

Ellesmere Port Work Zone

Courses for 19 +

September 2024



Weekly IT Digital Skills

Course	Duration	Day	Time
Computers for Beginners	Ongoing	Tuesday	09:30—10:45 11.00—12:15
Entry Level 3 Essential Digital Skills for Work	Ongoing	Wednesday	10:00 - 12:00 13:00—15:00
Level 1 and 2 IT unit (Word & Excel)	Ongoing	Thursday	09:30— 12:00 13:00—15:30

September Courses

Confidence and Motivation Thelwall Community Hall	4th September	Every Wednesday	09:30—12:00
Confidence and Motivation	6th September (7 weeks)	Every Friday	09:30—10:45 10:45—12:00
Level 3 First Aid	12th & 19th September	Thursdays	09:15—13.15
Level 1 Mental Health Award	13th September	Every Friday	09:30—14.30
Interview Techniques	13th September	Friday	09:30-14:30
Level 2 Business Admin/ Finance	16th September (7 weeks)	Every Monday	09:30-14:30
Art & Mindfulness Thelwall Community Hall	24th September (4 weeks)	Every Tuesday	09:30—12:00
Level 1 Customer Service Cheshire Oaks	Friday 20th & Monday September	Thursday—Friday	09:30-14.30
Managing your Money	23rd September	Monday	09:30-13.30

Functional Skills

Brush up your English & Maths	20th September	Friday	English 09:30—11:00 Maths 12:00—13.30
Functional Skills Maths (E3,L1,L2) (12 weeks)	Starts 10th September	Tuesday	09:15-11:45
Stepping Award E2 and E3 Maths	Starts 24th September	Tuesday	12:30-14:30

Available Courses (Subject to interest)

Level 1 & 2 Child Development with SEN	Level 1 & 2 Customer Service	English Functional Skills	Level 2 Food Safety
Digital Marketing	SIA Security	CSCS Construction	Pathway to Work
Level 1 Cleaning with COSHH	E3 & L1 Health & Wellbeing	Introductio	NHS Leisure & Hospitality



BOOK NOW — 07990 532869

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Support Services

Registration	Appointment Only	9.30am-2pm Tues/Thurs/ Fri	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.
One to one employment support	Appointment Only	9:00 - 16:00	We offer a tailored one to one employment support package dependent on your needs
One to one CV Support	Appointment only	9am-12pm Mon/Tues	With support from an advisor we will support create a individual CV tailored to your requirements
Job Centre Plus	Mon - Fri	9:00 - 17:00 (Wed 10am)	Jobcentre Plus is a government-funded employment agency whose aim it is to help people of working age find employment in the UK.
Welcome Wednesday		10:00-12:00	An informal discussion from a different services available to Ellesmere Port residents
Foodbank Voucher Scheme	Mon-Fri	9am-4pm	<i>if you are struggling to afford food and other essentials we may be able to support with this, please come and see us</i>

Course Overviews

Computer for beginners	Learn to use a mouse, keyboard, access the internet, and develop your web browsing skills, create and send emails.
Entry Level 3 Essential Digital Skills for Work	These courses improve confidence and skills Using Devices and Handling Information, Creating and Editing documents, Online Communication, Transacting (buying safely online, Online forms), Being Safe and Responsible Online
ICDL Levels 1 & 2 IT Word/ Excel	ICDL is perfect for covering the main concepts and skills needed for common Word Processing and Excel tasks, such as creating, formatting, and finishing letters and other everyday documents. Also formatting, modifying, and using a spreadsheet. After completing Level 1 you will have the option to progress onto Level 2 and improve your skills further.
FLT Reach & Counterbalance	Each course will be 6 days duration and each successful candidate will receive a certificate of training for Counterbalance and Reach Truck. The qualifications awarded are. Lantra for Reach and Counterbalance and ITSSAR for Reach and Counterbalance.
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.
L1 Award in Customer Services	This two day award is designed to look at what is good and poor practice in Customer Services and you will learn how to interact with customers dealing with complaints where necessary.
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, customer services skills and an overview of office work.
E3 & L1 Pathway to Health & Well-Being	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.
L1 & L2 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 with an introduction to SEN