

**September - December 2020**

**Email: [epworkzone@cheshirewestandchester.gov.uk](mailto:epworkzone@cheshirewestandchester.gov.uk)**

<b>Ongoing Support</b>				
<b>Please note that we are currently unable to offer drop in facilities and ALL visits to the Work Zone will be by appointment only until further notice.</b>				
<b>Course</b>	<b>Day/Time</b>	<b>Start Date</b>	<b>Duration</b>	<b>Venue</b>
Steps to Work – Skills Assessment	By appointment	Ongoing	Ongoing	Work Zone
Employment Mentor	By appointment	Ongoing	Ongoing	Work Zone
Structured Work Club	Monday 9.30am – 11.30am	Every Monday	Ongoing	Work Zone
Virtual Work Club	Monday 1.00pm – 2.00pm	Every Monday	Ongoing	Work Zone
National Careers Service 1 – 1 Career Advice	By Appointment	Ongoing	Ongoing	Work Zone
Community Connector	First Monday of every month by appointment	Ongoing	Ongoing	Work Zone
<b>September Courses</b>				
E1 / E2 English	Thursday 2.30pm – 3.30pm	Thursday 10 <sup>th</sup> September	Ongoing	Work Zone
E1/E2 Maths	Thursday 3.30pm – 4.30pm	Thursday 10 <sup>th</sup> September	Ongoing	Work Zone
Confidence and Motivation	Friday 9.30am – 11.30 am	Friday 11 <sup>th</sup> September	Seven weeks	Work Zone
Cooking for Health	Monday – Thursday 9.30am - 2.30pm		Three days	Work Zone
L1 Business Administration	Monday – Friday 9.30am – 2.30pm	Tuesday 22 <sup>nd</sup> September	Four days	Work Zone
Fork Lift Truck – New/Refresher	By referral	Ongoing	Five days	Ellesmere Port
<b>October Courses</b>				
E1 / E2 English	Thursday 2.30pm – 3.30pm	Thursday 1 <sup>st</sup> October	Ongoing	Work Zone
E1/E2 Maths	Thursday 3.30pm – 4.30pm	Thursday 1 <sup>st</sup> October	Ongoing	Work Zone
Emergency First Aid (non accredited)	Friday 9.30am – 1.30pm	Friday 2 <sup>nd</sup> October	One day	Work Zone

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E3 Maths	Monday - Friday 9.30am – 2.30pm	Monday 19 <sup>th</sup> October	Five days	Work Zone
Pathway to Retail	Monday – Friday 9.30am – 2.30pm	Tuesday 13 <sup>th</sup> October	Four days	Work Zone
CSCS Test Support Drop In	Friday 1.00 pm – 4.00 pm	Ongoing	Ongoing	Work Zone
Fork Lift Truck – New/Refresher	By referral	Ongoing	Five days	Ellesmere Port

### November Courses

E1 / E2 English	Thursday 2.30pm – 3.30pm	Thursday 5 <sup>th</sup> November	Ongoing	Work Zone
E1/E2 Maths	Thursday 3.30pm – 4.30pm	Thursday 5 <sup>th</sup> November	Ongoing	Work Zone
CSCS Test Support Drop In	Friday 1.00 pm – 4.00 pm	Ongoing	Ongoing	Work Zone
Word Processing	Wednesday 9.30am – 2.30pm	Wednesday 18 <sup>th</sup> November	One day	Work Zone
L1 Award in English Skills	Monday – Friday 9.30am – 2.30pm		Five days	Work Zone
Pathway to Health & Wellbeing	Monday – Friday 9.30am – 2.30pm	Tuesday 3 <sup>rd</sup> November	Four days	Work Zone
Mindfulness <b>*NEW</b>	Mondays 1.00pm – 2.30pm	Monday 9 <sup>th</sup> November	Four weeks	Work Zone
Start Up Your Own Business	Tuesday-Wednesday 9.00am – 2.30pm	Tuesday 24 <sup>th</sup> November	Two days	Work Zone

### December Courses

E1 / E2 English	Thursday 2.30pm – 3.30pm	Thursday 3 <sup>rd</sup> December	Ongoing	Work Zone
E1/E2 Maths	Thursday 3.30pm – 4.30pm	Thursday 3 <sup>rd</sup> December	Ongoing	Work Zone
L1 Maths	Monday 9.30am – 2.30pm	Monday 7 <sup>th</sup> December	Five days	Work Zone
Fork Lift Truck – New/Refresher	By referral	Ongoing	Five days	Ellesmere Port

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<b>IT Skills and Digital Support</b>					
<b>Course</b>	<b>Day/Time</b>	<b>Start Date</b>	<b>Duration</b>	<b>Venue</b>	<b>Cost</b>
Word Processing	Wednesday 9.30am – 3.30pm	Wednesday 18 <sup>th</sup> November	One day	Work Zone	Free
Beginners IT	Thursday 11.15am – 1.00pm	Ongoing	Ongoing	Work Zone	£88
ECDL (ITQ) Levels 1 and 2	Thursday 9.15am – 11.00am 2.15pm – 4.00pm	Ongoing	Ongoing	Work Zone	£199
Online Basics	Every Friday By appointment 12.00pm – 2.00pm	Ongoing	Ongoing	Work Zone	Free
<b>General Activities</b>					
Meet the Employer	11.00am – 3.00pm	A range of employers throughout the term talking about the roles on offer – call for details		One day	Work Zone
Coffee and Quiz / Have Your Say	10.30am – 12.30pm	Wednesday		One day	Work Zone

<b>Steps to Work</b>
Personal one to one discussion and Work Zone registration – To determine your employability skills, which will help you to understand what you are good at and identify what skills you need to develop to increase your employability. During this session customers will complete a full assessment including Maths and English and agree an action of support.
<b>Structured Work Club – Appointments</b>
A tutor led 9 week structured and focused Work Club, concentrating on an effective job search campaign, understanding the hidden job market, following up applications, looking at benefits, social media and personal profiles online, interview essentials, cover letters/emails and CV's. These themes will be incorporated into job search activities and learners will be provided handouts to take away.
<b>Drop In Work Club</b>
A drop in opportunity to access IT facilities to carry out Job searching and applications. This is supported by our Employment Mentor and aimed at individuals who require some IT support to job search, support with their CV and/or covering letter and guidance on the best ways to look for work.
<b>Employment Mentoring</b>
For those who are work ready and need a little direction, 1:1 mentoring will help you consider realistic job options and offer ongoing motivation, support and guidance to prepare you for interviews. Mentoring will also support you to self reflect and develop a self awareness that will enable you to progress into employment.
<b>Emergency First Aid Workshop</b>
By attending a course near you, you're helping us create a nation of life savers – where everyone knows how to save a life. Less than 1 in 10 people who have a cardiac arrest outside of hospital in the UK survives. With your help we can change that, join the nation of life savers. This is a free, non-accredited course that teaches CPR and other emergency lifesaving skills, including what to do if someone has chest pain, is choking, or is bleeding seriously.
<b>Pathway to Health &amp; Wellbeing</b>

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Learners will have an opportunity to achieve an Award in Living and Work Skills. This course will assist them in understanding the importance of a balanced diet for a healthier lifestyle; know the importance of activity and the importance of emotional and mental wellbeing. It also covers building on own self-esteem, confidence and working towards setting short term goals by identifying and following an agreed plan. Completion and achievement of this course could see the learner progress to the Pathway to Work Award.

#### **Mindfulness**

Mindfulness has become a buzzword in our search for better health and wellbeing and there is good evidence to show that mindfulness can help us self-regulate our moods and thoughts. Mindfulness can help us become more resilient in the face of stress and life's challenges, helping make us more productive and restore a sense of calm and balance to our lives.

#### **Cooking for Health**

What we eat has a huge impact on our physical and mental wellbeing and we are bombarded with recommendations for a healthy diet or weight loss plan. This course will look at how we can eat healthily, giving our bodies the nutrition it needs whilst maintaining a healthy weight. There will be no faddy diets or obscure ingredients, just simple, tasty cooking that you can do at home on a budget.

#### **Level 1 Construction & Building Crafts (includes Construction Skills Certification Scheme Voucher)**

All areas of the Construction Skills Certification Scheme Card Industry accreditation are addressed putting those attending in an excellent position to undertake the examination for the industry required Construction Skills Certification Scheme Health, Safety & Environment card; a prerequisite and sector requirement to secure any construction related job role.

#### **CSCS Test Support**

If you have completed your CSCS / Construction course but need help to revise or to book your test, call in to the IT Drop In for some support.

#### **Pathway To Business Admin**

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.

#### **Pathway To Retail**

The course will assist learners in understanding the need to provide excellent customer service in the Retail sector, as well as an in depth look into the business retail world and the selling process relating to products and services. The course will be supported by a large local retailer who will give an insight into the careers available and the ideal application.

#### **Interview Skills Workshop**

A short, sharp workshop designed to equip learners with the tools they need to success at interview. The session will help candidates prepare for different types of interviews, questions that are asked from different sectors and how to respond confidently and positively. The workshop will also look at personal preparation and company research.

#### **English/Maths**

Learners will have the opportunity to work in detail on identified areas of English/Maths that need further development and to prepare the learner to progress onto full qualifications.

#### **European Computer Driving License (ECDL) and Information Technology Qualifications (ITQ) Level 1 and 2**

Want to gain an accredited Level 1 or Level 2 Information Technology qualification? By completing either the level 1 or level 2 course you will gain certificates covering the following topics: File Management & E-Document Production (using Microsoft Word), Microsoft Excel (Spreadsheets) Presentations and much more, a great first step qualification in Information Technology.

#### **IT for Beginners**

With many employers now advertising vacancies online and many wanting an email address to get in contact with you, learning about computers and the internet could give you the boost you need. Come along to one of our free and easy courses to get yourself online. It doesn't matter if you have never touched a computer before— our friendly staff will be on hand to help.

#### **Basic Computer Drop In**

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Free digital skills support where residents can get help to access any Council service online. Residents with little or no computer knowledge will receive support to register with the Learn My Way platform to encourage further learning.

### **E3 Award in Word Processing**

This short 2 day course is a great introduction to the word processing tools and techniques needed to produce professional looking documents. Learn how to enter and edit text within word processing documents, structure information within word processing documents and use word processing software tools to format and present documents.

### **Have Your Say / Coffee & Quiz**

We know that customers enjoy the social benefits of accessing the Work Zone so come along to our Quiz morning and enjoy 2 hours of fun. You don't need to belong to a team, come along on your own and you will be teamed up with other customers. We also really appreciate your feedback, good or bad, to help us improve our service. Come along to our quiz and let us know what we should do more of, or what we should do differently. Refreshments provided and we look forward to seeing you. Please call to book.