

**January – March 2020**

**Email: epworkzone@cheshirewestandchester.gov.uk**

<b>Ongoing Support</b>				
<b>Course</b>	<b>Day/Time</b>	<b>Start Date</b>	<b>Duration</b>	<b>Venue</b>
Steps to Work – Skills Assessment	By appointment	Ongoing	Ongoing	Work Zone
Employment Mentor	By appointment	Ongoing	Ongoing	Work Zone
Army Careers Advice Drop In	First Wednesday of every month 11.00 am – 2.00 pm	Ongoing	Ongoing	Work Zone
Structured Work Club	Monday 9.30am – 10.30am	Every Monday	Ongoing	Work Zone
Drop In Work Club	Monday 10.30pm – 4.30pm	Every Monday	Ongoing	Work Zone
National Careers Service 1 – 1 Career Advice	Tuesday By Appointment	Every Tuesday	Ongoing	Work Zone
Open Access PCs for Job Search	Daily 9am – 4pm	Every day	Ongoing	Work Zone
Community Connector	Monthly by appointment	Monday 6 <sup>th</sup> January	Ongoing	Work Zone
<b>January Courses</b>				
E1 / E2 English	Thursday 2.30pm – 3.30pm	Thursday 9 <sup>th</sup> January	Ongoing	Work Zone
E1/E2 Maths	Thursday 3.30pm – 4.30pm	Thursday 9 <sup>th</sup> January	Ongoing	Work Zone
E3 English	Monday – Friday 9.30am - 2.30pm	Monday 27th January	Five days	Work Zone
Confidence and Motivation	Friday 9.30am – 11.30 am	Friday 3 <sup>rd</sup> January	Seven weeks	Work Zone
Interview Skills Workshop	Monday 9.30am – 2.30pm	Monday 20 <sup>th</sup> January	One day	Work Zone
Fork Lift Truck – New/Refresher	By referral	Ongoing	Five days	Ellesmere Port
<b>February Courses</b>				
E3 Maths	Monday - Friday 9.30am – 2.30pm	Monday 3 <sup>rd</sup> February	Five days	Work Zone
E3 Award in Word Processing	Wednesday 9.30 – 3.00	Wednesday 5 <sup>th</sup> February	One day	Work Zone

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E1 / E2 English	Thursday 2.30pm – 3.30pm	Thursday 6 <sup>th</sup> February	Ongoing	Work Zone	
E1/E2 Maths	Thursday 3.30pm – 4.30pm	Thursday 6 <sup>th</sup> February	Ongoing	Work Zone	
Pathway to Business Admin	Tuesday – Friday 9.30am – 2.30pm	Tuesday 11 <sup>th</sup> February	Ongoing	Work Zone	
L1 Award in English Skills	Monday – Friday 9.30am – 2.30pm	Monday 24 <sup>th</sup> February	Five days	Work Zone	
Fork Lift Truck – New/Refresher	By referral	Ongoing	Five days	Ellesmere Port	
<b>March Courses</b>					
CSCS Test Support Drop In	Friday 1.00 pm – 4.00 pm	Ongoing	Ongoing	Work Zone	
Pathway to Retail	Monday – Thursday 9.30am – 2.30pm	Monday 2 <sup>nd</sup> March	Four days	Work Zone	
L1 Maths	9.30am – 2.30pm	Monday 9 <sup>th</sup> March	Five days	Work Zone	
Level 1 Construction & Building Crafts (CSCS)	Monday - Thursday 9.00am – 3.00pm	Monday 16 <sup>th</sup> March	Four days	Work Zone	
Pathway to Work	Monday – Thursday 9.30am – 2.30pm	Monday 23 <sup>rd</sup> March	Four days	Work Zone	
Heart Start First Aid	Monday 10.00am – 12.00pm	Monday 30 <sup>th</sup> March	One day	Work Zone	
Fork Lift Truck – New/Refresher	By referral	Ongoing	Five days	Ellesmere Port	
<b>IT Skills and Digital Support</b>					
Course	Day/Time	Start Date	Duration	Venue	Cost
E3 Award in Word Processing <b>*NEW</b>	Wednesday 9.30am – 3.30pm	5 <sup>th</sup> February	One day	Work Zone	£44
Beginners IT	Tuesday 9.30am – 11.30am 12.30 pm – 2.30pm	Ongoing	Ongoing	Work Zone	£88
ECDL (ITQ) Levels 1 and 2	Thursday 9.30am – 11.30pm 1pm – 3pm	Ongoing	Ongoing	Work Zone	£199
Basic Computer Drop In (Learn My Way)	Every Friday 12.00pm – 2.00pm	3 <sup>rd</sup> January	Ongoing	Work Zone	Free

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### **General Activities**

Meet the Employer – HFT Care	11.00am – 3.00pm	Thursday 9 <sup>th</sup> January	One day	Work Zone
Coffee and Quiz / Have Your Say	10.30am – 12.30pm	Wednesday 19 <sup>th</sup> February	One day	Work Zone

### **Steps to Work**

Personal one to one discussion and Work Zone registration – To determine your employability skills, which will help you to understand what you are good at and identify what skills you need to develop to increase your employability. During this session customers will complete a full assessment including Maths and English and agree an action of support.

### **Army Careers Advice Drop In**

An opportunity to speak to current servicemen about Army life and the huge range of careers on offer in the military. All Army roles come with outstanding training, qualifications and progression opportunities. This is your chance to ask as many questions as you like with no obligation to join!

### **Structured Work Club – Appointments**

An ongoing, tutor led 9 week structured and focused Work Club, concentrating on an effective job search campaign, understanding the hidden job market, following up applications, looking at benefits vs hours, social media and personal profiles online, interview essentials, cover letters/emails and CV's. These themes will be incorporated into job search activities and learners will be provided handouts to take away.

### **Drop In Work Club**

A drop in opportunity to access IT facilities to carry out Job searching and applications. This is supported and aimed at individuals that require some IT support to job search and provide advice and guidance on the best ways to look for work.

### **1:1 Mentoring**

For those who are work ready and need a little direction, 1:1 mentoring will help you consider realistic job options and offer ongoing motivation, support and guidance to prepare you for interviews. Mentoring will also support you to self reflect and develop a self awareness that will enable you to progress into employment.

### **Heart Start Workshop**

Heartstart is an initiative to teach emergency lifesaving skills to the British public. By attending a course near you, you're helping us create a nation of life savers – where everyone knows how to save a life. Less than 1 in 10 people who have a cardiac arrest outside of hospital in the UK survives. With your help we can change that, join the nation of life savers . Heartstart is a free, two-hour course that teaches CPR and other emergency lifesaving skills, including what to do if someone has chest pain, is choking, or is bleeding seriously.

### **Pathway to Work**

This course will provide the learners with the opportunity to achieve a Level 1 Award and will assist the learner in understanding the importance of employment standards, working as part of a team, personal hygiene requirements, managing own health in the workplace and planning for improvement. The course will offer the learner the chance to gain a 360 view of what's required to get and sustain employment as well as being able to progress into a sector specific training course

### **Level 1 Construction & Building Crafts (includes Construction Skills Certification Scheme Voucher)**

All areas of the Construction Skills Certification Scheme Card Industry accreditation are addressed putting those attending in an excellent position to undertake the examination for the industry required Construction Skills Certification Scheme Health, Safety & Environment card; a prerequisite and sector requirement to secure any construction related job role.

### **CSCS Test Support**

If you have completed your CSCS / Construction course but need help to revise or to book your test, call in to the IT Drop In for some support.

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### **Pathway to Retail**

This course will assist the learner in understanding the need to provide excellent customer service in the Retail sector, as well as an in depth look into the business retail world and the selling process relating to products and services. On the last day, the learner will gain an insight into the world of Retail by visiting an employer's premises and seeing the day to day activity.

### **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 environment. It will develop your office administration skills and give you both practical and theoretical skills covering all aspects of business communications, customer's service skills and understand the importance of respecting the needs of customers.

### **Interview Skills Workshop**

A short, sharp workshop designed to equip learners with the tools they need to success at interview. The session will help candidates prepare for different types of interviews, questions that are asked from different sectors and how to respond confidently and positively. The workshop will also look at personal preparation and company research.

### **English/Maths**

Learners will have the opportunity to work in detail on identified areas of English/Maths that need further development and to prepare the learner to progress onto full qualifications.

### **European Computer Driving License (ECDL) and Information Technology Qualifications (ITQ) Level 1 and 2**

Want to gain an accredited Level 1 or Level 2 Information Technology qualification? By completing either the level 1 or level 2 course you will gain certificates covering the following topics: File Management & E–Document Production (using Microsoft Word), Microsoft Excel (Spreadsheets) Presentations and much more, a great first step qualification in Information Technology.

### **IT for Beginners**

With many employers now advertising vacancies online and many wanting an email address to get in contact with you, learning about computers and the internet could give you the boost you need. Come along to one of our free and easy courses to get yourself online. It doesn't matter if you have never touched a computer before– our friendly staff will be on hand to help.

### **Basic Computer Drop In**

Free digital skills support where residents can get help to access any Council service online. Residents with little or no computer knowledge will receive support to register with the Learn My Way platform to encourage further learning.

### **E3 Award in Word Processing**

This short 2 day course is a great introduction to the word processing tools and techniques needed to produce professional looking documents. Learn how to enter and edit text within word processing documents, structure information within word processing documents and use word processing software tools to format and present documents.

### **Have Your Say**

We really appreciate your feedback, good or bad, to help us improve our service. Come along to our Have Your Say meeting and let us know what we should do more of, or what we should do differently. Refreshments provided and we look forward to seeing you. Please call to book.

### **Coffee & Quiz**

We know that customers enjoy the social benefits of accessing the Work Zone so come along to our Quiz morning and enjoy 2 hours of fun. You don't need to belong to a team, come along on your own and you will be teamed up with other customers.