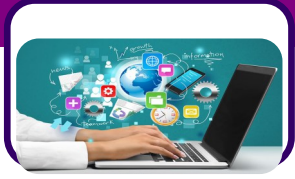


# Chester Work Zone

Term 2 Jan– March 2024 Courses for Adults

**FREE  
COURSES!**



FREE if you are 19 +

and on an out of work benefit OR  
earning less than £20,319



IT Digital Skills			
Course	Duration	Day	Time
Computing for Beginners	Ongoing	Every Mon starting 8th Jan	9.30—11.00 11.30—13.00
E3 Essential Digital Skills for Work	Ongoing	Friday	11.30—13.30
ICDL (Word & Excel)	Ongoing	Friday	9.15—11.15 14.00—16.00
Sector Specific Courses			
Interview Skills	1 Day	Thurs 25th Jan	9.30—14.30
CSCS	3 Days	Mon 29th—Wed 31st Jan	9.15— 16.00
Emergency First Aid	Morning	Mon 5th Feb	9.30—12.30
L1 Health & Wellbeing	4 Days	Tues 13th—16th Feb	9.30—14.30
Art For Mindfulness	1 Day	Mon 19th Feb	9.30—14.30
Food Hygiene	1 Day	Thur 29th Feb	9.30—16.00
Business Admin	4 Days	Every Tues starting 27th Feb	9.30—14.45
Cleaning & Support Service (COSHH)	Morning	Mon 4th —Wed 6th March	9.30—14.30
L2 Child Development	4 Days	Mon 11th—15th March	9.30—14.30
Customer Service Skills	2 Days	Thur 28th—29th March	9.30—14.30
FLT	5 Days	Weekly	Limited spaces, call to book
English & Maths			
Level 1 & 2 Maths	12 Weeks	Every Thursday (starting 4th Jan)	9.15am—11.45
English Functional Skills (online)	12 weeks	Friday	9.15—11.45
Brush up English & Maths	7 weeks	Every Tues (starting 9th Jan)	10—11.00 11.30—12.30
Weekly Drop In Service			
Job Search	Ongoing	Tuesdays	14.00—16.00
Learning & Skills Hubs	Ongoing	Various	We provide our Work Zone adult education programmes across a variety of primary schools and community venues in the Chester area, Lache Blacon & Hoole . Please enquire at the Work zone.

The Bluecoat Building , Upper Northgate Street, Chester , CH1 4EE

BOOK NOW— 07775 717 122 [workzonechester@cheshirewestandchester.gov.uk](mailto:workzonechester@cheshirewestandchester.gov.uk)

Course Overviews	
Steps To Work	Registration to the Work Zone, looking at all previous skills, knowledge and employment history to develop an action plan for all you needs moving forwards.
FLT Counterbalance & Reach	Each course will be 5 days duration and each successful candidate will receive a certificate of training for Counterbalance and Reach Truck.
Introduction to Construction—CSCS	This three day course has been designed to look at the industry, the size and scope of the organisations involved as well as the teamwork skills required and most importantly the health and safety for this high risk, high hazard environment. For the course you will need a passport photo or photo ID for your online test application.
Prepare for interview	This course explores current life situation, along with positive thinking and challenging barriers. It will identify a short term career goal and complete preparation work for interviews. The course includes a mock interview and feedback.
Basic First Aid	Course content includes: CPR in Adults, Children and babies recovery position, Choking and how to use and locate a Defibrillator (AED)
Level 1 & 2 Award in Child Development	This course is aimed at people who may be interested in working in early years childcare. It will help learners understand the link between children’s learning and development and play activities which support and encourage each stage of development.
E3 & L1 Pathway to Health & Wellbeing	This course will assist the learner in understanding the importance of a healthier lifestyle, including emotional and mental wellbeing.
L1 - Customer Service	The course is aimed at people who want to develop their customer service skills and who may want to work in hospitality, retail or customer service environment. (Often linked to specific employers offer-
Computing for beginners	These courses improve confidence and skills using computers and the internet. Learn to use a mouse, keyboard, access the internet, and develop your web browsing skills. Introduction to social networking and development of a social network profile.
ITQ - ICDL Level 1 & 2	ICDL is now available as a flexible ITQ qualification enabling you to build qualifications around your needs. Select the relevant modules to create your tailored solution. Choose from a range of units including: word processing, spreadsheets, PowerPoint, Internet and Email—these courses are flexible so you can learn at your own pace.
E3 & L1 Digital Skills	Our Essential Digital Skills qualification are designed to meet digital knowledge gaps and provide vital skills for life. What are Essential Digital skills? Using devices and handling information , Creating and editing, Communicating , Transacting, Being safe and responsible online.
Level 2—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/ receptionist environment. It will give you both practical and theoretical skills covering all aspects of business communications, and the digital skills required for administration work.
Maths & English	We offer a range of Maths & English learning, you can attend Brush up your English & Maths sessions, or undertake stepping stone of Functional Skills Qualifications and gain up to a Level 2 qualification. Take the opportunity to learn at your pace in a safe supportive environment either at the Work zone or one of our learning & skills School hubs.