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**Snippets Bulletin** – **20 March 2023**

## The opportunities listed here have been sourced to be particularly suitable for school and college leavers looking for apprenticeships and entry level jobs. Any websites mentioned may have other opportunities suitable for a wider age range or more experienced applicant.

This bulletin is sent to young people looking for work, training providers, voluntary organisations, schools and colleges, West Lothian Council and many other organisations. If you would like to be added to the circulation list or need help to apply for any of the opportunities shown below, please phone 01506 434249 to speak to an SDS adviser.

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| New! **Apprentice Light Vehicle Mechanic,** Premier Garage Services, Armadale - [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=151956) Closing date 31/03/2023 |
| New! **JBT,** Livingston:   * **Apprentice Welder Fabricator** - [see here](https://careers.jbtc.com/jobs/10379?lang=en-us) * **Logistics and Export Compliance Apprentice -** [see here](https://careers.jbtc.com/jobs/10376?lang=en-us) * **Apprentice Electrical Maintenance and PLC Programmer** - [see here.](https://careers.jbtc.com/jobs/10374?lang=en-us) |
| New! **Specialist Tyre Fitter,** Halfords, Broxburn - [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=151684) Closing date 8 April. |
| New! **OIL STATES INDUSTRIES UK LTD,** Bathgate:   * **Fabrication and Welding Apprentice** - [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=151691) Closing date 30 March. * **Mechanical Engineering Apprentice** - [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=151692) Closing date 31 March. * **Apprentice Machinist** - [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=151689) Closing date 30 March. |
| New! **Apprentice Technician,** Arnold Clark, West Calder - [see here](https://apprenticeships.arnoldclark.com/job/apprentice-technician-30165.aspx). |
| New! **Apprentice Maintenance Engineers (Electrical and Mechanical),** Scottish Prison Service, various locations including HMP Shotts – [see here.](https://sps.tal.net/vx/mobile-0/appcentre-1/brand-2/candidate/so/pm/1/pl/3/opp/3864-Modern-Apprenticeship-Maintenance-Engineers-Mechanical-and-Electrical/en-GB) Closing date 3 April. |
| New! The social mobility charity, Leadership Through Sport and Business (LTSB) prepares and supports young people from disadvantaged backgrounds into meaningful roles with major firms. The LTSB programmes consist of a ‘bootcamp’ followed by an interview and placement with an employer. For more information about LTSB, please [see here.](https://ltsb.charity/)  Current opportunities:   * **Contact Centre Bootcamp and Apprenticeship Programme** with NatWest in Edinburgh - [see here.](https://ltsb.charity/contact-centres/#1557504346030-6e4c6f74-7b56) Bootcamp start dates are 15 May and 24 July.   Applicants must be 16-24, been educated in a state school and received either free school meals and/or additional support to access careers. |
| New! **BAILLIE GIFFORD,** Edinburgh:   * Trainee Facilities Co-ordinator - [see here.](https://bailliegifford.wd3.myworkdayjobs.com/en-US/BaillieGiffordEarlyCareers/details/Trainee-Workplace-Services-Administrator_R0003456?primaryLocation=c7327c2d3743018318a6925be059da16) * Trainee Travel Administrator - [see here.](https://bailliegifford.wd3.myworkdayjobs.com/en-US/BaillieGiffordEarlyCareers/details/Trainee-Travel-Administrator_R0003460?primaryLocation=c7327c2d3743018318a6925be059da16) * Trainee Building Services Administrator - [see here.](https://bailliegifford.wd3.myworkdayjobs.com/en-US/BaillieGiffordEarlyCareers/details/Trainee-Building-Services-Administrator_R0003461?primaryLocation=c7327c2d3743018318a6925be059da16) * Trainee Reception Administrator - [see here.](https://bailliegifford.wd3.myworkdayjobs.com/en-US/BaillieGiffordEarlyCareers/details/Trainee-Reception-Administrator_R0003462?primaryLocation=c7327c2d3743018318a6925be059da16) * Trainee Client Accounting Associate - [see here.](https://bailliegifford.wd3.myworkdayjobs.com/en-US/BaillieGiffordEarlyCareers/details/Trainee-Client-Accounting-Associate_R0003463?primaryLocation=c7327c2d3743018318a6925be059da16) * Trainee Application Developer - [see here.](https://bailliegifford.wd3.myworkdayjobs.com/en-US/BaillieGiffordEarlyCareers/details/Trainee-Application-Developer_R0003472?primaryLocation=c7327c2d3743018318a6925be059da16) * Trainee Business Analyst - [see here.](https://bailliegifford.wd3.myworkdayjobs.com/en-US/BaillieGiffordEarlyCareers/details/Trainee-Business-Analyst_R0003473?primaryLocation=c7327c2d3743018318a6925be059da16) * Trainee Application Service Delivery Analyst - [see here.](https://bailliegifford.wd3.myworkdayjobs.com/en-US/BaillieGiffordEarlyCareers/details/Trainee-Application-Service-Delivery-Analyst_R0003474?primaryLocation=c7327c2d3743018318a6925be059da16) * Trainee Security Analyst - [see here.](https://bailliegifford.wd3.myworkdayjobs.com/en-US/BaillieGiffordEarlyCareers/details/Trainee-Security-Analyst_R0003475?primaryLocation=c7327c2d3743018318a6925be059da16)   All opportunities have a closing date of 28 April. |
| **WEST LOTHIAN COUNCIL**:   * **Apprentice Plasterer,** Kirkton Service Centre, Livingston – [see here.](https://www.myjobscotland.gov.uk/councils/west-lothian-council/jobs/apprentice-plasterer-kirkton-service-centre-46478-319301) Closing date 4 April. * **Apprentice Painter,** Kirkton Service Centre, Livingston – [see here.](https://www.myjobscotland.gov.uk/councils/west-lothian-council/jobs/apprentice-painter-x-2-posts-kirkton-service-centre-46477-319303) Closing date 4 April. * **Apprentice Electrician,** Kirkton Service Centre, Livingston – [see here.](https://www.myjobscotland.gov.uk/councils/west-lothian-council/jobs/apprentice-electrician-x-2-posts-kirkton-service-centre-46475-319285) Closing date 4 April. * **Apprentice Joiner,** Kirkton Service Centre, Livingston – [see here.](https://www.myjobscotland.gov.uk/councils/west-lothian-council/jobs/apprentice-joiner-x-2-posts-kirkton-service-centre-46476-319288) Closing date 4 April. * **Supply Social Care Support Worker,** various locations throughout West Lothian – [see here.](https://www.myjobscotland.gov.uk/councils/west-lothian-council/jobs/supply-social-care-support-worker-46346-313300) Closing date 31 December 2023.   West Lothian Council is running prep sessions to help with apprenticeship applications. To register, please email [stepsn2work@westlothian.gov.uk](mailto:stepsn2work@westlothian.gov.uk) or call 0800 032 9768. |
| **BAKKAVOR SALADS,** Bo’ness currently has the following apprenticeship opportunities:   * **2 x Engineering Apprenticeships** * **Food Technology Apprenticeship**   For more details and to apply online, please [see here.](https://fierileadership.com/earlycareers-apprenticeships/) |
| **SCOTTISH WATER** currently has the following apprenticeship opportunities:   * **Project Management Technical Apprentice** - [see here.](https://scottishwater.wd3.myworkdayjobs.com/en-US/External_Careers/details/Project-Management-Technical-Apprenticeship--Opportunities-available-throughout-Scotland----2023-Campaign-_R5578?source=Other%20(Please%20Specify)) * **Business Admin Apprentice** - [see here.](https://scottishwater.wd3.myworkdayjobs.com/en-US/External_Careers/details/Business-Administration-Modern-Apprentice--Glasgow-or-Edinburgh----2023-Campaign_R5581?source=Other%20(Please%20Specify)) * **Electrical and Mechanical Apprentice** - [see here.](https://scottishwater.wd3.myworkdayjobs.com/en-US/External_Careers/details/Electrical-and-Mechanical-Modern-Apprentice_R5427?source=Other%20(Please%20Specify)) * **Property Management Apprentice** - [see here.](https://scottishwater.wd3.myworkdayjobs.com/en-US/External_Careers/details/Property-Management-Modern-Apprentice--Edinburgh----2023-Campaign_R5582?source=Other%20(Please%20Specify)) * **Scientific Services Apprentice** - [see here.](https://scottishwater.wd3.myworkdayjobs.com/en-US/External_Careers/details/Scientific-Services-Modern-Apprentice--Edinburgh----2023-Campaign_R5583?source=Other%20(Please%20Specify))   Closing date 2 April. |
| **Software Development Graduate Apprenticeship**, Infographics UK Ltd, South Queensferry - [see here.](https://www.infographics.co.uk/careers/graduate-apprenticeships/) This 4-year graduate-level apprenticeship lets you study for a BSc Hons Degree in Software Development with Edinburgh Napier University whilst in paid, full-time employment. Attendance at university is by day release. |
| **Apprentice Bricklayer,** Jarvey Stone, Bathgate - [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=150710) Closing date 8 April 2023. |
| **Apprentice Signmaker,** Forrest, Hepburn and McDonald, Nicolson Square, Edinburgh - [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=150443) Closing date 28 March. |
| **Roads Civil Engineering Apprenticeship,** Aecom, Tanfield, Edinburgh - [see here.](https://jobs.smartrecruiters.com/AECOM2/743999880597718-roads-civil-engineering-apprentice-edinburgh) |
| **Heavy Vehicle Technician,** Haston and Krol Ltd, Shotts - [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=150595)Closing date 31 March. |
| **Electrical Apprenticeship,** John Heaney Ltd, Livingston - <https://www.heaneys.co.uk/careers-apprenticeships/> |
| **Travel Apprenticeship,** Hays Travel, Nationwide - [see here.](https://careers.haystravel.co.uk/apprenticeships) |
| **BALFOUR BEATTY:**   * **Apprentice Plant Fitter, Shotts -** [see here.](https://www.balfourbeattycareers.com/job-detail?detail=bbuk03297-apprentice-plant-fitter-shotts-scotland-level-3) * **Business Admin Apprentice,** Shotts - [see here.](https://www.balfourbeattycareers.com/job-detail?detail=bbuk03130-business-admin-apprentice-2023-shotts-glasgow-scqf-level-5-6)   Closing date 31 May 2023. |
| Ongoing! **Trainee Hairdresser,** Charlie Miller, Edinburgh - [see here.](https://www.charliemiller.com/jobs/trainees-wanted/) |
| **CNC Machining Apprentice,** Ritchie Precision, Livingston - [see here.](https://www.ritchieprecision.co.uk/job-vacancies) Ritchie Precision is a specialist engineering business and supplier of small parts to companies involved in laser, medical, photonics, ultra-sonic, opto-electronics and scientific instrumentation production. |
| **School Leaver Degree Apprenticeship,** McDonalds Restaurants Ltd - [see here.](https://www.caterer.com/job/school-leaver-apprenticeship/mcdonald-s-restaurant-limited-job99182889?src=search&page=1&position=3&WT.mc_id=A_PT_CrossBrand_Totaljobs) |
| **LEONARDO Aerospace, Edinburgh:**   * **Business Apprentice** - [see here.](https://leonardo-career.talent-soft.com/job/job-business-apprentice_4086.aspx) You will study towards a level 3 qualification in Business and Administration. * **Manufacturing Technical Apprentice** - [see here.](https://leonardo-career.talent-soft.com/job/job-manufacturing-technical-apprentice_4081.aspx) You will study towards an HND in Engineering systems, an SVQ level 2 (PEO) and an SVQ level 3 (Engineering technical support). * **Manufacturing Apprentice -** [see here.](https://leonardo-career.talent-soft.com/job/job-manufacturing-apprentice_4080.aspx) You will study towards an NC in Engineering systems, SVQ level 2 (PEO) and SVQ level 3 (Engineering technical support). * **Business Graduate Apprentice -** [see here](https://leonardo-career.talent-soft.com/job/job-business-graduate-apprentice_4049.aspx). You will study towards a Business Management BA (Hons) degree at the University of Strathclyde. * **Business Graduate Apprentice (2)-** [see here](https://leonardo-career.talent-soft.com/job/job-business-graduate-apprentice_4139.aspx). You will study towards a Business Management BA (Hons) degree at the University of Strathclyde. On completion you should have met the criteria for Chartered Management Institute (CMI). * **Business Graduate Apprentice (3) -** [see here.](https://leonardo-career.talent-soft.com/job/job-business-graduate-apprentice_4266.aspx) You will study towards a Business Management BA (Hons) degree at the University of Strathclyde. On completion you should have met the criteria for Chartered Management Institute (CMI). * **Software Engineering Graduate Apprentice -** [see here.](https://leonardo-career.talent-soft.com/job/job-software-engineering-graduate-apprentice_4047.aspx) You will study towards a BSc (Hons) in Software Development for Business. * **Design Engineer Graduate Apprentice -** [see here.](https://leonardo-career.talent-soft.com/job/job-design-engineering-graduate-apprentice_4297.aspx) You will study at the University of Strathclyde for completion of a BEng (Hons) in Engineering: Design & Manufacture.   Closing date 24 March 2023. |
| New! **Customer Service Assistant (retail),** EG Group, Whitburn – [see here.](https://career2.successfactors.eu/career?career_ns=job_listing&company=eurogarage&navBarLevel=JOB_SEARCH&rcm_site_locale=en_GB&career_job_req_id=76180&selected_lang=en_GB) Full and part-time opportunities available. |
| **Packing Operative,** AK Stoddart, Broxburn – [see here.](https://uk.indeed.com/jobs?q=ak+stoddart&l=broxburn&vjk=72dbf11f786c90cb) 8 hour shifts, Monday to Friday. |
| **Team Member,** Chopstix, Livingston - [see here.](https://chopstix.ats.emea1.fourth.com/vacancies?id=1554&cid=11) |
| **HOME BARGAINS:**   * **Store Team Member,** Almondvale Retail Park, Livingston - [see here.](https://jobs.homebargains.co.uk/detail/18190/store-team-member-a801---almondvale-retail-park--livingston) 16 hours per week. Closing date 14 March. * **Store Team Member,** Thistle Retail Park, Broxburn - [see here.](https://jobs.homebargains.co.uk/detail/17417/store-team-member-a699---thistle-retail-park--east-main-street--broxburn) 20 hours per week. Closing date 18 March. |
| **Casual Sales Assistant,** Sports Direct, Livingston - [see here](https://frasers.group/careers/jobs/job/743999887548363). |
| **BEAVERBROOKS:**   * **Sales Assistant,** The Centre, Livingston - [see here.](https://careers.beaverbrooks.co.uk/jobs/job/Sales-Assistant/2381) 40 hours per week. * **Sales Assistant,** The Centre, Livingston - [see here.](https://careers.beaverbrooks.co.uk/jobs/job/Sales-Assistant/2339) 20 hours per week, 12 month contract. |
| **Sales Assistant,** Deichmann, The Centre, Livingston - [see here.](https://www.deichmann.com/engage/jobexchange/showJobOfferDetail.do?jobOfferId=2c92820e81ccd6180186506f76a8594a&j=UK_myjobexchange&organizationUnitId=) 4 hour contract available. |
| Ongoing! **Trainee Hairdresser,** Charlie Miller, Edinburgh - [see here.](https://www.charliemiller.com/jobs/trainees-wanted/) |
| **Customer Service Specialist,** Chase, Edinburgh - [see here.](https://www.apprenticeships.scot/vacancy-details/?refCode=148457) Closing date 1 April. |
| **Barista,** Starbucks Coffee Company, Livingston Designer Outlet - [see here.](https://starbucks.taleo.net/careersection/1000222EuroRetail/jobdetail.ftl?job=180002300&lang=en-GB) No experience needed. |
| **MITSUBISHI ELECTRIC, Livingston:**  Mitsubishi manufacture ventilation systems take on production operators on a very regular basis. If this type of work interests you, pop along to their premises at Nettlehill Road, Houstoun Industrial Estate, Livingston, EH54 5EQ and collect and application form. |
| **WEST LOTHIAN COUNCIL WAGE SUBSIDY PROGRAMME:**  Eligibility conditions apply - Open to West Lothian residents only, aged 16 - 24. Applicants aged 16-18 must be unemployed, applicants 19-24 must be 3 months unemployed or have previously engaged with More Choices More Chances or the Employability Fund / Get Ready For Work Programme. For more information on current opportunities, please [see here.](http://www.positive-destinations.co.uk/article/66016/West-Lothian-Wage-Subsidy-Programme-Job-Search)   * **Café Assistant, The Bay Tree Café, East Calder** * **Stores and Trade Counter Controller, Powerflow Solutions Ltd, Broxburn** * **Trainee Energy Adviser Assistant x 2 , Alternate Energy UK, Livingston** * **Property Administrator, Letting Solutions.** |
| **CAMPBELL’S PRIME MEAT,** by Linlithgow:   * **Trainee / Apprentice Butcher** * **Trainee / Apprentice Fishmonger** * **Production Operatives (dayshift or nightshift)**   [See here](https://www.campbellsmeat.com/recruitment) for more information. |
| For vacancies at **Aldi** stores in West Lothian, please see <https://www.aldirecruitment.co.uk/>.  Current opportunities include career starter positions, store and stock assistants. |
| Various **retail** vacancies are currently available at Livingston Designer Outlet. Please [see here](https://livingston-designer-outlet.co.uk/careers/) to get more information. |
| **Driver Home Care Assistants**, ION Care and Support, West Lothian.  Due to continued growth, ION has opportunities for anyone who wants to make a real difference. They are currently recruiting Driver Home Care Assistants to work in the West Lothian region. Applicants must be 18+ and have access to own transport.  Employer offers: Permanent full and part-time contracts, £9.63 per hour + 25p mileage, flexible schedule to suit availability, access to SVQ qualifications, a referral bonus scheme.  No experience is required - all you need is a positive attitude and a willingness to make a difference to our service users lives. If this sounds like the role for you then please email [andrew@ioncareandsupport.com](mailto:andrew@ioncareandsupport.com) or call 07949443313 for more information. |
| **Apprenticeships in Hospitality Scotland** is a ground-breaking training course that began as a partnership between hotels across Scotland. Apprentices follow the modern apprenticeship in hospitality services and spend six months in each key department: housekeeping, food and beverage, kitchen and reception. For more information and details of how to apply please see: <https://www.apprenticeshipinhospitality.scot> |
| **Production Team Members, Genius Foods, Bathgate** – <https://geniusfood.com/en-gb/work-with-us/>. Applicants must be 18+ to apply. |
| **Childcare Apprenticeships** available in numerous locations throughout West Lothian and Edinburgh. Please see [www.apprenticeships.scot](http://www.apprenticeships.scot) for more details. |
| **FUSE** is a world class retail and hospitality academy, setting standards for skills, training, recruitment and career support in Edinburgh. It has been established to connect people with training courses, accredited qualifications, employers and jobs in both retail and hospitality. Jobs are based in the new St James Quarter and across the city.  Current vacancies can be found here: <https://www.edinburghfuse.com/jobs/> |
| **McDonalds Restaurants** currently has vacancies at their Livingston, Bathgate and Newbridge sites  <https://people.mcdonalds.co.uk/job-search> (link will take you to the job search page). |
| **The Job Board for Almondvale Centre, Livingston** can be viewed by following this link:  <https://www.thecentrelivingston.com/centre-info/jobs>. |

**RAF Apprenticeships –** More information can be found [here.](https://recruitment.raf.mod.uk/)

**Army Apprenticeships** – More information can be found [here.](https://apply.army.mod.uk/)

**Royal Navy Apprenticeships** – More information can be found [here.](https://www.royalnavy.mod.uk/)

**Jobs at Edinburgh Airport**

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| Jobs currently available at Edinburgh Airport can be seen here: <https://careers.edinburghairport.com/careers/> |

**Agencies**

***If you are under 18:***

***Some agencies will only accept applications from people aged 18+, so please let them know your age when you contact them so you know right away if they will process your application.***

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| **Adecco.** Tel 333 0433871.  [www.adecco-jobs.com](http://www.adecco-jobs.com)  Tel 333 0433871 |
| **Blue Arrow,** Lennox House, Almondvale Boulevard, Livingston, EH54 6QP. Tel 01506 412229.  Applicants must be 18+.  [www.bluearrow.co.uk](http://www.bluearrow.co.uk) |
| **Connect Appointments**, Houstoun Interchange in Livingston – 01506 449944.  **Applicants must be 18+.**  <https://www.connectappointments.co.uk/> |
| **Cordant People.** Tel 0131 285 0550.  Recruits for industrial, production and machine operators in West Lothian. Must be 18+.  Registration is online and interview is by video call.  <http://cordantpeople.com> |
| **NAS Recruitment Services**, 2 Fairbairn Place, Livingston Village, EH54 6TN. Tel: 01506 460334.  [www.nasscotland.com](http://www.nasscotland.com)  Recruits for warehousing and the driving/logistics industry. Accept applicants aged 16+.  Applicants must be able to speak and understand English (for health and safety purposes). If interested in registering, please call the agency. |
| **Office Angels,** 106 Almondvale South, Livingston – 01506 832260.  [www.office-angels.com](http://www.office-angels.com) |
| **REL Recruitment,** Fleming House, Simpson Parkway, Kirkton Campus, Livingston, EH54 7BH.  Tel: 07884666026. |
| **Search Recruitment** – 0131 718 8081  [www.search.co.uk](http://www.search.co.uk) |
| **Whiteclaw Agency,** Carmondean, Livingston – 01506 237226  [www.whiteclawagency.co.uk](http://www.whiteclawagency.co.uk) |

**Useful to Know**

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| **Livingston Youth Trust**  Livingston Youth Trust is a small trust that provides financial assistance to individual young people from Livingston.  It can help to give support towards future progress in the chosen fields of the arts, sport and music.  The Trust considers general applications from individuals, groups of young people and organisations working with young people and based in Livingston.  Such general applications must be clearly presented and have specific benefits for  young people.  Applications for general subsidy will not be considered.  Young people under the age of 21 or organisations working with young people under the age of 21 with an active interest in a chosen field may apply, where the individuals or organisations are not in a position to develop that interest from their own resources.  The  Youth Trust can provide one-off grants where an individual is taking part in educational, cultural and sporting activities or training programmes which are likely to develop or enhance their abilities.  For more information, please [see here.](https://www.westlothian.gov.uk/article/45240/Livingston-Youth-Trust?fbclid=IwAR3cMLub699orSjLx4JOuDjtgOBY1gG0Rwv9EpbslBNBiqQrmYuCXnZWM6I) |

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| **Individual Training Accounts**  Get up to £200 towards the cost of a training course with an SDS Individual Training Account (ITA). Use the money to build the skills you need for a job, or get training to take your career to the next level. Whatever you want to do, there's a wide range of ITA approved courses on offer. Because it's not a loan, you don't have to pay it back.  **Applying for your ITA**  Start searching for an ITA approved course and apply online:  <https://bit.ly/2ZBLKSW> restrictions apply and proof of benefits / income is required. |

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| **Job Start Payment**  **Starting work?** This benefit has been introduced to support 16 to 24 year olds into work. The age limit rises to 25 for care leavers. Applicants need to have been unemployed for six months and in receipt of certain benefits. If your application is successful, you'll get £252.50, or a higher payment of £404 if you are the main carer of any children. This will come in one payment, and you do not need to pay this money back.  **What you can spend the payment on:**  The payment is intended to help with the costs of starting a new job.  It's up to you what you spend the money on and the Job Centre does not need to see any receipts. You could use it for things like:   * travel costs, such as a bus or train pass * lunches * new clothes or a uniform * childcare   For more information on this benefit, eligibility criteria and details of how to apply, please see: <https://www.mygov.scot/job-start-payment/> |

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| **Interview Clothing Help**  Did you know that high street chain Timpson Ltd offer FREE dry cleaning of garments for interview if you are unemployed and seeking work? You don’t need a voucher for this, just ask at the counter to get the deal. Timpson Ltd confirmed you can get any number of clothing items dry cleaned for free if it’s for an interview. The offer is running in every store that has dry cleaning facilities – about 300 stores across the UK. <https://cutt.ly/SRPXurQ> |

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| **Young Person’s Free Bus Travel Scheme for Under 22s**  This scheme started on 31 January 2022, and you must have a National Entitlement Card (NEC) or new Young Scot NEC to get free travel. There are a range of ways to apply – including for those without digital access / photo ID. If you had a Young Scot card previously you will already be registered on the system so you can phone 0131 200 2351 and get help to get the bus pass through your Young Scot account. To find out more and apply, please see <https://getyournec.scot/nec/?opt=Apply-for-Card>.  **PLEASE NOTE THAT AN EXISTING YOUNG SCOT CARD WILL NOT WORK AND YOU NEED TO APPLY FOR A NEW CARD** |

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| **Volunteering**  **Voluntary Sector Gateway West Lothian -** Talk to VSG if you are unsure about what you want to do or whether voluntary work is right for you. They can assist with other issues which may affect your voluntary work such as disability, recent illness or a lack of confidence. Voluntary Sector Gateway offers a personal, tailored service and gives you access to a diverse range of opportunities across West Lothian. [See here](https://www.voluntarysectorgateway.org/become-a-volunteer/) for more information.  **Five Sister’s Zoo** is currently recruiting Visitor Engagement Volunteers: For more details of the role and how to apply please [see here.](https://fivesisterszoo.co.uk/volunteering/)  **Edinburgh Zoo** has volunteering opportunities in the following areas: public engagement, gardens, events, education / outdoor education, admin, student. Please see here for more information and to complete an online application form: [see here.](https://www.rzss.org.uk/volunteers/?_ga=2.265474319.1657094438.1570797493-2077826081.1570797493)  **The Conservation Volunteers Youth Programme** supports young people to gain the confidence, skills and experience they need to gain employment in the environment and land-based sectors. Through their connections to the green sector, they can provide tailored training and experience that responds to different young people’s needs - [see here](https://www.tcv.org.uk/scotland/?msclkid=60fbe5cbd12511ec80b08010ff6f11ef) for more information. |

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| **Young Carer Grant**  The Young Carer Grant is available for 16-18-year-olds who spend an average of 16 hours caring for someone who receives a disability benefit. Young carers can combine the hours they spend caring for more than one eligible person in order to reach the 16 hours a week requirement. For more information and eligibility criteria, please see <https://bit.ly/2sHSsKj> |

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| **Independent Living Fund**  The ILF Scotland Transition Fund can give out money for activities and things that help you spend time with other people and try something new. Applicants should be 16-25, have a disability and live in Scotland. For more details, please see [www.ilf.scot/transition-fund](http://www.ilf.scot/transition-fund). Telephone number is 0300 200 2022. |

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| **Do you need a safe place to stay? Aged 16-25?**  Rock Trust can provide emergency accommodation – including nightstops - whilst they work with you to explore long-term options. To get in touch, phone 0131 557 4059. Email [admin@rocktrust.org](mailto:admin@rocktrust.org). Web address: [www.rocktrust.org](http://www.rocktrust.org) |

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| **Do you urgently need help with your mental health?**  If you are having a difficult time and your feelings are too much to handle, there are people who can help you:  **Breathing Space** – 0800 83 85 87. Scotland’s mental health phone service provide a safe and supportive space by listening, offering advice and providing information.  **Samaritans Scotland** – 116 123.  **West Space** - West Lothian’s online source of mental health and wellbeing information – [www.westspace.org.uk](http://www.westspace.org.uk)  **NHS 24** – 111  **Emergency Services** – 999. |

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| **National Minimum Wage and National Living Wage rates**  <https://checkyourpay.campaign.gov.uk/#are_you_under_25_>  The hourly rate for the minimum wage depends on your age and whether you’re an apprentice. You must be at least [school leaving age](https://www.gov.uk/know-when-you-can-leave-school) to get the National Minimum Wage and aged 25 to get the National Living Wage - the minimum wage will still apply for workers aged 24 and under.  These rates are for the National Living Wage and the National Minimum Wage. The rates change every April.   | **Year** | **23 and over**  **Living Wage** | **21 to 22**  **Min Wage** | **18 to 20**  **Min Wage** | **Under 18**  **Min Wage** | **Apprentice**  **Min Wage** | | --- | --- | --- | --- | --- | --- | | From April 2022 | £9.50 | £9.18 | £6.83 | £4.81 | £4.81 |   If you are in your first year of your apprenticeship then you are legally entitled to at least the apprenticeship National Minimum Wage pay rate of £4.30 per hour.  If you are aged 19 or over and have completed the first year of your apprenticeship, then you are legally entitled to the [National Living and Minimum Wage rates relevant to your age group](https://checkyourpay.campaign.gov.uk/#are_you_under_23_) |