorative finishes on brass, bronze or copper.
- assisting with rewiring and assembly of restored lamps, fitting new lamp holders. Washing and drying chandelier crystals.
- helping to convert vases, crystal decanters, and other assorted items into table lamps.
- polishing and bright finishing aluminium lamp parts.
- general sweeping up and keeping the workshop safe and tidy.

What will I Learn?

- You will learn about metal polishing, general restoration and basic electrical work.
- We will instruct you on health and safety and safe working practices.
- It is sometimes hard work, can be dirty but is very rewarding when you look at what you have achieved.

What Qualifications / Qualities are required?

You do not need any academic qualifications to apply for this position; all you need is to be interested in learning worthwhile skills and securing steady employment.

Closing Date:

The job will close when a suitable candidate has been found. A one day paid work trial will be offered if you are successful at the first stage of the interview process.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Software Developer - Modern Apprenticeship (QA10005)

Contract: 12 – 24 months

Salary: £14,100 per annum

Employer:

CGI is among the leading independent information technology and business process services firms in the world. CGI EUT work with Energy, Utilities and Telecoms companies nationally, with a diverse range of projects including outsourcing, application services, Smart Metering. CGI is a global company employing over 5,000 people in the UK.

Work Environment:

EH12 - office based. 9:00am - 5:30pm, Monday to Friday.

What might a day in this job look like?

Do you have a passion for IT and technology? We are looking for smart, motivated and creative individuals who want to pursue a career in software development and can demonstrate strong problem solving skills. The opportunity we are offering involves working with more experienced developers in Agile development teams to help build Java applications for CGI clients, including:

- developing good quality Java code with sound syntax
- developing professional user interfaces for at least one channel (web and/or mobile)
- effectively link code to the database using SQL and/or data layer technologies
- test: can test code using either V-model manual testing and using unit testing
- problem solving: can debug own code and understand structure of programmes in order to identify and resolve issues
- basic design: following best practices and standards can create simple data models and software designs to effectively communicate understanding of the programme.

What will I Learn?

SCQF Level 6, with progression to Level 8, Diploma for Information Technology and Telecommunication Professional. Classroom training includes MTA in software development fundamentals.

What Qualifications / Qualities are required?

The qualifications and skills you require for this apprenticeship are:

- Highers in STEM subjects (sciences, maths, computing, IT/IS)
- Passionate about software engineering and technology in general
- Strong problem solving skills
- Good written and oral communication skills.

Closing Date:

The job will be closed when a satisfactory level of suitable applications has been received.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Driver – Apprenticeship Programme

Contract: Fixed Term for 2 years - Monday to Friday, 40 hours per week

Salary: £10,500 per annum (starting salary) plus annual incentives upon successful completion each year of your apprenticeship and 23 days' annual leave excluding public holidays.

Employer:

A-Plant is one of the UK's leading rental equipment companies. A FTSE 100 company which offers superb training opportunities, a supportive working environment and scope for progression. Our culture is fast paced, friendly and empowering. With a history of growth and with plans to redefine excellence within the equipment rental industry, our business is going from strength to strength.

With over 140 apprentices and winners of the CITB Industry Apprentice Employer of the Year Large Company Award 2015, A-Plant has an excellent apprenticeship programme which is growing each year and we want you to be part of it.

Work Environment:

You will be based in a Service Centre working with one of our qualified and experienced drivers. We make sure our people are well equipped for the job they do.

What might a day in this job look like?

Your tasks will include:

- delivering pre-ordered equipment to customers
- ensuring all the relevant paperwork is handed to the customer at point of delivery
- ensuring your vehicle is ready before you go out on the road
- working with the Hire Desk to ensure all the customer orders have been delivered.

What will I Learn?

You will work towards achieving:

- Driving Qualification
- Fork Lift Truck Licence
- Large Goods Vehicle Licence.

What Qualifications / Qualities are required?

The right candidate should possess the following skills:

- National 5 in Maths and English
- Ability to carry out instructions
- Adhere to Health & Safety
- Good communication and listening skills
- Problem-solving skills
- Full driving licence essential.

Closing Date: Friday 30 June.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Children and Young People – Modern Apprenticeship

Contract: Full time

Salary: National Apprenticeship Wage or above

Employer:

Training for Care is an educational charity specialising in social care and childcare training for over 30 years and recruits on behalf of a number of different childcare employers across Edinburgh.

Work Environment:

You will be employed in a private nursery as part of a team working with 0-5 year olds. Nurseries are fun, exciting and caring places to work with lots of different play activities on offer to create a stimulating and enjoyable learning environment for the children, both indoors and outdoors, combined with rest and relaxation time too. We also have links with many after-school clubs, if you prefer to work part-time with older children in a less structured setting.

What might a day in this job look like?

A typical day would include planning and setting up a wide range of play activities to help promote the children's physical, intellectual, language and social development plus other tasks such as preparing snacks, ensuring the environment is safe for the children and some cleaning and clearing up. You will be interacting with and supporting the children and responding to their various needs.

What will I Learn?

You will learn the on-the-job skills and competences required to achieve the SVQ Level 3 in Social Services (Children and Young People) at SCQF Level 7. You will also receive underpinning knowledge inputs, on either a day release or evening tutorial basis, plus regular SVQ portfolio support from your assessor who will also come out to visit and observe you in your workplace. You will be required to demonstrate Core Skills in ICT and Numeracy at SCQF level 5.

What Qualifications / Qualities are required?

To be eligible you must be between 16 and 19 years of age and should have, or expect to achieve, a minimum of 3 National 4 or 5s. Although previous experience is not required, some, e.g. baby sitting or school work experience with children, is helpful. The ability to demonstrate a genuine commitment and desire to work with children is most important, and reliability, ability to use initiative and good interpersonal and communication skills are all essential.

Closing Date:

We recruit on a continuous basis and run programmes throughout the year.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

- Job Title:** Childcare Academy - Employability Fund Stage 3
- Contract:** 30 hours per week - up to 26 weeks, starting on 27 February
- Salary:** Young person's allowance of £55 per week
- Employer:** North Edinburgh Childcare

Work Environment:

In addition to attending training sessions, you will take part in a work experience placement in a childcare setting. This may be in a nursery or out of school care club.

What might a day in this job look like?

Every day in a childcare setting is different. You will assist with a variety of tasks such as:

- caring and supporting children
- welcoming parents and children
- organising fun activities for children
- assisting with children's daily routines
- providing high quality childcare for the children.

What will I Learn?

- You will work towards 2 accredited SQA Units from the Social Services (Children and Young People) SVQ Level 2 Award.
- Gain significant experience of working with children by completing a supported work experience placement in an early years care and education setting or an out of school care setting.
- There will be opportunities to look at different progression routes if you successfully complete the programme.

What Qualifications / Qualities are required?

- You should be aged over 16 and unemployed.
- You should have a real interest in a career in childcare.

Closing Date:

This opportunity will close when all spaces have been filled.

The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Hairdresser – Modern Apprenticeship
Contract: Full time, fixed term – 36 months
Salary: Modern Apprenticeship National Minimum Wage

Employer:

From origins that began in a gent's hairdressing salon in 1965, Charlie Miller Hairdressing salons have led the way at every level with consistent style, quality and creativity. With a string of industry accolades to its name, the company holds a total number of 14 British Hairdressing Awards, more than any other salon outside London.

Work Environment:

You will be working in a friendly and dynamic team in one of our 5 Edinburgh salons.

What might a day in this job look like?

You will assist clients, stylists and other members of staff on the salon floor, observing and learning the art of hairdressing. During the course of the apprenticeship you will learn about all aspects of hairdressing including:

- client care
- incorporating our Charlie Miller message
- support of the salon
- product knowledge
- the tools of your trade
- shampooing and blow drying
- cutting all types and lengths of hair
- colouring knowledge
- men's hairdressing.

What will I Learn?

An apprenticeship at Charlie Miller is often fast paced yet fun and exciting and will lead to a successful and satisfying future. We will help you fulfil your hairdressing ambitions on our 3 year training programme which includes an SVQ Level 3 in Hairdressing.

What Qualifications / Qualities are required?

We are looking for people with:

- a good understanding of English and Maths
- self-motivation and positivity
- awareness of fashion
- a passion for hairdressing and a desire to begin their first steps towards an exciting career in hairdressing.

Closing Date:

We have ongoing recruitment throughout the year.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Retail, Hospitality, Beauty, Care and more

Contract: All types of contracts available

Salary: National Minimum Wage or above

Employer: Various Employers and Locations

At the Fort Kinnaird Recruitment and Skills Centre, we understand the challenges of looking for work and strive to support jobseekers in whatever way we can. Our services include:

- Signposting current vacancies throughout Edinburgh
- Support creating and updating CVs
- Support completing application forms
- Access to employment and information events
- Use of computers for job searching
- Pre-recruitment training opportunities
- Information on access to employability training and support.

For daily vacancy updates visit our [Facebook](#) page or our [Vacancies](#) page.

Work environment:

The work environment is dependent on which opportunity you apply for, eg, shop, restaurant, salon etc.

What might a day in this job look like?

Varied and fast paced with opportunities for personal and career development. Most of the jobs require a high level of customer interaction and you will work shifts rather than standard hours.

What will I Learn?

- Soft skills such as communication, teamwork and problem solving
- Some company and industry specific/ related training etc.

What Qualifications / Qualities are required?

- Various qualifications - entry level/ experienced/ industry related opportunities are available.
- You must be reliable, willing to learn, highly motivated, have good interpersonal and communication skills and the ability to work as part of a team.

Closing Date:

We recruit all year round.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Assistant Nursery Practitioner - Modern Apprenticeship

Contract: Full time

Salary: National Apprenticeship Wage or above

Employer:

Various employers in Edinburgh. We are currently looking for staff for the following locations:

- Crewe Road Nursery
- Little Monkeys Nursery, Cramond
- Gingerbread After School Club.

Work Environment:

Full time work in a private nursery looking after children aged 0-5 years. The role will involve providing a caring, nurturing and stimulating environment for babies and children as well as team work with colleagues and partnership with families.

What might a day in this job look like?

A typical day will include preparing the environment, planning activities suitable for children's development, preparing snacks and supervising meals, meeting the physical and emotional needs of the children and some housekeeping duties.

What will I Learn?

- SVQ level 3 Social Services (Children and Young People)
- Work based Core skills, ICT and Numeracy to SCQF level 5.

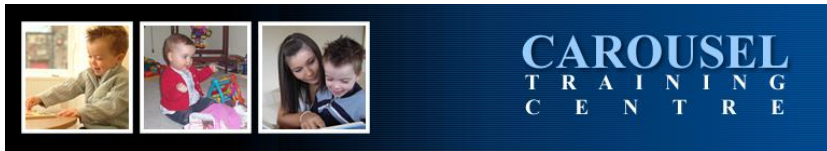
What Qualifications / Qualities are required?

You should have or expect to achieve at least 3 National 4 or 5.

No experience is required but an enthusiasm for working with young children, good communication skills, an ability to use initiative and reliability are essential.

Closing Date:

We have ongoing recruitment throughout the year.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Nursery Nurse – Modern Apprenticeship

Contract: Permanent

Salary: National Apprenticeship Wage

Employer:

Carousel Training Centre recruits on behalf of various employers / locations across the city. We are an Equal Opportunities Training Provider.

Work environment:

You will be employed full time in a private nursery and expected to work as part of a team to provide a quality programme of activities and learning for children as young as babies to 5 years old. You will help children develop their physical, intellectual, language and social skills through play and work and partnership with parents and staff.

What might a day in this job look like?

You will help the children learn and develop their physical, intellectual, language and social skills through organised play. You will care for them whilst away from their family, giving support where required. Other duties will include feeding, caring, developing and planning of activities. Domestic duties are required to ensure a safe environment for the children.

What will I Learn?

You will train towards an SVQ Social Services (Children and Young People) at SCQF Level 7. You will attend a workshop for theory one day every 4 weeks and an assessor will visit the workplace on a monthly basis to observe and assess your practical competence.

What Qualifications / Qualities are required?

In order to be eligible for the Modern Apprenticeship Programme, applicants must be aged between 16 to 19 years old.

No experience is required but you must have or expect to achieve 3 National 4 or 5 (one of which should be English).

Candidates must have good interpersonal and communication skills, be highly motivated and reliable.

Closing Date:

We recruit all year round.