



Edinburgh Guarantee Schools Bulletin

Week beginning Monday 18 November 2019

The Edinburgh Guarantee is here to help you find a job, Modern Apprenticeship, Graduate Apprenticeship or training programme when you leave school.

Each week we will be highlighting the vacancies currently available on our [Jobs Board](#) where you can sign up for [job alerts](#).

You can also visit our [website](#) to see a variety of options available in your Senior Phase and for School Leavers.

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

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

List of current vacancies:

- ✓ Business and Administration - Modern Apprenticeships - The Scottish Government
- ✓ Civil Engineering Technician - Modern Apprenticeship – 2 posts – Fairhurst Consulting Engineers
- ✓ IT Management for Business - Graduate Apprenticeship - 3 posts - CGI
- ✓ Media and Public Relations - Modern Apprenticeship – Limelight/The Royal College of Nursing
- ✓ Hairdresser – Modern Apprenticeship – Cabell Hair Company
- ✓ Security Systems Engineer – Modern Apprenticeship – Circle Security
- ✓ Poultry Technician - Modern Apprenticeship – 2 posts – The University of Edinburgh
- ✓ Service Desk Analyst – Modern Apprenticeship – QA/Computershare
- ✓ Operations Analyst – Modern Apprenticeship – QA/Computershare
- ✓ Financial Services Administration Assistant - Modern Apprenticeship – Limelight/Hunter Wealth Management
- ✓ Software Engineering - Graduate Apprenticeship – 3 posts – Leonardo
- ✓ Manufacturing Technical – Modern Apprenticeship – 10 posts – Leonardo
- ✓ Manufacturing – Modern Apprenticeship – 10 posts – Leonardo
- ✓ Design Engineering Technical – Modern Apprenticeship – 4 posts – Leonardo
- ✓ Design Engineering – Graduate Apprenticeship – 9 posts – Leonardo
- ✓ Business – Modern Apprenticeship – 6 posts - Leonardo
- ✓ Light Vehicle Mechanic - Modern Apprenticeship – GTG/Corstorphine
- ✓ Insurance Administration Assistant – Premier Commercial Ltd
- ✓ Administrative Assistant - Modern Apprenticeship - Limelight/R3 Repairs
- ✓ Light Vehicle Mechanic - Modern Apprenticeship – GTG/Sighthill
- ✓ Bus and Coach Technician - Modern Apprenticeship – GTG/Leith
- ✓ Step into Childcare/Social Care – Employability Fund – Training for Care
- ✓ Receptionist/Parts Assistant - Modern Apprenticeship – Microcom/Labinjoh Ltd
- ✓ Business Administrator - Modern Apprenticeship – Microcom/Durham Road Medical Group
- ✓ Retail, Hospitality and Tourism – Various employers in Edinburgh City Centre/St James - FUSE
- ✓ Business Administrator - Modern Apprenticeship (R102) – Rewards Training/A recruitment company
- ✓ Vehicle Parts - Modern Apprenticeship – GTG/Sighthill
- ✓ Trainee Chef - Fierce Beer Co
- ✓ Accounts Administrator - Modern Apprenticeship (R101) – Rewards Training/An independent travel company
- ✓ Hairdresser - Modern Apprenticeship - Emma Wallace Hair Studio
- ✓ Transactions Business Apprenticeship Programme – EY
- ✓ Tax Business Apprenticeship Programme - EY
- ✓ Assurance Business Apprenticeship Programme - EY
- ✓ Hairdresser – Modern Apprenticeship - Charlie Miller
- ✓ Accounts Assistant - Modern Apprenticeship – Microcom/Steedman and Company
- ✓ Business Administrator - Modern Apprenticeship – Microcom/Capital Credit Union
- ✓ Childcare/Early Years – Modern Apprenticeship – Carousel Training Centre
- ✓ Staff Member – 5 posts – McDonald's
- ✓ Catering Assistant – Employability Fund - Direct Partners/Edinburgh Leisure
- ✓ Playwork Assistant - Employability Fund - Direct Partners/Reputable After School Club (venues across Edinburgh)
- ✓ Soft Play Assistant - Employability Fund – 2 posts - Direct Partners/Edinburgh Leisure
- ✓ Leisure Attendant – Employability Fund – Direct Partners/Edinburgh Leisure
- ✓ 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
- ✓ 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



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: £19,314 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:

- International Futures Business Support Assistant – Directorate for External Affairs (Victoria Quay)
- HR Administrator – HR Shared Services (Saughton House).

Full job specifications are available when you click Apply Now.

What might a day in this job look like?

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

What will I learn?

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

What Qualifications / Qualities are required?

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

We are looking for candidates with the following qualities:

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

Closing Date:

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



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

Job Title: Civil Engineering Technician - Modern Apprenticeship – 2 posts

Contract: Permanent

Salary: £12,000 per annum

Employer:

Fairhurst is one of the largest privately owned Partnerships of Consulting Engineers in the UK. Our primary business is the provision of Civil and Structural engineering consultancy services, supplemented through specialist Divisions, including Planning and Development, Geotechnical and Environmental, Traffic and Transportation, Ports and Harbours, and Water Services. This multi-disciplinary service approach provides a 'one stop shop' to Clients in the development and construction sectors.

Work Environment:

You will be based in the Edinburgh office, working 37.5 hours Monday to Friday with day release for college. As a civil engineering apprentice technician in Fairhurst, you will work with a team of engineers and other professionals in the engineering consulting industry and will be involved in the drawing, development and design of a wide range of civil engineering works. This will typically include roads, pavements, drainage, earthworks and structures to deliver civil engineering projects.

What might a day in this job look like?

You will be working in a team of engineers and technicians supporting the delivery of design work associated with our major projects. Duties may include:

- attending off-site training programme leading to a recognised qualification
- assisting a team of engineers and technicians with the production of engineering drawings
- production of 3D or 2D drawings using computer software
- production of Civil 3D or AutoCAD Models of our schemes
- preparation and checking of simple engineering calculations
- initial checking of own work
- contributing to providing solutions to design problems
- meeting agreed deadlines
- attending and participating in company activities, presentations and workshops
- keeping your training log up to date and attending training/Continuous Professional Development where appropriate
- supporting the administration of projects.

You will be assigned a mentor within your team who you will work and liaise closely with you in your day-to-day work.

What will I learn?

The Modern Apprenticeship in Civil Engineering will run over a three year period, during which time you will undertake a supervised programme of training and college day release which can lead to Technician (EngTech) Membership of the Institution of Civil Engineer (ICE).

What Qualifications / Qualities are required?

You should be studying towards or have achieved Higher or equivalent in Mathematics.

You should also meet the following criteria:

- desire to work in an engineering office environment
- willingness to achieve professional qualification e.g. EngTech
- good numerical/mathematics skills
- good literacy
- good computing skills
- ability to manage your own time and prioritise at busy times
- practical awareness of the civil engineering environment
- adaptability
- an interest in using computers for design work, calculations and testing designs
- ability to produce neat and accurate technical drawings
- ability to think in a methodical way to design, plan and organise projects
- a temperament that means you work well with other people
- excellent communication skills within a team and externally
- ability to present and explain the thought processes behind your own design work.

You should be able to demonstrate that you are:

- enthusiastic
- willing to learn
- punctual
- reliable
- committed
- self-motivated
- well presented.

Closing Date:

These positions will close as soon as suitable candidates 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: IT Management for Business - Graduate Apprenticeship - 3 posts

Contract: 4 Years

Salary: £19,000 per annum starting salary plus company benefits

Employer:

Founded in 1976, CGI is among the largest IT and business consulting services firms in the world. Operating in hundreds of locations across the globe, CGI delivers an end-to-end portfolio of capabilities, from IT and business consulting to systems integration, outsourcing services and intellectual property solutions.

Work Environment:

You might not have heard of us yet but what we do changes your world...in fact everyone's world. The IT services that we deliver to our clients achieve amazing things. From using satnavs to voting on TV programmes and even texting your friends! Imagine being part of a company that can get you involved in these and many other things that make the everyday easier for all.

Our Graduate Apprenticeships are great for school leavers that want to learn whilst earning at the same time. Not only will you enjoy the benefits of a permanent, full-time employment contract, you can look forward to the structured training, hands-on learning and the support and encouragement you need to get your career off to a strong start. You'll be proving yourself from day one – solving problems, taking responsibility, making decisions, working on classified mission-critical projects.

You could be based from our Edinburgh or Scottish Borders office. As CGI is a consultancy, your projects could be based from other locations asides from your base location, and you should therefore be prepared for travel in your role.

What might a day in this job look like?

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'. You could work in everything from software testing, software engineering and project management to name a few.

The best thing about joining us is that, while you may start in one of these areas, the opportunity to move internally is huge, so you can take control of your career from your first day. Our undergraduates have worked on top-secret national security projects, played their part in securing Europe's major satellites and helped win multi-million pound contracts. 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.

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' which is a current or graduated student of a school leaver programme to help you with anything else you may need.

What will I learn?

Join our programme starting in September 2020 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'll also benefit from a competitive starting salary, fully paid tuition fees and all the support you need to succeed. No one day is the same at CGI, meaning you can shape and develop your career throughout the course of the programme then continue with us after graduation.

This course will take four years to complete and, with our sponsorship, you won't have to pay a single penny in tuition fees. We'll even provide the course resources and materials required, so there's no need to worry about textbooks

either. You can also use your 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?

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.

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

Closing Date:

Friday 14 December.



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

Job Title: Media and Public Relations - Modern Apprenticeship

Contract: Fixed Term – 18 Months

Salary: £16,500 per annum

Employer:

With a membership of over 435,000, the Royal College of Nursing is the largest professional association and union of nursing staff and students in the UK. We're proud to be a leading player in the development of nursing policy and practice, with an influential voice at home and abroad. Plus, we are accredited with Investors in People Gold Standard. So join us, and you'll have the chance to nurture your career and improve standards of care.

Work Environment:

You will be working in a small office based team at the RCN Scotland Edinburgh office. The hours of work are Monday 08.30-17.00, Tuesday to Thursday 09.00-17.00 and Friday 09.00-16.30, although you will be required to work flexibly in accordance with the needs of the role.

What might a day in this job look like?

You will have the opportunity to get involved in campaigns and help us get our message out to members and stakeholders through our digital channels including our website and social media. You will also:

- assist in answering telephone enquiries, handling sensitive information with absolute discretion
- make travel and accommodation arrangements
- monitor and update RCN Scotland social media accounts and support the delivery of social media plans
- regularly update the RCN Scotland website and support the development of creative digital content
- provide reception cover at lunch time and when required, greeting visitors, booking taxis and couriers, managing the incoming and outgoing mail
- provide administrative support for events, internally and externally
- assist with meeting room set up and break down, including clearing of catering
- provide support to the Director's Executive Assistant.

What will I learn?

- SVQ Level 3 / SCQF Level 6 Digital Marketing
- A variety of skills including team work, communication and customer service skills.

What Qualifications / Qualities are required?

We are looking for enthusiastic team players who meet the following criteria:

- Minimum five National 5s (or equivalent) with at least A or B in English
- Self-reliant whilst seeking advice and support when required
- Open to sharing knowledge and learning from others
- Communicate clearly and concisely
- Listen carefully, ask questions and record information accurately
- Helpful, courteous and patient
- Develop productive relationships within and outside the team
- Offer support and help to colleagues
- Respect and utilise the expertise of colleagues
- Plan work to ensure ability to deliver a quality service

- Adapt plans or reprioritise to respond to urgent needs
- Demonstrate the ability to work within tight timescales
- Contribute ideas for making improvements
- Respond quickly to request for information
- Demonstrate initiative
- Take personal ownership of projects.

If your application is successful, interviews will take place on Wednesday 11 December.

Closing Date:

Sunday 1 December.



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

Job Title: Hairdresser – Modern Apprenticeship
Contract: Permanent
Salary: National Minimum Wage for Apprentices

Employer:

Cabell Hair Company is situated within Energize Gym at Edinburgh Park which is the hub of many business institutions and not far from Gyle Shopping Centre.

Work Environment:

You will be working in a busy salon and you will be required to work 35 hours per week. We are open 6 days a week between the hours of 9 am and 8 pm and your working hours may vary according to business needs. Prior notice will be given of any changes required.

What might a day in this job look like?

Duties will include:

- provide help in all aspects of the day to day running of the salon
- assist stylists when required
- answer telephone calls
- update customer records and the appointment diary when asked
- ensure the salon is clean, safe and tidy at all times
- assist clients in any way possible.

What will I learn?

- Working towards relevant Hairdressing Qualifications
- Interaction with clients
- Telephone skills
- Soft Skills (e.g. communication, teamwork, etc).

What Qualifications / Qualities are required?

- Positive
- Reliable
- Enthusiastic
- Keen to learn
- Smart dresser
- Age bracket 16 - 18.

Closing Date:

Tuesday 3 December.



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

Job Title: Security Systems Engineer - Modern Apprenticeship

Contract: Permanent, on successful completion of 3 month trial period

Salary: £3.90 per hour increasing in line with ability

Employer:

Circle Security was established in 1984 and is a family business that designs, installs and maintains security systems throughout Edinburgh and the Lothians. Our reputation has been built on the personal service we provide. We pay attention to the smallest detail, both during the design and installation stages for all projects resulting in the highest levels of workmanship.

Work Environment:

You will become part of our young and busy team working both inside and outside at commercial premises or in customers' homes.

What might a day in this job look like?

You will learn how to install and test a variety of systems, repair faults and explain to customers how to use them. Your duties will include:

- organising equipment and tools required for jobs
- installing Intruder Alarm and CCTV systems
- testing systems and explaining to customers how to operate them
- testing and servicing existing systems
- responding to call-outs to repair faulty systems
- discussing security plans with customers
- carrying out site surveys to work out where to place security devices.

What will I learn?

You will work towards SVQ Level 3 in Electronic Security Systems.

You will have the opportunity to work with experienced security engineers learning the skills of the trade.

What Qualifications / Qualities are required?

- a minimum of 3 National 5s at grade C or above in English, Maths and a science or a technical subject
- good computer skills for updating databases
- good practical skills for using hand and power tools
- an interest in electronics
- the ability to follow technical plans and instructions
- good problem-solving skills
- an accurate and methodical approach
- good communication skills for explaining how systems operate
- the ability to work alone without supervision as well as part of a team
- honest and trustworthy
- a valid driving licence or the intention of gaining one.

Closing Date:

Friday 29 November.



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

Job Title: Poultry Technician - Modern Apprenticeship – 2 posts

Contract: Fixed Term – 30 months

Salary: £17,046 per annum

Employer:

The University of Edinburgh offers an exciting, positive, creative, challenging and rewarding place to work. We give you support, nurture your talent, develop and reward success and integrate professional and personal career goals, as well as give your career the benefit of a great and distinguished employer. In addition, our employees benefit from a competitive reward package and a wide range of staff benefits.

Work Environment:

The National Avian Research Facility (NARF) is based at the Easter Bush Campus in Midlothian and the team's primary objective is the provision of exceptional animal husbandry and welfare. Birds are held within two on campus poultry units and fulfil a vital role as a research tool. Chicks are hatched and reared from eggs incubated on site with close care and monitoring at all stages. Carefully considered breeding programmes allow for the shipment of genetically unique eggs to national and international collaborators. Accurate data recording is crucial for effective scientific research so a keen eye for detail is essential.

We would like two Modern Apprentices to join our small friendly team across both poultry units. Your time will mainly be spent within our bio-secure indoor poultry sheds though some office-based work will be required. Close training and supervision will be given with independent tasks allocated as your skills develop. Work can be physically demanding with the potential for exposure to respiratory allergens. Strict adherence to health and safety legislation, risk assessments and correct use of personal protective equipment is essential.

What might a day in this job look like?

Daily activities can vary greatly. Essential husbandry tasks such as welfare checks and feeding take place first thing in the morning. Daily egg collection coupled with weekly incubation and hatching. Arranging birds into breeding cohorts, administering vaccinations and assisting with research projects on a regular basis.

What will I learn?

- Modern Apprenticeship in Life Sciences from Fife College
- Applied Science HNC
- Poultry management from egg to adult
- Animal welfare and ethics
- Basic research and data recording skills
- Effective communication, team working, organisation, problem solving and responsibility.

What Qualifications / Qualities are required?

Essential:

- National 5 in Maths, English, Biology and Chemistry
- Working understanding of IT packages or similar e.g. Excel, Microsoft packages
- An interest in animals and their welfare
- Enthusiastic, adaptable and keen to learn
- Reliability and punctuality are crucial in ensuring good welfare practices
- A willingness to participate in a Modern Apprentice programme.

Desirable:

- Higher Biology or Chemistry.

Closing Date:

Sunday 1 December.



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

Job Title: Service Desk Analyst - Modern Apprenticeship
Contract: Fixed Term – 12 months with potential to be made permanent
Salary: £16,000 per annum

Employer:

Computershare is a financial services company with 16,000 employees in 21 countries. The Computershare International Service Desk HQ is moving to Edinburgh and we are looking for talented and enthusiastic IT apprentices to join the team and grow their careers with us.

Work Environment:

Office based in the EH2 area.

What might a day in this job look like?

The 24/7 Global Service Centre is responsible for managing all first line service and support tasks for our customers across the globe and ensuring business critical systems remain available at all times. Ensuring that customer experience is paramount, the Service Desk function is responsible for logging all incidents and requests, including categorisation, prioritisation and where possible providing a first contact resolution. Analysts must develop a strong knowledge of all tasks associated with the role.

With a focus on building knowledge and experience, and under the instruction of a mentor:

- Respond to customer queries and requests via a number of methods including phone, email and support tickets.
- Provide First Contact Resolution (FCR) whenever possible using the knowledge base and other tools at your disposal.
- Contribute to the team's Continual Service Improvement objectives; Identify repeat incidents and highlight potential process improvements.
- Complete user access requests, software installs and local hardware requests.
- Build and maintain good working relationships with all teams across the organisation.
- Ensure that all procedures and documentation are kept current, and that any amendments are communicated to the team.
- Meet goals and KPIs as set by the line manager.
- Ensure that all work carried out by the Global Service Centre adheres to internal and external audit requirements, business regulations, and service level agreements.

What will I learn?

- You will undertake SCQF Level 6 IT Systems and Networking
- As a graduate of the Academy, the Apprentice Operations Analyst will be assigned a mentor. Together they will focus on preparing the trainee for a job as a self-sufficient Apprentice Analyst through shadowing, training and increasing the trainee's systems knowledge.

What Qualifications / Qualities are required?

- Professional and courteous telephone manner.
- Willingness to work flexible hours / shifts.
- Strong verbal and written communication skills.
- Experience of working in a team.
- Able to learn new technologies and work in a technical environment.

- Able to follow set processes & procedures and highlight potential improvements.
- Able to troubleshoot hardware/software/network issues.
- Able to perform software and hardware installations.
- Understanding of ITIL Framework and best practice.
- Understanding of Microsoft tools and systems.

Closing Date:

Monday 25 November.



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

Job Title: Operations Analyst – Modern Apprenticeship

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

Salary: £16,000 per annum

Employer:

Computershare is a financial services company with 16,000 employees in 21 countries. The Computershare International Service Desk HQ is moving to Edinburgh and we are looking for talented and enthusiastic IT apprentices to join the team and grow their careers with us.

Work Environment:

Office based in the EH2 area.

What might a day in this job look like?

The 24/7 Global Service Centre is responsible for managing all first line service and support tasks for our customers across the globe and ensuring business critical systems remain available at all times.

- Carry out routine system operations on critical core services, including monitoring batch processes and responding to alerts, escalating as necessary.
- Respond to customer queries and requests via a number of methods including phone, email and support tickets.
- Provide First Contact Resolution (FCR) whenever possible using the knowledge base and other tools at your disposal.
- Contribute to the team's Continual Service Improvement objectives; Identify repeat incidents and highlight potential process improvements.
- Build and maintain good working relationships with all teams across the organisation.
- Ensure that all procedures and documentation are kept current, and that any amendments are communicated to the team.
- Meet goals and KPIs as set by the line manager.
- Ensure that all work carried out by the Global Service Centre adheres to internal and external audit requirements, business regulations, and service level agreements.

What will I learn?

- You will undertake SCQF Level 6 IT Systems and Networking
- As a graduate of the Academy, the Apprentice Operations Analyst will be assigned a mentor. Together they will focus on preparing the trainee for a job as a self-sufficient Apprentice Analyst through shadowing, training and increasing the trainee's systems knowledge.

What Qualifications / Qualities are required?

- Excellent attention to detail.
- Willingness to work flexible hours / shifts.
- Good verbal and written communication skills.
- Experience of working in a team.
- Able to learn new technologies and work in a technical environment.
- Able to follow set processes & procedures and highlight potential improvements.
- Able to troubleshoot hardware/software/network issues.
- Understanding of ITIL Framework and best practice.

- Understanding of Microsoft tools and systems.

Closing Date:

Monday 25 November.

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

Job Title: Financial Services Administration Assistant - Modern Apprenticeship

Contract: Permanent

Salary: £12,000 - 14,000 per annum

Employer:

Hunter Wealth Management are whole of market Independent Financial Advisers who are part of Fairstone Financial Management Group, the UK's largest Chartered IFA Business.

Work Environment:

Based in the West End of Edinburgh, you will be working alongside another employee supporting up to 3 advisors. Working hours are 9 am – 5 pm Monday to Thursday and 9 am – 4 pm Friday.

What might a day in this job look like?

Normal office administration duties which will include:

- answering the telephone
- greeting clients as they enter the office
- dealing with client queries on a day to day basis
- client data entry
- assisting with new clients' applications
- assisting with existing client reviews
- organising client reviews
- preparing illustrations
- liaising with admin centres/third party providers on any business submission queries
- maintaining accurate and up to date client information
- helping to run a paperless office e.g. scanning documents and loading client information onto the digital database.

What will I learn?

You will undertake SVQ Level 3 in Providing Financial Services.

What Qualifications / Qualities are required?

- English and Maths to a good standard and Microsoft Office skills are required.
- We are looking for someone who is positive, reliable and enthusiastic and who has an interest in a career within Financial Services.
- Great communication skills are essential due to dealing with clients on a daily basis.

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: Software Engineering - Graduate Apprenticeship – 3 posts

Contract: Four years, starting in autumn 2020

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

Standard Grades (1-3) / National 5: (A-C) in English
(or equivalent qualifications to Highers / Standard Grades).

Other needs:

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

Closing Date:

Friday 13 March 2020.



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 – 10 posts

Contract: Four years, starting in autumn 2020

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:

- 3 x 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)
- Standard Grades (1-3) / National 5: (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:

Friday 13 March 2020.



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 – 10 posts

Contract: Three years, starting in autumn 2020

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

Friday 13 March 2020.



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 – 4 posts

Contract: Four years, starting in autumn 2020

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)
- Standard Grades (1-3) / National 5: (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:

Friday 13 March 2020.



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 – 9 posts

Contract: Four years, starting in autumn 2020

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 and 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

- Standard Grades (1-3) / National 5: (A-C) in English (or equivalent qualifications to Highers / Standard Grades).

Other needs:

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

Closing Date:

Friday 13 March 2020.



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 – 6 posts

Contract: Two years, starting in autumn 2020

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 Standard Grades / National 5:

- Mandatory: (1-3) English and Maths (or equivalent qualifications to Highers/Standard Grades).

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:

Friday 13 March 2020.



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: £4.00 per hour

Employer:

A garage based in the Corstorphine area.

Work Environment:

Working with a team within the workshop.

What might a day in this job look like?

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

What will I learn?

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

What Qualifications / Qualities are required?

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

Closing Date:

Sunday 1 December.



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

Job Title: Insurance Administration Assistant
Contract: 3 months' probation leading to permanent position
Salary: £16,000 per annum

Employer:

Premier Commercial Ltd are an Insurance Underwriting Agency.

Work Environment:

You will be working in a small team, based in our office at Stanhope House, Stanhope Place, near Haymarket. We have previously employed a young apprentice who is progressing through the company.

What might a day in this job look like?

- Preparing and processing the renewal of Insurance policies
- Issuing documentation to our brokers
- Processing amendments to Insurance policies
- Responsible for the diary
- Banking cheques received and taking any mail to Post Office
- Answering telephone calls
- Completing spreadsheets to prepare renewals for Underwriters
- Spending time with Underwriters to learn how to quote and the products we offer
- Issuing Terms of Business Agreements to brokers
- Completing training modules and keeping your training log up to date.

What will I learn?

- You will learn all about communication, teamwork, MS office and Excel, customer service, telecoms.
- You will have the opportunity to obtain Certificate in Insurance from the Chartered Insurance Institute which will be paid for by the company.
- You will take part in Underwriter training.

What Qualifications / Qualities are required?

- National 5 or above in English and Maths
- We are looking for someone who is reliable, enthusiastic and happy to work in a small company.

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: Administrative Assistant - Modern Apprenticeship

Contract: Fixed Term - 18 months

Salary: National Minimum Wage, ranging from £8,482 - £15,015 per annum (depending on age)

Employer:

R3 Repairs is a repairs and maintenance company based in Haddington, East Lothian. We aim to provide a first class maintenance, repairs and improvement service that offers value for money to our customers in the public and private housing sector and to companies/organisations.

Work Environment:

You will work within a small team based in a busy office environment. Working hours are 37.5 per week, Monday to Friday.

What might a day in this job look like?

This post provides a quality, customer orientated repairs service to our customers with a high level of clerical and administrative support. Key tasks include liaising effectively with key customers, issuing instructions to operatives, assisting in implementing procedures and representing the organisation to a high standard.

Example of job tasks:

- Liaise as required with sub-contractors, suppliers and consultants
- Assist in the scheduling and instruction of planned and cyclical works
- Assist with administering the electronic data transfer system
- Maintain appropriate performance monitoring systems
- Process reports from contractors
- Issue daily reports to clients
- Manage material requests for all clients
- Monitor Customer Satisfaction and prepare reports as required.

What will I learn?

The Modern Apprenticeship placement will be fully work-based in our head office with ongoing support from Limelight Careers to achieve an SVQ Level 3 in Business and Administration.

Training in the use of specialist software packages will be provided, but a basic knowledge of and ability to use Microsoft office packages is desirable.

What Qualifications / Qualities are required?

- A minimum of 3 National 4 or 5s (or equivalent) which must include English and Maths
- The ability to use initiative
- An effective team worker
- The ability to work accurately, paying attention to detail while working in a busy environment
- Enthusiastic and motivated
- Good communication and interpersonal skills.

Closing Date:

Friday 29 November.



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

Job Title: Light Vehicle Mechanic - Modern Apprenticeship

Contract: Permanent

Salary: £4.00 per hour

Employer:

A garage based in the Sighthill area.

Work Environment:

You will be working within the garage workshop.

What might a day in this job look like?

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

What will I learn?

You will train through GTG to SVQ Level 3 in Light Vehicle Maintenance and Repair. Regular assessment and reviews will be undertaken within your own workplace which aims to ensure you have the required skills to successfully complete your apprenticeship.

What Qualifications / Qualities are required?

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

Closing Date:

Sunday 1 December.



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

Job Title: Bus and Coach Technician - Modern Apprenticeship

Contract: Permanent

Salary: £4.00 per hour

Employer:

A garage based in Leith.

Work Environment:

We have a fantastic opportunity for 16-19 year olds interested in starting a career and gaining a recognised qualification in the motor industry.

What might a day in this job look like?

You will train 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?

You will train through GTG to SVQ Level 3 in Bus and Coach Engineering and Maintenance.

What Qualifications / Qualities are required?

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

Closing Date:

Sunday 1 December.



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

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

Contract: Up to 30 hours per week, 8 - 12 week programme

Salary: 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 Thursday 21 November.

Work Environment:

We will find you a work placement close to your home and you will attend Training for Care 1/2 day per week for tutorials. Your placement will be in a nursery, after school club, residential care home or day centre depending on your area of interest. You will be supervised to carry out the work of a childcare practitioner or care support worker.

What might a day in this job look like?

You will assist with activities in the childcare or social care setting, caring for children or adults, assisting with meal times and snacks, taking children or adults on outings, planning and carrying out activities with children or adults.

What will I learn?

- You will build experience of working in your chosen sector
- You will be complete Moving and Handling and First Aid training
- You will work towards 3 units of the Certificate of Work Readiness (CWR)
- You will be given personalised support with all aspects of employability e.g. CV building, application forms, interview skills
- Participants who complete the programme will progress into a social care or childcare job and will have the opportunity, where eligible, to progress to our Modern Apprenticeship programme.

What Qualifications / Qualities are required?

You must be aged 16 or above and should be able to demonstrate an interest in social care or childcare.

Closing Date:

We will continue to accept applications until all places are 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: Receptionist/Parts Assistant - Modern Apprenticeship

Contract: Permanent

Salary: Above National Minimum Wage

Employer:

Labinjoh Ltd is a small business, which services and repairs a wide range of new and used cars for private and company users in the area. The objective of our business is to provide a high quality and reliable service to our customers. Car sales also form a small part of our activities.

Work Environment:

Office based in our garage on Stevenson Road, you will work 40 hours per week from 08:30 to 17:30 with a one hour lunch break daily.

What might a day in this job look like?

Reception

Meet visitors and customers at Reception:

- Take name and contact details
- Receive car keys from pre-booked customers
- Note where incoming cars are parked
- Alert staff member to visitor presence if required
- Process payment transactions
- Tag and secure customer car keys.

Telephone

Take telephone messages:

- Redirect calls where appropriate
- Contact customers about completed cars
- Take telephone bookings
- Take telephone payments
- Transfer bookings to job cards.

Parts

Handling:

- Receive and sign for incoming deliveries
- Package and dispatch outgoing orders
- Monitor incoming eBay parts enquiries
- Make parts telephone orders from lists provided.

Stock Control:

- Note low or zero stock reports from staff
- Assist with stock counts
- Store incoming stock orders

Select and issue parts for new jobs
Check stock levels and records
Parts price comparisons.

What will I learn?

You will work towards SVQ Level 3 in Business and Administration. Training will be given on our GDS (Garage Data Systems) internal computer and telephone system. Assistance and training will be provided for Microsoft Word and Excel. The training provides the basics of highly transferable skills in an interesting and friendly environment with permanent employment prospects significantly improved with us or elsewhere.

What Qualifications / Qualities are required?

National 4/5 or equivalent which should include English.

Closing Date:

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

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

Job Title: Business Administrator - Modern Apprenticeship

Contract: Permanent

Salary: £7,098 - £12,000 per annum

Employer:

At Durham Road Medical Group, our dedicated team are here to treat minor ailments as well as providing specialist management of long-term conditions and clinics covering a wide range of healthcare issues.

Work Environment:

Working in an office based environment in a GP surgery.

What might a day in this job look like?

- Personal assistance to the Practice Manager and GPs
- One to one communication with the Practice Manager and the GPs
- Office administration
- Maintain good customer relations with existing and new customers
- Answering/transferring telephone calls
- Producing and processing orders
- Banking, credit control, arranging dispatch
- Filing, photocopying
- Following up of emails, post, reports and data entry
- Some stocktaking involved.

What will I learn?

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

What Qualifications / Qualities are required?

- National 5 which should include English
- Good numerical skills
- Customer service
- Positive outlook
- Team player
- Excellent time keeping
- Good communication skills
- Computer systems literate.

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 and Tourism
- Contract:** All types of contracts available
- Salary:** Dependent on employer
- Employer:** Various employers within Edinburgh city centre.

FUSE is the recruitment hub for vacancies within the city centre and the upcoming Edinburgh St James which opens its doors in 2020. We also provide training and qualifications for those seeking work and progression in their careers within the Retail and Hospitality sectors.

FUSE offers the following services:

- Join the FUSE Talent Bank to help find the right job for you
- Support with creating and updating your CV
- Support completing application forms
- Access to employment and information events
- Use of IT suite for job searching
- Pre-recruitment training opportunities
- Information on access to employability training and support.

You can also keep up to date with developments, vacancies and available training on social media and follow us on [Facebook](#), [Twitter](#), [Instagram](#) and [LinkedIn](#).

Work Environment:

Most of the jobs require a high level of customer interaction and you will work a variety of shifts across the week which can include weekends, dependent on the requirements of the business.

What might a day in this job look like?

Your day will be varied and fast paced with opportunities for personal and career development. A full list of vacancies is available when you click Apply Now.

What will I learn?

- Industry related training
- Soft Skills (e.g. communication, teamwork, problem solving, etc).

What Qualifications / Qualities are required?

Various qualifications - entry level/ experienced/ industry related qualifications. 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: Administrator and Resourcing - Modern Apprenticeship (R102)

Contract: Fixed Term - 18 months

Salary: National Minimum Wage

Employer:

A recruitment agency in the Loanhead area.

Work Environment:

The agency provides a recruitment service for a range of sectors, from aviation to science to construction. This is fantastic apprenticeship opportunity for someone looking to start their career in recruitment.

What might a day in this job look like?

The role will be split into administration and recruitment duties. Duties that will be carried out will include but not be limited to:

- Answering the telephone and assisting with queries
- Meeting and greeting clients at reception
- Updating in-house IT systems
- Assisting with the payroll
- Managing a diary system
- Searching for suitable candidates on different job boards
- Phoning candidates for information and availability
- Checking candidate references
- Presenting candidate profiles to the lead resourcer
- General administration and resourcing duties within the office.

What will I learn?

- You will undertake a Business and Administration Modern Apprenticeship. On completion of your apprenticeship you will gain an SVQ at SCQF Level 6.
- Recruitment industry related training.
- A range of soft skills such as communication, problem solving and working with a team.

What Qualifications / Qualities are required?

- A minimum of National 5s, including Maths and English. A Business Management or IT subject would also be desirable.
- Hardworking, reliable and enthusiastic to learn.
- Good communication and IT skills.
- Work experience in an office environment would be beneficial but is not essential.
- Applicants must be aged 16-19 due to funding restrictions.
- Applicants who are care experienced or disabled are eligible to apply up to the age of 29.

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

Closing Date: This vacancy will close once a suitable applicant has been found.



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

Job Title: Vehicle Parts Assistant - Modern Apprenticeship

Contract: Permanent

Salary: £4.00 per hour

Employer:

A garage based in the Sighthill area.

Work Environment:

We are recruiting for a Parts Apprentice to work within a car show room environment.

What might a day in this job look like?

Parts Apprentices will be trained on sourcing and ordering parts from stock, checking supplier standards and looking at stock requirements. You will be interacting with customers on a daily basis, including identifying customer needs and giving customers advice both on the telephone and face to face

What will I learn?

Parts Apprentices will be trained on all operating systems within the parts department, along with full customer service training and is a 3 year apprenticeship gaining an SVQ Level 3 in Vehicle Parts Distribution.

What Qualifications / Qualities are required?

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

Closing Date:

Sunday 1 December.



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

Job Title: Trainee Chef

Contract: Permanent

Salary: £6.74 (under 21) - £8.31 per hour

Employer:

Having founded our craft brewery in 2015 after years of home brewing and extensive "research", Fierce Beer Co has gone from strength to strength. Which is why in 2019 we opened our second bar, this time in the heart of Scotland's capital, Edinburgh. Situated in the historic Rose Street, we offer a huge range of our own brews as well as great beers from around the world.

Work Environment:

You will be working in a busy kitchen environment within a craft beer concept brasserie.

What might a day look like in this job?

- Provide assistance and support to the running and maintenance of all kitchen operations alongside the Head Chef and Sous Chef.
- Focus on an a la carte premium burger and snacks menu within a craft beer concept brasserie.
- Autonomy regarding specials and creativity is paramount to your development as we look to grow our market share and the potential to expand our offering.

What will I learn?

This is a development role with training provided on the job and a great opportunity for someone keen for exposure in a kitchen environment.

What Qualifications / Qualities are required?

- A positive attitude to learn
- Motivated and passionate about food
- Ability to listen and learn
- Open to new ideas
- Creative and trustworthy
- School leavers and catering/hospitality students will be considered for this post.

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: Accounts Administrator - Modern Apprenticeship (R101)

Contract: Permanent

Salary: National Minimum Wage

Employer:

An independent travel company in the Murrayfield area of Edinburgh.

Work Environment:

The company is looking for a recent school leaver to join its friendly team. The company specialises in business travel, holidays, Scottish tourism and The Scottish Golf Open and other business, so first impressions and a first-class service are important.

What might a day in this job look like?

You will be working within the accounts team and learning to understand the back office system. Duties that will be carried out will include but not be limited to:

- General administrative duties
- Filing, photocopying and scanning documents
- Handling the mail
- Answering the telephone and assisting clients with invoice queries
- Assisting the reservations team by liaising with hotels and suppliers
- Processing financial information such as client invoices
- Facilitating payments and ensuring overdue payments are followed up.

What will I learn?

- SVQ Level 3/SCQF Level 6 in Business and Administration
- Industry related training
- Soft Skills (e.g. communication, teamwork, problem solving, etc).

What Qualifications / Qualities are required?

- Ideally, we are looking for a good set of National 5s and above, including Maths and English.
- Hardworking, reliable and enthusiastic to learn.
- Excellent communication skills and IT skills.
- Customer focused work experience would be beneficial but is not essential.
- Applicants must be aged 16-19 due to funding restrictions.
- Applicants who are care experienced or disabled are eligible to apply up to the age of 29.

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

Closing Date:

This position will close when a suitable applicant is found.

EMMA WALLACE



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: Permanent

Salary: £3.90 per hour

Employer:

Emma Wallace Hair Studio is a unisex hair salon which opened in 2014 and has grown from strength to strength.

Work Environment:

You will work alongside a friendly, supportive team in a modern, high end salon on Corstorphine Road. We provide expert in-salon training.

What might a day in this job look like?

Supporting stylists with their day, your duties will include:

- Shampoo clients' hair
- Rinse colours
- Set up trolleys for colour
- Make teas/coffees
- Keep the salon tidy.

What will I learn?

- SVQ Level 1 / 2 / 3 / in Hairdressing
- L'Oréal Colour Education
- Communication, people skills, teamwork, timekeeping, problem solving, using initiative.

What Qualifications / Qualities are required?

- Positive attitude and friendly manner
- Good timekeeping
- Reliable
- Well presented - to look professional for work in salon
- Willing to listen and follow instructions
- Age 16-18.

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: EY Transactions Business Apprenticeship Programme

Contract: Permanent

Salary: Up to £22,000 per annum starting salary

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:

To stay competitive, companies often need to buy, sell, merge or restructure parts of their business. Join the EY Transaction Business Apprenticeship Programme and you'll help organisations stay ahead of the competition while earning a great salary, gaining invaluable work experience and studying for a professional qualification.

Economies are fuelled by competitive organisations who buy, sell, merge or restructure parts of their business with others. Transactions help organisations do all that while making more informed decisions and building better strategies. In Restructuring, we advise organisations – and other affected parties – when they are underperforming or in distress, on the best course of action. Through independent analysis, we help them either get back on track or go through insolvency procedures like administration or receivership.

“Each client you work with is different and unique and therefore you need to be able to problem solve and think outside of the box to come up with the right solution for the client.” Rozalie, Transactions Restructuring Business Apprenticeship.

What might a day in this job look like?

As part of our team, you'll get straight to work on real client projects. Over the course of the programme you can expect to contribute to challenging assignments, learn how to make quick, practical decisions and work through problems with conviction in your process. You'll also be:

- solving urgent and important business problems by analysing data and proposing solutions for underperforming businesses
- undertaking an arrange of tasks required to manage a company that is going through an insolvency process
- assisting with solvent and insolvent liquidation processes.

What will I learn?

You'll study to become a qualified chartered accountant through ICAS, and you'll have support from your team, too. At the end of the programme, you'll have gained professional qualifications, lots of practical experience and built a strong network of mentors and peers to help you keep developing.

What Qualifications / Qualities are required?

You'll need a minimum of five Scottish Highers or equivalent by the time the programme starts in September 2020.

Closing Date: Rolling 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: EY Tax Business Apprenticeship Programme

Contract: Permanent

Salary: Up to £22,000 per annum starting salary

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:

Gain real work experience in the business world, take advantage of new tech and build the skills you need to propel your career. You'll create real change by helping local and international businesses find better ways of managing tax, all while studying for a professional qualification with ICAS as part of your apprenticeship so you can progress towards becoming a tax advisor.

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

"The nature of my service line means that I often work on many small projects at a time, which allows me to work on multiple different concepts so no two days are the same." Emma, Tax Business Apprenticeship.

What might a day in this job look like?

You'll develop your understanding of local and international tax laws, and gain a greater breadth of knowledge by:

- working across various specialist tax teams within UK & Ireland or Financial Services
- working directly on tax reporting, technical research and data analysis alongside senior colleagues
- building important relationships with clients.

What will I learn?

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. Over the course of the apprenticeship, you'll build invaluable business skills and knowledge that will ready you for a brilliant career, wherever you set your sights.

You'll also gain a host of transferable skills, and you'll receive on-the-job coaching and support from a careers counsellor to ensure that you reach your potential.

What Qualifications / Qualities are required?

You'll need a minimum of five Scottish Highers or equivalent by the time the programme starts in September 2020.

Closing Date: Rolling 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: EY Assurance Business Apprenticeship Programme

Contract: Permanent

Salary: Up to £22,000 per annum starting salary

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:

Gain real work experience in the business world, take advantage of new tech and build the skills you need to propel your career. You'll create real change by helping businesses publish reliable financial accounts, all while you study for a professional qualification and progress towards becoming a chartered accountant.

Our Assurance teams analyse the data behind our clients' businesses. As external auditors, they help companies and governments publish accurate financial accounts that their clients and industry regulators can rely on.

"The best thing about the role is the variety and that I am not doing the same tasks on a daily basis. It has provided me with the opportunity to take a look at the running behind some of the largest insurance businesses, both in the UK and internationally, and has also involved quite a bit of travel." Jade, Assurance Business Apprenticeship.

What might a day in this job look like?

You'll be working closely with your team auditing a variety of clients across different sectors. The role will include:

- 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's true and fair.

You may also be required to take on more work, and you should be amenable to longer hours and spending a greater amount of time working away from home, particularly during busy season. You can expect to spend a high proportion of your time on client site too.

What will I learn?

You'll study and undertake exams along the way so you'll progress even faster professionally than your university-going friends. At the end of the programme, you'll have gained professional qualifications, a host of transferable skills, lots of practical experience and a network of mentors to help you keep developing. An apprenticeship in assurance gives you a solid grounding, and sets you up, for a career in finance.

What Qualifications / Qualities are required?

You'll need a minimum of five Scottish Highers or equivalent by the time the programme starts in September 2020.

Closing Date: Rolling 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: 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: Accounts Assistant - Modern Apprenticeship

Contract: Permanent

Salary: £10,000 - £11,000 per annum

Employer:

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

Work Environment:

You will be working in our office in the New Town.

What might a day in this job look like?

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

Full training and support will be given to the candidate and we offer continued career development. We support and pay for professional qualification such as AAT and ACCA.

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
- A high level of attention to detail
- 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
- A mature outlook and the ability to work effectively on your own
- 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: Business Administrator - Modern Apprenticeship

Contract: Permanent

Salary: National Minimum Wage

Employer:

Capital Credit Union is a member owned, community based, financial organisation. People are at the core of everything that we do. Our members are our owners. They are the reason we exist and they count on us to understand their needs and to work in their best interests.

Work Environment:

You will be working in an office based environment in Stockbridge.

What might a day in this job look like?

- Carry out processing income received from members, updating members accounts and answering queries about member accounts
- Process invoices and update purchase ledger information including filing
- Process and reconcile pre-paid cards, credit cards, petty cash and members cash
- Process payments to members through BACS and Faster Payments
- Assist credit control including sending notification to members who have missed payments
- Follow up missed payments for credit control by telephone, email, and letter
- Retrieve data to provide management information
- Statement runs to members
- Filing using manual and electronic means.

What will I learn?

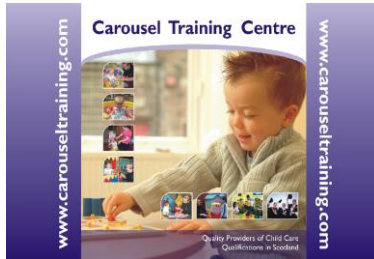
SVQ Level 3 in Business and Administration.

What Qualifications / Qualities are required?

- National 5 or equivalent which should include English and Maths
- Enjoy working with numbers
- Ability to communicate effectively - both written and verbal
- Competent in Office 365
- High level of attention to detail.

Closing Date:

This opportunity will close when a suitable candidate is found.



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

Job Title: 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: 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: 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: 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: 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: 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: 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:

Recruitment Training (Edinburgh) Ltd was established to provide a range of training and assessment in the area of business services, and deliver a variety of vocational qualifications, computer training and testing. Our clients, based in Leith, Newhaven, West End, the Gyle, Newtongrange and Dalkeith, are looking for young people to train in office administrative job roles.

Work Environment:

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

What might a day in this job look like?

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

What will I learn?

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

What Qualifications / Qualities are required?

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

Closing Date:

These vacancies are ongoing until successful candidates are found.



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

Job Title: Retail, Hospitality, 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, or visit our [Facebook](#) page.

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.