

# Northwich Work Zone

Courses for 19 +

October 2024



## Weekly IT Digital Skills

Course	Duration	Day	Time
Computers for Beginners	Ongoing	Tuesday	11:30—13:30 14:00—16:00
Entry Level 3 Essential Digital Skills for Work	Ongoing	Tuesday	09:15 — 11:15
Level 1 and 2 IT unit ( Word & Excel )	Ongoing	Thursday	09:15—11:15 11:30—13:30 14:00—16:00

## October Courses

FLT Counterbalance & Reach	Ongoing	Mon—Sat	08:30—16:00
Level 2 Mental Health Awareness	4th October (9 weeks)	Every Friday	09:30—14:30
Level 2 Business Admin & Finance	9th October (10 weeks)	Every Wednesday	09:30—14:30
Interview Skills	10th October	Thursday	09:30—14:30

## Drop in Services

CVs updates	Appointment Only	Wednesday	13:00—15:00
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## Functional Skills

Functional Skills Maths E3, L1, L2	TBC	Every Monday	09:15—11:45
Maths Award E2, E3, L1	TBC	Every Monday	12:30 —14:30
Functional Skills English E3, L1, L2	TBC	Every Wednesday	12:45—15:00

## Available Courses ( Subject to interest )

Level 1 & 2 Child Development with SEN	Level 1 & 2 Customer Service	Digital Marketing	Level 2 Food Safety
Level 1 & 2 Business Admin/ Finance	SIA Security	CSCS Construction	Level 3 First Aid
Level 1 Cleaning with COSHH	Pathway to Work	Introduction to Accounting	Leisure & Hospitality



**BOOK NOW — 07833 236 675**

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## Course Overviews

<b>Steps To Work (Work Zone Registration)</b>	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.
<b>Employment Directions Mentoring</b>	One to one support that will help you find the right pathway to employment. We can offer ongoing support and guidance along with mock interviews.
<b>Computer for beginners</b>	Learn to use a mouse, keyboard, access the internet, and develop your web browsing skills, create and send emails.
<b>Entry Level 3 Essential Digital Skills for Work</b>	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
<b>ICDL Levels 1 &amp; 2 IT Word/ Excel</b>	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.
<b>CV Writing</b>	Appointments only to support with CV updates and cover letters
<b>FLT Counterbalance &amp; Reach</b>	Each course will be 6 days duration and each successful candidate will receive a certificate of training for Counterbalance and Reach Truck.
<b>Introduction To Construction—CSCS</b>	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.
<b>Emergency First Aid</b>	Course content includes: CPR in Adults, Children and babies recovery position, Choking and how to use and locate a De-fibrillator (AED)
<b>L1/ L2 Award in Child Development</b>	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
<b>L1 /L12 Award in Customer Services</b>	This 3 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.
<b>Pathway to Health &amp; Well-Being Parts 1 &amp;2</b>	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.
<b>L2 Mental Health Awareness</b>	Break down your myths and misconceptions. Discuss influencing issues, such as stigma, self esteem and confidence, anxiety and stress, and depression, as well as a self care and mindfulness.
<b>English Functional Skills Qualification Accredited All Levels</b>	This qualification will provide you with the essential knowledge, skills and understanding that you need to operate confidently and independently with literacy in everyday life and in the workplace, with many employers requesting English qualifications as an essential requirement to hire someone. Levels E3, 1 & 2 are covered and recognised by employers. Level 2 Functional Skills the equivalent to a GCSE at Level 4/ Grade C.
<b>Maths Award Accredited E1/E2/E3</b>	This qualification is to help you become more confident and build have the ability to use everyday Maths needed for life and work. You will work through a portfolio to achieve this qualification. All units covered underpin the function skills award. The course is work based.
<b>Functional Skills Qualification Accredited E3/L1/L2</b>	This qualification will provide you with the essential knowledge, skills and understanding that you need to operate confidently and independently with numeracy in everyday life and in the workplace, with many employers requesting maths qualifications as an essential requirement to hire someone. Both Levels 1 & 2 are covered and recognised by employers. Level 2 Functional Skills I the equivalent to a GCSE at Level 4/ Grade C.

## Partner Services

<b>Youth Federation/ Work Club National Careers Service</b>	Wednesday	13:00 - 15:00	Support with CV writing, cover letter and advice & guidance for a chosen career. searching and applying for jobs.
<b>Employment Directions - Mentoring Service</b>	By Appointment	By Appointment	Employment Directions can provide the support you need to find, stay in or return to a good quality job where you can thrive.
<b>Job Centre Plus</b>	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.
<b>Foodbank Voucher Scheme</b>	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</i>