

# West Lothian

## EMPLOYER OFFER



# INTRODUCTION



**Cllr Kirsteen Sullivan, Executive Councillor for Economy, Community Empowerment & Wealth Building, Depute Leader of the Council**

Welcome to the West Lothian Employer Offer, an overview of the joined-up partnership support for businesses in West Lothian.

You will find lots of key contacts, details of funding available and insight into the latest support for businesses, investors and all stakeholders who want to see the continued growth of the local economy.

West Lothian is known as a highly desirable location in which to live, work and visit. A robust and resilient economy underpins the strengths of West Lothian. The area is recognised as a can-do location for business, with unique advantages for many sectors. From life sciences to construction; from strategic distribution hubs to precision engineering; from key shopping destinations to world-leading technology; from next-generation renewable heat systems to large-scale silicon wafer manufacturing.

I hope you find the West Lothian Employer Offer useful. If you would like to obtain more information or provide feedback, please contact us at [invest@westlothian.gov.uk](mailto:invest@westlothian.gov.uk)

# KEY PARTNERS

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1-2-1 Advice



Apprenticeships



Benefit Advice



Education & Careers



Funding



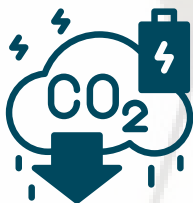
Productivity



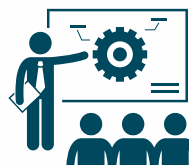
Qualifications



Recruitment  
Support



Sustainability  
Support



Training /  
Upskilling



Volunteering



# WEST LoTHIAN BUSINESS GATEWAY



1-2-1 Advice



Funding



Training / Upskilling



Productivity



Sustainability Support

## About Us

West Lothian Council is recognised as pro-business. We are measured by our results. Economically, that is all about successful businesses, high-value key sectors, diverse and resilient stock of firms, and well-paid, secure employment for residents of all ages.

We offer a full range of advice, funding support and guidance on how your company can reach its goals. We will engage with you on a strict basis of privacy and confidentiality.

We have embraced environmental sustainability in business and advocate for inclusive economic growth – we want to work with firms that share those values.

For further information on our support for new job creation, training and reskilling you can contact us below.



[jim.henderson@westlothian.gov.uk](mailto:jim.henderson@westlothian.gov.uk)



07881 777 674



[www.investinwestlothian.com](http://www.investinwestlothian.com)



# HERIOT-WATT UNIVERSITY



Qualifications



Training / Upskilling



Apprenticeships

## About Us

Heriot-Watt is a leading provider of fully-funded **Graduate (Degree Level) Apprenticeship** programmes which aim to help employers address skills gaps through upskilling or attracting new talent, drive innovation, increase productivity and aid in staff retention.

Our **Careers and Graduate Futures** team are here to assist employers with their graduate recruitment needs (this includes, part-time, work experience, placements, internships, and graduate roles), As well as discussing opportunities to engage directly with students at Under Graduate & Post Graduate levels.

Heriot-Watt's **Business Development Team** can provide your business with innovative solutions based on our world-class research. Our specialists have an in-depth knowledge of the areas where we excel including robotics and AI, decarbonisation, earth and marine sciences, social policy, energy and the built environment and more.



[ga@hw.ac.uk](mailto:ga@hw.ac.uk)



07395 360439



[www.enterprise.hw.ac.uk/GA2022](http://www.enterprise.hw.ac.uk/GA2022)

# ACCESS 2 EMPLOYMENT



1-2-1 Advice



Funding



Training / Upskilling



Recruitment Support

## About Us

Access 2 Employment work with clients to better understand their employment aspirations and options, to develop skills to successfully identify and apply for vacancies and to perform well in interviews.

They work in partnership with services within West Lothian Council and the local area, ensuring clients are aware of and have access to the range of support available.

Dedicated advisers can provide support to advertise vacancies whilst job matching current A2E clients to those suitable for vacancies based on skills and experience.

Steps n2 Work wage subsidy programme can offer financial support to create jobs for 16 -24 year-olds.



[access2employment@westlothian.gov.uk](mailto:access2employment@westlothian.gov.uk)



0800 032 9768



[www.westlothian.gov.uk/article/33160/Access2Employment](http://www.westlothian.gov.uk/article/33160/Access2Employment)



# DEPARTMENT FOR WORK & PENSIONS



1-2-1 Advice



Benefit Advice



Recruitment Support

## About Us

Offering a network of local Employer Advisers, DWP can help you to find the right people for your jobs and also support your local community.

Your Employer Adviser will work with you to design a bespoke package to meet your recruitment needs, including access to their sector-based work academy programme, work trials and access to interview facilities within Jobcentre Plus.

Financial support is also provided through the Access to Work scheme; an employment grant to support disabled people to start or stay in work

DWP's Recruitment Service allows you to advertise your jobs through their online services which are used by millions of people every week;  
[www.gov.uk/advertise-job](http://www.gov.uk/advertise-job)



[Employer.ServiceEastScotland@dwp.gov.uk](mailto:Employer.ServiceEastScotland@dwp.gov.uk)



0800 169 0178



[www.dwp.gov.uk](http://www.dwp.gov.uk)



Department for Work & Pensions



# DEVELOPING THE YOUNG WORKFORCE



Education & Careers



Training / Upskilling

## About Us

West Lothian Council Education Services work in partnership with the employer-led DYW West Lothian Regional Group to connect employers with education and young people. They can support the delivery of the Young Person's Guarantee by helping businesses to create opportunities to develop West Lothian's future workforce.

Their dedicated DYW School Coordinators embed DYW employer offers within the curriculum and support secondary pupils to reach their potential through targeted interventions and opportunities.

Employers can support a range of programmes and activities including:

- Career Ready Mentoring
- Work Experience
- School-Employer Partnerships
- Work Inspiration Activities such as Career Insights, Employability Activities & Skills Sessions



[sara.ward@dyw-wl.com](mailto:sara.ward@dyw-wl.com)



01506 414 808



[www.dyw-wl.com](http://www.dyw-wl.com)



**WEST LOTHIAN**  
Developing the  
Young Workforce



# WEST LOTHIAN COLLEGE



Qualifications



Training / Upskilling



Apprenticeships

## About Us

West Lothian College offers support through the Modern Apprentice programme to help employers to develop their workforce by training new staff, and upskilling existing employees. Modern Apprenticeships enable your employee an opportunity to earn a wage whilst gaining an industry-recognised qualification.

Your business may also be able to access the Flexible Workforce Development Fund supporting training to upskill and reskill existing staff.

Foundation Apprenticeships bridge the gap between the classroom and the workplace, giving young people earlier exposure to the world of work, allowing business to grow their future workforce.

They can also offer bespoke training to upskill or reskill your workforce such as

Scottish Vocational Qualifications (SVQs) to support your employee's training and development.



**ChooseCollege@west-lothian.ac.uk**



**01506 418 181**



**[www.west-lothian.ac.uk](http://www.west-lothian.ac.uk)**

# ADVICE SHOP



1-2-1 Advice



Benefit Advice

## About Us

The Advice Shop delivers a free, impartial and confidential advice service to help households in West Lothian including the following areas:

- Welfare Benefits
- Money, budgeting & Debt Advice
- Housing Advice – Advice on preventing homelessness, disrepair issues, rent arrears/evictions
- Energy Advice looking at energy efficiency and ways to reduce bills or access further support if required

Trained advisors will complete a benefit check and look at options to maximise income, reduce expenditure and access other appropriate financial support. Better off benefit calculations can also be completed for those looking to start or change employment.

The Scottish Welfare Fund helps people on a low income with the following:

- Crisis Grants - if you're in crisis because of a disaster (like a fire or flood), or an emergency (like losing your money or job, or an unexpected expense)
- Self-Isolation Support Grant - if you've been asked to self-isolate by Test and Protect because of coronavirus (COVID-19) and will lose income as a result
- Community Care Grant – to help you or someone you care for to start to live or to carry on living a settled life in the community



**[Advice.Shop@westlothian.gov.uk](mailto:Advice.Shop@westlothian.gov.uk)**



**01506 283000**



**[www.westlothian.gov.uk/advice-shop](http://www.westlothian.gov.uk/advice-shop)**



**West Lothian  
Council**



# SKILLS DEVELOPMENT SCOTLAND



Recruitment



Apprenticeships



Training / Upskilling

## About Us

Skills Development Scotland support individuals to build their career management, work-based and employability skills, throughout their career journey, from school, to further learning opportunities and employment.

SDS administers Scottish Apprenticeships on behalf of the Scottish Government, which incorporates Foundation Apprenticeships (FAs), Modern Apprenticeships (MAs) and Graduate Apprenticeships (GAs).

Apprenticeships help individuals from every walk of life the opportunity to build the experience and skills that employers want to see.

SDS also work with employers on an individual basis, supporting them to:

- Understand, engage with and create work-based learning (WBL) opportunities
- Understand the skills they require to achieve their ambitions
- Consider how they can meet those needs through work-based learning (WBL), and other workforce development, as well as recruitment
- Build and maintain fair, equal and inclusive workplaces that attract and retain talent from across all of Scotland's communities.



[www.ourskillsforce.co.uk/support/skills-support-request-form/](http://www.ourskillsforce.co.uk/support/skills-support-request-form/)



0800 783 6000



[www.skillsdevelopmentscotland.co.uk](http://www.skillsdevelopmentscotland.co.uk)



# VOLUNTARY SECTOR GATEWAY WEST LoTHIAN



Volunteering



Training / Upskilling

## About Us

Voluntary Sector Gateway West Lothian (VSGWL) is the Third Sector Interface (TSI) operating in West Lothian. Their primary purpose is to promote, develop and support West Lothian's Third Sector.

They aim to ensure more people have increased opportunity and enthusiasm to volunteer and that Volunteer-led community Organisations are better able to recruit, manage and retain volunteers.

VSGWL offers a personalised, tailored service to individuals interested in volunteering. From the initial contact, through to placement with an organisation, giving access to a range of volunteering opportunities across West Lothian. Organisation's gain from the skills, time, experience, and energy of volunteers. And volunteers get an opportunity to learn new skills, contribute to their community, increase their confidence, and have a sense of satisfaction from doing something worthwhile.



[vsg@vsgwl.org](mailto:vsg@vsgwl.org)



01506 650111 / 07712 521850



[www.voluntarysectorgateway.org](http://www.voluntarysectorgateway.org)

# FUNDING SUMMARY

Fund Name	Details	How To Apply
<b>Growth Assistance Project</b>	An average contribution of around £20k of £40k project to assist the creation of high-value jobs in a sustainable and inclusive way.	Contact Invest in West Lothian: <a href="mailto:invest@westlothian.gov.uk">invest@westlothian.gov.uk</a>
<b>Training Grant</b>	Grant award between £10k to £50k against approved training and productivity objectives. Your business needs to be viable, have a plan for growth and operate in a higher-value sector	Contact Invest in West Lothian: <a href="mailto:invest@westlothian.gov.uk">invest@westlothian.gov.uk</a>
<b>Low Carbon Fund</b>	This fund will assist businesses with barriers unique to their own net-zero journey. Successful applicants will get a grant of up to £10K	Contact Invest in West Lothian: <a href="mailto:invest@westlothian.gov.uk">invest@westlothian.gov.uk</a>
<b>StepsN2Work</b>	Wage subsidy program aimed at small and medium-sized businesses in West Lothian. Funding is available to create new jobs for 16 - 24-year-olds.	Contact Invest in West Lothian: <a href="mailto:invest@westlothian.gov.uk">invest@westlothian.gov.uk</a>
<b>Flexible Workforce Development Fund</b>	West Lothian College can support your organisation to access up to £15k of funding to reskill and upskill your existing staff, offering a wide variety of accredited and non-accredited courses.	Contact West Lothian College: <a href="mailto:fwdMail@west-lothian.ac.uk">fwdMail@west-lothian.ac.uk</a>
<b>Graduate Apprenticeships</b>	Graduate Apprenticeships are fully-funded degree programmes for new and existing employees. Funding is provided by the Scottish Funding Council and is available to anyone over the age of 16 who lives and works in Scotland.	Contact Heriot-Watt University: <a href="mailto:ga@hw.ac.uk">ga@hw.ac.uk</a>
<b>Upskilling Scotland Scholarship</b>	The Upskilling Scotland Scholarship, supported by the Scottish Funding Council, provides access to a broad range of fully-funded online courses worth up to £1,340 covering key business disciplines.	Visit the Heriot-Watt Website: <a href="http://www.hw.ac.uk/online/study/fees/upskilling-scotland-scholarship.htm">www.hw.ac.uk/online/study/fees/upskilling-scotland-scholarship.htm</a>



Department  
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