



## Edinburgh Guarantee Schools Bulletin

### Week beginning Monday 21 January 2019

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

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

#### Would you like to:

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

For answers to these questions, please visit our website [www.edinburghguarantee.org](http://www.edinburghguarantee.org) where you should Register, complete your Member Profile, sign up for Job Alerts and apply for the opportunities advertised in this bulletin.

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

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

## List of current opportunities:

- ✓ Leisure Attendant – Employability Fund – Direct Partners/Edinburgh Leisure
- ✓ Soft Play Assistant - Employability Fund – 2 posts - Direct Partners/Edinburgh Leisure
- ✓ Playwork Assistant - Employability Fund - Direct Partners/Reputable After School Club (venues across Edinburgh)
- ✓ Catering Assistant – Employability Fund - Direct Partners/Edinburgh Leisure
- ✓ PMO Analyst - Modern Apprenticeship – QA/Bravura Solutions
- ✓ IT Management for Business - Graduate Level Apprenticeship 2019 - 9 posts – CGI
- ✓ Staff Member – 5 posts – McDonald's
- ✓ Light Vehicle Mechanic - Modern Apprenticeship – GTG/Sighthill
- ✓ Light Vehicle Mechanic - Modern Apprenticeship – GTG/Marchmont
- ✓ Light Vehicle Mechanic - Modern Apprenticeship – GTG/Craigentenny
- ✓ Light Vehicle Mechanic - Modern Apprenticeship – GTG/Corstorphine
- ✓ Marketplace Associate - Modern Apprenticeship – QA/Omni-channel retailer
- ✓ Digital Marketing - Modern Apprenticeship – QA/Firefly
- ✓ Business Administrator - Modern Apprenticeship – 2 posts – Microcom/Cliq Containers
- ✓ Childcare Academy - Employability Fund – North Edinburgh Childcare
- ✓ Online Customer Support - Modern Apprenticeship - 2 posts – QA/Origin Fitness
- ✓ Accounts Assistant - Modern Apprenticeship – QA/Leading Property Company
- ✓ Office Administration – Modern Apprenticeship – QA/Social Care Services
- ✓ Retail, Hospitality, Security, Baggage Handling, Ramp Operators and many more – Various Employers - Edinburgh Airport Recruitment Centre
- ✓ Retail, Hospitality, Beauty, Care and more - Various Employers and Locations - Fort Kinnaird Recruitment and Skills Centre
- ✓ Trainee Recruitment Specialist - Modern Apprenticeship – 2 posts – Venesky Brown
- ✓ Hairdresser – Modern Apprenticeship - Charlie Miller
- ✓ Step into Childcare/Social Care – Employability Fund – Training for Care
- ✓ Business Apprentice - Assurance - EY
- ✓ Business Apprentice - Tax - EY
- ✓ Business Administrator/Receptionist - Modern Apprenticeship – PeoplePlus/Haines Watts
- ✓ Accounts Assistant - Modern Apprenticeship – PeoplePlus/Haines Watts
- ✓ Restructuring Advisory Assistant - School Leaver Apprenticeship Programme - RSM
- ✓ Professional Services Assistant (Audit, Accounting & Tax) - School Leaver Apprenticeship Programme – RSM
- ✓ KPMG360° Programme - KPMG
- ✓ 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
- ✓ Artisan Baker - Modern Apprenticeship – The Breadwinner Bakery
- ✓ Support Worker – Blackwood Care
- ✓ Personal Assistant – ENABLE Scotland
- ✓ Assistant Nursery Practitioner - Modern Apprenticeship – PA Training
- ✓ Administration/Reception/Customer Service – Modern Apprenticeships – RTL

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

**Job Title:** Leisure Attendant – Employability Fund

**Contract:** This is a 12 week work placement. Successful applicants may secure a job and progress to a Modern Apprenticeship.

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

**Employer:**

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

**Work Environment:**

Edinburgh Leisure makes a positive difference by:

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

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

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

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

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

**What will I learn?**

- You will learn how to be an effective member of the team working in a leisure environment.
- You will receive industry related training including National Pool Lifeguard Qualification (NPLQ) certificate. The cost of the NPLQ (approx. £250 pp) is covered on this programme.
- On successful completion of the programme, candidates will be invited to interview with employer.
- Successful candidates, following interview, can progress to a job and begin working towards an SVQ Level 2 in Sport and Operational Services or an SVQ Level 2 in Activity Leadership.

**What Qualifications / Qualities are required?**

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

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

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

We are currently looking for applicants who are 18+.

**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 – 2 posts

**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:**

The posts are based at Ratho Climbing Arena and the Royal Commonwealth Pool. 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:** 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:** 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 based at the Royal Commonwealth Pool, 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:** PMO Analyst - Modern Apprenticeship

**Contract:** Fixed Term – 12 months with potential to be made permanent

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

**Employer:**

Bravura Solutions are an industry leading provider of software solutions and services for the administration of superannuation, pensions, life insurance, investment, wrap, private wealth and funds administration. We deliver solutions across multiple business lines, including products for wealth management and life insurance administration, eBusiness, funds administration and related technologies.

**Work Environment:**

You will be office based in the EH3 area. The PMO at Bravura is the information hub for all our projects. The PMO Analyst is an integral member of the PMO team, thus having exposure to a diverse range of high profile projects and industry leading clients.

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

- The PMO Analyst will be responsible for providing project support and owning activities including assurance, quality control, information management, financial tracking, risk/issue tracking and change control.
- Digital competence required as majority of workload requires use of project related software programmes.
- Project Support: day to day support to Client Project Managers, assist with project status reporting and ensure key reporting milestones are met through use of project management software tools.
- Cross project communication: work with Project and Programme Managers to produce and maintain project plans and related project control documents - delivered through specific project planning and documentation software tools.
- Standardisation: support the implementation of a quality strategy including the implementation, monitoring and control of new process.
- Project Governance: maintain issues, actions and risks logs, maintain the project change log, maintain detailed resource plans that align to client budgets, assist with financial reporting process.
- Continuous Project Management Improvement: support the PMO Manager to achieve core PMO functional milestones.

**What will I learn?**

You will work towards SCQF Level 6 Digital Application Support.

**What Qualifications / Qualities are required?**

- Strong numeracy skills
- Ability to apply analytical skill and conceptual thinking to project related activities and work
- Ability to collaborate with co-workers and clients
- Strong oral and written communication skills, including presentation and facilitation skills
- Resilience including the ability to work effectively under time pressure
- Ability to work in a team environment
- Proactive approach to work
- Proven eagerness for continual personal development
- Commercial awareness
- Capable of working on-site at client offices



- Strong inter personal skills, a commitment to quality and the will to constantly drive improvements
- Financial management / reporting and analysis skills
- The ability to thrive in a fast-paced matrix-based environment
- The ability to understand complex financial reports
- Can do / will do attitude to work tasks.

**Closing Date:**

Friday 1 February.



***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:**

Saturday 16 February.



***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:** Staff Member – 5 posts

**Contract:** Permanent

**Salary:** Under 18: £6.00 per hour; 18 – 20: £7.00 per hour; 21+: £8.30 per hour

**Employer:**

McDonald's Restaurant, Corstorphine Retail Park, Glasgow Road, Edinburgh.

**Work Environment:**

Quite simply, you'll be working in our fast moving, high energy environment and we're looking for a genuine smile plus an ability to connect with customers and make them feel valued. You'll work 30 hours a week over 7 days.

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

We want every McDonald's customer to have a brilliant experience, every time they visit. That means hot food in a clean and friendly restaurant. As a Staff Member, you'll make it happen, whether you're preparing food, serving on the till or being out in the dining areas looking after our customers' needs.

**What will I learn?**

You will learn how to interact with customers, food safety standards, health and safety standards and cash handling as well as many other things.

**What Qualifications / Qualities are required?**

- Confident in approaching and dealing with diverse groups of people.
- Friendly, courteous and helpful behaviour will come naturally to you and you'll work well as part of a team.
- Effective communication skills such as attentive listening, face-to-face verbal communication and eye contact are a must.
- Understand the importance of maintaining high standards of quality and service as well as cleanliness.
- The ability to maintain high energy levels whilst working both efficiently and productively is essential.
- Finally, your appearance should be smart and clean.

**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 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 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:**

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**Employer:**

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**Work Environment:**

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**Closing Date:**

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**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:** Marketplace Associate - Modern Apprenticeship

**Contract:** Fixed Term – 12 months with potential to be made permanent

**Salary:** £10,000 per annum

**Employer:**

We are an omni-channel costume and apparel retailer which generates a turnover of £10m and has a truly global reach with more than 80% of revenues generated overseas. We have won a number of awards across business and marketing with a particular highlight being our recognition as one of Britain's fastest growing companies in the Sunday Times Fast Track 100 (position 16). We have 20 employees and operate from offices in Edinburgh and London.

**Work Environment:**

You will be office based in the EH3 area and you will work 37.5 hours a week, Monday – Friday. Based in the Marketplace Retail team, who are responsible for sales through Amazon, eBay and other marketplace channels, this is a great opportunity to learn valuable business, e-commerce and Amazon skills.

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

Maximising sales and customer engagement from a range of several hundred costume products through Amazon Marketplace. This will include:

- digitally compiling product information
- optimising how products are displayed to customers through Amazon platform
- managing online product advertising through Amazon sales platform
- managing online stock control through
- using end-user computer systems to efficiently manage workload
- delivering Amazon sales targets
- using Excel.

**What will I learn?**

You will work towards SCQF Level 6 in Digital Application Support.

**What Qualifications / Qualities are required?**

- At least 4 Highers at grade B and National 5 in Maths and English
- Desire to learn new skills
- Takes ownership for getting jobs done on time and to a high standard
- Good attention to detail
- Logical and analytical thinking
- Good numeracy skills
- IT literate with a focus on email and Excel
- Interested in e-commerce.

**Closing Date:**

Thursday 31 January.





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

**Job Title:** Digital Marketing - Modern Apprenticeship

**Contract:** Fixed Term – 12 months with potential to be made permanent

**Salary:** £11,000 - £14,000 per annum

**Employer:**

Firefly is a creative, branding and digital design agency based in Edinburgh. Our work is focused on helping our clients connect with their target audience, promote their business and sell their products and services in a consistent way across all communications.

**Work Environment:**

Office based in the EH6 area. Perks of the job include 30 days annual leave, contributory pension scheme, complimentary coffee, tea and snacks and a busy social calendar.

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

Are your organisation and communication skills out of this world? As our agency continues to grow, we're looking for a marketing assistant to join our small, fun and ambitious team. Working alongside our Client Account Manager and Creative Director, the successful candidate will help raise Firefly's profile and generate new business opportunities. Jump on board and:

- Manage our social media channels (Facebook, Twitter, LinkedIn, Instagram, Vimeo, YouTube), creating content for successful campaigns and driving engagement
- Write content and articles for our website
- Compile our quarterly newsletter and track engagement
- Manage the promotion of our projects across online communities
- Support our Client Account Manager/Creative Director to compile proposals/tenders
- Work with our Account Manager and liaise with clients to ensure projects are completed on time and to their satisfaction
- Act as our front of house, facilitating all client meetings and ensuring everything is set up accordingly.

**What will I learn?**

You will work towards SCQF Level 6 Digital Marketing.

**What Qualifications / Qualities are required?**

We need you to have:

- flawless writing and communication skills, preferably Higher English
- experience working with Microsoft Office applications
- great attention to detail
- excellent organisational skills
- ability to juggle multiple projects with excellent time management skills
- ability to develop strong relationships both internally and externally
- a proactive and motivated mind-set and willingness to always go the extra mile.

**Closing Date:**

Thursday 31 January.



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

**Employer:**

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

**Work Environment:**

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

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

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

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

**What will I learn?**

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

**What Qualifications / Qualities are required?**

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

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 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:** Online Customer Support - Modern Apprenticeship - 2 posts

**Contract:** Fixed Term – 12 months with potential to be made permanent

**Salary:** £10,000 per annum

**Employer:**

Origin Fitness is a UK based distributor and manufacturer of commercial fitness equipment. Origin works with both distributors and commercial operators to combine both equipment provision and a range of support services which include gym design, marketing, training and servicing. The company is currently looking to grow its market share in the UK and in markets overseas, with digital marketing a key part in the company's strategy towards achieving this.

**Work Environment:**

Office based in the EH28 area. Working hours are 9am - 5.30pm Monday - Friday. You will receive a free gym membership. Your salary will increase after completion of the apprenticeship.

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

- Processing Customer Orders using Salesforce CRM software
- Liaise with customers and suppliers digitally via Outlook and telephone
- Follow internal procedures to efficiently digitally record and maintain order details on Excel spreadsheet
- Manage online customer web response - providing online advice and assistance to our customers
- Coordination of dispatch of goods
- Work with and support existing team members at all times
- Ensure all operational procedures are adhered to
- Liaise with other company departments using internal online chat to ensure all customer experiences are of the highest levels
- Report to Operations Manager on all aspects of day to day activities.

**What will I learn?**

You will work towards SCQF Level 6 Digital Application Support.

**What Qualifications / Qualities are required?**

- A minimum of 5 National 5s, including English and Maths.
- Good computer literacy (Word, Excel, Outlook etc)
- Good communication skills
- Presentable
- An awareness of customer care
- Ability to communicate at all levels externally and internally
- Previous use of Salesforce a benefit but not essential
- 16 – 19 years old.

**Closing Date:**

Thursday 31 January.



***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:** Fixed Term – 12 months with potential to be made permanent

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

**Employer:**

A leading property company who specialises in professional lets, student lets, short term lets and festival lets are looking to add an apprentice to their growing team. They are invested in developing young people in the workplace, with a history of successful apprentices.

**Work Environment:**

Office based in the EH8 area.

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

You will support the Accounts Team by:

- Scanning and filing of accounts information
- Accurate data and document management
- Property database maintenance – accurate data entry
- Professional and clear communication with tenants and landlords regarding payments and invoices
- Answer incoming telephone calls and dealing with enquiries, gaining as much information from the caller to enable a correct and positive response
- Keeping the office area clear of debris.

**What will I learn?**

You will work towards an SVQ Level 3 in Business and Administration. The objective of this role is to learn an office based skill set and demonstrate on the job learning in the workplace.

**What Qualifications / Qualities are required?**

- A minimum of 5 National 5s level, including English and Maths
- Speak and write fluent English with evidenced Right to Work in the UK. A command of other languages is of benefit, but not essential
- Experience of operating MS Office applications – Word, Excel, PowerPoint
- Positive and clear communicator, verbally and in writing
- 16 – 19 years old.

**Closing Date:**

Thursday 31 January.



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

**Job Title:** Office Administration - Modern Apprenticeship

**Contract:** Fixed Term – 12 months with potential to be made permanent

**Salary:** £7,800 per annum, increasing to £15,000 upon completion of apprenticeship

**Employer:**

An award winning registered provider of social care services and a social care recruiter. Established in April 2006 and run by professionally qualified staff, they have built a reputation on quality, diversity, reliability and continuity of care. Providing recruitment solutions alongside registered social care services makes them a unique provider in the field.

**Work Environment:**

Office based in the EH20 area.

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

- To achieve and develop, through time and support, strong skills in business development and both client and candidate engagement.
- Assistance dealing with candidate queries, calls, interviews, applications and support through placing of such into temporary contract, relief and permanent employment opportunities.
- Identifying and resourcing of suitable staff for active vacancies through a variety of mediums – full coaching and support will be provided.
- Assisting with mail shots, advertising and marketing of our services to those who require assistance with staffing in the Health and Social Care sector within the private, statutory and voluntary sectors.
- Conducting updates with candidates on availability, needs of clients and producing regular reports to assist with the smooth running and development of our organisation.

**What will I learn?**

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

**What Qualifications / Qualities are required?**

- A minimum of 5 National 5s, including English and Maths
- Strong organisational skills
- Diligent attention to detail
- Experience within the Health and Social Care industry
- Ability to demonstrate an empathy and understanding of the sector
- Self-confidence and good articulation
- 16 – 19 years old.

**Closing Date:**

Thursday 31 January.



***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. A full list of vacancies is available when you click Apply Now.

#### **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:** 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.



***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 Recruitment Specialist - Modern Apprenticeship – 2 posts

**Contract:** Permanent

**Salary:** £11,000 per annum

**Employer:**

Venesky Brown are a specialist provider of staffing and labour solutions, working alongside companies across a broad spectrum of sectors. As our company continues to grow and develop we are looking for lively, customer focused individuals ready to take on a new and exciting opportunity as a Trainee Recruitment Specialist.

**Work Environment:**

This is a fast-paced role and requires someone who wants to inspire to aspire. If you are someone with the passion and desire to succeed and want to start build a rewarding career, this is the right opportunity for you! Based in our office at Rutland Square, you will work Monday - Friday 8.45am - 5.30 pm (with an hour for lunch).

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

- Acting as candidates first point of contact
- Registering new candidates
- Reference checking and verifying certification
- Developing a pool of reference checked candidates
- Creating inspiring adverts and utilising social media sites to attract candidates
- Outgoing calls to identify skilled workers for future projects
- Organising training and taking necessary action when informed effective/expiry dates of candidate tickets are approaching
- Maintaining candidate files.

**What will I learn?**

You will work towards an SVQ Level 3 in Business and Administration. We will support you through your journey and give you the guidance to release your potential. We will explore your capability and progress you through the company, on the path that's right for you.

**What Qualifications / Qualities are required?**

- Higher or equivalent which should include English
- Excellent communication skills
- A strong self-motivator
- Hardworking and committed with a strong desire to be a high achiever
- A creative thinker with the natural ability to 'think outside the box'
- Organised and efficient
- Ability to follow guidelines and processes and learn from peers
- Good team player
- Good level of IT knowledge and ability to navigate a database
- Age 16 – 19 years.

**Closing Date:**

Thursday 28 February.

***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:** 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.



***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:** 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:** 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.



***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.



***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](#).

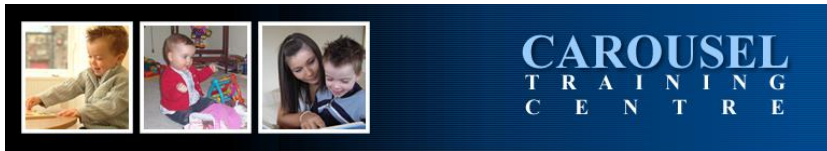
As a general rule, you'll be expected to meet the following requirements:

- 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:** 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.



***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.



***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.



***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.



***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.



***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.

***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:** 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:** 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:** 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.



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**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.





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**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.