

## Term 3 Programme

April 2020—July 2020



### Northwich Work Zone—01606 288540

Station Building, Manchester Road, Northwich, CW9 5LY

#### Term 1 Aug 20—Dec 20

Course	Start Date	Day(s)	Time
<b>September</b>			
E3 Pathway to Health & Wellbeing NEW Course	7/09/20—10/09/20	Monday—Friday	9:30 - 14:30
First Aid	11/9/20	Friday	9.30—13.00
L1 Maths	28/09/20—2/10/20	Monday—Friday	9:30 - 14:30
<b>October</b>			
L1 - English	5/10/20—9/10/20	Monday—Friday	9:30 - 14:30
L1 Pathway to work NEW Course	12/10/20—16/10/20	Monday—Friday	9:30 - 14.30
Google Garage—Get Online Week TBC	19/10/20-23/10/20	Monday—Friday	9.30—14.30
Prepare for Interview	23/10/20	Friday	9:30 - 14.30
<b>November</b>			
L1 Pathway to retail NEW Course	3/11/20—6/11/20	Tuesday - Friday	9.30-14.30
Prepare for Interview	20/11/20	Friday	9:30 - 14.30
<b>December</b>			
L2 Food Hygiene	1/12/20	Tuesday	9:30 - 16.30
Word Processing	7/12/30	Friday	9.30—14.30
<b>FLT</b>			
FLT Counterbalance—Weekly	7/9/20—18/12/20	Monday—Friday	8.30 - 15.30

#### IT Skills & Digital Support

Course	Duration	Day	Start/End time	Fee
Online Basics	6 weeks	Tuesday	10.00—12.00	FREE
Entry Level 3 Digital Skills Award	8 weeks	Monday	10.00—12.00	£88*
Word Processing for Beginners	1 day	Selected Fri	09.30—13.30	£44*
Flexible ITQ - Level 1 & Level 2	Ongoing	Thursday	9.30—11.30 13.30—15.30	£199*
*Earning Less than £16,009.50? If you are in employment and earning less than £16,009.50 (gross salary) your course may be FREE. Please bring in your last two month's pay slips on enrolment			These courses are FREE if you are in receipt of an income based benefit	

#### Events

Get Online Week 19th—25th Oct

Fancy volunteering but don't know where to start? Come and talk to local organisations about the many fantastic opportuni-

Course Overviews	
<b>Pathway to Business Administration</b>	This four day course has been designed to enhance the learner’s skills to enable you to work in an office environment. It will develop your office administration skills and give you both practical and theoretical skills covering all aspects of business communications, customer’s service skills and understand the importance of respecting the needs of customers.
<b>FLT Reach &amp; Counterbalance</b>	The six day course will cover both the Reach and Counterbalance Trucks, if successful, learners will gain an ITSSAR Certificate, LANTRA Level 2 Counterbalance certificate and NOCN Level 1 storage and Warehouse Certificate.
<b>Health &amp; Wellbeing Courses</b>	Boost your self-confidence, build you self esteem and feel better in yourself, find the courage to go out and do more to enrich your life.
<b>Friday Walking Group</b>	Are you interested in meeting new people and getting involved in outside activities such as Walking, incorporate this with some basic photography and maybe some creative writing! (all equipment provided)
<b>Skills for Success CV &amp; Cover letter support</b>	Looking to improve your CV or haven’t a clue how to write a cover letter? Come along to our Friday morning workclub where we can help you with anything work related.
<b>E3/L1 English</b>	A four day course designed to help you to brush up your English skills and achieve an award recognised by employers
<b>Introduction to Word Processing</b>	A great way to get start with the basics of word processing, delivered over a day you will learn the skills tom produce a cover letter and poster.
<b>Confidence at Interview</b>	In this course you will explore your current life situation, positive thinking, challenging barriers, identify a short term career goal and preparing for an interview. The course will include an interview and feedback.
<b>Basic Computer Drop In</b>	Are you looking to access the internet to make life easier? Do you want to contact the council or your doctors surgery. maybe even the NHS - these session will provide you with the help you need
<b>Steps to Work</b>	Guidance to help you move forward in your work and life. These sessions will provide you with a skills assessment including IT, maths and English, help you put an action plan together and discover the many job’s s and learning opportunities that are available to you.
<b>ECDL—IT Skills for Work</b>	Want to gain an accredited EL3, Level 1 or Level 2 IT qualification? Improving your computer skills can help you get on at work or help with further learning. Choose from a range of courses that can give you a certificate and qualifications – word processing, spreadsheets, PowerPoint, internet and email.
<b>Employment Support Mentoring</b>	One to one support that will help you to find the right pathway to employment. We can offer ongoing support and guidance & mock interviews
<b>Pathway to Care</b>	Looking at different areas of provision Health & Social Care in including roles and responsibilities. This course also looks at identifying the right job in care for you, applying for the job and paperwork involved on the job
<b>Pathway to Work</b>	This course will provide the learners with the opportunity to achieve an Award in Employment Skills and will assist the learner in understanding the importance of employment standards, working as part of a team, personal hygiene requirements, managing own health in the workplace and planning for improvement.
<b>Pathway to Health &amp; Well Being</b>	The learners will have the opportunity to achieve an Award in Living and Work Skills. This course will assist the learner in understanding the importance of a balanced diet for a healthier lifestyle; know how activity improves the emotional and mental wellbeing. The course also covers building on own self-esteem and confidence and working towards setting short term goals by identifying and following an agreed plan.
<b>ESOL—English for speakers of other languages</b>	An informal drop in English for Speakers of Other Languages (ESOL) class for all abilities run by an experienced ESOL tutor

Partner Services			
New Leaf (Mentoring)	Work Zone	Monday	By Appointment
Weaver Vale Housing Trust—	Work Zone	Friday	9:00 - 12:30
National Careers Service	Job Centre Plus	Tuesday	9:30 - 16:30
Army Careers Drop In Service	Work Zone	Every 3rd Tuesday	11:00 - 14:00
Remploy	Job Centre Plus	Wednesday	9:00 - 16:00
PLUSS	Work Zone	Monday	Appointment Only
WVHT - Debt and Financial help only	Job Centre Plus	Monday and Thursday	10:00 - 13:30
Job Centre Support	Job Centre Plus	Monday-Friday	9:00-17:00(Wed 10am)
Citizen Advice - Help to claim	Work Zone	Wednesday	11.30-4.00
WVR Apprenticeship Job Match & Advice Service	Work Zone	Every 3rd or 4th Monday	Appointment Only
Wellbeing Walking Group	Work Zone	Friday	10:00—12:00
Service Overviews			
New Leaf	One to One appointments with a New Leaf mentor and Support with work placement, advice and guidance.		
Weaver Vale Housing Trust (Work and Enterprise Team)	Employment mentoring support.		
National Careers Service	Support with CV writing and advice & guidance for a chosen career.		
Citizens Advice Bureau	Need to talk about an issue—benefits, debt, employment, housing? CAB offer a free confidential and independent service. No need for an appointment just drop in		
Remploy	This course offers help and assistance to get a job for or those with mental health conditions. Remploy will offer support through the ‘Works Well 4 Me’ programme.		
PLUSS	Support for customers with disabilities looking for support to get into work and keeping		
Wellbeing Walking Group			
Wellbeing Walking Group			
Ongoing Courses and Support			
Supported Work Club	Monday	Ongoing	9.30—12.00
Employment Support Mentoring	Tuesday/Thursday		Appointment Only
Work Club (WVHT)	Friday		9.30—12.30
Steps to Work (IPI)	Wednesday		Appointment Only

Do you need help or guidance finding work?

We can support you with the following:

- Interview Skills Support
- CV Writing
- Cover and Spec Letters
- **FREE** Internet Access
- Job Application Forms
- Vacancies and Recruitment
- Job Searching Online
- Information advice and guidance
- Job Brokerage
- Employer Liaison
- Sector specific courses
- Digital skills for work

And much more .....

Wellbeing Workshops 10:00 - 13:00 @ Wyvern House					
9/09/20	SOMA Programme	15/10/20	The power of connection	18/11/20	Focusing on our Strengths
16/09/20		22/10/20		25/11/20	Gratitude
23/09/20	SOMA Programme	29/10/20	Half Term Holiday OFF	2/12/20	Taking in the good
30/09/20	SOMA Programme	4/11/20	Mindfulness in the Outdoors	9/12/20	Getting creative at Christmas - make a Christmas card
7/10/20	SOMA Programme	11/11/20	The power of Compassion	16/12/20	Coping with Anxiety over Christmas
Soma Programme (5 Weeks) - This wellbeing course is designed to help with *Focus and attention *Reducing stress *Boosting confidence ( Building on your confidence and social connections)					

