Edinburgh Guarantee Schools Bulletin
Week beginning 20 June 2016

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

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

Would you like to:

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

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

If you would like to speak to one of the Edinburgh Guarantee team to find out more about any of the opportunities, please call Susie on 529 3257 or Sheena on 529 3525 or email edinburghguarantee@edinburgh.gov.uk.
The Edinburgh Guarantee has a Facebook page so now we can talk to you even more. Like us for information about jobs and events.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Legal Administration Assistant - Modern Apprenticeship

Contract: 6 months initially with the opportunity to be made a permanent role following successful completion of initial contract.

Salary: National Minimum Wage

Employer:

McEwan Fraser Legal, an award-winning Solicitor and Estate Agency, is a dynamic, young company. With an array of various respected industry awards under our belt, we are highly innovative and known for our emphasis on providing exceptional customer service. We deal with residential and commercial property sales as well as having a robust legal department specialising in conveyancing, private client, and criminal law.

Work Environment:

You will be working within the Legal department, consisting of Solicitors, Paralegals, Legal Secretaries, Legal Assistants, Finance and Office Juniors.

What might a day in this job look like?

- Maintaining an updated filing system
- Creating new files on LawWare database
- Answering telephone and email enquiries
- Responding to client enquiries
- Issuing standardised legal correspondence
- Updating bespoke admin software
- Distribution, folding and franking of post
- Reception cover when required
- Liaising with colleagues in the Legal department as well as the other departments within the business.

What will I Learn?

- Soft Skills (communication, teamwork, problem solving and customer care)
- SVQ Level 3 in Business Administration.

What Qualifications / Qualities are required?

- An eye for detail
- Excellent spelling and grammar
- Ability to work with minimal supervision
- Confidence in dealing with clients via telephone, email, and face-to-face
- Well presented in accordance with a professional office environment
- A team player
- Initiative and ability to be proactive
- Proficiency in Microsoft Packages (Outlook, Word, etc.)

Closing Date:

Wednesday 22 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:** Parts Advisor - Modern Apprenticeship

**Contract:** Permanent

**Salary:** National Minimum Wage

**Employer:**

GTG is a leading training provider with facilities in Glasgow, Edinburgh and West Midlands. GTG is hugely accessible and offers a large and varied portfolio of apprenticeship programmes accommodating a range of occupations including automotive, logistics and business skills. The apprenticeship programmes allow apprentices to work full time and have the opportunity to earn while they learn and to put theory into practice within an automotive training environment.

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

You will be based within a parts department, involved in giving customer advice, ordering required parts, components or accessories and updating computer systems. Basic motor vehicle technology will be a part of the course as well as telephone and sales techniques.

**What will I Learn?**

You will train through GTG to SVQ Level 3 in Vehicle Parts Distribution.

**What Qualifications / Qualities are required?**

You must have or expect to gain National 4 or 5 or equivalent in English, Maths, and an Admin or Computer Studies subject. It is essential that you are literate, numerate, reliable and keen to learn.

**Closing Date:**

Thursday 30 June.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

**Job Title:** Electrician - Modern Apprenticeship

**Contract:** Fixed Term – 4 years

**Salary:** £10,407 per annum

**Employer:**
This post is at Heriot-Watt's Riccarton Campus. The University Estate principally comprises a campus site positioned within green belt to the West of Edinburgh. It totals 154 hectares with some 100 buildings providing a developed floor space of circa 158,000 m², together with grounds, roads, car parks, HV Electrical network, high pressure gas network, mains water distribution and pumping system and drainage. There are also other Scottish Campuses based at Galashiels which is co-located with Borders College of circa 8,900 m² floor space and in Orkney of circa 2,800 m² floor space. The University also has a Campus located in Dubai and Malaysia.

**Work Environment:**
You will work in a small team of Electricians headed by a Chargehand, working within a multi-trade workforce. This a great opportunity to work in an interesting and rewarding working environment providing both regular maintenance on an expanding campus and more specific works for research projects.

**What might a day in this job look like?**
You will carry out day to day maintenance and minor works on a variety of electrical systems in both academic and residential buildings. The work includes operation of a variety of LV systems, fire alarm systems, heating and ventilation control systems, and general building electrical systems.

**What will I Learn?**
- To train as an Apprentice Electrician and develop the required level of skills, knowledge, experience and competence during a 4 year apprenticeship programme.
- To ensure that expected levels of performance on the job and through vocational studies are maintained throughout the apprenticeship.

**What Qualifications / Qualities are required?**
As a minimum requirement you should hold (or expect to achieve) 3 National 5s or equivalent in Maths, English and a science subject.

Further technical and / or information studies would be of benefit along with an understanding of the principles of electricity.

The post involves contact with a diverse range of personnel at all levels both within and out with the University and therefore the successful applicant will be expected to have excellent communication skills and to be a team player.

**Closing Date:**
Friday 24 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: Mechanical Engineer - Modern Apprenticeship

Contract: Fixed Term – 4 years

Salary: £8,405 per annum

Employer:

This post is at Heriot-Watt’s Riccarton Campus. The University Estate principally comprises a campus site positioned within green belt to the West of Edinburgh. It totals 154 hectares with some 100 buildings providing a developed floor space of circa 158,000m², together with grounds, roads, car parks, HV Electrical network, high pressure gas network, mains water distribution and pumping system and drainage. There are also other Scottish Campuses based at Galashiels which is co-located with Borders College of circa 8,900 m² floor space and in Orkney of circa 2,800 m² floor space. The University also has a Campus located in Dubai and Malaysia.

Work Environment:

You will work in a small team of Mechanical Engineers headed by a Chargehand, working within a multi-trade workforce.

What might a day in this job look like?

You will carry out day to day maintenance and minor works on a variety of mechanical systems in both academic and residential buildings. The work includes operation of a variety of mechanical systems, boiler plant and heating and ventilation systems.

What will I learn?

- To train as an Apprentice Mechanical Engineer and develop the required level of skills, knowledge, experience and competence during a 4 year apprenticeship programme.
- To ensure that expected levels of performance on the job and through vocational studies are maintained throughout the apprenticeship.

What qualifications / Qualities are required?

As a minimum requirement you should hold (or expect to achieve) 3 National 5s or equivalent in Maths, English and a science subject.

Further technical and / or information studies would be of benefit along with an understanding of the principles of electricity.

The post involves contact with a diverse range of personnel at all levels both within and out with the University and therefore the successful applicant will be expected to have excellent communication skills and to be a team player.

Closing Date:

Friday 24 June.
**Job Title:** Joiner - Modern Apprenticeship  
**Contract:** Fixed Term – 4 years  
**Salary:** £9,802 per annum  

**Employer:**  
This post is at Heriot-Watt’s Riccarton Campus. The University Estate principally comprises a campus site positioned within green belt to the West of Edinburgh. It totals 154 hectares with some 100 buildings providing a developed floor space of circa 158,000m2, together with grounds, roads, car parks, HV Electrical network, high pressure gas network, mains water distribution and pumping system and drainage. There are also other Scottish Campuses based at Galashiels which is co-located with Borders College of circa 8,900 m2 floor space and in Orkney of circa 2,800 m2 floor space. The University also has a Campus located in Dubai and Malaysia.

**Work Environment:**  
You will work in a small team of Joiners headed by a Chargehand, working within a multi-trade workforce. This is a great opportunity to work in an interesting and rewarding working environment providing both regular maintenance on an expanding campus and more specific works for research projects.

**What might a day in this job look like?**  
You will carry out day to day maintenance and minor works on a variety of joinery works in both academic and residential buildings. The work includes operation of a variety of locking systems, fire doors and general building joinery works.

**What will I Learn?**  
- To train as an Apprentice Joiner and develop the required level of skills, knowledge, experience and competence during a 4 year apprenticeship programme.
- To ensure that expected levels of performance on the job and through vocational studies are maintained throughout the apprenticeship.

**What Qualifications / Qualities are required?**  
As a minimum requirement you should hold (or expect to achieve) 3 National 4/5s or equivalent in Maths, English and Practical Craft Skills subjects. Further technical and / or information studies would be of benefit along with an understanding of the principles of the building trade.

The post involves contact with a diverse range of personnel at all levels both within and out with the University and therefore the successful applicant will be expected to have excellent communication skills and to be a team player.

**Closing Date:**  
Friday 24 June.
**Job Title:** Plumber - Modern Apprenticeship

**Contract:** Fixed Term – 4 years

**Salary:** £7,112 per annum

**Employer:**
This post is at Heriot-Watt's Riccarton Campus. The University Estate principally comprises a campus site positioned within green belt to the West of Edinburgh. It totals 154 hectares with some 100 buildings providing a developed floor space of circa 158,000m2, together with grounds, roads, car parks, HV Electrical network, high pressure gas network, mains water distribution and pumping system and drainage. There are also other Scottish Campuses based at Galashiels which is co-located with Borders College of circa 8,900 m2 floor space and in Orkney of circa 2,800 m2 floor space. The University also has a Campus located in Dubai and Malaysia.

**Work Environment:**
You will work in a small team of Plumbers headed by a Chargehand, working within a multi-trade workforce.

**What might a day in this job look like?**
You will carry out day to day maintenance and minor works on a variety of plumbing systems in both academic and residential buildings. The work includes operation of a variety of plumbing systems both domestic and industrial.

**What will I Learn?**
- To train as an Apprentice Plumber and develop the required level of skills, knowledge, experience and competence during a 4 year apprenticeship programme.
- To ensure that expected levels of performance on the job and through vocational studies are maintained throughout the apprenticeship.

**What Qualifications / Qualities are required?**
As a minimum requirement you should hold (or expect to achieve) 3 National 5s or equivalent in Maths, English and a science subject.

Further technical and / or information studies would be of benefit along with an understanding of the principles of electricity.

The post involves contact with a diverse range of personnel at all levels both within and out with the University and therefore the successful applicant will be expected to have excellent communication skills and to be a team player.

**Closing Date:**
Friday 24 June.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

**Job Title:**  Trainee Scaffolder

**Contract:**  Permanent

**Salary:**  Competitive

**Employer:**

SGB focus on commercial scaffolding services as well as training, hire and sale, mechanical and powered access equipment enabling customers to work safely and efficiently at height. Dating back to 1919, SGB is one of the industry’s best known and well-respected names within the access services field. SGB is part of the Brand Energy & Infrastructure Services group.

**Work Environment:**

Outdoor environment based in our Component Yard at Sighthill with a view to be trained and available to go onto various work sites.

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

This is a great opportunity for any young adult/school leaver who is interested in training to become a scaffolder within a leading access and infrastructure company. We offer fantastic training and specialise on the SG4/15 cuplock system. Our development programme has provided excellent training and career opportunities to employees for many years.

**What will I Learn?**

You will learn the various components used in scaffolding and get an overview of the logistics of how a national scaffolding company functions on a daily basis. You will be taught the safe working practices and how to safely use and handle scaffolding equipment. Once competent, you will be taught the basics of how to scaffold using the SG4/15 method of cuplock scaffold, with a long term view of becoming an expert in both erecting and dismantling intricate scaffolding.

**What Qualifications / Qualities are required?**

We are looking for someone who is positive, reliable, enthusiastic and keen to expand and adapt their skill set.

**Closing Date:**

Thursday 30 June.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Junior Client Management Analyst – Investment 2020

Contract: This is a one year fixed term contract starting in September 2016.

Salary: Competitive

Employer:

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

Work Environment:

The role is based in our Edinburgh office.

What might a day in this job look like?

The purpose of this role is to provide service support to our Client Management team covering Institutional, Insured and Retail clients across the UK and Europe.

Key Responsibilities:

You will provide a range of support activities to assist a team of 19 Client Management professionals. The team are responsible for providing the highest level of service and management for a diverse client base. Activities will include:

- Client reporting – prepare regular and ad hoc reporting covering investment performance, portfolio trading and valuation.
- On-boarding of new clients – assist in the effective take on of new client relationships ensuring the client’s first experience of Kames is positive.
- Data Analysis – prepare internal reporting from information contained in the Client Management system (SalesForce).
- Management Information – provide support to the Head of Client Management in the collation and preparation of a range of management reporting covering client service performance metrics.
- Invoices – Support in the review of invoices and rebates.
- Procedures - Contribute to developing and maintaining appropriate procedures to ensure client regulatory and contractual deliverables are met.

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

What will I Learn?

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

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


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

**What Qualifications / Qualities are required?**

- Excellent communication & interpersonal skills are required and a keen ability to learn and has the ability to work as part of a team.
- Confident, self-assured, assertive and friendly.
- Adaptable and achievement orientated.
- High level of competence of appropriate word processing and presentation software - Word, Excel and PowerPoint.
- Standard Grades 1-3 and ideally a minimum of 3 Highers or equivalent.

**Closing Date:**

Thursday 30 June.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Standard Life Investments Trainee Programme 2016 – 10 posts

Contract: Fixed Term – 12 month contract. 40 hours per week.

Salary: You will receive a competitive salary and benefits package which includes access to discounted gym membership, free cinema tickets and discounts with other local and major retailers.

Employer:

Standard Life Investments is a leading asset manager with an expanding global reach, managing £245.9 billion on behalf of clients worldwide. Our investment capabilities span equities; bonds; real estate; private equity; multi-asset solutions; fund-of-funds; and absolute return strategies.

We are looking for enthusiastic, positive and hard-working individuals to join our 2016 trainee programme.

Work Environment:

You will be based in our office at 1 George Street, Edinburgh.

What might a day in this job look like?

You will add value by filling a role in one of our business functions. Our previous trainees have been placed in a wide range of business areas including Operations, Finance and Global Client Group. Your role will allow you to gain a huge amount of hands on experience and a thorough understanding of how an investment management company operates.

What will I Learn?

- We will offer you lots of on the job training. Your line manager and colleagues will provide help, guidance and support to ensure you become fully trained in your role. You will gain a vast amount of knowledge through being given the opportunity to learn and understand the key deliverables of the team you are working in.
- We place high value on training and development and there will be a wide variety of development opportunities available. These range from lunch and learn sessions where you will gain key skills development or gain knowledge about a specific area of the company to formal courses appropriate to your specific needs.
- You will be enrolled in a comprehensive induction programme where you will be able to learn more about us, including our strategy, our vision and our key policies and processes.
- You will be allocated a mentor who you will meet regularly to get advice and support on the challenges in your role and guidance for future development.
- By joining as a trainee at Standard Life Investments you will have an instant network of contacts as you will go through induction with your fellow trainees. We’ll organise lunches and other sessions throughout your time to make sure you have an opportunity to get to know each other. You will also build a network of contacts throughout Standard Life Investments which will help you to learn more about the company and gain a broad knowledge of the investment management industry.

What Qualifications / Qualities are required?

You will be motivated, driven and have a ‘can do’ attitude. You might not have had any work experience but that’s okay, we are looking for people who are flexible, great at working as part of a team, willing to take on new challenges and passionate. You will have a minimum of 2 Highers (or equivalent) and have a real desire to learn quickly.

Closing date:

Friday 24 June.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

**Job Title:** Administration & Marketing Assistant – Employability Fund

**Contract:** 12 week work placement after which successful applicants may secure a job and progress towards a Modern Apprenticeship in Business Administration.

**Salary:** Training allowance of £55 per week. Travel expenses for the duration of the work placement may be available.

**Employer:** Direct Partners, Edinburgh

**Work Environment:**
You will work as part of a small team in a friendly office environment. You will provide the team with assistance in administration and marketing tasks.

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

Duties will include:

- answering phones, taking messages and directing calls
- phoning contacts to update their contact details
- updating, expanding and organising databases on Excel
- help with creating content for the company’s social media sites
- help with updating the company’s website
- assistance with printing documents as required

**What will I Learn?**
You will learn how to be an effective member of the team working in an office environment.

You will work towards a Certificate of Work Readiness (CWR). On successful completion of the programme, candidates may progress to a job in an administrative environment. Successful candidates, following interview, can then progress to an SVQ3 in Business Administration.

**What Qualifications / Qualities are required?**

The employer is looking for someone who is organised and methodical as well as enthusiastic, friendly and polite.

We are looking for a confident individual who feels comfortable using the telephone to deal with inbound and outbound enquiries. This is a large part of the job, so a good telephone manner is essential.

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

Job Title: Steward

Contract: Fixed Term for event only - 3 weeks (Thursday 4 August - Friday 26 August 2016)

Salary: Fixed daily fee

Employer: BBC at the Edinburgh Festivals

The BBC is returning to the Edinburgh Festivals, bringing three weeks of BBC coverage and activity to its site in the heart of the city. Visitors will be able to enjoy a huge range of live and recorded shows with the best moments broadcast to audiences at home.

We are recruiting a team of Stewards to help the event run smoothly. These are full time, paid positions for the duration of the event, working as part of the BBC event team.

Work Environment:

The BBC has a new base for the Edinburgh Festivals at George Heriot’s School. The site will be open daily from Friday 5 August - Friday 26 August 2016.

What might a day in this job look like?

You will be expected to work across our Info Point, Blue Tent and Front of House areas, assisting with a variety of tasks. Responsibilities include:

- Greeting members of the public and directing them around the site
- Helping with ticket distribution including the daily 11am ticket giveaway
- Updating daily schedules and line-ups and promoting upcoming shows
- Validating tickets and helping manage queues
- Helping with auditorium set-up and tidying after each performance
- Ushering and helping to seat members of the audience and ensure all seats are filled
- Helping audience members with young children or disabilities to their seats
- Assisting the Blue Tent Manager to ensure shows start and end on time
- During performances, monitoring auditorium for potential problems
- Supporting our security team in the safe evacuation of the public in the event of an incident (training will be given)
- Monitoring public areas and answering queries from members of the public.

The site will be open daily from 09:00 until 23:00 Monday – Thursday and 10:00 – 01:00 Friday - Sunday. You would undertake one of two daily shifts, either early morning to mid-afternoon or mid-afternoon to close of site. There may be some variations of this shift pattern to accommodate special broadcasts. We work a six-day week on a rota and you would get a minimum of three days off across the period.

What will I Learn?

You’ll gain an insight into the BBC’s programming and coverage of the Edinburgh Festivals, skills such as communication, teamwork and problem solving and training from experienced BBC staff about working with audiences and how to respond to enquiries.

What Qualifications / Qualities are required?

There will be a significant amount of interaction with the public, so it is important that candidates are confident, friendly and aware of their role as ambassadors for the BBC at all times.
Essential skills and experience:

- Enthusiasm for and knowledge of the Edinburgh Festivals and BBC output.
- Excellent interpersonal and communication skills.
- Experience of working in a team, and maintaining good working relationships.
- Flexibility to adapt to a wide range of situations.
- A friendly, professional and polite manner.
- Previous experience working in a public facing role, theatre or event environment is desirable.

All applicants must be over 18.

**How to Apply:**

Please apply initially through the Edinburgh Guarantee website. Applicants will then be asked to complete a 400 word paper outlining the skills and experience that make them suitable for the role of Steward with the BBC at the Edinburgh Festivals team.

For more background information, please visit:

BBC at the Edinburgh Festivals 2016 website: [http://bbc.co.uk/edinburghfestivals](http://bbc.co.uk/edinburghfestivals)
Facebook: [http://www.facebook.com/BBCEdFest](http://www.facebook.com/BBCEdFest)
Twitter: [https://twitter.com/BBCEdFest](https://twitter.com/BBCEdFest)

**Closing Date:**

Sunday 26 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: Services Assistant – Modern Apprenticeship

Contract: Permanent

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

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

Work Environment:

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

What might a day in this job look like?

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

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

What will I Learn?

SVQ Level 2/3 in Business & Administration.

What Qualifications / Qualities are required?

Ideally you will be educated to minimum level of National 5 or equivalent in Maths and English. You will have excellent communication skills as well as being confident and outgoing.

If you would like to find out any further information then please call 01786 478 478 and ask for a member of the resourcing team.

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: Internal Sales Administrator

Contract: Permanent - 40 hours per week - Mon - Fri 8:00am - 5:00pm

Salary: £10,000 - £14,000 per annum

Employer:

Burdens (part of Wolseley UK) are looking for an Internal Sales Administrator to join their Edinburgh regional sales office based on Commercial Street, Leith. As a FTSE 100 company, Wolseley UK is the UK’s leading distributor of plumbing, building, civils and utilities, materials and hire and sales to the construction industry across a number of trading brands.

Work Environment:

You will work as part of a small team in a friendly but busy office. The team has responsibility for sales throughout the Scottish Region and Depot Network.

What might a day in this job look like?

We’re looking for somebody who is confident communicating at all levels, able to offer exceptional customer service and build and maintain customer relationships. Some key duties will be:

- providing first class customer service over the phone and in-branch
- responsibility for the administrative processes within the branch
- working with the management team on ad hoc tasks as required, e.g. helping to prepare quotations.

What will I Learn?

We will develop a tailor made programme which aims to unlock your potential and equip you with all the skills required to move to the next stage in your career with us.

If you’re interested, this could lead you to gaining nationally recognised qualifications.

If you already have relevant customer service experience, great! If not, the training will help you build those all-important skills to help you progress.

What Qualifications / Qualities are required?

You should have National 4/5 including English and Maths.

We are looking for someone who has:

- high levels of personal organisation and initiative
- enthusiasm, self motivation and confident communication skills
- confidence working with written documents and numbers
- basic level of IT.

Closing Date:

Friday 24 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: Hairdresser – Modern Apprenticeship

Contract: Permanent - 35 hours per week

Salary: Minimum wage - £3.87 per hour. You will have the opportunity to earn bonuses based on performance and your wage will be reviewed regularly.

Employer:

Natisse is a bright, modern salon close to the city centre offering a full range of hairdressing services. Our clients span all ages and we have a great reputation for being friendly and relaxed but with an eye on the latest trends.

Work Environment:

Based at our bright modern salon in Edinburgh, you will work as part of a small team in a friendly but busy environment.

What might a day in this job look like?

No two days are the same. You will be welcoming clients, washing hair, supplying refreshments to clients and maintaining the presentation of the salon at all times. You will also have the time to ask questions and learn from other staff members.

What will I Learn?

How to deal with clients and various support tasks including:

- industry related training SVQ Level 2 and 3 in Hairdressing
- dealing with enquiries and other customer service related skills
- soft skills such as communication and teamwork.

What Qualifications/Qualities are required?

No experience is required, but you must have the following qualities:

- a great attitude
- polite, reliable, punctual and pay attention to detail
- willing to learn and work hard
- good communication skills and the ability to listen and follow instructions
- ability to work as a part of a team.

Closing Date:

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

Job Title: Business Administration – Modern Apprenticeship (QA7833)

Contract: 12 – 24 months

Salary: £8,000 - £10,000 per annum

Employer:
This company supplies the latest fitness technology so if you are passionate about health and fitness this is the perfect role for you.

Work Environment:
You will work within a busy team and be mostly office based.

What might a day in this job look like?

Key responsibilities:
- Process incoming customer orders quickly and accurately
- Follow internal procedures to efficiently process internal documents on both the company database and supporting paperwork
- Work with and support existing team members at all times
- Ensure all operational procedures are adhered to
- Liaise with other company departments to ensure all customer experiences are of the highest levels
- Complete general administration duties around office as required
- Report to Operations Manager on all aspects of day to day activities.

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.

Why join this company:
- Training and support.
- Career development.
- Opportunities to diversify and specialise your skills.
- A lively and open work environment.
- Free staff gym at head office.
- Free staff car park at head office.

What Qualifications / Qualities are required?
You must have or expect to gain 5 National 4s or 5s or equivalent including Maths and English.

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

Job Title: Digital Marketing – Modern Apprenticeship (QA7835)

Contract: 12 - 24 months

Salary: £8,000 - £10,000 per annum

Employer:

This company supplies the latest fitness technology so if you are passionate about health and fitness this is the perfect role for you.

Work Environment:

Monday to Friday - office based in the EH28 area

What might a day in this job look like?

The successful candidate will work with the marketing, sales and product teams to deliver the company's objectives and will support on delivery of selected projects with the view of gaining experience and leading on these in the future.

Key responsibilities will be to:

- deliver high quality copywriting for press releases, product campaigns and marketing collateral
- assist with the creation and distribution of outbound communications via all marketing channels
- assist with the planning and marketing of trade shows and events
- deal with sales support tasks and marketing requests from other departments within the company
- contribute ideas and write interesting and engaging content for company blog articles
- provide support for the preparation of bids, proposals and presentations
- assist in the creation of analytics reports to support marketing effectiveness
- assist in the maintenance of the online marketing resource and assets system.

What will I Learn?

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

Classroom training will include:

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

What Qualifications / Qualities are required?

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

Closing Date:

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

**Job Title:** Digital Designer – Modern Apprenticeship (QA7834)

**Contract:** 12 - 24 months

**Salary:** £8,000 - £10,000 per annum

**Employer:**

This company supplies the latest fitness technology so if you are passionate about health and fitness this is the perfect role for you.

**Work Environment:**

Monday to Friday - office based in the EH28 area.

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

As a crucial part of the Product department you will be involved in projects from concept through to completion as well as working closely and communicating directly with customers to establish their needs and requirements.

Key responsibilities will be to:

- assist in the development of online B2C and B2B sales through internet marketing via the creation and administration of relevant e-Marketing materials
- develop digital presence via company websites, social media and email marketing activities
- produce high quality marketing materials to support Sales team
- design and creation of website copy and company literature
- manage and update website content and social networking sites
- assist on product design projects
- undertake market place research and analysis
- co-ordinate ad-hoc projects/developments and initiatives
- liaise with other company departments to ensure all customer experiences are of the highest levels
- report to Product Team on all aspects of day to day activities.

**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 or equivalent including Maths and English.

**Closing Date:**

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

Job Title: IT Systems and Networking – Modern Apprenticeship (QA7798)
Contract: 12 – 24 months
Salary: £11,000 per annum

Employer:
The company specialises in IT Support, Systems and Networking.

Work Environment:
You will work Monday to Friday and be mostly office based. The office is close to the city centre.

What might a day in this job look like?
This is a great opportunity for an IT Systems & Networking apprentice to join a very busy firm where no two days will be the same working with a variety of corporate and private clients. You will work within a small but very skilled and knowledgeable team.

• Fault diagnosis, repairs across tablets, smart phones, PC’s, laptops, virus removal etc
• Working on custom build computers and upgrades
• Working within a small team on corporate remote support providing first line IT support for large corporate clients.

What will I Learn?

• Diploma for Information Technology and Telecommunications Professionals SCQF Level 6
• Microsoft Certified Professional (MCP) in Windows 7/8 Configuration
• Interconnecting Cisco Networking Devices Part 1.

What Qualifications / Qualities are required?

• You must have or expect to gain 5 National 4s or 5s or equivalent including Maths and English.
• A passion for IT Support is essential for this role, as well as a strong interest in smart phones, tablets and other electronics and strong customer service skills.
• A driving licence would be of benefit.

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

**Job Title:** Business Administrator - Modern Apprenticeship (R025)

**Contract:** Permanent

**Salary:** National Minimum Wage

**Employer:**
A legal company based in Edinburgh.

**Work Environment:**
Working for a solicitor in the east of Edinburgh, you will be based in a small team supporting them with all aspects of administration.

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

Duties will include:

- spending time on reception
- answering the telephone
- meeting and greeting clients
- creating business documents and letters
- managing the post
- updating the company website
- sending and receiving emails
- 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 equivalent will be considered.

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

**Closing Date:**
This position will be filled 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: Property Administrator – Modern Apprenticeship (QA7725)

Contract: 12 - 14 months

Salary: £110 per week

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

Work Environment:
Edinburgh EH3 - office based.

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

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

What will I Learn?

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

What Qualifications / Qualities are required?
You must have or expect to gain 5 National 4s or 5s or equivalent including Maths and English.

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

**Job Title:** Business Administrator – Modern Apprenticeship (QA7594)

**Contract:** 12 – 14 months

**Salary:** £140 - £250 per week

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

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

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

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

**What will I Learn?**

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

**What Qualifications / Qualities are required?**

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

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

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

Job Title: Hospitality – Employability Fund

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

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

Employer:
Roxburghe Hotel.

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

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

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

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

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

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

**Job Title:** Accounts Administrator – Employability Fund

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

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

**Employer:**

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

**Work Environment:**

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

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

This is a fast moving friendly busy office environment. Your job is to ensure all administration is carried out quickly, efficiently and accurately to meet agreed deadlines. Your duties will include:

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

**What will I Learn?**

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

**What Qualifications / Qualities are required?**

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

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

**Closing Date:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Work Environment:**

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

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

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

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

**What will I Learn?**

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

**What Qualifications / Qualities are required?**

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

**Closing Date:**

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

Job Title: Trainee Auditor

Contract: Permanent – 37.5 hours per week

Salary: £7.70 per hour

Employer:

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

Work Environment:

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

What might a day in this job look like?

As an Audit apprentice, duties will include:

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

What will I Learn?

As an Audit apprentice, you will complete the CFAB qualification (Certificate in Finance, Accounting and Business, part of the ICAEW framework) at Level 4. The completion of the CFAB qualification will be completed at a BPP centre or via the Online Classroom Live platform, in addition to at the workplace. Apprenticeships will include the QCF (Qualification and Credit framework), Technical Certificate Employments rights and responsibilities workbook and Functional skills (if required).
What Qualifications / Qualities are required?

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

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

Closing Date:

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

**Job Title:** Trainee Auditor

**Contract:** Permanent – 35 hours per week

**Salary:** £8.57 per hour

**Employer:**

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

**Work Environment:**

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

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

There are four business areas you can choose from:

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

**What will I Learn?**

As an Audit apprentice, you will complete the CFAB qualification (Certificate in Finance, Accounting and Business, part of the ICAEW framework) at Level 4. The completion of the CFAB qualification will be completed at a BPP centre or via the Online Classroom Live platform, in addition to at the workplace.

Apprenticeships will include the QCF (Qualification and Credit framework), Technical Certificate Employments rights and responsibilities workbook and Functional skills (if required).

**What Qualifications / Qualities are required?**

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

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

**Closing Date:** Friday 8 July.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Web/Software Development - Modern Apprenticeship

Contract: Permanent

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

Employer:

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

Work Environment:

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

What might a day in this job look like?

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

What will I Learn?

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

What Qualifications / Qualities are required?

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

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

Closing Date:

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

**Job Title:** IT Support - Modern Apprenticeship  
**Contract:** Permanent  
**Salary:** National Apprenticeship Wage for first 3 months. Will be reviewed and increased after successful completion of probationary period.

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

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

**What might a day in this job look like?**  
As an Apprentice you will initially be based in the 1st Line Support Team where you will carry out the following tasks:

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

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

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

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

- Excellent communication and interpersonal skills  
- Confident and enthusiastic  
- Motivated and willing to learn  
- Able to work as part of a team and individually  
- Logical and analytical thinker  
- Good problem solving skills  
- Must have geographical knowledge of Edinburgh City  
- Full UK driving licence is essential.

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

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

Job Title: Leisure Attendant – Employability Fund

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

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

Employer:

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

Work Environment:

Edinburgh Leisure makes a positive difference by:

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

What might a day in this job look like?

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

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

What will I Learn?

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

You will receive industry related training, including NPLQ certificate.

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

What Qualifications / Qualities are required?

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

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

Closing Date:

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

Job Title: Catering Assistant – Employability Fund

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

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

Employer:

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

Work Environment:

Edinburgh Leisure makes a positive difference by:

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

What might a day in this job look like?

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

- food preparation
- cleaning
- serving customers.

What will I Learn?

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

What Qualifications / Qualities are required?

This is a really hands-on role. You must be comfortable taking instruction and working as part of a team.

Closing Date:

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

Job Title: Kitchen Assistant – Employability Fund

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

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

Employer:

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

Work Environment:

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

What might a day in this job look like?

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

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

What will I Learn?

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

What Qualifications / Qualities are required?

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

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

If you are prepared to work hard, follow the training you are given and support your team you can progress within this industry.

Closing Date:

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

Job Title: Chef – Modern Apprenticeship

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

Salary: Starting salary £150 per week

Employer:

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

Work Environment:

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

What might a day in this job look like?

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

Duties may include:

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

What will I Learn?

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

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

What Qualifications / Qualities are required?

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

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

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

Job Title: Trainee Building Services Engineer

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

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

Employer:

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

What are Building Services?

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

Work Environment:

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

What might a day in this job look like?

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

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

What will I Learn?

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

**What Qualifications / Qualities are required?**

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

You should have:

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

You should be able to demonstrate that you are:

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

**Closing Date:**

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

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

**Contract:** Permanent

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

**Employer:** Scotclans.

**Work Environment:**

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

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

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

**What will I Learn?**

SVQ Level 2 / 3 Business Administration.

**What Qualifications / Qualities are required?**

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

**Closing Date:**

This position will be closed when a suitable applicant is found.
**Berland’s of Edinburgh**

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

**Job Title:** Trainee Metal Polisher and General Workshop Assistant

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

**Salary:** National Minimum Wage

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

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

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

Every day is different, but your tasks will include:

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

**What will I Learn?**

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

**What Qualifications / Qualities are required?**

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

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

**Closing Date:**

The job will close when a suitable candidate has been found. A one day paid work trial will be offered if you are successful at the first stage of the interview process.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

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

**Type:** Traineeship and Work Experience

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

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

**Employer:**

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

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

**Work Environment:**

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

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

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

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

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

**What will I Learn?**

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

**What Qualifications / Qualities are required?**

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

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

Interviews will be held week commencing 4 July.

**Closing Date:**

Thursday 30 June.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

**Job Title:** RBS Apprenticeships  
**Contract:** Permanent  
**Salary:** £266.70 per week  

**Employer:**

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

**Work Environment:**

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

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

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

**What will I Learn?**

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

**What Qualifications / Qualities are required?**

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

**Closing Date:**

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

**Job Title:** 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=PL4JSMaUVcSC2QGscnQRnyKbrczVdvRtnH

**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_FxlvdFUYYvrg6tbKN

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/](https://ukcareers.ey.com/) - for more details. For more information you can also email our recruitment team at eyschools@uk.ey.com.

Closing Date:

Applications for September 2016 are open.

Applications for 2017 programme will open in August 2016.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: BT Apprentice Programme – Engineering/Information Technology

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

Salary: Competitive

Employer:

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

What will I Learn?

Our apprenticeships are designed so they offer a structured programme that takes the apprentices through the skills they need to do a job well. Along the way there are targets and checks to make sure each apprentice is supported and is 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.

Closing Date:

This opportunity will close once all vacancies have been filled.
Job Title: KPMG360° Programme

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

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

Employer:

KPMG in the UK is a leading provider of professional services, including audit, tax and advisory specialisms - delivering integrated solutions to our clients’ issues. We have over 12,000 partners and staff working in more than 20 offices. Being part of a strong global network of member firms gives us a truly global mindset. With passion and purpose, we work shoulder-to-shoulder with you, integrating innovative approaches and deep expertise to deliver real results.

Work Environment:

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

What might a day in this job look like?

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

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

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

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

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

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

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

What Qualifications / Qualities are required?

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

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

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

Closing Date:

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

**Job Title:** Plant Maintenance (Fitter) – Modern Apprenticeship

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

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

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

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

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

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

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

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

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

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

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

**Closing Date:**

Thursday 30 June.
The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Retail, Hospitality, Beauty, Care and more
Contract: All types of contracts available
Salary: National Minimum Wage or above
Employer: Various Employers and Locations

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

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

For daily vacancy updates visit our Facebook page or our Vacancies page.

Work environment:

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

What might a day in this job look like?

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

What will I Learn?

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

What Qualifications / Qualities are required?

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

Closing Date:

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

**Job Title:** Assistant Nursery Practitioner - Modern Apprenticeship  
**Contract:** Full time  
**Salary:** National apprenticeship wage or above  
**Employer:** Various employers in Edinburgh

**Work Environment:**

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

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

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

**What will I Learn?**

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

**What Qualifications / Qualities are required?**

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

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

**Closing Date:**

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

Job Title: Nursery Nurse – Modern Apprenticeship

Contract: Permanent

Salary: National Apprenticeship Wage

Employer: Various employers/ opportunities/ locations

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

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

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

What Qualifications / Qualities are required?
In order to be eligible for the Modern Apprenticeship Programme, applicants must be aged between 16 to 19 years old. You must have or expect to achieve 3 National 4 or 5 or equivalent including English.

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.