

Chester Work Zone

Courses for 19 +

October 2024



Weekly IT Digital Skills

| Course | Duration | Day | Time |
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| 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—12.45 |
| Level 1 and 2 IT unit (Word & Excel) | Ongoing | Friday | 9.15—14:30 |

October Courses

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| 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

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| Maths L1, L2 | 12 Weeks | Thursdays | 09:00—11.30 |
| Maths E3 | 7 weeks | Thursdays | 12.00—14.00 |
| English E3, L1, L2 | 12 weeks | Thursdays | 14:15—16:30 |

Available Courses (Subject to Demand)

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| 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

workzonechester@cheshirewestandchester.gov.uk

Course Overviews

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| 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

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| 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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