



Edinburgh Guarantee Schools Bulletin

Week beginning Monday 30 October 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 Julie on 529 2410 or email edinburghguarantee@edinburgh.gov.uk.

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

 us for information about jobs and events.

The Edinburgh Guarantee
A positive destination for all

Edinburgh Guarantee
Government Organisation

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

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

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Edinburgh Guarantee via Smart Works Edinburgh
2 hrs ·

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

The Smartest Interview Questions You Could Ever Ask
These thoughtful questions — straight from hiring managers — will give you the

Edinburgh Guarantee opportunities are specifically created for Edinburgh school leavers from the past 3 years.

Job Title: Accounts Assistant

Type: Modern Apprenticeship

Contract: Permanent full-time appointment following successful completion of 6 month probationary period.

Salary: National Minimum Wage

Employer:

McEwan Fraser Legal, an award-winning Solicitor and Estate Agency, is a dynamic, modern company. With an array of respected industry awards under our belt, we are highly innovative and known for our emphasis on providing exceptional customer service. We deal with residential and commercial property sales as well as having a robust legal department specialising in conveyancing, private client, litigation and family law.

Work Environment:

Working within the Finance department, working closely with the internal accounts team to help manage business accounts and payroll processes.

What might a day in this job look like?

- Working with internal systems and specialised legal and accounts software (full training will be provided)
- Adding file notes and memos onto client accounts
- Excel spreadsheet and data entry
- Assisting with payroll including expense and commission claims
- Monitoring and ordering office supplies
- Answering telephone and email enquiries
- Depositing daily banking
- Liaising with colleagues across all departments within the business

What will I learn?

- Soft Skills
- SVQ Level 2 / 3 in Business Administration

What Qualifications / Qualities are required?

- An eye for detail
- Good numeracy skills
- Ability to work with minimal supervision
- Confidence in dealing with clients via telephone, email, and face-to-face
- Well presented in accordance with a professional office environment
- Positive team player
- Strong initiative and ability to be proactive
- Proficiency in Microsoft Packages (Excel, Outlook, Word, etc.)

Closing Date:

Friday 10 November 2017

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 Administration - Modern Apprenticeship

Contract: Fixed Term for 2 years, 36 hours per week

Salary: £13,609 - £15,285 per annum

The City of Edinburgh Council applies a Living Wage allowance to ensure that all employees earn at least £8.51 per hour. Successful applicants will be paid the hourly rate as advertised, plus the allowance, in order to bring their earnings to £8.51 per hour.

Employer:

The City of Edinburgh Council Apprenticeship Programme offers new entrants to the labour market the chance of paid employment combined with the opportunity to do training relevant to the occupational area. They include the opportunity to gain nationally recognised qualifications that help kick-start a career without having to study full-time. New entrants can include school and college leavers, those with no previous work experience and/or vocational qualifications.

Work Environment:

You will primarily be based within Firrhill High School main office working as part of a team of administrative and support staff to provide efficient and effective services to internal and external customers. You will work under the direction of a supervisor and will be expected to carry out tasks with increasing efficiency and proficiency as your competence within the role grows.

What might a day in this job look like?

- Deal with reception desk enquiries from pupils, parents and other visitors.
- Answering telephones and dealing with queries and requests from parents and Council staff.
- Input and update pupil management systems to maintain pupil records, record attendance and general communications with parents.
- Reprographics duties.
- Saving and filing documents in an appropriate format.
- Keeping files up to date and in good alphabetic or numerical order, including setting up filing systems as required and archiving and storing documents when appropriate.

What will I learn?

You will work towards an SVQ Level 3 in Business and Administration. You will be supervised at all times and expected to work towards becoming a competent Business Administrator within 2 years of commencing your Modern Apprenticeship.

What Qualifications / Qualities are required?

- A good general education - National 4, National 5 or equivalent
- An interest in and awareness of Business Administration in the City of Edinburgh Council
- Willingness to participate in a Modern Apprenticeship programme
- You must be resident in Edinburgh and have left secondary school in the last 3 years or aged up to 29 with a disability or care experienced.

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG scheme update check prior to a formal offer of employment being made by the City of Edinburgh Council.

Closing Date:

Wednesday 8 November.



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 Apprentice – Modern Apprenticeship – 2 posts

Contract: Two years

Salary: Competitive starting salary

Employer:

Leonardo is an international leader in electronic and information technologies for defence systems, aerospace, data, infrastructures, land security and protection and sustainable 'smart' solutions. We are globally renowned and are continually expanding, offering exciting opportunities to talented people who want to work at the forefront of our technology. Across our technical, engineering and business functions you can look forward to working with highly skilled professionals that are passionate about their work.

Work Environment:

You will be working within world class facilities. You will be working in an office environment and will be using Display Screen Equipment. There may also be opportunities to travel between the different sites and to meet with customers and suppliers.

What might a day in this job look like?

The two year Business Apprenticeship scheme provides a variety of experiences through placements in business related disciplines. Placements available include Commercial, Finance, Resourcing, Procurement, Manufacturing & Supply Chain, Project Planning/Support and logistics.

What will I learn?

You will study to completion of the Higher National Certificate (HNC) in Business Studies and required Core Skills on a day release basis, as well as undertaking the Scottish Vocational Qualification (SVQ) Level 3 in Business and Administration whilst you are at work.

What Qualifications / Qualities are required?

Academic requirements:

You must have (as a minimum) the following qualifications:

- 2 Higher Grades (or equivalent):
 - Mandatory: (A-C) Mathematics OR (A-C) English
 - Mandatory: (A-C) Business subject (examples: Business Studies, Project/Business Management, Finance, Accounts etc.)

AND

- 2 Standard Grades (1-2) / National 5 (A-C):
 - Mandatory: English and Maths

(or equivalent qualifications to Highers/Standard Grades).

Personal Qualities:

- Ability to Achieve High Performance
- Want Continuous Improvement

- Develop Customer Focus
- Able to Work Together
- Demonstrate Self Awareness and Confidence
- A passion for Technical Analysis, judgement and Problem Solving.

Other needs:

- A minimum of 5 years permanent residency in the UK
- Successfully complete SC security clearance.

Closing Date:

Thursday 28 February 2018.



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: Design Engineering Technical Apprenticeship – Modern Apprenticeship – 2 posts

Contract: Four years

Salary: Competitive starting salary

Employer:

Leonardo is an international leader in electronic and information technologies for defence systems, aerospace, data, infrastructures, land security and protection and sustainable 'smart' solutions. We are globally renowned and are continually expanding, offering exciting opportunities to talented people who want to work at the forefront of our technology. Across our technical, engineering and business functions you can look forward to working with highly skilled professionals that are passionate about their work.

Work Environment:

You will be working within world class facilities. Dependent on your role, you may be working in an office or lab environment or a combination of both. There may also be opportunities to travel between the different sites and to meet with customers and suppliers.

What might a day in this job look like?

Through a mixture of work placements and college modules you will develop the key engineering skills and knowledge to work effectively in a high technology manufacturing company.

Over the four year apprenticeship you will learn about

- Manufacturing and Supply Chain
- Mechanical Engineering
- Electronic Engineering
- Systems Engineering
- Software Engineering
- Quality Engineering.

What will I learn?

We have created a programme that not only increases your technical skills and capability through hands on experience working with specialists in their field but also develops your academic and practical understanding of the diverse world that is Engineering. You will study to completion of the Higher National Diploma (HND) and required Core Skills on a day release basis, as well as undertaking the Scottish Vocational Qualification (SVQ) whilst you are at work.

What Qualifications / Qualities are required?

Academic requirements:

You must have (as a minimum) the following qualifications:

- 3 Higher Grades (or equivalent):
 - Mandatory: Mathematics (A-C) and Physics (A-C) or Engineering Science (A-C)
 - Plus another Higher subject, preferably a Technological subject e.g. Graphic Communication, Product Design, Craft & Design, Tech Studies, Computing etc. (A-C)

AND

- Standard Grades (1-3) / National 5 (A-C): English.

Personal Qualities:

- Ability to Achieve High Performance
- Want Continuous Improvement
- Develop Customer Focus
- Able to Work Together
- Demonstrate Self Awareness and Confidence
- A passion for Technical Analysis, judgement and Problem Solving.

Other needs:

- A minimum of 5 years permanent residency in the UK
- Successfully complete SC security clearance.

Closing Date:

Thursday 28 February 2018.



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: Manufacturing Apprentice – Modern Apprenticeship

Contract: Three years

Salary: Competitive starting salary

Employer:

Leonardo is an international leader in electronic and information technologies for defence systems, aerospace, data, infrastructures, land security and protection and sustainable 'smart' solutions. We are globally renowned and are continually expanding, offering exciting opportunities to talented people who want to work at the forefront of our technology. Across our technical, engineering and business functions you can look forward to working with highly skilled professionals that are passionate about their work.

Work Environment:

You will be working within world class facilities. Dependent on your role, you may be working in an office or lab environment or a combination of both. There may also be opportunities to travel between the different sites and to meet with customers and suppliers.

What might a day in this job look like?

Through a mixture of work placements and college modules you will develop the key engineering skills and knowledge to work effectively in a high technology manufacturing company.

Over the three year apprenticeship you will learn about

- Mechanical Assembly
- Electromechanical assembly
- Electro optic assembly
- Environmental Facility
- Material Supply and Logistics
- Master Production Scheduling
- Industrial Engineering
- Machine shop
- Support.

What will I learn?

We have created a programme that not only increases your technical skills and capability through hands on experience working with specialists in their field but also develops your academic and practical understanding of the diverse world that is Manufacturing & Supply Chain. You will study to completion of the National Certificate (NC) and required Core Skills on a day release basis, as well as undertaking the Scottish Vocational Qualification (SVQ) whilst you are at work.

What Qualifications / Qualities are required?

Academic requirements:

You must have (as a minimum) the following qualifications:

- 4 Standard Grades (1-3) / National 5 (A-C) / National 4 (or equivalent):
 - Mandatory: Mathematics or Physics and English

- Plus another 2 subjects preferably Technological subjects e.g. Graphic Communication, Product Design, Craft & Design, Tech Studies, Computing, Woodwork, Metalwork etc.
- And/Or: Standard Grade (1-3) / National 5 (A-C): English / Mathematics.

Personal Qualities:

- Ability to Achieve High Performance
- Want Continuous Improvement
- Develop Customer Focus
- Able to Work Together
- Demonstrate Self Awareness and Confidence
- A passion for Technical Analysis, judgement and Problem Solving.

Other needs:

- A minimum of 5 years permanent residency in the UK
- Successfully complete SC security clearance.

Closing Date:

Thursday 28 February 2018.



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: Manufacturing Technical Apprenticeship – Modern Apprenticeship

Contract: Four years

Salary: Competitive starting salary

Employer:

Leonardo is an international leader in electronic and information technologies for defence systems, aerospace, data, infrastructures, land security and protection and sustainable 'smart' solutions. We are globally renowned and are continually expanding, offering exciting opportunities to talented people who want to work at the forefront of our technology. Across our technical, engineering and business functions you can look forward to working with highly skilled professionals that are passionate about their work.

Work Environment:

You will be working within world class facilities. Dependent on your role, you may be working in an office or lab environment or a combination of both. There may also be opportunities to travel between the different sites and to meet with customers and suppliers.

What might a day in this job look like?

Through a mixture of work placements and college modules you will develop the key engineering skills and knowledge to work effectively in a high technology manufacturing company.

Over the four year apprenticeship you will learn about

- Electronic Test
- Laser Test
- Radar Test
- Industrial Engineering
- Production Engineering
- Test Solutions
- New Product Introduction.

What will I learn?

We have created a programme that not only increases your technical skills and capability through hands on experience working with specialists in their field but also develops your academic and practical understanding of the diverse world that is Manufacturing & Supply Chain. You will study to completion of the Higher National Certificate (HNC) and required Core Skills on a day release basis, as well as undertaking the Scottish Vocational Qualification (SVQ) whilst you are at work.

What Qualifications / Qualities are required?

Academic requirements:

You must have (as a minimum) the following qualifications:

- 2 Higher Grades (or equivalent):
 - Mandatory: Mathematics (A-C) or Physics (A-C) or Engineering Science (A-C)
 - Plus another Higher subject, preferably a Technological subject e.g. Graphic Communication, Product Design, Craft & Design, Tech Studies, Computing etc. (A-C)

AND

- Standard Grade (1-3) / National 5 (A-C): English.

Personal Qualities:

- Ability to Achieve High Performance
- Want Continuous Improvement
- Develop Customer Focus
- Able to Work Together
- Demonstrate Self Awareness and Confidence
- A passion for Technical Analysis, judgement and Problem Solving.

Other needs:

- A minimum of 5 years permanent residency in the UK
- Successfully complete SC security clearance.

Closing Date:

Thursday 28 February 2018.



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

Job Title: Software Engineering Apprentice - Graduate Level Apprenticeship

Contract: Four years

Salary: Competitive starting salary

Employer:

Leonardo is an international leader in electronic and information technologies for defence systems, aerospace, data, infrastructures, land security and protection and sustainable 'smart' solutions. We are globally renowned and are continually expanding, offering exciting opportunities to talented people who want to work at the forefront of our technology. Across our technical, engineering and business functions you can look forward to working with highly skilled professionals that are passionate about their work.

Work Environment:

You will be working within world class facilities. Dependent on your role, you may be working in an office or lab environment or a combination of both. There may also be opportunities to travel between the different sites and to meet with customers and suppliers.

What might a day in this job look like?

Through a mixture of work placements and university modules you will develop the key engineering skills and knowledge to work effectively in a high technology manufacturing company.

Key Responsibilities

- Learn to design high integrity software and to program in C++
- Practice the full software lifecycle.

What will I learn?

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

What Qualifications / Qualities are required?

You must have (as a minimum) the following qualifications:

- 5 Higher Grades (or equivalent): BBBBC
Mandatory: Mathematics
Preferably including Physics and Computing

AND

- Standard Grades (1-3) / National 5: (A-C) in English

(or equivalent qualifications to Highers / Standard Grades).

Note: This Apprenticeship assumes the candidate has very little software knowledge and is not suitable for candidates who already have a computing or software degree.

Personal Qualities:

- Ability to Achieve High Performance
- Want Continuous Improvement
- Develop Customer Focus
- Able to Work Together
- Demonstrate Self Awareness and Confidence
- A passion for Technical Analysis, judgement and Problem Solving.

Other needs:

- A minimum of 5 years permanent residency in the UK
- Successfully complete SC security clearance.

Closing Date:

Thursday 28 February 2018.



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: Design Engineering Technical Apprenticeship - Graduate Level Apprenticeship

Contract: Four years

Salary: Competitive starting salary

Employer:

Leonardo is an international leader in electronic and information technologies for defence systems, aerospace, data, infrastructures, land security and protection and sustainable 'smart' solutions. We are globally renowned and are continually expanding, offering exciting opportunities to talented people who want to work at the forefront of our technology. Across our technical, engineering and business functions you can look forward to working with highly skilled professionals that are passionate about their work.

Work Environment:

You will be working within world class facilities. Dependent on your role, you may be working in an office or lab environment or a combination of both. There may also be opportunities to travel between the different sites and to meet with customers and suppliers.

What might a day in this job look like?

Over the four years of the apprenticeship you will start with broad based engineering fundamentals then gradually specialise in one or more engineering disciplines such as electronic, mechanical, test, support or systems engineering.

Key Responsibilities:

- Learn how to design, manufacture and support advanced avionic equipment
- Develop Engineering knowledge, skills and behaviours
- Practice the full engineering lifecycle.

What will I learn?

You will study for completion of a BSc Honours in Engineering through a mix of work based learning and day release to a Scottish university. On completion, you will have met the requirements for Incorporated Engineer as part of the way to gaining Chartered Engineer status.

What Qualifications / Qualities are required?

You must have (as a minimum) the following qualifications:

- 4 Higher Grades (or equivalent): BBBB
Mandatory: Mathematics
Mandatory: Physics or a Technological subject
Preferred: English and another STEM subject

AND

- Standard Grades (1-3) / National 5: (A-C) in English

(or equivalent qualifications to Highers / Standard Grades).

Note: This Apprenticeship assumes the candidate has little professional engineering experience is not suitable for candidates who already have an HE engineering qualification.

Personal Qualities:

- Ability to Achieve High Performance
- Want Continuous Improvement
- Develop Customer Focus
- Able to Work Together
- Demonstrate Self Awareness and Confidence
- A passion for Technical Analysis, judgement and Problem Solving.

Other needs:

- A minimum of 5 years permanent residency in the UK
- Successfully complete SC security clearance.

Closing Date:

Thursday 28 February 2018.

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: Reception Assistant – Modern Apprenticeship

Contract: One Year

Salary: £10,920 per annum

Employer:

Spire Edinburgh Hospitals is one of the largest private hospitals in the UK and the busiest surgical hospital in the Spire Healthcare group. The hospital is at the forefront of technology in the independent sector, regularly pioneering new surgical techniques such as robotic surgery.

Work Environment:

An opportunity has arisen for an apprentice to join our reception team. This is a busy working environment which provides an interesting and varied job role and involves direct contact with our consultants, patients and other departments within the hospital. The department is open Monday to Friday 6.30am – 9pm, Saturday 6.30am - 7pm and Sunday 8am - 5pm. The role requires flexibility to work a variety of shifts within these hours to suit the needs of the business.

What might a day in this job look like?

You will provide an accurate and efficient administration support to the reception team and ensure the smooth running of the department.

What will I learn?

- How the reception department runs
- Day to day tasks
- Use of SAP (computer program)
- Experience with customers, colleagues, consultants etc.
- You have the option to work towards an industry recognised qualification.

What Qualifications / Qualities are required?

- Educated to at least National 5 level or equivalent.
- Keyboard/Computer skills.
- Proficiency in Microsoft Office Packages
- Initiative, commitment and attention to detail.
- Ability to work in a team or on own initiative with a flexible attitude towards working the hours required to meet the needs of the business.
- A standard disclosure from Disclosure Scotland will be applied for in the event of a successful application.

Closing Date:

Sunday 5 November.

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 Records Assistant – Modern Apprenticeship

Contract: One year

Salary: £10,920 per annum

Employer:

Spire Edinburgh Hospitals is one of the largest private hospitals in the UK and the busiest surgical hospital in the Spire Healthcare group. The hospital is at the forefront of technology in the independent sector, regularly pioneering new surgical techniques such as robotic surgery.

Work Environment:

An opportunity has arisen for a Medical Records Apprentice to join the Medical Records department. This is a busy working environment which provides an interesting and varied job role. The department is open Monday to Friday 6.00am – 10.00pm and Saturday 8.00am – 12.00pm. On occasions, the department is open Saturday and Sunday 9.00am - 5.00pm. The role requires flexibility to work a variety of shifts within these hours to suit the needs of the business.

What might a day in this job look like?

You will provide an accurate and efficient administration support to Medical Records and ensure the smooth running of the department. Your duties will include:

- Being trained on pulling clinics for patients' consultations.
- Being multi-skilled in the use of in-house computer systems.
- Dealing with legal solicitor requests.
- Dealing with requests for medical records from patients.
- Maintaining and entering data onto Excel spreadsheets.
- Analysing Summary Care Record Forms and complete missing details.
- Carrying out and completing yearly cull of medical records.
- Maintaining the constant supply of inpatient, daycase and endoscopy packs
- Accurately maintaining the departmental filing system.
- Accurately filing medical records.
- Practising and maintaining a high standard of confidentiality at all times and exercise absolute discretion in the use of all patient/consultant and staff information.
- Sending and receiving communications by email and fax.
- Maintaining a professional, courteous manner and image at all times.
- Adhering to hospital and departmental policies and guidelines.
- Maintaining a high standard of accuracy and professionalism in all aspects of the job.

What will I learn?

- How the medical records department runs
- Day to day tasks
- Use of SAP (computer program)
- Experience with customers, colleagues, consultants etc.
- You will work towards an industry recognised qualification.

What Qualifications / Qualities are required?

- Educated to at least National 5 level or equivalent.
- Keyboard/Computer skills.
- Proficiency in Microsoft Office Packages
- Initiative, commitment and attention to detail.
- Ability to work in a team or on own initiative with a flexible attitude towards working the hours required to meet the needs of the business.
- A standard disclosure from Disclosure Scotland will be applied for in the event of a successful application.

Closing Date:

Sunday 5 November.

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

Job Title: Retail Assistant – Modern Apprenticeship (Ocean Terminal)

Contract: Permanent

Salary: £6,370 per annum

Employer:

New Look, Ocean Terminal.

Work Environment:

Do you find it easy to build relationships with anyone you meet? Do you get excited seeing new trends and inspiring fashion? We have an opportunity for you to earn while you learn, in a role that will let you use both these talents. Retail is a fantastic path to start your career within the service or fashion industry. We are offering a retail apprenticeship at New Look (Ocean Terminal) through a 12 month fixed term contract.

What might a day in this job look like?

Your job will be based in the New Look store at Ocean Terminal, where you will be expected to provide exceptional customer service. Selling to customers is only one part of the job. If you are the successful candidate for this role some of your duties may include:

- Greeting customers as they enter the shop and assisting them in finding products
- Keeping up to date with special promotions and putting up displays
- Stocking shelves with merchandise, and keeping the store tidy and clean
- Involvement in stock control and stock management
- Being responsible for processing cash and card payments and refunds.

What will I Learn?

- SVQ Level 2 in Retail Skills (SCQF 5)
- Level 2 Core Skills in Numeracy, ICT and Communication (SCQF4)
- Employment Rights and Responsibilities Workbook.

When you have successfully completed your apprenticeship, you may have the opportunity to progress to an SVQ Level 3 in Retail.

All your training will be provided by learndirect, the nation's largest provider of apprenticeships. We have helped lots of people like you develop their skills and gain experience in their chosen field. Every year we find work for and train over 23,000 apprentices.

What Qualifications / Qualities are required?

- National 4 qualifications or equivalent is preferred, but not essential.
- You should have excellent communication skills with the desire to work in a team environment.
- You will be organised and confident with a passion for delivering exceptional customer service.
- You will be a reliable and enthusiastic person with a professional attitude and smart appearance.

Before you make your application, please ensure that you are able to reliably travel to and from the employer location on a daily basis. Please check bus times/travel arrangements.

Closing Date: Friday 3 November.

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

Job Title: Retail Assistant – Modern Apprenticeship (Ocean Terminal)

Contract: Permanent

Salary: £6,370 per annum

Employer:

New Look, Ocean Terminal.

Work Environment:

Do you find it easy to build relationships with anyone you meet? Do you get excited seeing new trends and inspiring fashion? We have an opportunity for you to earn while you learn, in a role that will let you use both these talents. Retail is a fantastic path to start your career within the service or fashion industry. We are offering a retail apprenticeship at New Look (Ocean Terminal) through a 12 month fixed term contract.

What might a day in this job look like?

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- Greeting customers as they enter the shop and assisting them in finding products
- Keeping up to date with special promotions and putting up displays
- Stocking shelves with merchandise, and keeping the store tidy and clean
- Involvement in stock control and stock management
- Being responsible for processing cash and card payments and refunds.

What will I Learn?

- SVQ Level 2 in Retail Skills (SCQF 5)
- Level 2 Core Skills in Numeracy, ICT and Communication (SCQF4)
- Employment Rights and Responsibilities Workbook.

When you have successfully completed your apprenticeship, you may have the opportunity to progress to an SVQ Level 3 in Retail.

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What Qualifications / Qualities are required?

- National 4 qualifications or equivalent is preferred, but not essential.
- You should have excellent communication skills with the desire to work in a team environment.
- You will be organised and confident with a passion for delivering exceptional customer service.
- You will be a reliable and enthusiastic person with a professional attitude and smart appearance.

Before you make your application, please ensure that you are able to reliably travel to and from the employer location on a daily basis. Please check bus times/travel arrangements.

Closing Date: Friday 3 November.

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

Job Title: Retail Assistant – Modern Apprenticeship (The Gyle)

Contract: Permanent

Salary: £3.50 per hour

Employer:

New Look, The Gyle.

Work Environment:

Do you find it easy to build relationships with anyone you meet? Do you get excited seeing new trends and inspiring fashion? We have an opportunity for you to earn while you learn, in a role that will let you use both these talents. Retail is a fantastic path to start your career within the service or fashion industry. We are offering a retail apprenticeship at New Look (The Gyle) through a 12 month fixed term contract.

What might a day in this job look like?

Your job will be based in the New Look store at The Gyle, where you will be expected to provide exceptional customer service. Selling to customers is only one part of the job. If you are the successful candidate for this role some of your duties may include:

- Greeting customers as they enter the shop and assisting them in finding products
- Keeping up to date with special promotions and putting up displays
- Stocking shelves with merchandise, and keeping the store tidy and clean
- Involvement in stock control and stock management
- Being responsible for processing cash and card payments and refunds.

What will I Learn?

- SVQ Level 2 in Retail Skills (SCQF 5)
- Level 2 Core Skills in Numeracy, ICT and Communication (SCQF4)
- Employment Rights and Responsibilities Workbook.

When you have successfully completed your apprenticeship, you may have the opportunity to progress to an SVQ Level 3 in Retail.

All your training will be provided by learndirect, the nation's largest provider of apprenticeships. We have helped lots of people like you develop their skills and gain experience in their chosen field. Every year we find work for and train over 23,000 apprentices.

What Qualifications / Qualities are required?

- National 4 qualifications or equivalent is preferred, but not essential.
- You should have excellent communication skills with the desire to work in a team environment.
- You will be organised and confident with a passion for delivering exceptional customer service.
- You will be a reliable and enthusiastic person with a professional attitude and smart appearance.

Before you make your application, please ensure that you are able to reliably travel to and from the employer location on a daily basis. Please check bus times/travel arrangements.

Closing Date: Friday 3 November.

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

Job Title: Retail Assistant - Modern Apprenticeship (Fort Kinnaird)

Contract: Permanent

Salary: £3.50 per hour

Employer:

New Look, Fort Kinnaird.

Work Environment:

Do you find it easy to build relationships with anyone you meet? Do you get excited seeing new trends and inspiring fashion? We have an opportunity for you to earn while you learn, in a role that will let you use both these talents. Retail is a fantastic path to start your career within the service or fashion industry. We are offering a retail apprenticeship at New Look (Fort Kinnaird) through a 12 month fixed term contract.

What might a day in this job look like?

Your job will be based in the New Look store at Fort Kinnaird, where you will be expected to provide exceptional customer service. Selling to customers is only one part of the job. If you are the successful candidate for this role some of your duties may include:

- Greeting customers as they enter the shop and assisting them in finding products
- Keeping up to date with special promotions and putting up displays
- Stocking shelves with merchandise, and keeping the store tidy and clean
- Involvement in stock control and stock management
- Being responsible for processing cash and card payments and refunds.

What will I learn?

- SVQ Level 2 in Retail Skills (SCQF 5)
- Level 2 Core Skills in Numeracy, ICT and Communication (SCQF4)
- Employment Rights and Responsibilities Workbook.

When you have successfully completed your apprenticeship, you may have the opportunity to progress to an SVQ Level 3 in Retail.

All your training will be provided by learndirect, the nation's largest provider of apprenticeships. We have helped lots of people like you develop their skills and gain experience in their chosen field. Every year we find work for and train over 23,000 apprentices.

What Qualifications / Qualities are required?

- National 4 qualifications or equivalent is preferred, but not essential.
- You should have excellent communication skills with the desire to work in a team environment.
- You will be organised and confident with a passion for delivering exceptional customer service.
- You will be a reliable and enthusiastic person with a professional attitude and smart appearance.

Before you make your application, please ensure that you are able to reliably travel to and from the employer location on a daily basis. Please check bus times/travel arrangements.

Closing Date: Friday 3 November.

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

Job Title: Retail Assistant – Modern Apprenticeship (Princes Street)

Contract: Permanent

Salary: £3.50 per hour

Employer:

New Look, Princes Street.

Work Environment:

Do you find it easy to build relationships with anyone you meet? Do you get excited seeing new trends and inspiring fashion? We have an opportunity for you to earn while you learn, in a role that will let you use both these talents. Retail is a fantastic path to start your career within the service or fashion industry. We are offering a retail apprenticeship at New Look (Princes Street) through a 12 month fixed term contract.

What might a day in this job look like?

Your job will be based in the New Look store on Princes Street, where you will be expected to provide exceptional customer service. Selling to customers is only one part of the job. If you are the successful candidate for this role some of your duties may include:

- Greeting customers as they enter the shop and assisting them in finding products
- Keeping up to date with special promotions and putting up displays
- Stocking shelves with merchandise, and keeping the store tidy and clean
- Involvement in stock control and stock management
- Being responsible for processing cash and card payments and refunds.

What will I Learn?

- SVQ Level 2 in Retail Skills (SCQF 5)
- Level 2 Core Skills in Numeracy, ICT and Communication (SCQF4)
- Employment Rights and Responsibilities Workbook.

When you have successfully completed your apprenticeship, you may have the opportunity to progress to an SVQ Level 3 in Retail.

All your training will be provided by learndirect, the nation's largest provider of apprenticeships. We have helped lots of people like you develop their skills and gain experience in their chosen field. Every year we find work for and train over 23,000 apprentices.

What Qualifications / Qualities are required?

- National 4 qualifications or equivalent is preferred, but not essential.
- You should have excellent communication skills with the desire to work in a team environment.
- You will be organised and confident with a passion for delivering exceptional customer service.
- You will be a reliable and enthusiastic person with a professional attitude and smart appearance.

Before you make your application, please ensure that you are able to reliably travel to and from the employer location on a daily basis. Please check bus times/travel arrangements.

Closing Date: Friday 3 November.



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: £4.10 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 26 November.

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: Chef – Modern Apprenticeship

Contract: Two years while training with potential progression within company after successful completion of qualification. 40 hours per week.

Salary: Starting salary £150 per week

Employer:

At Leith's at the Edinburgh International Conference Centre, we take pride in producing simple, unfussy, delicious food. We aim to deliver friendly, professional service through well trained and motivated staff. We create an atmosphere in which our staff can develop their talents and feel part of an enthusiastic team.

Work Environment:

You will be part of a team of 9 staff. Kitchens can be challenging but very rewarding environments; we will work with you to ensure you get the best start to your career as possible. You will be assigned a mentor who has gone through the apprenticeship programme here and knows exactly the challenges you are facing on a daily basis.

What might a day in this job look like?

From cooking 5 course VIP dinners for celebrities like George Clooney and Arnold Schwarzenegger to catering for the thousands of visitors who attend the conferences, events and conventions held at the Edinburgh International Conference Centre, you will learn all aspects of working in a busy kitchen with experienced and qualified chefs.

Duties may include:

- assisting senior chefs in preparing different menus for all kinds of events – from very small intimate dinners to catering for events for thousands of people
- learning all aspects of working in a busy kitchen, including pastry, sauces, hot and cold food preparation, butchery, fish preparation
- receiving deliveries and stock room duties, learning how to order supplies and plan quantities
- following Health and Safety legislation and learning about health and hygiene.

What will I learn?

You will work towards SVQ Level 2 and 3 in Food Preparation and Cooking through practical and theoretical assessment.

All your learning will be done on the job and you will also learn about team work, customer service and problem solving.

What Qualifications / Qualities are required?

We are not looking for any formal qualifications but you will be enrolled onto an SVQ Level 2 Food Preparation and Cooking which will require a good level of literacy and numeracy and excellent communication skills.

We are looking for candidates who have a real interest in food and cooking, are enthusiastic, keen to learn and willing to follow instructions.

Closing Date:

Friday 17 November.



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: Artisan Baker - Modern Apprenticeship

Contract: Permanent after trial

Salary: Modern Apprenticeship National Minimum Wage for the first year

Employer:

At the Breadwinner we're passionate about baking. Since 1973 our master craftsmen bakers have been baking in Edinburgh - kneading and shaping dough by hand. We prefer to use traditional, simple methods and allow time to naturally enhance our products, rather than adding anything that would change the quality or flavour of our breads. We're proud of our heritage - and work hard to supply breads, cakes and pastries that are locally made, freshly baked and full of flavour.

Work Environment:

You will be working in a small team within a busy wholesale artisan bakery at South Gyle.

What might a day in this job look like?

- Learn and apply food hygiene and safety practices, personal hygiene, equipment and work place cleaning, stock rotation systems, and the systematic and preventative approach of Hazard Analysis and Critical Control Point (HACCP) in food production process.
- Learn about the main ingredients used in baking and how to use and store them.
- Weigh ingredients according to recipes and calculate the amounts needed for a given yield (output).
- Follow recipes and processes for making baked goods.
- Use and clean specialised machinery (mixers, dough breaker, oven etc) after each use as required.
- Use specialist tools (rolling pin, piping bags etc) for producing products.
- Understand and conduct proper fermentation for yeasted products.
- Hand divide, shape breads and buns and baking goods.
- General cleaning of equipment and work place area as required.
- Reflective practice on all aspects of the job, while constantly striving to achieve high quality and regularity of products.

What will I learn?

You will complete a 3-4 year apprenticeship which will include practical on the job training working closely with some of the best bakers in Scotland. This training will be supplemented by SQA accredited SVQs.

What Qualifications / Qualities are required?

- Qualifications aren't important – we are looking for someone who will be dedicated to learning the skills required to become a fully qualified baker.
- We are looking for a motivated young person with a passion for bread and baking who strives to achieve high standards and pays attention to detail.
- You should have good communication and problem solving skills, be numerate, hardworking, organised and enjoy working in a team.

If you are successful in the first round of interviews, you may be invited along to spend some time in the bakery to see what working there would really be like.

Closing Date: Tuesday 14 November.



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: Permanent

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:

- Junior HR Analyst (Saughton House, Edinburgh).

Full job specifications are available when you click Apply Now.

What might 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?

You will work towards an SVQ Level 2 in Business and Administration.

What Qualifications / Qualities are required?

The recruitment of Modern Apprentices is a fair, open and merit based process with no age criteria (16+) and with permanence from the start of the apprenticeship. Applicants must be unemployed or contracted to work 16 hours or less a week.

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.

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 Electrical Design Engineer

Contract: Permanent (depending on a successful 3 month probationary period)

Salary: Up to £11,000 per annum depending on qualifications and previous experience.

Employer:

Blackwood Partnership is a consultancy engineering company. We offer building and engineering services primarily within the construction sector of the industry. We get involved in a wide variety of projects ranging from shopping centres to data centres, schools, factories and museums. Our website gives a larger flavour of the range and some photographs of projects we've completed. We are an equal opportunities employer.

Work Environment:

Based at our Atholl Place office, you will work as part of a small team to ensure the provision of an efficient and quality service to all our clients.

What might a day in this job look like?

You will initially be involved with:

- Preparing plans and details using AutoCAD and building information modelling software
- Use Amtech software for electrical calculation and analysis
- Use Dialux lighting design software
- Assist with contract administration
- Attend design team meetings
- Carry out site inspections
- Work as an engineer's assistant.

As you gain experience, you will assist in the design of electrical systems such as:

- Electrical Distribution
- Fire Alarms
- Lighting/ Emergency Lighting
- Security/ CCTV
- Data/Comms Infrastructure.

What will I learn?

- You will undertake a supervised programme of training and college/ university day release to obtain a suitable qualification in either Electrical Engineering or Building Services Engineering. The level of qualification studied can range from HNC to Degree level and will depend upon your existing qualifications. This would be funded by Blackwood Partnership.
- Personal career development - depending on your ability and interest, there is an opportunity to further your education and obtain a Masters Degree.
- Industry related qualifications and training.
- Soft skills such as communication, teamwork and problem solving.

What Qualifications / Qualities are required?

Blackwood Partnership is looking for a motivated individual with a genuine interest in a career in engineering.

Ideally you will have the following:

- a minimum of National 5 Maths, English and Physics. Highers would be advantageous
- a good knowledge of both Microsoft Office Excel and Word
- excellent communication skills
- ability to demonstrate attention to detail
- a willingness to help clients and colleagues to achieve the goals of the company
- an enquiring mind – yes, it is okay to ask questions!

Closing Date:

This job will close when a suitable candidate is found.



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

Job Title: Social Care and Childcare – 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 16 November.

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:

Monday 13 November.

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

Job Title: Administration Assistant – Employability Fund

Contract: 8 week work placement after which successful applicants can secure a job and can progress to a Modern Apprenticeship in Business Administration.

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

Employer:

Paragon Trade Services offers an all trade solution for both the business and private sectors including all general maintenance, repairs and refurbishments.

Work Environment:

You will work as part of a small team in a friendly office environment. You will provide our team with assistance in administration tasks.

What might a day in this job look like?

Your duties will include:

- answering incoming telephone calls and transferring to relevant person, recording all details name, address and contact telephone numbers
- booking of survey appointments
- the upkeep of reception and meeting room
- ordering of all stationery
- general office duties such as photocopying, scanning, filing as and when required.

What will I learn?

You will learn how to be an effective member of the team working in an office environment. You will work towards a Certificate of Work Readiness (CWR). On successful completion of the programme, candidates can progress to a job in an administration environment. Successful candidates, following interview, can then progress to an SVQ Level 3 in Business and Administration

What Qualifications / Qualities are required?

This employer is looking for someone who is friendly and helpful, trustworthy and reliable with an excellent telephone manner and good computer skills.

Closing Date:

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



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

Job Title: Administration/Reception/Customer Service – Modern Apprenticeships

Contract: Permanent

Salary: National Minimum Wage

Employer:

Our clients, based in Leith, Newhaven, West End, the Gyle, Newtongrange and Dalkeith, are looking for young people to train in office administrative job roles.

Work Environment:

These are all office based roles and we have several available at the moment and more coming in on a regular basis.

What might a day in this job look like?

General office duties include mail in/out, photocopying, scanning, filing, emails, creating visitor packs, using the Microsoft Packages, creating invoices, costings, meeting and greeting visitors etc.

What will I learn?

Full training will be provided to the successful applicants. You will also work towards an SVQ Level 3 in Business and Administration. This is attached to all our vacancies and is funded by Skills Development Scotland.

What Qualifications / Qualities are required?

Our clients are looking for presentable young people who are good time-keepers, keen to learn, happy to be part of a team and realise the importance of great Customer Service and helping the team to achieve set goals. Due to funding criteria, the candidates applying for these vacancies must be aged 16-19 years.

Closing Date:

These vacancies are ongoing until successful candidates are found.

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

Job Title: Business Administrator - Modern Apprenticeship

Contract: Permanent

Salary: £10,000+ per annum

Employer:

ACE Property Management is a large estate agent.

Work Environment:

You will be office based in our shop at Bruntsfield.

What might a day in this job look like?

You will be dealing with all aspects of lettings office administration including:

- processing contractor invoices
- filing property and tenancy information
- ordering office supplies
- dealing with utilities transfer at tenancy changeover
- assisting with tenant referencing and creation of tenancy documents
- creation and updating of photographic property inventories on site at the property and finishing in the office
- management of annual gas and electrical safety inspections including diary management and work planning with contractors
- booking tenant viewings
- dealing with all customers on the phone, by email and personal callers to the shop.

What will I learn?

You will work towards an SVQ Level 3 in Business and Administration.

What Qualifications / Qualities are required?

- Excellent verbal and written communication
- Strong customer service skills
- Good attention to detail
- Well organised with an ability to prioritise and manage own work schedule and deal with real time interruptions
- Calm self-confidence and a mature outlook
- Ability to work effectively within a small team.

Closing Date:

Tuesday 31 October.



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: Administrator - Modern Apprenticeship (R051)

Contract: Permanent

Salary: £10,000 - £12,000 per annum

Employer:

An estate agency based in South Gyle, Edinburgh.

Work Environment:

To support the Sales Negotiators within your team whilst gaining hands on experience to develop and progress to a Sales Negotiator.

What might a day in this job look like?

Main Duties and Responsibilities:

- Handling and generating buyer enquiries
- Sending out details of businesses on the market to potential purchasers
- Qualifying buyers in line with the Group qualification process
- Performing key office administrative tasks including:
 - New instructions process
 - Completion of sales particulars
 - Setting up client files
 - Money laundering checks
 - Dealing with email leads and enquiries
- Arranging viewings and liaising with both clients and buyers
- Collating viewing feedback and feeding back to the vendor
- Regularly updating buyers and vendors through telephone contact and emails
- Maintaining high levels of customer care in a busy office environment
- Help the team to achieve daily, weekly and monthly KPIs
- Liaise with Group trading partners and professional contacts
- Present the attributes of the Group
- Create good working relationships with other Group departments
- To be able to work on your own initiative and to be able to implement ideas to customers
- Problem-solve with ability to use general common sense
- Maintain high levels of customer service
- Overall department success based on quality of service
- Ad hoc projects as determined by your line manager or Directors
- To fully complete press releases, including testimonials on all completions in a timely manner when requested.

General:

- To promote and comply with the Group's policies on equal opportunities and in line with the Equality Act 2010
- To be responsible for improving your performance by participating in the Performance Appraisal process with your manager

- To carry out such other duties which are consistent with the nature, responsibilities or as necessitated by the needs of the business.

What will I learn?

You will undertake an SVQ Level 3 in Business and Administration delivered by Rewards Training.

What Qualifications / Qualities are required?

Ideally, we are looking for National 5s or equivalent including Maths and English, and/or Higher Grades.

Key responsibilities, duties and objectives:

- Record of success within sales/customer care environment.
- Proven record of delivering key performance indicators in a busy sales environment.
- Good and effective communication skills both internally and externally.
- The ability to build good strong relationships with people at all levels of the Organisation.
- Excellent negotiating and influencing capabilities.
- Strong Customer Service, process and telephone skills.
- Ability to work under pressure and meet deadlines, KPIs and targets.
- Excellent organising and planning skills.
- Ability to work proactively.

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: Business Administrator - Modern Apprenticeship (R050)

Contract: Permanent

Salary: £10,000 - £14,000 per annum

Employer:

A finance and recruitment company in Edinburgh city centre.

Work Environment:

You will be based in a small team supporting them with all aspects of administration. Your working hours will be Monday - Friday 8.30am - 5.30pm (with an hour for lunch). You will receive 28 days' holiday per annum.

What might a day in this job look like?

Duties will include:

- meeting and greeting clients
- spending time on reception and answering the telephone
- sending and receiving emails
- general administration (including filing, photocopying, scanning)
- preparation of CVs
- data input using bespoke business software.

What will I learn?

You will undertake an SVQ Level 3 Business and Administration. The job will also enable you to learn about the finance and recruitment sector.

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: 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:

- Lanark Road Nursery
- Little Learners Nursery, Lasswade Road.

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: Business Administrator – Modern Apprenticeship (R049)

Contract: Permanent

Salary: £16,000 per annum

Employer:

A vehicle repair garage in Edinburgh City Centre.

Work Environment:

This is a rare and exciting opportunity - an Edinburgh garage is looking to 'grow their own'. They are offering a recent school leaver the opportunity of an apprenticeship with a career plan to take them to management level.

What might a day in this job look like?

Initially, you will be trained to answer the telephone, speaking with customers and taking bookings, update the diary system, provide costs and quotes, liaise with suppliers and the workshop regarding the ordering of parts, creating invoices and job sheets, and carry out stock control.

However, as you progress and develop in confidence you will progress into a Service Adviser role. By the end of the second year, you will ideally be ready for the Service Manager role, with responsibility for managing day-to-day workloads and staff. You will also be trained to take on greater leadership and managerial responsibilities.

What will I learn?

You will develop your confidence and communication skills, have a professional and disciplined approach to your work, and build good working relationships to allow you to do the job to the best of your ability. You will learn how to manage your time scales and resources available to you.

What Qualifications / Qualities are required?

As well as offering a full induction programme, the company will fully support the Business Management Level 3 SVQ initially and then management courses later. You will also have access to Microsoft IT Academy.

Closing Date:

This job will close when a suitable applicant 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: Business Administrator - Modern Apprenticeship (R048)

Contract: 12 month Fixed Term Contract (covering maternity leave)

Salary: £6.00 - £6.45 per hour

Employer:

Ladywell Medical Centre East is a large and rapidly expanding GP surgery in the Corstorphine area of Edinburgh.

Work Environment:

This is an exciting opportunity for a recent school leaver to join an extremely busy GP practice in Edinburgh. 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 several IT systems. Working hours will be 30 hours per week, Monday – Friday, 12.30 pm – 6.30 pm.

What might a day in this job look like?

The role of the department is to provide general medical services to the patient population. The front reception area is often the first contact patients and visitors have with the practice and therefore reflects the whole culture of the practice. Back reception and back office assists with the management of administration tasks and contributes to the day to day and long term running of the practice.

Your role would be to provide support to the reception, admin team and surgery whilst continuing your external and internal training. Your tasks will include:

- assisting in providing reception cover both face-to-face and via the telephone and/or passing on relevant information to GPs, nurses, manager, fellow colleagues and other agencies where appropriate, enabling an effective and efficient service to be provided
- using all relevant computer systems as necessary to carry out tasks allocated
- making new appointments and follow up appointments on the computer for all surgeries and clinics to optimise service to the patients
- prescriptions: collating, filing and organising those to be sent to pharmacies
- ensuring all messages and requests are accurately recorded and passed in good time to the relevant person
 - assisting in opening and organising incoming mail and faxes. Photocopying and printing of patient notes as required
 - keeping paper and computerised patient records updated with changes to names and or addresses. File paper medical records after use, ensuring they are filed in the appropriate order
 - general administrative duties within competencies
 - assisting in setting up rooms for meetings
 - carrying out any other duties, within competencies, delegated by the Practice Manager or Assistant Practice Manager appropriate to the post and as skills develop
 - attending staff meetings and Protected Learning Time afternoons
 - reporting any opportunities to improve administrative systems or procedures to the Reception Supervisor.

What will I learn?

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

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

What Qualifications / Qualities are required?

Ideally, we are looking for National 5s including Maths and English, although National 4s may be accepted.

We are also looking for the following attributes:

- Someone who knows that first impressions are extremely important and who is friendly and approachable.
- Someone with excellent attention to detail and accuracy as this is important when processing patient data and other information.
- Ability to work productively and effectively with all members of the healthcare team in a busy and demanding office environment.
- Ability to work independently as required.
- Ability to multi-task and work under pressure to meet deadlines.
- Organised whilst undertaking routine tasks with the ability to respond quickly to changing priorities.
- Quick thinking with the ability to make decisions and solve problems.
- Approachable and sympathetic with colleagues and patients alike.
- Excellent communication and interpersonal skills.
- Use of tact, discretion and respect when dealing with confidential and/or sensitive issues.
- A flexible approach to duties and working hours to ensure the needs of the Practice are met.

Closing Date:

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

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

Job Title: Hospitality – Employability Fund

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

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

Employer:

Roxburghe Hotel, Edinburgh.

Work Environment:

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

What might a day in this job look like?

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

What will I learn?

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

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

What Qualifications / Qualities are required?

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

Closing Date:

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



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

Job Title: Catering Assistant – Employability Fund

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

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

Employer:

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

Work Environment:

Edinburgh Leisure makes a positive difference by:

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

What might a day in this job look like?

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

- food preparation
- cleaning
- serving customers.

What will I learn?

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

What Qualifications / Qualities are required?

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

Closing Date:

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

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

Job Title: Kitchen Assistant – Employability Fund

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

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

Employer:

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

Work Environment:

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

What might a day in this job look like?

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

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

What will I learn?

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

What Qualifications / Qualities are required?

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

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

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

Closing Date:

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

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

Job Title: Playwork Assistant - Employability Fund

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

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

Employer:

A reputable After School Club with venues across Edinburgh.

Work Environment:

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

What might a day in this job look like?

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

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

What will I learn?

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

What Qualifications / Qualities are required?

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

Closing Date:

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

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

Job Title: Playwork Assistant - Employability Fund

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

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

Employer:

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

Work Environment:

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

What might a day in this job look like?

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

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

What will I learn?

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

What Qualifications / Qualities are required?

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

Closing Date:

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



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

Job Title: Business Administrator - Modern Apprenticeship (R045) – 4 posts

Contract: Permanent

Salary: £14,500 per annum

Employer:

Veterinary Practice – Corstorphine, Newcraighall, Musselburgh and Bonnyrigg.

Work Environment:

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

What might a day in this job look like?

Duties will include:

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

What will I learn?

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

What Qualifications / Qualities are required?

Ideally we are looking for National 5 or equivalent including Maths and English. We are looking for someone who is positive and enthusiastic and looking forward to starting their career.

The interview will be in the format of a paid trial day.

Closing Date:

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

Employer:

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

Work Environment:

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

What might a day in this job look like?

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

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

What will I learn?

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

What Qualifications / Qualities are required?

We are looking for people with:

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

Closing Date:

We have ongoing recruitment throughout the year.



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

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

Contract: All types of contracts available

Salary: National Minimum Wage or above

Employer: Various Employers and Locations

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

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

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

Work environment:

The work environment is dependent on which opportunity you apply for, e.g. 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?

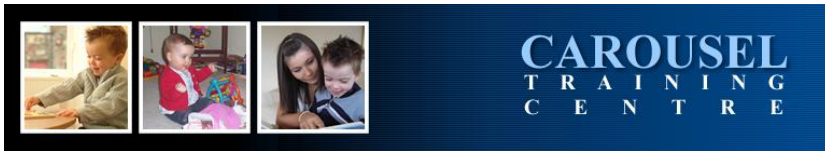
- Soft skills such as communication, teamwork and problem solving
- Some company and industry specific/ related training etc.

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: 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.