



Edinburgh Guarantee Schools Bulletin

Week beginning Monday 20 February 2017

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

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

Would you like to:

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

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

If you would like to speak to one of the Edinburgh Guarantee team to find out more about any of the opportunities, please call Susie on 529 3257 or Sheena on 529 3525 or email edinburghguarantee@edinburgh.gov.uk.

The Edinburgh Guarantee has a  page so now we can talk to you even more.

 us for information about jobs and events.

The Edinburgh Guarantee
A positive destination for all

Edinburgh Guarantee
Government Organisation

Sign Up Like Message

Timeline About Photos Reviews More

PEOPLE >

29 likes

Invite your friends to like this Page

ABOUT >

We will provide regular posts notifying you of jobs, Modern Apprenticeships and training opportunities available through the Edinburgh Guarantee.

<http://www.edinburghguarantee.org/young-people/>

Suggest Edits

PHOTOS >

Edinburgh Guarantee via Smart Works Edinburgh
2 hrs · 🌐

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

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



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

Job Title: 2 Your Future Project

Contract: 16 hours per week for 8 weeks

Employer:

Edinburgh Leisure is the biggest sport and leisure provider in Edinburgh. We operate a wide range of venues including sports and leisure centres, swim centres, golf courses, tennis courts, bowling greens and outdoor football pitches. We also offer coaching and activities for people of all ages and abilities.

Work Environment:

The project will be delivered between March and April at Gracemount Leisure Centre; however city-wide travel to alternative venues will be expected over the project.

What might a day in this job look like?

This is a fully funded opportunity that provides a combination of sports based activities and tailored employment support for young people not currently engaged in education, employment or training or young people at high risk of falling into this category.

What will I Learn?

- Sports coaching experience in Football and Athletics
- SCQF Level 4 in Sports Leadership Qualification
- Quality, structured sports coaching sessions and the opportunity to participate in sport and physical activity
- The opportunity to volunteer and experience being part of a major sporting event
- Active Start Multi Skills training
- Emergency First Aid at work
- Positive Coaching Scotland training
- Advice and guidance on further education and training opportunities
- Increased confidence and self-esteem.

What Qualifications / Qualities are required?

No qualifications are required but you should be 16-24 years old, motivated, enthusiastic, reliable and have a passion for sport.

Closing Date:

Thursday 2 March.

All those who register their interest will be invited to attend an Information Day on Friday 3 March from 10am-2pm at the Royal Commonwealth Pool, Dalkeith Road, Edinburgh. Prospective candidates will get a full project overview, meet the '2 Your Future' tutors and take part in a discussion with the tutors on their suitability to gain a place on the project.



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 (R041)

Contract: Permanent

Salary: £10,000 - £15,000 per annum (negotiable)

Employer:

This is an exciting time to join a specialist recruitment consultancy in Edinburgh who work within the following sectors: Charity, Legal, Property and Finance. They are currently looking for a customer service focussed individual to support the office with all administration duties, with the possibility of development into a recruitment consultant sales role.

Work Environment:

Working in a small team within a busy office, the role will be office based with the opportunity to attend networking events and visit clients on role progression. Your working hours will be Monday to Friday, 9 am – 5 pm plus one hour paid for lunch. You will receive 28 days' annual leave plus 9 statutory holidays. You will also be enrolled in the company pension scheme.

What might a day in this job look like?

- Supporting the office with administration duties
- Updating the company database
- Producing online adverts for jobs
- Researching potential and existing clients
- Typing CVs using Word and PDF
- Updating the company website with job vacancies
- Attending networking events as required.

What will I Learn?

- SVQ Level 3 in Business and Administration
- Gain experience delivering specialist customer service
- Learn about different organisations and sectors that the company works with.
- Learn communication and organisational skills.

What Qualifications / Qualities are required?

Higher English and Administration would be preferable but a good set of National 5s and the right attitude is required.

We are looking for someone who is positive, reliable and enthusiastic with a driven ambition to gain a career within the recruitment sector.

Closing Date:

Friday 17 March.



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

Job Title: Cultural Venue Operations - Modern Apprenticeship – 9 posts (R040)

Contract: Two Year Fixed Term

Salary: £16,400 per annum (pay range £16,400 - £17,514)

Employer:

Historic Environment Scotland (HES) is the lead public body established to investigate, care for and promote Scotland's historic environment. We are responsible for more than 300 properties of national importance. Buildings and monuments in our care include Edinburgh Castle, Skara Brae, Fort George and numerous smaller sites, which together draw more than 3 million visitors per year.

We invest about £14 million a year in national and local organisations, supporting building repairs, ancient monuments, archaeological work, the Conservation Area Regeneration Scheme and the voluntary sector.

Our conservation experts provide guidance, training and technical research into Scotland's built environment. Through our outreach programme, we promote community and individual learning engagement with Scotland's heritage. We contribute to the Scottish Government's strategy to tackle climate change and reduce Scotland's carbon footprint.

Work Environment:

Historic Environment Scotland is offering nine school leavers the opportunity to join the team at Edinburgh Castle on a two year Modern Apprenticeship contract. This is a fixed term and pensionable appointment from June 2017 to May 2019. Edinburgh Castle is Scotland's most popular paid visitor attraction, welcoming around 1.5 million visitors annually.

What might a day in this job look like?

Key responsibilities will include:

- delivering a high standard of customer care to all visitors at all times
- enthusiastically providing information and assistance to visitors throughout the visit, whilst also ensuring visitor safety
- ensuring high standards of presentation and professionalism are maintained at all times.

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

Admissions:

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

Guiding:

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

Retail:

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

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

What will I Learn?

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

What Qualifications / Qualities are required?

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

Desirable competencies:

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

Closing Date:

This position will be closed when suitable applicants are found.



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

Job Title: IT Technical Support - Modern Apprenticeship

Contract: Permanent

Salary: £9,000 - £10,000 per annum starting salary

Employer:

Edinburgh Computer Services has been serving businesses up and down the country since 1991, providing IT solutions such as technical helpdesk support, computer support, and consulting to small and medium-sized businesses.

Work Environment:

You will be working in an IT Technical Support team based in the city centre.

What might a day in this job look like?

As part of the IT Technical Support team your day-to-day duties will include:

- Answering calls from clients seeking technical support/advice
- Fault finding and troubleshooting
- Using Client Relationship Management software (Connect Wise) to log and monitor Support Requests
- Providing remote support via remote access tools such as LogMeIn
- Dealing with customers in a professional and friendly manner
- In the workshops you will assist with Configuring and building PCs
Installing operating systems and software programs
- Following the ECS step by step guide for above tasks.

What will I Learn?

- As well as working full-time with an experienced and award-winning company, the successful candidates will undertake a work-based SVQ Diploma in IT & Telecommunications SCQF 6-8, which is fully-funded for those aged 16-24.
- You will also work towards gaining various Microsoft Technical certifications to help advance your IT knowledge to the next level!
- You will be partnered up with an expert Trainer Assessor who will support and guide you from the outset to completion of the Apprenticeship Programme.

What Qualifications / Qualities are required?

- Ideally, candidates will be educated to a minimum of National 5 in Maths, English and Computing Science.
- We are looking to hear from young IT enthusiasts, looking to kick-start a successful career in the IT sector.
- For this role, applicants must be confident with excellent communication and interpersonal skills and the ability to build working relationships.
- Applicants must also be motivated, willing to learn, have a keen eye for detail!

Closing Date:

Friday 24 February.



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: Children and Young People – Modern Apprenticeship

Contract: Full time

Salary: National Apprenticeship Wage or above

Employer:

Training for Care is an educational charity specialising in social care and childcare training for over 30 years and recruits on behalf of a number of different childcare employers across Edinburgh.

Work Environment:

You will be employed in a private nursery as part of a team working with 0-5 year olds. Nurseries are fun, exciting and caring places to work with lots of different play activities on offer to create a stimulating and enjoyable learning environment for the children, both indoors and outdoors, combined with rest and relaxation time too. We also have links with many after-school clubs, if you prefer to work part-time with older children in a less structured setting.

What might a day in this job look like?

A typical day would include planning and setting up a wide range of play activities to help promote the children's physical, intellectual, language and social development plus other tasks such as preparing snacks, ensuring the environment is safe for the children and some cleaning and clearing up. You will be interacting with and supporting the children and responding to their various needs.

What will I Learn?

You will learn the on-the-job skills and competences required to achieve the SVQ Level 3 in Social Services (Children and Young People) at SCQF Level 7. You will also receive underpinning knowledge inputs, on either a day release or evening tutorial basis, plus regular SVQ portfolio support from your assessor who will also come out to visit and observe you in your workplace. You will be required to demonstrate Core Skills in ICT and Numeracy at SCQF level 5.

What Qualifications / Qualities are required?

To be eligible you must be between 16 and 19 years of age and should have, or expect to achieve, a minimum of 3 National 4 or 5s. Although previous experience is not required, some, e.g. baby sitting or school work experience with children, is helpful. The ability to demonstrate a genuine commitment and desire to work with children is most important, and reliability, ability to use initiative and good interpersonal and communication skills are all essential.

Closing Date:

We recruit on a continuous basis and run programmes throughout the year.



Job Title: KPMG360° Programme
Contract: 3 or 6 years depending on the career path you take
Salary: £16,000 - £18,500 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. You'll gain Professional Qualifications, following the study pathway that's right for you and your career. 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:

- Becoming 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, 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 and completing tasks such as controls testing, bank reconciliations and checking the accuracy of financial statements.
- Working with our tax, pensions and legal teams and completing tasks such as liaising with HMRC, drafting correspondence to clients and completing tax returns.
- Providing valuable support to client facing teams in advisory – projects could relate to anything from cyber security to fraud investigations.
- Research tasks and contributing to business development activity.
- 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. You'll also complete the AAT Level Three Qualification
- Second and third year: Completion of the AAT Level four combined with longer placements will deepen your industry and technical knowledge.
- Fourth, fifth and sixth year: You will decide whether to specialise in Audit, Tax or Advisory and your qualification studied will reflect this decision (qualifications could include ACA, CTA, CIMA).

The specialist nature of our actuarial and technology teams means that apprentices wishing to specialise in these business areas will do so upon completion of year one (the foundation level).

What Qualifications / Qualities are required?

Within our recruitment process, we look for more than just your academics results. This wider perspective helps us ensure that we are giving you the best opportunity to demonstrate your potential. We assess your application against KPMG's Global Behavioural Capabilities and combine a number of different factors, and how you perform in our recruitment process to build our confidence in whether you will be a success at KPMG.

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

- A minimum National 5 in both Maths and English
- Equivalent to 104 UCAS points under the 2017 tariff point system across Highers and Advanced Highers

How to Apply:

<https://jobs.kpmgcareers.co.uk/job/Edinburgh-KPMG360-Programme-2017/338779100/>

For more information about our programmes please visit <https://www.kpmgcareers.co.uk/school-leavers/school-and-college-leaver-programmes/kpmg360-programme>

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: Business Administrator - Modern Apprenticeship

Contract: Permanent

Salary: £6,000 - £12,000 per annum

Employer:

Europcar is a world player and Europe's leading vehicle rental firm. With a presence in more than 140 countries worldwide, the group's network provides short- and medium-term vehicle rental solutions for its customers. With an average fleet of 200,000 vehicles, the group applies its extensive knowledge of the vehicle rental sector to provide its business and leisure customers with a wide range of mobility solutions.

Work Environment:

You will be office based on Calton Road.

What might a day in this job look like?

- To provide a very high standard of Customer service in all customer contact situations
- To check Europcar vehicles to ensure the condition is within our rentable standards and accurately documented.
- To meet and greet customers and help to navigate the rental process.

What will I Learn?

You will work towards an SVQ Level 2 in Business and Administration.

What Qualifications / Qualities are required?

- National 4/5 or equivalent which should include English and Maths
- Excellent communication, negotiation and rapport building skills
- Display excellent attention to detail and the ability to follow procedures
- Excellent team player
- Display a positive and self-motivated approach
- Preferable customer service experience and a basic working knowledge of cars.

Closing Date:

Friday 31 March.



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

Job Title: Engineering Technician Apprenticeship

Contract: Full time, five-year programme

Salary: £6.24 per hour (with an annual increase)

Employer:

At TNT Express we provide around the world and around the clock logistics and shipping services. We believe that our workforce is our future. With that in mind we are expanding our industry-recognised 5 Year Engineering Technician Apprenticeship Scheme.

Work Environment:

As an Engineering Technician Apprentice you will form part of a professional on-site engineering team who are responsible for maintaining our large and varied fleet, ranging from company cars to trucks and trailers.

What might a day in this job look like?

Vehicle repair is challenging, hands-on work – every vehicle will present a new problem to solve but you'll feel satisfied when the job is done and the vehicle is back on the road. Some of the tasks you will be working on include:

- Vehicle servicing
- Heavy vehicle repairs
- Suspension repairs
- Brake inspections and repairs
- Safety inspection
- General maintenance of a heavy vehicle.

What will I Learn?

With the support of our Depot Engineers and Workshop Managers you will learn new skills and work towards a Level 3 apprenticeship standard in Heavy Vehicle Maintenance and Repair. This really is a superb opportunity to join a leading organisation and secure a career in Engineering.

What Qualifications / Qualities are required?

We are interested to hear from people with any of these qualities:

- A passion for engineering
- Able to demonstrate a good mechanical aptitude
- Good communication skills, both written and verbal
- Proactive, highly motivated and keen to develop new skills
- Numerate with good attention to detail
- Ability to work on multiple tasks
- Demonstrable abilities of honesty and reliability
- Able to commit to a 5-year programme.

As part of your qualification you will be required to attend off-site residential training for periods of time which will require overnight stays.

Closing Date: Tuesday 31 March.

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

Job Title: Beauty Salon Assistant - Employability Fund

Contract: 8 week Work Placement. Successful applicants can secure a job and can continue beauty training with the employer.

Salary: Training Allowance of £55 per week plus travel expenses for the duration of the work placement may be available.

Employer:

Beauty Inc is a warm welcoming salon situated in Newington, offering a range of beauty services specialising in semi-permanent make up, nails, hair removal, eyelash extensions, make up, IPL permanent hair reduction and HD brows. Check us out on [Facebook!](#)

Work Environment:

The salon has a nice, friendly team so you will be well looked after and supported during your work placement. The salon is very fresh and current, and keeps up with all the latest beauty and nail trends!

What might a day in this job look like?

- Meeting and greeting clients with a friendly smile
- Booking and rescheduling clients via phone, email and text
- Assisting with treatments and nail removals (training provided)
- Keeping reception clean and tidy and uncluttered.
- Helping set up and clean rooms
- The employer is looking for someone who is interested in training in nails and beauty Suitable candidates can progress quickly and receive training in these areas.

What will I Learn?

You will learn how to be an effective member of a Beauty Services team working in a salon environment. You will gain experience in Reception duties and customer interaction, and can quickly begin training in Nails and Makeup if you show an interest and prove your capability.

You will work towards a Certificate of Work Readiness (CWR). On successful completion of the programme, candidates will be invited to interview with employer. Successful candidates, following interview, can progress to a job with Beauty Inc.

What Qualifications / Qualities are required?

The employer would really like someone with a flair and passion for beauty. Ideal applicants would have a sociable, outgoing nature and be good with customers. The employer is also seeking someone who is organised, capable of multi-tasking, and interested in receiving further training in Nails and Makeup down the line.

Qualifications from school are not important; the employer is more focused on finding someone with a good attitude and willingness to learn.

Closing Date:

We will continue to accept applications until suitable candidates are found.

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

Job Title: Soft Play Assistant - Employability Fund

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

Salary: Training Allowance of £55 per week plus travel expenses for the duration of the work placement may be available.

Employer:

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

Work Environment:

This opportunity is based at the Royal Commonwealth Pool. Your aim is to help provide a fun and safe environment for children. You will work as part of a dedicated team to provide first class support and supervision to children. This involves tasks such as assisting with the organising of games and activities, helping to prepare snack and supervising children,

What might a day in this job look like?

This is fast moving and varied environment. You may be expected to:

- offer a warm welcome to all children and visitors
- assist your team in the planning, set up and delivery of activities/parties
- supervise the soft play area
- clean tables and chairs, and assist with the cleaning roster.

What will I Learn?

- You will learn how to be an effective member of the team working in a soft play centre.
- You will undertake training with the employer to cover Fire Awareness, Data Protection and Health & Safety.
- You will work towards a Certificate of Work Readiness (CWR) during your 8 week placement.
- On successful completion of programme, candidates will be invited to interview with employer. Successful candidates, following interview, can progress to an SVQ Level 2 in Playwork.

What Qualifications / Qualities are required?

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

Closing Date:

We will continue to accept applications for this opportunity until suitable applicants have been found.



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

Job Title: Modern Apprenticeships – Various Opportunities

Contract: 12 month fixed term

Salary: £17,242 per annum

Employer:

The Scottish Government is responsible for most of the issues of day-to-day concern to the people of Scotland, including health, education, justice, rural affairs, housing, transport and the environment.

Opportunities available:

- Support Officer - Social Security Policy Division
- Administrator - Shared Service Centre - 3 posts
- Business Support Officer - People Development Division.

Full job specifications are available when you click "Apply Now".

What might a day in this job look like?

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

What will I Learn?

SVQ Level 2 in Business and Administration.

What Qualifications / Qualities are required?

Applicants must be 16-24 years old, unemployed or contracted to work 16 hours or less a week, and a resident in Scotland.

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

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

Closing date:

Please see individual job adverts.



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

Job Title: Childcare Assistant or Social Care Assistant – Employability Fund

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

Salary: You will receive a training allowance of £55 per week (subject to eligibility) and travel expenses.

Employer:

Training for Care is an educational charity specialising in social care and childcare training. We are an SQA approved centre and deliver SDS funded Employability programmes as well as a number of short courses for social care and childcare sector staff.

Work Environment:

You will be given a work placement 4 days per week in a childcare or social care setting such as a private nursery, after school club or older people's residential home where you will work under supervision as part of a team. You will attend Training for Care ½ day per week for tutorials and support.

What might a day in this job look like?

You will be supervised to carry out the work of a childcare practitioner or care support worker by providing care to children, older people or people with additional needs. You will assist with the planning and carrying out of activities, meal times and snacks and other general housekeeping duties as required by the work placement. Whilst at Training for Care you will be given support to develop your employability skills and will start to build your knowledge of working in childcare or social care.

What will I Learn?

Employability Fund Stage 3:

- You will work towards gaining 3 units of the Certificate of Work Readiness (CWR)
- You will complete Moving & Handling and First Aid training
- You will build experience of working in your chosen sector
- You will be given personalised support with all aspects of employability e.g. CV building, interview skills.

Employability Fund Stage 4:

- You will complete Moving & Handling, Food Hygiene and First Aid training
- You will build experience of working in your chosen sector and complete placement based projects to build on your knowledge of childcare or social care
- You will be given personalised support to build on areas of your employability that need to be developed.

On completion of the programme at stage 3 or stage 4 you will progress into a childcare or social care job and will have the opportunity, where eligible, to progress to our Modern Apprenticeship programme so that you can gain the SVQ qualification that is a requirement for childcare and social care workers.

What Qualifications / Qualities are required?

- You should be ready for employment in general terms and have sufficient literacy and numeracy skills.
- National 4 or above in English would be an advantage
- Your suitability for stage 3 or stage 4 will be assessed on application.
- You must be aged 18 or above and should be able to demonstrate an interest in social care or childcare.

Closing Date: We recruit on a continuous basis and run programmes throughout the year.



Scott-Moncrieff
business advisers and accountants



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

Job Title: Audit Assistant – Public Sector Team

Contract: Fixed term (1st year) potentially moving onto a training contract

Salary: £15,500 per annum

Employer:

University not for you? Don't worry, we have exciting opportunities available for you! We are looking for a number of school leavers to complement our existing audit team in Edinburgh. Our firm is focused on supporting and growing our own talent and we want ambitious and enthusiastic individuals to join us in shaping our future. At Scott-Moncrieff, the sky's the limit!

Work Environment:

Starting in August, you will be primarily based in our Edinburgh office with ample opportunities to be seconded around different departments within the firm including Business Advisory and Tax.

What might a day in this job look like?

Your first year will be an opportunity to meet the team, and get to know how we operate. From year two, you can start working towards becoming a fully qualified Chartered Accountant.

What will I Learn?

- Working with audit graduates and audit seniors to support client work
- Develop an understanding of the audit files and the different sections of these files
- Develop bookkeeping skills to support clients
- Develop audit skills and an understanding of audit testing
- Learn how to use the software and hardware used by Scott-Moncrieff.

What Qualifications / Qualities are required?

We are looking for a driven, focused individual who is ready to be challenged. You must have the following qualifications to be considered for the position:

- At least 3 Highers from 5th year
- A minimum of National 5 in Maths and English
- Interpersonal skills, ability to communicate effectively with colleagues and clients
- Time management and organisational skills

Closing Date:

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



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

- Job Title:** BT Apprentice Programme – IT Network, Project Management, Cyber Security and IT Software.
- 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.
- Full Degree – You'll work towards a degree level qualification.

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 or expect to achieve two Highers at grade C in addition to the above.
- Full Degree – You must hold or expect to achieve three Highers at grades BCC as well as 4 National 5s at C or above including English and Maths.

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

You should also meet the following criteria:

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

Please see the BT website for details of individual apprenticeships, entry requirements and the application process: <http://www.btplc.com/Careercentre/earlycareers/apprentices/index.htm>

Closing Date:

This opportunity will close once all vacancies have been filled.

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

Job Title: 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 of Edinburgh require a Trainee Metal Polisher and General Assistant for lamp and chandelier restoration workshop. Berland's have been operating since 1987, that's 30 years of lamp and chandelier restoration work! Go to our website www.berlands.co.uk for examples of the restoration work we carry out.

Work Environment:

You will be mainly based in our industrial workshop in the west of the city.

What might a day in this job look like?

Daily activities can include:

- dismantling of brass lamps or chandeliers, door and window hardware, fine material shot blasting on selected fittings, polishing lamp parts on a heavy duty industrial polishing buff and learning how to achieve the different decorative finishes on brass, bronze or copper.
- assisting with rewiring and assembly of restored lamps, fitting new lamp holders. Washing and drying chandelier crystals.
- helping to convert vases, crystal decanters, and other assorted items into table lamps.
- polishing and bright finishing aluminium lamp parts.
- general sweeping up and keeping the workshop safe and tidy.

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?

You do not need any academic qualifications to apply for this position; all you need is to be interested in learning worthwhile skills and securing steady employment.

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.

Event: Edinburgh Project SEARCH Information Evenings

About Edinburgh Project SEARCH:

Edinburgh Project SEARCH provides employment and learning opportunities for young people with a disability. We will soon be recruiting for our 2017/18 programme starting in August and are holding information sessions at both of our sites. This is a chance for people to come along and find out more about the programme and ask any questions they may have. There will be the chance to speak to some of the young people who are currently on the programme, others who have completed the process and are now in work and to meet the staff who work with the young people.

To be eligible for the programme you must:

- be between 16 and 24 years old
- want to secure a full time job (16+ hours)
- live within the city of Edinburgh
- have a recognised disability
- be able to commit full time for one year
- be able to travel alone or learn how to do this.

Starting in August and lasting one college year, you will:

- attend every Monday to Friday
- complete three different internships
- complete five hours at the internship and two hours in the training room each day
- work towards a qualification and Project SEARCH course work
- gain skills needed for work.

Dates and venues of information evenings:

- Tuesday 21 February - 6-7:30pm at Western General Hospital, Crewe Road South, Edinburgh, EH4 2XU
- Wednesday 22 February - 6-7:30pm at Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG
- Thursday 23 February - 6-7:30pm at Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG
- Thursday 2 March - 6-7:30pm at Western General Hospital, Crewe Road South, Edinburgh, EH4 2XU.

Who can come along?

Anyone interested in the programme can come along. Whether you match the criteria above and would like to find out about the programme for yourself or you're a parent, carer or work coach and think it might be useful for someone you support then please don't hesitate to come along.

Booking:

To book a place at one of the information evenings, please call 0131 529 3139 or email project.search@edinburgh.gov.uk.



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 Quantity Surveyor/Estimator

Contract: Full Time/Permanent

Salary: National Minimum Wage

Employer:

Founded in 1978, Clark Contracts Ltd is a privately owned construction, refurbishment and maintenance main contractor working across all sectors. Delivering contracts up to £10m in value across 5 divisions: Construction, Fit Out, Small Works, Maintenance and Bespoke Joinery Workshop, Clark Contracts employs over 260 staff with offices in the East and West of Scotland. The proportion of business derived from repeat customers each year has averaged 76% over the past ten years and 72% of customers class the main contractor as 'Impressive' or 'First Class'.

Work Environment:

You will be office based in the west of the city.

What might a day in this job look like?

- Assisting a team of surveyors within the company.
- Working closely with Contracts Management and Estimating departments.
- Taking an active role in Clark Contracts Supply Chain Management Initiative to ensure relationships are developed with subcontractors.
- Additional duties as required.

What will I Learn?

- Industry related training / qualification
- Working alongside Quantity Surveyors/Estimators in our Edinburgh office and also attending College/University one day a week.
- You will either attend college to complete HNC/HND Quantity Surveying or attend University and complete Quantity Surveying BSc (Hons).

What Qualifications / Qualities are required?

- National 4/5 to undertake the HNC/HND **OR** a minimum of 4 Highers to undertake the BSc which should include English and Maths.
- Comfortable in ability to solve problems by acting on own initiative.
- IT literate with a good knowledge of Microsoft Word and Excel.

This is an entry level role for a recent school leaver and Clark Contracts will fund your university fees throughout your course.

Closing Date:

The job will close when a suitable candidate has been found.

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

Job Title: Administration/Customer Service Assistant - Modern Apprenticeship

Contract: Permanent

Salary: £6,000 - £12,000 per annum

Employer:

Out of Hand Scotland is an established design, print and distribution specialist.

Work Environment:

Office based in London Road.

What might a day in this job look like?

- This role is flexible and also encompasses general duties including flyer distribution, hand work, digital printing support and any other tasks where necessary.
- Meet, greet and respond to any customer / visitor enquiries, ensuring the office is maintained to required company standards.
- Handle telephone enquiries, establishing needs and taking and relaying full and correct messages when necessary.
- Alert appropriate staff upon arrival of any deliveries.
- Provide help and advice to customers using Out of Hand Scotland products or services.
- Keep accurate records of discussions or correspondence with internal / external customers and departments.
- Deliver service excellence through timely response to customer enquiries generated through telephone, email, face to face and postal enquiries.
- Communicating effectively the features and benefits of the products and services offered, keeping abreast of all existing and new product lines and special offers
- Book in orders into the Exchequer system following set procedures including the gathering and processing of relevant pro forma payments.
- Maintain and develop the company contacts database on the Exchequer system, including OLE upload of approved company and customer price lists.
- Act as an ambassador of Out of Hand Scotland, positively promoting the company to all outside parties including cross selling / introducing other product lines at appropriate points of contact in and out of the office.

What will I Learn?

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

What Qualifications / Qualities are required?

National 4 and 5 or equivalent in English and Maths.

Closing Date:

Tuesday 28 February.

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

Contract: Permanent

Salary: £6,000 - £12,000 per annum

Employer:

Pagan Osborne are award-winning solicitors and estate agents offering comprehensive legal, financial and property support.

Work Environment:

You will be based in our Morningside office.

What might a day in this job look like?

- Provide reception duties
- Handle incoming telephone calls
- Meet and greet clients
- Make appointments
- Meeting room co-ordination and set up
- General office administration, including but not limited to opening, closing and archiving files.

What will I Learn?

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

What Qualifications / Qualities are required?

- National 4 in Maths and English
- Naturally helpful with an enthusiastic, can-do attitude
- Organised and able to prioritise
- Hardworking with a willingness to learn
- Able to work in a professional environment and handle confidential details
- Comfortable with face to face and telephone interaction
- IT literate using Microsoft Office (Word, Excel and Outlook)
- Able to work individually and as part of a team.

Closing Date:

Tuesday 28 February.

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

Job Title: Business Administrator - Modern Apprenticeship

Contract: Permanent

Salary: £6,000 - £12,000 per annum

Employer:

UK Response is a plumbing company based in Leith.

Work Environment:

Office based.

What might a day in this job look like?

- Aid and set up face to face appointments and provide a welcoming point of contact to deal with enquiries from clients
- 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
- Deal with internal queries and requests on a day to day basis.

What will I Learn?

You will undertake an SVQ Level 3 in Business and Administration.

What Qualifications / Qualities are required?

You should have National 5 or equivalent in English and Maths. We are looking for someone who is positive, reliable and hardworking.

Closing Date:

Tuesday 28 February.



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

- Job Title:** Childcare Academy - Employability Fund Stage 3
- Contract:** 30 hours per week - up to 26 weeks, starting on 27 February
- Salary:** Young person's allowance of £55 per week
- Employer:** North Edinburgh Childcare

Work Environment:

In addition to attending training sessions, you will take part in a work experience placement in a childcare setting. This may be in a nursery or out of school care club.

What might a day in this job look like?

Every day in a childcare setting is different. You will assist with a variety of tasks such as:

- caring and supporting children
- welcoming parents and children
- organising fun activities for children
- assisting with children's daily routines
- providing high quality childcare for the children.

What will I Learn?

- You will work towards 2 accredited SQA Units from the Social Services (Children and Young People) SVQ Level 2 Award.
- Gain significant experience of working with children by completing a supported work experience placement in an early years care and education setting or an out of school care setting.
- There will be opportunities to look at different progression routes if you successfully complete the programme.

What Qualifications / Qualities are required?

- You should be aged over 16 and unemployed.
- You should have a real interest in a career in childcare.

Closing Date:

This opportunity will close when all spaces have been filled.



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

Job Title: Business Administrator - Modern Apprenticeship (R039)

Contract: Permanent

Salary: £7.00 per hour

Employer:

An industrial company in Bonnyrigg.

Work Environment:

You will be based in a small team supporting them with all aspects of administration. Your working hours will be 9am – 5pm Monday – Thursday and Friday 9 am - 4.30pm with an hour for lunch. You will receive 31 days' holiday per annum.

What might a day in this job look like?

Duties will include:

- spending time on reception
- answering the telephone
- meeting and greeting clients
- filing, photocopying, scanning
- managing the post
- sending and receiving emails
- general administration.

What will I Learn?

You will undertake an SVQ Level 3 Business and Administration.

What Qualifications / Qualities are required?

A good set of National 4 and 5 or equivalent including Maths and English. Higher English and Administration or Business Management would be an advantage but not essential.

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: Business Administrator - Modern Apprenticeship (R038)

Contract: Permanent

Salary: National Minimum Wage

Employer:

A large and rapidly expanding GP surgery in the Corstorphine area of Edinburgh.

Work Environment:

This is an exciting opportunity for a recent school leaver to join an extremely busy GP practice. They would like to give a school leaver the opportunity to work with them in learning a range of duties which will give the successful applicant an introduction to working with the public and on a number of IT systems.

What might a day in this job look like?

You will be trained in duties within various aspects in the practice. The main duties will include:

- registering new patients and removing patients who leave the practice
- assisting with the administration of prescriptions
- scanning and recording information on patient records
- assisting with identifying patients to call for specific appointments and clinics and producing invite letters
- copying patient notes and files
- dealing with patient queries
- making phone calls to clinics and hospitals
- helping with booking patients in for appointments
- coding of patient conditions onto patient records
- helping with one off projects, e.g. the annual flu clinic
- photocopying, filing and amalgamation of documents and records
- a variety of administrative and clerical tasks.

What will I Learn?

You will undertake an SVQ Level 3 in Business and Administration and have the opportunity to improve your IT skills through the use of Microsoft IT Academy.

Through continuous self-development you will also improve your communication skills, ability to manage timescales and prioritise your workload.

What Qualifications / Qualities are required?

Ideally we are looking for National 4 or 5 or equivalent including Maths and English. Other personal attributes desired include:

- Confident in speaking to members of the public face to face and on the telephone – good social skills
- Good IT and keyboard skills
- Willing to learn

- Able to use initiative and move from one task to another
- Good team player
- A mature attitude
- Ideally someone who has undertaken some form of holiday or weekend job while at school
- He or she must observe complete confidentiality
- The successful candidate cannot be registered as a patient with the practice.

Closing Date:

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



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

Job Title: Business Administrator - Modern Apprenticeship (R037)

Contract: One Year Fixed Term

Salary: £6.70 per hour

Employer:

A large and rapidly expanding GP surgery in Edinburgh.

Work Environment:

This is an exciting opportunity for a recent school leaver to join an extremely busy GP practice with 13,000 patients. They would like to give a school leaver the opportunity to work with them in learning a range of duties which will give the successful applicant an introduction to working with the public and on a number of IT systems.

What might a day in this job look like?

You will be trained in duties within the three main work groups in the practice - Reception, Clinical Administration and the Secretarial team. Your main duties will include:

- registering new patients and removing patients who leave the practice
- assisting with the administration of prescriptions
- scanning and recording information on patient records
- assisting with identifying patients to call for specific appointments and clinics, and producing invite letters
- copying patient notes and files
- dealing with patient queries
- making phone calls to clinics and hospitals
- helping with booking patients in for appointments
- coding of patient conditions onto patient records
- a variety of administrative and clerical tasks
- helping with one off projects, e.g. the annual flu clinic
- photocopying, filing and amalgamation of documents and records.

What will I Learn?

You will undertake an SVQ Level 3 in Business and Administration.

What Qualifications / Qualities are required?

We are looking for at least National 5 or equivalent in English and ideally Administration or Business Management. You should be positive, enthusiastic and looking forward to starting your career. Other personal attributes desired include:

- Confident in speaking to members of the public face to face and on the telephone – good social skills
- Good IT and keyboard skills
- Willing to learn
- Able to use initiative and move from one task to another
- Good team player

- A mature attitude
- Ideally someone who has undertaken some form of holiday or weekend job while at school
- He or she must observe complete confidentiality
- The successful candidate cannot be registered as a patient with the practice.

Closing Date:

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



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

Job Title: Business Administrator - Modern Apprenticeship (R034)

Contract: Permanent. 9am - 5pm Monday to Friday with an hour for lunch

Salary: £10,000 - £14,000 per annum

Employer:

Solicitor and estate agent in central Edinburgh.

Work Environment:

You will be based in a friendly team supporting them with all aspects of administration and reception duties. You will receive 20 days' holiday and 10 public holidays.

What might a day in this job look like?

Duties will include:

- Supporting both areas of the business, legal and property department
- spending time on reception
- answering the telephone
- meeting and greeting clients
- creating business documents and letters
- managing the post
- sending and receiving emails
- general administration.

What will I Learn?

You will undertake an SVQ Level 3 in Business and 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: Hairdresser – Modern Apprenticeship
Contract: Full time, fixed term – 36 months
Salary: Modern Apprenticeship National Minimum Wage

Employer:

From origins that began in a gent's hairdressing salon in 1965, Charlie Miller Hairdressing salons have led the way at every level with consistent style, quality and creativity. With a string of industry accolades to its name, the company holds a total number of 14 British Hairdressing Awards, more than any other salon outside London.

Work Environment:

You will be working in a friendly and dynamic team in one of our 5 Edinburgh salons.

What might a day in this job look like?

You will assist clients, stylists and other members of staff on the salon floor, observing and learning the art of hairdressing. During the course of the apprenticeship you will learn about all aspects of hairdressing including:

- client care
- incorporating our Charlie Miller message
- support of the salon
- product knowledge
- the tools of your trade
- shampooing and blow drying
- cutting all types and lengths of hair
- colouring knowledge
- men's hairdressing.

What will I Learn?

An apprenticeship at Charlie Miller is often fast paced yet fun and exciting and will lead to a successful and satisfying future. We will help you fulfil your hairdressing ambitions on our 3 year training programme which includes an SVQ Level 3 in Hairdressing.

What Qualifications / Qualities are required?

We are looking for people with:

- a good understanding of English and Maths
- self-motivation and positivity
- awareness of fashion
- a passion for hairdressing and a desire to begin their first steps towards an exciting career in hairdressing.

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: Media Account Executive - Modern Apprenticeship (QA9629)

Contract: 12 – 24 months

Salary: £10,000 - £14,000 per annum

Employer:

DigitasLBi (DLBi) is a global marketing and technology agency that transforms businesses for the digital age helping brands embrace the creative and technological changes revolutionising all aspects of their business.

Work Environment:

EH6 - office based.

What might a day in this job look like?

- Supporting the various discipline teams on their day-to-day tasks with the guidance of your reporting line or individual channel specialists
- Contributing to client brainstorms and idea generator sessions
- Assisting in the day-to-day client tasks – e.g. reports, presentations, desk research as well as liaising with the rest of the channels to deliver truly integrated media plans and solutions
- Working with technology providers and media owners to learn about advertising opportunities and new products
- Assisting in media New Business tasks as and when required
- Build an understanding of the clients' business (their brand, their customers, the issues they face, the markets they operate in, key developments)
- Demonstrate an understanding of the importance of client relationships
- Create a positive impression of DLBi when interacting with people outside of the agency
- Understand their team role in delivering client value
- Build an understanding from a client's perspective of all DLBi propositions and how they add value.

What will I Learn?

- SCQF Level 6 Digital Marketing, with potential progression to level 8.
- 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 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: Facilities Administration Assistant - Modern Apprenticeship (QA9621)

Contract: 12 - 14 months

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

Employer:

This is a professional body for more than 20,000 world class business men and women who work in the UK and in more than 100 countries around the world. Their members have all achieved the internationally recognised and respected CA qualification (Chartered Accountant). They are an educator, examiner, regulator and thought leader.

Work Environment:

EH12 - office based.

What might a day in this job look like?

- Assisting with management of all on-site facilities
- On reception duties and customer service
- Responsible for complying with company's health and safety
- Organising and setting up of meeting rooms
- Undertaking banking deposits and collections
- Assisting with all printing requirements
- Responsible for incoming/outgoing post
- Assisting with all general administration duties.

What will I Learn?

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

What Qualifications / Qualities are required?

You must have or expect to gain 5 National 5s or equivalent including Maths and English. You should also meet the following criteria:

- excellent communications skills
- customer service focused
- good telephone manner
- good organisational skills
- IT literate with experience of MS office.

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 Service - Modern Apprenticeship (QA9182)

Contract: 12 - 24 months

Salary: £19,000 per annum

Employer:

Registers of Scotland is the non-ministerial government department responsible for compiling and maintaining 17 public registers. These relate to land, property and other legal documents.

Work Environment:

EH8 - office based.

What might a day in this job look like?

- Handle incoming calls to the IT service desk, listen to the customer and find out the issues in order to prioritise them accordingly.
- Troubleshoot and resolve basic queries, aiming to resolve the issues at first contact where possible.
- Direct calls to appropriate team members for resolution where necessary
- Ensure excellent customer service is offered at all times.

What will I Learn?

- SCQF Level 6, with progression to Level 8, Diploma for Information Technology and Telecommunication Professional
- 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 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: Catering Assistant – Employability Fund

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

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

Employer:

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

Work Environment:

Edinburgh Leisure makes a positive difference by:

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

What might a day in this job look like?

As part of your work experience with Edinburgh Leisure, 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:

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: Customer Service/Reception – Employability Fund

Contract: 12 Week Work Placement. Successful applicants may secure a job and progress towards a Modern Apprenticeship in Customer Service/Business Administration.

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

Employer:

The Secret Beauty Garden is a soothing beauty boutique in the heart of Edinburgh.

Work Environment:

The salon has a nice, friendly team so you will be well looked after and supported during your work placement.

What might a day in this job look like?

- Meeting and greeting clients, taking jackets and offering refreshments.
- Booking and rescheduling clients via phone, email and text.
- Stock taking and ordering of stationery to ensure we never run out of anything.
- Inputting information of customer forms into database.
- Updating emails on our mailing list.
- Ensuring booking system is correct and double checking for any errors/duplicate bookings.
- Creating spreadsheets and filling existing spreadsheets out (procedures are written out and full training will be given on how to do both)
- Keeping reception clean, tidy and uncluttered.
- Helping therapists set up and clean rooms when they are busy.
- Daily jobs given by other members of staff when needed.

What will I Learn?

You will learn how to be an effective member of a Beauty Services team working in a Customer Service and administrative environment. You will gain experience in reception duties and customer interaction and learn how to effectively manage customer bookings.

You will work towards a Certificate of Work Readiness (CWR). On successful completion of the programme, candidates will be invited to interview with the employer. Successful candidates, following interview, can progress to an SVQ in Customer Service or Business Administration.

What Qualifications / Qualities are required?

Ideally the employer is looking for an individual who is capable of multi-tasking, organised, hardworking, reliable, punctual, happy, friendly, thoughtful, has a nice manner with the clients and is willing to learn and wants to excel in all areas within the job role. Common sense and initiative are also important.

Qualifications from school are not important; the employer is more focused on finding someone with a good attitude and willingness to learn.

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: 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 is a Training Provider supporting youth employment through modern apprenticeships and pre-employment programmes.

Work Environment:

Based in a friendly office environment in the West End, you will work as part of a small team providing 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: Manufacturing Craft - Modern Apprenticeship

Contract: 3 years

Salary: Competitive starting salary

Employer:

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

Work Environment:

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

What might a day in this job look like?

Through a mixture of work placements and college modules you will develop the key engineering skills and knowledge to work effectively in a high technology manufacturing company. Over the 3 year apprenticeship you will learn about:

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

What will I Learn?

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

You will study to completion of the National Certificate (NC) and required Core Skills on a day release basis, as well as undertaking the Scottish Vocational Qualification (SVQ) whilst you are at work.

What Qualifications / Qualities are required?

Academic requirements:

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

- Four National 5s (A-C):
 - Mandatory: Mathematics or Physics and English
 - PLUS one Technological subject e.g. Graphic Communication, Product Design, Craft and Design, Tech Studies, Computing, Woodwork, Metalwork etc.
 - PLUS any one other subject.

Personal Qualities:

- Ability to achieve high performance
- Want continuous improvement
- Develop customer focus
- Able to work together
- Demonstrate self-awareness and confidence
- A passion for technical analysis, judgement and problem solving.

Other requirements:

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

Closing Date:

Thursday 23 February.



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

Job Title: Manufacturing Technical Modern Apprenticeship

Contract: 4 years

Salary: Competitive starting salary

Employer:

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

Work Environment:

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

What might a day in this job look like?

Through a mixture of work placements and college modules you will develop the key engineering skills and knowledge to work effectively in a high technology manufacturing company. Over the 4 year apprenticeship you will learn about:

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

What will I Learn?

We have created a programme that not only increases your technical skills and capability through hands on experience working with specialists in their field but also develops your academic and practical understanding of the diverse world that is Manufacturing & Supply Chain. You will study to completion of the Higher National Certificate (HNC) and required Core Skills on a day release basis, as well as undertaking the Scottish Vocational Qualification (SVQ) whilst you are at work.

What Qualifications / Qualities are required?

Academic Requirements:

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

- 2 Higher Grades (or equivalent):
 - Mandatory: Mathematics (A-C) or Physics (A-C)
 - Plus another Higher subject, preferably a Technological subject e.g. Graphic Communication, Product Design, Craft and Design, Tech Studies, Computing etc. (A-C)
- And National 5 (A-C) English.

Personal Qualities:

- Ability to achieve high performance
- Want continuous improvement
- Develop customer focus
- Able to work together
- Demonstrate self-awareness and confidence
- A passion for technical analysis, judgement and problem solving.

Other requirements:

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

Closing Date:

Thursday 23 February.



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

Job Title: Design Engineering Technician - Modern Apprenticeship

Contract: 4 years

Salary: Competitive starting salary

Employer:

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

Work Environment:

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

What might a day in this job look like?

Through a mixture of work placements and college modules you will develop the key engineering skills and knowledge to work effectively in a high technology manufacturing company. Over the 4 year apprenticeship you will learn about:

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

What will I Learn?

We have created a programme that not only increases your technical skills and capability through hands on experience working with specialists in their field but also develops your academic and practical understanding of the diverse world that is engineering. You will study to completion of the Higher National Diploma (HND) and required Core Skills on a day release basis, as well as undertaking the Scottish Vocational Qualification (SVQ) whilst you are at work.

What Qualifications / Qualities are required?

Academic requirements:

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

- 3 Higher Grades (or equivalent):
 - Mandatory: Mathematics (A-C) and Physics (A-C)
 - Plus another Higher subject, preferably a Technological subject e.g. Graphic Communication, Product Design, Craft and Design, Tech Studies, Computing etc. (A-C)
- And National 5 (A-C) English.

Personal Qualities:

- Ability to achieve high performance

- Want continuous improvement
- Develop customer focus
- Able to work together
- Demonstrate self-awareness and confidence
- A passion for technical analysis, judgement and problem solving.

Other requirements:

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

Closing Date:

Thursday 23 February.



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. We are currently looking for staff for the following locations:

- Crewe Road Nursery
- Little Monkeys Nursery, Cramond
- Gingerbread After School Club.

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:

Carousel Training Centre recruits on behalf of various employers / locations across the city. We are an Equal Opportunities Training Provider.

Work environment:

You will be employed full time in a private nursery 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 an SVQ Social Services (Children and Young People) at SCQF Level 7. 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.

No experience is required but you must have or expect to achieve 3 National 4 or 5 (one of which should be English).

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

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: 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: 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.