Edinburgh Guarantee Schools Bulletin
Week beginning Monday 14 December 2015

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

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

Would you like to:

✔ Find out about available opportunities for you?
✔ Understand Edinburgh’s job market?
✔ Explore your options on leaving school?
✔ Find out where to get help to get into employment, education, or training?

For answers to these questions, please visit our website www.edinburghguarantee.org where you should Register, complete your Member Profile, sign up for Job Alerts and apply for the Current Opportunities advertised in this bulletin.

If you would like to speak to one of the Edinburgh Guarantee team to find out more about any of the opportunities, please call Stevi on 529 4067 or Sheena on 529 3525 or email edinburghguarantee@edinburgh.gov.uk.
The Edinburgh Guarantee has a Facebook page so now we can talk to you even more. Like us for information about jobs and events.
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 Fund Accountant
Contract: Fixed term for 12 months
Salary: Competitive

Employer:
Aberdeen Asset Management is a global investment management group with 30 years’ experience managing assets for both institutional and retail clients around the world. The role is part of AAM’s Investment 2020 programme which is designed to offer training and learning opportunities to recent school and college leavers who are looking for their first role within the industry. It is hoped that most participants in the scheme will move into permanent roles with Aberdeen or other firms within the industry, acting a spring board for your career. To find out more about the scheme please visit www.investment2020.co.uk.

Work Environment:
You will be based in the Global Authorised Funds team in our Morrison Street office.

What might a day in this job look like?
This role will report to the Senior Investment Accounting Manager, Global Authorised Funds, who reports to the Head of Investment Accounting, to ensure delivery of consistently accurate and timely daily prices for the range of funds by State Street and deliver projects and change in accordance with strategic objectives.

Key Duties & Responsibilities:

- Undertake monitoring of processes and controls at State Street, as requested by the Senior Investment Accounting Manager, to ensure the delivery of consistently accurate and timely daily prices by State Street making sure issues are escalated in a timely manner and appropriate and timely remedial actions are taken, including changes to the level of monitoring.
- Undertake validation checks on daily prices from State Street, as requested by the Senior Investment Accounting Manager, to ensure the accuracy of prices delivered to the end customer, Client Services, and that any out of tolerance movements are justified prior to release.
- Where requested to do so, monitor the application of accounting policies and changes in accounting policies by State Street, ensuring these are being correctly applied and that any errors in their application are identified and addressed in a timely manner.
- Perform reviews of monthly fund trial balances from State Street, ensuring results are in line with expectation and any unexpected movements are identified and resolved in a timely manner and are communicated to all interested parties.
- Be aware of and ensure consistent application of the Pricing Issue Decision Matrix.
- Deliver quarterly Consolidation information in accordance with Finance reporting timetables and resolve queries in a timely manner.
- Support the Senior Investment Accounting Manager in overseeing the relationship with State Street providing input where necessary to influence their performance where Service Levels fall below those required to meet the obligations to customers.
- Where required, undertake any projects or tasks as may be required from time to time by the Senior Investment Accounting Manager.
- Keep the Senior Investment Accounting Manager informed on a timely basis of issues and matters arising.
- Ensure best practice within the business, including ensuring procedure notes are in place and up to date for all processes, and initiate and deliver any change process which may be required.
What will I Learn?

Through our Investment 2020 programme we provide you with a structured 12 month training contract within our Edinburgh based Global Authorised Funds team. You will have the opportunity to learn and develop through on the job training, projects and by attending presentations by members of each department and/or by developing presentations themselves.

What Qualifications / Qualities are required?

The successful candidate must have a minimum of 2 Highers and an interest in accounting is desirable.

You should also have:

- good numeracy/analytical skills
- keen attention to detail and accuracy, with a methodical approach to work
- ability to work well within a team environment
- self-motivation
- commitment to training related to UK Financial Regulations.

Closing Date:

Friday 18 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: Accounts and Administration Assistant

Contract: Permanent

Salary: National Minimum Wage

Employer:
Anderson Evans Accountants is a small firm of accountants based in Comely Bank and offers accounting, personal tax, corporation tax, VAT and payroll services to a wide range of clients.

Work Environment:
You will be office based as part of a small team.

What might a day in this job look like?
Initially you will be tasked with basic book-keeping and Excel analysis work and then, dependent on ability, you will move on to VAT returns and payroll and then on to accounts preparation and personal and corporation tax returns. You will also be required to carry out various administration duties such as answering the telephone and filing.

What will I Learn?
You will learn basic book-keeping and accounting and tax, along with developing your soft skills such as teamwork, problem solving and customer service.

For the right candidate, and if so desired, the opportunity to study towards a professional qualification such as ACCA or AAT will be offered (subject to relevant qualifications) after an initial period of 6 months.

What Qualifications / Qualities are required?
You should have National 5 or equivalent in Maths and English. Higher Maths and Accounting would be an advantage.

We are looking for someone who is professional, reliable and enthusiastic who has an interest in accountancy and is keen to pursue a career in this industry.

Closing Date:
The job will be closed when a satisfactory level of suitable applications have been received.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity

Job Title: Royal Logistic Corps (RLC) - Jobs and Apprenticeship Opportunities

Contract: Permanent

Salary: £14,636 increasing to £18,500 after training

Employer: The British Army

The Royal Logistics Corps (RLC) is the largest Corps in the British Army and is the team that makes things possible. The RLC delivers all types of equipment to the right people, in the right place at the right time. That makes us one of the most important parts of the organisation because, without this team, the Army could not function. With 16,000 soldiers and officers working in all types of regiments, the opportunities are varied. So whether you are an Air Despatcher, Marine Engineer, Chef or Driver, there is a wealth of roles in which you can develop and learn new skills to build a career.

Work Environment:

You will support operations all over the world. You will be proud to be part of a highly respected team within the Army and the Armed Services community worldwide, mainly because we do not only help our team, but we are also on the frontline helping desperate civilians caught up in conflicts and natural disasters. You will be offered a place to live, free medical care and generous pay, even when you are on adventurous training, playing sport or working abroad. Although we are the largest Corps in the British Army, there is a genuine family feeling within the team and support towards your family and friends, who are welcome to visit our base during our fun and friendly events.

What might a day in this job look like?

After your basic training of how to be a soldier, survive outdoors and handle weapons, a typical day will depend on your specific role:

- **Air Despatcher RLC Regular Soldier** - you will attend a four day Air Despatch assessment at RAF Brize Norton where your fitness level and logical thinking will be assessed. If successful, you will spend the next 12 weeks learning how to be an Air Despatcher. After your training, you will prepare supplies, equipment and vehicles for delivery by planes and helicopters. You will load aircraft securely and then deliver the goods while in the air by dropping them using a parachute into the combat zone. You will work as part of a dispatch crew and together operate, drive and maintain a wide range of vehicles, including cargo handling equipment.

- **Ammunition Technician (Regular Soldier)** - safe disposal of ammunitions will be a major part of your role. After your training you will work as a specialist in bomb disposal and all types of ammunition. You will test, repair and safely store everything from ammunition clips to anti-aircraft missile systems. You will be given responsibilities early in your career and after further thorough training you could become a Lance Corporal.

- **Chef RLC (Regular Soldier)** – after learning how to cook over a 16 week period at the Defence Food Services School in Hampshire, you will go through a high level training in hygiene, food preparation and health and safety. You will be responsible for preparing a healthy balanced diet, at home or overseas. You will cook for everyone from new recruits to royalty, producing tasty meals wherever you are located including out in the field. Your ability to prepare food under pressure will be helpful both within and outside the Army. It is a great preparation for a career in the hotel or catering industry.

- **Driver RLC (Regular Soldier)** – after your 17- 24 weeks specialist training, you will be a vital link within the Army, transporting soldiers and supplies all over the world. You will learn about different vehicles, cross-country driving, convoy driving, navigating, loading and driving at night. Whether you are driving through desert, jungle or snow, you have to look after your vehicle and get your load to its destination quickly and safely. As a Driver, you could be carrying anything from rations and spare parts to people.
• Marine Engineer RLC (Regular Soldier) – metal working skills is a vital part of being a Marine Engineer. The Army uses landing craft and other vessels to ferry soldiers, vehicles and supplies ashore. After your initial 19 week Marine Engineering course, further modules will teach you the specialist skills you need to keep all Army vessels ready for action at all times. You will ensure these vessels are seaworthy, using metalworking skills like welding and brazing to keep them sound and rust-free. You will also fix engines, from small outboards to powerful marine diesels. You have to think on your feet and be able to work under pressure.

• Movement Controller RLC (Regular Soldier) - your job is to move soldiers and supplies all over the world using vehicles and equipment for transport by road, rail and air, moving swiftly and safely. You will also be responsible for them while they are on the road. After your seven week course at RAF Brize Norton learning your trade, you will monitor transport, put movement plans into action, direct people and vehicles usually at ports, airfields and railway terminals worldwide.

• Petroleum Operator RLC (Regular Soldier) - you will make sure our troops get the petrol, diesel or oil they need to keep their vehicles running. You will work with the Fuel Squadron - a small, highly skilled team that can also be attached to the Royal Marines and Airborne Forces. You will attend an eight week course at West Moors in Dorset to learn your trade. Part of your duties will be to inspect, store and deliver fuel supplies, work with your team to set up or take down storage tanks and pipelines. Petroleum Operators often go on to work in the civilian petrol and oil industries.

• Port Operator RLC (Regular Soldier) – you will load and offload containers, vehicles and pallets from all types of ships, all over the world. You will use specialist heavy-duty vehicles and equipment like cranes and container handlers, and learn to drive and operate different military and port vehicles. Your work will make all kinds of missions possible. You will often be helping the Royal Marines and Airborne Forces after your four week Port Operators course at Southampton and are fully trained.

• Postal Courier RLC (Regular Soldier) - you will ensure all mail is sent quickly and received in good condition including letters to loved ones or official documents. You will attend a four week course at the Defence College of Logistics and Policing Administration in Deepcut, Camberley. You can train as a courier, mail guard, counter clerk and sorter, specialising in delivering top secret mail and using the latest IT and satellite communication systems. Although you will be mainly UK based, you could be involved in any exercise or operation around the world, moving mail by every means from ships to helicopters and dealing with top secret material.

What will I Learn?

Whatever career path you choose you will get first class training. The Army can help you gain a range of qualifications and experience. Depending on your role you can obtain:

• NVQ Level 2 Certificate in Logistics and Transport
• NVQ Level 2 Apprenticeship Aviation Operations on the Ground
• NVQ Level 2 Apprenticeship Engineering Maintenance and Installation
• NVQ Level 2 Apprenticeship Driving Goods Vehicles
• NVQ Level 2 Apprenticeship International Trade & Logistics
• NVQ Level 2 Apprenticeship Professional Cookery
• NVQ Level 2 Apprenticeship Port Operations
• NVQ Level 2 Apprenticeship Mail Services
• NVQ Level 2 Healthier Foods and Special Diets
• NVQ Level 1 Food Safety, Health and Safety
• an affiliate membership of the Chartered Institute of Logistics and Transport (CILT)
• driving licence for all kinds of vehicles and other higher level qualifications as your career progresses.

You can also learn:

• how to secure goods and equipment on an aircraft, put together automatic and manual systems for parachute drops, attach parachute and dispatch them from an aircraft
• about the basic science behind ammunitions before moving onto practical training on how to inspect, handle, test, repair, store and safely destroy explosives and ammunitions
• basic kitchen skills, food preparation and presentation, how to build field kitchens and make tasty healthy meals on the move cooking outdoors and improvising utensils
• specialist cooking skills as you develop and how to deal with the administrative, finance, accounting, storage and distribution tasks that come with catering

• how to drive and maintain all kinds of vehicles including quad bikes and HGVs in different conditions

• different types of welding techniques, how to spot faults, fix transmissions and electrical hydraulic and refrigeration systems and how to use a wide range of power tools

• about the administrative procedures and how to prepare people, vehicles and equipment before they leave the base at transport terminals and shipment points

• how to store and handle fuel safely, spot hazards, prevent and fight fires and deal with dangerous situations

• how to secure and transfer cargo from sea to land using cranes and other equipment, and also learn how to maintain, supervise mechanical handling equipment and the people using it

• how to track and trace mail all over the world and deal with top secret material, plus run your own post office while acquiring accounting procedures and IT skills in the process.

We will be behind you every step of the way as you work hard, move up the ranks and obtain qualifications that are recognised by civilian employers. The skills you learn can set you up for a great career both within and outside the Army.

What Qualifications / Qualities are required?

The Army is looking for a motivated individual who has a strong interest in building a career as a skilled soldier. In addition you should have:

• at least three National 4s or equivalent in Maths, English and Science (Ammunition Technician)
• at least three National 4s or equivalent in Maths, English and Craft/Design (Marine Engineer)
• at least two National 4s or equivalent in Maths, English (Movement Controller and Postal Courier)
• fitness and physical ability
• ability to deal with colleagues in a professional manner and work as part of a team
• motivated, quick thinker with an enquiring mind
• excellent communication skills
• a willingness to help clients and colleagues to achieve the goals
• strong attention to detail.

Closing Date:

These posts will be closed when a satisfactory level of suitable applications have been received.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Accounts Assistant – Association of Accounting Technicians (AAT) Modern Apprenticeship

Contract: One year - Full time working Monday to Friday 9:00am – 5:00pm (includes one day per week in Glasgow to attend lectures at Kaplan Training School)

Salary: £9,000 per annum

Employer:
Scott-Moncrieff is one of Scotland’s leading independent firms of chartered accountants and business advisers, with branches in Edinburgh and Glasgow. Their expertise encompasses financial assurance, risk management, improving performance, taxation and wealth management. They advise high calibre clients, working across all sectors in Scotland and beyond, offering expert business insights at every opportunity. The company has a brilliant opportunity and is looking to recruit a young person with a real thirst for numbers.

Work Environment:
Based in our Edinburgh office at Semple Street, you will work as part of a small team.

What might a day in this job look like?
• You will have a varied day assisting the managers with daily housekeeping tasks, mainly working in our Business Advisory Team (BAG) so they can concentrate on other tasks.
• Initially gaining basic bookkeeping and accountancy skills and moving on to more specific tasks.
• Dependent on ability, take on the bookkeeping, preparation of VAT returns and accounts for a variety of clients.
• The work will also involve a number of housekeeping tasks including monitoring and updating our register of ongoing client work, client records held, company secretarial duties and preparation of Annual Returns for filing at Companies House.
• You will be required to travel to Glasgow one day per week to attend lectures at Kaplan Training School to complete your AAT qualification (travel costs will be reimbursed).

What will I Learn?
• AAT qualification Level 2/3 depending on your current grade.
• You will learn bookkeeping and all the basics of accounting.
• You will be given support and encouragement to develop your career and progress throughout the company.
• Use various computer programmes.
• Develop your soft skills such as communication, teamwork, problem solving and other customer service related skills.
• Assistance with obtaining industry related training and qualifications and career development.

What Qualifications / Qualities are required?
We are looking for a motivated individual who has finished school and is seeking an alternative to university.

• You must have or expect to gain a minimum of 2 Highers, one of which must be Maths.

You should also be able to demonstrate the following qualities:
• an interest in accounts, finance or maths
• IT literate (familiar with Microsoft Outlook, Excel and Word)
• a positive and enthusiastic attitude and be willing to learn new things and work hard
• strong communication skills
• attention to detail
• ability to deal with colleagues in a professional manner.

Closing Date:
Friday 18 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: Ground Floor Team Member

Contract: Various – from 15 to 40 hours per week.

Salary: £7.20 per hour

Employer:

Premier Inn are just about to open brand new hotels in the city and are looking for enthusiastic and confident young people to join the team. This is a fantastic opportunity for a young person to build an exciting career with a major employer in the hospitality and tourism sector. A Ground Floor Team Member will be the face of the company, greeting customers from Reception and giving first class customer service across all areas including breakfast and dinner service.

Premier Inn pride themselves on ensuring their guests are at the heart of what they do. With over 680 hotels in the UK, 55,000 rooms worldwide and ambitions to expand even further, Premier Inn can promise you a great career. There are hundreds of roles and endless opportunities to grow, develop and progress for ambitious, passionate people like you.

Work Environment:

Based in one of Premier Inn’s busy hotels in Central Edinburgh, you will work with a small team to deliver excellent customer service and great experiences for all guests.

What might a day in this job look like?

As a Ground Floor Team Member, you will be required to support the efficient and effective running of the Premier Inn reception and restaurant, meeting the Premier Inn standards of preparation and following all necessary procedures to make guests feel brilliant. Other duties will include:

- Actively resolving guest complaints to ensure no guest leaves unhappy
- Working across the ‘ground floor’ and leaving a positive lasting impression on every guest
- Consistently maintaining and delivering Premier Inn standards
- Working as a team to deliver results and striving to exceed all guests’ expectations
- Using guest feedback tools effectively and efficiently to create a great guest experience
- Communicating and liaising with the team, demonstrating determination to deliver standards
- Sharing thoughts, ideas, knowledge and listening to others to develop
- Supporting Whitbread’s chosen charity by recommending and participating in fundraising
- Following health and safety policies and procedures to keep people safe at all times.

What will I Learn?

- You will take part in relevant training delivered by the company
- After a successful trial period, you may be eligible to move onto the Company Apprenticeship Programme.

What Qualifications / Qualities are required?

- A good standard of English and Maths and basic IT Skills are needed for this role and it would be helpful if you could speak a second language
- Although qualifications aren’t important you should be determined to do your best, have excellent communication skills and be confident and able to approach guests.
- You should be enthusiastic, willing to learn and able to work in a team
- A basic understanding of health and safety and problem solving skills would also be useful.

Closing Date:

Sunday 20 December.

If you are successful in getting through the first stage, interviews will take place on Wednesday 13 and Thursday 14 January 2016.
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:** Housekeeping Team Member

**Contract:** Various – from 15 to 40 hours per week.

**Salary:** £7.20 per hour

**Employer:**

Premier Inn have exciting new opportunities for young people with an enthusiastic attitude who are willing to go the extra mile for their guests. Working with the housekeeping team, you will make sure that guest bedrooms are kept spotlessly clean and welcoming for guests, as well as keeping all public areas fresh and tidy.

Premier Inn pride themselves on ensuring their guests are at the heart of what they do. With over 680 hotels in the UK, 55,000 rooms worldwide and ambitions to expand even further, Premier Inn can promise you a great career. There are hundreds of roles and endless opportunities to grow, develop and progress for ambitious, passionate people like you.

**Work Environment:**

Based in one of Premier Inn’s busy hotels in Central Edinburgh, you will work with the housekeeping team to help deliver a great night’s sleep, excellent customer service and outstanding experiences for all guests.

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

As a Housekeeping Team Member, you will be required to support the efficient and effective cleaning of Premier Inn bedrooms and public areas, meeting the Premier Inn standards and following all necessary procedures to make guests feel brilliant. Your duties will include:

- Cleaning, dusting, vacuuming, and polishing all bedrooms
- Consistently maintaining and delivering Premier Inn standards
- Working as a team to exceed guest expectations
- Refreshing bathroom area by cleaning tub, toilet, and sinks; removing used towels and bathmats; replacing bath linens
- Cleaning floors by washing hard surfaces and vacuuming carpeted areas
- Maintaining furnishings by dusting and polishing furniture; cleaning and polishing glass surfaces
- Keeping supplies ready by restocking housekeeping supplies; ordering new supplies as needed
- Keeping equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs
- Maintaining a safe, secure, and clean work environment by following and enforcing standards and procedures; complying with security regulations
- Following health and safety policies and procedures to keep people safe at all times.

**What will I Learn?**

- You will take part in relevant training delivered by the company
- After a successful trial period, you may be eligible to move onto the Company Apprenticeship Programme.

**What Qualifications / Qualities are required?**

- A good standard of English and Maths are needed for this role and it would be helpful if you could speak a second language
• Although qualifications aren’t important you should be determined to do your best, have excellent communication skills and be confident and able to approach guests.
• You should be enthusiastic, willing to learn and able to work in a team
• A basic understanding of health and safety and problem solving skills would also be useful.

Closing Date:

Sunday 20 December.

If you are successful in getting through the first stage, interviews will take place on Wednesday 13 and Thursday 14 January 2016.
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:** Kitchen Team Member

**Contract:** Various – from 15 to 40 hours per week.

**Salary:** £7.20 per hour

**Employer:**

If you are looking to begin your catering career in a busy kitchen, then working with Premier Inn could be your stepping stone into this challenging but rewarding industry. With a number of vacancies in their busy hotel kitchens, you will help prepare breakfast, lunch and dinner, keep the kitchen spotlessly clean to meet health and safety standards as well as learning all aspects of working in a busy kitchen environment.

Premier Inn pride themselves on ensuring their guests are at the heart of what they do. With over 680 hotels in the UK, 55,000 rooms worldwide and ambitions to expand even further, Premier Inn can promise you a great career. There are hundreds of roles and endless opportunities to grow, develop and progress for ambitious, passionate people like you.

**Work Environment:**

Based in one of Premier Inn’s busy hotels in Central Edinburgh, you will work within a small team in a busy kitchen to deliver excellent food, customer service and great experiences for all guests.

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

As a Kitchen Team Member, you will be required to support the efficient and effective running of the Premier Inn kitchen, meeting the Premier Inn standards of preparation and following all necessary procedures to make our guests feel brilliant. Your duties will include:

- Assisting with the preparation and presentation of breakfast and dinner items to a high standard
- Preparing food to the Premier Inn brand standards
- Using all kitchen equipment and cooking methods
- Keeping the kitchen areas clean and following company procedures
- Learning about all products and menu items
- Complying with health & safety procedures keeping the team and guests safe at all times
- Making appropriate use of equipment and personal protective equipment.

**What will I Learn?**

- You will take part in relevant training delivered by the company
- After a successful trial period, you may be eligible to move onto the Company Apprenticeship Programme.

**What Qualifications / Qualities are required?**

- A good standard of English and Maths and a real interest in working in a busy kitchen are essential
- Although qualifications aren’t important you should be determined to do your best, have excellent communication skills and be confident and able to approach guests.
- You should be enthusiastic, willing to learn and able to work in a team
- A basic understanding of health and safety and problem solving skills would also be useful.
**Closing Date:**
Sunday 20 December.

If you are successful in getting through the first stage, interviews will take place on Wednesday 6 January 2016.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

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

**Contract:** Permanent

**Salary:** Competitive

**Employer:** An established Design and Production company in Loanhead.

**Work Environment:**
You will be based in a small team supporting them with all aspects of administration.

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

- Meeting and greeting clients and other members of the public
- Answering and directing incoming calls
- Faxing, scanning and copying documents
- Filing
- Dealing with outgoing mail and sorting incoming mail
- Ordering office and factory supplies
- Inputting sales and orders onto SAGE
- Compiling Excel data sheets
- Monitoring and inputting data from timecards.

**What will I Learn?**
You will undertake an SVQ Level 3 Business Administration.

**What Qualifications / Qualities are required?**

Ideally we are looking for National 4s or 5s, Credit or General Level Standard Grades, and/or Intermediates including Maths and English and preferably Business or Administration.

We are looking for someone who is positive, enthusiastic and presentable with excellent communication skills who is looking forward to starting their career. You should have excellent written, telephone and electronic communication skills, excellent attention to detail and be very organised. Excellent IT skills are a must.

**Closing Date:**
This position will be closed when a suitable applicant is found.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Junior Web Developer – Modern Apprenticeship

Contract: Permanent

Salary: £10,000 - £14,000 per annum

Employer:
Cortex are a global technical development company based in Edinburgh and are a part of a digital implementation agency group.

Work Environment:
They are looking for a Junior Web Developer to join their in-house development team. Your role will be crucial for delivering and supporting the re-platforming activities to help manage and deliver websites and client web real estate.

What might a day in this job look like?
With the help of senior staff you will work towards gaining knowledge and experience of .NET technologies, C#, HTML, JS, CSS, Node.js, Angular.js, MVC 5+ etc. You will also have the opportunity to work with new emerging such as iOS, Android and Windows Phone.

What will I Learn?
SVQ Level 2/3 in Web Development.

What Qualifications / Qualities are required?
Ideally you will be educated to minimum level of National 5 or equivalent in Maths, English and a computing related subject. You should be bright, bubbly, willing to learn and have excellent communication skills.

Closing date:
This opportunity will be closed 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:** £10,000 - £14,000 per annum

**Employer:**

Aquarius are an outsourced customer service provider based in South Queensferry.

**Work Environment:**

They are looking for a Customer Service Inbound Agent who will, as part of their role, undertake an apprenticeship in Business Administration (SVQ Level 2/3). Their company ethos is to provide the highest possible level of customer service through highly valued, highly trained and fully supported professionals, delivering a second to none service to their customers.

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

You will be taking inbound calls on behalf of clients and managing their customer service needs. Your clients will vary over time, ranging from small to global sized businesses across different sectors.

**What will I Learn?**

SVQ Level 2/3 in Business & Administration.

**What Qualifications / Qualities are required?**

Ideally you will be educated to minimum level of National 5 or equivalent in Maths and English. You should be bright, bubbly, willing to learn and have excellent communication skills.

**Closing date:**

This opportunity will be closed when a suitable candidate is found.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Trainee Hairdresser - Modern Apprenticeship

Contract: Permanent, Full time, 37.5 hour week minus 2.5 hour breaks (40 hours in salon)

Salary: £3.50 per hour

Employer:

Opened in 2006, the Beauty Works is an innovative beauty, hair and nail salon. Featuring nail bars, spray tan room, open plan hair and make-up studio with boutique, plus 3 tranquil treatment rooms, all your hair and beauty needs can be catered for under one roof.

Work Environment:

Based in our Corstorphine salon, you will work as part of our friendly team consisting of 4 hairdressers and 5 therapists plus 3 reception staff and 2 Saturday / evening girls. We offer a great package which includes above minimum trainee wage and staff discounts.

What might a day in this job look like?

As well as learning hairdressing skills, starting with shampooing, scalp massage and taking colour off, you will be required to help look after clients, taking their coats, getting them refreshments and keeping the salon clean and tidy.

What will I Learn?

You will learn to work using your own initiative and also to work well within a team. You will progress through SVQ Levels 1-3 in Hairdressing.

What Qualifications / Qualities are required?

The Beauty Works is looking for a trainee that is passionate about the hair and beauty industry. The ideal candidate must have good people skills, be reliable, able to listen and follow instructions accurately.

Closing Date:

This position will close when a successful 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:** Tax Assistant - Modern Apprenticeship

**Contract:** 2 years Fixed Term

**Salary:** £192 per week

**Employer:**

Baker Tilly is an independent firm of chartered accountants and business advisers and is one of the three principal mid-market accountancy firms, with almost 3,500 partners and staff generating a fee income of over £300 million. We are a national firm with a network of offices across the UK, making us your local firm with national strength.

**Work Environment:**

You will be based in our city centre office.

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

At Baker Tilly, we have the experience and know-how to provide proactive, integrated answers for all forms of tax in the UK and overseas. It’ll be your job to provide innovative tax solutions, through well thought-out plans and sophisticated problem-solving.

Tax is split into two main areas:

Firstly, tax compliance involves submitting tax returns for both individuals and companies.

Then there’s tax advisory and planning, which involves analysing and recommending changes to the way that individuals and companies structure their finances and tax payments.

So, believe us when we say that no two days will ever be the same. One day you could be looking after an individual’s tax needs; the next, you’re working with a major multinational company. From one-off high value transactions to long-term solutions, variety and early responsibility come with the territory at Baker Tilly.

Apprentices will become involved in client work very quickly, initially working as part of a larger team and gaining experience in a number of areas. The depth of services and clients you will be exposed to early in your career will provide you with a jump start into the varied world of taxation.

**What will I Learn?**

As a Tax apprentice you will complete the ATT qualification (Association of Taxation Technicians, leading to CTA, Chartered Tax Advisor qualification) at Level 4. The completion of the ATT qualification will be completed at a training centre or via the Online Classroom Live platform, in addition to at the workplace. Apprenticeships will include the QCF (Qualification and Credit framework), Technical Certificate Employments rights and responsibilities workbook and Functional skills (if required).

**What Qualifications / Qualities are required?**

To apply, you must have a minimum of 280 UCAS points or equivalent from your top 3 grades. In addition you must have a minimum of 5 National 5s or equivalent at grades A – C including at least grade B in Maths and English.
It's also about having passion, energy, enthusiasm and a head full of ideas. It's being able to work successfully with colleagues and clients. We like people to have a mind of their own. After all, it's what makes teamwork exciting and what makes us the firm we are today.

**Closing Date:**

Friday 18 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: Accounting and Business Advisory Assistant - Modern Apprenticeship

Contract: 2 years Fixed Term

Salary: £192 per week

Employer:

Baker Tilly is an independent firm of chartered accountants and business advisers and is one of the three principal mid-market accountancy firms, with almost 3,500 partners and staff generating a fee income of over £300 million. We are a national firm with a network of offices across the UK, making us your local firm with national strength.

Work Environment:

You will be based in our city centre office.

What might a day in this job look like?

At Baker Tilly we provide a spectrum of Accounts and Business Advisory services to help businesses with the routines and responsibilities of running a company, managing a business and its money. The Accounts and Business Advisory team provide advice on a daily basis to their clients on matters such as management accounting, payroll, financial reporting, employee ownership and accounts preparation. We can take-on and manage these aspects of the business – and more – for our clients, allowing them the time to do what they do best. We pride ourselves on providing reliable and responsible business-support services to help our clients’ businesses succeed.

Apprentices will become involved in client work very quickly, initially working as part of a larger team and gaining experience in a number of areas. The depth of services and clients you will be exposed to early in your career will provide you with a jump start into the varied world of accountancy.

What will I Learn?

While gaining real hands on experience, your development in the role will be optimised by training from the company’s highly regarded dedicated team. As well as internal training and on-the-job mentoring, you will have the opportunity to train towards the AAT qualification, with support provided post-qualification ensuring you are well equipped to enjoy a successful and satisfying career with the business.

The AAT (Association of Accounting Technicians) and ATT (Association of Taxation Technicians) offer an entry level qualification which opens the door to a rewarding career in accountancy or tax. These qualifications are aimed at school leavers and offer an exciting alternative to university.

What Qualifications / Qualities are required?

To apply, you must have a minimum of 280 UCAS points or equivalent from your top 3 grades. In addition you must have a minimum of 5 National 5s or equivalent at grades A – C including at least grade B in Maths and English.

If you enjoy working as part of a team, can communicate clearly, are curious about how businesses work and are comfortable with numbers (although being a maths genius is not necessary) this could be just right for you.

Closing Date:

Friday 18 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:** Digital Skills - Modern Apprenticeship

**Contract:** 12 months

**Salary:** £170 - 190 per week

**Employer:**
This company bends online technology to meet client marketing objectives.

**Work Environment:**
EH6 - office based. A vibrant, team environment where everybody makes a difference, we are looking for an apprentice to join the growing team.

**What might a day in this job look like?**
The successful candidate will be working across a wide range of digital marketing channels:

- Advertising
- Email
- Social media and content marketing
- Working with more senior team members
- Involved in campaigns from their first day.

This opportunity provides exposure to all aspects of campaigns from account management, strategy, creative, production and measurement.

This role will initially involve email marketing production, marketing administration, content creation and day-to-day reporting on campaigns; these are all great areas to start the foundations of a successful career in digital marketing.

**What will I Learn?**
SCQF Level 6 with progression to 8 – Diploma for Information Technology and Telecommunication Professional.

Classroom Training includes:

- Adobe Photoshop
- CF6
- Video Editing
- SEO
- Web Design
- Social Media
- Email Marketing.

**What Qualifications / Qualities are required?**
You must have or expect to gain 5 National 4s or 5s, Credit or General Level Standard Grades, and/or Intermediates including Maths and English.

**Closing Date:**
The job will be closed when a satisfactory level of suitable applications have been received.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Vehicle Parts - Modern Apprenticeship

Contract: 3 years with the possibility of being kept on

Salary: Modern Apprenticeship National Minimum Wage

Employer:
You will be working for one of Scotland's leading privately owned car dealer groups in the city centre

Work Environment:
You will be based within a car show room environment.

What might a day in this job look like?

Parts apprentices will be trained in:

- 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
- giving customers advice both on the telephone and face to face.

What will I Learn?

Parts Apprentices will be trained in all operating systems within the parts department, along with full customer service training. You will gain an SVQ Level 3 in Motor Vehicle Parts Person.

What Qualifications / Qualities are required?

You must have National 4 or 5 or equivalent in English, Maths, Administration or Computer Studies.

It is essential that you are literate, numerate, reliable and keen to learn.

Closing Date:
This opportunity will close when a suitable number of applications have been received.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Royal Electrical & Mechanical Engineers (REME) - Job and Apprenticeship Opportunities

Contract: Permanent

Salary: £14,636 increasing to £18,500 after training

Employer: The British Army

The Army uses a huge range of vehicles and equipment and the Royal Electrical & Mechanical Engineers (REME) are the people that keep everything in perfect working order. The REME inspect, repair and adapt all our machineries, so they are always ready for action. There are Mechanics, Metalsmiths and Electricians all working within REME and other less well known roles, such as Shipwright, Technical Support Specialist, Electronics Technician and Aircraft Technician. Whichever role appeals to you, we will provide specialist training in your particular trade.

Work Environment:

Most Army units have their own REME team and you can move from one unit to another, such as an aircraft unit to infantry. This opens up all kinds of opportunities for you in different locations, working with a variety of equipment. You will meet people from different backgrounds, make new friends and work all over the world. However, much depends on your role and the skills that each unit needs.

What might a day in this job look like?

After your basic training of how to be a soldier, survive outdoors and handle weapons, you will continue your training at Lyneham Military of Defence College of Electrical and Mechanical Engineering in Wiltshire. Over the next 12/51/63 weeks you will learn to service, fix, inspect and adapt a huge range of equipment and how to drive depending on your chosen career area.

A typical day will depend on your specific role:

- **Electrical Technician REME Regular Soldier** - you will be fixing failed electrical systems. You will work on all kinds of equipment including vehicles, weapons, communication systems, medical and dental equipment. It is an opportunity to work with the latest technology and to gain experience in everything from Lasers to Thermal Imaging systems. In combat, the Army relies on its electronic systems and you will be required to go wherever you are needed.

- **Metalsmith REME Regular Soldier** – you will use various welding equipment to fix everything from tanks to generators. You will be trained as a highly skilled welder, sheet metal worker and blacksmith, and can specialise in areas such as in ship and boat repair. As a welding expert, you will support your unit by working from technical plans and engineering drawings in challenging working conditions.

- **Recovery Mechanic REME Regular Soldier** – your role will involve a lot of bravery and know-how, to recover vehicles. You will learn how to recover broken down, abandoned and overturned vehicles – from land rovers to trucks and tanks. Powerful winch equipment and cranes help get the job done.

- **Technical Support/Technical Stores Specialist REME Regular Soldier** – You will be trained to do two important roles in one. You will be responsible for securing, shipping and stock profiling a wide range of equipment, keeping track of our vast range of equipment. The other aspect of this role is to teach new Army officers and soldiers the latest military skills, coaching and helping them to be the best.
What will I Learn?

After your basic training to become a soldier, you can continue learning to obtain all kinds of qualifications and practical skills recognised beyond the Army. This includes apprenticeships, City & Guilds, working with cutting-edge technology systems and maybe supersonic car pioneering project. The Army can help you gain a range of qualifications and experience. Depending on your role you can obtain:

- Advanced Apprenticeship in Engineering Manufacture
- Level 2 Intermediate Apprenticeship in Engineering Maintenance
- Level 2 Intermediate Apprenticeship in Engineering Technical Support
- Level 3 Advanced Apprenticeship in Engineering Technical Support
- Level 3 Advanced Apprenticeship in Engineering Maintenance
- Level 3 Diploma in Engineering Technology
- NVQ Level 2 Storage and Warehousing
- Store Accounting Procedures Part 1
- Store Accounting Procedures Part 2
- Bachelor of Science Degree in Electronic Systems Engineering
- Qualifications at different levels in Leadership and Management

and learn how to:

- service the Army’s various equipment
- work with different metals and alloys working from technical plans and engineering drawings
- store and pack equipment and also give basic military training to new Army recruits
- study accounting procedures
- drive categories B, C and E vehicles
- recover vehicles using cranes and lifting gear, cut metals and drive tracked vehicles.

We will be behind you every step of the way as you work hard, move up the ranks and obtain qualifications that are recognised by civilian employers. The skills you learn can set you up for a great career both within and outside the Army.

What Qualifications / Qualities are required?

The Army is looking for a motivated individual who has a strong interest in fixing things, likes hands on experience and would like a career as a skilled soldier. In addition you should have:

- at least three National 4s or equivalent in Maths, English and a science subject or equivalent
- at least two National 4s in Maths and English or equivalent (Technical Support/Technical Stores Specialist role)
- fitness and physical ability
- ability to deal with colleagues in a professional manner
- strong attention to detail
- excellent communication skills
- a willingness to help colleagues to achieve goals
- an enquiring mind.
- good hand-eye coordination, even under pressure and don’t mind getting messy/ dirty.

Closing Date:

These posts will be closed when a satisfactory level of suitable applications have been received.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

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The Royal Engineers is for you if you want to be a highly skilled soldier. It offers 18 different trades, ranging from Surveyors and Bricklayers to Armoured Engineers and Design Draughtsman. Royal Engineers can also be Commando and Parachute-trained, which means they wear the green or maroon beret. Whatever role appeals to you, you will get outstanding training and the chance to gain qualifications that are recognised in the civilian world.

Work Environment:

On the battlefield, these multi-skilled soldiers (sappers) will support the rest of the Army. Behind the front line, they’re just as vital, and can be found constructing camps or even building airfields. After a conflict, they often help local people get back on their feet, setting up water and electricity supplies, clearing roads and supporting hospitals. When not out on operations, the Royal Engineers are an incredibly active gang who love sports and adventurous training. They compete in many sports and the team spirit is a big thing. You will be encouraged to participate at any level you want.

What might a day in this job look like?

- You will start with basic soldier training (23 weeks at Harrogate for 16 - 17 year olds and 14 weeks at Pirbright or Winchester for over 17s), then nine weeks at the Royal School of Military Engineering Regiment in Camberley learning about demolition and bridge buildings etc, and finish up with 27 or 41 weeks’ technical training at the Royal School of Military Engineering in Chatham, depending on your chosen career area.

A typical day will depend on your specific role:

- **Design Draughtsman – Royal Engineers (Regular Soldier)** - As a Design Draughtsman in the Army, you never know what you will be building next. You are the person who creates the plans that our teams have to follow. Building and demolition are a big part of the Army’s work in the UK and abroad on operations. You will use your skills to produce blueprints for buildings, roads, bridges and temporary airports. Your talents will be needed all over the world. That is why we train you to the highest standard, plus the offer of an opportunity to obtain all kinds of trade qualifications.

- **Survey Engineer – Royal Engineers (Regular Soldier)** - We have all kinds of building projects such as new bases, runways and more. As a Survey Engineer, you will have a vital role in construction, planning projects and mapping sites before building starts. You will advise during the planning stages of large building projects and map out the site before work starts. You could be working anywhere in the world. You will use GPS technology to make sure that everything is set out correctly and keep the structure in line with the plans. A mistake could mean disaster and that is why we offer the highest standard of training but first you will have to show us you have what it takes.

What will I Learn?

The Army can help you gain a range of qualifications and experience. Depending on your role you can obtain:

- **Level 3 in Computer Aided Design and Manufacturing (City and Guilds)**
- **Level 3 BTEC Higher National Certificate in Building Studies /Engineering Surveying (Edexcel)**
- **Level 5 BTEC Higher National Certificate in Building Studies/ Engineering Surveying (Edexcel)**
Cat B driving licence

and learn:

- to produce blueprints using computer software for buildings, roads, bridges and temporary airports
- about mechanical and civil engineering, construction and structural theory and analysis and how to use power tools
- surveying techniques, use of instruments such as theodolites, computer software programmes, how to produce technical drawing, IT, civil and site engineering
- how to develop your soft skills such as communication, teamwork and, problem solving skills.

We will be behind you every step of the way as you work hard, move up the ranks and obtain qualifications that are recognised by civilian employers. The skills you learn can set you up for a great career both within and outside the Army.

What Qualifications / Qualities are required?

The Army is looking for a motivated individual who has a strong interest in building a career as skilled soldier. In addition you should have:

- at least three National 4s or equivalent in Maths, English and one other subject
- fitness and physical ability
- ability to deal with colleagues in a professional manner
- strong attention to detail
- excellent communication skills
- a willingness to help colleagues to achieve goals
- an enquiring mind.

Closing Date:

These posts will be closed when a satisfactory level of suitable applications have been received.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Receptionist – Modern Apprenticeship (QA6327)

Contract: 12 months

Salary: £8.25 per hour

Employer: Undisclosed

Work Environment:

EH6 - office based

What might a day in this job look like?

Your duties will include:

- being the first point of contact for the organisation
- handling the flow of people through the building
- providing administrative support across the organisation
- ensuring that all administrative tasks are completed accurately and delivered to a high standard and in a timely manner.

What will I Learn?

- SVQ Level 3 in Business & Administration
- Microsoft Office Specialist (MOS)
- One optional day from the QA Professional Development catalogue
- Core Skills Level 2.

What Qualifications / Qualities are required?

- You must have or expect to gain 5 National 4s or 5s, or equivalent including Maths and English.

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

**Job Title:** Business Administrator - Modern Apprenticeship (R016)

**Contract:** 12 month fixed term contract becoming permanent if successful

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

**Employer:**
You will be working for a Solicitors firm which has an excellent history of employing young people and developing them in Modern Apprenticeship roles.

**Work Environment:**
You will be based in a small team in a city centre office providing support with all aspects of administration.

**What might a day in this job look like?**
Working in an extremely busy department responsible for the more legal aspects of finance, you will be:

- processing risk assessments
- processing checklists
- producing supporting documentation including confirming and taking copies of information such as date of birth and address
- responding to queries
- reviewing and updating client register when required
- providing holiday and absence cover.

The above list is not exhaustive and additional duties will be allocated as appropriate

**What will I Learn?**
The company is fully supportive of an SVQ Level 3 Business Administration.

**What Qualifications / Qualities are required?**
Ideally we are looking for at least Higher English and possibly Administration or Business Management. However candidates with National 4s and 5s, or a good set of Standard Grades will be considered.

We are looking for a candidate who has initiative, is accurate and pays attention to detail.

**Closing Date:**
This position will be closed when a suitable applicant is found.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Learning and Development Administrator - Trainee

Contract: Fixed term for 12 months

Salary: Competitive

Employer:
Aberdeen Asset Management is a global investment management group with 30 years’ experience managing assets for both institutional and retail clients around the world. The role is part of AAM’s Investment 2020 programme, which is designed to offer training and learning opportunities to recent school and college leavers who are looking for their first role within the industry. It is hoped that most participants in the scheme will move into permanent roles with Aberdeen or other firms within the industry, acting a spring board for your career. To find out more about the scheme please visit www.investment2020.co.uk.

Work Environment:
The role will be based in the Learning and Development team in our Princes Street office. As an equal opportunities employer, we recognise that our most important resource is our people. That’s why we have a strong commitment to ongoing training and development for all our employees.

What might a day in this job look like?

Your duties will include:

• administration of all aspects of AAM’s Talent Programmes and the Technical Training curriculum
• liaising with the Facilities Team to book training rooms in all three UK offices
• ensuring all training courses are added to the Learning Management System accurately and in a timely manner
• managing incoming queries relating to the Technical Training curriculum
• liaising with the business where necessary
• liaising with training vendors where necessary
• collating feedback and reports on courses attended
• providing support to the Talent Team where required.

What will I learn?

Through our Investment 2020 trainee programme we have an excellent opportunity for a School / College leaver who is looking to establish a career within the Asset Management Industry. We will provide you with a structured 12 month training contract working in our Learning and Development team.

What Qualifications / Qualities are required?

We are looking for someone educated to at least Scottish Higher, A Level, NVQ or equivalent level.

You should also have:

• excellent organisational and administrative skills with the ability to plan ahead and manage your time and resources
• the ability to communicate effectively with internal and external customers
• a keen attention to detail and accuracy, with a methodical approach to work
• the ability to work well within a team environment
• knowledge of Microsoft Office
• a general awareness of business office practices.

Closing Date:

This post will be closed 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 Administration – Modern Apprenticeship (QA6253)

Contract: 12 months

Salary: £130 - £160 per week

Employer: Undisclosed.

Work Environment:

EH3 - office based.

What might a day in this job look like?

- Assisting the Anti Money Laundering (AML) Assistant in ensuring the firm complies with AML regulations
- Checking daily Complinet (Online sanctions/PEP checking), screening new matches and checks against system
- Processing of Matter Risk Assessments (MRAs)
- Processing of AML checklist and supporting documentation
- Responding to light AML queries, such as:
  - Confirming information such as date of birth, address, etc
  - Confirming what documentation is outstanding
  - Finding AML documents and taking copies
  - Copying of TC Trustees documents
  - Copying of Partners ID documents when required
- Following up supporting documentation for change of address notification
- Reviewing and updating High Risk/PEP register when required
- Running electronic checks and other internet or service providers searches for any new employees and clients
- Providing holiday and absence cover.

The above list is not exhaustive and additional duties will be allocated as appropriate.

What will I Learn?

- SVQ Level 3 in Business & Administration
- Microsoft Office Specialist (MOS)
- One optional day from the QA Professional Development catalogue
- Core Skills Level 2.

What Qualifications / Qualities are required?

You must have or expect to gain 5 National 4s or 5s or equivalent including Maths and English.

- Previous AML experience advantageous but not compulsory as full training will be provided
- High level of accuracy and attention to detail
- Excellent communication skills, both written and oral
- Knowledge of Microsoft Office applications
• Flexible attitude and ability to work as part of a team
• Strong organisational skills and able to multi-task and prioritise workload
• Ability to work on own initiative
• Reliability with a business like attitude to the work involved.

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Digital Marketing – Modern Apprenticeship (QA6194)

Contract: 12 months

Salary: £140 - £170 per week

Employer: Undisclosed.

Work Environment:

EH12 - office based.

What might a day in this job look like?

- Maintain DH Systems social networks
- Tweet/Facebook news and events
- Write news stories for the website, fortnightly
- Write content for the website/update website
- Update/create marketing materials/brochures
- Monthly newsletter to existing customers/potential customers
- Become an expert in Google Analytics / take over our accounts
- Become an expert in Wordpress
- Maintain customer lists, email mailing lists for release updates
- Plan/promote company at various trade shows
- Provide marketing support to sales
- Promote new features/engage with existing customers
- Edit training material/system manual
- Write content for customers websites
- News/email campaigns
- General marketing campaigns for customers
- Manage social media for customers
- Manage Analytics/conversions/adwords
- Prepare
- reports/analytics for websites.

What will I Learn?

SCQF Level 6 with potential progression to 8 – Diploma for Information Technology and Telecommunication Professional.

Classroom Training includes:

- Adobe Photoshop
- CF6
- Video Editing
- SEO
- Web Design
- Social Media
Email Marketing.

What Qualifications / Qualities are required?

You must have or expect to gain 5 National 4s or 5s or equivalent including Maths and English.

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

**Job Title:** Business Administration - Modern Apprenticeship (QA6140)

**Contract:** 12 months, 9am – 5.30pm, Monday to Friday

**Salary:** £150 per week

**Employer:** Undisclosed.

**Work Environment:**

EH10 - office based.

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

We are looking for a Modern Apprentice aged between 17 and 19 years old to work alongside us within our office in Edinburgh city centre. We are a small team, so the ideal candidate must have a great personality and have basic computer skills (i.e. sending emails, using Google).

- Welcoming clients and visitors to the office
- Handling telephone enquiries and ensuring they are dealt with effectively and in a timely manner
- Maintaining all diaries and bookings
- Running through all office contract information
- Prepare tenant agreements, property files and invoices
- Updating customer information onto the database.

We can offer full training, although individuals should be confident, self-motivated with customer service excellence.

**What will I Learn?**

- SVQ Level 3 in Business & Administration
- Microsoft Office Specialist (MOS)
- One optional day from the QA Professional Development catalogue
- Core Skills Level 2.

**What Qualifications / Qualities are required?**

- You must have or expect to gain 5 National 4s or 5s or equivalent including Maths and English
- Naturally enthusiastic, hardworking, friendly and positive with an interest in the property sector
- Comfortable working in a customer service environment with an eye for detail
- Have excellent communication skills both verbal and written.

**Closing Date:**

The job will be closed when a satisfactory level of suitable applications have been received.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

**Job Title:** Business Administration - Modern Apprenticeship (QA6193)

**Contract:** 12 - 14 months, 9am - 5.10pm, Monday to Friday,

**Salary:** £8,500 per annum with Annual Lothian Buses RidaCard (increase to £9,500 after year one)

**Employer:**
Founded in 1998, this company is a leading provider of high calibre Security Guarding & Property Maintenance services throughout Edinburgh and the Lothians.

**Work Environment:**
EH15 - office based.

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

- Meeting and greeting clients
- Data input and system monitoring
- General administration tasks.

**What will I Learn?**

- SVQ Level 3 in Business & Administration
- Microsoft Office Specialist (MOS)
- One optional day from the QA Professional Development catalogue
- Core Skills Level 2.

**What Qualifications / Qualities are required?**

- You must have or expect to gain 5 National 4s or 5s or equivalent including Maths and English.
- Excellent Communication Skills
- Ability to work effectively as part of a team
- Willingness to undertake further training and qualifications as deemed appropriate for the post
- Enthusiastic and positive attitude towards work
- Reliable and trustworthy.

**Closing Date:**
The job will be closed when a satisfactory level of suitable applications have been received.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

**Job Title:** Junior Project Officer – Modern Apprenticeship (QA6144)

**Contract:** 18 months

**Salary:** £14,000 per annum

**Employer:** Undisclosed.

**Work Environment:**

EH12 - office based.

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

- Working with a team of IT consultants
- Coordinating schedules and activities aligned with project plans and resource diaries
- Coordinating resources and ensuring adherence to project schedules
- Maintaining and updating Project Documentation
- Information gathering and analysis
- Collating, preparing and distributing correspondence and reports etc
- Participating in and documenting team/project meetings
- Handling email, telephone and face to face enquiries
- Assisting with project management core processes (risk and issue management, document management, financial management, planning etc.) to gain a detailed understanding of project management methods
- Assisting Senior Manager, PMOs and/or project managers with successful resolution of project issues.

**What will I Learn?**

EAL Level 4 Diploma in Project Management.

**What Qualifications / Qualities are required?**

- At least 2 Higher Grade or equivalent (SCQF Level 6) qualifications (one must be in a STEM or Business Discipline).
- Standard Grade or equivalent (SCQF Level 5) English and Maths
- At least 3 other Standard Grade or equivalent (SCQF Level 4 / 5) qualifications
- Good communication skills
- Highly organised
- Good interpersonal/team-working skills
- IT proficient.

**Closing Date:**

The job will be closed when a satisfactory level of suitable applications have been received.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

**Job Title:** Business Administrator - Modern Apprenticeship

**Contract:** Permanent, Monday - Friday 9am to 5pm

**Salary:** £4:50 per hour

**Employer:**

Glenham Property.

**Work Environment:**

Office based in a busy friendly property company.

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

- Receive incoming calls and maintain recording system
- Open and distribute incoming mail and record and process outgoing mail and to receive, check and sign for delivery of goods
- Efficient use of PC skills and use of Microsoft Office package to include, word processing, spreadsheets, publications and PowerPoint presentations
- Email system will be used for sending and retrieving messages and appointments as well as maintaining diary systems
- Accurately record information and data into bespoke databases and use document management system to input, access and retrieve information.

**What will I Learn?**

You will undertake an SVQ Level 3 in Business Administration.

**What Qualifications / Qualities are required?**

National 5 Maths and English are both required.

**Closing Date:**

This position will be closed when a suitable applicant is found.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

**Job Title:** Audit Programme

**Contract:** A 5 year training programme followed by a permanent job

**Salary:** Up to £21,000

**Employer:**

KPMG in the UK is a leading provider of professional services including audit, tax and advisory. We have over 10,000 partners and staff working in 22 offices and are part of a strong global network of member firms. Our vision is simple - to turn knowledge into value for the benefit of our clients, people and our capital markets. Our innovative spirit inspires what we do and how we do it, providing valuable benefits for clients, employees and stakeholders. Constantly striving to be better lies at the heart of what makes us different.

**Work Environment:**

Our Edinburgh office is close knit and friendly with a strong team ethos and the size of our office means you’ll get to know everyone in your department in no time. Everyone pulls together here to make sure deadlines and timetables are met, helping you to never feel out of your depth. You’ll also enjoy the opportunity to work in a variety of different teams and with a wide range of clients - both large and small.

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

Every so often, businesses need reassurance about their performance and reliability. So an audit is a bit like when a car goes in for an MOT. But at KPMG, we go way beyond the simple nuts and bolts of financial statements. We like to get right to the heart of an organisation, getting to grips with the inner workings of the business so we can spot any problems before they happen.

For you, the best part is that audit is something that affects all businesses. Which means you’ll have the opportunity to experience life across a variety of industries. You’ll get to meet lots of interesting people and develop skills that are always in demand. Plus, you’ll have access to senior business people from all kinds of different sectors.

In general terms you will:

- be assigned audit work, both a mixture of substantive and controls, over non-significant audit areas and assist more senior members of the team in the audit of significant audit areas. Examples of non-significant audit areas could include the audit of cash, fixed asset additions and disposals and the verification to underlying records and checking of mathematical accuracy of company financial statements
- proactively look to become an integral part of the audit team, create good contacts and develop relationships with the members of our clients finance teams
- be part of the department and attend social and networking events in order to develop your relationships and wider knowledge of both audit and a Big 4 environment.

**What will I Learn?**

We believe that our School and College Leaver Programme is a compelling alternative to pursuing the traditional university route. We’ve developed an innovative five year programme that offers the opportunity to get a job in our audit team, obtain an accounting degree at the University of Birmingham and become a fully qualified Chartered Accountant with the Institute of Chartered Accountants of Scotland (ICAS).
During the degree phase of your programme in the first four years, you’ll split your time between university and working in your designated office. For more information go to https://www.kpmgcareers.co.uk/school-leavers/school-leaver-programme.

**What Qualifications / Qualities are required?**

BBB at Advanced Higher or AB at Advanced Higher plus AABBB at Higher. If you have one Advanced Higher you will need A at Advanced Higher and BBBC at Higher, or if you have 2 Advanced Highers you will need AB at Advanced Higher and BBC at Higher.

A minimum of 2s in Standard Grades, Intermediate 2 or equivalent in Maths and English.

Key skills required include:

- Taking accountability for delivering high quality, accurate work
- Being self-motivated and able to organise own workload to ensure effective delivery of engagements and projects
- Working cooperatively and building positive, constructive business relationships
- Striving for continual improvement.

**Closing Date:**

This is a rolling programme and places will be filled as 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:** Business Administrator - Modern Apprenticeship

**Contract:** Permanent. Basic hours will be 8:45am – 5:30pm Monday to Friday; however hours will vary according to auction times, sale days and other requirements of the business. Therefore a flexible approach to hours of work is needed and the ability to work evenings and weekends as required.

**Salary:** £6.70 - £7.00 per hour

**Employer:**
Car Auction, Newbridge, EH28 8NB.

**Work Environment:**
You will be part of a small personal office working closely with colleagues. This is a fast moving business environment and you must have the energy and enthusiasm to meet the business needs.

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

Duties may include:

- monitoring and ensuring all vehicle information input is accurate and that registration and lot numbers match
- ensuring that all sale day processing is conducted in line with company procedures
- taking payments in the counter area to ensure that vehicles purchased are correctly processed
- providing an excellent face-to-face front of house and telephone service to customers
- ensuring all relevant paperwork is correctly sorted and distributed at end of sale
- actioning any issues, queries or complaints arising so that any problems are resolved, in a timely fashion, to all parties’ satisfaction as far as is reasonably practicable. Escalate any complex issues to the relevant manager
- undertaking cross-functional tasks within the business administration department as necessary to meet operational requirements
- undertaking ad-hoc tasks as necessary to meet the business needs and for your own personal development.

**What will I Learn?**
You will undertake an SVQ Level 3 in Business Administration.

**What Qualifications / Qualities are required?**

We are looking for a candidate with good levels of numeracy, literacy, word processing, spreadsheets and e-mail systems.

Some administration experience desirable.

This position requires a high degree of attention to detail and accuracy in:

- cash handling and Company procedures
- both written and face to face or phone communications.

You will be:
• able to understand and resolve routine problems and to know when to refer to a higher authority
• able to reach effective decisions within your own remit and authority levels
• self motivated
• aware of your own impact on others and use this to good effect
• able to influence others as well as take direction
• able to follow the appropriate course of action to accomplish goals, and to manage time and resources effectively.
• willing to undertake development activity to enable your full potential to be met.

Closing Date:

This post will be closed when an appropriate 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:** Craft Modern Apprenticeship – 8 posts

**Contract:** 3 years

**Salary:** Competitive starting salary

**Employer:**
Selex ES is a global company working at the forefront of engineering and technology which manufactures industry leading products for airborne and space applications for customers across the globe. We employ more than 4,000 people across the UK with sites in Basildon, Bristol, Edinburgh, Luton and Southampton. We are continually expanding and are delighted to offer a range of exciting opportunities through our Craft Apprenticeship Programme working at the forefront of technology within world leading engineering teams.

**Work Environment:**
You will be working within world class facilities. Dependent on your role, you may be working in an office or lab environment or a combination of both. There may also be opportunities to travel between the different sites and to meet with customers and suppliers. Occasionally you may have the opportunity to travel abroad.

**What might a day in this job look like?**
Through a mixture of work placements and college modules you will develop the key engineering skills and knowledge to work effectively in a high technology manufacturing company.

Over the 3 year apprenticeship you will learn about:

- Mechanical Assembly
- Electromechanical assembly
- Electro optic assembly
- Environmental Facility
- Material Supply and Logistics
- Master Production Scheduling
- Industrial Engineering
- Machine shop
- Support.

**What will I Learn?**
We have created a programme that not only increases your technical skills and capability through hands on experience working with specialists in their field but also develops your academic and practical understanding of the diverse world that is Manufacturing & Supply Chain.

You will undertake:

- SVQ level 2 Performing Engineering Operations
- SVQ level 3 Engineering Technical Support
- NC in Engineering Systems.
What Qualifications / Qualities are required?

Academic requirements:

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

- 4 Standard Grades (1-3) / National 5 (A-C) / National 4 (or equivalent) including English and Mathematics or Physics. You should also have another 2 subjects (1-3 / A-C / National 4), preferably Technological subjects e.g. Graphic Communication, Product Design, Craft & Design, Tech Studies, Computing, Woodwork, Metalwork etc.

Personal Qualities:

- Ability to Achieve High Performance
- Want Continuous Improvement
- Develop Customer Focus
- Able to Work Together
- Demonstrate Self Awareness & Confidence
- A passion for Technical Analysis, judgement & Problem Solving.

Other needs:

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

Closing Date:

Friday 26 February 2016.
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: Test Technician - Modern Apprenticeship – 13 posts

Contract: 4 years

Salary: Competitive starting salary

Employer:
Selex ES is a global company working at the forefront of engineering and technology which manufactures industry leading products for airborne and space applications for customers across the globe. We employ more than 4,000 people across the UK with sites in Basildon, Bristol, Edinburgh, Luton and Southampton. We are continually expanding and are delighted to offer a range of exciting opportunities through our Technical Apprenticeship Programme working at the forefront of technology within world leading engineering teams.

Work Environment:
You will be working within world class facilities. Dependent on your role, you may be working in an office or lab environment or a combination of both. There may also be opportunities to travel between the different sites and to meet with customers and suppliers. Occasionally you may have the opportunity to travel.

What might a day in this job look like?
Through a mixture of work placements and college modules you will develop the key engineering skills and knowledge to work effectively in a high technology manufacturing company.

Over the 4 year apprenticeship you will learn about:

- Electronic Testing
- Laser Testing
- Radar Testing
- Industrial Engineering
- Production Engineering
- Test Solutions
- New Product Introduction.

What will I Learn?
We have created a programme that not only increases your technical skills and capability through hands on experience working with specialists in their field but also develops your academic and practical understanding of the diverse world that is Manufacturing & Supply Chain.

You will undertake:

- SVQ level 2 Performing Engineering Operations
- SVQ level 3 Engineering Technical Support
- HNC in Engineering Systems.
What Qualifications / Qualities are required?

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

- 2 Higher Grades (or equivalent) in Mathematics (A-C) or Physics (A-C) plus another Higher subject, preferably a Technological subject e.g. Graphic Communication, Product Design, Craft & Design, Tech Studies, Computing etc (A-C).

AND

- Standard Grades (1-3) / National 5: (A-C) English.

Personal Qualities:

- Ability to Achieve High Performance
- Want Continuous Improvement
- Develop Customer Focus
- Able to Work Together
- Demonstrate Self Awareness & Confidence
- A passion for Technical Analysis, judgement & Problem Solving

Closing Date:

Friday 26 February 2016.
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 Technician - Modern Apprenticeship – 7 posts

Contract: 4 years

Salary: Competitive starting salary

Employer:

Selex ES is a global company working at the forefront of engineering and technology which manufactures industry leading products for airborne and space applications for customers across the globe. We employ more than 4,000 people across the UK with sites in Basildon, Bristol, Edinburgh, Luton and Southampton. We are continually expanding and are delighted to offer a range of exciting opportunities through our Technical Apprenticeship Programme working at the forefront of technology within world leading engineering teams.

Work Environment:

You will be working within world class facilities. Dependent on your role, you may be working in an office or lab environment or a combination of both. There may also be opportunities to travel between the different sites and to meet with customers and suppliers. Occasionally you may have the opportunity to travel abroad.

What might a day in this job look like?

Through a mixture of work placements and college modules you will develop the key engineering skills and knowledge to work effectively in a high technology manufacturing company.

Over the 4 year apprenticeship you will learn about:

- Manufacturing and Supply Chain
- Mechanical Engineering
- Electronic Engineering
- Systems Engineering
- Software Engineering
- Quality Engineering.

What will I Learn?

We have created a programme that not only increases your technical skills and capability through hands on experience working with specialists in their field but also develops your academic and practical understanding of the diverse world that is Engineering.

You will undertake:

- SVQ level 2 Performing Engineering Operations
- SVQ level 3 Engineering Technical Support
- HND in Engineering Systems.
What Qualifications / Qualities are required?

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

- 3 Higher Grades (or equivalent) in Mathematics (A-C) and Physics (A-C) plus another Higher subject, preferably a Technological subject e.g. Graphic Communication, Product Design, Craft & Design, Tech Studies, Computing etc (A-C).

AND

- Standard Grade (1-2) / National 5 (A-C) English.

Personal Qualities:

- Ability to Achieve High Performance
- Want Continuous Improvement
- Develop Customer Focus
- Able to Work Together
- Demonstrate Self Awareness & Confidence
- A passion for Technical Analysis, judgement & Problem Solving.

Other needs:

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

Closing Date:

Friday 26 February 2016.
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 – 4 posts

**Contract:** 2 years

**Salary:** Competitive starting salary

**Employer:**

Selex ES is a global company working at the forefront of engineering and technology which ES manufactures industry leading products for airborne and space applications for customers across the globe. We employ more than 4,000 people across the UK with sites in Basildon, Bristol, Edinburgh, Luton and Southampton. We are continually expanding and are delighted to offer a range of exciting opportunities through our Business Apprenticeship Programme working with a variety of business functions from Procurement through to Finance and materials and project planning to support our world leading business.

**Work Environment:**

You will be working within world class facilities. You will be working in an office environment and will be using Display Screen Equipment. There may also be opportunities to travel between the different sites and to meet with customers and suppliers. Occasionally you may have the opportunity to travel abroad.

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

The 2 year Business Apprenticeship scheme provides a variety of experiences through placements in business related disciplines. Placements available include Commercial, Finance, Resourcing, Procurement, Manufacturing & Supply Chain, Project Planning/ Support and logistics.

**What will I Learn?**

You will undertake:

- SVQ level 3 in Business Administration
- HNC in Business Studies.

**What Qualifications / Qualities are required?**

**Academic requirements:**

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

- 2 Higher Grades (or equivalent) in Mathematics (A-C) OR English (A-C) AND a Business subject (A-C) (Business Studies, Project/Business Management, Finance, Accounts etc).

AND

- 2 Standard Grades (1-2) / National 5 (A-C) in English and Maths.

**Personal Qualities:**

- Ability to Achieve High Performance
• Want Continuous Improvement
• Develop Customer Focus
• Able to Work Together
• Demonstrate Self Awareness & Confidence
• A passion for Technical Analysis, judgement & Problem Solving.

Other needs:

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

Closing Date:

Friday 26 February 2016.
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:** Training Services Assistant - Modern Apprenticeship (R015)

**Contract:** One year Fixed Term

**Salary:** National Minimum Wage

**Employer:**
An established Training Provider in Central Edinburgh.

**Work Environment:**
Working for a Trainer Provider, you will be based in a small team supporting them with all aspects of administration.

**What might a day in this job look like?**
You will assist all staff and departments in daily administrative tasks including:

- routine filing of relevant candidate and company paperwork
- recording of candidate payment points
- routine client and customer correspondence
- compilation of sales packs and assessor training delivery material
- monitoring and managing stationery resources
- assisting with the registration and certification process
- binding together workbooks, marketing material and training materials for sales and training departments
- updating and managing candidate and company databases
- assisting the training services co-ordinator with monthly invoicing
- assist the HR manager with routine administrative duties
- putting together the candidate profiles for the sales team.

**What will I Learn?**
You will undertake an SVQ Level 3 Business Administration.

**What Qualifications / Qualities are required?**
Ideally we are looking for National 4s or 5s, Credit or General Level Standard Grades, and/or Intermediates including Maths and English and Administration, although not essential.

We are looking for someone who is positive and enthusiastic, presentable with excellent communication skills who is looking forward to starting their career.

**Closing Date:**
This position will be closed when a suitable applicant is found.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

**Job Title:** Web Developer - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £15,000 per annum starting salary

**Employer:**
Sort My PC is one of Edinburgh’s leading IT service providers. We help companies ensure their business technology systems run efficiently. Working remotely allows us to support clients from Aberdeen to London as well as throughout Edinburgh, Fife and the Lothians.

**Work Environment:**
You will be working for a reputable IT support company in the Colinton area of Edinburgh.

**What might a day in this job look like?**
A varied role, the successful applicant will participate heavily in developing specialist software for numerous organisations, whilst maintaining and supporting the software after its release. Working with key clients, the chosen Visual Basic Developer will also have excellent communication skills, alongside a genuine passion for development. With a solid knowledge of Visual Studio, the Developer will effectively program, develop and support solutions, using their SQL and VB expertise.

**What will I Learn?**
You will gain an SVQ in Web Development as well as having the opportunity to further your knowledge by undertaking several web development related courses as part of your apprenticeship.

**What Qualifications / Qualities are required?**
Ideally you will be educated to minimum level of National 4 or equivalent in Maths and English and a related computing subject.

You will be bright, bubbly, willing to learn and have excellent communication skills.

The ideal candidate will have a passion for IT and an ability to work well in demanding situations.

Essential requirements include a Full UK Driving Licence.

If you would like to find out any further information then please call 01786 478478 and ask for Niall.

**Closing date:**
This opportunity will be closed 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:** Retail Assistant - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £8,000 - £12,000 per annum starting salary

**Employer:**
Balloons are Taking Off is a family business which has been trading since 1999. We supply balloon decoration for weddings, parties and corporate events. We also have a large range of party accessories from banners to party poppers. We can personalise a range of items such as banners, balloons and t-shirts. We have something for every occasion that you can think of!

**Work Environment:**
You will be working within a small team in a shop in Gorgie.

**What might a day in this job look like?**
You will be involved in offering advice and support to customers who come into the premises as well as taking phone orders. You will also be involved in creating bespoke balloon decorations for parties and corporate events using printing equipment to create photographs, names and various messages on balloons.

**What will I Learn?**
You will gain an Apprenticeship in Retail as well the opportunity to gain a qualification in Balloon Artistry.

**What Qualifications / Qualities are required?**
Ideally you will be educated to minimum level of National 5 or equivalent in Maths and English.

You will be bright, bubbly, willing to learn and have excellent communication skills. You will also be creative and have a good eye for detail.

**Closing date:**
This opportunity will be closed 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: Assistant Operations Administrator

Contract: This is a one year fixed term contract

Salary: Competitive

Employer:

Kames Capital is a specialist investment management business. From Edinburgh and London we manage £58 billion on behalf of UK and international clients including wealth managers, financial advisers, family offices, pension funds, financial institutions, government agencies and individuals. We have investment capabilities in Fixed Income, Equities, Property and Multi-asset. Investment management is all we do, so we have no competing priorities or distractions. We aim to deliver superior investment performance with an appropriate level of risk. We seek to build trusting relationships by providing industry-leading levels of service.

Work Environment:

The role is based in our Edinburgh office.

What might a day in this job look like?

The purpose of the role is to provide administrative support to the Kames Operations, Change Management and IT Teams.

Key Responsibilities:

- Diary Management – support the Operations team administrator to organise and maintain diaries, schedule regular meetings and liaise with Kames reception for catering when applicable
- Travel – assist in the booking of travel and accommodation arrangements for Operations, Change Management, IT and Contractors administering tickets and reservations. Assist colleagues across other AAM locations with hotel bookings. Follow corporate policy to promote cost savings
- Preparation of meeting papers – collating, producing and distributing meeting papers within agreed timescales
- Invoices – support in the production of invoices for Operations and Change Management
- Expenses – assist in the preparation of expenses to meet deadlines
- Stationery - maintain the stock levels of stationery following corporate policy to promote cost savings
- Archiving - arrange all off-site archiving when required ensuring records are kept up to date
- Filing - manage and control the filing system
- Mail – distribute mail and liaise with Property for courier services
- Procedures – keep procedures up to date with any changes and look for ways to deliver a more cost effective service.

In addition to the duties and responsibilities listed, the job holder may be required to perform other duties assigned by his/her manager from time to time so long as such duties are within the scope and ability of the job holder.

What will I Learn?

This is an excellent opportunity for a school leaver to gain an introduction to the Asset Management Industry. The role is part of Kames Capital’s Investment 2020 programme which was created to make the industry more accessible to school leavers. The successful candidate will gain first hand insight into the industry while making a real contribution to the success of the business.

The Investment 2020 Training Programme includes:
• Induction training
• A programme of events throughout your contract at one of the member firm's offices
• Opportunity to start a foundation qualification with the Chartered Institute of Securities and Investment (CISI)
• Regular feedback from your HR and/or line manager
• Access to Investment 2020 online resources including training and careers information.

More information on Investment 2020 can be found at http://www.investment2020.org.uk/.

We recognise that any new employee needs support and training opportunities to thrive. From the moment you join Kames Capital, your continuing professional development will be a fundamental part of your role.

**What Qualifications / Qualities are required?**

We are looking for National 5s or equivalent and ideally a minimum of 3 Highers.

**Qualities:**

• Excellent communication and interpersonal skills are required and a keen ability to learn and the ability to work as part of a team.
• Confident, self-assured, assertive and friendly.
• Adaptable and achievement orientated.
• High level of competence of appropriate word processing and presentation software - Word, Excel and PowerPoint.

Excellent academic qualifications are desirable; however we are looking for individuals who demonstrate a strong desire to learn and the ability to work as part of a team in a fast paced environment. They must be driven to succeed and add real value in their role with excellent communication and interpersonal skills. We are looking for individuals who genuinely want to make the most out of their time in a leading Financial Services Company and have a resourceful and ‘can do’ attitude.

**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:** Advanced Engineering Apprenticeship

**Contract:** Permanent

**Salary:** £11,543 - £18,364 dependent on age

**Employer:**
Royal Mail is the UK’s designated Universal Postal Service provider, supporting customers, businesses and communities around the country. We are the only company delivering a ‘one-price-goes-anywhere’, six days a week service to more than 29 million addresses across the UK. General Logistics Systems (GLS), our European parcels business, operates one of the largest parcel delivery networks in Europe.

**Work Environment:**
We work with the most advanced technology to help us sort and deliver millions of items all through the week. To maintain and develop that technology, and come up with new ways to improve the sorting process, we have a large and dedicated team of engineers – around 1,000 in all. Most of them are based in mail centres and offices across the country.

**What might a day in this job look like?**
At our mail centres and offices, we sort, on average, 58 million items each day. On any given night, our biggest warehouse alone can see 60% of the country’s post pass through. Getting each one of those items where it needs to be is a huge logistical challenge, the scope and complexity of which involves using some amazing technology.

Rotating through a series of placements – in your own mail centre and further afield – will give you the chance to get to grips with a wide range of technology and engineering tools. You could have a big part to play in developing and rolling out the cutting-edge postal technology we need to deliver a truly world-class mail service – everything from high-tech robotics and intelligent sorting machines to automated reading technology.

**What will I Learn?**
Based at one of our mail centres, you’ll gain plenty of hands-on engineering experience, but in the first year, you’ll also spend 30 weeks away on a residential training course, based in Blackburn. While you’re there, you’ll work towards a Level 2 Diploma in Engineering Operations, a BTEC Diploma in Operations and Maintenance, and complete an IOSH Working Safely course.

One of the biggest benefits of this first year is the chance to spend time with other Royal Mail apprentices from across the country. For those who have never lived away from home, it’s an opportunity to develop those all-important life skills, boost your confidence and start building relationships that will all contribute to a bright future ahead.

In years two and three you will complete a NVQ Level 3 in Engineering Operations.

**What Qualifications / Qualities are required?**
We are looking for at least five National 5s including Maths, English and a science subject, at grade C or above.

But every bit as important as your academic achievements will be the personal qualities, level of commitment and enthusiasm you bring. An analytical brain, a good head for figures and great problem-solving skills are all essential. A personal interest in technology, computers and engineering is too. You must be comfortable working on your own or as part of a team. But above all, you’ve got to be eager to learn.
Closing Date:
Thursday 17 December.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

**Job Title:** Business Administrator – Modern Apprenticeship

**Contract:** 12 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:** National Minimum Wage will be paid for the Modern Apprenticeship.

**Employer:**
A reputable employer based in Edinburgh.

**Work Environment:**
You will be based within a small and effective team in a professional and welcoming environment. You will be given tasks daily – some to be carried out regularly, some dictated as business demands.

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

Your job is to ensure all administration is carried out quickly, efficiently and accurately to meet agreed deadlines. This is a fast moving friendly busy office environment, sometimes meaning planned tasks need to be re-prioritised. Other duties will include:

- meet and greet visitors.
- be involved in updating website and social media messages
- file and maintain records in line with company requirements.

**What will I Learn?**
You will work towards an SVQ 3 in Business Administration. You will learn how to be an effective member of the team working in a small but busy administration role.

**What Qualifications / Qualities are required?**

This employer is looking for someone with the following qualities:

- organised and methodical as well as enthusiastic, friendly and polite
- a good communicator (both verbal and written)
- comfortable with different IT packages ie Word, Excel, Outlook, social media etc
- confident when meeting and talking to new people (both face to face and over the phone)
- enjoy working to clearly set tasks and deadlines
- a good team player.

**Closing Date:**
This opportunity will close when a suitable number of applications have been received.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Playworker - Modern Apprenticeship

Contract: 12 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: National Minimum Wage will be paid for the Modern Apprenticeship.

Employer:
A reputable “After School Club” employer with venues across the city.

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:

- offer a warm welcome to all children and visitors
- assist your team in the planning, set up and delivery of activities
- observe and participate in activities inspired by the children
- prepare snacks for children.

What will I Learn?
You will work towards the Pre Employability Certificate of Work Readiness (SQA) during your 12 week work placement then progress to SVQ2/3 in Playwork. You will learn how to be an effective member of the team working in an After School Club environment.

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”.

Closing Date:
This opportunity will close when a suitable number of applications have been received.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

**Job Title:**  
Kitchen Assistant/Commis Chef – Modern Apprenticeship

**Contract:**  
12 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:**  
National Minimum Wage will be paid for the Modern Apprenticeship.

**Employer:**  
Elior is an award winning hospitality employer based within BT Murrayfield Stadium and Hibernian Football Club.

**Work Environment:**

This is a very structured and disciplined environment where tasks are allocated from the Head Chef. This can be a very demanding, physically hard working environment; however, it can offer high levels of job satisfaction. You will work as part of a highly effective team where everyone takes personal responsibility for their own tasks to ensure the award winning levels of service are maintained.

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

You will arrive early ready to start your shift – looking pristine. This is a fast moving, varied and demanding environment. You will have a list of tasks to complete including:

- cleaning / pot washing
- carrying out all tasks in line with company training/policies and procedures
- food preparation
- process and accept deliveries
- carry out internal monitoring/checks
- serving food to customers.

You will be required to comply with strict health and safety / kitchen protocols.

**What will I Learn?**

You will:

- work towards the Pre Employability Certificate of Work Readiness (SQA) during your 12 week work placement then progressing to SVQ 2 in Hospitality
- receive industry specific certificates which include Food Hygiene, Health & Safety and manual handling
- learn how to be an effective member of the team working in a professional kitchen/catering environment.

**What Qualifications / Qualities are required?**

This employer is looking for someone who genuinely wants to work towards becoming a Chef “of the future” and can take instruction. If you have drive and ambition and the ability to train on the job you can take advantage of this employer’s excellent development programme. If you are prepared to work hard, follow the training you are given and support your team, you can progress within this industry.

**Closing Date:**

This opportunity will close when a suitable number of applications have been received.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Travel Service Administration Assistant - Modern Apprenticeship

Contract: One year, 35 hours per week

Salary: Modern Apprenticeship wage rising after first year if successful

Employer:
Flavours Holidays is a niche market tour operator offering cooking, painting and Pilates holidays in Italy. From our office in Stockbridge we sell holidays to both the UK and international market primarily Australia, South Africa, USA & Canada. Due to continued expansion we now require another team member to assist the sales and operation teams. We have a very successful track record recruiting Modern Apprentices and were named Micro Employer of the Year at Scotland’s Modern Apprenticeship Awards.

Work Environment:
You will be based at our Stockbridge office, working with a friendly and supportive team.

What might a day in this job look like?
Your duties will include:

- research flight options for each destination and communicate to sales team
- assist with administrative tasks as required e.g. flight bookings, invoicing etc
- assist with flight bookings, travel logistics, planning and monitoring of checklists
- assist with customer relationship building e.g. making phone contact with previous enquirers and customers from database (information system)
- assist with the preparation of individual customer travel itineraries from stored data (information), for sign-off by sales team
- assist the Marketing Executive with database development and update social media / Public Relations (PR) support as required
- contribute to the preparation of Italian centre / villa / activity information sheets for clients
- provide additional administrative support across teams as required in peak busy periods
- assist with handling general enquiries.

What will I Learn?
SVQ 2 in Travel Services at SCQF Level 5, Tour Operator, with the possibility of progressing onto an SVQ Customer Services.

You will acquire a good understanding of the day to day workings of a tour operator, experience in dealing with customers and an insight into marketing and public relations.

What Qualifications / Qualities are required?
National 5 or equivalent English and Maths.

Full training will be given; however, experience or an interest in the following would be an advantage:

- the travel industry
- Italy, cooking, painting and/or Pilates
- Customer Relationship Management (CRM) systems and Excel
- marketing and PR.
We are looking for someone who is positive, reliable and enthusiastic.

**Closing Date:**

This opportunity will close when a suitable number of applications have been received.
**The Edinburgh Guarantee** exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

**Job Title:** Trainee Accountant - Modern Apprenticeship

**Contract:** Permanent – Full time 9:00 am – 5:30 pm

**Salary:** National Minimum wage

**Employer:**
You will be based in a leading company in the financial and investment industry.

**Work Environment:**
You will be office based working as part of a team.

**What might a day in this job look like?**
Initially you will gain basic bookkeeping and accountancy skills and then move on to more specific tasks. Dependent on ability you will take on the bookkeeping, preparation of VAT returns and accounts for a variety of clients. The work will also involve a number of housekeeping tasks including monitoring and updating our register of ongoing client work and records and company secretarial duties. Successful completion of your training will give you the knowledge and practical skills you need to work alongside your colleagues.

**What will I Learn?**
You will:

- work towards obtaining Association of Accounting Technician's (AAT) qualification
- learn bookkeeping and all the basics of accounting
- be given support and encouragement to develop your career and progress throughout the company
- use various computer programmes
- develop your soft skills such as communication, teamwork, problem solving and other customer service related skills
- be given assistance to obtaining industry related training and qualifications and career development.

**What Qualifications / Qualities are required?**
Our clients are looking for motivated individuals with a desire in Accounting and a real thirst for numbers, seeking an alternative to university.

You should also be able to demonstrate the following qualities:

- an interest in accounts, finance or mathematics
- IT literate (familiar with Microsoft Outlook, Excel and Word)
- a positive and enthusiastic attitude and be willing to learn new things
- strong communication skills
- attention to detail
- ability to deal with colleagues in a professional manner.

**Closing Date:**
The job will be closed when a satisfactory level of suitable applications have been received.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

**Job Title:** Trainee Sales Assistant - Modern Apprenticeship - 6 posts

**Contract:** Permanent – Full time 9:00 am – 5:30 pm working 5 days over a 7 day period

**Salary:** National Minimum wage

**Employer:**
These posts are based in a number of leading companies in the retail industry in Edinburgh.

**Work Environment:**
You will work as part of a team in a fast paced retail environment.

**What might a day in this job look like?**
Following successful completion of your training, you will put the skills into practice. This will provide you with the knowledge and practical skills to be able to support a Shop Manager in the daily running of the shop. The time will fly by as you work hard to:

- offer high levels of customer service on the sales floor and at the till
- provide and maintain good product knowledge
- identify customer needs to maximise sales
- replenish stock and maintain high standards of merchandising and housekeeping
- ensure effective communication with colleagues, customers and managers
- identify problems and offer solutions
- adhere to all company policies and procedures e.g. timekeeping, absence reporting procedures etc
- be aware and actively support Security and Health and Safety policies to ensure that standards are adhered to and maintained at all times.

**What will I Learn?**
SVQ Level 2 in Retail.

You will:

- receive support and encouragement to develop your career and progress throughout the company
- develop your soft skills such as communication, teamwork, problem solving and other customer service related skills
- receive assistance with obtaining industry related training and career development.

**What Qualifications / Qualities are required?**
Our clients are looking for motivated individuals with the following qualities:

- excellent communication skills and be client service focused
- ability to deal with colleagues in a professional manner
- strong attention to detail and target driven.

**Closing Date:**
These jobs will be closed when a satisfactory level of suitable applications have been received.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Hairdresser - Modern Apprenticeship

Contract: After a successful trial period of 3 months, you will begin a 2-3 year Apprenticeship leading on to a permanent position. 5 days a week, Tuesday - Saturday

Salary: £125 per week

Employer:

At Austen Thomson Hair, our aim is to successfully translate current fashion movements into bespoke looks tailored specifically to the individual. Devoted to making each visit an experience, our caring and professional team delivers panoramic lifestyle consultations paying absolute attention to detail to our clients’ personal and lifestyle needs.

Experts in hair styling and hair colouring, we have an uncompromising desire to deliver to you the highest level of technical skill, customer care and professionalism within a creative and relaxed atmosphere, which strives to exceed your expectations. Austen Thomson Hair is led by husband and wife team, Austen and Louise, who are dedicated to inspiring in people a progressive attitude to education and development.

Work Environment:

You will work as part of our team of 5 stylists and designers in our lovely salon at Junction Bridge.

What might a day in this job look like?

Your duties will involve:

- meeting and greeting clients
- making teas and coffees
- assisting stylists
- sweeping and general housekeeping of the salon
- shampooing and conditioning
- applying treatments

and then gradually adding to your duties as your learning progresses.

What will I Learn?

You can expect:

- to work with an award winning salon group who continuously push the boundaries in creativity and customer service
- to join a growing, successful business with exciting career opportunities for your future
- to receive an Austen Thomson Hair diploma and learn all the skills needed to become a busy stylist
- to work with leading techniques and products
- ongoing training and development with continuous feedback and support.

Austen Thomson Hair will provide all the work related training, knowledge and experience necessary to become an accomplished hairdresser. In addition, you will undertake an SVQ Level 2 in Hairdressing.
What Qualifications / Qualities are required?

This opportunity is available to a young person with a drive and ambition to become a top hairdresser. We are looking for someone who is passionate and excited about the start of what can be an amazing career! It would be beneficial if you have good literacy and numeracy skills at National 4 or 5 level or equivalent. However, with a positive ‘can-do’ attitude, we can teach you everything needed to become a valuable member of our team.

Closing Date:

This position will close when 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: Sales Assistant, Customer Service, Cleaner and more

Contract: All types of contracts available

Salary: National Minimum Wage or above

Employer: Various Employers

Ate St James Shopping, we understand the challenges of looking for work and strive to support jobseekers in whatever way we can. For daily vacancy updates visit our Facebook and twitter pages or our Vacancies page.

Work environment:
The work environment is dependent on which opportunity you apply for.

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 may have to work shifts rather than standard hours.

What will I Learn?
- Soft skills such as communication, teamwork and problem solving
- Some company and industry specific/related training etc.

What Qualifications / Qualities are required?
- Various qualifications - entry level/ experienced/ industry related opportunities are available.
- You must be reliable, willing to learn, highly motivated, have good interpersonal and communication skills and the ability to work as part of a team.

Closing Date:
We recruit all year round.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

**Job Title:** Vehicle Parts Person - Modern Apprenticeship

**Contract:** 3 years with possibility of being kept on at the end

**Salary:** Dependent on age at Modern Apprenticeship wage level

**Employer:**
A large nationwide company in the Newbridge area.

**Work Environment:**
We are recruiting for a Parts apprentice to work within a car showroom 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?**
You will work towards an SVQ Level 3 in Motor Vehicle Parts Person. Apprentices will be trained on all operating systems within the parts department, along with full customer service training.

**What Qualifications / Qualities are required?**
You must have or expect to gain National 4s or 5s, Credit or General Level Standard Grades, and/or Intermediates in:

- English
- Maths
- and an Administrative or Computer Studies subject.

It is essential that you are literate, numerate, reliable and keen to learn.

**Closing Date:**
This opportunity will close when a suitable number of applications have been received.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

**Job Title:** 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.

For daily vacancy updates visit our [Facebook](#) page or our [Vacancies](#) page.

**Work environment:**

The work environment is dependent on which opportunity you apply for, eg, 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.

**What will I Learn?**

- Soft skills such as communication, teamwork and problem solving
- Some company and industry specific/ related training etc.

**What Qualifications / Qualities are required?**

- Various qualifications - entry level/ experienced/ industry related opportunities are available.
- You must be reliable, willing to learn, highly motivated, have good interpersonal and communication skills and the ability to work as part of a team.

**Closing Date:**

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

**Job Title:** Business Administrator - Modern Apprenticeship

**Contract:** One year but with the possibility of being kept on

**Salary:** National Minimum Wage

**Employer:**
A leading nursery group within the inner city of Edinburgh.

**Work Environment:**
Working within a team in an office environment

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

- Dealing with customers face to face and on the telephone
- Using IT to research, process and present information
- Working effectively within the business environment
- Contributing and co-ordinating administrative services
- and possibly dealing with financial information.

**What will I Learn?**

You will be contributing to the development and implementation of administrative services within the organisation, thus enabling you to gain a qualification which improves knowledge, experience and competence in a work based environment - whilst gaining an SVQ Level 3 in Business Administration.

**What Qualifications / Qualities are required?**

You must have or expect to gain National 4s or 5s, Credit or General Level Standard Grades, and/or Intermediates in:

- English
- Maths
- and an Administrative or Computer Studies subject.

It is essential that you are literate, numerate, reliable and keen to learn.

**Closing Date:**

This opportunity will close when a suitable number of applications have been received.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

**Job Title:** Business Administrator - Modern Apprenticeship

**Contract:** One year but with the possibility of being kept on

**Salary:** National Minimum Wage

**Employer:**
A leading car show room within the Sighthill area of Edinburgh.

**Work Environment:**
Working within a team in an office environment.

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

- Dealing with customers face to face and on the telephone
- Using IT to research, process and present information
- Working effectively within the business environment
- Contributing and co-ordinating administrative services
- and possibly dealing with financial information.

**What will I Learn?**
You will be contributing to the development and implementation of administrative services within the organisation, thus enabling you to gain a qualification which improves knowledge, experience and competence in a work based environment - whilst gaining an SVQ Level 3 in Business Administration.

**What Qualifications / Qualities are required?**
You must have or expect to gain National 4s or 5s, Credit or General Level Standard Grades, and/or Intermediates in:

- English
- Maths
- and an Administrative or Computer Studies subject.

It is essential that you are literate, numerate, reliable and keen to learn.

**Closing Date:**
This opportunity will close when a suitable number of applications have been received.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

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

**Contract:** Full time

**Salary:** National apprenticeship wage or above

**Employer:** Various employers 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 of the following:

- Standard Grades at 4 or above
- Intermediate 1 or 2 at grade C or above
- 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: Nursery Nurse – Modern Apprenticeship

Contract: Permanent

Salary: National Apprenticeship Wage

Employer: Various employers/ opportunities/ locations

Work environment:
You will be employed full time in a private nursery and expected to work as part of a team to provide a quality programme of activities and learning for children as young as babies to 5 years old. You will help children develop their physical, intellectual, language and social skills through play and work and partnership with parents and staff.

What might a day in this job look like?
You will help the children learn and develop their physical, intellectual, language and social skills through organised play. You will care for them whilst away from their family, giving support where required. Other duties will include feeding, caring, developing and planning of activities. Domestic duties are required to ensure a safe environment for the children.

What will I Learn?
You will train towards your SVQ Level 3 in Social Services (Children and Young People). You will attend a workshop for theory one day every 4 weeks and an assessor will visit the workplace on a monthly basis to observe and assess your practical competence.

What Qualifications / Qualities are required?
In order to be eligible for the Modern Apprenticeship Programme, applicants must be aged between 16 to 19 years old. You must have or expect to achieve 3 of the following (one of which must include English):

- Standard Grades (1-4);
- Intermediate 1 or 2 (A-C); or
- National 4 or 5.

Candidates must have good interpersonal skills, be highly motivated, have good communication skills and be reliable.

No experience is required.

Closing Date:
We recruit all year round.