Edinburgh Guarantee Schools Bulletin
Week beginning Monday 15 May 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 Susie on 529 3257 or email edinburghguarantee@edinburgh.gov.uk.
The Edinburgh Guarantee has a Facebook page so now we can talk to you even more.

Like us for information about jobs and events.
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 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: Vehicle Technician - Modern Apprenticeship

Contract: Fixed Term - 4 years

Salary: £4.00 per hour

Employer:

Allied Vehicles are an automotive employer based in the West Craigs Industrial Estate near Edinburgh Airport. With more than 20 years’ experience in the trade, we offer superb value on a range of garage services, designed to make looking after customer vehicles as easy as possible. We provide MOTs, servicing, parts and repairs to insurance, commercial and private customers alike. Whatever their needs, no job is too big or too small for our highly qualified vehicle specialists.

Work Environment:

Working alongside qualified Technicians in our Edinburgh team, our Workshop is fully equipped to meet our customer needs. There is a small staff canteen to have your lunch and a snack van is located within the estate, serving hot and cold food, snacks and drinks.

What might a day in this job look like?

You will be supervised at all times on your jobs, so full support is always on hand. You will attend college for the first 3 years of the apprenticeship and then complete one final year in the Workshop, which will complete your qualification to be a fully Time-Served Vehicle Technician.

As an Apprentice Vehicle Technician, you will be responsible for the following duties:

- To attend college as prescribed and, subject to your traineeship agreement, attending all in-house or manufacturer training.
- To undertake supervised duties when mechanically repairing vehicles or associated activities, ensuring that work is checked to provide customer satisfaction from the work above.
- To seek guidance/assistance from your manager where necessary.
- To ensure a consistently high level of customer care/satisfaction through the execution of your duties and in accordance with the training you have received.
- To be aware of and adhere to all health and safety regulations and policies applicable to your position of environment.
- To drive vehicles in a safe, lawful manner taking into account the weather and traffic conditions, reporting all faults with the vehicles you drive.

What will I Learn?

- SVQ Level 3 in Light Vehicle Maintenance and Repair
- Soft skills (eg communication, teamwork, problem solving etc).

There is a lot of theory to learn at college, so you must be able to retain new information, with the ability to transfer this learning into the live environment e.g. this might be learning about braking systems on a vehicle and then working on jobs specifically to do with vehicle brakes on return from college, to apply your new learning. This will also involve writing up ‘stories’ on job cards for the jobs, so your attention to detail must be of a high quality…. both on the cars and on customer job cards.

What Qualifications / Qualities are required?

- National 4 / 5 English and Maths is required as a minimum.
• We are looking for applicants who are positive, reliable and enthusiastic.
• A driving licence is desirable but not essential.

Closing Date:

Sunday 28 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:** Parts Person - Modern Apprenticeship

**Contract:** Fixed Term - 3 years

**Salary:** £4.00 per hour

**Employer:**

Allied Vehicles are an automotive employer based in the West Craigs Industrial Estate near Edinburgh Airport. With more than 20 years’ experience in the trade, Allied Vehicles offer superb value on a range of garage services, designed to make looking after customer vehicles as easy as possible. We provide MOTs, servicing, parts and repairs to insurance, commercial and private customers alike. Whatever their needs, no job is too big or too small for our highly qualified vehicle specialists.

**Work Environment:**

Working alongside qualified Parts staff in our Edinburgh team, our Workshop is fully equipped to meet our customer needs. There is a small staff canteen to have your lunch and a snack van is located within the estate, serving hot and cold food, snacks and drinks.

**What might a day in this job look like?**

You will be supervised at all times on your jobs, so full support is always on hand. You will attend college for the first 2 years of the apprenticeship and then complete one final year in the Workshop, which will complete your qualification to be a fully Time-Served Parts Person.

As a Parts Apprentice you will be responsible for the following duties:

- To ensure that duties are carried out according to documented operational procedures
- On receiving Parts deliveries, informing the Parts staff of the delivery and assisting to check off deliveries to ensure correctness to order and specification
- Allocating Parts to correct bin locations
- Receipting Parts onto computer
- Assisting van drivers to load Parts delivery vans
- Completing returns notes for Parts to be returned to suppliers
- Making up kits for Parts sales
- Ensure that the department is kept clean, tidy and safe
- To answer phones and serve at the back counter
- To deal with the Technical enquiries and if unsure to ask for assistance from a qualified Parts Person
- Ensure that all Parts are charged out correctly against relevant account with correct quantities and discount
- To carry out any other duty that is consistent with this job description.

**What will I Learn?**

- Level 3, Vocational Award in Motor Vehicle Parts Person
- Soft skills (eg communication, teamwork, problem solving etc).

There is a lot of theory to learn at college, so you must be able to retain new information, with the ability to transfer this learning into the live environment e.g. this might be learning about braking systems on a vehicle and then working on jobs specifically to do with vehicle brakes on return from college, to apply your new learning. This will also involve writing up ‘stories’ on job cards for the jobs, so your attention to detail must be of a high quality…. both on the cars and on customer job cards.
What Qualifications / Qualities are required?

- National 4 / 5 English and Maths is required as a minimum.
- We are looking for applicants who are positive, reliable and enthusiastic.
- A driving licence is desirable but not essential.

Closing Date:

Sunday 28 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: School Leaver Internship Programme

Contract: 6 month Fixed Term contract starting in August 2017

Salary: £15,380 per annum (Living Wage)

Employer:

At Standard Life, we believe everyone should have a future to look forward to, and that means looking after our customers, our shareholders, and our people. Our Edinburgh Guarantee School Leaver Internship Programme has proven to be a huge success, helping school leavers grow and progress within a supported working environment.

We are now looking to recruit recent school leavers for our next intake in August 2017 with opportunities to work within our Customer Operations Team.

Work Environment:

The role pays the Living Wage, giving you the ability to live and save for your future. You will be placed on a development programme that will grow your knowledge of working within Financial Services; this includes a buddy from the day you start and the ability to develop invaluable and transferable skills for your future career.

What might a day in this job look like?

The role itself will involve learning our systems and processes – you will be part of a busy team, with your own tasks set out for the day. Working at a desk-top computer you will be updating systems, so an eye for detail and a good sense of responsibility for doing the right thing is essential.

What will I Learn?

This is an exciting opportunity to get 6 months' paid work experience in a large organisation, as part of an experienced team on an established programme that has proven to be one of the best in the UK. At the end of your 6 months, you'll be supported to apply for jobs that build on the experience you have gained. We pride ourselves on our culture of staff retention and internal promotion.

What Qualifications / Qualities are required?

There are no minimum educational requirements for this role – what counts is your enthusiasm, a can-do attitude and a curiosity to learn and be the best you can be.

We don't need you to have any previous experience but we would expect you to be a recent school leaver with an interest in working in the Financial Services industry. You should also meet the following criteria:

- Customer focussed
- Good telephone manner
- Excellent communicator
- Team player
- Good PC skills
- Excellent attention to detail.

Closing Date:

Sunday 28 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: 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 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:  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:** Financial Administrator - Modern Apprenticeship

**Contract:** Permanent subject to a 3 month probationary period

**Salary:** £15,000 - £18,000 per annum

**Employer:**

Valentine Smith Ltd has been established for over 16 years and has grown to become one of the most successful independent financial advisers in Scotland. Our business has been built on providing quality independent financial advice to both individual and corporate clients.

**Work Environment:**

You will be working in a small team, based in Edinburgh city centre. After a successful probationary period, you will have access to the company Critical Illness, Private Health Care and Pension Plan.

**What might a day in this job look like?**

- Valuations - Prepare valuations for clients using Provider Websites, telephone and Intelligent Office
- Intelligent Office - Finding clients, adding new clients, updating policy status
- Opening and distributing incoming mail
- Franking and posting outgoing mail
- Answering phone, including screening sales calls
- Greeting clients and offering refreshments
- Diary Management
- Filing
- Shredding
- Scanning
- Other administration duties as they arise.

**What will I Learn?**

You will work towards an SVQ Level 3 in Business and Administration. You will also learn soft skills, such as communication, teamwork, problem solving, customer service, telephone skills and time management.

**What Qualifications / Qualities are required?**

National 4 or 5 or equivalent to include Maths and English.

We are looking for someone who is:

- personable and articulate
- highly motivated
- able to work on own initiative and be proactive
- good attention to detail
- keen to advance through training and experience
- proficient in Microsoft packages (Word, Excel etc).

**Closing Date:**

Thursday 25 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:** 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 (e.g., 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 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:** Technical Analyst - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £14,040 per annum, rising to £20,000 per annum upon completion of apprenticeship

**Employer:**
JobTrain Scotland are recruiting on behalf of a modern software development company who work with a range of high profile companies across the UK and Ireland.

**Work Environment:**
You will be working with a team of 60+ Support Analysts, delivering exceptional customer support to prestigious hospitality companies.

**What might a day in this job look like?**
Duties and tasks included as part of this role:

- Logging of all incidents within our call logging software
- Provide problem diagnosis, using appropriate support tools and resolution for problems
- Maintain customer service standards by answering all calls promptly, remaining courteous and professional at all times
- Proactively manage customers’ expectations through either resolution of or updating on progress of their outstanding incidents/requests
- Escalate any issues but try and ensure they are dealt with before problems occur
- Track and monitor calls that are with third parties, to liaise with third parties for a resolution and escalate when resolution is not moving forward within the appropriate timescales
- Resolve and close incidents and requests to customer satisfaction or escalate to the appropriate Account Manager where necessary
- Ensure processes are documented and updated as necessary
- Ability to build relationships with resolving teams and service management teams
- Adhering to complex processes and procedures.

**What will I Learn?**
As well as entering full-time employment, this opportunity allows you the chance to earn as you learn. Fully funded for those aged 16-24, you will undertake an SVQ Level 3 in IT and Telecoms as well as working towards several Microsoft certifications.

**What Qualifications / Qualities are required?**
Applicants should be educated to a minimum of National 5 or equivalent in Maths, English and Computer Science.

You will be a talented and ambitious individual who thrives in a fast paced environment. You will possess good written and oral communication skills with some previous experience in providing excellent customer service either in the hospitality or retail industry. You should also meet the following criteria:

- A passion for IT
- A willingness to learn
- A talent for troubleshooting and problem solving
- Good analytical skills with a great attention to detail
• A passion for delivering excellent customer service
• A flair for multi-tasking in a high pressure environment.

Closing Date:

Friday 19 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: IT Customer Support - Modern Apprenticeship

Contract: Permanent

Salary: £15,000 per annum

Employer:

Craneware are a market leading Software and Support firm based in central Edinburgh.

Work Environment:

You will provide behind the scenes support to the Customer Service Representative (CSR) team to ensure high standards of customer service are maintained. The CSR team are responsible for building and maintaining close relationships with clients, in order to better understand their needs and answer any queries they may have. Keeping clients happy is a key aspect of the role.

What might a day in this job look like?

Core duties and responsibilities include the following:

- Resolve a variety of system issues from multiple contact points to maximise customer satisfaction.
- Log and manage incoming customer files to keep customer dataset current.
- Create new file templates to help provide customers with agreed format.
- Log and manage customer data queries to maximise customer satisfaction.
- Develop and maintain a working knowledge of all Craneware products and internal systems, with a view to improving software and business knowledge.
- Complete remote installations on all software products for colleagues and customers to meet end user satisfaction.

What will I Learn?

As well as entering full-time employment with a well-established company, you will be given the opportunity to gain industry recognised vocational qualifications and valued Microsoft Technical certifications through the completion of a Modern Apprenticeship (MA) programme. An apprenticeship offers you the chance to earn as you learn, attain new qualifications and get work experience within a thriving business environment. Furthermore, it will increase your career prospects and can be the beginning of a long, successful and lucrative career.

What Qualifications / Qualities are required?

- National 5 in a computing related discipline, or combination of education and experience
- Problem solving skills
- Customer service skills
- Good oral and written communication
- Teamwork
- Attendance/punctuality
- Reliability
- Able to work on own initiative.

Closing Date:

Friday 19 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: 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.
- You will receive a quarterly performance related bonus, pension and share scheme.

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
- can work on their own initiative
- are happy to do some studying in their own time
- will be committed to the apprenticeship.

Closing Date: Sunday 21 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: 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.
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: Painting and Decorating - Modern Apprenticeship

Contract: Apprenticeship Agreement

Salary: £3.90 per hour / £7,706.40 per annum

Employer:
George Nicolson (Decorators) Ltd has been established for over 45 years and is a family owned business based on Salamander Street. We have a workforce of over 40 full time tradespeople who work throughout Scotland. All staff are directly employed and we operate a strict code of customer service. We also operate a company identification and workwear scheme as well as delivering an annual training plan.

Work Environment:
A combination of college and an on-site working environment.

What might a day in this job look like?
Within the first year, the basic skill set goals will be to emulsion areas by brush and roller, gain a basic knowledge of preparation i.e. filling, sanding, stripping and ensuring your work area is left tidy every time.

What will I Learn?
At the end of the 3 - 4 year apprenticeship, you will be expected to be a time served qualified painter and decorator suitable for employment.

What Qualifications / Qualities are required?
We are looking for someone who has a positive attitude to tasks and colleagues alike. Candidates must have an excellent timekeeping and attendance record and will need to show a willingness to work hard, ask questions and impress their peers and managers.

Closing Date:
Friday 19 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:** Modern Apprenticeships – Various Opportunities

**Contract:** 12 month fixed term

**Salary:** £17,242 per annum

**Employer:**

The Scottish Government is responsible for most of the issues of day-to-day concern to the people of Scotland, including health, education, justice, rural affairs, housing, transport and the environment.

**Opportunities available:**

- IT Support Technician – IT Support Services (6 posts)
- News Planning Facilities and IT Officer – Communications Services Unit.

Full job specifications are available when you click Apply Now.

**What a day in this job look like?**

The role of Modern Apprentice posts is to offer business administrative support and secretarial support under the supervision of and in support of a more senior officer. Duties usually call for the exercise of discretion and initiative whilst carrying out routine tasks and will often involve the use of IT based skills.

**What will I Learn?**

SVQ Level 2 in Business and Administration or Level 3 in ICT.

**What Qualifications / Qualities are required?**

Applicants must be 16-24 years old, unemployed or contracted to work 16 hours or less a week, and a resident in Scotland.

No qualifications are required, however a National 4 and 5 in English and Maths or equivalent is desirable. We wish to attract high quality candidates who have the:

- potential to perform at this level
- ability and commitment to achieve all the outcomes of the apprenticeship including passing SVQ Level 2 in Business and Administration
- good written and communication skills including experience of using Microsoft Office
- the ability to work well as part of a team
- good organisational and time management skills
- accuracy and attention to detail
- good customer service skills
- respect for confidential information.

**Closing Date:**

Please see individual job adverts when you click Apply Now.
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: Financial Administrator – Modern Apprenticeship

Contract: Permanent

Salary: £16,500 - £23,000 per annum

Employer:

Murray Asset Management is an established, independent Investment Management and Financial Planning firm. We pride ourselves in providing a responsive, professional service to our clients, matching their individual financial requirements with tailored investment solutions.

An opportunity now exists for an enthusiastic, motivated individual who is looking to work as part of a small and friendly unit, providing high-calibre administrative and report writing support to the Financial Planning Team.

Work Environment:

Working in a small team, you will be based in the company’s office at the west end of Edinburgh.

What might a day in this job look like?

Key responsibilities will include:

- Prepare and maintain client files in response to customer enquiries
- Complete daily processing tasks and update relevant systems including personal workflow
- Liaise in a professional and friendly manner with other business areas and third parties to facilitate responses to client enquiries
- Read and respond to both internal and external communications
- Ad-hoc duties as and when required.

What will I Learn?

- How to work as part of team, telephone and communication skills, time management as well as administration skills
- You will work towards an SVQ Level 3 in Business and Administration.

What Qualifications / Qualities are required?

Ideally we are looking for National 4 or 5 or equivalent including Maths and English.

We are also looking for someone with the following qualities:

- Ability to plan and prioritise own workload
- Good interpersonal skills
- Able to multi-task, prioritise tasks and work to tight deadlines
- Good accuracy and attention to detail
- Good IT skills using Word, Excel and Outlook
- Ability to work both on own initiative and as part of a small team
- Excellent writing skills
- Good mathematical ability.

Closing Date:

Friday 19 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:** 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:** Trainee Civil and Structural Engineering Technician

**Contract:** Permanent, with a start date of June 2017
37.5 hours a week Monday to Friday with day release at Edinburgh College

**Salary:** £8,000 per annum starting salary

**Employer:**

Structural Design Consultants Ltd are leading consultants with a distinguished reputation for providing cutting edge and cost effective design solutions for a demanding market place. Our engineers have previously worked for world class consultants helping to develop distinctive and award winning buildings with some of the country’s leading architects. Many of the projects were for blue chip clients in the financial, retail and commercial sectors which required complex value engineered design solutions.

**Work Environment:**

Based in the city centre, you will be working in a relaxed and friendly but busy office environment. We enjoy regular social nights out including bowling/snooker/food.

**What might a day in this job look like?**

- General office duties (printing, photo copying, folding drawings)
- Occasionally answering phones
- Working on improving skills using AutoCAD
- Assisting engineers with drawing preparation/full drafting
- Assisting with site visits when required.

**What will I Learn?**

As a Trainee Technician your main role will be working up technical drawings including plans/sections and details covering all elements of construction on building projects. Through your 4 years of training you will become fully proficient in AutoCAD and gain knowledge in all aspects of civil and structural engineering elements. You will work directly with engineers and other technicians and therefore build good team working relationships. Detailed in-house training will teach you almost everything you need to know.

After one year of working in the office, you will attend Edinburgh College on a day release basis for 2 years and, on completion, you will achieve an HNC in Civil Engineering. You will spend a final year in the office to complete your training and become a fully qualified Civil/Structural CAD Technician.

**What Qualifications / Qualities are required?**

- You should have a minimum of 5 National 5s including English, Maths, science/technical subjects and ideally have or expect to achieve a minimum of 2 Highers including Maths and a science subject.
- An interest in technical drawing would be a benefit.
- A keen eye for detail and pride in your work is a must to become a skilled/proficient technician.
- We are looking for someone who is positive and reliable with a willingness to learn quickly and on the job.
- A clean driving licence is preferable but not essential.

**Closing Date:**

Sunday 28 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:** Trainee Civil and Structural Engineering Technician

**Contract:** Permanent, with a start date of July 2017

**Salary:** £13,500 per annum

**Employer:**

David Narro Associates is an established Structural and Civil Engineering Consultancy with offices in Edinburgh and Glasgow. We have expertise in all areas of building design including conservation engineering, sustainable design and architectural engineering. Our projects range from minor structural alterations through to multi-million pound developments including commercial and industrial buildings, housing, schools, visitor centres, museums, health centres, and theatres. Our Structural Engineers and Engineering Technicians work closely with Architects and other building professionals to deliver projects throughout Scotland and beyond. In recent years our work in Scotland has taken us to all corners of the country from the Battlefield Visitor Centre at Culloden to the refurbishment of the Royal Museum in Edinburgh and many projects throughout the Western Isles, Orkney and Shetland.

David Narro Associates is an employee-owned company and as such you will have a say in some of the decisions affecting the company. You will also become eligible to obtain shares in the company and therefore have a personal stake in the ownership of the business.

**Work Environment:**

You will be based in our busy Edinburgh office in the Marchmont area of the city. You will be working as part of a small team producing 2D and 3D drawings using computer software. These computer-aided (CAD) drawings are used by builders and contractors to understand our designs and to aid them in constructing the building. You will be mentored by a Senior CAD Technician who will work with you closely throughout your training.

**What might a day in this job look like?**

You will work 35 hours per week, Monday to Friday with day release for college. You will be office based but will have plenty of opportunity to visit construction sites to see your drawings being turned into reality. The projects you will be working on vary enormously in size and complexity from small house alterations and extensions to multi million pound projects.

Duties may include:

- production of 2D and 3D drawings using computer software
- assisting the in-house team of engineers and technicians in the production of construction information
- production of 3D computer models of building structures using drawing software
- contributing to the solution of civil and structural engineering problems
- working to agreed timescales and deadlines
- visiting construction sites on occasion to check compliance and assist the contractor
- attending training seminars and events.

**What will I Learn?**

You will learn the importance of teamwork and the significance of your role as a member of that team. You will develop your communication and problem solving skills and will gain an insight into the civil and structural engineering profession.

You will learn how to use computer software to produce drawings and how to carry out basic engineering calculations.
You will undertake a programme of training and will be mentored throughout the training period. You will be offered the opportunity to study for a Modern Apprenticeship or an HNC in Civil Engineering on a day release basis at a local college. This qualification will allow you to apply for Technician membership of the Institution of Civil Engineers or the Institution of Structural Engineers with a view to obtaining a professionally registered Engineering Technician qualification (Eng. Tech).

**What Qualifications / Qualities are required?**

You should be studying towards or have achieved a minimum of 5 passes at National 5 including English, Maths and a science subject.

To be a Civil Engineering Technician you should have:

- the desire to work in an engineering office environment
- willingness to achieve professional qualification in Engineering
- good numeracy, literacy and computing skills
- 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:**

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: Insurance Administration Assistant - Modern Apprenticeship

Contract: Fixed Term – 6 months’ probation leading to permanent

Salary: £15,000 per year

Employer:
Premier Commercial Ltd are an Insurance Underwriting Agency based at the west end of Edinburgh.

Work Environment:
You will be working in a small team, mostly office based.

What might a day in this job look like?

- Preparing and processing the renewal of Insurance policies
- Issuing documentation to our brokers
- Processing amendments to Insurance policies
- Responsible for the diary
- Banking cheques received and taking any mail to Post Office
- Answering telephone calls
- Complete spreadsheets to prepare renewals for Underwriters
- Spend time with Underwriters to learn how to quote and the products we offer
- Issue Terms of Business Agreements to brokers
- Completing training modules and keeping your training log up to date
- You will take part in Underwriter training.

What will I Learn?

- You will work towards an SVQ Level 2/3 in Business and Administration
- You will learn all about communication, teamwork, MS office and Excel, customer service, telecoms
- You will have the opportunity to obtain Certificate in Insurance from the Chartered Insurance Institute.

What Qualifications / Qualities are required?

- National 5 or above in English and Maths
- We are looking for someone who is reliable, enthusiastic and happy to work in a small company.

Closing Date
Sunday 21 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: 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: Business and Administration – Modern Apprenticeship – 2 posts

Contract: Fixed term – 2 years

Salary: £16,150 per annum

Employer:
The Scottish Qualifications Authority (SQA) is Scotland’s national awarding and accreditation body. We are trusted to oversee thousands of qualifications that are available in schools, colleges and workplaces, not just in this country, but around the world.

Work Environment:
You will be based at Lowden, our new office complex in Shawfair Business Park near Dalkeith. Over 200 staff are based there, but this number increases by over 100 during the summer months when we employ temporary staff. There is a staff restaurant and coffee shop within the building. Free car parking, bicycle racks and tea/coffee are provided.

What might a day in this job look like?
This role will be within one of the departments within SQA and will rotate on a 6 monthly basis in order to broaden your experience. Within the role you will undertake general administrative duties which will ensure the successful and smooth running of the department you are in. You will be supported to learn and develop, and your responsibilities will grow as you become more confident in the role.

What will I Learn?
- You will attend college on day release to study an HNC Administration and Information Technology.
- You will receive a tailored training plan and an SQA Mentor to support your personal development and career plans.
- Two years on-the-job training and work experience to add to your CV and kick start your career
- A welcoming and inclusive workplace that supports the local community.

What Qualifications / Qualities are required?
- We are looking for individuals who are reliable, creative and willing to learn new things.
- You must be aged 16 - 19 years old from Edinburgh, East Lothian or Midlothian
- Ideally you will have Higher English and either Administration, Business Management or a related discipline
- Good written and spoken communication skills and pay attention to detail.

Closing Date:
Saturday 20 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: Business Administrator - Modern Apprenticeship (R042)

Contract: Permanent

Salary: £10,000 per annum

Employer:
An office environment in Macmerry.

Work Environment:
You will be based in a small team supporting them with all aspects of administration. Your working hours will be 8am - 4.30pm Monday – Thursday and Friday 8am - 4.00pm with half an hour for lunch. You will receive 28 days' holiday per annum.

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 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: 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:** Business Administrator - Modern Apprenticeship (R037)

**Contract:** One Year Fixed Term

**Salary:** £6.70 per hour

**Employer:**
A large and rapidly expanding GP surgery in Edinburgh.

**Work Environment:**
This is an exciting opportunity for a recent school leaver to join an extremely busy GP practice with 13,000 patients. 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.

**What might a day in this job look like?**
You will be trained in duties within the three main work groups in the practice - Reception, Clinical Administration and the Secretarial team. Your main duties will include:

- registering new patients and removing patients who leave the practice
- assisting with the administration of prescriptions
- scanning and recording information on patient records
- assisting with identifying patients to call for specific appointments and clinics, and producing invite letters
- copying patient notes and files
- dealing with patient queries
- making phone calls to clinics and hospitals
- helping with booking patients in for appointments
- coding of patient conditions onto patient records
- a variety of administrative and clerical tasks
- helping with one off projects, e.g. the annual flu clinic
- photocopying, filing and amalgamation of documents and records.

**What will I Learn?**
You will undertake an SVQ Level 3 in Business and Administration.

**What Qualifications / Qualities are required?**
We are looking for at least National 5 or equivalent in English and ideally Administration or Business Management. You should be positive, enthusiastic and looking forward to starting your career. Other personal attributes desired include:

- Confident in speaking to members of the public face to face and on the telephone – good social skills
- Good IT and keyboard skills
- Willing to learn
- Able to use initiative and move from one task to another
- Good team player
- A mature attitude
- Ideally someone who has undertaken some form of holiday or weekend job while at school
- He or she must observe complete confidentiality
- The successful candidate cannot be registered as a patient with the practice.

**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:  
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: Media Account Executive - Modern Apprenticeship (QA9629)

Contract: 12 – 24 months

Salary: £10,000 - £14,000 per annum

Employer: DigitasLBi (DLBi) is a global marketing and technology agency that transforms businesses for the digital age helping brands embrace the creative and technological changes revolutionising all aspects of their business.

Work Environment:
EH6 - office based.

What might a day in this job look like?

- Supporting the various discipline teams on their day-to-day tasks with the guidance of your reporting line or individual channel specialists
- Contributing to client brainstorm and idea generator sessions
- Assisting in the day-to-day client tasks – e.g. reports, presentations, desk research as well as liaising with the rest of the channels to deliver truly integrated media plans and solutions
- Working with technology providers and media owners to learn about advertising opportunities and new products
- Assisting in media New Business tasks as and when required
- Build an understanding of the clients’ business (their brand, their customers, the issues they face, the markets they operate in, key developments)
- Demonstrate an understanding of the importance of client relationships
- Create a positive impression of DLBi when interacting with people outside of the agency
- Understand their team role in delivering client value
- Build an understanding from a client’s perspective of all DLBi propositions and how they add value.

What will I Learn?

- SCQF Level 6 Digital Marketing, with potential progression to level 8.
- 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 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:  
Facilities Administration Assistant - Modern Apprenticeship (QA9621)

Contract:  
12 - 14 months

Salary:  
£10,000 - £14,000 per annum depending on experience

Employer:  
This is a professional body for more than 20,000 world class business men and women who work in the UK and in more than 100 countries around the world. Their members have all achieved the internationally recognised and respected CA qualification (Chartered Accountant). They are an educator, examiner, regulator and thought leader.

Work Environment:  
EH12 - office based.

What might a day in this job look like?

- Assisting with management of all on-site facilities
- On reception duties and customer service
- Responsible for complying with company's health and safety
- Organising and setting up of meeting rooms
- Undertaking banking deposits and collections
- Assisting with all printing requirements
- Responsible for incoming/outgoing post
- Assisting with all general administration duties.

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 including Maths and English. You should also meet the following criteria:

- excellent communications skills
- customer service focused
- good telephone manner
- good organisational skills
- IT literate with experience of MS office.

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:** IT Service - Modern Apprenticeship (QA9182)

**Contract:** 12 - 24 months

**Salary:** £19,000 per annum

**Employer:**

Registers of Scotland is the non-ministerial government department responsible for compiling and maintaining 17 public registers. These relate to land, property and other legal documents.

**Work Environment:**

EH8 - office based.

**What might a day in this job look like?**

- Handle incoming calls to the IT service desk, listen to the customer and find out the issues in order to prioritise them accordingly.
- Troubleshoot and resolve basic queries, aiming to resolve the issues at first contact where possible.
- Direct calls to appropriate team members for resolution where necessary
- Ensure excellent customer service is offered at all times.

**What will I Learn?**

- SCQF Level 6, with progression to Level 8, Diploma for Information Technology and Telecommunication Professional
- Microsoft Certified Professional (MCP) in Windows 7/8 Configuration

**What Qualifications / Qualities are required?**

You must have or expect to gain 5 National 5s or equivalent 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: 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.