

# Chester Work Zone

Courses for 19 +

October 2024



## Weekly IT Digital Skills

Course	Duration	Day	Time
Computers for Beginners	Ongoing	Monday	13:30—15:00
Entry Level 3 Essential Digital Skills for Work	Ongoing	Monday	09:15—11:00 11:15—13:00
Level 1 and 2 IT unit ( Word & Excel )	Ongoing	Friday	9.15—14:30

## October Courses

Brush up English	15th Oct (7 Weeks)	Every Tuesday	10.00—11:30
Brush up Maths	15th Oct (7 Weeks)	Every Tuesday	12.00—13.30
Customer Service	17th—18th Oct	Thurs—Fri	09.30—14.30
Interview Skills	25th Oct	Friday	09:30—12.30
E3 Health & Wellbeing	28th Oct—31st Oct	Mon—Thurs	09.30—14.30

## Functional Skills

Maths E3, L1, L2	12 Weeks	Thursday	09:00—14:00
English E3, L1, L2	12 weeks	Thursdays	14:15—16:30

## Available Courses (Subject to Demand)

Level 1 & 2 Child Development	Level 1 & 2 Customer Service	English Functional Skills	Level 2 Food Safety
Level 1 & 2 Business Admin/ Finance	SIA Security	CV Work Shops	Level 3 First Aid
Level 1 Cleaning with COSHH	E3 & L1 Health & Wellbeing	Accounting	Confidence & Motivational Courses
Digital Marketing	Pathway to Work	Budgeting	



**BOOK NOW — 07775 717 122**

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## 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 offering interviews)
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 1—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.

## Support Services

Foodbank Voucher Scheme	Mon-Fri	9am-4pm	if you are struggling to afford food and other essentials we may be able to support with this, please come and see us
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