

Working Together

West Lothian's Jobs Market - What tomorrow's workers need to know



Welcome

Planning for the future

Leaving school can be a daunting but exciting time for any young person. There are so many

potential options and decisions to be made on your next steps, and you will no doubt receive lots of advice from a variety of sources both inside and outside your school.

Many of you will have a clear idea of what you want to do – particularly if you are planning to continue your education at college or university. However, there are other options that can lead to a rewarding career with training opportunities.

There are a vast range of job opportunities in West Lothian. It is also easier than ever to travel to Glasgow or Edinburgh by train or bus. Edinburgh Airport for example is easier to get to from West Lothian than it is from many parts of Edinburgh. Businesses based at the airport have recently been taking on new staff and this trend is likely to continue as the airport expands over the next few years.

The modern apprenticeship programme is ideal for anyone looking to earn and learn. Each year around 850 young people from West Lothian become apprentices across a range of occupations – from construction trades, engineering, to tourism and social care. Graduate Apprenticeship opportunities are also becoming available in sectors like ICT and Digital, Civil Engineering and Engineering - and expanding into areas like cyber security.

One thing that I would encourage you all to do is to look at all the options that are available to you. For example, there is no reason why women cannot choose a career in electrical engineering or construction, or men a job in nursing or care.

I would like to take this opportunity to wish you well as you decide your own future career path and that you find this publication useful in helping you make the right decision.

Graham Hope,
Chief Executive, West Lothian Council

Earn, Learn and Progress

NHS Lothian taking applicants for Modern Apprenticeships now!

Throughout 2018, NHS Lothian will be recruiting Modern Apprentices aged 17 to 24 years in clinical support worker roles in nursing. They are offering applicants the opportunity to:

- join their nursing teams across the Lothian region in permanent posts with generous terms and staff benefits. Salaries of up to £18,903 are on offer.
- enjoy career and education pathways supporting progression to charge nurse grades

The Modern Apprenticeship posts will require applicants to undertake a period of formal education over a 12 month programme. NHS Lothian will be asking for National 4 in English and Maths.

If you believe you have the potential to help deliver world class healthcare and want to start your career, then apply through

<http://careers.nhsllothian.scot.nhs.uk>



Building her Future



Keris Simpkins was in S4 attending Whitburn Academy when she took part in the 'Girls into Construction' course organised by West Lothian Council's Housing, Construction and Building Services. The aim of the sessions was to encourage more young women to apply for apprenticeships in the trades.

Each year the council recruits a new set of young people from across West Lothian, with many going on to win national accolades for their work. However, although the scheme attracts hundreds of applicants each year, women are greatly under-represented with

the number of female trade apprentices working for the Council still small, compared to their male counterparts.

Keris, now in S6 at St. Kentigern's Academy, is learning skills in Construction both at school and at West Lothian College on Tuesday and Thursday afternoons. She recently also secured a place on the Council run multi-trade course which sees her work with apprentices one day a week to gain experience of working in the trades.

Keris hopes to secure an apprenticeship with the Council this year as she is determined to show that women are equally up to the task in the construction trade as men. While she has enjoyed working in various trades from Painting and Decorating to Bricklaying she has a keen interest in plastering. She is involved at home renovating her family's house with her Dad.

West Lothian Council is keen that more young women apply for apprenticeships. The 'Girls into Construction' scheme is now in its second year following the successful pilot of the course in West Lothian schools in 2016.

Recruitment for the next batch of Council Craft Apprenticeships within construction trades starts in mid-March 2018. Details are published on the Council Facebook and Twitter pages.

Making Your Mind Up

- Still unsure what you want to do when you leave school?
- Not keen on pursuing full-time, further education?
- Not yet ready to choose between entering the job market or a full-time training course?

Fear not... there are other options.

For example, West Lothian Council's Skills Training Programme is one direction you might take. The Programme provides a taster of the world of work, allowing you to adjust to employment and the opportunity to make better informed decisions about your long-term career options.

Now in its eighth year, the Skills Training Programme is aimed at helping unemployed young people aged 16-19 move into work or college. It offers employability training and work experience placements – with a training allowance – in a career of choice for up to 26 weeks. It is part funded by the European Social Fund.

Examples of work placements are; care or childcare, catering/kitchen porter, administration, construction and customer service. Trainees are expected to develop full time attendance, self-travel, a good attitude, self-motivation and respect and have a keyworker to support them overcome any barriers.

The success of the programme is shown through the recent achievement of 31 young people gaining the new West Lothian Employability Award and the very high percentage – almost 95% – of leavers moving on to employment, further education or training.

Here's what Morgan Robertson, who has recently been on the programme and has successfully moved on to a West Lothian Job Fund position, has to say about her experience of the Skills Training Programme.

Morgan Robertson, Clerical Support Worker:

"I left school in October 2015 and went onto the Skills Training Programme. I was excited to get into the world of work but lacked confidence, motivation and experience but the Programme quickly gave me all I needed.

I had originally gone onto the Skills Training Programme in hopes of getting a childcare placement,

however, it was clear to me I didn't know the career route I wanted to go down. The Programme let me try new and different things allowing me to test the waters in various different roles to see which career I could possibly pursue and I discovered I was good at administration.

In February 2016 I felt I was ready to try something different and progressed onto the course 'Ways2Work' provided by West Lothian College. I sustained this for a couple of months, however, I lost all motivation leading me to disengage with all services for a year.

After a year I felt I needed the support of the Skills Training Programme again and was referred in May 2017. Getting back on the Programme allowed me to get back the motivation, routine and confidence I needed. Although I had personal struggles and often lost motivation, the Skills Training Programme taught me to use my workload as a focus and this helped me massively with my attendance, motivation and increasing my confidence. In October 2017 I landed a six months West Lothian Job Fund post as a Clerical Support worker for the Skills Training Programme, where I am now learning new and exciting things. It is lovely to see the new trainees come through with so much potential and see them grow into confident and capable women and men.

I am excited to take my next steps and see where I land next. I will always be grateful for my journey through the Employability Pipe Line and the unwavering support from the Skills Training Programme, I couldn't have made it this far without it."



✓ Who are West Lothian's larger employers?

Employer	Sector	Rank
West Lothian Council	Local Government	1
Sky Television	Service	2
NHS Lothian	Healthcare	3
Tesco	Retail & Distribution	4
HMRC	Public Admin	5
Mitsubishi Electric	Manufacturing	6
Q2 Solutions	Manufacturing	7
ASDA WAL*MART	Retail	8
Schuh	Retail	9
SEH Europe (Shin-Etsu)	Manufacturing	10
Mulholland Contracts	Construction	11

Source: West Lothian Business Directory / Bureau van Dijk FAME

What do employers want?

There is a lot of evidence that most businesses are really most interested in recruiting people with the "right attitude" rather than having all the technical skills.

Local employers have told us that they recruit with the following values in mind:

Reliability and punctuality – businesses need reliable staff who turn up on time. Some companies operate shift patterns that require an early start in the morning. So it is important to be organised and make sure you have your transport arrangements sorted out.

Communication skills – communication is essential to any job these days. Listening skills are as important as being able to talk confidently and politely to colleagues and your line manager.

Can-do attitude – employers nowadays are looking for people who are prepared to learn on the job, develop their skills, take on new tasks and show flexibility.

Team working – this applies to office work, factories and production, retail and construction. As a new team member, you will learn a lot about the job from your immediate colleagues. It is important that as a new member of staff you show willingness to work well in a team environment.

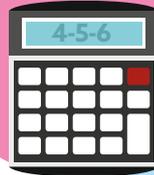
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REASONS TO STUDY A FOUNDATION APPRENTICESHIP AT WEST LOTHIAN COLLEGE

west lothian college

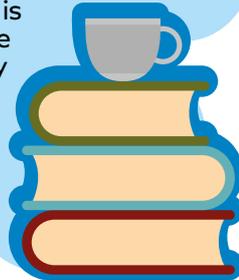
1 AVAILABLE TO 5TH & 6TH YEAR SCHOOL STUDENTS

Foundation Apprenticeships are two year courses studied mainly over 5th and 6th year. However we consider students in their 4th year who are looking for a challenge, or those in 6th year who would like to complete the programme across one year.



2 CAN BE STUDIED ALONGSIDE YOUR SCHOOL SUBJECTS

A Foundation Apprenticeship is selected as one of your course choices, allowing you to study this alongside your other school subjects - meaning you can combine school with college and work experience.



3 SAME LEVEL AS A HIGHER

As a SCQF Level 6, a Foundation Apprenticeship is the same level as a Higher.



4 RANGE OF SUBJECTS AVAILABLE

We have Foundation Apprenticeships available in a range of subject areas, including: Engineering, Computing, Social Services, Childcare, Healthcare, Civil Engineering and Business



5 EXCELLENT PROGRESSION ROUTES

On completion of your Foundation Apprenticeship you can progress into employment, to university, or continue on to a Modern Apprenticeship programme.



6 ACCEPTED BY UNIVERSITIES

Foundation Apprenticeships are recognised by universities, with most accepting the qualification in the same way they accept Highers and others even expressing that these programmes could aid entry into a relevant degree subject.



7 MODERN FACILITIES

WLC is renowned for being a compact and modern environment and is fully equipped to ensure you have the best facilities and resources to help develop your learning and skills.



8 HANDS ON WORK EXPERIENCE

You will spend time on placement, working with employers to develop the necessary skills to enhance your CV and help you to progress in your chosen subject area. This means when you leave school you will already have that all-important work experience under your belt.



9 STUDENT SATISFACTION 90.5%

With overall student satisfaction scoring 90.5% in the 2016/17 Student on Course Evaluation (SOCE), we care about our students and listen to what you want.



10 SITE VISITS/EXCURSIONS

During the course of your Foundation Apprenticeship you will experience visits to a range of employers, lectures from industry experts and a range of excursions aimed to enhance your experience and knowledge within your subject area.



My World of Work is Scotland's Careers Website

Your future sorted with *My World of Work*

Packed with activities, tools and tips to help you figure out your future, My World of Work is well worth bookmarking in your browser – as a group of young people across West Lothian will testify.

Last year, West Lothian became the first local authority to have My World of Work Ambassadors in each of its secondary schools – young people just like you who are shouting about how helpful the site is when it comes to making decisions about life after school.

The Ambassadors work to help teachers, parents and fellow pupils get the most out of the site, which is a one-stop-shop for anyone thinking about education and training options.

If you want to find out how My World of Work can help get your career plans on track, your school's My World of Work Ambassador will be more than happy to tell you all about the different features of the site.

Check it out for yourself at

www.myworldofwork.co.uk

The site is split into three main sections:

My Career Options:

Use the About Me, Strengths and Skills tools to learn more about yourself and your strengths. Get suggestions for careers that suit you and the steps you need to take to achieve your goals. From making subject choices through to changes in your career, start your journey here.

Learn and Train:

Discover options for learning with Scotland's biggest online course search. Find courses, training and volunteering opportunities. Get advice on funding, qualifications and making UCAS applications.

Getting a Job:

Find job or Modern Apprenticeship vacancies. Expert advice to help you build your CV and prepare for interviews.

Get started now at www.myworldofwork.co.uk



Job and Educational opportunities on your doorstep

It is said that when one leaves school 'the world is your oyster' which means there should be no limits in the pursuit of personal ambitions in life. Certainly widening your horizons in respect of seeking employment, education and training beyond your local area can help to increase your chances of attaining personal career aims and objectives and often at a much faster pace.

West Lothian is ideally located in central Scotland for ease of access to main transport routes, two large cities and neighbouring towns. This means that West Lothian residents are within one hour's travel time to more than half of Scotland's businesses, eight universities and a least 10 regional colleges.

Although there are the opportunities for further and higher education across the central belt of Scotland and beyond, the West Lothian local colleges - West Lothian College and the Oatridge campus of SRUC (Scotland's Rural College) - offer the option to study closer to home on courses which are provided up to degree level, both part-time and full-time.

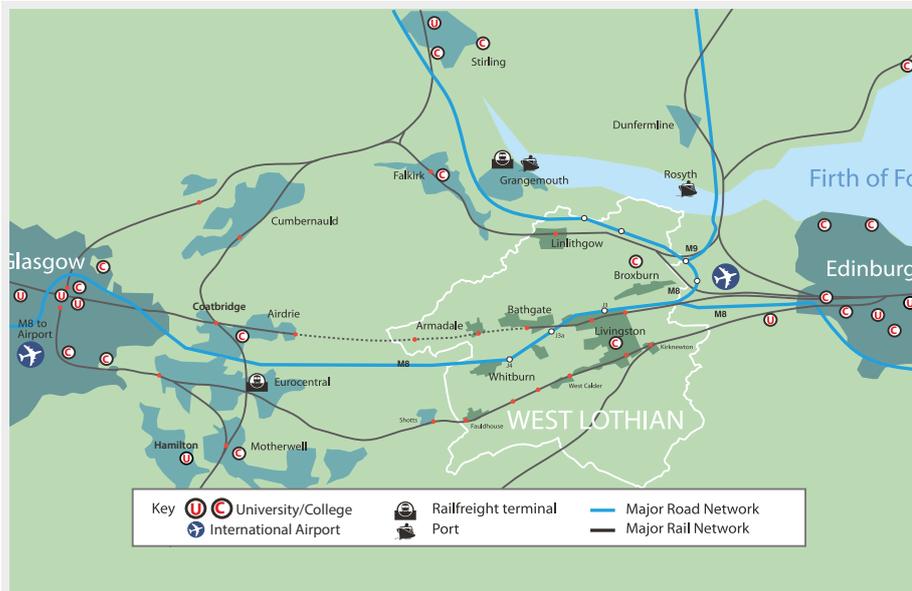
Notably, SRUC offers students a scheduled return transport service from the towns of Edinburgh, Livingston, Linlithgow and Uphall to the college! Please note, transport is free for all National Certificate

level students but HNC/HND students may use the bus if they request a Bus Pass to be added to their Matriculation card for a one-off £30 administration fee.

Both West Lothian local colleges offer a good number of opportunities, vocational courses and qualifications. These colleges are not a soft option, nor are their courses any less valid, than those provided by any other central belt or rest of Scotland college or university.

Moreover, the vocational subjects and courses at both West Lothian colleges are geared to the job market and useful to potential employers.

And don't forget the Foundation Apprenticeship courses available for 5th and 6th year students, which provide you with hands-on work experience, are the same level as Higher, and can be studied alongside your other school subjects.



OPEN INFORMATION AND CAMPUS TOUR DAY

SATURDAY 17TH MARCH 10AM-2PM

NO NEED TO PRE-REGISTER



SEE THE CAMPUS AND GET ALL THE INFO YOU
NEED TO STUDY AT WEST LOTHIAN COLLEGE.


west lothian
college

Almondvale Crescent, Livingston,
West Lothian, EH54 7EP. T:01506 418181
E: enquiries@west-lothian.ac.uk
W: www.west-lothian.ac.uk



A brand new way to work, learn and earn

Get a job, get paid and get a degree at the same time!

A Graduate Apprenticeship helps you build the skills and knowledge that Scottish industries need. You'll get paid work with a participating employer and achieve a degree – even up to Masters level. You'll spend most of your time learning on the job, but will also be a student at a university or college.

Keep your eyes open for this fairly new programme which is still in early development. You can expect to be employed by a company with one day per week attending university or college. Currently, there are a limited number of placements – so far, 296 Graduate Programme starts in Scotland. As the apprenticeship scheme rolls out it is hoped to deliver more Graduate Apprenticeship opportunities.

Graduate Apprenticeships will focus initially on four subject areas covering ICT/Digital, Civil Engineering and Engineering. In 2018, it is expected that the scheme will expand courses into new sectors such as Business Management, Cyber Security and additional Engineering and Construction frameworks.

Want to know more?

www.apprenticeships.scot

to find more on what's available and how to get involved.



Scotland's Rural College Oatridge Campus

www.sruc.ac.uk/oatridge

Want a career that is not based in an office?

Our courses are vocational in nature, blending the academic with practical. Apply now for courses starting in 2018:

Courses:

- Equine Studies
- Agriculture
- Landscaping
- Veterinary Nursing
- Countryside Management
- Horticulture
- Land-based Engineering
- Forgework
- Animal Care



www.sruc.ac.uk/oatridgeopendays SRUC Oatridge Campus, Eccelsmachan, Broxburn, West Lothian, EH52 6NH

SRUC is a charity registered in Scotland: SC003712

Science Training School

Congratulations to the above West Lothian Students who graduated in October 2017 from the Science Training School with the HNC Applied Science.

The two year programme, which is offered to all S5 West Lothian pupils, is a flexible programme which offers students the opportunity to attain the National Progression Award in Science in Year 1 and, if they wish to continue to year 2, the opportunity to gain the HNC Applied Science.

All students who commence the programme are offered guaranteed interviews with a variety of private and public sector companies.

The Science Training School is the result of a formal partnership between NHS Lothian Department of Laboratory Medicine and Fife College and forms a bespoke facility



Left to Right: Callum Cox; Calum Davidson; John Walker; Lara McQue; Mya Gillies; Gemma Bennett; Lauryn Thomson; Cameron McLeod

based in the laboratory suite within St John's Hospital. It also has the benefit of being surrounded by diagnostic laboratories and experienced scientists whose expertise is utilised within the delivery of the various programmes thereby offering students a tailored blend of specialised skills and qualifications to prepare them for careers within the NHS and Science sectors.

Further information on the programme is available from your Careers Officer and from NHS Lothian <http://www.careers.nhslothian.scot.nhs.uk/careers>

A career in NHS Lothian

NHS Lothian recruitment

OPEN DAYS in 2018

Monday 28th May 2018

St John's Hospital,

Howden Road West, Howden, Livingston, West Lothian EH54 6PP

Telephone: 01506 523000

Thursday 14th June 2018

Western General Hospital,

Crewe Road South, Edinburgh EH4 2XU

Telephone: 0131 537 1000

Wednesday 4th July 2018

Royal Infirmary of Edinburgh,

51 Little France Crescent, Old Dalkeith Road, Edinburgh EH16 4SA

Telephone: 0131 536 1000

(Open days are typically 9am – 4pm incorporating presentations, professional poster displays and opportunities to chat with our Nursing Teams with interviews in the afternoons).

The perks of apprenticeships

This year, 28,000 young people in Scotland will be starting an apprenticeship – more than ever before. They'll be learning as they work, gaining qualifications and getting insight from experts in their chosen field, in everything from engineering to scientific research.

Apprenticeships have changed a lot in recent years, and there are now three different routes you can go down.

Foundation Apprenticeships

Foundation Apprenticeships are open to high school pupils in S5 and S6. As it's the same level of learning as a Higher, you pick it as one of your subject choices. You'll undertake college-style learning, and go out on a significant work placement also – making it a great introduction to the world of work and apprenticeships.

Foundation Apprenticeships are available in 12 different subject areas, including engineering, healthcare, and software development – all areas which have been identified as being useful to the Scottish economy.

You can use your apprenticeship to apply for college or university, you can apply for a related Modern Apprenticeship, or you could go straight into the world of work. Find out how to get into a Foundation Apprenticeship at www.apprenticeships.scot

Modern Apprenticeships

A Modern Apprenticeship is all about learning while you work – gaining skills and hands-on experience that employers value. With a Modern Apprenticeship, you get a full-time job, you'll work towards an industry-recognised qualification – and you get paid too!

There are around 80 different types of apprenticeship, covering hundreds of different roles. Whether you have ambitions about becoming a civil engineer, a dental nurse or nursery assistant, there's an apprenticeship for you.

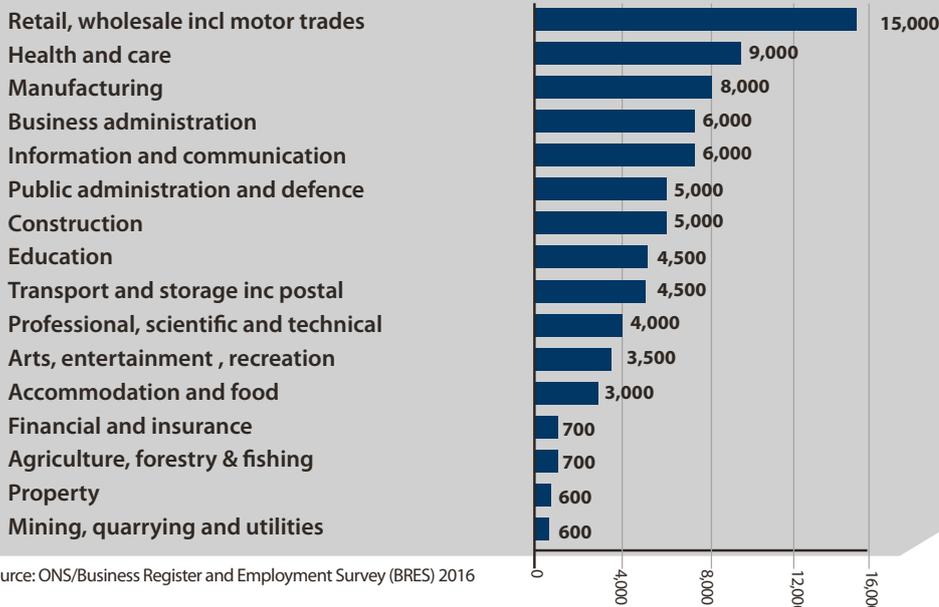
To get into a Modern Apprenticeship, you apply for the role through the employer – you can check out current vacancies at www.apprenticeships.scot

Graduate Apprenticeships

Graduate Apprenticeships are a new way to work towards a degree while you work. Designed by employers and industry specialists, they have been created with apprentices' development in mind. They are mapped to the Scottish Credit and Qualifications Framework, and range from level 8 up to level 11.

There are currently nine subjects on offer, from Software Development to Financial Services, and they're available at 12 different universities – and you earn a salary too. Search for vacancies at www.apprenticeships.scot

✓ Where are the jobs in West Lothian?



Source: ONS/Business Register and Employment Survey (BRES) 2016

Top 5 tips for school leavers

Potential school leavers need to get organised for what lies ahead...

1 Don't wait for your exam results

– make early applications for jobs, training, college, university or volunteering.

2 Have a backup plan

– have more than one route open to you. Make applications for more than one option, for example, apply for HNCs and HNDs at college even if you have applied to university and are likely to get a conditional offer. Also keep the option to go back to school open by choosing your subjects for next year.

3 Find the best options for you

– you need to consider your strengths, abilities, likes and dislikes, and talents to help find the best options for you. Your Skills Development Scotland (SDS) Careers Adviser in school can help or try "My Strengths" on the My World of Work website – www.myworldofwork.co.uk

4 Do your research

– find out more about the job and the company you are applying to; and for college and university courses, check course content. My World of Work has information in the Careers A-Z and Course Choices sections.

5 Be proactive

– if unclear on your next steps speak with your guidance teacher, or your SDS Careers Adviser. A CV can help with applications for jobs and courses – try "My CV" on My World of Work. Use your network of contacts to help you find a suitable position or make speculative approaches to employers.

Make an appointment to see an SDS Careers Adviser in school or visit the Skills Development Scotland Centre in Livingston. If you leave school keep in contact with your adviser to update your progress and receive continuing support.

Skills Development Scotland Centre
Cairngorm House, Almondvale Boulevard,
Livingston, EH54 6QN
Tel: 01506 434249

It pays to get the best qualifications

Achieving the best educational qualifications, can help you secure a better paid job: especially if those qualifications are of a technical or management related nature.

The table below shows a selection of good quality, full time occupations in Scotland and the average annual wage for those positions. The table emphasises the well-paid jobs. The selection provides an indication of what someone may expect to earn after career progression, having attained the necessary qualifications for the job and lengthy work experience.

Average annual pay (gross) Scotland, for full-time employee jobs (2017)

Example occupations	Average annual wage (£)
Science research engineering and technology professionals	39,987
Teaching and educational professionals	35,772
Health professionals	35,385
Protective service occupations (e.g. police and fire)	35,308
Skilled metal electrical and electronic trades	30,289
Science engineering and technology associate professionals	28,746
Skilled construction and building trades	26,750
Health and social care associate professionals	24,706
Administrative occupations	22,998
Customer service occupations	19,735
Caring personal service occupations	19,648
Leisure travel and related personal service occupations	19,538

Source: Annual Survey of Hours and Earnings (ONS provisional results 2017)



Essential contacts and information sources for teachers, pupils and parents

KEY CONTACTS

Skills Development Scotland

Whether you are making choices at school, furthering your education or managing your career, Skills Development Scotland has the expertise to help you make well-informed decisions.

Call **0800 917 8000** or visit your local Skills Development Scotland Careers Centre, Cairngorm House, Almondvale Boulevard, Livingston, EH54 6QN

www.skillsdevelopmentscotland.co.uk

MyWorld of Work

Explore your work, skills and learning opportunities from school right through your working life in this award-winning careers information and advice web service.

MyWorld of Work supports the work of Skills Development Scotland Careers advisers.

www.myworldofwork.co.uk

Business Gateway

www.bgateway.com

Youth Enterprise Scotland

www.yes.org.uk

The Prince's Trust

Rosie Dowie - Regional Manager, West Lothian
rosie.dowie@princes-trust.org.uk

Jobcentre support

www.gov.uk/jobsearch

Young Scot

www.youngscot.org

SRUC Oatridge Campus

oatridge@sruc.ac.uk
www.sruc.ac.uk/newcourses

West Lothian College

www.west-lothian.ac.uk



West Lothian College

'Positive destinations' website for school leavers

The website www.positive-destinations.co.uk helps school leavers make the right choice on what path to take on leaving school, whether to enter higher or further education, training or a job.

The website is packed with information and support to help young people with their next step forward after leaving school.

You will find, and be able to download application forms, job interview tips, sample job interview, CV preparation (a CV is a document to 'sell' your skills, qualities, qualifications and experience), sample CVs, case studies of a young person's career journey and current job vacancies.

The site describes what apprenticeships are, available training programmes, volunteering, West Lothian colleges and information on a range of resources and help available for those looking to attend University.

