

**August – December 2019**

**Email: [epworkzone@cheshirewestandchester.gov.uk](mailto: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
<b>September / October Courses</b>				
E1 / E2 English	Thursday 2.30pm – 3.30pm	Thursday 5 <sup>th</sup> September	Ongoing	Work Zone
E1/E2 Maths	Thursday 3.30pm – 4.30pm	Thursday 5 <sup>th</sup> September	Ongoing	Work Zone
Level 1 Construction & Building Crafts (CSCS)	Monday - Thursday 9.00am – 3.00pm	Monday 9 <sup>th</sup> September	Four days	Work Zone
CSCS Test Support Drop In	Friday 1.00 pm – 4.00 pm	Ongoing	Ongoing	Work Zone
Confidence and Motivation	Friday 9.30am – 11.30 am	Friday 13 <sup>th</sup> September	Seven weeks	Work Zone
Work out your Stress	Tuesday 9.30am – 11.30am	Tuesday 24 <sup>th</sup> September	Three days	Work Zone
Interview Skills Workshop	9.30am – 2.30pm	Wednesday 25 <sup>th</sup> September	One day	Work Zone
E3 Maths	Monday – Friday 9.30am – 2.30pm	Monday 7 <sup>th</sup> October	Five days	Work Zone

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E3 English	Tuesday – Friday 9.30am – 2.30pm	Tuesday 22 <sup>nd</sup> October	Four days	Work Zone	
Fork Lift Truck – New/Refresher	By referral	Ongoing	Five days	Ellesmere Port	
<b>November / December Courses</b>					
L1 English	Monday 9.30am – 2.30pm	Monday 4 <sup>th</sup> November	Four days	Work Zone	
E1 / E2 English	Thursday 2.30pm – 3.30pm	Thursday 7 <sup>th</sup> November	Ongoing	Work Zone	
Pathway to Health *NEW	Monday 9.30 am – 2.30 pm	Monday 18 <sup>th</sup> November	Four Days	Work Zone	
L2 Food Safety	Friday 9.30 am – 4.30 pm	Friday 8 <sup>th</sup> November	One day	Work Zone	
Heart Start First Aid	Wednesday 10.00am – 12.00pm	Wednesday 13 <sup>th</sup> November	One day	Work Zone	
Fork Lift Truck – New/Refresher	By referral	Ongoing	Five days	Ellesmere Port	
Pathway to Retail *NEW	9.30am – 2.30pm	TBC	Four days	Work Zone	
Pathway to Work *NEW	Monday – Thursday 9.30am – 2.30pm	Monday 2 <sup>nd</sup> December	Four days	Work Zone	
Make the Most of your Money	Tuesday 10.3am – 12.00pm	Tuesday 12 <sup>th</sup> November	Three days	Work Zone	
<b>IT Skills and Digital Support</b>					
<b>Course</b>	<b>Day/Time</b>	<b>Start Date</b>	<b>Duration</b>	<b>Venue</b>	<b>Cost</b>
E3 Award in Word Processing	Wednesday + Friday 9.30am – 2.30pm	Wednesday 13 <sup>th</sup> November	Two days	Work Zone	£44
Beginners IT	9.30am – 11.30am 12.30 pm – 2.30pm	Every Thursday	Ongoing	Work Zone	£88
ECDL (ITQ) Levels 1 and 2	Tuesday 9.30am – 11.30pm 1pm – 3pm	Ongoing	Ongoing	Work Zone	£199
Online Safety Workshop	Wednesday 9.30am – 11.30am	Wednesday 27 <sup>th</sup> November	One day	Work Zone	Free
Basic Computer Drop In (Learn My Way)	Friday 12.00pm – 2.00pm	Friday 2 <sup>nd</sup> August	One day	Work Zone	Free

<b>General Activities</b>				
Coffee and Quiz afternoon	1.00 pm – 2.30 pm	TBC	One day	Work Zone
Have Your Say	10.00 – 12.00pm	Wednesday 13 <sup>th</sup> November	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.

### **Work Out Your Stress**

On this three day course you will have the opportunity to gain a greater understanding of stress, anxiety and depression, identify some of your own triggers, develop strategies to manage stress and anxiety and explore relaxation techniques. Look for something positive in every day, even if some days you have to look a little harder!

### **Make the Most of your Money**

This is a free course that will teach you budgeting skills and a simple, cash-based system that works. In just a few weeks, you will get to grips with your finances so you can budget, save and prevent debt. Whether you feel pretty organised or whether it's like a lucky dip every time you try to withdraw cash from your account, this course will help you take complete control of your finances.

### **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 \*NEW**

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

### **L2 Food Safety**

The qualification is intended for learners already working in catering and those who are preparing to work in the industry. Learners gaining this qualification will know that food safety is the responsibility of everyone involved in the storage, preparation, cooking service and handling of food. Its topics are regarded by the Foods Standards Agency as being important to maintaining good practice in the production of safe food.

### **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.

### **Pathway to Retail \*NEW**

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 Health \*NEW**

The learners will have the opportunity to achieve a Level 1 Award and understand the importance of a balanced diet for a healthier lifestyle; know the importance of activity and the importance of 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. Completion and achievement of this course could see the learner progress to the Pathway to Work Award

### **Interview Skills Workshop**

A short, sharp workshop designed to equip you with the tools you need to success at interview. The session will help you to 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 or if you already know a little bit – 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.

**Online Safety Workshop**

This workshop will help you learn more about cyber safety basics and discover some simple steps you can take to ensure you can stay safe online

**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. Please call to book.