



## Edinburgh Guarantee Schools Bulletin

### Week beginning Monday 12 November 2018

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](http://www.edinburghguarantee.org) where you should Register, complete your Member Profile, sign up for Job Alerts and apply for the 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 Mick on 529 4312 or email [edinburghguarantee@edinburgh.gov.uk](mailto:edinburghguarantee@edinburgh.gov.uk).

Like us on [Facebook](#) or follow us on [Twitter](#).

## List of current opportunities:

- ✓ Business and Administration - Modern Apprenticeships – Scottish Government
- ✓ Business Administration - Modern Apprenticeship – QA/C-MIST
- ✓ IT Support - Modern Apprenticeship – QA/Broadband Provider
- ✓ Business Administrator/Receptionist - Modern Apprenticeship – PeoplePlus/Haines Watts
- ✓ Accounts Assistant - Modern Apprenticeship – PeoplePlus/Haines Watts
- ✓ Catering Assistant – Employability Fund - Direct Partners/Edinburgh Leisure
- ✓ Playwork Assistant - Employability Fund - Direct Partners/Reputable After School Club (venues across Edinburgh)
- ✓ Playwork Assistant - Employability Fund - Direct Partners/Reputable After School Club (venues in west Edinburgh)
- ✓ Soft Play Assistant - Employability Fund – Direct Partners/Edinburgh Leisure/Ratho Climbing Arena
- ✓ Edinburgh)
- ✓ Administrative Assistant - Modern Apprenticeship – Limelight/Innis & Gunn
- ✓ Trainee Business Administrator - Modern Apprenticeship – Limelight/Middlebrooks
- ✓ Medical Receptionist - Modern Apprenticeship – Microcom/Dalkeith Medical Practice
- ✓ Retail Assistant - Modern Apprenticeship – GTG/Leading retail company
- ✓ Business Administrator - Modern Apprenticeship – Microcom/Royal College of Nursing
- ✓ Research Technician – Modern Apprenticeship – University of Edinburgh
- ✓ Medical Receptionist - Modern Apprenticeship – Limelight/North Berwick Group Practice
- ✓ Nursery Nurse – Modern Apprenticeship – Carousel Training Centre
- ✓ Childcare Academy - Employability Fund – North Edinburgh Childcare
- ✓ Step into Childcare/Social Care – Employability Fund – Training for Care
- ✓ Manufacturing Technical - Modern Apprenticeship – Leonardo
- ✓ Manufacturing – Modern Apprenticeship - Leonardo
- ✓ Design Engineering Technical - Modern Apprenticeship - Leonardo
- ✓ Business – Modern Apprenticeship - Leonardo
- ✓ Software Engineering - Graduate Apprenticeship - Leonardo
- ✓ Design Engineering - Graduate Apprenticeship - Leonardo
- ✓ Hospitality Assistant/Trainee Commis Chef - Modern Apprenticeship – PeoplePlus/Steak Restaurant
- ✓ Media Sales – Modern Apprenticeship – 3 posts – Direct Partners/Johnston Press
- ✓ Business Administrator - Modern Apprenticeship – 2 posts – Microcom/Clq Containers
- ✓ IT Management for Business - Graduate Level Apprenticeship 2019 - 9 posts - CGI
- ✓ Business Administrator - Modern Apprenticeship (R083) – Rewards/Housing Association
- ✓ Business Administrator - Modern Apprenticeship (R082) – Rewards/Medical Centre
- ✓ Cultural Venue Operations - Modern Apprenticeship (R070) – Rewards/Historic Environment Scotland
- ✓ Body Repairer - Modern Apprenticeship – GTG/Leith
- ✓ Light Vehicle Mechanic - Modern Apprenticeship – GTG/Sighthill
- ✓ Light Vehicle Mechanic - Modern Apprenticeship – GTG/Craigentinny
- ✓ Light Vehicle Mechanic - Modern Apprenticeship – GTG/Murrayfield
- ✓ Light Vehicle Mechanic - Modern Apprenticeship – GTG/Blackhall
- ✓ Light Vehicle Mechanic - Modern Apprenticeship – GTG/Corstorphine
- ✓ Light Vehicle Mechanic - Modern Apprenticeship – GTG/Maidencraig
- ✓ Light Vehicle Mechanic - Modern Apprenticeship – GTG/Marchmont
- ✓ Light Vehicle Mechanic - Modern Apprenticeship – GTG/Musselburgh
- ✓ Artisan Baker - Modern Apprenticeship – The Breadwinner Bakery
- ✓ Professional Services Assistant (3 posts) School Leaver Apprentice Programme – RSM
- ✓ Medical Receptionist - Modern Apprenticeship (R080) – Rewards/Medical Group
- ✓ Trainee Administrator - Modern Apprenticeship (R076) – Rewards/Conveyancing company
- ✓ Business Administrator - Modern Apprenticeship (R079) – Rewards/Boutique brokerage
- ✓ Support Worker – Blackwood Care
- ✓ Business Administrator - Modern Apprenticeship – Microcom/Gillespie Tax Management
- ✓ Hairdresser – Modern Apprenticeship - Charlie Miller
- ✓ Personal Assistant – ENABLE Scotland
- ✓ Assistant Nursery Practitioner - Modern Apprenticeship – PA Training
- ✓ Retail, Hospitality, Security, Baggage Handling, Ramp Operators and many more – Various Employers - Edinburgh Airport Recruitment Centre
- ✓ Administration/Reception/Customer Service – Modern Apprenticeships – RTL
- ✓ Retail, Hospitality, Beauty, Care and more - Various Employers and Locations - Fort Kinnaird Recruitment and Skills Centre



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

**Job Title:** Business and Administration - Modern Apprenticeships

**Contract:** Permanent

**Salary:** £18,392 per annum

**Employer:**

The Devolved Government for Scotland has a range of responsibilities which include health, education, justice, rural affairs, housing and the environment. We have five strategic objectives: making Scotland wealthier and fairer, healthier, safer and stronger, smarter and greener.

**Opportunities available:**

- Admin Assistant – HR Shared Services – 2 posts (Saughton House)
- Finance Assistant – Corporate Services Division (Melville Crescent).

Full job specifications are available when you click Apply Now.

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

Business Administration roles vary but can include booking meetings, organising travel, using electronic filing and finance systems, dealing with internal and external stakeholders, managing diaries, ordering stationery, answering phones and responding to emails. Full training in all aspects of the job role and internal systems will be provided.

**What will I learn?**

You will work towards an SVQ Level 2 in Business and Administration. Training will be provided by an internal assessor who will work with and support you on a monthly basis. Time will be given to work on your qualification, which includes delivering two presentations.

**What Qualifications / Qualities are required?**

The recruitment of Modern Apprentices is a fair, open and merit based process (16+) and with permanence from the start of the apprenticeship. Applicants must be unemployed or contracted to work 16 hours or less a week.

We are looking for candidates with the following qualities:

- Motivated, proactive and works to high standards
- Excellent communication, planning and organisational skills
- Ability to manage a varied workload
- Ability to work well in a team or on your own
- Commitment to achieving the SVQ.

**Closing Date:**

Please see individual job adverts and closing dates 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:** Business Administration - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £10,000 - £14,000 per annum

**Employer:**

C-MIST (The Centre for Maritime & Industrial Safety Technology Limited) are based at Heriot-Watt Research Park, Edinburgh. The company consists of seven specialist divisions - engineering, scientific, management, health & safety, training and manpower development - providing integrated and practical solutions to organisations worldwide.

**Work Environment:**

The opportunity to join a professional and well-established company.

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

- Organising diaries, schedules and appointments
- Taking incoming calls
- Typing out letters and emails
- Filing and organising paperwork
- Proof reading various pieces of literature
- Documentation: Creating and maintaining Service Desk documentation
- Any additional duties as required by the business.

**What will I learn?**

- SVQ Level 3 in Business and Administration.

**What Qualifications / Qualities are required?**

- 5 National 5s at A-C level
- Pro-active self-starter
- Conversant with modern technology
- Strong communication skills (both written and verbal) are a must
- High attention to detail with problem solving skills
- Enthusiastic employee with ambition, strong work ethic and can work well in a team environment
- Open to new ideas with the willingness to learn.

**Closing Date:**

This opportunity 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:** IT Support - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £12,000 per annum

**Employer:**

Start-up IT Broadband Provider based in Humbie, East Lothian.

**Work Environment:**

Working in a dynamic and friendly environment

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

Duties that will be carried out:

- Answering telephone calls from customers and trying to assist them where possible
- Logging, prioritising, and tracking service desk calls
- Investigating, troubleshooting and resolving calls
- Escalating calls to relevant team if not able to resolve at first point of contact
- Continuously monitor delivery to make sure the customer receives an excellent service
- Treating all clients with respect.

**What will I learn?**

- SVQ Level 3 in IT
- Industry related qualification – Plus Vendor Qualifications including Microsoft and Cisco
- Soft Skills: communication, teamwork, problem solving.

**What Qualifications / Qualities are required?**

- 5 National 5s or equivalent
- Must be able to drive due to location
- Positive, reliable and comes with a “can do” attitude
- Preferred age bracket of candidate: 16-19.

**Closing Date:**

This opportunity 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:** Business Administrator/Receptionist - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £7,500 per annum

**Employer:**

Haines Watts Chartered Accountants Edinburgh has been providing advice to businesses in Scotland for almost 20 years. We provide a comprehensive financial advisory service that is delivered in a personal, friendly manner. Being part of Haines Watts, with over 60 offices around the UK and local offices in Edinburgh, Kirkcaldy and Glasgow, we offer local expertise backed by the resources of a national firm.

**Work Environment:**

Working for this internationally acclaimed accountancy firm, your role will be varied but will involve all aspects of reception work, providing an exceptional front of house service to all callers and visitors to the firm. Over the course of this apprenticeship you will receive expert training and gain valuable experience, developing a range of skills that will help set you up for a successful career.

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

You will be expected to provide an efficient reception and administration service. Your duties could include:

- Responsible for dealing with all phone calls in a professional manner and pass on messages as required
- Meeting and greeting clients and visitors
- Booking meetings and managing the bookings of meeting rooms
- Arranging couriers
- Keeping the reception area tidy and professional at all times
- Sorting and distributing post
- Dealing with outgoing mail
- Typing, filing and shredding
- Arranging lunch and refreshments for meetings.

**What will I learn?**

- SVQ Level 2 in Business and Administration
- Level 2 Core Skills Numeracy, ICT, Communication, Working with others, Problem Solving
- Employment Rights and Responsibilities Workbook
- Work based learning.

When you have successfully completed your apprenticeship, you may be given the opportunity to continue in your role or progress onto an alternative support role within the company where you will receive full training and support.

**What Qualifications / Qualities are required?**

National 5 English and Maths or equivalent is preferred but not essential. You should also have the following qualities:

- A friendly, can-do attitude
- A positive person to work with
- Highly presentable and a confident first point of call for clients
- Copes well with change and pressure

- Manages own workload and is proactive if help or support is needed
- Identifies areas for improvement and takes responsibility for tasks
- Self-aware of areas for development
- Adopts calm and assured approach, makes time for people, shares knowledge
- Being able to juggle a number of jobs, whilst demonstrating excellent time management skills to ensure all deadlines and expectations are met
- Takes pride in all aspects of work.

We welcome and encourage apprenticeship applications from groups currently underrepresented including individuals from an ethnic minority, disability or care leaver background. PeoplePlus operate a fair and open competition on our selection process based on merit.

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 23 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:** Accounts Assistant - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £7,500 per annum

**Employer:**

Haines Watts Chartered Accountants Edinburgh has been providing advice to businesses in Scotland for almost 20 years. We provide a comprehensive financial advisory service that is delivered in a personal, friendly manner. Being part of Haines Watts, with over 60 offices around the UK and local offices in Edinburgh, Kirkcaldy and Glasgow, we offer local expertise backed by the resources of a national firm.

**Work Environment:**

Working for this internationally acclaimed accountancy firm in Edinburgh, your job role will be varied. An apprentice within the team will need to be structured, organised and have a flair for work of a technical nature. The role requires someone who has the ability to concentrate and gather facts and information to perform a variety of assignments.

We welcome and encourage apprenticeship applications from groups currently under-represented including individuals from an ethnic minority, disability or care leaver background. PeoplePlus operate a fair and open competition on our selection process based on merit.

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

Your duties will include:

- Working as part of a team, portraying a professional image at all times, and assisting with ad-hoc work in the office as requested.
- Understanding the objectives of the technical process, completing processes as designed, demonstrating competent use of relevant systems, succinctly summarising results and drawing appropriate conclusions.
- Gaining a good understanding of each client worked on.
- Agreeing assignment objectives and roles with line manager (or the person responsible for the job) before starting every job. Proactively obtaining feedback, both verbal and written, taking on board constructive comments and acting upon them. Demonstrating resilience and enthusiasm to learn.
- Achieving good passes with all professional and advanced examinations.
- Attending internal and external training courses as required, being participative and professional throughout, taking away and implementing new knowledge.
- Reviewing workload going forward, taking ownership of own work, making arrangements ahead of time, identifying periods of quiet time and highlighting to line manager.
- Communicating regularly with the senior or manager on the progress and findings during a job, working to a set time budget, meeting deadlines, asking appropriate questions to aid understanding.
- Establishing a good level of rapport with the team and clients quickly and easily.
- Liaising with colleagues confidently and constructively.
- Preparing accurate work using relevant systems, includes completion of disclosure checklists, being aware of the accounting and disclosure requirements contained in companies' legislation and regulatory requirements.
- Making efficient use of all relevant IT systems, searching out errors, rectifying omissions, actively researching technical requirements and consistently delivering to a high standard.
- Undertaking any other tasks as required.



## What will I learn?

- The AAT Accounting Qualification will provide you with practical accounting and financial knowledge and skills, while also developing a grasp of business. Achieving the qualification will give you a firm grounding in accounting. It is made up of three levels and each one is a qualification in its own right.
- The Level 2 Certificate in Accounting is the first level of the qualification and is suitable for people new to finance or looking to brush up on their foundation knowledge and skills. It covers a range of basic accounting practices and techniques, from costing and double-entry bookkeeping to computerised accounting.
- When you have successfully completed your apprenticeship, you may be given the opportunity to continue in your role or progress onto an alternative support role within the company where you will receive full training and support.
- All of your training will be provided by PeoplePlus, 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?

- A minimum of 5 National 4s including Maths and English.
- Be proactive and energetic in every task undertaken.
- Seeks direction from others when appropriate, achieves objectives, cope well with pressure and shows genuine interest.
- Exceeds expectations and drives own career.
- Remain confident when dealing with negative situations and difficult conversations.
- Is self-aware of development areas.
- Adopts calm and assured approach, makes time for people, shares knowledge.
- Able to make the right decision quickly, displaying confidence in their decisions with accurate/correct justification.
- Being able to juggle a number of jobs, whilst demonstrating excellent time management skills to ensure all deadlines and expectations are met.
- Consider problems as a challenge, remaining positive regardless of setbacks.
- Communicates effectively and efficiently
- Shares knowledge, shares praise and gives others credit, always remains positive regardless of setbacks, approaches every task with the same level of enthusiasm and care.
- Retains a professional manner, reflects on difficult situations and stands back from people and remains unemotional in order to resolve problems.
- Considers problems as a challenge.
- Adopts a calm approach and makes time for people.
- Takes ownership for managing own development, seeks extra responsibility, striving to always go the extra mile, preparing well ahead of appraisal meetings.
- Complete work in a timely and thorough manner.
- Has an eye for detail, being consistent in approach, incorporating checks to ensure accuracy, standing back from the detail.

Please note this employer is based in the EH4 area; please ensure that you are able to reliably travel to this area before making an application

## Closing Date:

Friday 23 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:** 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).

**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.

**Please Note:** Due to funding restrictions this opportunity is only for candidates who live in Edinburgh.

**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 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.

**Please Note:** Due to funding restrictions this opportunity is only for candidates who live in Edinburgh.

**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.

**Please Note:** Due to funding restrictions this opportunity is only for candidates who live in Edinburgh.

**Closing Date:**

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

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

**Job Title:** Soft Play Assistant - Employability Fund

**Contract:** 12 week work placement. Successful applicants can secure a job and progress to a Modern Apprenticeship in Playwork

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

**Employer:**

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

**Work Environment:**

This opportunity is based at Ratho Climbing Arena. 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. This involves indoor working and holiday periods.

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

This is fast moving and varied environment. Your 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 the children.

**What will I learn?**

- You will learn how to be an effective member of the team working in a soft play 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.

**Please Note:** Due to funding restrictions this opportunity is only for candidates who live in Edinburgh.

**Closing Date:**

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



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

**Job Title:** Administrative Assistant - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £10,000 - £11,000 per annum

**Employer:**

Since we started Innis & Gunn in 2003, we have become one of the UK's most successful international craft beer businesses, exporting to over 25 countries, opening our innovative Beer Kitchens in Edinburgh, Glasgow and Dundee, inventing technology to infuse beers with oak and helping to redefine how consumers see beer in the UK and abroad.

**Work Environment:**

You will assist with administration duties, main reception and support Administration/HR function of our business. Working hours are Monday – Thursday 8.30am – 4.30pm and Friday 8.30am – 2.00pm.

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

- Main switchboard telephone call answering
- Mail room duties – incoming/outgoing
- Meeting room diary management
- Welcoming office visitors
- Stationery ordering
- Setting up meeting rooms and arranging catering
- Office sundry shopping
- Packing samples and arranging couriers.

**What will I learn?**

- SVQ Level 2 / 3 in Business and Administration
- MS Office / Moving & Handling / Customer Service
- Communication, teamwork, problem solving.

**What Qualifications / Qualities are required?**

- National 4 and preferably a qualification in Administration
- Self-motivated
- Willing to learn new skills
- Good communicator
- Good organisation skills.

**Closing Date:**

This opportunity 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:** Trainee Business Administrator - Modern Apprenticeship

**Contract:** Permanent after a 6 month probationary period.

**Salary:** £7,644 – £10,738 per annum

**Employer:**

Middlebrooks Business Recovery and Advice was founded to offer an approachable place for individuals and companies in financial distress to access advice and practical solutions. We have offices in Edinburgh, Glasgow and Aberdeen.

**Work Environment:**

Based in a small friendly team in Edinburgh City Centre, you will work 35 hours per week, 9am – 5pm. Dress down Friday.

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

- Reception, answering and directing calls, taking accurate messages when required
- Meeting and greeting clients
- Arranging refreshments for meetings
- Managing post and hand delivering mail when required
- Updating company/client databases
- General administration – digital filing, scanning, binding reports etc.
- Assisting staff with administrative support when required
- Assisting with events.

**What will I learn?**

You will undertake an SVQ Level 2 / 3 in Business and Administration.

**What Qualifications / Qualities are required?**

Minimum of National 4/5 which should include English and Maths.

We are looking for someone who is reliable, organised, hardworking, punctual, enthusiastic to learn and has a positive can-do attitude.

**Closing Date:**

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

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

**Job Title:** Medical Receptionist - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £7,800 per annum

**Employer:**

Dalkeith Medical Practice.

**Work Environment:**

You will be office based in the Practice at St Andrew Street, working 30 hours per week.

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

- Offer Personal Assistance to the Practice Manager, GPs and Reception Supervisor
- Provide one to one communication with the Reception Supervisor
- Office administration
- Maintain good customer relations with existing and new customers
- Answer/transfer telephone calls
- Front desk producing and processing prescriptions
- Filing, photocopying, following up of emails, post, reports and data entry.

**What will I learn?**

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

**What Qualifications / Qualities are required?**

You must have National 5 in English and National 4 in Maths. They are looking for someone aged 16-19 years old who has a good attitude, hard working, confident with communication and an empathetic nature.

**Closing Date:**

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





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

**Job Title:** Retail Assistant - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £3.70 per hour

**Employer:**

A market leading retail company in Edinburgh city.

**Work Environment:**

You will contribute to achieving and exceeding store sales targets through the sale of merchandise and provision of excellent standards of customer service.

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

- Dealing with customers face to face, keeping up to date with product knowledge which will enable you to give good, clear advice to customers whilst advising them of store promotions in order to boost sales.
- Replenishing and maintaining the standards of the products fit for sale
- Processing transactions through the till and card reader efficiently, maintaining professional standards at the till point.
- Offering product advice and enhancing the total shopping experience for our customers.

**What will I learn?**

You will train through GTG to SVQ Level 2 in Retail Skills, achieving this by being regularly visited by our assessors.

**What Qualifications / Qualities are required?**

You must have or expect to gain National 3 or above in English and Maths; accredited equivalents will also be accepted. It is essential that you are literate, numerate, reliable and keen to learn.

**Closing Date:**

Friday 16 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 Administrator - Modern Apprenticeship

**Contract:** Fixed Term - 12 months

**Salary:** £12,210 per annum

**Employer:**

The Royal College of Nursing is a membership organisation of more than 435,000 registered nurses, midwives, health care assistants and nursing students. They are both a professional body, carrying out work on nursing standards, education and practice, and a trade union. Their members work in a range of health care specialties and settings in the NHS and independent sectors. They also have members based overseas, and members who are retired. Around 35,000 nursing students are members.

**Work Environment:**

Working in an office based environment.

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

You will provide a range of administrative support to the Communications team, the Facilities team and the PA to the Director. Duties will include:

- Assist in answering telephone enquiries, handling sensitive information with absolute discretion
- Make travel and accommodation arrangements
- Participate in centralised administrative support duties
- Monitor and update RCN Scotland social media accounts and support the delivery of social media plans
- Regularly update the RCN Scotland website and support the development of creative digital content
- Provide reception cover for three half days per week, greeting visitors, booking taxis and couriers, managing the incoming and outgoing mail
- Provide administrative support for events, internally and externally
- Assist with meeting room set up and break down, including clearing of catering.

Please see job spec on the Edinburgh Guarantee website for a full list of duties.

**What will I learn?**

SVQ Level 3 in Business and Administration.

You will also learn more personal qualities, such as:

- communication skills, both oral and written
- organisational skills
- interpersonal and customer service skills
- team working skills
- how to work using own initiative within boundaries
- how to work effectively with people across a wide range of levels and responsibilities.

**What Qualifications / Qualities are required?**

- National 5 or equivalent which should include English / Maths
- Good numerical skills

- Customer service
- Positive outlook
- Team player
- Excellent time keeping
- Ability to problem solve and use your own initiative
- Good planning skills
- Good communications skills
- Computer systems literate
- Knowledge of current Health & Safety legislation.

**Closing Date:**

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



THE UNIVERSITY  
of EDINBURGH



***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:** Research Technician – Modern Apprenticeship

**Contract:** Fixed Term - 24 months

**Salary:** £15,969 per annum

**Employer:**

To maintain our reputation as one of the world's leading universities, the University of Edinburgh recruit the best people to a variety of support, professional and academic roles each year. We offer an exciting, positive, creative, challenging and rewarding place to work. We give you support, nurture your talent, develop and reward success and integrate professional and personal career goals, as well as give your career the benefit of a great and distinguished reputation. In addition, our employees benefit from a competitive reward package and a wide range of staff benefits.

**Work Environment:**

You will be based in one of the leading labs in the Centre for Brain Discovery Sciences and help contribute to the success of our research programme. We are one of the UK's leading centres for research in Neuroscience, looking at how disruption of physiological mechanisms can lead to disease. You will work in a growing team, providing support in both the laboratory and the research animal facility where you will mainly work with mice. The post will be based in central Edinburgh as well as our sister animal facility at the Roslin Institute.

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

Your duties will be varied including ensuring the laboratory is well stocked, performing routine laboratory analysis and assisting in the breeding and maintenance of our mouse models in the animal facility. You will complete study tasks, maintain accurate records, ensure the highest levels of animal welfare and support researchers in the use of scientific equipment. During your Modern Apprenticeship, you will attend Fife College for two 18 week blocks of day release (09:00-17:00) each year.

**What will I learn?**

- You will work (on day-release) towards Level 3 Modern Apprenticeship in Laboratory & Associated Technical Activities (SCQF Level 7) through a combination of work-based vocational training (8 units, to be agreed by post-holder and Mentor) and attendance at Fife College as detailed above.
- The Level 3 Qualification qualifies the post holder for the Register of Science Technicians Biology and Chemistry, a nationally recognised register.
- You may, thereafter, work towards a Higher National Certificate in Applied Sciences
- You will gain first-hand experience of state-of-the-art laboratory equipment and procedures, which is in great demand by universities and industry.
- Core skills (e.g. communications, organisation, customer service, using own initiative, teamwork, resilience).

**What Qualifications / Qualities are required?**

- At least two science Higher qualifications (SCQF Level 6) and at least five SCQF Level 5 (preferably science subjects)
- Excellent organisational and communication skills
- Punctual, reliable and aims for high standards in their work
- Confident about working with sophisticated equipment
- Experience of a range of ICT including Microsoft Office and databases.
- Willing to fully participate in the Modern Apprentice programme

- Modern Apprenticeships are open to people of any age, in this instance funding for training is available to those aged 16-24.

**Closing Date:**

1pm (GMT) on Friday 16 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 Receptionist - Modern Apprenticeship

**Contract:** Fixed Term - 18 months

**Salary:** £8,746 - £10,337 per annum

**Employer:**

North Berwick Group Practice, St Baldred's Road, is a busy NHS GP surgery providing general medical services for the patients of North Berwick.

**Work Environment:**

Based in a small and efficient Medical Reception/Admin team, you will work 30.5 hours per week - Monday 8.30-5pm, Tuesday 9-6pm, Thursday 9- 6pm and Friday 12-6pm.

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

- Provide a professional reception/administrative service to patients, doctors, staff, health service professionals and others at all times
- Deal with patient requests face to face and on the phone. This may include booking or cancelling appointments or assisting with general enquiries
- Work unsupervised effectively in often complex and unpredictable situations
- Use own judgement, resourcefulness, common sense and local knowledge to respond to patients' enquiries, particularly in assessing degree of urgency
- Scan or import clinical documents into patient electronic record and workflow as appropriate
- File and extract patient records and any documents required in the general work of the practice
- Collate and input patient information onto computer systems
- Administer repeat prescription system
- Receive and record payment of non-NHS fees
- Routinely check work related emails
- Read code and update patient medical records as per GP/Practice Nurse instructions
- Book appointments for in-house Minor Surgery clinics in accordance with practice protocol
- Any other reception duties assigned to postholder.

**What will I learn?**

- SVQ Level 2 / 3 in Business and Administration
- Soft skills (communication, teamwork, problem solving, prioritising and organisational skills).

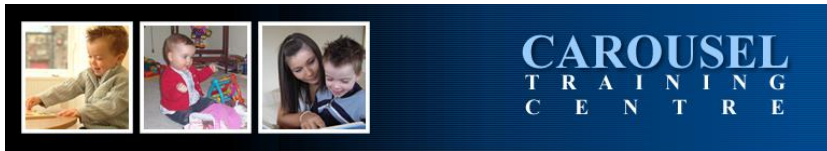
**What Qualifications / Qualities are required?**

A minimum of 3 Highers / 4 National 5s / or equivalent including English.

We are looking for someone who is positive, reliable, enthusiastic, mature and friendly.

**Closing Date:**

Thursday 15 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:** 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.
- Candidates must have good interpersonal and communication skills, be highly motivated and reliable.

**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:** Childcare Academy - Employability Fund
- Contract:** 30 hours per week - up to 26 weeks – starting Monday 4 March
- Salary:** Young person's allowance of £55 per week

**Employer:**

North Edinburgh Childcare offers care for children from the age of 4 months up to 12 years in a range of environments that are safe, welcoming and fun.

**Work Environment:**

The Childcare Academy is an Employability Fund Stage 3 Programme. In addition to attending training sessions, you will take part in a work experience placement in a childcare setting. This may be in a nursery or out of school care club.

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

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

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

**What will I learn?**

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

**What Qualifications / Qualities are required?**

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

**Closing Date:**

This opportunity will close when all spaces have been filled.





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

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

**Contract:** Up to 30 hours per week, 8 - 12 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. The next programme starts on Monday 26 November.

**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.

**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:**

Friday 23 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:** Manufacturing Technical - Modern Apprenticeship

**Contract:** Four years, starting in autumn 2019

**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:**

Leonardo's four year Manufacturing Technical Apprenticeship provides a wealth of learning and development opportunities including an HNC in Engineering systems, SVQ Level 2 (PEO) and SVQ Level 3 (Engineering technical support). Working with world-leading specialists, you will increase your technical skills and capability, and develop your academic and practical understanding of the engineering lifecycle.

Leonardo values its people and we reward commitment with a competitive remuneration and flexible benefits package including:

- Competitive starting salary
- Annual incremental pay increases
- 3 performance related pay reviews in the two years following your apprenticeship
- 33 days holiday and flexible working arrangements
- Pension scheme (Contributory)
- Cycle to Work initiative
- Free gym membership.

A career in the defence industry rewards over 162,000 people and generates a £22billion turnover. Come and be a part of a community and work with some of the most talented engineers in the UK on some of the most exciting projects around.

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

You will undertake a series of three-month rotational placements in the methods of testing industry leading radar and laser systems – covering Electronic Testing; Laser Testing; Radar Testing; Industrial Engineering; Test Solutions.

During the rotational placements you will learn how to test complex electrical and mechanical systems to ensure they are safe and reliable. An example of this is when you undertake a placement in our state-of-the-art environmental test facility where you will be testing systems under various environmental conditions including altitude, temperature, humidity and vibration. In other departments you will be office based, looking at our manufacturing processes and how they can be refined to reduce cost, or improve build quality. The rotational placement plan will truly give you a flavour of all aspects of engineering verification and test.

You will be working within cutting-edge facilities and there may also be opportunities for travel between the company's UK sites and to meet with colleagues, customers and suppliers.

**What will I learn?**

Years 1 and 2:

During your first five months you will be attending college full-time to complete an SVQ Level 2. Once back on-site, you will conduct rotational placements where you will gather real work evidence such as written logs describing day-to-day tasks completed and highlighting the key engineering competencies you have demonstrated. The SVQ Level 3 will require you to complete a folder of this evidence, demonstrating your development into a well-rounded technician/engineer through on-the-job training and are gaining the essential practical skills to succeed. During this time, you will also be attending college on day release to gain the academic qualifications required by the Apprenticeship framework.

Years 3 and 4:

Having gained broad experience across Leonardo, you will undertake a final placement and further your academic study to HND level. These activities will be focused on your area of specialism and the on-the-job training will enable you to gather the final evidence required for the SVQ. Beyond the programme there may be the opportunity for you to further your academic achievements based on your talents and capability and needs of the business.

### **What Qualifications / Qualities are required?**

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

2 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)

National 5 or equivalent (A-C) English.

Other needs:

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

We value:

- 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.

### **Closing Date:**

Sunday 10 March 2019.



***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 – Modern Apprenticeship

**Contract:** Three years, starting in autumn 2019

**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:**

Leonardo's three year Manufacturing Apprenticeship provides a wealth of learning and development opportunities including an NC in Engineering Systems, SVQ Level 2 (PEO) and SVQ Level 3 (Engineering technical support). Working with world-leading specialists, you will increase your technical skills and capability, and develop your academic and practical understanding of the diverse world that is manufacturing and supply chain.

Leonardo values its people and we reward commitment with a competitive remuneration and flexible benefits package including:

- Competitive starting salary
- Annual incremental pay increases
- 3 performance related pay reviews in the two years following your apprenticeship
- 33 days holiday and flexible working arrangements
- Pension scheme (Contributory)
- Cycle to Work initiative
- Free gym membership.

A career in the defence industry rewards over 162,000 people and generates a £22billion turnover. Come and be a part of a community and work with some of the most talented engineers in the UK on some of the most exciting projects around.

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

You will undertake a series of three-month rotational placements – covering Mechanical Assembly, Electromechanical Assembly, Electro Optic Assembly, Environmental Facility, Material Supply and Logistics, Master Production Scheduling, Industrial Engineering and Machine Shop – that will springboard you into the world of manufacturing and teach you how to build and test industry-leading radar and laser systems. You'll experience how we manage the flow of material through our supply chain and how we ensure the process is as efficient as possible.

You will be working within cutting-edge facilities and there may also be opportunities for travel between the company's UK sites and to meet with colleagues, customers and suppliers.

**What will I learn?**

Years 1 and 2:

During your first five months you will be attending college full-time to complete an SVQ Level 2. Once back on-site, you will conduct rotational placements where you will gather real work evidence such as written logs describing day-to-day tasks completed and highlighting the key engineering competencies you have demonstrated. The SVQ Level 3 will require you to complete a folder of this evidence, demonstrating your development into a well-rounded technician/engineer through on-the-job training and are gaining the essential practical skills to succeed. During this time, you will also be attending college on day release to gain the academic qualifications required by the Apprenticeship framework.

Year 3:

Having gained broad experience across Leonardo, you will undertake a final placement, with on-the-job training being more focused on a particular discipline.

### **What Qualifications / Qualities are required?**

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

4 National 5 (A-C) or National 4 (or equivalent):

- Mandatory: Mathematics or Physics and English
- Plus another two subjects, preferably technological subjects e.g. Graphic Communication, Product Design, Craft & Design, Tech Studies, Computing, Woodwork, Metalwork etc.

Other needs:

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

We Value:

- 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.

### **Closing Date:**

Sunday 10 March 2019.



***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 - Modern Apprenticeship

**Contract:** Four years, starting in autumn 2019

**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:**

Leonardo's four year Design Engineering Technical Apprenticeship provides a wealth of hands-on learning and development opportunities. Working with world-leading specialists, you will increase your technical skills and capability, and develop your academic and practical understanding of the engineering design lifecycle by deploying the methods of designing electrical and mechanical systems.

Leonardo values its people and we reward commitment with a competitive remuneration and flexible benefits package including:

- Competitive starting salary
- Annual incremental pay increases
- 3 performance related pay reviews in the two years following your apprenticeship
- 33 days holiday and flexible working arrangements
- Pension scheme (Contributory)
- Cycle to Work initiative
- Free gym membership.

A career in the defence industry rewards over 162,000 people and generates a £22billion turnover. Come and be a part of a community and work with some of the most talented engineers in the UK on some of the most exciting projects around.

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

You will undertake a series of three-month placements – covering Mechanical, Electronic, Systems, Software and Quality Engineering – that will train you in the design and development of industry-leading radar and laser systems. A placement in any of these areas will involve learning how to design electronic or mechanical components using Computer Aided Design and analysis tools or working in a laboratory-based role developing and testing cutting-edge PCB and Mechanical assemblies. We help develop your communication and problem solving skills, working in a team as well as with our customers and suppliers. You will be working at the forefront of technology in world leading facilities and there may be opportunities for travel between the company's UK sites to meet with colleagues, customers and suppliers.

**What will I learn?**

Years 1 and 2:

Through rotational placements you will gather real work evidence such as written logs describing day-to-day tasks completed and highlighting the key engineering competencies you have demonstrated. The SVQ Level 3 will require you to complete a folder of this evidence, demonstrating your development into a well-rounded technician/engineer

through on-the-job training and are gaining the essential practical skills to succeed. During this time, you will also be attending college on day release to gain the academic qualifications required by the Apprenticeship framework.

Years 3 and 4:

Having gained broad experience across Leonardo, you will undertake a final placement and further your academic study to HND Level. These activities will be focused on your area of specialism and the on-the-job training will enable you to gather the final evidence required for the SVQ. Beyond the programme, there may be the opportunity for you to further your academic achievements based on your talents and capability and needs of the business.

### **What Qualifications / Qualities are required?**

You must have (as a minimum) the following academic 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)

National 5 or equivalent (A-C) English.

Other needs:

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

We value:

- 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.

### **Closing Date:**

Sunday 10 March 2019.



***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 – Modern Apprenticeship

**Contract:** Two years, starting in autumn 2019

**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:**

Leonardo's two year Business Apprenticeship scheme provides a variety of experiences through placements in business-related disciplines, working on real projects alongside specialists in the world of business. Placements you may cover include Commercial, Finance, Procurement, Manufacturing & Supply Chain, Project Planning, Bid Management and Sales & Marketing. The final positions will be in our Project Support Group within the Radar and Advanced Targeting Sector in Edinburgh.

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

During the three-month placements, you will be working within cutting edge facilities, learning how the various business areas operate, discovering how projects are run, managed and delivered, and having opportunities to liaise with customers and suppliers. There may also be opportunities for travel between the company's UK and international sites.

Leonardo values its people and we reward commitment with a competitive remuneration and flexible benefits package including:

- Competitive starting salary
- Annual incremental pay increases
- 3 performance-related pay reviews in the two years following your apprenticeship
- 33 days holiday and flexible working arrangements
- Pension scheme (Contributory)
- Cycle to Work initiative
- Free gym membership.

A career in the defence industry rewards over 162,000 people and generates a £22billion turnover. Come and be a part of a community and work with some of the most talented business professionals in the UK on some of the most exciting projects around.

**What will I learn?**

During your apprenticeship, you will complete the Higher National Certificate (HNC) in Business and required Core Skills on a day release basis, as well as undertake the Scottish Vocational Qualification (SVQ) Level 3 in Business and Administration.

**Year 1:**

Through a series of rotational placements, you will gather real work evidence such as reflective accounts which describe day-to-day tasks you have completed and highlight the key business competencies demonstrated. The SVQ



will require you to gather this evidence which demonstrates your development into a well-rounded business person through on-the-job training, gaining the essential practical skills needed to succeed.

Year 2:

Following completion of several placements, you will enter a final placement, becoming more focused on one particular discipline. This targeted learning allows you to build on your skills and knowledge and develop into a valuable member of the department.

### **What Qualifications / Qualities are required?**

You must have (as a minimum) the following academic 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.)

2 National 5 or equivalent:

- Mandatory: (1-2) English and Maths.

Other needs:

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

We Value:

- 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.

### **Closing Date:**

Sunday 10 March 2019.



***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 - Graduate Apprenticeship

**Contract:** Four years, starting in autumn 2019

**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:**

Leonardo's four year Software Engineering Apprenticeship scheme in Edinburgh is looking for people who understand the importance of communication, who are able to work well as part of a team and also on their own initiative. You will have the drive and commitment to work through difficult problems to find the right engineering solutions.

Leonardo values their people and we reward commitment with a competitive remuneration and flexible benefits package including:

- Competitive starting salary
- Annual incremental pay increases
- 33 days holiday and flexible working arrangements
- Pension scheme (Contributory).

A career in the defence industry rewards over 162,000 people and generates a £22billion turnover. This opportunity affords you the chance to be part of a community, working with some of the most talented engineers in the UK on some of the most exciting projects around.

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

Study will include standard classroom sessions, computer lab sessions, online blended learning modules, and work-contextualized industrial projects. You will:

- learn to design high integrity software
- practice the full software lifecycle
- attain a BSc (Hons) Software Development for Business degree.

**What will I learn?**

You will study for completion of a BSc (Hons) in Software Engineering on a day release basis whilst working. You should gain the academic requirements for Incorporated Engineer as part of the way to gaining Chartered Engineer status.

You will learn to programme and how to design, integrate and test high-integrity software through a combination of University teaching and work-based learning. You will be given experience of all stages of the software development lifecycle and an awareness of other engineering departments who support the software engineers.

You must be interested in software and have a technical aptitude in software development, maybe gained through a hobby or designing an App/website. At the end of the programme, you will work as a highly qualified member of our

Software community developing software for technically advanced avionics systems such as the radar for the Typhoon jet.

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.

**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

- National 5 (A-C) or equivalent in English.

Other needs:

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

**Closing Date:**

Sunday 10 March 2019.



***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 - Graduate Apprenticeship

**Contract:** Four years, starting in autumn 2019

**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:**

Leonardo's four year Design Engineering Graduate Apprenticeship scheme in Edinburgh is looking for people who understand the importance of communication, who are able to work well as part of a team and also on their own initiative. You will have the drive and commitment to work through difficult problems to find the right engineering solutions.

Leonardo values their people and we reward commitment with a competitive remuneration and flexible benefits package including:

- Competitive starting salary
- Annual performance related pay increases
- 33 days holiday and flexible working arrangements
- Pension scheme (Contributory).

A career in the defence industry rewards over 162,000 people and generates a £22billion turnover. This opportunity affords you the chance to be part of a community, working with some of the most talented engineers in the UK on some of the most exciting projects around.

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

During the first two years of your employment, you will be required to spend up to one day a month at University. You will:

- 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 at the University of Strathclyde for completion of a BEng (Hons) in Engineering: Design & Manufacture through a mixture of work based learning, distance learning and day release at University. On completion you should have met the requirements for Incorporated Engineer as part of the way to gaining Chartered Engineer status.

We need people who understand the importance of our customers and are ready to commit to working in the business, whilst also committing to a four year degree programme. At the end of the programme, you will work as a highly qualified member of our Engineering community in a discipline such as electronics, mechanical, test, support and systems engineering.

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

**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 Technology subject
- Preferred: English and another STEM subject

AND

- National 5 (A-C) or equivalent in English.

Other needs:

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

**Closing Date:**

Sunday 10 March 2019.

***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 Assistant/Trainee Commis Chef - Modern Apprenticeship

**Contract:** Fixed Term - 12 months

**Salary:** £8,736 - £12,272 per annum

**Employer:**

Steak Restaurant is an upscale steakhouse serving Scottish beef in a hip, industrial space. Now, due to continued success, we have an opportunity for an Apprentice Hospitality Assistant/Trainee Commis Chef in Food Production.

**Work Environment:**

Do you love providing a service and being busy? Then this opportunity could be just your cup of tea! You will be based in Steak Restaurant, Picardy Place, Edinburgh, where you will be an integral part of the team. An ideal starting point for your career in the catering/hospitality industry, this role offers hands on experience in a busy and fast paced environment.

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

If you are a successful candidate, you may be expected to provide basic responsibilities in the kitchen, restaurant, bar and food service areas. Some of your everyday tasks may include:

- understanding all aspects of food preparation, cooking, and health and safety
- cooking dishes to a high standard
- working in restaurant or bar area serving customers (if required)
- handling cash (if required)
- general waiting duties (if required)
- ensuring the restaurant is clean and tidy at all times.

Hospitality is a very varied and busy sector, so this is just a selection of some of the duties you might be carrying out.

**What will I learn?**

- SVQ Level 2 Food Production
- ICT (SCQF4)
- Communication (SCQF4)
- Working with others (SCQF4)
- Problem solving (SCQF4)
- Health & Safety at Work Certificate
- Food Hygiene Certificate (excluding front office and housekeeping)
- Scottish Alcohol Licensing Certificate for staff working on drink service routes within licensed premises
- Employment Rights and Responsibilities Workbook.

**What Qualifications / Qualities are required?**

The ideal candidate will have a loyal, committed and professional outlook and be enthusiastic about a career in the hospitality industry. You should also meet the following criteria:

- National 4 passes in Maths and English preferred, but not essential
- an excellent team player
- a positive and enthusiastic attitude
- a real passion for food

- a desire to develop and progress in your role.

Before applying, please check the location of this vacancy to ensure you can reliably get to and from work every day.

**Closing Date:**

Friday 16 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:** Media Sales – Modern Apprenticeship – 3 posts

**Contract:** Permanent, pending probationary period

**Salary:** £11,800 per annum

**Employer:**

Johnston Press is one of the largest local and regional multimedia organisations in the UK. We provide news and information services to local and regional communities through our extensive portfolio of hundreds of publications and websites. Each month our news brands touch the lives of more than 29m people across our publishing regions, delivering extensive coverage of local news, events and information. We offer national and regional advertisers a highly successful platform to link them directly with local audiences.

**Work Environment:**

Johnston Press serve local communities with news, information and advertising services through a range of digital and print media channels. We are looking to develop talent through our Johnston Press Media Sales Apprenticeship diploma. You will be based at Orchard Brae House, Queensferry Road.

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

Your duties will include:

- selling online and print classified advertising throughout our markets to business and private customers
- delivering an exceptional customer experience which builds long term profitable relationships
- evaluating customer needs and developing appropriate advertising solutions
- working as part of a team to achieve targets, shared goals and objectives
- maintaining a professional and consistent performance whilst striving to learn new skills and our portfolio of advertising services
- achieving targeted milestones towards an accredited Modern Apprenticeship, whilst working to attain your JP Apprenticeship diploma within a 12-18 month period.

**What will I learn?**

You will spend six weeks on an intensive training programme learning core business, sales and attitudinal skills to help you thrive in a business/sales environment. Once the training course is completed, successful candidates will continue to be coached through an apprenticeship role within Johnston Press in which you will work towards an SVQ Level 3 in Business and Administration.

**What Qualifications / Qualities are required?**

You must have a minimum of 5 National 5s or equivalent.

If you have good communication skills, a positive attitude, are consistent in your approach and willing to learn, this is a fantastic opportunity to build a career in one of the UK's leading publishers.

**Closing Date:**

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





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

**Job Title:** Business Administrator - Modern Apprenticeship – 2 posts

**Contract:** Permanent

**Salary:** National Minimum Wage

**Employer:**

Cliq Container Trading Ltd is a large container trading company.

**Work Environment:**

You will be based in our office at St Andrew Square working 0830 – 1700 Monday to Friday. We are a modern company with a young workforce looking for innovative and eager young candidates to join the administration team. There will be a lot of talking with customers over the phone so they are looking for confident communicators who enjoy an upbeat working environment.

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

- To ensure that the processing of all paperwork for sales and modifications is completed efficiently and accurately.
- To use the company's in-house computer system to keep all pending, live and completed jobs completely up to date.
- To liaise with suppliers to ensure all relevant activities have been actioned and to make sure the jobs have been confirmed and transferred to accounts software accurately.
- To procure goods at a reduced rate to the business, follow-up on purchase orders and assist with the accounts department.

Please see job spec on the Edinburgh Guarantee website for a full list of duties.

**What will I learn?**

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

**What Qualifications / Qualities are required?**

- National 4/5 or equivalent including English and Maths
- Ideally aged 16-19 as they are looking for school leavers
- Confident outlook, good communication skills, and hard working.

**Closing Date:**

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



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

**Job Title:** IT Management for Business - Graduate Level Apprenticeship 2019 - 9 posts

**Contract:** 4 Years

**Salary:** £16,479 per annum starting salary plus company benefits

**Employer:**

At CGI we're offering you a unique opportunity to be part of something exciting and earn while you learn on our Edinburgh Napier Graduate Level Apprenticeship. We're a company that each day enables the transfer of £3 trillion, protects against 43 million cyber-attacks, drives two thirds of the world's SMS messages, support the missions of more than 200 satellites and who employs 74,000 professionals from hundreds of locations worldwide. Certified as a Top Employer for its excellent HR practices, CGI is committed to being an equal opportunity employer and is a disability confident organisation.

**Work Environment:**

The best thing about joining us is that, while you may start working in one area, the opportunity to move internally is huge, so you can take control of your career from your first day. To support you, you will have designated managers who will look after you on a day-to-day basis and be on hand to support you with your career development and professional conduct at CGI. You will also have a 'Buddy' who is a current or graduated student of a school leaver programme to help you with anything else you may need.

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

Right now, we're on the lookout for talent – students and school leavers, people who are passionate about technology and hungry to learn. You'll be proving yourself from day one – solving problems, taking responsibility and making decisions. And with open-ended prospects for advancement, you'll have every opportunity to reach the top.

Due to the nature of our business, you work on 'projects'. This means you have the opportunity to work across a wide range of roles, industries and locations, there is no 'typical day'. It really does vary at CGI and that's the exciting thing, it is up to you to shape and develop your career in the direction you want to go with the support of others.

**What will I learn?**

Join our programme and you'll study towards a BSc (Hons) IT Management for Business (ITMB), one day a week at Edinburgh Napier University, whilst spending the other four days a week developing your career on real projects at CGI. You can shape and develop your career throughout the course of the programme then continue with us after graduation.

With our sponsorship, you won't have to pay a penny in tuition fees. You'll also benefit from a competitive starting salary and all the support you need to succeed. We'll even provide the course resources and materials required, so there's no need to worry about textbooks either and you can use the laptop you are given when you join CGI to use at University. Individuals who participate in the scheme are able to access the same learning opportunities as those who go down the traditional route of direct entry into college or university.

**What Qualifications / Qualities are required?**

The preferred requirement is 4 Highers at grade B or above including one in Maths, Physics or Computing, unless you can show strong technical (programming/development) ability through work experience or extra-curricular activities. Also, at least 7 National 5s at grade 1-3 including English or Maths. Equivalent qualifications are accepted.

**Closing Date:**

Friday 21 December.



***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 (R083)

**Contract:** Fixed Term – Two Years

**Salary:** £15,698 per annum

**Employer:**

This is a community based housing association providing a range of good quality social housing.

**Work Environment:**

The housing association have several key values that are important to them: delighting customers, achieving excellence, communicating effectively, using professional judgement, taking personal pride, and having a sense of humour.

You will be supported to complete the Modern Apprenticeship in year one. Further training will be agreed and developed in year two.

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

The purpose of this job is to support the housing association to provide and deliver excellent, efficient and effective services by taking part in a two year training programme to learn a basic broad range of housing services knowledge and to learn how to provide a fully comprehensive administrative and customer facing service to the highest possible standard.

This role will cover four departments: Corporate Services, Reception, Customer Services and Telephone and you will carry out tasks including:

- word processing
- photocopying and scanning
- filing and printing in a prompt and efficient manner
- record incoming mail and prepare outgoing mail
- update diaries and arrange meetings, appointments
- order catering
- ensure that stationery is kept in supply
- stamp and log invoices
- provide a first point telephone answering service to all telephone callers
- take accurate messages on behalf of other members of staff
- provide a courteous, professional, cheery first point of contact at reception as and when required
- receive visitors to the office
- support with collating and distributing Board papers
- record customer complaints in line with our complaints policy
- support with uploading photos and text on our website and Facebook page.

**What will I learn?**

SVQ Level 3 in Business and Administration, and possible other qualification in year two.

Through an understanding of organisational culture and expectations you will be expected to act correctly, ethically and with integrity, ensuring a high level of discretion with customer details, and to demonstrate strong communication skills, team work and problem solving.

**What Qualifications / Qualities are required?**

- Higher or National 5 which should include English
- We are looking for someone who is eager to learn and develop, work in a customer facing environment and provide a great customer service experience, and work as part of a team
- Preferred age group is 16-19 as it is restricted by funding.

Please note that only candidates through to the next stage will be contacted.

**Closing Date:**

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



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

**Job Title:** Business Administrator - Modern Apprenticeship (R082)

**Contract:** 12 months - Fixed Term

**Salary:** National Minimum Wage

**Employer:**

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

**Work Environment:**

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

Your role will be back office assisting with the management of administration tasks and contributing to the day to day and long term running of the practice. The back office areas require high standards of work, maintaining and following procedures, having good attention to detail and accuracy. Data protection and confidentiality rules are of the utmost importance.

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

You will provide support to the administration team by photocopying documents, support the clinical administration team with filing patient notes, collecting mail, printing patient visit requests, collecting records, updating patient files with change of address details etc, and supporting the Practice Manager and senior administration team with laminating documents, photocopying and filing, bank and post office collections.

**What will I learn?**

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

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

**What Qualifications / Qualities are required?**

Ideally, we are looking for National 4s or 5s including Maths and English, or Highers.

Please note that only candidates through to the next stage will be contacted.

**Closing Date:**

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



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

**Job Title:** Cultural Venue Operations - Modern Apprenticeship (R070)

**Contract:** Fixed Term - Two Years

**Salary:** £16,400 per annum (pay range £16,400 - £17,514)

**Employer:**

Historic Environment Scotland is the lead body for Scotland's historic environment; a charity dedicated to the advancement of heritage, culture, education and environmental protection. We're at the forefront of researching and understanding the historic environment, and addressing the impact of climate change on its future. Historic Environment Scotland investigate and record architectural and archaeological sites and landscapes across Scotland and care for more than 300 properties of national importance.

**Work Environment:**

Historic Environment Scotland is looking for a school leaver to join the team at Edinburgh Castle on a two year Modern Apprenticeship. This is a fixed term and pensionable appointment from October 2018 to September 2020. Edinburgh Castle is Scotland's most popular paid visitor attraction, welcoming around 1.5 million visitors annually.

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

Key responsibilities, duties and objectives:

To deliver the high standard of customer care to all visitors at all times; enthusiastically provide information and assistance to visitors throughout the visit, whilst also ensuring visitor safety at Edinburgh Castle, and ensure high standards of presentation and professionalism are maintained at all times.

You will work in three areas in the Castle:

Admissions

- Provide a world class welcome and direct visitors as appropriate upon their arrival at Edinburgh Castle
- Sell appropriate tickets and products to all walk up visitors
- Ensure all vehicles entering the castle and parking on the esplanade have the appropriate approval
- Ensure the security and safety of the visitor, whether arriving on foot, by bus or by car, and any other activity taking place on the esplanade throughout the day
- Ensure all group visitors to the castle are welcomed and their access into the castle is managed as efficiently and effectively as possible, providing additional information as appropriate
- Provide information on other Historic Environment Scotland sites and services available to visitors
- Process sales, while ensuring that all financial procedures are adhered to and carried out accurately and efficiently.

Guiding

- Welcome and assist visitors on their way around the castle
- Work on both indoor and outdoor posts throughout the castle
- Oversee the security, cleanliness and tidiness of the various apartments throughout opening hours
- Knowledge of Scottish history and the castle would be advantageous, although training will be given
- Additional duties may include driving our mobility vehicle.

## Retail

- Carry out the daily operational duties of the shop as requested by the supervisor or retail management
- Maximise trading income through selling and upselling appropriate merchandise
- Process sales, whilst ensuring that all financial procedures are adhered to and carried out accurately and efficiently
- Ensure the correct pricing of stock
- Ensure the shop is well stocked and merchandise is appropriately displayed at all times
- Assist in the daily banking and cash conveyance as and when required
- Ensure that high standards of shop hygiene and housekeeping are maintained at all times.

You will spend the first three months in all three areas taking part in a thorough and detailed induction of the Castle, after which you will be placed in one area where you will stay for the remainder of the contract unless stated otherwise. At this point, the Modern Apprenticeship qualification will commence.

### **What will I learn?**

You will undertake a Diploma in Cultural Venue Operations (SCQF Level 6) delivered by Rewards Training.

### **What Qualifications / Qualities are required?**

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

Desirable competencies

- Delivering excellent service – demonstrating a commitment to quality services
- Teamwork – Contributing to and supporting working together
- Planning and Organising – putting plans and resources in place to achieve results
- Communication – communicating appropriately and clearly
- Knowledge & Experience – applying and developing knowledge and expertise to achieve results.

Please note only successful applicants will be contacted.

### **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:** Body Repairer - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £3.70 per hour

**Employer:**

A garage based in the Leith area.

**Work Environment:**

Working with a team within the bodyshop.

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

During the apprenticeship you would be working within a bodyshop and be involved in learning all aspects of repairing accident damaged vehicles, including chassis alignment techniques, which will help when replacing body panels ensuring a quality repair.

**What will I learn?**

Panel Beating apprenticeships last 3 years and during that time you will be in full time employment, meaning that you earn a wage whilst gaining an SVQ Level 3 in Vehicle Body Repair & Alignment.

**What Qualifications / Qualities are required?**

You must have or expect to gain National 4 or above in English, Maths and either a Technical or a Science subject. Accredited equivalents will also be accepted. It is essential that you are literate, numerate, reliable and keen to learn.

**Closing Date:**

Friday 16 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:** Light Vehicle Mechanic - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £3.70 per hour

**Employer:**

A garage based in the Sighthill area.

**Work Environment:**

Working with a team within the workshop.

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

During your apprenticeship you will be trained in all aspects of motor vehicle repair and maintenance including vehicle servicing, MOT preparation, removal, replacement and overhaul of major components and electrical fault diagnostics.

**What will I learn?**

A mechanic apprenticeship last 3 years and during that time you will be in full time employment, meaning that you earn a wage whilst gaining an SVQ Level 3 in Light Vehicle Maintenance and Repair.

**What Qualifications / Qualities are required?**

You must have or expect to gain National 4 or above in English, Maths and either a Technical or a Science subject. Accredited equivalents will also be accepted. It is essential that you are literate, numerate, reliable and keen to learn.

**Closing Date:**

Friday 16 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:** Light Vehicle Mechanic - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £3.70 per hour

**Employer:**

A garage based in the Craightinny area.

**Work Environment:**

Working with a team within the workshop.

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

During your apprenticeship you will be trained in all aspects of motor vehicle repair and maintenance including vehicle servicing, MOT preparation, removal, replacement and overhaul of major components and electrical fault diagnostics.

**What will I learn?**

A mechanic apprenticeship last 3 years and during that time you will be in full time employment, meaning that you earn a wage whilst gaining an SVQ Level 3 in Light Vehicle Maintenance and Repair.

**What Qualifications / Qualities are required?**

You must have or expect to gain National 4 or above in English, Maths and either a Technical or a Science subject. Accredited equivalents will also be accepted. It is essential that you are literate, numerate, reliable and keen to learn.

**Closing Date:**

Friday 16 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:** Light Vehicle Mechanic - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £3.70 per hour

**Employer:**

A garage based in the Murrayfield area.

**Work Environment:**

Working with a team within the workshop.

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

During your apprenticeship you will be trained in all aspects of motor vehicle repair and maintenance including vehicle servicing, MOT preparation, removal, replacement and overhaul of major components and electrical fault diagnostics.

**What will I learn?**

A mechanic apprenticeship last 3 years and during that time you will be in full time employment, meaning that you earn a wage whilst gaining an SVQ Level 3 in Light Vehicle Maintenance and Repair.

**What Qualifications / Qualities are required?**

You must have or expect to gain National 4 or above in English, Maths and either a Technical or a Science subject. Accredited equivalents will also be accepted. It is essential that you are literate, numerate, reliable and keen to learn.

**Closing Date:**

Friday 16 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:** Light Vehicle Mechanic - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £3.70 per hour

**Employer:**

A garage based in the Blackhall area.

**Work Environment:**

Working with a team within the workshop.

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

During your apprenticeship you will be trained in all aspects of motor vehicle repair and maintenance including vehicle servicing, MOT preparation, removal, replacement and overhaul of major components and electrical fault diagnostics.

**What will I learn?**

A mechanic apprenticeship last 3 years and during that time you will be in full time employment, meaning that you earn a wage whilst gaining an SVQ Level 3 in Light Vehicle Maintenance and Repair.

**What Qualifications / Qualities are required?**

You must have or expect to gain National 4 or above in English, Maths and either a Technical or a Science subject. Accredited equivalents will also be accepted. It is essential that you are literate, numerate, reliable and keen to learn.

**Closing Date:**

Friday 16 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:** Light Vehicle Mechanic - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £3.70 per hour

**Employer:**

A garage based in the Corstorphine area.

**Work Environment:**

Working with a team within the workshop.

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

During your apprenticeship you will be trained in all aspects of motor vehicle repair and maintenance including vehicle servicing, MOT preparation, removal, replacement and overhaul of major components and electrical fault diagnostics.

**What will I learn?**

A mechanic apprenticeship last 3 years and during that time you will be in full time employment, meaning that you earn a wage whilst gaining an SVQ Level 3 in Light Vehicle Maintenance and Repair.

**What Qualifications / Qualities are required?**

You must have or expect to gain National 4 or above in English, Maths and either a Technical or a Science subject. Accredited equivalents will also be accepted. It is essential that you are literate, numerate, reliable and keen to learn.

**Closing Date:**

Friday 16 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:** Light Vehicle Mechanic - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £3.70 per hour

**Employer:**

A garage based in the Maidencraig area.

**Work Environment:**

Working with a team within the workshop.

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

During your apprenticeship you will be trained in all aspects of motor vehicle repair and maintenance including vehicle servicing, MOT preparation, removal, replacement and overhaul of major components and electrical fault diagnostics.

**What will I learn?**

A mechanic apprenticeship last 3 years and during that time you will be in full time employment, meaning that you earn a wage whilst gaining an SVQ Level 3 in Light Vehicle Maintenance and Repair.

**What Qualifications / Qualities are required?**

You must have or expect to gain National 4 or above in English, Maths and either a Technical or a Science subject. Accredited equivalents will also be accepted. It is essential that you are literate, numerate, reliable and keen to learn.

**Closing Date:**

Friday 16 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:** Light Vehicle Mechanic - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £3.70 per hour

**Employer:**

A garage based in the Marchmont area.

**Work Environment:**

Working with a team within the workshop.

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

During your apprenticeship you will be trained in all aspects of motor vehicle repair and maintenance including vehicle servicing, MOT preparation, removal, replacement and overhaul of major components and electrical fault diagnostics.

**What will I learn?**

A mechanic apprenticeship last 3 years and during that time you will be in full time employment, meaning that you earn a wage whilst gaining an SVQ Level 3 in Light Vehicle Maintenance and Repair.

**What Qualifications / Qualities are required?**

You must have or expect to gain National 4 or above in English, Maths and either a Technical or a Science subject. Accredited equivalents will also be accepted. It is essential that you are literate, numerate, reliable and keen to learn.

**Closing Date:**

Friday 16 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:** Light Vehicle Mechanic - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £3.70 per hour

**Employer:**

A garage based in the Musselburgh area.

**Work Environment:**

Working with a team within the workshop.

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

During your apprenticeship you will be trained in all aspects of motor vehicle repair and maintenance including vehicle servicing, MOT preparation, removal, replacement and overhaul of major components and electrical fault diagnostics.

**What will I learn?**

A mechanic apprenticeship last 3 years and during that time you will be in full time employment, meaning that you earn a wage whilst gaining an SVQ Level 3 in Light Vehicle Maintenance and Repair.

**What Qualifications / Qualities are required?**

You must have or expect to gain National 4 or above in English, Maths and either a Technical or a Science subject. Accredited equivalents will also be accepted. It is essential that you are literate, numerate, reliable and keen to learn.

**Closing Date:**

Friday 16 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:** This position will close when a suitable candidate has been found.



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

**Job Title:** Professional Services Assistant (Audit, Accounting and Tax) School Leaver Apprenticeship Programme – 3 posts

**Contract:** Permanent

**Salary:** Competitive

**Employer:**

RSM is a leading global provider of audit, tax and consulting services to middle market leaders. As an integrated team, we share skills, insight and resources, as well as a client-centric, collaborative approach that's based on a deep understanding of our clients' businesses.

**Work Environment:**

You will be working in our busy Edinburgh office with some travel to client sites.

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

Our Professional Services Assistant (Audit, Accounting and Tax) School Leaver Programme will give you all the skills and support you need to unlock a future that's packed with opportunities and new experiences. You'll enjoy a powerful combination of on-the-job learning and structured training - not to mention an impressive client list to work with.

When you join our team, you'll discover a culture that nurtures individuality and an environment where everyone is supported to reach their potential. With us, you'll always be moving forward.

**What will I learn?**

- Our Trainees play a key role in supporting the work described above and gain tremendous experience to provide top quality career development.
- You will benefit from on-the-job training from more senior members of the team, as well as joining peers on internal training courses that will develop you as an individual.
- You will become involved in client work very quickly, initially working as part of a larger team – perhaps taking responsibility for specific audit tests or aspects of the audit file.
- The depth of services and clients you will be exposed to early in your career will provide you with a jump start into the varied world of accountancy.
- We will expose you to the skills you require to become a true trusted advisor to your clients in the future.
- While gaining real hands-on experience, your development in the role will be optimised by training from the company's highly regarded dedicated team.
- As well as internal training and on-the-job mentoring you will have the opportunity to train towards the AAT or ATT qualification, with support provided post-qualification ensuring you are well equipped to enjoy a successful and satisfying career with the business.

**What Qualifications / Qualities are required?**

You will need 112 UCAS (new tariff) across 3 A Levels or 104 (new tariff) across 4 Highers/Advanced Highers. UCAS changed their points system so under the old tariff it would be 280 or 260 points respectively.

At RSM, we don't just look for good exam results. We think passion, personality and originality are just as important.

Although this role is advertised for the August 2019 intake, it's a possibility that your start date could be prior to this. We can discuss this at interview if of interest.

**Closing Date:** Friday 30 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 Receptionist - Modern Apprenticeship (R080)

**Contract:** Permanent

**Salary:** £12,000 per annum

**Employer:**

We are recruiting on behalf of a GP Medical Centre in Edinburgh EH5.

**Work Environment:**

The medical centre is a busy, fast paced and demanding working environment where the ability to multi-task is essential. With around 10,000 patients, no two days are the same which can be challenging but also very rewarding.

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

The role involves:

- use of IT systems
- answering the phones to take appointments and queries
- face to face interaction with patients
- dealing with carers and employees from other external organisations
- processing of documentation.

**What will I learn?**

- SVQ Level 3 in Business and Administration delivered by Rewards Training
- Industry related training.

**What Qualifications / Qualities are required?**

- National 5 or equivalent which should include English and Maths, ideally Highers also but not essential
- We are looking for someone who is a people person with a 'can do' attitude
- Candidates should be aged 16-19 years old due to funding restrictions. Disabled or care experienced applicants up to the age of 29 are also eligible to apply.

Please note that only candidates through to the next stage will be contacted.

**Closing Date:**

The position will be closed when a suitable applicant is found. The practice is looking to fill the position as soon as possible.



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

**Job Title:** Trainee Administrator - Modern Apprenticeship (R076)

**Contract:** Permanent

**Salary:** £12,000 per annum

**Employer:**

This company provides title information, conveyancing searches and land reference services.

**Work Environment:**

Working as part of a busy team based at the Shore, you will play an important role in ensuring the thorough administration searching process on behalf of colleagues and customers.

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

Responsibilities will include:

- preparing reports as per agent's instructions
- ensuring reports are completed accurately, in a timely manner and to targeted levels (where relevant)
- familiarity with Registers Direct and its application to searching,
- understanding of searching methods
- drafting correspondence to agents as appropriate
- dealing with telephone enquiries in a courteous manner and ensuring that information is followed up by correspondence or note where appropriate
- assisting and liaising with other departments as is necessary in the performance of your duties
- making Production / Deputy Manager aware of any potential professional indemnity claim which could arise
- using WAP to its best advantage
- updating in-house databases as is required or instructed from time to time
- carrying out administration duties
- complying with health and safety requirements appropriate to the position.

**What will I learn?**

You will undertake an SVQ Level 3 in Business and Administration delivered by Rewards Training, as well as have access to Microsoft IT Academy.

**What Qualifications / Qualities are required?**

- Ideally, we are looking for National 5s including Maths and English, and/or Higher Grades.
- Good administrative and organisational skills
- Ability to develop and sustain good working relationships with individuals and organisations (internal and external)
- Ability to work under direction, as part of a team and on personal initiative
- Ability to multi-task and prioritise a varied workload
- A proactive attitude
- Proficiency in Microsoft (training provided in the use of office based software)
- Ability to work flexibly and under pressure to meet deadlines and targets
- Motivated, enthusiastic and with good communication skills.

Please note only candidates being considered for interview will be contacted.

**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:** Business Administrator - Modern Apprenticeship (R079)

**Contract:** Permanent

**Salary:** £11,000 - £12,000 per annum

**Employer:**

A boutique brokerage providing mortgage advice and private banking.

**Work Environment:**

The office is a beautiful historic building in Duddingston with stunning offices and meeting rooms. The company has a modern and relaxed atmosphere and is keen to support a school leaver through a Modern Apprenticeship, with scope to develop into an office manager role or even into an advisory position for a candidate who shows ambition and talent. You will be based in a small but busy team, supporting them with all aspects of administration.

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

Duties will include:

- meeting and greeting clients and providing them with refreshments
- making sure the client files have all the correct documentation needed
- chasing and creating any documents that are required
- answering the telephone and speaking with clients
- dealing with enquiries
- managing the post
- stationery ordering
- liaising with printing firms and third parties providing promotional materials
- invoicing and liaising with lenders and solicitors to ensure the processes run smoothly
- general administration such as scanning, photocopying and filing.

Candidates who show eagerness to learn may also be involved in client meetings.

**What will I learn?**

You will undertake an SVQ Level 3 in Business and Administration and have access to Microsoft IT Academy. You will be trained to use the CRM system and be expected to keep this up to date and retrieve information on clients. There is potential to learn about being a mortgage or insurance advisor and progression opportunities for the right candidate.

**What Qualifications / Qualities are required?**

Ideally, we are looking for Highers/National 5s.

We are looking for someone who is positive and enthusiastic, looking forward to starting their career and has a great work ethic.

Please note only candidates being considered for interview will be contacted.

**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:** Support Worker

**Contract:** Permanent / Relief

**Salary:** £8.75 per hour

**Employer:**

Blackwood Homes and Care was founded in 1972 by Dr Margaret Blackwood MBE, a campaigner for the rights and independence of disabled people. Dr Blackwood was awarded her MBE for her dedication to improving the lives of disabled people and bringing awareness to a lack of adapted homes. She was deeply committed to people being able to live independent lives and, following her work to improve their financial situation, set her sights on providing housing that was suitably designed for disabled people. We deliver our vision of helping people live their life to the full in the pioneering spirit of Dr Blackwood by providing high quality housing, care and support for disabled people of all ages, with over 1500 homes across all 29 mainland local authorities in Scotland. Blackwood currently have four care homes across the country and also provide care to people who live in their own homes.

**Work Environment:**

Blackwood provides high-quality, innovative care for the elderly and people living with physical disabilities and long-term conditions such as dementia and multiple sclerosis. Our Edinburgh Care at Home service operates across the city including Abbeyhill and Leith, Drumbrae, Clermiston and Corstorphine and Edinburgh South. Edinburgh Care Services consists of three teams with each team having a dedicated Team Leader.

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

Our personalised care and support packages enable our customers to live independently and range from a few hours a week to several daily visits. Our Support Workers provide a wide variety of personal care tasks for our customers such as personal hygiene, dressing, medication prompts as well as light household chores. This role involves going out into the community and working individually or alongside another Support Worker (depending on the care visit) where you will visit our customers in their homes.

**What will I learn?**

- Funding available for SVQ Level 2 training after completion of probationary period
- Fully paid induction and training including moving and handling training and shadowing opportunities with our more experienced carers
- Communication, teamwork and the opportunity to gain a professional qualification within the Social Care sector.

**What Qualifications / Qualities are required?**

We are looking for someone who is open and honest, takes responsibility, can keep promises, has respect and understanding and can build trusting relationships.

**Closing Date:**

Ongoing recruitment.



***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:** National Minimum Wage

**Employer:**

Gillespie Tax Management Ltd is an Accountancy and Taxation firm specialising in helping small to medium sized business operations with all accounts and taxation matters. We have been doing this for 25 years and now look after 2,500 individual accountancy clients and over 250 payrolls.

**Work Environment:**

You will be based in our office at Inverleith Gardens.

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

Your role would include the following duties:

- Answering telephones
- Making client appointments
- Filing records
- Maintenance of company database
- Greeting clients
- Small amount of accounts analysis
- Assisting existing staff members
- All other administrative duties normally associated with general office work.

**What will I learn?**

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

**What Qualifications / Qualities are required?**

- A minimum number of National 4/5s or equivalent which should include English.
- Strong Microsoft Word and Excel skills essential.
- No prior experience is necessary.

**Closing Date:**

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

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

**Job Title:** Hairdresser – Modern Apprenticeship  
**Contract:** Fixed Term – 3 years  
**Salary:** Modern Apprenticeship National Minimum Wage

**Employer:**

Charlie Miller is a name synonymous with quality, style and creativity and has grown to be nationally and internationally recognised as one of the principal hairdressing brands in the UK. Deep-rooted passion and drive and, more importantly, strong family-led values have allowed stylists and colourists to continually evolve with a contemporary vision attracting a wide range of clientele across all sectors.

**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
- support of the salon
- product knowledge
- the tools of your trade
- shampooing and blow drying
- cutting all types and lengths of hair
- colouring knowledge
- incorporating our Charlie Miller message.

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

**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:** Personal Assistant

**Contract:** Full and part time opportunities available

**Salary:** £8.45 per hour

**Employer:**

ENABLE Scotland is a dynamic and vibrant organisation dedicated to improving the lives of people with learning disabilities and we have full and part time opportunities for you to support people in Scotland to make the most of their lives.

**Work Environment:**

We have various opportunities in Edinburgh, East Lothian and Midlothian to support people who have learning disabilities to live independently in their own homes or take part in activities we take for granted. And, who knows, it could make a difference to your life as well.

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

Every day is different at ENABLE Scotland and your working day will depend entirely on the person you are supporting and no matter what you do, it will always be supporting that person to achieve their personal goals. So, one day you could be supporting someone to go swimming at the local leisure centre and the next you could be supporting them to achieve their goal of using public transport on their own. Some of our PAs even support people when they go on holiday which could be to the Isle of Arran or Lanzarote!

**What will I learn?**

What's also great about ENABLE Scotland is that we believe in developing all our staff and provide an extensive training programme, combined with a commitment to create career development opportunities including SVQ Level 2

**What Qualifications / Qualities are required?**

You don't need experience in care to start your career with ENABLE Scotland. We recruit people based on their values and transferrable skills. No matter where you have worked before; be it retail, admin, warehousing or wherever, we want to hear from you! Sound good so far?

Successful applicants will be able to demonstrate the following:

- The ability to adapt your communication style in order to develop successful and enjoyable relationships with the people we support.
- The commitment to work with individuals through their personal support plans to ensure people achieve their goals and outcomes and celebrate their successes.
- A positive and flexible outlook to your work, and be able to work on your own and as part of a team.

**Closing Date:**

These positions will close when suitable applicants have been found.



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

**Job Title:** Assistant Nursery Practitioner - Modern Apprenticeship

**Contract:** Full time

**Salary:** National Apprenticeship Wage or above

**Employer:**

Various private nurseries in Edinburgh.

**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:** Retail, Hospitality, Security, Baggage Handling, Ramp Operators and many more

**Contract:** All types of contracts available

**Salary:** National Minimum Wage or above

**Employer:** Various Employers

At the Airport, 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 Airport and surrounding area
- support creating and updating CVs
- support completing application forms
- access to employment and information events
- pre-recruitment training opportunities
- information on access to employability training and support.

#### **Work Environment:**

Edinburgh Airport is the UK's fastest growing airport. It is a happy, positive, busy work place with a real family feel and great developmental opportunities. We offer excellent staff benefits and a variety of shift patterns to suit different personal needs. It's a fantastic place to work. You won't want to leave!

#### **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. Please click Apply Now to see our list of current vacancies.

#### **What Qualifications / Qualities are required?**

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.

You must be able to provide:

- 5 year checkable history (Employment, Education or Benefit)
- Photographic ID – Valid Passport or Full / Provisional Driving Licence
- Pass a Basic Disclosure Check.

If you have any criminal convictions pending you must disclose this information, as this may impact on your application.

#### **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:** 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:** 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.

#### **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. Please click Apply Now to see our list of current vacancies or visit our [Facebook](#) page.

#### **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.