



## Edinburgh Guarantee Schools Bulletin

### Week beginning Monday 4 March 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:

- ✓ Step into Childcare/Social Care – Employability Fund – Training for Care
- ✓ Business Support - Modern Apprenticeship (R085) – Rewards/ Sport National Governing Body
- ✓ Data Operations - Modern Apprenticeship – QA/The Faculty of Advocates
- ✓ Personal Tax Assistant – Scott-Moncrieff
- ✓ Building Services Design Technician – Modern Apprenticeship – Troup Bywaters + Anders
- ✓ Business and Administration - Modern Apprenticeships – Scottish Government
- ✓ Framing Assistant – Colinton Arts
- ✓ Corporate Services - Modern Apprenticeship – Limelight/East Lothian Housing Association
- ✓ Asset Management - Modern Apprenticeship – Limelight/East Lothian Housing Association
- ✓ Childcare Academy - Employability Fund – North Edinburgh Childcare
- ✓ IT Systems and Networking - Modern Apprenticeship – QA/The Scottish Courts and Tribunals Service
- ✓ Administrative Assistant - Modern Apprenticeship – Limelight/Ralph Hendrie Legal
- ✓ Casework Administrator - Modern Apprenticeship – Limelight/The Mental Welfare Commission
- ✓ Bookings/Receptionist - Modern Apprenticeship – QA/MGA Academy of Performing Arts
- ✓ Hairdresser – Modern Apprenticeship - Charlie Miller
- ✓ IT Management for Business - Graduate Level Apprenticeship 2019 - 9 posts – CGI
- ✓ Childcare/Early Years – Modern Apprenticeship – Carousel Training Centre
- ✓ Trainee Auditor – School Leaver Programme – Audit Scotland
- ✓ JC Futures: School Leaver Programme – Johnston Carmichael
- ✓ Business Apprentice - Assurance - EY
- ✓ Business Apprentice - Tax - EY
- ✓ Accounts Assistant - Modern Apprenticeship – Microcom/Steelman & Company
- ✓ 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
- ✓ 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/Craigentinny
- ✓ Business Administrator - Modern Apprenticeship – 2 posts – Microcom/Cliq Containers
- ✓ 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
- ✓ Restructuring Advisory Assistant - School Leaver Apprenticeship Programme - RSM
- ✓ Professional Services Assistant (Audit, Accounting & Tax) - School Leaver Apprenticeship Programme – RSM
- ✓ 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
- ✓ 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:** 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 25 March.

**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 22 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 Support - Modern Apprenticeship (R085)

**Contract:** Fixed term – 12 months, with the possibility of a permanent position

**Salary:** £16,000 – £19,999 per annum

**Employer:**

As a sportscotland recognised national governing body for an Olympic sport, this company represents its growing individual membership, member clubs, coaches and hundreds of qualified, enthusiastic and committed volunteers delivering this sport across Scotland.

**Work Environment:**

Based in the Business Support team at their Newbridge office, this is a great opportunity to get exposure across the various departments within a business and how they operate. You will provide support across the business, focusing on membership services, communication, marketing, finance, performance, administration and logistical support.

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

- Providing integrated administrative support across the business
- Manage and update the membership services and grading functions
- Answer the telephone and respond to enquiries in an appropriate manner
- Deliver a warm, welcoming and professional greeting as a representative of the company
- Maintain a professional reception area and meeting room for clients, customers, partners and other visitors
- Produce regular performance reports for Business Support activity as appropriate
- Undertake activities as directed by the Lead Executive or Chief Executive Officer.

**What will I learn?**

You will undertake an SVQ Level 3 (SCQF Level 6) in Business and Administration, and have the opportunity to improve your IT skills through the use of Microsoft IT Academy.

Through this apprenticeship you will continuously self-develop and therefore improve your communication skills, ability deliver to high standards of work and service and progress within your job role.

**What Qualifications / Qualities are required?**

Ideally, we are looking for National 5s including Maths and English, or Higher Grades, and intermediate user in Microsoft Office programmes.

In addition to the above the following attributes are desirable:

- A willingness to learn and a positive attitude
- A confident communicator in a customer facing role
- Strong organisation and problem-solving skills
- An exceptional phone manner
- Considerable attention to detail
- Experience using database systems and processes
- Ability to work cohesively within a team
- Ability to use initiative to make independent decisions

- Ideally someone who has undertaken some form of work experience as evidence for the above.

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

**Closing Date:**

Friday 29 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:** Data Operations - Modern Apprenticeship

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

**Salary:** £12,000 per annum

**Employer:**

The Faculty of Advocates is an independent body of lawyers who have been admitted to practise as Advocates before the courts of Scotland, especially the Court of Session and the High Court of Justiciary, and is a constituent part of the College of Justice.

**Work Environment:**

Office based in the EH1 area.

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

- Support the Data Operations team, working across different systems
- Prepare and index copy fee notes
- Maintain and update the transferred fee notes within the document management system
- Assist the teams with issuing of correspondence
- Assist with validation of various database data transfers
- Assist the management team with financial report creation and issuing of monthly Advocate remittance advice
- Respond to requests for copy fee notes from agents
- Assist with requests for copy remittance advice from Advocates and Accountants.

**What will I learn?**

You will undertake SCQF Level 6 Digital Applications Support.

**What Qualifications / Qualities are required?**

- Pleasant friendly manner
- Confident and enthusiastic
- Organisational and planning skills.

**Closing Date:**

Tuesday 5 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:** Personal Tax Assistant

**Contract:** Permanent

**Salary:** £16,500 per annum

**Employer:**

Scott-Moncrieff is one of Scotland's leading independent firms of chartered accountants and business advisors. Our expertise encompasses financial assurance, risk management, improving performance and taxation. We advise high calibre clients working across all sectors in Scotland and beyond, offering expert business insights at every opportunity.

**Work Environment:**

Our Personal Tax team is based within our Edinburgh office and part of a wider tax team (including Corporate Tax, Employment Tax and VAT). This is an excellent opportunity to join our Personal Tax team and kick start your career! The role would be suited to someone with very minimal or no experience, as all learning would be given on the job and through our comprehensive training plan. Ideally, we would be looking for someone to start with us as soon as possible.

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

- Gather appropriate information to complete tax returns from the following contacts: HMRC, banks, clients and other internal departments.
- Prepare tax returns ensuring they are completed accurately using the firm's software.
- Draft tax computations that are accurately completed, dependent on the client case.
- Ensure that all time is accurately recorded and maintained on a daily basis.

**What will I learn?**

The team would be very keen to find someone who would be suited to our school leaver programme, completing a professional qualification over 5-6 years. This would be a great career path for someone who doesn't want to go to university.

You will receive comprehensive support for professional qualifications (such as ICAS, ACCA & CTA) including funding, study leave, training and tutorials, mock exam practice and formal mentoring and support via our in-house training team.

**What Qualifications / Qualities are required?**

Potential candidates should be able to demonstrate strong numerical skills, great communication and the desire to develop a career within Tax.

You should also have the following qualifications:

- National 5 Maths and English; and
- At least 3 Highers from 5<sup>th</sup> year.

**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:** Building Services Design Technician – Modern Apprenticeship

**Contract:** Permanent

**Salary:** £11,650 per annum

**Employer:**

Troup Bywaters + Anders (TB+A) are a high performing consulting building services engineering partnership. We design and create unique internal spaces that blend comfort and function for occupier, tenants and building owners to bring their buildings to life.

Our 200-strong team operate from eight offices across the UK. We invest in our people to attract, grow and retain the best engineering talent and our commitment to our team starts with our award-winning apprenticeship scheme.

**Work Environment:**

As a Building Services Design Technician, you will work within a team of experienced engineers and assist with the design of various installations found in buildings such as the lighting, heating, ventilation and security to bring buildings to life!

Imagine yourself in an amazing building. Take away the lighting, heating, ventilation, lifts, escalators, plumbing, power supply, energy systems and the security and safety systems... all that is left is a cold, dark, empty shell. Without Building Services Design Engineers these spaces would not be brought to life!

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

- Preparation of simple calculations
- General sizing calculations
- Production of manual and CAD (Computer Aided Design) drawings
- Site visits
- Site surveys
- Contributing to providing solutions to design problems
- Ensuring designs meet required standards following our Integrated Management System
- Keeping your training log up to date and attending training/CPDs where appropriate
- Supporting the administration of projects
- Commit to supporting strategic TB+A sustainability policies and our internal environmental programme objectives.

**What will I learn?**

You will attend Forth Valley College one day per week to study for a Modern Apprenticeship in Construction Engineering Design. In addition, you will develop your professional knowledge and experience within the workplace to demonstrate the achievement of the required knowledge and behaviours, which will lead to Engineering Technician (EngTech) accreditation at the end of your apprenticeship.

This is a permanent opportunity; the apprenticeship is just the start of your journey to ultimately achieve Chartered Engineer (CEng) status. There will be opportunities to progress onto a degree apprenticeship to continue academic progression.

**What Qualifications / Qualities are required?**

A minimum of four National 5 (SCQF Level 5) passes in English, Maths, science and/or technical subjects.

You should also meet the following criteria:



- Proficient in AutoCAD 2010 or later version
- Excellent working knowledge of Microsoft Office including Word, Excel and Outlook
- Excellent team working and interpersonal skills
- Ability to multi-task and adhere to strict deadlines
- Dealing tactfully and diplomatically with confidential information
- Excellent oral communication with a professional phone manner
- Self-motivated and enthusiastic
- Organised
- Willing to learn
- Patient with good listening skills
- Proactive team member
- Works on own initiative
- Approachable and personable
- Commitment to maintaining high quality standards (good attention to detail)
- Willing to travel to other offices when required.

It would also be beneficial if you have an interest in buildings and architecture.

**Closing Date:**

Saturday 16 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 and Administration - Modern Apprenticeships

**Contract:** Permanent

**Salary:** £18,392 per annum

**Employer:**

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

**Opportunities available:**

- Business Support Officer – Performance & Strategic Outcomes Directorate (St Andrew's House)
- Administrative Officer – Social Security Directorate (Victoria Quay).

Full job specifications are available when you click Apply Now.

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

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

**What will I learn?**

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

**What Qualifications / Qualities are required?**

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

We are looking for candidates with the following qualities:

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

**Closing Date:**

Please see individual job adverts and closing dates when you click Apply Now.

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

**Job Title:** Framing Assistant

**Contract:** Fixed Term – 6 months, with potential to be extended

**Salary:** National Minimum Wage

**Employer:**

Colinton Arts is an art gallery, framers and gift shop in Colinton Village, offering professional advice and a personal service for all aspects of picture framing, cleaning and restoration. We frame artwork for art exhibitions, schools, universities and sports bodies as well as for our loyal customer base and local artists not only in Edinburgh but throughout Lothians and Scotland.

**Work Environment:**

We are a small art and framing business, focusing on high quality bespoke art presentation. You will be working in our friendly team in a relaxed indoor workshop, maintaining customer one-on-one relationships with our loyal client base. Working hours will be 09:30 - 16:30 Tuesday to Friday.

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

You will learn all the interesting processes that go into framing pictures and memorabilia from start to finish, including art conservation and restoration:

- Cutting profiles
- Pinning frames
- Cutting mounts
- Finishing off
- Keeping work environment clean.

**What will I learn?**

- Processes such as stock control, quality assurance, light just-in-time manufacturing processes
- Soft skills such as teamwork, retail interaction, client services, creativity, problem-solving, communication.

**What Qualifications / Qualities are required?**

- You should have National 4 /5 competency in Maths and English.
- We are looking for someone who is reliable, enthusiastic, who demonstrates initiative and is willing to learn new concepts under the guidance of a senior framer.
- We encourage applicants aged 16 - 24 who live within close proximity to the business to apply.

**Closing Date:**

Friday 8 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:** Corporate Services - Modern Apprenticeship

**Contract:** Fixed Term - 18 months

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

**Employer:**

East Lothian Housing Association builds and manages a wide range of properties to meet a variety of needs. From our office in Haddington, we currently manage over 1,300 properties for rent and shared ownership within East Lothian.

**Work Environment:**

You will work in a small team within our Corporate Services Department at our main offices in Haddington. Your working hours will be Monday to Friday 9 am – 5 pm.

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

You will support the Corporate Services Department in ensuring the business of the Group is run efficiently by providing a high level of customer care and clerical and administrative assistance.

You will also:

- provide a high level of customer service within reception to all visitors/callers
- provide information at the point of first contact and ensure that our customers are directed appropriately towards any further help that they need
- copy, collate, and distribute papers, memos, etc, and liaise with relevant staff
- accurate data entry to the Group's IT systems
- support the Corporate Services Manager with Health and Safety responsibilities.

**What will I learn?**

- You will work towards an SVQ Level 3 in Business and Administration.
- A comprehensive training programme will include learning bespoke software.

**What Qualifications / Qualities are required?**

You must have a minimum of 3 National 4 or 5s (or equivalent), which must include English and Maths. A basic knowledge and ability to use Microsoft office packages would be desirable.

You must also possess:

- ability to use initiative
- effective team worker
- ability to work accurately, paying attention to detail
- enthusiastic and motivated
- good communication and interpersonal skills.

**Closing Date:**

Friday 22 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:** Asset Management - Modern Apprenticeship

**Contract:** Fixed Term - 18 months

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

**Employer:**

East Lothian Housing Association builds and manages a wide range of properties to meet a variety of needs. From our office in Haddington, we currently manage over 1,300 properties for rent and shared ownership within East Lothian.

**Work Environment:**

You will work in a small team within our Asset Management Department at our main offices in Haddington. Your working hours will be Monday to Friday 9 am – 5 pm.

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

You will provide effective administrative and clerical support to our Asset Management Department to ensure high levels of tenant satisfaction is achieved. Key tasks include administering maintenance services, maintaining records, liaison with contractors and service users and representing the organisation to a high standard.

You will also:

- deal with general, day to day enquiries
- assist the Asset Management staff in setting up and maintaining Asset Management records
- assist with the implementation and administration of the Property database
- carry out a range of administrative duties, such as filing and photocopying
- maintain the Property Officers' diaries
- issue inspection requests to the Property Officers
- liaise with customers with regard to access arrangements
- assist with the production of quarterly performance reports for the Asset Manager
- maintain information systems and registers, both manual and computerised.

**What will I learn?**

- You will work towards an SVQ Level 3 in Business and Administration.
- A comprehensive training programme will include learning bespoke software.

**What Qualifications / Qualities are required?**

You must have a minimum of 3 National 4 or 5s (or equivalent), which must include English and Maths. A basic knowledge and ability to use Microsoft office packages would be desirable.

You must also possess:

- ability to use initiative
- effective team worker
- ability to work accurately, paying attention to detail
- enthusiastic and motivated
- good communication and interpersonal skills.

**Closing Date:** Friday 22 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:** Childcare Academy - Employability Fund

**Contract:** 30 hours per week - up to 26 weeks – starting Monday 18 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:

- Tuesday 26 February at 1 pm
- Tuesday 5 March at 10 am
- Tuesday 12 March at 1 pm.

**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:** IT Systems and Networking - Modern Apprenticeship

**Contract:** Fixed Term – two years with potential to be made permanent

**Salary:** £19,350 per annum

**Employer:**

The Scottish Courts and Tribunals Service (SCTS) is an independent public body which is responsible for the administration of the courts and tribunals of Scotland.

**Work Environment:**

Office based in the EH11 area.

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

We are looking for a confident, enthusiastic and driven person to join our IT department on a two year apprenticeship programme. So that you can learn as much as possible, we've devised a rotation plan that will allow you to gain valuable experience in the following areas of IT:

- Service desk (1st line support)
- PC implementation
- Networks and storage
- Enterprise.

**What will I learn?**

You will work towards SCQF Level 6 and 8 IT Systems and Networking. We believe in giving you the best start possible to a career in IT which is why you'll get some of the best training possible to give you all the technical and personal tools you need to flourish.

There's a distinct possibility that a permanent role (which would be a promotion) will become available after the two years, but if this doesn't materialise we'll have given you the kind of springboard that takes ambitious young adults to the next level of their career in a short period of time.

**What Qualifications / Qualities are required?**

If you match the following criteria we want to hear from you:

- Confident, enthusiastic, self-motivated and a drive to succeed in IT
- Proactive attitude
- A good team player who can also work independently
- First class interpersonal skills
- Undertakes work with honesty and integrity.
- Well organised and methodical
- Confident working with technology
- Previous evidence of utilising digital innovation/IT as part of a project.

**Closing Date:**

Thursday 7 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:** Administrative Assistant - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £12,000 per annum

**Employer:**

Ralph Hendrie Legal are proud to be a modern firm who provide a bespoke and reliable service to our customers in relation to Property, Wills, Trusts and Executries.

**Work Environment:**

Based in an open plan office located within Murrayburgh House, Corstorphine Road, interacting with everyone in our friendly legal team. Working hours are Monday to Friday, 9am - 5pm.

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

- Dealing with incoming and outgoing mail
- Answering calls
- Requesting title deeds
- Requesting redemption figures
- General office administration.

**What will I learn?**

- SVQ Level 2/3 in Business and Administration
- Industry related training / qualification (i.e. MS Office / Customer Service)
- Soft skills (communication, teamwork, problem solving).

**What Qualifications / Qualities are required?**

- Minimum of 3 National 5s or equivalent including English
- Enthusiastic, reliable and works well within a team-based environment.

**Closing Date:**

Wednesday 6 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:** Casework Administrator - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £17,575 per annum

**Employer:**

The Mental Welfare Commission is a public sector organisation which exists to protect and promote the rights of people with mental illness, dementia and learning disabilities. We do this by monitoring the use of mental health and incapacity law, visiting people who are subject to the legislation, promoting good practice, and challenging service providers and policy makers.

**Work Environment:**

The role is office based, working as part of a wider admin team. The post holder works widely across the organisation supporting professional teams made up of doctors, nurses and social workers, and also liaises with external stakeholders both professionals and service users.

The post holder will undertake a range of administrative activities which contribute to the fulfilment of the Commission's duty to monitor the operation of the Mental Health (Care and Treatment) (Scotland) Act 2003. This includes:

- the verification and evaluation of forms submitted under this Act
- carrying out administrative activities in relation to associated legislation
- coordinating a range of visits for practitioners
- acting as first point of contact for all Commission telephone callers.

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

- Processing forms and paperwork relating to use of mental health and incapacity legislation using the Commission's records management database. This requires the post holder to ensure that forms are complete and accurate, and in accordance with relevant legislation. They will have to follow up missing or incorrect information when necessary and question information provided with a view to preventing challengeable or unlawful detentions.
- Processing requests for a second opinion by sourcing a doctor, arranging a visit and making sure that the relevant paperwork is completed, to ensure individuals are in receipt of appropriate care and treatment.
- Managing correspondence by attaching to the relevant file and passing to the correct colleague to deal with.
- Organising visits for practitioner colleagues to visit services or individuals.
- Answering calls to our advice line on a rota basis – this involves taking the caller's details and logging for a practitioner to respond to.
- Providing ad hoc administrative support as required on other work and projects within the organisation.

**What will I learn?**

- SVQ Level 3 in Business and Administration
- A comprehensive training and induction programme will cover the Commission's business processes and bespoke software
- Soft skills: communication, teamwork, managing a varied workload, database management, handling sensitive information, data protection.

**What Qualifications / Qualities are required?**

- Good communication skills
- Ability to multi-task, prioritise tasks and work to tight deadlines
- Good attention to detail
- A team player with a can-do attitude and willingness to learn.

**Closing Date:**

Monday 11 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:** Bookings/Receptionist - Modern Apprenticeship

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

**Salary:** £10,000 per annum

**Employer:**

The MGA Academy of Performing Arts (MGA) is a centre of excellence providing training, support and promotion for young performers in Edinburgh. An Academy with one aim — a professional performing arts career for every graduate.

**Work Environment:**

Office based in the EH11 area. An opportunity has arisen for a Digital Applications Apprenticeship to join their front of house team. This is an excellent career boost that will allow you to learn all aspects of a varied role within reception, customer services and systems admin while working in a friendly upbeat environment.

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

- Receptionist/telephones
- Filing
- Using Microsoft on Macs
- Open/Close Buildings – key holder
- Dealing with emails from students, staff and externals
- Photocopying and printing
- General admin duties to support the Academy.

**What will I learn?**

- SCQF Level 6 Digital Applications Support
- Our Digital Applications apprenticeship programme combines high-quality classroom training and on-the-job experience to develop your ability to confidently use digital applications in the workplace.
- SQA SCQF6 Diploma in Digital Applications Support (equivalent to working at Higher and National Certificate level)
- SQA SCQF6 PC Passport.

**What Qualifications / Qualities are required?**

- Good organisational skills
- Good communicator
- Motivated and keen to learn,
- Good attention to detail and takes pride in the work
- Outgoing and enjoys working in a fast-paced role.

**Closing Date:**

Wednesday 13 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:** 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:** IT Management for Business - Graduate Level Apprenticeship 2019 - 9 posts

**Contract:** 4 Years

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

**Employer:**

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

**Work Environment:**

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

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

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

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

**What will I learn?**

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

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

**What Qualifications / Qualities are required?**

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

**Closing Date:**

Friday 29 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:** Childcare/Early Years - 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 as a Modern Apprentice. The job role requires you to be part of a pro-active and responsible staff team. You will be involved in planning and setting up activities to help children with their learning, development and growth in a stimulating environment.

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

You will be responsible for the safety and day to day care of babies and young children, where they are supported and encouraged to achieve their full potential. You will also help children learn and develop their physical, intellectual, language and social skills through organised play.

**What will I learn?**

You will qualify with an SVQ Social Services (Children & Young People) at SCQF Level 7 and will graduate as a fully qualified Early Years Practitioner. The course takes approximately 15-18 months to complete, depending on the individual.

**What Qualifications / Qualities are required?**

No experience is necessary, however good communication skills are essential. The successful applicant should be enthusiastic, with a willingness to learn and a desire to work with babies and young children.

Funding for training is available from Skills Development Scotland for applicants aged 16-19 (16-29 for applicants who are disabled or care experienced).

**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 Auditor – School Leaver Programme

**Contract:** Fixed Term – 5 years

**Salary:** £16,900 per annum

**Employer:**

Audit Scotland is Scotland's public-sector auditor, responsible for ensuring that the Scottish Government and public-sector bodies are held to account for the proper, efficient and effective use of public money. We employ around 280 exceptional professionals from different backgrounds who believe that public money should be spent wisely. We know our important work makes a real difference to the lives of Scotland's people and you'll be a valued part of our audit team.

**Work Environment:**

As part of our commitment to deliver work of the highest quality and to adopt the best professional standards and practices, we offer a Professional Qualification Scheme (PQS) for Trainee Auditors. This scheme includes on the job work experience together with financial and study leave support, under the terms detailed in this policy. The PQS will support Trainee Auditors during their training period and equip them with the necessary skills and experience to become effective financial and/or performance auditors upon qualification.

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

Over the duration of the programme, you will likely work within a number of different audit teams and you may be exposed to a wide range of audits in local and central government, the National Health Service and other sectors.

Placements to local audit teams will be agreed by Audit Scotland's senior management and are aimed at helping to build experience within the professional field of audit. You will determine a clear set of objectives for each placement in agreement with your line manager, which will then be agreed with team managers.

As a school leaver, you will also join up with our graduate trainees and have peer support while you learn the job and engage with your studies.

**What will I learn?**

If you feel university is not for you and you want to enter the world of work while training for a professional accounting qualification, then join us on our five-year school leaver programme. You will earn a competitive salary while gaining vital on-the-job experience as an auditor and studying towards your ICAS qualification with peer support.

**What Qualifications / Qualities are required?**

You should meet the following criteria:

- achieved or expected to achieve good results in Higher English and Maths or equivalent by summer 2019 (any job offer would be conditional on achieving the required results)
- good communication and interpersonal skills
- self-awareness and confidence to work using initiative
- ability to work well as part of a team
- ability to analyse information and think laterally and creatively
- disciplined and organised with good project management skills.

**Closing Date:** Sunday 17 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:** JC Futures: School Leaver Programme

**Contract:** Fixed Term - 6 Years

**Salary:** Competitive

**Employer:**

Johnston Carmichael is Scotland's largest independent firm of Chartered Accountants and Business Advisers with expertise across audit, tax, and business advisory.

**Work Environment:**

The vacancy will be based within our [Audit](#) Department in Edinburgh and the successful applicant will learn alongside our experienced team and at the same time study towards a professional qualification.

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

JC Futures is a six-year training programme, starting in summer 2019. The first year involves transition from school and settling into the workplace. We work with you to develop your basic accounting skills and this culminates in you achieving a Certificate in Bookkeeping. Following the introductory year, you will then study towards a professional accountancy qualification. Alongside this you'll be working within our accounts, audit or tax team, gaining valuable practical experience while studying for your exams.

With hands-on experience from day one, alongside supported training towards your professional accountancy qualification, you'll be on track for a successful and bright career.

**What will I learn?**

- Successful students will develop core accountancy and business skills from across a wide variety of industry sectors, whilst experiencing the opportunity to build strong working relationships to help develop a longer term career path.
- You will study towards a professional accountancy qualification.

**What Qualifications / Qualities are required?**

- You should be aiming for or have a UCAS tariff of at least 135 points (or equivalent). Whilst an Accountancy Higher is recommended it is not necessary.
- We're looking for individuals with spark and ambition who can demonstrate attention to detail, take pride in their work and have a real passion to succeed in their professional studies.
- Despite our size, we're a close-knit team so you'll need strong inter-personal skills and be able to communicate well with colleagues and clients.
- Work experience is real advantage but that needn't have been in an accounting or financial environment. As long as you have developed strong transferrable skills which you can apply to a role within our team, we want to hear from you.
- Good time management, problem solving skills and the ability to make sound judgements are also essential alongside a can-do approach to any situation!

**Closing Date:**

Thursday 14 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 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:** Accounts Assistant - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £10,500 per annum

**Employer:**

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

**Work Environment:**

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

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

You will be responsible for processing payroll for our clients and their staff. This role requires a high level of accuracy and good administrative skills. As a key member of the admin team, your duties will include:

- maintaining payroll information by processing payroll data for a variety of clients
- updating payroll records by entering changes and submitting to HMRC
- preparing reports by compiling summaries of earnings, taxes, deductions, leave, and holiday pay/entitlement
- determining payroll liabilities by calculating employee NI and PAYE taxes and providing report to clients
- applying for PAYE references and setting
- liaising with clients, HMRC and pension providers on a daily basis
- managing pensions for clients on a variety of portals
- resolving payroll discrepancies
- providing payroll information by answering questions and dealing with client requests
- maintaining employee confidence and protecting payroll operations by keeping information confidential
- contributing to team effort by accomplishing related results as needed
- completing CIS returns for construction clients.

**What will I learn?**

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

**What Qualifications / Qualities are required?**

- National 5 Maths
- National 4 English
- Interest in Accountancy
- Interest in Payroll and developing in the role
- Good communication skills both written and telephone manner
- Ability to demonstrate the resolve required to deal with clients and agencies in the daily duties of this position
- Develop confidence and show you have an ability to think on your feet.

**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:** 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:** 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:**

This position will close when a suitable candidate is found.



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

**Job Title:** Light Vehicle Mechanic - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £3.70 per hour

**Employer:**

A garage based in the Craightinny area.

**Work Environment:**

Working with a team within the workshop.

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

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

**What will I learn?**

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

**What Qualifications / Qualities are required?**

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

**Closing Date:**

This position will close when a suitable candidate is found.

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

**Job Title:** 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:** 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:** 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:** 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 HNC 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:**

Wednesday 13 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:**

Wednesday 13 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:**

Wednesday 13 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:**

Wednesday 13 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:**

Wednesday 13 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:**

Wednesday 13 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:** 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.



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

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

**Contract:** Full time

**Salary:** National Apprenticeship Wage or above

**Employer:**

Various private nurseries in Edinburgh.

**Work Environment:**

Full time work in a private nursery looking after children aged 0-5 years. The role will involve providing a caring, nurturing and stimulating environment for babies and children as well as team work with colleagues and partnership with families.

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

A typical day will include preparing the environment, planning activities suitable for children's development, preparing snacks and supervising meals, meeting the physical and emotional needs of the children and some housekeeping duties.

**What will I learn?**

- SVQ level 3 Social Services (Children and Young People)
- Work based Core skills, ICT and Numeracy to SCQF level 5.

**What Qualifications / Qualities are required?**

You should have or expect to achieve at least 3 National 4 or 5.

No experience is required but an enthusiasm for working with young children, good communication skills, an ability to use initiative and reliability are essential.

**Closing Date:**

We have ongoing recruitment throughout the year.



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

**Job Title:** 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.