



## Edinburgh Guarantee Schools Bulletin

### Week beginning Monday 17 April 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, further education or training?

For answers to these questions, please visit our website [www.edinburghguarantee.org](http://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 Sheena on 529 3525 or Susie on 529 3257 or email [edinburghguarantee@edinburgh.gov.uk](mailto:edinburghguarantee@edinburgh.gov.uk).

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

 us for information about jobs and events.

The Edinburgh Guarantee  
A positive destination for all

Edinburgh Guarantee  
Government Organisation

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

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

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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



## INTERFLEX GROUP



***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:** Electrical Engineering – Modern Apprenticeship

**Contract:** 4 year apprenticeship

**Salary:** £3.50 per hour

### **Employer:**

InterFlex Group are recognised experts and innovators in flexible packaging. Printing packaging for items within the confectionery, bakery and cosmetics industry. Market leading quality, speed of response, innovative technical development and exceptional customer service are the key pillars upon which our business has grown. We have two sites in the UK employing around 250 employees and another two sites in America.

### **Work Environment:**

In the first year of your apprenticeship you will be at college full time, spending time at our site at Peggy's Mill, Mayfield Industrial Estate, Dalkeith during college holidays when you will work 8 am – 4 pm, Monday to Friday.

During years 2, 3 and 4 you will work 8 am – 4 pm, Monday to Friday, with day release at college.

Upon completion of your apprenticeship you will join the Continental Shift rotation.

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

You will become part of a small team of 5 engineers, working directly with the Lead and Shift engineers. Your work will involve preventative and reactive maintenance of the plant equipment, projects including new installations and upgrades of existing systems and building and site maintenance. The main goal of the department is to improve the reliability and efficiency of the production equipment so you will be exposed to several different aspects of lean manufacturing techniques and continuous improvement methods.

Your main duties will be to:

- learn how to safely maintain and repair production equipment to a high standard in an industrial environment;
- learn and understand how building services work, and then go on to maintain these systems in a safe manner;
- work with other departments to improve the performance and efficiency of production equipment.

### **What will I Learn?**

- Successful completion of year one will see you obtain an ONC in Electrical Engineering or similar with years 2 and 3 working towards the HNC. Upon completing the full 4 year apprenticeship you will receive an SVQ Level 3.
- Other relevant training will also take place during the apprenticeship such as that in relation to Health and Safety.

### **What Qualifications / Qualities are required?**

You should have:

- a minimum of four National 5s in subjects including Maths, English and Science
- a genuine interest in electrical engineering
- good initiative
- great communication skills
- good problem solving ability
- keen to learn.

### **Closing Date:**

Wednesday 31 May.



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

**Job Title:** CNC Machinist – Modern Apprenticeship

**Contract:** 4 years - first year at college and then 3 years on the job with day release.

**Salary:** £10,500 annual starting salary

**Employer:**

Bruntons Aero Products Ltd has supplied the aviation industry for over 100 years and now supplies close tolerance machined parts for the aviation market. We currently supply product to all the major aviation companies in Europe. The company has invested in the latest CNC equipment with 6 sliding head lathes, 2 standard CNC lathes, a 13 axis lathe, 6 machining centres and a 5 axis machining centre.

**Work Environment:**

Based in Musselburgh, you will be working in an industrial environment with noise, metal cuttings and coolant use. You will work 37 hours a week, Monday to Friday.

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

- You will study for 4 years whilst learning practically on the job at Bruntons Aero Products.
- You will work closely alongside the CNC turning/ milling team to manufacture components for the aviation industry.
- Your main duties will be to learn how to safely set and operate CNC lathes and machining centres.
- You will learn how to apply safety measures and learn the behaviours, practices and techniques required to become a professional time served CNC machinist craftsman.

**What will I Learn?**

- The training will take the form of a Modern Apprenticeship over 4 years and will lead to a formal qualification of SVQ Level 2 and 3, NC with a possibility of then progressing to HNC level.
- Training will be delivered by EDETA with your first year at Edinburgh College Midlothian Campus.
- Due to the working environment, the individual may be expected to work on a two-shift pattern after they have completed the 2nd year of their apprenticeship.
- Our apprentices may move forward to complete HND/degree level qualifications and become our future managers and engineers.

**What Qualifications / Qualities are required?**

You should meet the following criteria:

- A minimum of 4 National 5s or above such as Maths/ English/ Science or Tech Studies and/or a relevant NC qualification.
- An enthusiastic team member with a natural interest and aptitude for mechanical engineering.
- Excellent communication skills with the ability to use your own initiative and a strong drive to succeed.

**Closing Date:**

Sunday 30 April.



***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:** Logistics Operative - Modern Apprenticeship

**Contract:** Permanent

**Salary:** National Minimum Wage

**Employer:**

GTG is a leading training provider who offers a large and varied portfolio of apprenticeship programmes accommodating a range of occupations including automotive, logistics and business skills. All of our apprenticeships are classed as full time employment so you will be earning a wage whilst gaining a qualification.

**Work Environment:**

You will work in a small team within an office environment at Bonnyrigg.

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

You will assist with office and fleet administration, operating all computer systems and supporting the Logistics Co-ordinators, Compliance Co-ordinator, Customer Service and Logistics Admin Teams. You will also support the efficient and effective operation of the Logistics Unit in accordance with customer, Company and legislative requirements.

Duties will include:

- Undertake data input into fleet management systems and spreadsheets.
- Assist in the routing and scheduling of fleet operations to meet the customer's requirements.
- Assist with the inspection, action and filing of maintenance and driving hours paperwork.
- Assist in optimising collections fleet resources, ensuring efficiencies across all modes.
- Constantly seek to improve the customer experience.
- Assist with authorising works tickets and running reports as requested.
- Perform general admin housekeeping duties to ensure the smooth running of the operation.
- Assist in ensuring fleet is operated efficiently and cost effectively at all times.
- Assist in the production of Key Performance Indicators as requested.
- Assist with the professional production of documents (letters, mailings, faxes, minutes etc.)
- Face to face and telephone assistance to customers and other contacts, recording and passing messages as required.
- Assist with the production and maintenance of spreadsheets for recording and analysing waste arising across the Depot.

**What will I Learn?**

You will train through GTG to SVQ Level 3 in Business and Administration.

**What Qualifications / Qualities are required?**

- You must have or expect to gain English, Maths, and an Admin or Computer Studies subject, at National 4 or above.
- It is essential that you are literate, numerate, reliable, keen to learn and will approach all aspects of the role with a positive can-do, willing to learn attitude.

**Closing Date:**

Friday 28 April.



***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 Vehicle Administrator - Modern Apprenticeship

**Contract:** Permanent

**Salary:** National Minimum Wage

**Employer:**

GTG is a leading training provider with facilities in Glasgow, Edinburgh and West Midlands, GTG is hugely accessible and offers a large and varied portfolio of apprenticeship programmes accommodating a range of occupations including automotive, logistics and business skills. All of our apprenticeships are classed as full time employment so you will be earning a wage whilst gaining a qualification.

**Work Environment:**

You will work in a small team within a busy garage environment at Seafield.

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

You will be contributing to the development and implementation of administrative services within the organisation and gaining a qualification which proves knowledge, experience and competence in a work based environment. Duties will include taxing, invoicing, basic admin duties and filing.

**What will I Learn?**

You will train through GTG to SVQ Level 3 in Business and Administration.

**What Qualifications / Qualities are required?**

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

**Closing Date:**

Friday 28 April.





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

**Job Title:** Accounting and Business Advisory Assistant

**Contract:** Permanent

**Salary:** Competitive

**Employer:**

RSM is a leading global provider of audit, tax and consulting services to middle market leaders. As an integrated team, we share skills, insight and resources, as well as a client-centric, collaborative approach that's based on a deep understanding of our clients' businesses.

**Work Environment:**

You will be working in our busy Edinburgh office.

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

Our accounting and business advisory school leaver programme will give you all the skills and support you need to unlock a future that's packed with opportunities and new experiences. You'll enjoy a powerful combination of on-the-job learning and structured training - not to mention an impressive client list to work with.

When you join our team, you'll discover a culture that nurtures individuality and an environment where everyone is supported to reach their potential. With us, you'll always be moving forward.

**What will I Learn?**

- Our Trainees play a key role in supporting the work described above and gain tremendous experience to provide top quality career development.
- You will benefit from on the job training from more senior members of the team, as well as joining peers on internal training courses that will develop you as an individual.
- You will become involved in client work very quickly, initially working as part of a larger team – perhaps taking responsibility for specific audit tests or aspects of the audit file.
- The depth of services and clients you will be exposed to early in your career will provide you with a jump start into the varied world of accountancy.
- We will expose you to the skills you require to become a true trusted advisor to your clients in the future.
- While gaining real hands on experience your development in the role will be optimised by training from the company's highly regarded dedicated team.
- As well as internal training and on-the-job mentoring you will have the opportunity to train towards the AAT qualification, with support provided post-qualification ensuring you are well equipped to enjoy a successful and satisfying career with the business.

**What Qualifications / Qualities are required?**

You will need 260 UCAS points across 4 best Highers or Advanced Highers and a minimum of 5 National 5 qualifications at level C or above, including Maths and English.

We are looking for people who:

- enjoy working as part of a team
- can communicate clearly
- are curious about how businesses work.



If this is you then a career at RSM is waiting for you!

**Closing Date:**

Tuesday 30 May.



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

**Job Title:** Tax Assistant

**Contract:** Permanent

**Salary:** Competitive

**Employer:**

RSM is a leading global provider of audit, tax and consulting services to middle market leaders. As an integrated team, we share skills, insight and resources, as well as a client-centric, collaborative approach that's based on a deep understanding of our clients' businesses.

**Work Environment:**

You will be working in our busy Edinburgh office.

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

A career in Tax is all about working with people and businesses – it is about getting to know your clients and working with them to help them manage what tax they pay achieve their goals. Tax advice covers both business and personal tax issues and planning opportunities.

RSM's clients range from wealthy individuals to large companies and we offer a broad spectrum of services to meet their requirements. The services we offer to clients are tailored to meet these individual needs. The breadth of skills and services that RSM offer coupled with the wide range of clients we serve means that you have the opportunity to follow the career path that you want. We look to make tax simple for our clients; our teams solve problems, offer invaluable advice and help clients to pay what they need to.

**What will I Learn?**

- Tax with RSM is an area that provides trainees with a solid foundation in a broad range of taxes with the opportunity to specialise at a later stage.
- You will gain an in-depth knowledge of taxation matters including law, accounting and international tax and gain a real sense of satisfaction in making things work for our clients.
- You will benefit from on the job training from more senior members of the team, as well as joining peers on internal training courses that will develop you as an individual.
- You will become involved in client work very quickly, initially working as part of a larger team – perhaps taking responsibility for specific audit tests or aspects of the audit file.
- The depth of services and clients you will be exposed to early in your career will provide you with a jump start into the varied world of accountancy.
- We will expose you to the skills you require to become a true trusted advisor to your clients in the future.
- While gaining real hands on experience your development in the role will be optimised by training from the company's highly regarded dedicated team.
- As well as internal training and on-the-job mentoring you will have the opportunity to train towards the ATT qualification, with support provided post-qualification ensuring you are well equipped to enjoy a successful and satisfying career with the business.

**What Qualifications / Qualities are required?**

You will need 260 UCAS points across 4 best Highers or Advanced Highers and a minimum of 5 National 5 qualifications at level C or above, including Maths and English.

We are looking for people who:

- enjoy working as part of a team

- can communicate clearly
- are curious about how businesses work
- are comfortable with numbers (although being a maths genius is not necessary).

If this is you then a career at RSM is waiting for you!

**Closing Date:**

Tuesday 30 May.



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

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

**Contract:** Permanent

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

**Employer:**

Johnston Smillie Ltd is one of the largest independent accountants in Edinburgh.

**Work Environment:**

Office based in the west of Edinburgh.

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

- Scanning records
- Writing up Excel cashbooks
- Processing on computerised system including Sage, Xero and Quickbooks
- Rolling forward working papers
- General support for accounting staff.

**What will I Learn?**

SVQ Level 3 in Accounting (Association of Accounting Technicians).

**What Qualifications / Qualities are required?**

One Higher in any subject and National 5 or equivalent in Maths is required.

**Closing Date:**

Sunday 30 April.



## Structural Design Consultants Ltd

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

**Job Title:** Trainee Civil and Structural Engineering Technician

**Contract:** Permanent, with a start date of June 2017  
37.5 hours a week Monday to Friday with day release at Edinburgh College

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

### **Employer:**

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

### **Work Environment:**

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

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

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

### **What will I Learn?**

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

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

### **What Qualifications / Qualities are required?**

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

### **Closing Date:**

Sunday 30 April.



***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 Foundation Programme - Pre-Apprenticeship training and assessment

**Contract:** 6 months – starts August 2017

**Salary:** £200 per month sponsorship

**Employer:**

ScottishPower is part of the Iberdrola Group, a global energy company and world leader in wind energy. Our SP Energy Networks business distributes electricity on behalf of supply companies to over 3.5 million homes including the central belt of Scotland, through a network of cables and power lines we own and maintain.

Over the past five years, ScottishPower's Engineering Foundation Programme has been investing heavily in the local communities where we operate, providing young people with career opportunities for the future.

**Work Environment:**

Our Engineering Foundation Programme involves studying at a local college mixed with technical training providing you with a fantastic way to gain valuable knowledge and experience. At the end of the programme you may also be considered for a full Apprenticeship with ScottishPower. You will also receive a full Personal Protective Equipment kit to keep once the programme is finished

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

The Engineering Foundation Programme combines on-site technical skills training and academic study at a local college. The programme will last 6 months and you will work towards nationally recognised qualifications.

**What will I Learn?**

- SCQF National Certificate in Engineering Level 5
- 4 weeks' employer-led technical training
- Communication, Teamwork, Problem Solving skills
- Skills for Work in Energy
- ScottishPower in-house technical training.

**What Qualifications / Qualities are required?**

- You will need at least four subjects at National 4 including English and Maths.
- You should have an interest in electrical engineering, be highly motivated with a positive attitude and a willingness to learn.

**Closing Date:**

This opportunity may close at short notice – so apply now!





***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:**

Remploy Ltd exists to improve the lives of disabled people and those with complex needs through the power of work. We believe that everyone has something to offer. So we work to find their strengths. Once we know their skills, we match them to proper jobs with carefully chosen employers who help them achieve.

**Work Environment:**

You will be office based in our busy recruitment agency at Earl Grey Street, Edinburgh.

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

- Responsible for the accurate checking, data entry and submission of all Work Able Scotland contract requirements to the Yeti and CTS systems, in line with commissioner requirements, including all referral calls and paperwork, enrolment, stage updates, completion, and destination data, generating Remploy's monthly claims
- Maintain accurate records of information entered in to CTS and Yeti
- Coordinate the raising and submission of purchase orders, invoicing for `paid for` interventions and payments for partners/suppliers
- Complete monitoring and tracking within the 6 week `leaver period` immediately following exit of individuals on the programme
- Regularly engage with relevant partners/suppliers to carry out checks to ensure they are following correct guidelines in order to maintain efficient and compliant running of the contract
- Support the provision of regular accurate performance /management reports and data for internal and external audiences
- Liaise with internal staff as well as partners/suppliers to ensure relevant forms being emailed to process claims correctly and following up if process not being followed and escalating where necessary.

**What will I Learn?**

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

**What Qualifications / Qualities are required?**

You should have National 4/5 or equivalent which should include English and Maths

**Closing Date:**

Sunday 30 April.



***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 Apprentice – Assurance

**Contract:** Permanent

**Salary:** Competitive with benefits

**Employer:**

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

**Work Environment:**

To find out more about working in our Edinburgh office, please watch the following film:

[https://www.youtube.com/watch?v=CCz\\_7BdwH0A&list=PL4JSMaUVcSC2QGsnCQRnyKbrCzVdvRtnH&index=5](https://www.youtube.com/watch?v=CCz_7BdwH0A&list=PL4JSMaUVcSC2QGsnCQRnyKbrCzVdvRtnH&index=5)

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

Assurance plays a vital role in restoring and maintaining public confidence in the world's capital markets by providing an independent and reliable voice. Our Assurance team at EY work closely with some of the world's most influential organisations and governments, understanding their strengths and vulnerabilities, and analysing the precision and safety of their performance.

A role in EY Assurance, combined with achieving an internationally recognised qualification, should not be underestimated in terms of the experiences it opens up. Having gained a grounding in the finance industry and exposure to our large client base, you'll have a wealth of practical experience to compound your theoretical knowledge. And this will open opportunities both inside and outside EY.

**What will I Learn?**

- You can expect world-class training and support throughout your role, as well as studying towards a Chartered Accountancy qualification with the Institute of Chartered Accountants of Scotland (ICAS).
- As well as your professional training, you'll also develop essential know-how through a range of activities.
- Over the years you may experience web-based learning, shadowing senior colleagues and team members, secondments (internal, with clients, or overseas) and training courses with our in-house experts.
- You'll be assigned a counsellor on day one who'll work closely with you to identify your strengths and help you grow in your career.
- School Leavers who join us straight from school following completion of Highers spend 5 years on the programme. Students working in our Scottish offices will study ICAS.

**What Qualifications / Qualities are required?**

- To be eligible for our Business Apprenticeship programme you should be studying or have obtained three A levels, five Scottish Highers, or equivalent. You must have obtained the qualifications listed in advance of the programme start date in September 2017.
- We are looking for people with the energy, enthusiasm, courage to lead and an interest in business. You must be good at working in teams and keen to get involved in the EY community.

Please check our careers website <https://ukcareers.ey.com/schools> for further details before applying or email any questions to our recruitment team at [eyschools@uk.ey.com](mailto:eyschools@uk.ey.com).

**Closing Date:**

Friday 28 April.



***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 Apprentice - Tax

**Contract:** Permanent

**Salary:** Competitive with benefits

**Employer:**

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

**Work Environment:**

To find out more about working in our Edinburgh office, please watch the following film:

[https://www.youtube.com/watch?v=CCz\\_7BdwH0A&list=PL4JSMaUVcSC2QGgncQRnyKbrczVdvRtnH&index=5](https://www.youtube.com/watch?v=CCz_7BdwH0A&list=PL4JSMaUVcSC2QGgncQRnyKbrczVdvRtnH&index=5)

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

Tax touches every aspect of our lives and is one of the largest items of expense any organisation or individual has to consider. On top of that, current issues such as the reform of international taxation, tax transparency, and the way in which we and our clients are using disruptive technology mean that there has never been a more exciting time to start a career in Tax.

Client work will be very varied and includes technical research into areas of tax legislation, commercial research into new clients, attending and taking notes of client meetings and calls, as well as reporting writing and meetings with other EY colleagues.

**What will I Learn?**

- All Tax graduates must study for a professional qualification as part of their contract, with most studying for a Chartered Accountancy qualification with ICAS or the Chartered Tax Advisor qualification with CIOT.
- You'll also benefit from informal technical training sessions to discuss new legislation with your team – a great opportunity to learn from senior people, and a counsellor who will oversee your formal career development and help you reach your career goals.
- School Leavers who join us straight from school following completion of Highers spend 5 years on the programme. Students working in our Scottish offices will study ICAS.

**What Qualifications / Qualities are required?**

- To be eligible for our Business Apprenticeship programme you should be studying or have obtained three A levels, five Scottish Highers, or equivalent. You must have obtained the qualifications listed in advance of the programme start date in September 2017.
- We are looking for people with the energy, enthusiasm, courage to lead and an interest in business. You must be good at working in teams and keen to get involved in the EY community.

Please check our careers website <https://ukcareers.ey.com/schools> for further details before applying or email any questions to our recruitment team at [eyschools@uk.ey.com](mailto:eyschools@uk.ey.com).

**Closing Date:**

Friday 28 April.



***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 Production Engineer

**Contract:** Three months initially, with opportunity of permanent employment if successful

**Salary:** Above National Minimum Wage

**Employer:**

Mike Stoane Lighting was founded in 1995 and are a manufacturer of a range of lighting products and commissioned specials.

**Work Environment:**

We have a medium sized industrial unit on the Bilston Glen Industrial Estate at Loanhead (near IKEA); bus numbers 37 and 47 from the city will bring you here. It's not a typical factory; our staff are creative problem solvers who are encouraged to use their own initiative.

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

Every project at MSL is different and as a lot of our work is bespoke or special there is plenty of variety. When we produce larger batches of standard fittings you'll have the chance to learn each type inside out, but never on a scale that would warrant weeks of the same work.

Your main tasks will include:

- Learning the different procedures to manufacture our wide range of standard and custom built luminaires
- Assembling light fittings
- Following instruction manuals
- Using fixings and hand tools.

**What will I Learn?**

The opportunities to learn on the job are endless at MSL. Our skilled Production Engineers will teach you hands-on engineering and assembly skills; you'll also learn about cutting edge new LED lighting equipment and electronics, as we are working at the forefront of new technology in our industry.

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

You could become a specialist in a specific area of production such as soldering or operating our glue robots. We also have a fully kitted out workshop with various manual and CNC operated mills and lathes, various power tools, hand tools, saws, pillar drills etc; these are all available to learn in the future once you have perfected your basic skills.

**What Qualifications / Qualities are required?**

- A basic knowledge of electricity would be beneficial (e.g. wiring a 13 amp plug)
- Practical hands on skills (e.g. do you make or fix things yourself as a hobby?)
- An enthusiasm for design and engineering
- A desire to learn new skills
- Attention to detail
- Flexible "can do" attitude
- Reliable and trustworthy.

**Closing Date:** Sunday 23 April.



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

**Job Title:** Trainee Civil and Structural Engineering Technician

**Contract:** Permanent, with a start date of July 2017

**Salary:** £13,500 per annum

**Employer:**

David Narro Associates is an established Structural and Civil Engineering Consultancy with offices in Edinburgh and Glasgow. We have expertise in all areas of building design including conservation engineering, sustainable design and architectural engineering. Our projects range from minor structural alterations through to multi-million pound developments including commercial and industrial buildings, housing, schools, visitor centres, museums, health centres, and theatres. Our Structural Engineers and Engineering Technicians work closely with Architects and other building professionals to deliver projects throughout Scotland and beyond. In recent years our work in Scotland has taken us to all corners of the country from the Battlefield Visitor Centre at Culloden to the refurbishment of the Royal Museum in Edinburgh and many projects throughout the Western Isles, Orkney and Shetland.

David Narro Associates is an employee-owned company and as such you will have a say in some of the decisions affecting the company. You will also become eligible to obtain shares in the company and therefore have a personal stake in the ownership of the business.

**Work Environment:**

You will be based in our busy Edinburgh office in the Marchmont area of the city. You will be working as part of a small team producing 2D and 3D drawings using computer software. These computer-aided (CAD) drawings are used by builders and contractors to understand our designs and to aid them in constructing the building. You will be mentored by a Senior CAD Technician who will work with you closely throughout your training.

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

You will work 35 hours per week, Monday to Friday with day release for college. You will be office based but will have plenty of opportunity to visit construction sites to see your drawings being turned into reality. The projects you will be working on vary enormously in size and complexity from small house alterations and extensions to multi million pound projects.

Duties may include:

- production of 2D and 3D drawings using computer software
- assisting the in-house team of engineers and technicians in the production of construction information
- production of 3D computer models of building structures using drawing software
- contributing to the solution of civil and structural engineering problems
- working to agreed timescales and deadlines
- visiting construction sites on occasion to check compliance and assist the contractor
- attending training seminars and events.

**What will I Learn?**

You will learn the importance of teamwork and the significance of your role as a member of that team. You will develop your communication and problem solving skills and will gain an insight into the civil and structural engineering profession.

You will learn how to use computer software to produce drawings and how to carry out basic engineering calculations.



You will undertake a programme of training and will be mentored throughout the training period. You will be offered the opportunity to study for a Modern Apprenticeship or an HNC in Civil Engineering on a day release basis at a local college. This qualification will allow you to apply for Technician membership of the Institution of Civil Engineers or the Institution of Structural Engineers with a view to obtaining a professionally registered Engineering Technician qualification (Eng. Tech).

### **What Qualifications / Qualities are required?**

You should be studying towards or have achieved a minimum of 5 passes at National 5 including English, Maths and a science subject.

To be a Civil Engineering Technician you should have:

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

You should be able to demonstrate that you are:

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

### **Closing Date:**

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

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

**Job Title:** Electrical Design Engineer – Modern Apprenticeship

**Contract:** Permanent, with a start date of late July/August 2017

**Salary:** £11,000 per annum

**Employer:**

Troup Bywaters + Anders are an award-winning Building Services Engineering Consultancy with over 200 staff in 8 design centres in the UK.

### **Work Environment:**

We have an exciting opportunity for an Electrical Design Engineering apprentice to join our Edinburgh west end office. You will work within a team of engineers and other professionals in the construction industry to design various installations found in buildings. These typically include systems such as heating, ventilation, air conditioning, drainage, lighting, power, controls and lifts, to deliver buildings which meet the needs of the people that use them.

The buildings take on many forms from newly built facilities to the refurbishment of historic premises for every sector of industry such as defence, health, finance, education, research, etc. On a wider note, you will also be dealing with issues such as sustainability.

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

Duties relating to the role may include:

- Preparation of simple calculations
- General sizing calculations
- Production of manual and CAD (Computer Aided Design) drawings
- Site visits
- Site surveys
- Contributing to providing solutions to design problems
- Ensuring designs meet required standards following our Integrated Management System
- Keeping your training log up to date and attending training/CPDs where appropriate
- Supporting the administration of projects
- Commit to supporting strategic TB+A sustainability policies and our internal environmental programme objectives.

This list is not exhaustive and we would expect the successful candidate to be willing to undertake other tasks as and when required.

### **What will I Learn?**

You will attend Forth Valley College for one day a week during term time to study for an SVQ Level 3 in Engineering Construction Design and Draughting.

We'll provide you with one to one mentoring to support you every step of the way and encourage you to fulfil your career aspirations.

As this is an entry level position in engineering, we do expect the successful candidate to have a genuine interest in pursuing a career within the field. Following completion of the apprenticeship, we would offer further opportunities to obtain further qualifications with the aim for individuals to work towards achieving Chartered Engineer status (CEng) as their career develops and progresses with us.

### **What Qualifications / Qualities are required?**

You should have or be expected to achieve a minimum of 5 National 5s at grades A-C, including English and a Science subject. Grade B or above in National 5 Maths is desirable but not essential.

You should also meet the following criteria:

- Good working knowledge of Microsoft Office especially Outlook, Word and Excel
- Use of email and internet
- Interest in learning how buildings are designed
- Logical thinker, scientific and analytical – having an engineering approach to problem solving
- Self-motivated and enthusiastic
- Organised
- Willing to learn
- Calm and unflustered when under pressure
- Patient with good listening skills
- Flexible attitude to work
- Proactive team member
- Works on own initiative
- Approachable and personable
- Commitment to maintaining high quality standards with an eye for detail.

It would also be beneficial if you have an interest in renewable energy technologies and environmental sustainability in the workplace and home.

### **Closing Date:**

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



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

**Job Title:** Insurance Administration Assistant - Modern Apprenticeship

**Contract:** Fixed Term – 6 months' probation leading to permanent

**Salary:** £15,000 per year

**Employer:**

Premier Commercial Ltd are an Insurance Underwriting Agency based at the west end of Edinburgh.

**Work Environment:**

You will be working in a small team, mostly office based.

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

- Preparing and processing the renewal of Insurance policies
- Issuing documentation to our brokers
- Processing amendments to Insurance policies
- Responsible for the diary
- Banking cheques received and taking any mail to Post Office
- Answering telephone calls
- Complete spreadsheets to prepare renewals for Underwriters
- Spend time with Underwriters to learn how to quote and the products we offer
- Issue Terms of Business Agreements to brokers
- Completing training modules and keeping your training log up to date
- You will take part in Underwriter training.

**What will I Learn?**

- You will work towards an SVQ Level 2/3 in Business and Administration
- You will learn all about communication, teamwork, MS office and Excel, customer service, telecoms
- You will have the opportunity to obtain Certificate in Insurance from the Chartered Insurance Institute.

**What Qualifications / Qualities are required?**

- National 5 or above in English and Maths
- We are looking for someone who is reliable, enthusiastic and happy to work in a small company.

**Closing Date**

Sunday 30 April.



***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:** Apprentice+ Programme 2017 (Trades Apprenticeships)
- Contract:** 2 or 4 years depending on your apprenticeship choice beginning in September 2017.
- Salary:** Industry high rate of pay (hourly) dependant on trade or technical skill.
- Employer:**

At Laing O'Rourke, we fund, design, manufacture, construct and maintain the built environment – providing the facilities to accommodate, educate, employ, transport, care for and sustain communities.

#### **Work Environment:**

As a Laing O'Rourke apprentice you will work through a structured programme that will take between two and four years depending on your apprenticeship choice. The programme will combine practical onsite experience, academic learning at college and a series of bespoke personal development modules.

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

We are looking for exceptional candidates to fill roles within the following areas:

- Electrical site wide services
- Plumbing
- Formwork Carpentry
- Carpentry and Joinery
- General construction operations.

#### **What will I Learn?**

As part of the Apprenticeship+ Programme, you will be expected to achieve an NVQ/SVQ 2 or 3, plus a technical certificate in your chosen discipline. You will attend college on either a block or day release format, depending on the college you are assigned to.

#### **What Qualifications / Qualities are required?**

We are looking for people with a genuine interest in construction. The ideal candidate will be enthusiastic and ambitious, with the potential to progress to a supervisory / management role over a five-to-ten-year period. You will also need to meet the following criteria:

- eligibility without restrictions to work in the UK
- able to travel to site locations
- have three to five National 5s (number and level will depend on role).

#### **There are three stages to our Apprenticeship+ Programme recruitment process:**

- Stage 1 - online application. Once we receive your application, it will be reviewed and, if successful, you will receive an email inviting you to complete stage two of the selection process.
- Stage 2 - online tests. You will be required to complete a series of verbal reasoning, diagrammatical and numerical online tests. If successful, you will receive an invite to stage three of the selection process.
- Stage 3- interview/assessment centre. You will be invited to attend an interview or an assessment centre (depending on the role) at one of our offices across the UK. Your assessment could include a structured interview, a group discussion, manual dexterity exercise and an individual presentation exercise. At this stage, you will also be asked to undergo a drugs and alcohol test.

**Closing Date:**

We recruit for the Apprenticeship+ Programme on an ongoing basis until all roles are filled. We recommend you apply soon!



# Berland's of Edinburgh



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

**Job Title:** Trainee Metal Polisher and General Workshop Assistant  
**Contract:** Permanent after trial period. 4 days per week 9am – 5pm to start with.  
**Salary:** National Minimum Wage

## **Employer:**

Berland's 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](http://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.***

**Job Title:** Software Developer - Modern Apprenticeship (QA10005)

**Contract:** 12 – 24 months

**Salary:** £14,100 per annum

**Employer:**

CGI is among the leading independent information technology and business process services firms in the world. CGI EUT work with Energy, Utilities and Telecoms companies nationally, with a diverse range of projects including outsourcing, application services, Smart Metering. CGI is a global company employing over 5,000 people in the UK.

**Work Environment:**

EH12 - office based. 9:00am - 5:30pm, Monday to Friday.

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

Do you have a passion for IT and technology? We are looking for smart, motivated and creative individuals who want to pursue a career in software development and can demonstrate strong problem solving skills. The opportunity we are offering involves working with more experienced developers in Agile development teams to help build Java applications for CGI clients, including:

- developing good quality Java code with sound syntax
- developing professional user interfaces for at least one channel (web and/or mobile)
- effectively link code to the database using SQL and/or data layer technologies
- test: can test code using either V-model manual testing and using unit testing
- problem solving: can debug own code and understand structure of programmes in order to identify and resolve issues
- basic design: following best practices and standards can create simple data models and software designs to effectively communicate understanding of the programme.

**What will I Learn?**

SCQF Level 6, with progression to Level 8, Diploma for Information Technology and Telecommunication Professional. Classroom training includes MTA in software development fundamentals.

**What Qualifications / Qualities are required?**

The qualifications and skills you require for this apprenticeship are:

- Highers in STEM subjects (sciences, maths, computing, IT/IS)
- Passionate about software engineering and technology in general
- Strong problem solving skills
- Good written and oral communication skills.

**Closing Date:**

The job will be closed when a satisfactory level of suitable applications has 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:** Driver – Apprenticeship Programme

**Contract:** Fixed Term for 2 years - Monday to Friday, 40 hours per week

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

**Employer:**

A-Plant is one of the UK's leading rental equipment companies. A FTSE 100 company which offers superb training opportunities, a supportive working environment and scope for progression. Our culture is fast paced, friendly and empowering. With a history of growth and with plans to redefine excellence within the equipment rental industry, our business is going from strength to strength.

With over 140 apprentices and winners of the CITB Industry Apprentice Employer of the Year Large Company Award 2015, A-Plant has an excellent apprenticeship programme which is growing each year and we want you to be part of it.

**Work Environment:**

You will be based in a Service Centre working with one of our qualified and experienced drivers. We make sure our people are well equipped for the job they do.

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

Your tasks will include:

- delivering pre-ordered equipment to customers
- ensuring all the relevant paperwork is handed to the customer at point of delivery
- ensuring your vehicle is ready before you go out on the road
- working with the Hire Desk to ensure all the customer orders have been delivered.

**What will I Learn?**

You will work towards achieving:

- Driving Qualification
- Fork Lift Truck Licence
- Large Goods Vehicle Licence.

**What Qualifications / Qualities are required?**

The right candidate should possess the following skills:

- National 5 in Maths and English
- Ability to carry out instructions
- Adhere to Health & Safety
- Good communication and listening skills
- Problem-solving skills
- Full driving licence essential.

**Closing Date:** Friday 30 June.



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

**Job Title:** Kindergarten Assistant - Modern Apprenticeship  
**Contract:** 2 years fixed term – 30 hours per week  
**Salary:** Modern Apprenticeship National Minimum Wage  
**Employer:** Rowanberry Mini Kindergarten

#### **Work Environment:**

You would be working with a childminder caring for 10 - 12 children. Half of the children are under school age so there will only be 5 pre-schoolers most mornings at first. They have recently renovated a cottage to provide holistic and meaningful experiences for a mixed aged group of children in a child led kindergarten type environment. The service on offer is already proving popular and they now need an assistant to be able to meet demand. This is an excellent opportunity for a young person who loves children and animals, spending time outdoors and would like an opportunity to develop a career in this area.

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

This childcare business operates from a home. There are pros and cons of working with a childminder. There is greater freedom to really offer child-led activities. They have the use of a 7 seat car so can do trips, many of which will be into the woods for nature play. There will also be some domestic duties within the family home such as cleaning and keeping all areas tidy.

The Childminder will be doing school pick-ups and drop offs so there will be times when you will be left alone with between one and three children. You will not be required to do nappy changes. You will prepare snack together with the children.

You will learn something about Steiner and Froebel methods as the Childminder has been a Steiner teacher and more recently has completed Froebel training. There will be more cleaning involved in operating from domestic premises, including cleaning of the car but all this will be shared so that you have the right hands on experience to complete your course.

You would be encouraged to follow your passions and dance or do yoga with the children or arts and crafts or climb trees or tell stories with silly voices if that is what you are into. Children enjoy being with adults much more if they are having fun too.

#### **What will I Learn?**

You will work towards SVQ Level 2 in Childcare and Education to become a qualified Nursery Assistant progressing on to SVQ Level 3 in Childcare and Education to become a qualified Nursery Nurse.

#### **What Qualifications / Qualities are required?**

- Candidates should have at least a National 4 in English and Maths.
- Looking for someone who is positive, reliable and caring with a natural love of children.
- You must be 18 years old by June 2017.

#### **Closing Date:**

Sunday 30 April.



***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 and Administration – Modern Apprenticeship – 2 posts

**Contract:** Fixed term – 2 years

**Salary:** £16,150 per annum

**Employer:**

The Scottish Qualifications Authority (SQA) is Scotland's national awarding and accreditation body. We are trusted to oversee thousands of qualifications that are available in schools, colleges and workplaces, not just in this country, but around the world.

**Work Environment:**

You will be based at Lowden, our new office complex in Shawfair Business Park near Dalkeith. Over 200 staff are based there, but this number increases by over 100 during the summer months when we employ temporary staff. There is a staff restaurant and coffee shop within the building. Free car parking, bicycle racks and tea/coffee are provided.

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

This role will be within one of the departments within SQA and will rotate on a 6 monthly basis in order to broaden your experience. Within the role you will undertake general administrative duties which will ensure the successful and smooth running of the department you are in. You will be supported to learn and develop, and your responsibilities will grow as you become more confident in the role.

**What will I Learn?**

- You will attend college on day release to study an HNC Administration and Information Technology.
- You will receive a tailored training plan and an SQA Mentor to support your personal development and career plans.
- Two years on-the-job training and work experience to add to your CV and kick start your career
- A welcoming and inclusive workplace that supports the local community.

**What Qualifications / Qualities are required?**

- We are looking for individuals who are reliable, creative and willing to learn new things.
- You must be aged 16 - 19 years old from Edinburgh, East Lothian or Midlothian
- Ideally you will have Higher English and either Administration, Business Management or a related discipline
- Good written and spoken communication skills and pay attention to detail.

**Closing Date:**

Saturday 20 May.



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

**Job Title:** Business Administrator - Modern Apprenticeship (R042)

**Contract:** Permanent

**Salary:** £10,000 per annum

**Employer:**

An office environment in Macmerry.

**Work Environment:**

You will be based in a small team supporting them with all aspects of administration. Your working hours will be 8am - 4.30pm Monday – Thursday and Friday 8am - 4.00pm with half an hour for lunch. You will receive 28 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?**

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:** Trades Apprenticeships – Bricklaying and Carpentry/Joinery

**Contract:** Minimum two year contract. 39 hours per week.

**Salary:** Competitive + benefits

**Employer:**

Barratt is Britain's best-known house builder. Our successful brands include [Barratt Homes](#), [David Wilson Homes](#) and [Barratt London](#). Every year we build and sell thousands of new homes ranging from starter and family homes, through to exclusive luxury apartments. We've built and sold over 400,000 homes in the last 50 years, and won multiple awards. Our homes are built to last.

The same is true of our careers. We have a huge range of projects lined up and we need great people like you to make them a reality. We've grown considerably in the past three years, bringing our workforce from 5,000 to over 6,000 people, and re-entering the FTSE100 top companies.

**Work Environment:**

Everyone who joins our scheme commits to a minimum two year programme. Our apprentices commence the programme at the beginning of September each year. For our trade apprentices, there's a lot of working outside, helping build houses while learning your trade, so you'll need to be good with your hands and happy to work in all weather conditions.

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

Here at Barratt, we're not just about bricks and mortar. We're about fulfilling ambitions. Opening doors, creating a real sense of belonging. That's how we work with our customers. And that's exactly what you can expect from us if you join us.

Within our award winning Barratt Academy, we run a number of programmes to create the very best learning environment for you, providing you with the very best opportunities.

Once you've successfully completed your Trade Apprenticeship, for those with the desire and potential to progress, you will have the opportunity to apply for our Assistant Site Manager Programme or our Sponsored Degree Programme. Alternatively, you could join one of our sub-contractors, you could go self-employed, or in some areas you could join Barratt permanently as a qualified tradesperson.

**What will I Learn?**

- The first two years are taken up with learning a trade and achieving S/NVQ Level 2 through day or block release at college.
- At the end of your second year, there are options available to you including continuing to obtain an Advanced Apprenticeship Level 3 for a further year (two years in Scotland and for Plumbing and Electrical trades).
- You will also undertake learning to complete your functional skills Maths and English up to level 2 if required as this will form part of your apprenticeship framework.

**What Qualifications / Qualities are required?**

Whichever role you apply for, there's plenty of studying to be done, so you'll need to be willing to continue your learning in an exciting and challenging environment.

We're looking for individuals who have:

- achieved or working towards a minimum of National 5 in English and Maths
- a commitment to learn and work to high standards
- a genuine interest in construction and learning a trade
- passion for exceeding customers' expectations
- and are ambitious and enthusiastic.

You should also be able to demonstrate the following skills:

- excellent communication
- team working
- problem solving
- time management.

In addition to your commitment to learning, you will need to demonstrate a passion for working outdoors in all weathers, working as part of a team, showing initiative and be willing to follow strict Health and Safety regulations.

**Closing Date:**

Friday 30 June.



**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:** 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:** 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.





***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.



***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 (1<sup>st</sup> 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 5<sup>th</sup> 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/Carecentre/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:** 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 (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:** 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 brainstorming 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:** Salon Assistants – 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:** 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.