



Edinburgh Guarantee Schools Bulletin

Week beginning 14 March 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  page so now we can talk to you even more.



us for information about jobs and events.

The Edinburgh Guarantee
A positive destination for all

Edinburgh Guarantee
Government Organisation

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ABOUT >

- We will provide regular posts notifying you of jobs, Modern Apprenticeships and training opportunities available through the Edinburgh Guarantee.
- <http://www.edinburghguarantee.org/young-people/>

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2 hrs · 🌐

For anyone who isn't sure what to ask at an interview!

The Smartest Interview Questions You Could Ever Ask
These thoughtful questions — straight from hiring managers — will give you the

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 Apprenticeship – Early Years Practitioner (15 posts)
Trainee Early Years Practitioner (15 posts)

Contract: Fixed Term until 29 June 2018, 36 hours per week

Salary: £14,796 - £16,683 per annum

Employer:

At the City of Edinburgh Council, we're at the heart of the city. We employ over 19,000 people and are one of the city's leading employers. Our team is as diverse as the services we provide. Services that range from refuse collection to art galleries, parks to planning, schools to social care. The Council is committed to assisting people within the city by providing the opportunity to gain skills and knowledge and work towards a qualification through our Modern Apprenticeship Programme. Modern Apprenticeships (MAs) offer paid employment combined with the opportunity to gain nationally recognised qualifications.

Work Environment:

As a MA/Trainee Early Years Practitioner you will contribute to the delivery of an effective education and care service in line with the pre-determined policies and procedures of the Council. You will work as a team member and establish good and effective relationships with the children, young people, staff and parents.

What might a day in this job look like?

Under supervision you will provide an appropriately challenging and stimulating educational environment where individual children and young people are encouraged to reach their full potential. This includes setting up equipment and working with children in both indoor and outdoor play areas, setting up and clearing playrooms and outdoor play areas. You will develop skills in observation, planning and promotion of children's all round development.

What will I Learn?

There are two routes available to gaining an SVQ3 – Social Services (Children and Young People).

Route 1 – Modern Apprenticeship Early Years Practitioner - This route is open to applicants who have left school in the last three years. The Council is committed to assisting people within the local area by providing the opportunity to gain skills and knowledge in the world of work through our Modern Apprenticeship Training Programme. 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.

Route 2 – Trainee Early Years Practitioner - This route is open to applicants of any age.

30 Modern Apprenticeship Early Years Practitioner/Trainee Early Years Practitioner posts are available and up to 15 of these will be for applicants who have left school in the last three years. All other posts will be available to applicants of any age.

Both routes include the opportunity to gain nationally recognised qualifications that help kick-start a career without having to study full-time.

What Qualifications / Qualities are required?

Standard Grades or equivalent, Credit Level English (N5), General Level Maths (N4) and one other Credit Level Standard Grade.

You should also meet the following criteria:

- Excellent record for attendance and time keeping
- Recognising the importance of meeting children's individual learning and care needs
- Good verbal and written communication skills
- Working as part of a team
- You must have left secondary school in 2013, 2014 or 2015 and be resident in Edinburgh.

Interviews for these posts will take place during 22-29 April.

Closing date:

Friday 25 March.



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

Job Title: Cleaner

Contract: 90 weeks/ 22.5 months (Part Time) – working 3 hours a day Monday to Friday (days and hours are flexible)

Salary: National Minimum Wage

Employer:

CCG is a construction and manufacturing company offering diverse operational expertise to the UK construction industry with a variety of added value services.

Work Environment:

You will be working in our busy construction site based in Leith.

What might a day in this job look like?

Your duties will include keeping site offices and all welfare facilities clean and tidy, and complying with company policies, procedures and instructions at all times.

What Qualifications / Qualities are required?

No qualifications are required but you should have the following qualities:

- a positive attitude
- reliable
- punctual
- polite.

Closing Date:

Friday 18 March.



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

Job Title: Customer Service Advisor
Contract: Permanent
Salary: £18,000 – £20,000 per annum

Employer:

Allied Vehicles Ltd is a large and well established vehicle after-sales centre offering Accident Repair, Service and Parts as well as being one of the UK's leading vehicle adaptation manufacturers, specialising in wheelchair accessible cars, taxis and minibuses.

Work Environment:

Allied Vehicles Ltd, West Craigs Industrial Estate.

What might a day in this job look like?

You will ensure that duties are carried out according to documented operational procedures. Tasks include:

- Ensure that customers receive a prompt, courteous and effective repair of their vehicles within the guidelines of the policies and procedures of the Company.
- Liaise with the Parts Service Supervisor regarding the most effective way of carrying out the work required.
- Ensure all work is correctly invoiced and payment received, handling customer queries courteously.
- Maintain close liaison with customers to ensure maximum customer retention.
- Ensure effective collection and delivery of customers' vehicles, including administering the hire cars as required.
- Ensure you take responsibility for your personal standards of appearance, safety and discipline, as well as department cleanliness and safety.
- Carry out any other duties that are consistent with the content of the job description.

What will I Learn?

We will provide a full company induction and basic in house training for the role, with future potential training and career development.

What Qualifications / Qualities are required?

- Good communication and numeracy skills
- Basic IT skills
- Keen to learn and committed to gaining a good understanding of the role, with an enthusiastic manner.

Closing Date:

Friday 18 March.

MIKE STOANE LIGHTING



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 Warehouse Assistant

Contract: Six months initially with opportunity of full time employment if successful

Salary: £5.50 per hour

Employer:

Mike Stoane Lighting design and manufacture architectural light fittings which are used on projects all over the world. Take a look at our website: <http://www.mikestoanelighting.com/Projects/Default.aspx> to see the kind of things we make and the projects we get involved in.

Working at Mike Stoane Lighting is varied and interesting; we have a young enthusiastic team and there is plenty of opportunity to learn new skills. In October 2014 we became an employee-owned company and everyone who works for MSL has a say in the future of the company.

Work Environment:

You will be based at our Loanhead office and factory on the Bilston Glen Industrial Estate near Ikea. As well as being the home to our office team, all our designers and makers are also based here, so it is a very creative place to work. It is easy to get to from central Edinburgh using bus numbers 37 and 47.

What might a day in this job look like?

Every project at MSL is different and, as a lot of our work is bespoke or special, there is plenty of variety. Your day to day duties will include:

- accepting goods in from sub-contractors and other delivery companies
- checking of high end metal components to various standards against technical drawings
- delivering components to the desired department within the company
- basic computer/administrative skills to log signed in components and deliveries
- locating and picking stock components using an internal database and warehouse
- helping Production to assemble light fittings
- following instruction manuals, using fixings and hand tools
- learning different procedures to manufacture a wide range of standard and custom built luminaires.

What will I Learn?

The opportunities to learn on the job are endless at MSL. Our Warehouse Operatives will teach the various methods and techniques to pick and allocate stock for our large range of standard and special luminaires.

Our skilled Production Engineers will teach you hands-on engineering and assembly skills. You'll also learn about cutting edge new LED lighting equipment and handling procedures, as we are working at the forefront of new technology in our industry.

Learning is very much part of our ethos and even our established staff are always improving their skill-base. We have a "skills matrix" which will track your progress and recognise the new skills you have learned.

What Qualifications / Qualities are required?

- A basic knowledge of computers/Windows systems
- Attention to detail
- Practical hands on skills (i.e. do you make or fix things yourself as a hobby?)
- A desire to learn new skills.
- Flexible “can do” attitude
- Reliable and trustworthy.

Closing Date:

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



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

Job Title: Administrative Assistant

Contract: Permanent

Salary: £12,000 per annum

Employer:

M-Pact Building Services Ltd are experts in programme and project management, construction delivery, cost consultancy and facilities management, constantly striving to find better solutions. Our consistent delivery of quality work across many industries makes us the partner of choice for multi-national and local organisations.

Work Environment:

You will be working in a dynamic, fast-paced office environment in Loanhead within a team of 14 staff.

What might a day in this job look like?

Reporting to the Project Managers and Project Co-ordinator, responsibilities with this role consist of handling telephone calls, dealing with site operatives, clients and sub-contractors, undertaking clerical duties in relation to new and existing projects and general administrative tasks.

What will I learn?

Soft Skills – effective communication, decision making, flexibility and ability to prioritise.

The successful applicant will receive great exposure to the Building Services and Construction industry.

Qualifications / Qualities required?

Minimum/Set qualifications aren't essential; however we require applicants who are proficient in Microsoft Office, particularly Excel and Word.

As this role has great potential for career progression within the company, we are looking for someone who is self-motivated, committed, positive, reliable, enthusiastic and eager to learn.

Closing Date:

Friday 18 March.



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

Job Title: 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=bdR6PAbRSII&feature=youtu.be&list=PL4JSMaUVcSC2QGsnCQRnyKbrczVdvRtnH>

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_FxlvdFUYYvrg6tbKND

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: Business Administrator Assistant - Modern Apprenticeship

Contract: Permanent

Salary: £5 per hour

Employer:

Walker Love is a firm of Messenger-at-Arms and Sheriff Officers. They provide a range of services to businesses, public sector bodies, individuals and third sector organisations.

Work Environment:

You will be working in a small team based in our city centre office in Edinburgh.

What might a day in this job look like?

- Assisting with loading and preparation of diligence instructions
- Screening calls, routing calls and or taking detailed, accurate messages where necessary
- Assisting with distribution of all incoming and outgoing post and couriers
- Collection and delivery of mail to LP DX post office and clients
- Photocopying, faxing, and filing
- Ad-hoc secretarial and administrative duties including running errands
- At all times comply with company policies, procedures and instructions.

What will I Learn?

You will undertake SVQ Level 2 / 3 in Business Administration.

What Qualifications / Qualities are required?

Ideally you should have National 4 / 5 or equivalent in English and Maths, 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: 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 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: Administration Assistant

Contract: Permanent

Salary: £12,750 - £15,000 per annum depending on experience. We will also provide an employer's pension contribution in addition to salary. We pay the Living Wage.

Employer:

Personal Assets Trust Administration Company Ltd is an investment trust administration and company secretarial service company based in central Edinburgh.

Work Environment:

An exciting opportunity has arisen at for an individual to join a small, friendly and committed team.

What might a day in this job look like?

The role involves assisting in maintaining clients' computer accounting records, processing electronic trades and payments. Duties will include:

- assisting team in processing and settling electronic stock market trades
- checking/querying and payment of invoices
- liaison with administration and company secretarial teams
- telephone answering and speaking with clients and investors
- dealing with enquiries
- file management – archiving and house-keeping of files
- distribution of client Board papers
- maintaining annual reports library
- photocopying and document scanning
- maintaining and ordering stationery items
- meeting room preparation
- dealing with incoming and outgoing post
- ensuring confidentiality is maintained at all times
- following the firm's policies and procedures
- diarising client board meetings.

What will I Learn?

Full on the job training will be provided to the appropriate motivated self starter.

What Qualifications / Qualities are required?

The position offered is that of an administration assistant and would suit a recent school or college leaver.

You must be adaptable, flexible and numerate. Computer literacy (including working knowledge of Microsoft Word and Excel) is essential.

Closing Date:

Friday 18 March.



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

Job Title: Cultural Venue Operations - Modern Apprenticeship – 9 posts

Contract: Two Year Fixed Term

Salary: £16,000 per annum (Pay range £16,000 - £17,114)

Employer:

Historic Environment Scotland (HES) has been established as the new lead public body to investigate, care for and promote Scotland's historic environment. Established in legislation, HES will build on the strong and long-established performance of Historic Scotland and the Royal Commission on the Ancient and Historical Monuments of Scotland (RCAHMS) who have been managing and recording the historic environment for over a century.

It will continue to manage some of the most historic attractions in Scotland, making a significant economic impact, with improvements bringing benefits to visitors and future generations alike. It will engage with others at a local, national and international level. Collaborating with local authorities, community planning partnerships and businesses, it will create environments which contribute to everyone's well-being, whether as a place to visit, to invest, to work or simply to live and enjoy. Improved ability of world class resources will ensure that our historic environment is more widely appreciated, understood and celebrated.

It will deliver a complex set of ambitious aims and expectations, supported by passionate, knowledgeable and enthusiastic staff and volunteers. It will be one of the most important cultural organisations in Scotland, an exemplar of good governance, modern management and high achievement.

Work Environment

Historic Environment Scotland is offering nine school leavers the opportunity to join the team at Edinburgh Castle on a two-year Modern Apprenticeship contract. Edinburgh Castle is Scotland's most popular paid visitor attraction, welcoming around 1.5 million visitors annually.

This is a fixed term and pensionable appointment from April 2016 to March 2018.

What might a day in this job look like?

Modern Apprentices are required in the three areas of the Castle:

Admissions:

- Provide a world class welcome and direct visitors as appropriate upon their arrival at Edinburgh Castle
- Sell appropriate tickets and products to all walk up visitors
- Ensure all vehicles entering the Castle and parking on the Esplanade have the appropriate approval
- Ensure the security and safety of the visitor, whether arriving on foot, by bus or by car, and any other activity taking place on the Esplanade throughout the day
- Ensure all group visitors to the Castle are welcomed and their access into the Castle is managed as efficiently and effectively as possible, providing additional information as appropriate
- Provide information on other Historic Environment Scotland sites and services available to visitors
- Process sales, while ensuring that all financial procedures are adhered to and carried out accurately and efficiently.

Guiding:

- Welcome and assist visitors on their way around the Castle
- Work on both indoor and outdoor posts throughout the Castle
- Oversee the security, cleanliness and tidiness of the various apartments throughout opening hours
- Knowledge of Scottish history and the Castle would be advantageous, although training will be given
- Additional duties may include driving our mobility vehicle.

Retail:

- Carry out the daily operational duties of the shop as requested by the supervisor or retail management
- Maximise trading income through selling and upselling appropriate merchandise
- Process sales, whilst ensuring that all financial procedures are adhered to and carried out accurately and efficiently
- Ensure the correct pricing of stock
- Ensure the shop is well stocked and merchandise is appropriately displayed at all times
- Assist in the daily banking and cash conveyance as and when required
- Ensure that high standards of shop hygiene and housekeeping are maintained at all times.

The Modern Apprentices will spend the first three months in all three areas taking part in a thorough and detailed induction of the Castle, after which they will each be placed in one area where they will stay for the remainder of the contract unless stated otherwise. At this point, the Modern Apprenticeship qualification will commence.

What will I Learn?

You will undertake a Diploma in Cultural Venue Operations (SCQF Level 6) delivered by Rewards Training.

What Qualifications / Qualities are required?

Ideally we are looking for National 5s, Intermediates including Maths and English, and/or Higher Grades.

Key responsibilities, duties and objectives:

To deliver the high standard of customer care to all visitors at all times; enthusiastically provide information and assistance to visitors throughout the visit, whilst also ensuring visitor safety at Edinburgh Castle; and ensure high standards of presentation and professionalism are maintained at all times.

Desirable competencies:

- Delivering excellent service – demonstrating a commitment to quality services
- Teamwork – Contributing to and supporting working together
- Planning and Organising – putting plans and resources in place to achieve results
- Communication – communicating appropriately and clearly
- Knowledge and Experience – applying and developing knowledge and expertise to achieve results.

Closing Date

This position will be closed when suitable applicants are found.



Structural Design Consultants Ltd

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 Civil & Structural Engineering Technician

Contract: Permanent, with a start date of June 2016
37.5 hours a week Monday to Friday with day release at Edinburgh College

Salary: £8,000 per annum starting salary

Employer:

Structural Design Consultants Ltd are leading consultants with a distinguished reputation for providing cutting edge and cost effective design solutions for a demanding market place. Our engineers have previously worked for world class consultants helping to develop distinctive and award winning buildings with some of the country's leading architects. Many of the projects were for blue chip clients in the financial, retail and commercial sectors which required complex value engineered design solutions.

Work Environment:

Based in the city centre, you will be working in a relaxed and friendly but busy office environment. We enjoy regular social nights out including bowling/snooker/food.

What might a day in this job look like?

- General office duties (printing, photo copying, folding drawings)
- Occasionally answering phones
- Working on improving skills using AutoCAD
- Assisting engineers with drawing preparation/full drafting
- Assisting with site visits when required.

What will I Learn?

As a Trainee Technician your main role will be working up technical drawings including plans/sections and details covering all elements of construction on building projects. Through your 4 years of training you will become fully proficient in AutoCAD and gain knowledge in all aspects of civil and structural engineering elements. You will work directly with engineers and other technicians and therefore build good team working relationships. Detailed in-house training will teach you almost everything you need to know.

After one year of working in the office, you will attend Edinburgh College on a day release basis for 2 years and, on completion, you will achieve an HNC in Civil Engineering. You will spend a final year in the office to complete your training and become a fully qualified Civil/Structural CAD Technician.

What Qualifications / Qualities are required?

- You should have a minimum of 5 National 5s including English, Maths, science/technical subjects and ideally have or expect to achieve a minimum of 2 Highers including Maths and a science subject.
- An interest in technical drawing would be a benefit.
- A keen eye for detail and pride in your work is a must to become a skilled/proficient technician.
- We are looking for someone who is positive and reliable with a willingness to learn quickly and on the job.
- A clean driving licence is preferable but not essential.

Closing Date:

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



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

Job Title: Business Administrator Assistant - Modern Apprenticeship

Contract: Permanent

Salary: £6,000 - £12,000 per annum

Employer:

DWF Solicitors are a leading legal firm with an ambition to create a unique and alternative approach to delivering legal services.

Work Environment:

Based in Edinburgh, you will work as part of a small friendly team in an office environment.

What might a day in this job look like?

Your main duties will include:

- capture and completion of client, party and matter details in the relevant system
- coordinate information from Fee Earners to resolve conflict of interest scenarios
- liaison with DWF and Compliance Teams to verify changes to controlled data
- create new client database
- opening cases on relevant case management systems
- assisting in the provision / maintenance of management information
- file management – archiving, housekeeping of files and closure, hard copy and on various systems
- maintain the library and information sheets
- photocopying and scanning documents
- dealing with incoming/ outgoing post
- maintain court diaries
- general administrative tasks including photocopying and ensuring correct changes are applied, general maintenance as and when required
- work with agreed method and case management tools
- following all the firm's policies and procedures
- ensuring confidentiality is maintained at all times.

What will I Learn?

You will undertake SVQ Level 2 / 3 in Business Administration.

What Qualifications / Qualities are required?

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

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: 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.



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: Apprenticeship Programme – 6 posts

Contract: Permanent

Salary: £16,000 per annum

Employer:

Aberdeen Asset Management PLC (AAM) is an international investment management group, managing finance for institutional and retail clients from offices around the world. This means that our clients give us their money and pay us to use our expertise and invest on their behalf. We are now recruiting for our September 2016 Apprenticeship Programme intake.

Work Environment:

You will be based between our offices in Princes Street and Morrison Street.

What might a day in this job look like?

The aim of the apprenticeship programme is to develop those who can make high-level contributions to AAM without having attended higher education. We encourage high achievers to apply for an apprenticeship as an alternative to university or college.

AAM places strong emphasis on the training and development of our apprentices. Our programme aims to give apprentices a well-rounded view of the asset management industry and its related functions, with a view to finding the business area suited to their skill set. You will be based in teams within our Operations, Finance, Distribution, Corporate and Risk divisions. The programme runs from September for 12-24 months and is designed to help you learn about our organisation, meet the people involved and help you decide in which area you want to begin your career.

What will I Learn?

Although most of your learning will take place on the job, you will also be supported to develop your skills further. The following will be provided:

- Extensive induction including industry, technical and soft skills training
- Support through qualifications including SVQ and an industry recognised qualification
- External training sessions in Excel, introduction to investment, classroom training
- Internal training sessions for soft skills, eg assertiveness, business writing, communication
- Opportunity to take part in charity initiatives.

Our programme offers you the chance to learn as you earn. You will complete a vocational qualification during your first year and study for an industry qualification during the second year.

- 1st Year - SVQ Level 3 in Digital Skills (HNC equivalent)
- 2nd Year - Industry recognised qualification, eg Investment Operations Certificate (IOC).

What Qualifications / Qualities are required?

- A minimum of three Highers (obtained or expected)
- Excellent communication skills
- Good team player

- High motivation
- Ability to be flexible and adaptable
- Commitment to a training programme
- Willingness to learn about the asset management industry
- Interests outside of your studies, eg.coaching, competing, volunteering.

Closing Date:

Sunday 27 March.



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

Job Title: Business Administrator - Modern Apprenticeship (R020)

Contract: Permanent

Salary: National Minimum Wage

Employer:

An established estate agency and lettings company in west of Edinburgh.

Work Environment:

Working for an estate agency in the west of Edinburgh, which has an excellent history of supporting school leavers through Modern Apprenticeships and development within the company, you will be based in a small but busy team, supporting them with all aspects of administration.

What might a day in this job look like?

Duties will include:

- answering the telephone and speaking with clients
- creating business documents, letters, and property details
- updating the website
- speaking with contractors and technicians
- dealing with enquiries
- managing the post
- 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 National 4s or 5s, Credit or General Level Standard Grades, and/or Intermediates including Maths and English.

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.



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 Technical Support – Modern Apprenticeship

Contract: Permanent

Salary: £10,000 - £12,000 per annum starting salary

Employer:

OneStop IT have been serving Edinburgh and beyond since 2003. Our client specialise in providing outsourced service desk support and network support to many small and medium sized organisations.

Work Environment:

An IT services company.

What might a day in this job look like?

As an IT Support Apprentice you will be responsible for the following duties:

- Diagnosing and troubleshooting technical issues on site and remotely
- Installation, updating and maintaining all IT systems
- Communicating with customers and clients with regards to IT difficulties
- Setting up and configuring desktops/laptops/tablets.

What will I Learn?

You will gain an SVQ Level 2/3 in IT & Telecommunications.

What Qualifications / Qualities are required?

Ideally you will be educated to minimum level of National 5 or equivalent in Maths and English and an IT related subject. You will have a passion for IT and some previous customer service experience.

If you would like to find out any further information then please call 01786 478 478 and ask for Marian.

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 Technical Sales – Modern Apprenticeship

Contract: Permanent

Salary: £10,000 per annum starting salary

Employer:

Icelandic was set up in September 2000 to look after servicing SMEs in Edinburgh and Glasgow. We wanted to address the needs of small businesses who can't justify the expense of supporting and managing a large IT staff but who still require reliable, secure, high-performance information systems.

Work Environment:

An Edinburgh-based IT support company.

What might a day in this job look like?

Your duties will involve:

- Promoting the company's services and associated products
- Answering and following up customer/client enquiries
- Providing technical advice to customers/clients
- IT sales administration
- Follow company processes and policies.

What will I Learn?

You will gain an SVQ Level 2/3 in IT & Telecommunications.

What Qualifications / Qualities are required?

Ideally you will be educated to minimum level of National 5 or equivalent in Maths and English and an IT related subject. You will have a passion for IT and some previous customer service experience.

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

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.



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 to you 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.

How to Apply:

<https://jobs.kpmgcareers.co.uk/job/Edinburgh-KPMG360-Programme-2016/323549000/>

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: Administration Assistant – Modern Apprenticeship (QA6641)

Contract: 12 – 24 months, Mon – Fri, 30 – 35 hours

Salary: £150 - £200 per week

Employer:

A charity in Edinburgh working to enrich the lives of people with disabilities.

Work Environment:

EH11 - office based.

What might a day in this job look like?

- Prepare accounts payable invoices
- Analyse and account for all petty cash spent
- Office receptionist and telephonist
- Recruitment administration, including preparing job recruitment packs
- Promoting the work of the organisation
- Ensure service users' needs are met and reported accordingly.

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, Credit or General Level Standard Grades, and/or Intermediates including Maths and English.

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.



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

Job Title: Business Administration – Modern Apprenticeship (QA4001)

Contract: 12 - 14 months, Mon – Fri, 9 am - 3 pm

Salary: £120 - £140 per week

Employer:

Centre of excellence providing training, support and promotion for young performers in Edinburgh.

Work Environment:

EH11 - office based.

What might a day in this job look like?

As a paid business intern you will be working closely with the administration team within the company, learning and applying valuable skills within the field of administration in a very lively and creative environment!

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, Credit or General Level Standard Grades, and/or Intermediates including Maths and English.

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.



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

Job Title: Project Manager – Modern Apprenticeship (QA4002)

Contract: 18 – 24 months, Mon – Fri, 35 hours

Salary: £120 - £140 per week

Employer:

Centre of excellence providing training, support and promotion for young performers in Edinburgh.

Work Environment:

EH11 - office based.

What might a day in this job look like?

As a paid Project Management intern you will be working closely with the administration and management team within the company, learning and applying valuable skills within a very lively and creative environment!

You will be looking at covering Business Cases, Project Scope, Planning and Analysis, Risk and Resource Management and internal/external stakeholder communications.

What will I Learn?

EAL Level 4 Project Management.

Classroom Training includes:

- Business Cases
- Project Scope
- Planning and Analysis
- Risk and Resource Management
- Stakeholder communications.

What Qualifications / Qualities are required?

You must have or expect to gain 5 National 4s or 5s, Credit or General Level Standard Grades, and/or Intermediates including Maths and English.

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.



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

Job Title: Software and Web Development – Modern Apprenticeship (QA6767)

Contract: 12 – 24 months, Mon – Fri, 35 hours

Salary: £150 per week

Employer:

A tech company who deal with design and web development.

Work Environment:

EH11 - office based.

What might a day in this job look like?

- Assisting management in the running of the office on a day to day basis, as well as implementing skills learned over the course of the apprenticeship.
- Helping to apply design themes
- Adding content and resizing images
- Adobe CS skills
- Assisting team members via tasks that they may set.

What will I Learn?

- Diploma for Information Technology and Telecommunications Professionals SCQF Level 6
- MTA in software development fundamentals.

What Qualifications / Qualities are required?

You must have or expect to gain 5 National 4s or 5s, Credit or General Level Standard Grades, and/or Intermediates including Maths and English.

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.



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

Job Title: Digital Skills - Modern Apprenticeship (QA6722)

Contract: 12 – 24 months, Mon – Fri, 35 hours

Salary: £175 per week

Employer:

A charity that provides support and information services to victims and witnesses of crime in Scotland.

Work Environment:

EH8 - office based.

What might a day in this job look like?

- Assist with developing and managing digital capabilities including social media and email marketing
- Involvement in segmenting data, and analysing results
- Assist in managing the website, including loading and developing content, Search Engine Optimisation (SEO) and analysis
- Assist the Head of Digital Services in digital projects
- IT and digital incident and problem monitoring – keeping track of incidents and resolutions
- Performance reporting - including monitoring of service level agreements with suppliers
- Point of contact for staff queries and requests
- Management of IT asset inventory
- Supporting Business Intelligence needs
- Documenting processes, policies etc
- IT administration.

What will I Learn?

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

Classroom Training includes:

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

What Qualifications / Qualities are required?

- You must have or expect to gain 5 National 4s or 5s, Credit or General Level Standard Grades, and/or Intermediates including Maths and English.
- Good working knowledge of Windows and Microsoft Office
- Knowledge and interest of social media and web based tools
- Good communication and documentation skills

- Self-motivated and quick to learn.

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: 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/>

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: RBS Apprenticeships

Contract: 18 - 24 months

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 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:

Thursday 31 March.



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

Job Title: Business Administration – Modern Apprenticeship (QA6468)

Contract: 12 months

Salary: £160 - £200 per week

Employer:

This company is a worldwide market leader in developing and delivering state of the art production, modelling and optimization software and technical support to the oil and gas industry. Our petroleum engineering software tools are the worldwide corporate standard at BP, Chevron, ExxonMobil, Shell, Statoil, Total and used at over 300 other companies worldwide.

Work Environment:

EH7 - office based.

What might a day in this job look like?

Based at Logie Mill, Edinburgh, you will be part of a small administration team working closely with your colleagues to ensure the provision of an efficient and quality administrative service to our clients in 80 countries around the world.

Reception duties:

- Answer incoming calls in a polite manner, assess and transfer as appropriate
- Meet, greet and register visitors to office and ensure reception area is kept tidy at all times
- Receive all post and deliveries to the office, register, scan and distribute incoming mail
- Process outgoing mail and courier dispatches.

Booking Worldwide Travel:

- Arranging engineers' visas, travel and accommodation for training courses in clients' offices
- Liaising with engineers to ensure passports are up to date
- Liaising with accounts regarding foreign currency and expense claims.

Edinburgh Training Courses:

- Administer Open training course bookings, changes, cancellations
- Printing and binding of course manuals and diplomas
- Order catered lunches and daily consumables
- Booking restaurants for course dinners.

What will I Learn?

- SVQ Level 3 in Business and 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, Credit or General Level Standard Grades, and/or Intermediates including Maths and English.

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.



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

Job Title: Care Assistant – Employability Fund

Contract: 6 week work placement on Employability Fund training allowance of £55 per week plus travel expenses. Successful applicants will secure a job and progress to a Modern Apprenticeship.

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

Employer:

TOR Christian Nursing Home is a not-for profit organisation set up for the benefit of the community, operating a 52-bed home for older people.

Work Environment:

You will be working in a team of around 50 staff based in Corstorphine. TOR Nursing Home is a Christian environment and Care Assistants must be respectful of this.

What might a day in this job look like?

As a Care Assistant, you will be involved in supporting the daily activities of their service users. You will be working as part of the team to ensure residents receive the support and assistance that they require to lead fulfilling lives; promoting their dignity, independence and well-being.

What will I Learn?

You will learn how to be an effective member of the team working in a care environment. You will receive industry related training including Health & Safety, First Aid, and Customer Service.

What Qualifications / Qualities are required?

This employer is looking for someone who genuinely wants to work in care and is enthusiastic, friendly and polite. Experience is not essential but you must have a caring and sensitive manner and demonstrate a willingness to learn. You will have excellent communication and interpersonal skills and be able to follow instructions.

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 Parts - Modern Apprenticeship
Contract: 3 years with the possibility of being kept on
Salary: Modern Apprenticeship National Minimum Wage

Employer:

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

Work Environment:

You will be based within a car show room environment.

What might a day in this job look like?

Parts apprentices will be trained in:

- sourcing and ordering parts from stock
- checking supplier standards and looking at stock requirements.

You will be interacting with customers on a daily basis including:

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

What will I Learn?

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

What Qualifications / Qualities are required?

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

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

Closing Date:

This opportunity will close when a suitable number of applications have been received.



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

Job Title: The Royal Corps of Signals - Job and Apprenticeship Opportunities

Contract: Permanent

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

Employer: The British Army

The Royal Corps of Signals (Royal Signals) is for you if you want to work with the latest technology and keep the Army connected. Royal Signals are at the forefront of Information Technology and Communications, using cutting-edge equipment and modern digital systems to help the Army stay in contact wherever they are in the world.

Work Environment:

Wherever you are based, you will build a whole range of skills that will help you with your career. You will learn to lead, work under pressure and also work as part of a team. Our team works on satellite communications, information systems and more. Royal Signals soldiers and officers serve throughout the UK and abroad. That means you could find yourself working almost anywhere in the world! With an Army band, many sports teams and the daring White Helmets (a world-famous motorcycle display team), the Royal Signals is a lively corps where there is always plenty to do. Royal Signals is a place where you can let your talents shine.

What might a day in this job look like?

You will start with basic soldier training which will include developing your fitness before studying to become a specialist at the Royal School of Signals.

A typical day will depend on your specific role:

- **Communication Systems Engineer (Regular Soldier)** – You will look after the networks and technology required to maintain communications in combat; repair and manage digital and satellite systems, computer networks and terminals; deal with wireless and internet-based networks and become an expert in all kinds of software. Together with your Royal Signals team, you will help create and manage digital exchanges, video links and networks while travelling the world and gaining valuable skills and qualifications.
- **Communication Systems Operator (Regular Soldier)** - You will make sure that the communications network is working as well as possible for soldiers and commanders on the battlefield. You will learn how to engineer and operate digital radio systems and satellite communications and you will become one of the most highly trained and qualified communications professionals in the British Army.
- **Installation Technician (Regular Soldier)** – You will install, maintain and repair telephone systems and fibre optic networks. You will be trained to work with cable infrastructures and local area networks, closed-circuit television and video conferencing systems. You can also earn professional trade qualifications.

What will I Learn?

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

- Foundation and Advanced Apprenticeship in Information Communication Technologies (ICT)
- NVQ Level 2 in IT
- NVQ Level 2 Key Skills in Application of Numbers, Information and Communication Technology
- NVQ Level 3 Advanced Apprenticeship Communication Technologies Professional (ICTP)

- City and Guilds Diploma for IT Practitioners and Advanced Diploma for IT Practitioners
- City & Guilds in Basic Engineering Competencies, Designing and Planning Communications Networks, Communications Cabling
- Technical Certificate in Telecommunications (AES)
- complete parts of the European Computer Driving Licence (ECDL) programme
- membership into the Institution of Engineering and Technology
- variety of driving licences
- an opportunity to achieve a degree

and learn:

- how to set up and repair digital communication systems, study ultra-high frequency radio and become an expert in the use of satellite technology
- advanced computing skills to set up, operate and repair communication networks used on the battlefield
- to use software from leading companies and configure Internet networks along with working the ins-and-outs of Cisco routers, VoIP, fibre optics and databases
- mobile multi-channel microwave radio relay, satellites and public switched networks
- in-depth information systems and procedures training
- to be an Aerial Rigger, installing antenna on communication masts and towers.

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

What Qualifications / Qualities are required?

The Army is looking for a motivated individual who wants to build a career as a skilled soldier. In addition you should have:

- at least three National 4s or equivalent in Maths, English and Science/ ICT
- strong interest in technology and fixing things
- excellent communication skills
- a willingness to help colleagues to achieve goals
- an enquiring mind.
- physical ability
- interest in sports, adventure and working outdoors.

Closing Date:

These posts will be closed when a satisfactory level of suitable applications have been received.



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

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

Contract: Permanent

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

Employer: The British Army

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

Work Environment:

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

What might a day in this job look like?

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

- Air Despatcher RLC Regular Soldier - you will attend a four day Air Despatch assessment at RAF Brize Norton where your fitness level and logical thinking will be assessed. If successful, you will spend the next 12 weeks learning how to be an Air Despatcher. After your training, you will prepare supplies, equipment and vehicles for delivery by planes and helicopters. You will load aircraft securely and then deliver the goods while in the air by dropping them using a parachute into the combat zone. You will work as part of a dispatch crew and together operate, drive and maintain a wide range of vehicles, including cargo handling equipment.
- Ammunition Technician (Regular Soldier) - safe disposal of ammunitions will be a major part of your role. After your training you will work as a specialist in bomb disposal and all types of ammunition. You will test, repair and safely store everything from ammunition clips to anti-aircraft missile systems. You will be given responsibilities early in your career and after further thorough training you could become a Lance Corporal.
- Chef RLC (Regular Soldier) – after learning how to cook over a 16 week period at the Defence Food Services School in Hampshire, you will go through a high level training in hygiene, food preparation and health and safety. You will be responsible for preparing a healthy balanced diet, at home or overseas. You will cook for everyone from new recruits to royalty, producing tasty meals wherever you are located including out in the field. Your ability to prepare food under pressure will be helpful both within and outside the Army. It is a great preparation for a career in the hotel or catering industry.
- Driver RLC (Regular Soldier) – after your 17- 24 weeks specialist training, you will be a vital link within the Army, transporting soldiers and supplies all over the world. You will learn about different vehicles, cross-country driving, convoy driving, navigating, loading and driving at night. Whether you are driving through desert, jungle or snow, you have to look after your vehicle and get your load to its destination quickly and safely. As a Driver, you could be carrying anything from rations and spare parts to people.

- Marine Engineer RLC (Regular Soldier) – metal working skills is a vital part of being a Marine Engineer. The Army uses landing craft and other vessels to ferry soldiers, vehicles and supplies ashore. After your initial 19 week Marine Engineering course, further modules will teach you the specialist skills you need to keep all Army vessels ready for action at all times. You will ensure these vessels are seaworthy, using metalworking skills like welding and brazing to keep them sound and rust-free. You will also fix engines, from small outboards to powerful marine diesels. You have to think on your feet and be able to work under pressure.
- Movement Controller RLC (Regular Soldier) - your job is to move soldiers and supplies all over the world using vehicles and equipment for transport by road, rail and air, moving swiftly and safely. You will also be responsible for them while they are on the road. After your seven week course at RAF Brize Norton learning your trade, you will monitor transport, put movement plans into action, direct people and vehicles usually at ports, airfields and railway terminals worldwide.
- Petroleum Operator RLC (Regular Soldier) - you will make sure our troops get the petrol, diesel or oil they need to keep their vehicles running. You will work with the Fuel Squadron - a small, highly skilled team that can also be attached to the Royal Marines and Airborne Forces. You will attend an eight week course at West Moors in Dorset to learn your trade. Part of your duties will be to inspect, store and deliver fuel supplies, work with your team to set up or take down storage tanks and pipelines. Petroleum Operators often go on to work in the civilian petrol and oil industries.
- Port Operator RLC (Regular Soldier) – you will load and offload containers, vehicles and pallets from all types of ships, all over the world. You will use specialist heavy-duty vehicles and equipment like cranes and container handlers, and learn to drive and operate different military and port vehicles. Your work will make all kinds of missions possible. You will often be helping the Royal Marines and Airborne Forces after your four week Port Operators course at Southampton and are fully trained.
- Postal Courier RLC (Regular Soldier) - you will ensure all mail is sent quickly and received in good condition including letters to loved ones or official documents. You will attend a four week course at the Defence College of Logistics, Policing and Administration in Deepcut, Camberley. You can train as a courier, mail guard, counter clerk and sorter, specialising in delivering top secret mail and using the latest IT and satellite communication systems. Although you will be mainly UK based, you could be involved in any exercise or operation around the world, moving mail by every means from ships to helicopters and dealing with top secret material.

What will I Learn?

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

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

You can also learn:

- how to secure goods and equipment on an aircraft, put together automatic and manual systems for parachute drops, attach parachute and dispatch them from an aircraft
- about the basic science behind ammunitions before moving onto practical training on how to inspect, handle, test, repair, store and safely destroy explosives and ammunitions
- basic kitchen skills, food preparation and presentation, how to build field kitchens and make tasty healthy meals on the move cooking outdoors and improvising utensils

- specialist cooking skills as you develop and how to deal with the administrative, finance, accounting, storage and distribution tasks that come with catering
- how to drive and maintain all kinds of vehicles including quad bikes and HGVs in different conditions
- different types of welding techniques, how to spot faults, fix transmissions and electrical hydraulic and refrigeration systems and how to use a wide range of power tools
- about the administrative procedures and how to prepare people, vehicles and equipment before they leave the base at transport terminals and shipment points
- how to store and handle fuel safely, spot hazards, prevent and fight fires and deal with dangerous situations
- how to secure and transfer cargo from sea to land using cranes and other equipment, and also learn how to maintain, supervise mechanical handling equipment and the people using it
- how to track and trace mail all over the world and deal with top secret material, plus run your own post office while acquiring accounting procedures and IT skills in the process.

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

What Qualifications / Qualities are required?

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

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

Closing Date:

These posts will be closed when a satisfactory level of suitable applications have been received.



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

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

Contract: Permanent

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

Employer: The British Army

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

Work Environment:

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

What might a day in this job look like?

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

A typical day will depend on your specific role:

- Electrical Technician REME Regular Soldier - you will be fixing failed electrical systems. You will work on all kinds of equipment including vehicles, weapons, communication systems, medical and dental equipment. It is an opportunity to work with the latest technology and to gain experience in everything from Lasers to Thermal Imaging systems. In combat, the Army relies on its electronic systems and you will be required to go wherever you are needed.
- Metalsmith REME Regular Soldier – you will use various welding equipment to fix everything from tanks to generators. You will be trained as a highly skilled welder, sheet metal worker and blacksmith, and can specialise in areas such as in ship and boat repair. As a welding expert, you will support your unit by working from technical plans and engineering drawings in challenging working conditions.
- Recovery Mechanic REME Regular Soldier – your role will involve a lot of bravery and know-how, to recover vehicles. You will learn how to recover broken down, abandoned and overturned vehicles – from land rovers to trucks and tanks. Powerful winch equipment and cranes help get the job done.
- Technical Support/Technical Stores Specialist REME Regular Soldier – You will be trained to do two important roles in one. You will be responsible for securing, shipping and stock profiling a wide range of equipment, keeping track of our vast range of equipment. The other aspect of this role is to teach new Army officers and soldiers the latest military skills, coaching and helping them to be the best.

What will I Learn?

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

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

and learn how to:

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

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

What Qualifications / Qualities are required?

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

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

Closing Date:

These posts will be closed when a satisfactory level of suitable applications have been received.



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

Job Title: Royal Engineers - Job and Apprenticeship Opportunities

Contract: Permanent

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

Employer: The British Army

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

Work Environment:

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

What might a day in this job look like?

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

A typical day will depend on your specific role:

- Design Draughtsman – Royal Engineers (Regular Soldier) - As a Design Draughtsman in the Army, you never know what you will be building next. You are the person who creates the plans that our teams have to follow. Building and demolition are a big part of the Army's work in the UK and abroad on operations. You will use your skills to produce blueprints for buildings, roads, bridges and temporary airports. Your talents will be needed all over the world. That is why we train you to the highest standard, plus the offer of an opportunity to obtain all kinds of trade qualifications.
- Survey Engineer – Royal Engineers (Regular Soldier) - We have all kinds of building projects such as new bases, runways and more. As a Survey Engineer, you will have a vital role in construction, planning projects and mapping sites before building starts. You will advise during the planning stages of large building projects and map out the site before work starts. You could be working anywhere in the world. You will use GPS technology to make sure that everything is set out correctly and keep the structure in line with the plans. A mistake could mean disaster and that is why we offer the highest standard of training but first you will have to show us you have what it takes.

What will I Learn?

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

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

- Cat B driving licence

and learn:

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

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

What Qualifications / Qualities are required?

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

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

Closing Date:

These posts will be closed when a satisfactory level of suitable applications have been received.



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

Job Title: Business Administration - Modern Apprenticeship (QA6140)

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

Salary: £150 per week

Employer:

Undisclosed.

Work Environment:

EH10 - office based.

What might a day in this job look like?

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

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

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

What will I Learn?

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

What Qualifications / Qualities are required?

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

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.



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

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

Contract: 18 months

Salary: £14,000 per annum

Employer:

Undisclosed.

Work Environment:

EH12 - office based.

What might a day in this job look like?

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

What will I Learn?

EAL Level 4 Diploma in Project Management.

What Qualifications / Qualities are required?

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

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.



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

Job Title: Training Services Assistant - Modern Apprenticeship (R015)

Contract: One year Fixed Term

Salary: National Minimum Wage

Employer:

An established Training Provider in Central Edinburgh.

Work Environment:

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

What might a day in this job look like?

You will assist all staff and departments in daily administrative tasks including:

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

What will I Learn?

You will undertake an SVQ Level 3 Business Administration.

What Qualifications / Qualities are required?

Ideally we are looking for National 4 or 5, Credit or General Level Standard Grades, and/or Intermediates including Maths and English and Administration, although not essential.

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

Closing Date:

This position will be closed when a suitable applicant is found.

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

Job Title: Playworker – Employability Fund

Contract: 12 week work placement on Employability Fund training allowance of £55 per week plus travel expenses. Successful applicants will secure a job and progress to a Modern Apprenticeship.

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

Employer:

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

Work Environment:

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

What might a day in this job look like?

This is a fast moving and varied environment. Duties will include:

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

What will I Learn?

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

What Qualifications / Qualities are required?

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

Closing Date:

This opportunity will close when a suitable number of applications have been received.



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

Job Title: Kitchen Assistant/Commis Chef – Employability Fund

Contract: 12 week work placement on Employability Fund training allowance of £55 per week plus travel expenses. Successful applicants will secure a job and progress to a Modern Apprenticeship.

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

Employer:

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

Work Environment:

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

What might a day in this job look like?

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

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

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

What will I Learn?

You will:

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

What Qualifications / Qualities are required?

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

Closing Date:

This opportunity will close when a suitable number of applications have been received.



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

Job Title: 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: Vehicle Parts Person - Modern Apprenticeship
Contract: 3 years with possibility of being kept on at the end
Salary: Dependent on age at Modern Apprenticeship wage level
Employer:

A large nationwide company in the Newbridge area.

Work Environment:

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

What might a day in this job look like?

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

What will I Learn?

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

What Qualifications / Qualities are required?

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

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

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

Closing Date:

This opportunity will close when a suitable number of applications have been received.



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

Job Title: Retail, Hospitality, Beauty, Care and more

Contract: All types of contracts available

Salary: National Minimum Wage or above

Employer: Various Employers and Locations

At the Fort Kinnaird Recruitment and Skills Centre, we understand the challenges of looking for work and strive to support jobseekers in whatever way we can. Our services include:

- Signposting current vacancies throughout Edinburgh
- Support creating and updating CVs
- Support completing application forms
- Access to employment and information events
- Use of computers for job searching
- Pre-recruitment training opportunities
- Information on access to employability training and support.

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

Work environment:

The work environment is dependent on which opportunity you apply for, eg, shop, restaurant, salon etc.

What might a day in this job look like?

Varied and fast paced with opportunities for personal and career development. Most of the jobs require a high level of customer interaction and you will work shifts rather than standard hours.

What will I Learn?

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

What Qualifications / Qualities are required?

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

Closing Date:

We recruit all year round.



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

Job Title: Business Administrator - Modern Apprenticeship

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

Salary: National Minimum Wage

Employer:

A leading nursery group within the inner city of Edinburgh.

Work Environment:

Working within a team in an office environment

What might a day in this job look like?

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

What will I Learn?

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

What Qualifications / Qualities are required?

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

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

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

Closing Date:

This opportunity will close when a suitable number of applications have been received.



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

Job Title: Business Administrator - Modern Apprenticeship

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

Salary: National Minimum Wage

Employer:

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

Work Environment:

Working within a team in an office environment.

What might a day in this job look like?

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

What will I Learn?

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

What Qualifications / Qualities are required?

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

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

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

Closing Date:

This opportunity will close when a suitable number of applications have been received.



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

Job Title: Assistant Nursery Practitioner - Modern Apprenticeship

Contract: Full time

Salary: National apprenticeship wage or above

Employer: Various employers in Edinburgh

Work Environment:

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

What might a day in this job look like?

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

What will I Learn?

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

What Qualifications / Qualities are required?

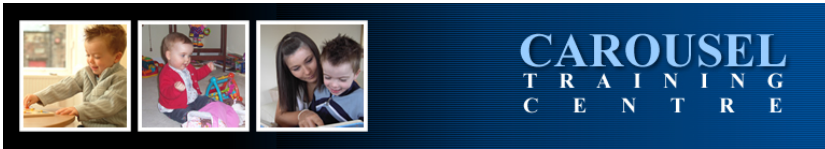
You should have or expect to achieve at least 3 of the following:

- 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.