



Edinburgh Guarantee Schools Bulletin

Week beginning Monday 17 December 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 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.

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

List of current opportunities:

- ✓ Step into Childcare/Social Care – Employability Fund – Training for Care
- ✓ Accounts Assistant - Modern Apprenticeship – Microcom/Steedman and Company
- ✓ Business and Administration - Modern Apprenticeships – Scottish Government
- ✓ Business Apprentice - Assurance - EY
- ✓ Business Apprentice - Tax - EY
- ✓ Legal Administration Assistant - Modern Apprenticeship – Limelight/McEwan Fraser Legal
- ✓ Business Administrator/Receptionist - Modern Apprenticeship – PeoplePlus/Haines Watts
- ✓ Accounts Assistant - Modern Apprenticeship – PeoplePlus/Haines Watts
- ✓ Childcare Academy - Employability Fund – North Edinburgh Childcare
- ✓ Medical Receptionist - Modern Apprenticeship – Limelight/North Berwick Group Practice
- ✓ Restructuring Advisory Assistant - School Leaver Apprenticeship Programme - RSM
- ✓ Professional Services Assistant (Audit, Accounting & Tax) - School Leaver Apprenticeship Programme – RSM
- ✓ Accounts Assistant - Modern Apprenticeship - PeoplePlus/TaxAssist Accountants
- ✓ Administrator - Modern Apprenticeship - PeoplePlus/TaxAssist Accountants
- ✓ IT Management for Business - Graduate Level Apprenticeship 2019 - 9 posts - CGI
- ✓ Business Administrator - Modern Apprenticeship – Microcom/Thrifty Car Rental
- ✓ KPMG360° Programme - KPMG
- ✓ Light Vehicle Mechanic - Modern Apprenticeship – GTG/Sighthill
- ✓ Light Vehicle Mechanic - Modern Apprenticeship – GTG/Craigentenny
- ✓ 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
- ✓ Children and Young People – Modern Apprenticeship – Training for Care
- ✓ 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)
- ✓ Nursery Nurse – Modern Apprenticeship – Carousel Training Centre
- ✓ Manufacturing Technical - Modern Apprenticeship - 8 posts – Leonardo
- ✓ Manufacturing – Modern Apprenticeship – 8 posts - Leonardo
- ✓ Design Engineering Technical - Modern Apprenticeship – 5 posts - Leonardo
- ✓ Business – Modern Apprenticeship – 7 posts - Leonardo
- ✓ Software Engineering - Graduate Apprenticeship - 3 posts - Leonardo
- ✓ Design Engineering - Graduate Apprenticeship – 7 posts - Leonardo
- ✓ Media Sales – Modern Apprenticeship – 3 posts – Direct Partners/Johnston Press
- ✓ Business Administrator - Modern Apprenticeship – 2 posts – Microcom/Clig Containers
- ✓ Business Administrator - Modern Apprenticeship (R082) – Rewards/Medical Centre
- ✓ Artisan Baker - Modern Apprenticeship – The Breadwinner Bakery
- ✓ Trainee Administrator - Modern Apprenticeship (R076) – Rewards/Conveyancing company
- ✓ Business Administrator - Modern Apprenticeship (R079) – Rewards/Boutique brokerage
- ✓ Support Worker – Blackwood Care
- ✓ 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: 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 18 February.

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 15 February 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: Accounts Assistant - Modern Apprenticeship

Contract: Permanent

Salary: £10,000 - £11,000 per annum

Employer:

Steedman and Company are one of the UK's leading independent accountants, tax consultants and business advice firms. We have a unique team of qualified accountants, ex-HMRC tax advisors, ex-banking and investment professionals and business development specialists. Combined with over 30 years of history and experience, this enables us to provide an unrivalled level of advice and support to everyone from individuals to small and medium sized businesses.

Work Environment:

You will be working in an office based environment in the New Town.

What might a day in this job look like?

- Bookkeeping via various software, including FreeAgent, Xero and Kashflow
- Traditional bookkeeping with paper files
- Deciphering data from client papers and spreadsheets
- Compiling VAT returns and accounts
- Applying for UTR codes, VAT registration numbers
- Dealing with external agencies such as HMRC
- Supporting the teams with ad-hoc administration and clerical tasks
- Covering reception and answering calls.

What will I learn?

- You will work towards an SVQ Level 3 in Business and Administration
- Full training and support will be given and we offer continued career development
- We support and pay for professional qualifications such as AAT and ACCA.

What Qualifications / Qualities are required?

- National 5 Maths
- National 4 English
- Interest in Accountancy
- Good attention to detail.

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 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:

- Casework Officer – Parole Board for Scotland – 3 posts (Saughton House).

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 Apprentice – Assurance

Contract: Permanent

Salary: Up to £21,500 per annum

Employer:

At EY, we help all sorts of organisations make better decisions about business, finance and technology. In a fast-changing world, it's an exciting place to be.

You don't need a degree to start a successful career in business. If you've finished school and want to jump straight in, you can with our apprenticeship programmes. Earn a salary from your very first day. Learn from inspirational colleagues on client projects. Do what you're good at. Learn new skills. Get your professional qualifications before your uni-graduating peers – and go just as far.

Work Environment:

In Assurance, we make sure that businesses are protected from risks that can affect their reputation and performance. As external auditors, we help companies and governments publish accurate financial accounts others can rely on.

You will be based in our office on Morrison Street. To find out more about working in our Edinburgh office, please watch this [short film](#).

What might a day in this job look like?

- Helping businesses publish reliable financial accounts as you progress towards becoming a chartered accountant
- Getting to know our clients, their businesses and how they work
- Testing checks and balances to ensure they work how they're supposed to
- Analysing the data that goes into a financial statement to make sure it is true and fair.

What will I learn?

First up, an induction will verse you in all things EY and, before you know it, you'll be working in a team on audits for clients (with lots of help, of course!). Along the way, you'll be studying and doing exams so you'll progress even faster professionally than your university-going friends. By the time you complete the programme, you'll not only have qualifications equivalent to a Master's degree but lots of practical experience and a network of mentors to help you keep on developing. The programme starts in September 2019 and lasts 4.5 years.

What Qualifications / Qualities are required?

You should have completed five Highers (any grade and can be taken on more than one sitting) or equivalent by the time the programme starts in September 2019.

Closing Date:

Please apply ASAP as roles close on a rolling basis.



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

Job Title: Business Apprentice – Tax

Contract: Permanent

Salary: Up to £21,500 per annum

Employer:

At EY, we help all sorts of organisations make better decisions about business, finance and technology. In a fast-changing world, it's an exciting place to be.

You don't need a degree to start a successful career in business. If you've finished school and want to jump straight in, you can with our apprenticeship programmes. Earn a salary from your very first day. Learn from inspirational colleagues on client projects. Do what you're good at. Learn new skills. Get your professional qualifications before your uni-graduating peers – and go just as far.

Work Environment:

Tax affects every aspect of our lives and laws are always changing. We help local and global organisations, from start-ups to influential multinationals, manage every element of their business's tax.

You will be based in our office on Morrison Street. To find out more about working in our Edinburgh office, please watch this [short film](#).

What might a day in this job look like?

- Helping local and international businesses find better ways of doing tax while you progress towards becoming a tax advisor
- Working directly on tax reporting, technical research and data analysis alongside senior colleagues
- Building important relationships with clients
- Attending meetings.

What will I learn?

Developing your understanding of local and international tax laws is at the heart of this programme. After an EY induction you'll join your team where you will specialise in a particular area of Tax.

Wherever you're based, you'll be learning on-the-job, have access to coaching and training opportunities and lots of support from your team, too. In your first year you'll also begin working towards your professional qualifications. All apprentices will study for a CFAB qualification, which leads to full ACA qualification with a potential further option to complete the CTA. However, if you work in FS Personal Tax, you'll complete a CFAB qualification followed by the Association of Taxation Technicians professional qualification.

Over the course of the programme, you'll build invaluable business skills and knowledge that will ready you for a brilliant career, wherever you set your sights. The programme starts in September 2019 and lasts 4.5 years.

What Qualifications / Qualities are required?

You should have completed five Highers (any grade and can be taken on more than one sitting) or equivalent by the time the programme starts in September 2019.

Closing Date:

Please apply ASAP as roles close on a rolling basis.

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: Legal Administration Assistant - Modern Apprenticeship

Contract: Permanent, 37.5 hours per week

Salary: £11,992.50 - £15,015.00 per annum

Employer:

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

Work Environment:

Working within the Legal department, consisting of Solicitors, Paralegals, Legal Secretaries, Legal Assistants, Finance and Legal Administration Assistants.

What might a day in this job look like?

- Maintaining an updated filing system
- Creating new client files on LawWare database
- Assisting Solicitors and Paralegals with file preparation
- Distribution and allocation of legal offers
- Issuing standardised legal correspondence
- Answering telephone and email enquiries
- Updating bespoke admin software and case management systems
- Distribution, folding and franking of post
- Front desk cover when required
- Liaising with colleagues in the Legal department as well as the other departments within the business.

What will I learn?

SVQ Level 3 in Business and Administration.

What Qualifications / Qualities are required?

- An eye for detail
- Excellent spelling and grammar
- Strong administration and organisational skills
- Ability to work with minimal supervision
- Confidence in dealing with clients via telephone, email, and face-to-face
- Well presented in accordance with a professional office environment
- A team player
- Strong initiative and ability to be proactive
- Proficiency in Microsoft Packages (Outlook, Word, etc.)
- Soft Skills – someone who is reliable, organised and enthusiastic to learn.

Closing Date:

The position will be closed 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/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:

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: 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:

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:** Childcare Academy - Employability Fund
- Contract:** 30 hours per week - up to 26 weeks – starting Monday 4 March 2019
- 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.

Why not come along to one of our Childcare Academy information sessions. This will last approximately one hour and will give you the opportunity to find out what is involved in our programme, ask any questions and take away an application pack:

- Wednesday 9 January @ 1pm
- Wednesday 23 January @ 10am
- Thursday 7 February @ 1 pm
- Wednesday 20 February @ 10am.

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: 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 4 National 5s or equivalent including English.

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

Closing Date:

This position 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: Restructuring Advisory Assistant - School Leaver Apprenticeship Programme

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:

Our Restructuring Advisory apprenticeship 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 fast-tracked business career that recognises your potential and rewards your ambition.

When you join our team, you'll enjoy a powerful combination of on-the-job learning and structured training – not to mention an impressive client list to work with. 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 might a day in this job look like?

The Restructuring Advisory team works with organisations and their advisers, lenders, trustees and creditors to prevent, manage and address issues related to financial difficulty. This could include advice on how to:

- develop an effective turnaround strategy
- manage risk by simplifying corporate structure
- review defined benefit pension covenant strength
- monitor emerging financial risks
- preserve value on distressed real estate projects
- realise value and optimise the outcome of a formal insolvency
- secure an appropriate funding solution
- identify and recover assets after contentious insolvency
- navigate an accelerated transaction.

What will I learn?

You'll get involved in client work very quickly, and get the chance to learn about different types of businesses from varying industry sectors. The depth of services and clients you'll be exposed to early in your career will help you jump-start your accountancy career.

Initially, you'll be working as part of a larger team. Once you've completed your initial professional qualifications, the complexity of your workload will increase, and you'll have the opportunity to take on more individual responsibilities and get involved in more challenging issues. With us, you'll have the space to grow and be challenged. With our support, you'll become a true trusted adviser to your clients.

When you join this team, you'll work towards your AAT professional qualifications.

What Qualifications / Qualities are required?

You will need 112 UCAS points (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:

Sunday 31 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: 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: Sunday 31 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: Accounts Assistant - Modern Apprenticeship

Contract: Permanent

Salary: £9,000 - £14,000 per annum

Employer:

TaxAssist Accountants are the largest network of accountants who focus specifically on small businesses and individual taxpayers. They specialise in providing accountancy services, tax returns, payroll, bookkeeping, tax savings and tax advice to small businesses. The TaxAssist network have over 69,000 clients in the UK including Sole Traders, Partnerships, Limited Companies and Personal Tax Payers.

Their award-winning practice is now in its 13th year of business, supporting small businesses and individuals from four locations across the Lothians.

Work Environment:

Super organised and keen to learn but want to earn? Get your career started and gain a nationally recognised qualification at the same time. If you wish to be part of an open and friendly team who pride themselves on excellent customer service and attention to detail, then read on as this could be the role for you!

We have an exciting opportunity for a Trainee Accounts Assistant to support the day-to-day running of four busy offices. This role will be based over all four of the offices - Easter Road, Fairmilehead, Musselburgh and Dalkeith - although initial training will be in Dalkeith.

Joining TaxAssist means you can:

- be part of a recognised large accountancy network while benefiting from being in a friendly, local business atmosphere
- experience the rewarding and varied nature of working with local small businesses. You will be helping a wide range of small business owners with their finances, and no two days will be the same
- receive support from an accountancy network and Support Centre for technical and business development support
- benefit from access to training, CPD, guidance, tools and videos to expand your soft skills and technical knowledge
- work for an employer that is focused on long-term staff retention. Career development opportunities are available to the right candidates
- join a team that is quick to adapt, are advocates of cloud bookkeeping and other time-saving products - we take innovation seriously and are often involved in piloting and testing new products for the wider TaxAssist network.

What might a day in this job look like?

- Handling telephone calls in a professional manner
- Meeting and greeting clients on arrival to the office
- Assisting with preparation of accounts to trial balance
- Assisting with VAT returns
- Assisting with all other bookkeeping activities
- Over time, there may be the potential to learn statutory accounts and tax production.

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.

What Qualifications / Qualities are required?

- National 5 English and Maths or equivalent is preferred but not essential
- Highly organised
- IT confident
- Excellent communication skills
- Attention to detail.

You will be a bright, enthusiastic individual keen to learn and progress, looking for a great career starter.

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:

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: Administrator - Modern Apprenticeship

Contract: Permanent

Salary: £9,000 - £14,000 per annum

Employer:

TaxAssist Accountants are the largest network of accountants who focus specifically on small businesses and individual taxpayers. They specialise in providing accountancy services, tax returns, payroll, bookkeeping, tax savings and tax advice to small businesses. The TaxAssist network have over 69,000 clients in the UK including Sole Traders, Partnerships, Limited Companies and Personal Tax Payers.

Their award-winning practice is now in its 13th year of business, supporting small businesses and individuals from four locations across the Lothians.

Work Environment:

Super organised and keen to learn but want to earn? Get your career started and gain a nationally recognised qualification at the same time. If you wish to be part of an open and friendly team who pride themselves on excellent customer service and attention to detail, then read on as this could be the role for you!

We have an exciting opportunity for an Administrator to support the day-to-day running of four busy offices. This role will be based over all four of the offices - Easter Road, Fairmilehead, Musselburgh and Dalkeith - although initial training will be in Dalkeith.

Joining TaxAssist means you can:

- be part of a recognised large accountancy network while benefiting from being in a friendly, local business atmosphere
- experience the rewarding and varied nature of working with local small businesses. You will be helping a wide range of small business owners with their finances, and no two days will be the same
- receive support from an accountancy network and Support Centre for technical and business development support
- benefit from access to training, CPD, guidance, tools and videos to expand your soft skills and technical knowledge
- work for an employer that is focused on long-term staff retention. Career development opportunities are available to the right candidates
- join a team that is quick to adapt, are advocates of cloud bookkeeping and other time-saving products - we take innovation seriously and are often involved in piloting and testing new products for the wider TaxAssist network.

What might a day in this job look like?

Business administration is a really varied area, so this is just a sample of some of the things you may be doing.

- Answering incoming calls politely and professionally
- Meeting and greeting clients on arrival to the office
- Carrying out essential accounting duties
- Providing administrative support to the wider team
- Stationery ordering and stock control
- Photocopying and document preparation
- Delivering internal and external mail
- Collecting, opening and sorting mail

- Maintaining and updating client records on IT systems
- Writing and sending emails to clients.

What will I learn?

- SVQ Level 2 or Level 3 in Business and Administration
- Level 2 Core Skills Numeracy (SCQF3)
- ICT (SCQF3)
- Communication (SCQF3)
- Working with others (SCQF4)
- Problem Solving (SCQF4)
- 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
- Highly organised
- IT confident
- Excellent communication skills
- Attention to detail.

You will be a bright, enthusiastic individual keen to learn and progress, looking for a great career starter.

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:

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 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

Contract: Permanent

Salary: £4.23 per hour

Employer:

Thrifty Car Rental at Haymarket in Edinburgh is one of our top car hire locations.

Work Environment:

You will be working in an office based environment.

What might a day in this job look like?

Working in a busy rental branch is challenging and no two days are the same. Reporting to the branch Manager, you will be fully trained and supported to become an integral member of the rental team, developing skills and experience that will enable you to deliver the highest standards of customer service, both face to face and over the telephone. You will learn how to deal with all enquiries in a polite and helpful manner, whilst working in accordance with company rental procedures and accurately completing rental documentation and administration including payment processing, ID verification and system uploads. Additionally, you will learn how to check vehicles for pre- and post-rental damage in order that appropriate charges can be collected, upsell additional products in line with customer requirements, handle vehicle reservations and conduct daily fleet checks.

What will I learn?

You will work towards an SVQ Level 3 in Business Administration. The company offers a comprehensive apprenticeship programme as well as a structured programme of in house coaching and development by their dedicated trainers to ensure their staff realise their full potential. The company endeavour to promote from within to secure career progression and their apprenticeship programme is designed to give you the skills to deliver an exceptional vehicle rental experience to all their customers. This involves understanding their products, learning how to engage with customers to ensure continued customer satisfaction, maximising sales opportunities, learning vehicle rental administration and vehicle check in/out processes and operating various IT systems. At the end of the apprenticeship, you will have the opportunity to move into a permanent role, where you will be able to continue your career development journey.

What Qualifications / Qualities are required?

- National 5 English and National 4 Maths are desirable but not essential
- Excellent communicator
- Organised, flexible and good attention to detail
- IT literate
- You absolutely must have passion, energy, talent, character and attitude to succeed in this role.

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: KPMG360° Programme

Contract: 3 or 6 years depending on the career path you take

Salary: Competitive

Employer:

KPMG in the UK, is part of a global network of firms offering Audit, Tax & Pensions, Consulting, Deal Advisory and Technology services. We work with clients, from small start-ups to multinational organisations, helping them to solve some of the most complex business challenges.

Work Environment:

Being part of KPMG means being part of our vibrant community. This sense of community will be apparent from the moment you join us. Our colleagues come from incredibly diverse backgrounds, but all share a natural curiosity and a desire to work together. You'll be encouraged to bring your own unique perspective, and we'll support you every step of the way to develop your talents and achieve your potential.

What might a day in this job look like?

On our KPMG360° Programme, starting in autumn 2019, you'll have the chance to rotate around different business areas and teams, providing you with broad experience and insight into our firm, before you choose an area to specialise in.

You could work as part of our Audit teams learning how to do bank reconciliations, develop your client communication skills within our Tax & Pensions teams, or build your business knowledge within our Advisory teams. This programme will last three or six years, depending on the career path you decide to take.

You'll earn a salary and be supported to achieve a professional qualification, following the study pathway that's right for you and your career ambitions. We'll give you access to KPMG employee networks, societies, and sports and leisure clubs, as well as the opportunity to get involved in volunteering activities that give back to communities.

What will I learn?

As a KPMG apprentice, you'll join 'The Academy' – a unique learning community that unites all of our apprentices and graduates across the UK. It will help you make connections not just for today, but for your career ahead. You'll have access to wide-ranging training programmes, and the chance to join our employee networks, societies, and sports and leisure clubs, as well as get involved in volunteering activities that give back to communities.

- First year: Once you join the programme you will have regular conversations about your career. Your foundation year will allow you to make an informed choice about your career path going forward. You'll also complete the AAT Level 3 qualification
- Second and third year: Completion of the AAT Level 4 combined with longer placements will deepen your industry and technical knowledge.
- Fourth, fifth and sixth year: You will decide whether to specialise in Audit, Tax, Consulting or Deal Advisory and your qualification studied will reflect this decision.
- Seventh year: you will be eligible to be promoted to Assistant Manager.

What Qualifications / Qualities are required?

Within our recruitment process, we look for more than just your academic results. This wider perspective helps us ensure that we are giving you the best opportunity to demonstrate who you are and your potential. Learn more about [applying to KPMG](#).

As a general rule, you'll be expected to meet the following requirements:

- A minimum of five National 5s at grades A – C in both Maths and English (or equivalent qualifications)
- Equivalent of 104 new UCAS points under the 2017 tariff points at Higher/Advanced Higher level.

For more information about our programmes, please click [here](#).

Closing Date:

The programme is on a rolling application basis so places will be filled as applications are received.



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

Job Title: 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:

This position 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: 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:

This position 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: 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:

This position 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: 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:

This position 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: 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:

This position 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: 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:

This position 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: 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:

This position 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: 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:

This position 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: Children and Young People – Modern Apprenticeship

Contract: Full time up to 18 months

Salary: National Apprenticeship Wage or above

Employer:

Training for Care is an educational charity specialising in social care and childcare training for over 30 years and recruits on behalf of a number of different childcare employers across Edinburgh. We recruit on a continuous basis and run programmes throughout the year. The next programme starts on Friday 25 January 2019.

Work Environment:

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

What might a day in this job look like?

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

What will I learn?

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

What Qualifications / Qualities are required?

To be eligible you must be between 16 and 19 years of age (you can apply until age 29 if you are disabled or care experienced) and you should have, or expect to achieve, a minimum of 3 National 4s or 5s. Although previous experience is not required, some baby sitting or school work experience with children is helpful. The ability to demonstrate a genuine commitment and desire to work with children is most important, and reliability, ability to use initiative and good interpersonal and communication skills are all essential.

Closing Date:

Friday 11 January 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: 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.

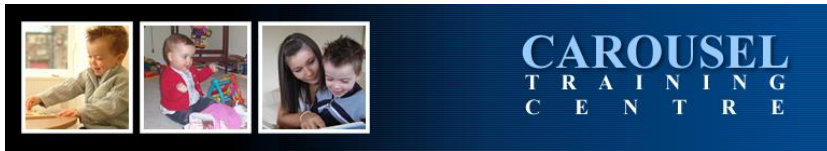
What Qualifications / Qualities are required?

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: 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: Manufacturing Technical - Modern Apprenticeship – 8 posts

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 – 8 posts

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 – 5 posts

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 – 7 posts

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 – 3 posts

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 – 7 posts

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: 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: 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: 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: 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: 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.