Edinburgh Guarantee Schools Bulletin
Week beginning 30 May 2016

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 Susie on 529 3257 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:** Property Administrator – Modern Apprenticeship (QA7725)

**Contract:** 12 - 14 months

**Salary:** £110 per week

**Employer:**
The company provides specialist residential investment property services with over 30 years' experience in the property market.

**Work Environment:**
Edinburgh EH3 - office based.

**What might a day in this job look like?**
This is a great opportunity to join a successful property company within their lettings team where you will be exposed to all areas of the lettings business. This is a very busy and varied role with great future potential to train and develop as a property manager. The role will involve providing a full administrative support to the team including:

- filling, scanning, printing
- answering all incoming calls to the department, transferring to relevant property manager and taking message where required
- answering emails regarding property viewings and booking in viewings into property managers’ diaries
- issuing keys for viewings, property inspections and repairs and liaising with tradesmen with regards to repairs on properties.

**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 (QA7594)

**Contract:** 12 – 14 months

**Salary:** £140 - £250 per week

**Employer:** A very well-known tech company, based in Edinburgh City Centre, whose mission and values are to help people and businesses throughout the world realise their full potential.

**Work Environment:**
Edinburgh EH3 - office based.

**What might a day in this job look like?**
Through structured training and on the job experience, you will gain skills in:

- event support and administration
- change and programme management
- sales operations
- data insights and analysis
- marketing support and administration.

**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.

- Adaptability – you will respond efficiently to changing demands and circumstances, keeping a constructive attitude in times of stress.
- Collaboration – you will work as part of a team to achieve company-wide goals.
- Drive for results – you will use effective approaches to solve problems.
- Influencing for impact – you will communicate and network effectively.
- Customer focus – you will anticipate customer needs.

**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: Hospitality – Employability Fund

Contract: 8 week work placement. Successful applicants will secure a job and can progress to a Modern Apprenticeship in Hospitality.

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

Employer: Roxburghe Hotel.

Work Environment:
You will be working in a busy hospitality environment.

What might a day in this job look like?
You will have a chance to work in a range of departments within the Roxburghe Hotel. This will include 2 weeks in each of the following departments: Housekeeping, Reception, Leisure and Spa, and Breakfast. In each department you will be provided with an explanation of the daily routine and tasks, and your duties will be agreed with the department manager.

What will I Learn?
You will learn how to be an effective member of the team working in a busy hospitality environment. You will learn a range of skills from your experience in various departments.

You will work towards a Certificate of Work Readiness (CWR). Successful candidates will secure a job and can progress to an SVQ in Hospitality.

What Qualifications / Qualities are required?
This employer is looking for someone who is reliable, enthusiastic, friendly and polite. If you are looking to start a career in hospitality this is a great first step.

Closing Date:
We will continue to accept applications until suitable candidates are found.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Accounts Administrator – Employability Fund

Contract: 6 week work placement. Successful applicants will secure a job and can progress to a Modern Apprenticeship in Book Keeping.

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

Employer:
Tax Assist Accountants supports a vast number of businesses to meet compliance and regulations as set out by HMRC.

Work Environment:
You will be based in Corstorphine, working as part of a dedicated team to provide first class customer service to all clients and visitors.

What might a day in this job look like?
This is a fast moving friendly busy office environment. Your job is to ensure all administration is carried out quickly, efficiently and accurately to meet agreed deadlines. Your duties will include:

- meeting and greeting clients.
- processing book keeping records using online software or booking spread sheets
- using the telephone confidently to deal with inbound and outbound enquiries
- filing and maintaining records in line with company requirements.

What will I Learn?
You will learn how to be an effective member of the team working in a client service environment while working towards a Certificate of Work Readiness (CWR).

What Qualifications / Qualities are required?
The employer is looking for someone who is organised and methodical as well as enthusiastic, friendly and polite. You must be a good communicator (both verbal and written) and be able to work with numbers as well as being comfortable with different IT packages i.e. Word, Excel.

The employer is looking for candidates who are 18+ for this opportunity.

Closing Date:
We will continue to accept applications until suitable candidates are found.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Playwork Assistant - Employability Fund

Contract: 12 week work placement. Successful applicants will secure a job and progress to a Modern Apprenticeship.

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

Employer:
A reputable After School Club with venues on the west side of Edinburgh.

Work Environment:
You will provide a fun and safe environment for children. You will work as part of a dedicated team to provide first class support and supervision to children in Primary 1 – 7. This involves indoor and outdoor working as well as outings and trips during holiday periods.

What might a day in this job look like?
This is a fast moving and varied environment. Duties will include:

- offering a warm welcome to all children and visitors
- assisting your team in the planning, set up and delivery of activities
- observing and participating in activities inspired by the children
- preparing snacks for children.

What will I Learn?
You will learn how to be an effective member of the team working in an After School Club environment. You will work towards the Pre Employability Certificate of Work Readiness (SQA) during your 12 week work placement. If you secure a job, you can then progress to an SVQ Level 2/3 in Playwork.

What Qualifications / Qualities are required?
This employer is looking for someone who genuinely wants to work with children and is enthusiastic, friendly and polite. You must be a good communicator and enjoy practical tasks and activities and enjoy “being involved”.

Closing Date:
We will continue to accept applications until suitable candidates are found.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

**Job Title:** Playwork Assistant - Employability Fund

**Contract:** 12 week work placement. Successful applicants will secure a job and progress to a Modern Apprenticeship. The programme is expected to start mid August.

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

**Employer:**
A reputable After School Club with venues across Edinburgh.

**Work Environment:**
You will provide a fun and safe environment for children. You will work as part of a dedicated team to provide first class support and supervision to children in Primary 1 – 7. This involves indoor and outdoor working as well as outings and trips during holiday periods.

**What might a day in this job look like?**
This is a fast moving and varied environment. Duties will include:

- offering a warm welcome to all children and visitors
- assisting your team in the planning, set up and delivery of activities
- observing and participating in activities inspired by the children
- preparing snacks for children.

**What will I Learn?**
You will learn how to be an effective member of the team working in an After School Club environment. You will work towards the Pre Employability Certificate of Work Readiness (SQA) during your 12 week work placement then progress to SVQ Level 2/3 in Playwork.

**What Qualifications / Qualities are required?**
This employer is looking for someone who genuinely wants to work with children and is enthusiastic, friendly and polite. You must be a good communicator and enjoy practical tasks and activities and enjoy “being involved”.

**Closing Date:**
We will continue to accept applications until suitable candidates are found.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Waiting Staff

Contract: Full and Part-time positions available

Salary: National Minimum Wage

Employer:

The Di Maggio’s Restaurant Group is a family-run business that has served thousands of satisfied diners across Scotland for nearly three decades. Their restaurants include Di Maggio’s, Amarone and Cafe Andaluz.

Work Environment:

You will be working in Cadiz, an exciting new seafood restaurant opening June 2016 on George Street.

What might a day in this job look like?

There is never a dull moment working front of house in a busy city centre restaurant! From setting up for service to taking orders, cleaning up and keeping your customers happy, every day is different!

What will I Learn?

You will learn about working in a team, how to give great customer service and about the food and products we sell. You will take part in a full induction and training programme.

What Qualifications / Qualities are required?

- We are looking for fun, passionate and lively people to work in our bar and restaurant
- Experience working in a similar establishment would be an advantage but is not compulsory as full training will be given.
- Candidates must be able to work flexible hours including evenings, weekends and public holidays and be comfortable working in a vibrant and busy environment.
- You should be willing to work hard, enjoy working in a team and have an understanding of what excellent customer service looks like.

Closing Date:

Friday 10 June.
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: Property Assistant - Modern Apprenticeship

Contract: Two years. 9am – 5.30pm Monday to Friday with one hour lunch break

Salary: National Minimum Wage plus possible bonus

Employer: Capita Real Estate help to buy, sell, lease and manage offices, retail and mixed use spaces, national portfolios and prestige buildings. They advise on everything from business rates and valuation to investment and property management.

Work Environment:

The principal role of the Property Assistant is to work in conjunction with the Capital Markets and Professional Services teams within the real estate division of Capita in order to assist in delivery of financial targets.

What might a day in this job look like?

Each day will bring new challenges, but you will:

- deliver a high degree of client service in accordance with defined work instructions and in keeping with client service level agreement
- be responsible for maintaining excellent standards in the quality of own work
- respond appropriately to client queries and escalate as necessary
- communicate effectively with other team members, management and clients
- work with other team members to deliver financial targets
- assist the surveyor to collect and present relevant data and updating property databases
- identify opportunities to enhance the service provided and to improve working practices
- perform any other reasonable tasks, as necessary.

What will I Learn?

SVQ Level 3 in Business Administration.

What Qualifications / Qualities are required?

You should be educated to a good standard and have a minimum of National 5 English and Maths.

You should also:

- have excellent interpersonal skills, written and verbal communication skills
- be an active team player
- have excellent knowledge of Microsoft Office (Word, Excel, Outlook and PowerPoint)
- show a flexible approach to tasks
- have excellent organisational and prioritisation skills
- have a proactive approach to problem solving
- be a fast learner
- pay strong attention to detail
- show a confident and clear telephone manner.

Closing Date: Sunday 5 June.
**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:** Modern Apprenticeships – Various Opportunities

**Contract:** 12 month fixed term.

**Salary:** £16,842 per annum

**Employer:** Scottish Government

**Opportunities available:**


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

The role of Modern Apprentice posts is to offer business administrative support and secretarial support under the supervision of and in support of a more senior officer. Duties usually call for the exercise of discretion and initiative whilst carrying out routine tasks and will often involve the use of IT based skills.

**What will I Learn?**

SVQ Level 2 in Business Administration.

**What Qualifications / Qualities are required?**

No qualifications are required, however a National 4 and 5 in English and Maths or equivalent is desirable. We wish to attract high quality candidates who have the:

- potential to perform at this level
- ability and commitment to achieve all the outcomes of the apprenticeship including passing SVQ 2 in Business Administration
- good written and communication skills including experience of using Microsoft Office
- the ability to work well as part of a team
- good organisational and time management skills
- accuracy and attention to detail
- good customer service skills
- respect for confidential information.

**Closing date:**

Please see individual job adverts.
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.

**Qualifications required and closing date amended**

**Job Title:** Trainee Laboratory Assistant - Modern Apprenticeship

**Contract:** Fixed Term – one year in first instance – three years in total

**Salary:** £5.50 per hour

**Employer:** The University of Edinburgh, Edinburgh Clinical Research Facility, Mass Spectrometry Laboratory.

**Work Environment:**
You will be working in a small team in a busy Mass Spectrometry laboratory at the Queen’s Medical Research Institute on the Royal Infirmary of Edinburgh site at Little France. You must be prepared to travel to Forth Valley College in Falkirk once a week for your college sessions.

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

This post is designed to suit a young person undertaking a Life Sciences Modern Apprenticeship. It is a development/trainee post and will be closely supervised by the Core Director and Manager.

Main responsibilities will involve:

- support for experiments
- preparation of laboratory materials
- managing experimental records relating to instrument use
- familiarity with instruments with a view to elementary troubleshooting and advice to users in due course
- laboratory housekeeping
- supporting purchasing and ordering for the lab
- develop skills in preparation of reports and results of experiments under the supervision of the Core Manager.

**What will I Learn?**

By the end of the programme you will have achieved the following:

- HNC Applied Sciences
- SVQ3 Laboratory and Associated Technical Activities (LATA)
- Core Skills (Maths, Communication, IT, Working with others and Problem Solving).

**What Qualifications / Qualities are required?**

You must have achieved or expect to achieve National 5 in Maths and Chemistry.

You should also meet the following criteria:

- High level of competence in standard IT packages – MS Office, Excel, Word
- Ability to learn new bespoke software
- An interest in Biology
- Keen to learn and take instruction
• Able to work in a team
• Reliable and conscientious.

**Closing Date:**

5pm on Friday 10 June.
**The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.**

**Job Title:**  
Trainee Auditor

**Contract:**  
Permanent – 37.5 hours per week

**Salary:**  
£7.70 per hour

**Employer:**

BDO is an award-winning, UK Member Firm of BDO International, the world's fifth largest accountancy network with more than 1,000 offices in over 100 countries. We specialise in helping businesses to achieve their goals and adhere to strong values and a One Firm approach. Our people work within an extremely supportive and creative environment, and are equipped and empowered to deliver exceptional service. Developing strong, personal relationships with our clients is at the forefront of our service approach and you'll find that BDO is a truly innovative and forward thinking place to work.

**Work Environment:**

This is a great opportunity for someone who would like to start a career in Audit, allowing you to gain a qualification and experience whilst earning a wage! Trainees joining us on the School Leaver Programme will spend 2 years working in the business and during that time will study towards the CFAB qualification and the Higher National Apprenticeship in Accountancy (HNA). Following the successful completion of CFAB and the HNA scheme, you will continue on to study towards the ACA over the next 3 years, becoming a fully qualified chartered accountant within 5 years.

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

As an Audit apprentice, duties will include:

- Prepare analysis of accounting data from clients’ books and records.
- Ensure audit files have all relevant documentation on the appropriate section; check appropriate and sufficient documentation obtained to support the opinion and documenting all conclusions.
- Active engagement with client staff in the gathering of appropriate audit evidence.
- Active adherence to budget and timetable, bringing matters to the attention of the senior or manager, particularly when actual time is in excess of budget.
- Involvement in the planning, execution and finalisation of the audit assignment supporting the Executive or Manager.
- Ensure compliance with internal (audit methodology and risk management) and external (regulatory) requirements.
- Identify and understand client needs, including sometimes providing initial solutions to client challenges, then communicating these needs and solutions to the Executive or Manager.
- Build strong relationships with new and established clients.
- Undertake any training or development co-ordinated by your group.

**What will I Learn?**

As an Audit apprentice, you will complete the CFAB qualification (Certificate in Finance, Accounting and Business, part of the ICAEW framework) at Level 4. The completion of the CFAB qualification will be completed at a BPP 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?

Minimum of 280 UCAS points from top 3 Highers and 5 National 5s including English and Maths.

- Must demonstrate strong team playing skills in all client and internal management dealings
- Develop professional relationships with clients and within the firm
- Provide an efficient and proactive service to clients and their internal management to ensure that their needs are fully met
- Undertake any training or development co-ordinated by the Tax team
- Willing and open to take on tasks and challenges provided by their manager.

Closing Date:

Friday 1 July.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Trainee Auditor

Contract: Permanent – 35 hours per week

Salary: £8.57 per hour

Employer:
Deloitte provides industry-leading audit, consulting, tax and advisory services to many of the world's most admired brands, including 80% of the Fortune 500. Our vision is to make a positive impact on the reputation and success of our clients, the economy and the wider society.

Work Environment:
The BrightStart Higher Apprenticeship Scheme is a structured four year programme that will give you all the exposure, experience, training and support you need to forge ahead in the world of business. After only a few years, you'll be in a position to explore all the fantastic opportunities within the world's leading professional services firm.

What might a day in this job look like?

There are four business areas you can choose from:

- Audit and Risk Advisory examines and reports on financial records for clients and even reviews the voting behind the BAFTA awards.
- Consulting looks at almost any business issue for any organisation, from improving business processes to making the most of digital technology.
- Financial Advisory works with businesses in trouble, supports those looking to expand, helps real estate clients make the most of their property, and much more.
- Tax Consulting advises a huge range of clients and businesses on managing their tax responsibly.

What will I Learn?

As an Audit apprentice, you will complete the CFAB qualification (Certificate in Finance, Accounting and Business, part of the ICAEW framework) at Level 4. The completion of the CFAB qualification will be completed at a BPP 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?

Minimum of 260 UCAS points and minimum Grade C in Higher Maths and English.

- Ability to prioritise work, excellent time management skills and analytical and innovative approach to tasks.
- Flexible, you need to be receptive to new ideas and excited by the prospect of learning something new.
- Natural communications skills, and here it's as much about listening to others as it is about sharing your own ideas.
- Plenty of self-motivation, a team-oriented approach, a dash of creativity and bags of enthusiasm and ambition.
- Clear self-awareness, to take charge of your own career, it is important that you understand where your strengths and development areas lie.

Closing Date: Friday 8 July.
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: Services Assistant – Modern Apprenticeship

Contract: Permanent

Salary: £8,000 - £10,000 per annum with progression

Employer:

Burness Paull is a leading Scottish law firm based in the heart of Edinburgh.

Work Environment:

Based in beautiful offices on Lothian Road, this firm of solicitors acts for public and private sector clients with notable strengths in corporate law and energy law.

What might a day in this job look like?

The right candidate will join the team as a Services Assistant, based in the mailroom. This is the hub of the business as it provides support to everyone within the office by processing mail, copying, scanning and completing a variety of other administrative tasks. Duties will include:

- arrange for the collection and distribution of parcels
- order and maintain stationery supplies making sure that there is always enough stock to meet the need of all staff
- assist with setting up of meeting rooms which will involve the lifting and moving of furniture
- all of which help towards the smooth running of this very busy company.

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 will have excellent communication skills as well as being confident and outgoing.

Closing Date:

Wednesday 1 June.
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/Software Development - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £10,000 - £14,000 per annum depending on experience

**Employer:**

Company Net are an independent software solutions company with over two decades of experience and an ever growing customer base.

**Work Environment:**

Based in the heart of Edinburgh City Centre, the office environment is relaxed and friendly where you will benefit from being surrounded by experienced professionals within the field of Microsoft Technology. They are offering a competitive starting salary with ongoing progression.

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

The successful candidate will support and contribute to the ongoing software/web development and carry out tasks within their capabilities within the field of Microsoft Technology including Sharepoint and Dynamics CRM. Don’t be baffled with this as there is no expectation that you will go in knowing how this is all implemented.

**What will I Learn?**

You will work towards becoming a Microsoft Technology Associate (MTA) and becoming a permanent Junior Developer. You will complete the programme with a Diploma for IT and Telecommunications Professionals (level 3) following the Development Track and attending relevant training courses within the YouTrain office.

**What Qualifications / Qualities are required?**

You will be educated to a minimum level of National 5 or equivalent in Maths, English and Computer Science. You will have excellent communication skills as well as being confident and outgoing. You will be able to demonstrate a knowledge/interest within the ‘Development’ field.

If you would like to find out any further information then please call 01786 478 478 and ask to speak to a member of the Resourcing Team.

**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: IT Support - Modern Apprenticeship

Contract: Permanent

Salary: National Apprenticeship Wage for first 3 months. Will be reviewed and increased after successful completion of probationary period.

Employer:
Texaport is a growing business who specialise in the A-Z of IT system set-up.

Work Environment:
JobTrain Scotland are recruiting on behalf of an IT consultancy and support firm based in Edinburgh City Centre. Our client is looking to expand their current team with the addition an IT Support Apprentice.

What might a day in this job look like?

As an Apprentice you will initially be based in the 1st Line Support Team where you will carry out the following tasks:

- Answering incoming calls with regards to IT difficulties from customers
- Logging tickets on helpdesk systems – taking details of caller and description of the problem
- Remote support – assist customers to fix their problems by issuing a step by step guide over the phone
- Basic diagnostics & troubleshooting
- Any other ad-hoc duties.

Once you have shown an aptitude for the role, you will work towards doing 3rd Line Support.

What will I Learn?

As well as entering full-time employment this opportunity allows you to earn as you learn! Fully funded for those aged 16-24, the successful candidate will undertake a work-based SVQ in IT and Telecoms and will have access to additional Microsoft training which will lead to vendor qualifications. The Apprenticeship Programme will be delivered by YouTrain, our sister company, who are an award winning Training Provider specialising in quality.

What Qualifications / Qualities are required?

We are looking for candidates who are passionate about IT whether this is demonstrated through your education or what you do in your spare time. Applicants must be educated to a minimum of National 5 (or equivalent) in Maths, English and a Computing related course. Other skills and qualities required to meet the criteria for this role include:

- Excellent communication and interpersonal skills
- Confident and enthusiastic
- Motivated and willing to learn
- Able to work as part of a team and individually
- Logical and analytical thinker
- Good problem solving skills
- Must have geographical knowledge of Edinburgh City
- Full UK driving licence is essential.
If you would like to find out any further information then please call 01786 478 478 and ask to speak to a member of the Resourcing Team.

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: Leisure Attendant – Employability Fund

Contract: This is an 8 week work placement on Employability Fund training allowance of £55 per week plus travel expenses. Successful applicants will secure a job and progress to Modern Apprenticeship.

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

Employer:

Edinburgh Leisure is Edinburgh’s biggest provider of leisure services, with over 4 million customers per annum to their 30 venues across the City.

Work Environment:

Edinburgh Leisure makes a positive difference by:

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

What might a day in this job look like?

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

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

What will I Learn?

You will work towards your Certificate of Work Readiness and learn how to be an effective member of the team working in a leisure environment.

You will receive industry related training, including NPLQ certificate.

You will progress to a job with Edinburgh Leisure and embark on a Modern Apprenticeship to gain an SVQ Level 2 in Sports Operational Services.

What Qualifications / Qualities are required?

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

As a requirement for the lifeguarding aspect of the job, you must be able to:
• jump or dive in to the pool in deep water (up to 5m at Royal Commonwealth Pool); and
• be confident swimming on both your front and back.

Closing Date:

Friday 29 July.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

**Job Title:** Catering Assistant – Employability Fund

**Contract:** This is an 8 week work placement on Employability Fund training allowance of £55 per week plus travel expenses. Successful applicants will secure a job and progress to Modern Apprenticeship.

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

**Employer:**
Edinburgh Leisure is Edinburgh’s biggest provider of leisure services, with over 4 million customers per annum to their 30 venues across the City.

**Work Environment:**
Edinburgh Leisure makes a positive difference by:

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

**What might a day in this job look like?**
As part of your work experience with Edinburgh Leisure, you will undergo an induction into the Catering Assistant role and receive practical experience in a busy kitchen environment. Work experience may involve tasks that are essential to maintaining the high standards set by environmental and health and safety requirements. You will be expected to be involved in:

- food preparation
- cleaning
- serving customers.

**What will I Learn?**
You will learn how to become an effective member of the team, working in a professional catering environment. You will have an on-job mentor who will support you through weekly welfare chats and who will meet with you to carry out reviews whilst you are on work experience. During the 8 week programme you will also complete a certificate of Work Readiness (CWR) with Direct Partners.

**What Qualifications / Qualities are required?**
This is a really hands-on role. You must be comfortable taking instruction and working as part of a team.

**Closing Date:**
Friday 29 July.
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 – Employability Fund

Contract: This is a 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 Modern Apprenticeship.

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

Employer:

Elior are an award winning hospitality employer based at Murrayfield Rugby Stadium.

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

What might a day in this job look like?

You will be expected to arrive early ready to start your shift. This is a fast moving, varied and demanding environment. You will have a list of tasks to complete. These will include:

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

What will I Learn?

You will learn how to be an effective member of the team working in a professional kitchen/catering environment. You will also work towards a Certificate of Work Readiness (CWR) with Direct Partners.

What Qualifications / Qualities are required?

The employer is looking for someone who genuinely wants to work towards becoming a ‘chef of the future’ and who can understand and follow instructions.

If you are driven, have ambition and the ability to train on-the-job then you can take advantage of this 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:

We will continue to accept applications until suitable candidates are found.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

**Job Title:** Joiner - Modern Apprenticeship

**Contract:** 4 Years Fixed Term

**Salary:** TBC

**Employer:**

Mactaggart & Mickel Homes has maintained a commitment to quality in design, construction and ‘crafting’ homes for over 90 years. As a family-owned group of companies we take pride in our core business of creating high quality homes, from contemporary apartments to traditional family houses, and leaving a lasting legacy for future generations.

**Work Environment:**

This role will be based at a site in and around the Edinburgh area.

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

- Studying drawings and calculating angles and dimensions
- Fitting windows/ screens/ canopies
- Erecting garage roof
- Fitting garage doors
- Laying flooring
- Installing ceilings
- Sheeting external walls
- Fitting stair
- Internal partitions/(inclusive of setting out and reading drawings to deliver services to correct location)
- Bulkheads
- Finishings (inclusive skirting, facings, door kits, balustrade, aprons, wardrobe frames)
- Ironmongery (door handles, window vents, mirror doors, silicone)
- Final fix (inclusive of remedials).

**What will I Learn?**

- SVQ Level 3 Joinery
- Industry related training (e.g. manual handling) and soft skills training.

**What Qualifications / Qualities are required?**

You must have a minimum of National 5 at 'B' or above in Maths, English and an appropriate technology subject or a Skills for Work Construction Craft qualification.

You should meet the following criteria:

- a positive attitude and a willingness to learn
- a methodical approach and attention to detail
- maths skills for measuring
- an awareness of safety issues
• a pleasant manner with members of the public
• some joinery/carpentry experience preferred
• CSCS card would be beneficial.

You will also need a suitable level of physical fitness to do some jobs as they involve moving and handling resources and placing and fixing materials.

**Closing Date:**

Sunday 27 May.
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 Florist and Sales Assistant

**Contract:** Permanent after trial period. 24 hours per week – flexible and to include weekends.

**Salary:** National Minimum Wage

**Employer:**

From weddings to funerals and hanging baskets to beautiful bouquets, Rowan Flowers and Crafts offer a full personalised service for whatever you want. Having recently become an Interflora agent in addition to selling handmade crafts and special gifts ensures there’s never a dull moment in the small but perfectly formed shop near Meadowbank!

**Work Environment:**

Working in a small shop filled with flowers, plants and other gifts, the small team of dedicated staff will be there to support and encourage you as you learn all about the variety of foliage and flowers that are involved in designing and producing beautiful floral displays.

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

- Greeting customers and helping them choose suitable flowers and plants
- Make up bouquets and arrangements based on your own ideas, Interflora designs, design books and customers’ requirements
- Prepare, condition and maintain flowers/plants for shop displays
- Rotating stock to minimise wastage
- Advise customers on how to look after flowers or plants
- Deliver orders to customers
- Promote sales of non-floristry items such as gifts, greetings cards and decorations
- Maintain accurate records of customer orders, telephone/email communications and any other information
- Transacting payments to/from customers, suppliers etc. when required
- Adhering to all other shop policies and procedures, for example (but not limited to) complaints, health and safety, Interflora policies etc.

**What will I Learn?**

You will learn all aspects of working in a busy florist shop, including customer service and caring for and arranging flowers and other items.

You will take part in some industry related training such as Interflora and other vocational training, as well as learning health and safety in a retail environment.

**What Qualifications / Qualities are required?**

Qualifications are not important but you must be able to show that you are interested in floristry as a career and are willing to work hard to learn new skills. We are looking for someone who is reliable, trustworthy, can use their initiative and gets on well with others. You will also need to be creative, well organised, polite and enjoy using your hands.

**Closing Date:**

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

Job Title: Business Administration - Modern Apprenticeship - 5 posts

Contract: Fixed Term for 2 years, 36 hours per week

Salary: £13,268 - £14,944 per annum

Employer: The City of Edinburgh Council (Corporate Governance)

The City of Edinburgh Council Apprenticeship Programme provides training opportunities for young people who have left school in the past 3 years. Modern Apprenticeships (MAs) offer new entrants to the labour market the chance of paid employment combined with the opportunity to do training relevant to the occupational area. They include the opportunity to gain nationally recognised qualifications that help kick-start a career without having to study full-time. New entrants can include school and college leavers, those with no previous work experience and/or vocational qualifications.

Work Environment:

Based in the Council headquarters at Waverley Court, East Market Street, you will work under the direction of a supervisor and will be expected to carry out tasks with increasing efficiency and proficiency as your competence within the role grows. You will be expected to progress within your skills area and apply your MA learning to workplace situations. You will also be expected to contribute to apprentice forums and participate in case studies.

What might a day in this job look like?

You will assist in the provision of a range of support services for professional and office activities to achieve service targets and quality customer care. You will be supervised to undertake the following tasks:

- Production and handling of documents
- Maintaining efficient electronic and manual filing systems
- Providing a service to customers.
- Using ICT to complete tasks
- Other duties as required.

What will I Learn?

You will be supervised at all times and expected to work towards becoming a competent Business Administrator within 2 years of commencing your MA. You will work towards an SVQ Level 3 in Business Administration.

What Qualifications / Qualities are required?

- An interest in and awareness of Business Administration in the City of Edinburgh Council
- Willingness to participate in a Modern Apprenticeship programme
- A good general education - National 4, National 5 or equivalent
- You must have left secondary school in 2014, 2015 or 2016 and be resident in Edinburgh.

Closing date:

Friday 27 May.
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: Chef – Modern Apprenticeship

Contract: Two years while training with potential progression within company after successful completion of qualification. 40 hours per week.

Salary: Starting salary £150 per week

Employer:

At Leith’s at the Edinburgh International Conference Centre, we take pride in producing simple, unfussy, delicious food. We aim to deliver friendly, professional service through well trained and motivated staff. We create an atmosphere in which our staff can develop their talents and feel part of an enthusiastic team.

Work Environment:

You will be part of a team of 9 staff. Kitchens can be challenging but very rewarding environments; we will work with you to ensuring you get the best start to your career as possible. You will be assigned a mentor who has gone through the apprenticeship programme here and knows exactly the challenges you are facing on a daily basis.

What might a day in this job look like?

From cooking 5 course VIP dinners for celebrities like George Clooney and Arnold Schwarzenegger to catering for the thousands of visitors who attend the conferences, events and conventions held at the Edinburgh International Conference Centre, you will learn all aspects of working in a busy kitchen with experienced and qualified chefs.

Duties may include:

- assisting senior chefs in preparing different menus for all kinds of events – from very small intimate dinners to catering for events for thousands of people
- learning all aspects of working in a busy kitchen, including pastry, sauces, hot and cold food preparation, butchery, fish preparation
- receiving deliveries and stock room duties, learning how to order supplies and plan quantities
- following Health and Safety legislation and learning about health and hygiene.

What will I Learn?

You will work towards SVQ Level 2 & 3 in Food Preparation and Cooking through practical and theoretical assessment.

All your learning will be done on the job and you will also learn about team work, customer service and problem solving.

What Qualifications / Qualities are required?

We are not looking for any formal qualifications but you will be enrolled onto an SVQ Level 2 Food Preparation and Cooking which will require a good level of literacy and numeracy and excellent communication skills.

We are looking for candidates who have a real interest in food and cooking, are enthusiastic, keen to learn and willing to follow instructions.

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

**Job Title:** Light Vehicle Technician – Modern Apprenticeship

**Contract:** 3 years with the possibility of continuing employment

**Salary:** Modern Apprenticeship National Minimum Wage

**Employer:** Arnold Clark

**Work Environment:**
You will be working within a team in the mechanical workshop.

**What might a day look like in this job?**
You will be involved in learning about the service and repair of vehicles including removal and replacement of major components such as engines and gearboxes.

**What will I Learn?**
You will be trained in all aspects of motor vehicle repair and maintenance including vehicle servicing, MOT preparation, removal, replacement and overhaul of major components and electrical fault diagnostics. You will train through GTG to SVQ Level 3 in Light Vehicle Maintenance and Repair.

**What Qualifications / Qualities are required?**
- You must have National 4 or 5 or equivalent in English, Maths and a science or technical 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: Vehicle Paint and Refinishing - Modern Apprenticeship  
Contract: 3 years with the possibility of being kept on  
Salary: Above National Minimum Wage  
Employer: A local bodyshop based in the Sighthill area.

Work Environment:  
You will be working within a team in a workshop.

What might a day in this job look like?  
During the spray painting apprenticeship you would be working within a paintshop and will learn all aspects of preparing vehicle surfaces for masking, priming and painting before buffing and polishing the paintwork of the panel to suitable finish.

What will I Learn?  
The apprenticeship lasts for 3 years and during that time you will be in full time employment, meaning that you earn a wage whilst gaining an SVQ Level 3 in Vehicle Paint and Refinishing.

What Qualifications / Qualities are required?  
You must have or expect to gain National 4 or above in English, Maths and a technical or science 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: Trainee Building Services Engineer

Contract: Permanent. (35 hours per week, Monday to Friday with day release at university)

Salary: £7,000 - £10,000 per annum (in line with National Minimum Wage)

Employer:

TÜV SÜD Wallace Whittle are international award winning Building Services Consulting Engineers who champion a sustainability led design approach for the benefit of our clients and the world we live in. We specialise in leading edge Mechanical, Electrical and Sustainable design solutions which respond to the needs of our customers, whilst respecting evolving legislation and technology trends to ensure investments are protected. We ensure a pro-active approach to clients services provision and our reputation as a leading designer of building services is founded on a solid skills heritage and a successful track record spanning over 50 years.

What are Building Services?

Imagine yourself in the greatest building in the world. Now take away the lighting, heating and ventilation, the lifts and escalators, acoustics, plumbing, power supply and energy management systems, the security and safety systems. You are left with a cold, dark, uninhabitable shell. Everything inside a building which makes it safe and comfortable to be in comes under the title of ‘Building Services’. A building must do what it was designed to do - not just provide shelter but also be an environment where people can live, work and achieve.

Work Environment:

You will be based in the Edinburgh office in Broughton Street Lane as part of a tight knit team of designers and technicians. Our office is made up of Mechanical, Electrical, Public Health, CAD and Administration departments.

What might a day in this job look like?

One of the great advantages of being a Building Services Designer is that no two days are the same. Each project is different and the wide variety of tasks means you always have new challenges. Typical duties may include:

- Assisting a team of engineers and technicians with the production of engineering drawings
- Production of 3D or 2D drawings using computer software
- Preparation and checking of simple engineering calculations
- Initial checking of own work
- Contributing to providing solutions to design problems
- Meeting agreed deadlines
- Attending meetings and/or site visits/surveys
- Attending and participating in company activities, presentations and workshops
- Keeping your training log up to date and attending training/Continuous Professional Development where appropriate
- Supporting the administration of projects
- Ensuring application and maintenance of all Quality System procedures
- Weekly recording of man-hour commitments to individual projects.

What will I Learn?

The traineeship in Electrical Building Services Engineering will run over a four year period during which time you will undertake a supervised programme of training and university day release to gain a degree in Building Services Engineering.
The Building Services Engineering course will cover all aspects of building services including mechanical engineering whilst the main focus of the role in the office will be the design of electrical systems. This provides the candidate with a broad understanding of our industry to develop their career for the future.

What Qualifications / Qualities are required?

You should be studying towards or have achieved a minimum of 3 Highers including English, Maths and a science subject (preferably Physics or Technological Studies) and 5 passes at National 5 or equivalent including English, Maths and a science subject.

You should have:

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

You should be able to demonstrate that you are:

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

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:** Skills for the Future - Collections Digitisation Trainees – 6 posts

**Contract:** Full time - 18 months fixed term

**Salary:** £16,150 per annum

**Employer:**

The National Galleries of Scotland is made up of the Scottish National Gallery, Scottish National Portrait Gallery and Scottish National Gallery of Modern Art. Over 2.2 million people a year visit the Galleries to see our world-class collection.

**Work Environment:**

At the Galleries we are digitising every single artwork in our collection. We have over 100,000 items, so we need a little help. We’re looking for 18 to 24 year olds who are passionate about photography and technology to join our team as Collections Digitisation Trainees.

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

The traineeship lasts 18 months and is paid £16,150 a year with funding from the Heritage Lottery Fund. During the traineeship you’ll work in Edinburgh based studios, both at the National Galleries of Scotland and the National Library of Scotland.

**What will I Learn?**

You don’t need any experience; we’ll teach you everything you need to know. Not only will you gain an SQA award in Collections Digitisation (the equivalent of an Advanced Higher) but you’ll also receive valuable practical skills while you help to digitise our collection. This opportunity will give you a great start to your career in museums and galleries.

**What Qualifications / Qualities are required?**

We’re interested in your personality and potential to become a great addition to our team. Here are some of the things we are looking for:

**Essential:**

- Passion for digital photography and an aptitude for technology
- Interest in cultural heritage as well as enthusiasm for art and working with collections
- Will be aged between 18 and 24 on the 5th September 2016
- Two Scottish Highers (or equivalent).

**Desirable:**

- Team player
- Comfortable carrying out routine tasks
- Enthusiasm for generating content for social media
- IT literacy and understanding of databases.
How to Apply:

You can submit an application on the National Galleries of Scotland Engage Portal (https://nationalgalleries.engageats.co.uk/). In your short statement, tell us why you’re interested in the traineeship and what you see yourself doing in the future.

We want to see your personality and would love for you to make a video! This is your chance to really get creative and show us who you are and why you want to work with us. You can submit your two-minute video via Instagram, Vine, YouTube or Vimeo. Email us the link along with your full name and instructions on how to access it to skillsforthefuture@nationalgalleries.org.

Closing Date:

Sunday 29 May.
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 Assistant - Modern Apprenticeship

**Contract:** Permanent

**Salary:** £6,000 - £12,000 per annum

**Employer:** Scotclans.

**Work Environment:**

You will be working in a small team, 9-5pm, Monday to Friday.

**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?**

SVQ Level 2 / 3 Business Administration.

**What Qualifications / Qualities are required?**

You should have National 4 / 5 or equivalent in English and Maths and be positive, reliable and enthusiastic.

**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: Trainee Metal Polisher and General Workshop Assistant

Contract: Permanent after trial period. 4 days per week 9am – 5pm to start with.

Salary: National Minimum Wage

Employer:

Berland’s is a lamp and chandelier repair and restoration service established in 1987. They restore antique lighting, mainly late Victorian and Edwardian and up to the 1940s. They also repair and restore antique church brass ware and other interesting articles. The service is used by public and trade.

Work Environment:

Working in a small team you will mostly be based in our industrial workshop in the west of the city. The work can sometimes be a little dirty or dusty but we supply you with the protective equipment as required for the job.

What might a day in this job look like?

Every day is different, but your tasks will include:

- Machine polishing brass, bronze, copper, aluminium and iron articles – from screw heads to door knobs and window hardware to chandeliers and table lamps!
- Using machinery such as the lathe, milling pillar drill, shot blaster, industrial polishing machine.
- Assisting with cleaning and re-pinning chandelier drops and repairing crystal strands.
- Converting vases to lamps and repairing and wiring table lamps.
- Wood turning for lamp bases and ceiling plates.
- Preparing articles for restoration and of course … sweeping up!!

What will I Learn?

- You will learn about metal polishing, general restoration and basic electrical work.
- We will instruct you on health and safety and safe working practices.
- It is sometimes hard work, can be dirty but is very rewarding when you look at what you have achieved.

What Qualifications / Qualities are required?

- Qualifications are not important – the main qualities we are looking for is a willingness to work, enjoy learning new skills and follow instructions.
- Some experience of metalwork or practical tasks would be an advantage but not essential.
- You must have good communication skills, be eligible to work in the UK and have a National Insurance number.
- We are looking for someone who knows how to pay attention to the smallest details and will keep trying to make the very best of a task.
- If you enjoy practical tasks such as wood or metal work then this may be the job for you.

Please write full answers to the questions in the application form. We would like you to tell us why you want this job and why you think you will do well.

Closing Date:

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

**Job Title:** Trainee Sound and Lighting Technicians – 20 posts

**Type:** Traineeship and Work Experience

**Contract:** 2 weeks traineeship (9:30 am – 4:00 pm) progressing to 4 weeks work placement (2 pm – 10 pm flexible hours) depending on ability and performance at the end of the 2 week training period.

**Salary:** These positions are unpaid; however, food will be provided and travel costs covered pending eligibility. Participants can continue to claim benefits whilst training and on the work placement.

**Employer:**

Just Festival is one of Edinburgh’s most exciting and diverse festivals, hosting an incredible variety of events every August since 2001. This year’s programme will run from 7 – 31 August and will feature over 320 events and performances across several Edinburgh Fringe venues.

Through theatre, music, dance, conversations and workshops the festival celebrates the diversity of cultures, arts, faiths, philosophies and ideas, challenges inequality and injustice, and creates a space for communities to engage with each other in productive dialogue. Our sense of community is built by having over 40 volunteers, many from overseas, assisting with a range of festival duties.

**Work Environment:**

Training will take place at the Assembly Roxy theatre in central Edinburgh. Work placements will be hands-on and based in various central Edinburgh Fringe venues, which will be very busy at certain times. Lots of support will be available and you will be working in a very friendly and welcoming atmosphere within in a large team.

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

Working under the guidance of stage managers, your duties will include:

- testing and setting up lighting and sound equipment for a variety of events, and ensuring that performers are happy with the results
- operating equipment during shows (as rehearsed) to provide excellent audience experiences
- altering equipment and staging for each performance and safely dismantling and storing away at the end of each day
- working as part of large, diverse festival teams.

The training sessions will be held in performance spaces, rehearsal rooms and a classroom.

**What will I Learn?**

- The core skills on how to operate sound and lighting equipment for live events
- Effective ways to work with colleagues and performers
- Knowledge of health and safety during live events
- Soft skills such as communication, teamwork and problem solving
- Personal development including interview skills.

**What Qualifications / Qualities are required?**

You must be aged 16 or over and no longer in full-time education. No qualification is required, but you will need to have the following qualities:

- lots of enthusiasm and a strong interest in live shows, theatre, music and performing arts
• reliable, punctual and polite
• positive can do attitude and willingness to learn
• motivation to learn new skills and to work hard
• pay attention to the smallest details
• good communication skills and the ability to listen and follow instructions
• enjoy working with people and have the ability to communicate with performers and venue staff.

Interviews will be held week commencing 4 July.

Closing Date:

Thursday 30 June.
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 Assistant  
**Contract:** Fixed term (1st year) potentially moving onto a training contract  
**Salary:** £15,500 per annum

**Employer:**  
Scott-Moncrieff is one of Scotland’s leading independent firms of chartered accountants and business advisors advising high calibre clients working across all sectors in Scotland and beyond and offering expert business insights at every opportunity. Our expertise encompasses financial assurance, risk management, improving performance and taxation. We have recently launched our new strategic plan and are looking to grow our business over the next five years. We are focused on supporting and growing our own talent and we want ambitious and enthusiastic individuals to join us in shaping our future.

**Work Environment:**  
You will be primarily based in the Audit department in our Edinburgh office with ample opportunities to be seconded around different departments within the firm including Business Advisory and Tax.

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

- You will have a varied day assisting graduate and seniors (in office and on site)  
- Liaising with other departments to collect information  
- Ensuring up-to-date knowledge  
- Technical research when required.

**What will I Learn?**

- Bookkeeping skills  
- Audit skills and an understanding of audit testing  
- An understanding of audit files and the different sections of these  
- How to use the software and hardware used by Scott-Moncrieff  
- Time management and communication skills  
- Teamwork and problem solving.

In addition the firm will be dedicated to your development and will support you through your studies to help you gain a recognised professional qualification (the same as a graduate would receive) after a successful 1st year.

- 1 year work experience (online bookkeeping course)  
- 2 year funded AAT apprenticeship programme  
- Opportunity to progress to ICAS, ACCA or CIPFA.

**What Qualifications / Qualities are required?**

We are looking for a driven, focused individual who is ready to be challenged. Our school leaver opportunities are an alternative route to university and will help kick start your career. You must have the following qualifications to be considered for the position:

- A minimum of National 5 in Maths and English  
- At least 3 Highers from 5th year.
Further vacancies will be advertised later in the year to start in December 2016.

**Closing Date:**

Friday 10 June.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Administration Assistant - Modern Apprenticeship (R024)
Contract: Permanent
Salary: TBC

Employer:
Our client are an international environmental and engineering consultancy who have offices throughout the UK.

Work Environment:
Working from a modern office in North Edinburgh, you will provide administrative support to the team.

What might a day in this job look like?
- Answering the telephone
- Dealing with incoming and outgoing mail
- Data entry on to the company computer system
- Preparing meeting rooms
- Creating business documents (Microsoft Word, Excel etc)
- Filing.

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

What Qualifications / Qualities are required?
Ideally we are looking for Highers, National 4 or 5 or equivalent including Maths and English.

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:** Administrator - Modern Apprenticeship (R023)

**Contract:** Permanent

**Salary:** Above National Minimum Wage

**Employer:**
Our client manage luxury, five star serviced apartments in Edinburgh City Centre. They have previously supported modern apprenticeships and are extremely keen to introduce a recent school leaver to the team as a modern apprentice, supporting them with all aspects of administration.

**Work Environment:**
Working in a city centre location, you will deliver exceptional customer service and provide administrative support.

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

- Meeting and greeting guests and other members of the public
- Taking new bookings and dealing with existing bookings, face-to-face or over the telephone
- Update the company computer system with client details and reservations
- Assist guests with any queries they have during their stay
- Basic accounts work including invoicing, purchase orders, ordering stock and taking payments
- Assisting with social media.

**What will I Learn?**

- You will undertake an SVQ Level 3 Business Administration.
- You will learn a variety of other skills such as customer service, teamwork and problem solving.

**What Qualifications / Qualities are required?**

- You must have a minimum of National 4 or equivalent in English and Maths.
- You should have good IT skills and be well organised.
- You should enjoy working with the public and be confident in dealing with people.

**Closing Date:**
This position will close 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: National Tyre and Autocare – Apprenticeship

Contract: Fixed Term for 2 years – Under 18s will work 39.5 hours per week (including one hour for lunch) Tuesday to Friday 08:30-17:30 and Saturday 08:30-17:00.

When you turn 18 and are in your 2nd year, you will participate in the branch rota working a total of 44.50 or 45 hours per week, which may include Sundays.

Salary: £153.85 per week / £8,000.00 per annum (starting salary) - increase will be applied after your 1st year of service and on reaching age 18. Plus 30 days holiday entitlement pro-rata in the first year, including 8 public holidays.

Employer:

National Tyres and Autocare is the UK's largest independent tyre and autocare specialist. We supply and fit tyres to cars and vans as well as offering a specialist service in fitting exhausts, brakes, batteries, suspension and MOT testing. Meeting the needs of our customers is naturally the most important thing to us, so we spend a lot of time making sure the team that does this is properly trained, highly professional and totally focused. We are now looking for the next generation of champions to join our apprenticeship programme to help us go the extra mile for our customers and setting the standards that we've become famous for.

Work Environment:

You will be based in Edinburgh working with a close-knit team, but will be required to attend a training centre for a number of weeks away from home.

What might a day in this job look like?

The training programme will combine in-house training, as well as on the job training in your designated branch. You will also work alongside our qualified technicians.

What will I Learn?

On completion of your training you would have acquired the following knowledge, skills and competencies:

- Level 2 NVQ Diploma in Vehicle Fitting
- Health and Safety and Good Housekeeping
- support for job roles in the automotive environment
- materials, fabrication, tools and measuring devices
- identify and agree customer services needs
- high performance tyres
- four wheel alignment
- exhausts, braking systems, suspension dampers and springs
- batteries and components
- safe use of oxy/acetylene
- functional skills
- Employee Rights and Responsibilities
- IT, communication, numeracy and working with others.
What Qualifications / Qualities are required?

You must have at least three National 4s or equivalent including English and Maths. We are looking for an individual with a keen interest in mechanics.

Closing Date:

Friday 3 June.
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:** RBS Apprenticeships

**Contract:** Permanent

**Salary:** £266.70 per week

**Employer:**

RBS is a bank with a history of looking ahead. Since we were established by Royal Charter in 1727, we have granted the world’s first overdraft, launched the first mobile bank and developed the first fully functional smart phone banking app. We’re passionate about making a difference – to our customers, our people and the communities we work in. How we treat people is a fundamental part of how we do business. Fairness and honesty are at the heart of how we work and our culture is a positive, professional and friendly one. We believe in creating an open and supportive environment where everyone is given the opportunity to do what they do best. No matter where you work in RBS, you’ll be actively encouraged to share your views and opinions.

**Work Environment:**

As an RBS Apprentice you’ll enjoy a whole host of benefits, and you’ll earn a competitive salary as you learn through on-the-job training. You’ll also have plenty of support from your buddy as you study towards a professional qualification through a structured online learning and development programme. Formal networking opportunities will allow you to meet colleagues from across the business and you’ll be given everything you need to realise your potential and succeed in your role. It’s a fantastic alternative to full-time education, and a unique opportunity to become part of a diverse, challenging and exciting organisation.

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

We have big ambitions for our apprentices. It’s your new ideas, fresh thinking and customer focus – along with the technical expertise you’ll gain – that will build our bank in the months and years ahead. Throughout the apprenticeship and beyond, we’ll help you reach your potential in an environment that will stretch you from day one. We currently have Level 3 and 4 apprenticeship opportunities across a number of business areas.

**What will I Learn?**

Combining valuable practical experience and vital learning, the RBS Apprenticeship provides you with everything you need to develop a rewarding career and shape your future. Expect to be challenged as you expand your skills with a hands-on education, gaining invaluable insight and on-the-job training.

**What Qualifications / Qualities are required?**

To be eligible for an RBS Apprenticeship, you must be over 16 and no longer in full-time education. You should have Standard Grade Level 3 or National 4 Maths and English. You’ll need to be bright and ready to kick-start your career in an international financial institution. You’ll bring a fresh perspective, questioning nature and the boundless potential needed to shape the future of RBS. The drive to meet challenges head on, learn on the job and study for a professional qualification is also a must-have. Of course, we’ll expect you to show real enthusiasm and seize every opportunity that comes your way.

**Closing Date:**

Closing date extended but may close at short notice.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Hairdresser – Modern Apprenticeship

Contract: Permanent – up to 40 hours per week

Salary: £4.00 per hour. This will be reviewed regularly and will be based on performance.

Employer:
Juniper Salon is a well established hairdresser based in Juniper Green. With a number of well trained and friendly staff, including a qualified nail technician, the salon really is at the heart of the community and offers a full range of salon services to their clients.

Work Environment:
Based at our bright modern salon in Juniper Green, you will work as part of a small team in a friendly but busy environment.

What might a day in this job look like?
No two days are the same and you will learn all aspects of working in a busy salon:

- Shampooing, scalp massage and taking colour off
- Welcoming and helping look after clients by taking their coats and getting refreshments
- Keeping the salon clean, tidy and safe
- You will also have the time to ask questions and learn from other staff members.

What will I Learn?

- You will work towards and complete SVQ Level 2 and 3 in Hairdressing
- How to deal with customers and respond to enquiries
- Soft skills such as communication, teamwork and problem solving.

What Qualifications/Qualities are required?
You don’t need any qualifications or experience, but you must have the following qualities:

- a passion for hair, beauty and fashion
- polite, reliable, punctual and pay attention to detail
- always willing to learn and work hard
- good communication skills and the ability to listen and follow instructions
- the ability to work as a part of a 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:** Artisan Baker - Modern Apprenticeship  
**Contract:** Permanent  
**Salary:** Modern Apprenticeship National Minimum Wage – this will be reviewed regularly  

**Employer:**

At the Breadwinner we’re passionate about baking. Since 1973 our master craftsmen bakers have been baking in Edinburgh - kneading and shaping dough by hand. We prefer to use traditional, simple methods and allow time to naturally enhance our products, rather than adding anything that would change the quality or flavour of our breads. We’re proud of our heritage - and work hard to supply breads, cakes and pastries that are locally made, freshly baked and full of flavour.

**Work Environment:**

You will be working in a small team within a busy wholesale artisan bakery at South Gyle.

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

- Learn and apply food hygiene and safety practices, personal hygiene, equipment and work place cleaning, stock rotation systems, and the systematic and preventative approach of Hazard Analysis and Critical Control Point (HACCP) in food production process.
- Learn about the main ingredients used in baking and how to use and store them.
- Weigh ingredients according to recipes and calculate the amounts needed for a given yield (output).
- Follow recipes and processes for making baked goods.
- Use and clean specialised machinery (mixers, dough breaker, oven etc) after each use as required.
- Use specialist tools (rolling pin, piping bags etc) for producing products.
- Understand and conduct proper fermentation for yeasted products.
- Hand divide, shape breads and buns and baking goods.
- General cleaning of equipment and work place area as required.
- Reflective practice on all aspects of the job, while constantly striving to achieve high quality and regularity of products.

**What will I Learn?**

You will complete a 3-4 year apprenticeship which will include practical on the job training working closely with some of the best bakers in Scotland. This training will be supplemented by SQA accredited SVQs.

**What Qualifications / Qualities are required?**

We are looking for a motivated young person with a passion for bread and baking who strives to achieve high standards and pays attention to detail. You should have good communication and problem solving skills, be numerate, hardworking, organised and enjoy working in a team.

**Closing Date:**

This opportunity will remain open until 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, Monday - Friday 9 am – 5 pm

Salary: National Minimum Wage

Employer:

Rainbow International Services, 19 Dumbryden Drive, Edinburgh, EH14 2QR. Serving Edinburgh, Midlothian, Livingston and surrounding areas, we deliver a comprehensive range of disaster restoration and carpet and upholstery cleaning and repair services for homeowners and commercial clients.

Work Environment:

A well established and respected Restoration and Specialist Cleaning company in Edinburgh require a reliable, hard-working and enthusiastic individual between the ages of 16-19 years old. This business is rapidly expanding and is very fast paced. The prospects are extensive for the right applicant so if you are committed and don’t mind hard work, you could be what they are looking for!

What might a day in this job look like?

- General administration duties including filing, scanning, photocopying
- Book visits for all technical teams
- Manage claims and log all information onto company system
- Diary and Time Management
- Liaise with sub-contractors regarding quotations and work to be completed
- Dealing with any complaints in line with FSA guidelines and requirements.

What will I Learn?

You will undertake an SVQ Level 3 in Business Administration (industry related qualification).

What Qualifications / Qualities are required?

- Strong administration skills
- Ability to work within a fast paced environment
- Excellent customer service skills
- Good numeracy and literacy
- Effective communication skills
- Confident and polite telephone manner
- Planning and organisation skills
- Driving Licence preferred.

Personal qualities:

- Reliable and hardworking
- Punctual and well presented
- Team player and well organised
- Positive, flexible attitude.

Closing Date: The employer is looking to fill this position as soon as possible.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: EY School Leaver Programme
Contract: Permanent
Salary: Competitive with benefits

Employer:
As one of the world’s leading professional services firms, we know successful businesses mean successful economies – something we all benefit from. So we harness our creativity and ingenuity to make our global clients the best they can be. Whether you’re helping clients grow, transform, pay the right amount of tax or build a reputation people trust, you’ll be improving the world we live in – and your own career prospects.

Work Environment:
To find out more about working in our Edinburgh office, please watch the following film: https://www.youtube.com/watch?v=bdR6PAbRSIIl&feature=youtu.be&list=PL4JSMaUVcSC2QGscQRnyKbrczVdvRtnH

What might a day in this job look like?
In Edinburgh we recruit school leavers into our Assurance service line where you can either work with our Financial Services clients or our UK and Ireland clients.

Please watch our “Day in the Life” profile videos of Flo and Drew, two of our Assurance school leaver trainees: https://www.youtube.com/watch?v=5xRZiSKn_iQ&feature=youtu.be&list=PL4JSMaUVcSC0QC_FxlvdFUYYvrg6tbKNDD https://www.youtube.com/watch?v=ijsg-pVTyWE&feature=youtu.be&list=PL4JSMaUVcSC0QC_FxlvdFUYYvrg6tbKND

What will I Learn?
If you want to fast-track your business career while avoiding student debt, then jump straight into the world of work on our award-winning School Leaver programme. You’ll start earning right away and gain the same professional qualification you’d get as a graduate – a year earlier than if you went to university. It’s your chance to go further in business without studying for a degree.

The 5 year structured training programme includes:

- earning your chartered accountancy professional qualification through the Institute of Chartered Accountants of Scotland
- challenging work on a diverse range of projects and clients
- study leave – time out of the office to prepare for your exams
- on-the-job coaching, your own career counsellor and a dedicated team to support you through your professional studies
- a tailored induction alongside our graduate recruits to introduce you to senior people in EY and help you settle into the business
- a host of transferable business skills
- competitive salary plus benefits, that include a pension, bikes for work, a subsidised gym membership, season ticket loan, sports teams and annual travel insurance
- regular networking events
- the same world-class training and experience in all of our UK offices.
What Qualifications / Qualities are required?

We are looking for students who are studying towards their Higher exams in either 5th or 6th Year. We no longer have any academic requirements for our School Leaver Programme - we focus on your future potential, not your past performance.

We are looking for people with the energy, enthusiasm, courage to lead and an interest in business. You must be good at working in teams and keen to get involved in the EY community.

How to Apply:

The first step is to apply online. We’ll then send you an online strengths assessment to complete, followed by psychometric tests that will assess your numerical, verbal and logical reasoning ability. Do well and we’ll invite you to an interview and, potentially, an assessment centre. This process may vary slightly for each programme so please check on our careers website - https://ukcareers.ey.com/ - for more details. For more information you can also email our recruitment team at eyschools@uk.ey.com.

Closing Date:

Applications for September 2016 are open.

Applications for 2017 programme will open in August 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: BT Apprentice Programme – Engineering/Information Technology

Contract: Apprenticeships are between two and four years’ duration. The length of the apprenticeship depends on the programme and the level of qualification.

Salary: Competitive

Employer: BT is one of the world’s leading communications services companies, serving the needs of customers in the UK and in more than 170 countries worldwide. Our main activities are the provision of fixed-line services, broadband, mobile and TV products and services as well as networked IT services. In the UK we are a leading communications services provider, selling products and services to consumers, small and medium sized enterprises and the public sector. We also sell wholesale products and services to communications providers in the UK and around the world. Globally, we supply managed networked IT services to multinational corporations, domestic businesses and national and local government organisations.

What will I Learn?

Our apprenticeships are designed so they offer a structured programme that takes the apprentices through the skills they need to do a job well. Along the way there are targets and checks to make sure each apprentice is supported and is are making progress. We offer a range of apprenticeship levels dependent on your qualifications and the area of the business you chose to work in:

- **Advanced** - You’ll work towards work-based learning Level 3 competence qualification (BTEC) learning functional skills which are supported by a knowledge based qualification such as an NVQ.

- **Higher** - You’ll work towards work-based learning Level 4 competence qualification which is consolidated by the achievement of a foundation degree.

What Qualifications / Qualities are required?

- **Advanced** - You must hold or expect to achieve at least four National 5, Intermediate 2 or Standard Grade Credit qualifications including English and Maths.

- **Higher** - You must hold two Highers in addition to the above.

NOTE: Scottish Vocational Qualifications (SVQ) at level 2 or 3 may also be counted.

You should also meet the following criteria:

- 16 or over when you start your apprenticeship
- Eligible to work in the UK on a permanent basis
- Not in full-time education.

Please see the BT website for details of individual apprenticeships, entry requirements and the application process: http://btplc.com/Careercentre/Ourlocations/UK/Apprenticeships/index.htm.

Closing Date:

This opportunity will close once all vacancies have been filled.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Business Administrator - Modern Apprenticeship (R021)

Contract: Permanent

Salary: Living Wage

Employer:
A care company in North Edinburgh is looking to take on a school or college leaver to work with a busy team.

Work Environment:
This company are looking for a recent school or college leaver to join them as a Modern Apprentice in a Trainee Administration role in their Edinburgh office. You will be providing a hugely important role, supporting the rest of the team with day-to-day administration aspects of the business. This is a great working environment for someone looking for their first role.

What might a day in this job look like?
Working internally with colleagues as well as external agencies, your duties will include:

- answering the phones
- liaising with social workers looking to gain client details
- updating the computer information system
- grouping clients to manage staff caseloads
- providing team leaders with client information for assessment
- creating care plans
- updating staff timesheets
- general administration.

What will I Learn?
You will undertake 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 a good set of National 4 and 5 or Standard Grades will be considered.

We are looking for someone who is positive and enthusiastic, looking forward to starting their career.

Closing Date:
This position will be closed when a suitable applicant is found.
Job Title:  KPMG360° Programme

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

Salary:  £15,000 - £18,000 per annum – dependent on location

Employer:
KPMG in the UK is a leading provider of professional services, including audit, tax and advisory specialisms - delivering integrated solutions to our clients’ issues. We have over 12,000 partners and staff working in more than 20 offices. Being part of a strong global network of member firms gives us a truly global mindset.

With passion and purpose, we work shoulder-to-shoulder with you, integrating innovative approaches and deep expertise to deliver real results.

Work Environment:
At KPMG, your long-term future is every bit as important to us as it is to you. That’s why our aim is to give you experiences that will stay with you for a lifetime. Whether it’s great training and development, mobility opportunities or corporate responsibility volunteering activities – you’ll gain a wealth of experiences on which to build a rewarding career. We’re proud of our culture – it’s one that recognises hard work, encourages new ways of thinking and embraces diversity and inclusion. We have an innovative spirit which inspires what we do and how we do it – striving to be better lies at the heart of who we are.

What might a day in this job look like?
Not sure which area of our business you’re most interested in or suited to? Our rotational KPMG360° apprenticeship programme could be for you. In your first year, you’ll learn about all parts of our business so you can make an informed choice about where you’d like to specialise. Once you decide, you could work towards a nationally recognised professional qualification. The programme will last three or six years depending on the career path you decide to take.

You’ll rotate around the business, getting an amazing overview of the huge variety of projects we undertake.

As you undertake placements across Audit, Tax and Advisory, there’ll be no such thing as a typical day, but each placement will include:

• Proactively looking to become an integral part of the team, networking and developing relationships internally and with key members of our clients teams
• Developing commercial awareness, communication, team-work, employability and technical skills as you undertake structured placements across Audit, Tax and Advisory.
• Embracing new ideas and approaches, seeking out new responsibilities and proactively getting involved with a wide range of work.
• Displaying an understanding of KPMG’s values and demonstrating behaviours that inspire the trust and confidence of team members.
• You will take on tasks that directly add value to our clients and our business.

Work will vary from placement to placement, but could include:

• Working as part of an audit team, tasks could include audit of cash, fixed asset additions and disposals and the verification to underlying records and checking of mathematical accuracy of company financial statements.
• Liaising with HMRC and drafting correspondence to clients.
• Providing valuable support to client facing teams in advisory – projects could relate to anything from cyber security to fraud investigations.
• Research tasks
• General support to project teams, including taking minutes at meetings, preparing engagement letters and billing.
What will I Learn?

- First year: Once you join the programme you will have regular conversations about your career. Your foundation year will allow you to make an informed choice about your career path going forward.
- Second and third year: A Technician Level qualification that will enable you to become a qualified professional.
- Fourth, fifth and sixth year: A professional qualification, for example ACA, CA, CTA or CIMA. You will decide whether to specialise in Audit, Tax or Advisory and your qualification studied will reflect this decision.

What Qualifications / Qualities are required?

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

- A minimum of A-C in Intermediate 2/National 5 qualifications for both Maths and English
- Equivalent to 260 UCAS points across Highers and Advanced Highers.

However, it's not just your academic performance we are interested in; we will assess your application by combining a number of different factors including work experience and how you perform in our recruitment process.

Closing Date:

The programme is on a rolling application basis so places will be filled as applications are received.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Plant Maintenance (Fitter) – Modern Apprenticeship

Contract: Fixed Term for 3 years - Monday to Friday, 40 hours per week

Salary: £10,500 per annum (starting salary) plus annual incentives upon successful completion each year of your apprenticeship and 23 days’ annual leave excluding public holidays.

Employer:
A-Plant is one of the UK's leading rental equipment companies. A FTSE 100 company which offers superb training opportunities, a supportive working environment and scope for progression, we're an employer of choice too. Our culture is fast paced, friendly and empowering. With a history of growth and with plans to redefine excellence within the equipment rental industry, our business is going from strength to strength. With over 160 apprentices and winners of the CITB Industry Apprentice Employer of the Year Large Company Award 2015, A-Plant has an excellent apprenticeship programme which is growing each year and we want you to be part of it. We are currently recruiting for Plant Maintenance apprentices to join us in September 2016 to embark on a 3 year Apprenticeship Programme.

Work Environment:
You will be based at our Granton Service Centre working as part of a team in a supportive environment. We make sure our people are well equipped for the job they do.

What might a day in this job look like?
The Apprenticeship Programme combines 'block release' training at Reaseheath College, a specialist facility in Cheshire. You'll usually attend college for 4 weeks out of every 12. However, you'll receive travel expenses, accommodation, food and lots of support whilst you're there. The rest of the time, you'll receive on the job training and be a key member of one of our Service Centre teams. Carrying out supervised services, maintenance and repairs, you'll keep our equipment in great condition. An Apprenticeship is a big commitment, so you'll need to work hard and show you're serious about developing a career with us.

What will I Learn?
- Industry training and support to develop a skilled trade.
- Soft Skills - communication, teamwork, problem solving, customer service etc
- On completion of the Plant Maintenance apprenticeship, you will gain Level 2 NVQ Diploma in Plant Maintenance.

What Qualifications / Qualities are required?
We are looking for an individual with a keen interest in engineering and mechanics. You will also need to meet the following requirements:

- National 4 or equivalent in English, Maths and a technical/ science subject
- Technically competent
- Computer literate
- Attention to detail and accuracy
- Good communication skills
- Excellent problem-solving skills
- A head for heights
- A friendly, helpful nature.
**Application Process:**

You can apply for the Apprenticeship any time between January and June, but you must be ready to start with us in September 2016 when the college course starts.

As part of the recruitment process, you will need to complete the CITB application form by following the link below. This is in addition to submitting your application for the apprenticeship [http://www.citb.co.uk/bconstructive/citb-apprenticeships/bconstructive-application-form/](http://www.citb.co.uk/bconstructive/citb-apprenticeships/bconstructive-application-form/)

Candidates who already have an SVQ Level 2/3 or equivalent in an Engineering or Motor Vehicle related discipline need not apply.

**Closing Date:**

Saturday 30 June.
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

At 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: 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:** 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:

- National 4 or 5;
- Standard Grades at 4 or above; or
- Intermediate 1 or 2 at grade C or above.

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):

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

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.