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| **Course** | **Day/time** | | **Start date** | | **Duration** | | **Venue** | | |
| Steps to Work – By appointment | Monday All day/Thursday AM | | Ongoing | | Ongoing | | Work Zone | | |
| **Health, Wellbeing and Confidence** | | | | | | | | | |
| NHS IAPT – Wellbeing Therapies | | By referral | | Ongoing | | Ongoing | | Local Venue |
| \*Pathway to Health & Wellbeing | | Tuesday – Friday 9.30am – 2.30pm | | 1st Dec –  4 Dec | | Four Days | | Work Zone |
| **Functional Skills** | | | | | | | | | |
| ESOL – Beginners & Advanced | | Monday - Friday Various times | | Ongoing | | Ongoing | | The Unity Centre |
| \*English – Entry Level 3 | | Monday - Friday  9.30am - 2.30pm | | 12 – 16 Oct | | Five days | | Oak Room |
| **Employability** | | | | | | | | | |
| Employment Mentor - By appointment | | Daily | | Ongoing | | Ongoing | | Work Zone |
| Virtual Work Club – Appointment Only | | Wednesday  11.00am – 12.00pm | | Ongoing | | Ongoing | | Work Zone |
| Kudos Adult Directions – Digital support for career choices | | By appointment | | Ongoing | | Ongoing | | Work Zone |
| \*Pathway to Work | | Tuesday – Friday  9.30am – 2.30pm | | 3rd – 6th Nov | | Four days | | Work Zone |
| **Sector Specific** | | | | | | | | | |
| \*Fork Lift Truck – New/Refresher | | Weekly | | Ongoing | | Five days | | Ellesmere Port |
| \*Pathway to Health & Social Care | | Tuesday – Friday  09.30am – 2.30pm | | 22 – 25 Sep | | Four days | | Work Zone |
| \*Pathway to Business Admin | | Tuesday – Friday  9.30am – 2:30pm | | 6 – 9 Oct | | Four days | | Work Zone |
| \*Level 2 Food Safety Online | | TBC | | TBC | | 1 day | | Work Zone |
| \*L1 Delivery Driver Customer Service SWAP | | Tuesday – Friday  9.15am – 12.30pm or  1.00pm – 4.15pm | | 20 – 23 Oct | | Four days | | Work Zone |
| \*Construction and Building Crafts  (CSCS Card) | | Tuesday - Friday 9.30am – 3.00pm | | 17 – 20 Nov | | Four days | | Work Zone |
| **IT Provision** | | | | | | | | | |
| \*Digital Skills for beginners | | Tue 1.00pm – 2.30pm  2.30 – 4.00pm | | Ongoing | | 1hr 30 mins sessions | | Work Zone |
| \*ECDL - Level 1 & 2 | | Friday  9.30am – 12pm  1pm – 3.30pm | | Ongoing | | Ongoing | | Work Zone |

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| **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. |
| **Employment Mentor** |
| One to one support to help find the right pathway to employment. The employment mentor can offer ongoing support and guidance and mock interviews and provide customers with an opportunity to think about learning opportunities and career options and progress at a pace that suits the individual. |
| **NHS IAPT – Wellbeing Therapies** |
| A confidential personal 1:1 assessment with an NHS Psychological Wellbeing Therapist to help and support with managing symptoms of depression, anxiety and stress. Review appointments ongoing. Speak to Work Zone staff for more details. |
| **\*Pathway to Health & Wellbeing** |
| Learners will have an opportunity to achieve an Award in Living and Work Skills. This course will assist them in understanding the importance of a balanced diet for a healthier lifestyle; know the importance of activity and the importance of emotional and mental wellbeing. It also covers building on own self-esteem, 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. |
| **\*English Award** |
| Learners will have the opportunity to work in detail on identified areas of English that need further development and to prepare the learner to progress onto full qualifications. This award aims at developing your ability and confidence to progress. |
| **Virtual Work Club - Appointments** |
| An ongoing tutor lead 7 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. |
| **Kudos Adult Directions** |
| A digital careers platform offering customers information and advice to support career choices. It matches customers to careers based on a personal profile developed through an interest inventory and skills analysis and identifies pathways into careers. |
| **Food Hygiene** |
| A great online course that is self-paced over five days. This consists of interactive exercises and has been designed to meet the needs of the food sector and is designed with visual references to support your learning. It is a simple to follow course delivered in bite sized chunks to suit everyone and includes quizzes / assessments and knowledge checks to help you stay on track. The test is paper based, and you will have to attend the centre take a 2.5 hour test and complete the course paperwork. |
| **\*Pathway to Work** |
| This course will provide the learners with the opportunity to achieve an Award in Employment Skills 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. |
| **\*Fork Lift Truck** |
| An ongoing five-day Forklift Truck course with an opportunity to acquire either a full or refresher FLT licence for Counter Balance or Reach trucks. On completion the learner will achieve an NVQ Level 2 Award for refresher or full FLT Licence. |
| **\*Pathway to Health & Social Care** |
| This four-day course is a great introduction to working in the health and social care, especially if you haven't had the opportunity before. You will learn everything from drug awareness, healthy living and safeguarding to importance of confidentiality and the principles of care. You will also learn about organisational policies, procedures and boundaries when working in the care sector and gain the knowledge of the importance of being able to communicate clearly in written format. Successful learners will be guaranteed an Interview with local Care sector employers. |
| **\*L1 Delivery Driver Customer Service SWAP** |
| A great introduction to delivery driving including which will cover the essential skills and qualities needed to be a delivery driver including manual handling and other requirements including: Keeping up concentration, quality communication, attention to detail, customer care and positive attitudes. This will also include a visit by an employer who will discuss current vacancies and the application process. You will attend either a morning or afternoon session each day. |
| **\*Pathway to Business Administration** |
| 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. |
| **\*Construction and Building Crafts (CSCS Card)** |
| This course looks at the teamwork skills required and most importantly the Health & Safety for this high risk and high hazard environment. It incorporates the recent changes and need for additional Health & Safety qualifications to go along side this CSCS test in order to make an application for the card. All areas of the CSCS card industry accreditation are addressed putting learners in an excellent position to undertake the examination for the industry required CSCS Health, Safety and Environment card. |
| **Basic Computer drop in session** |
| This is the dedicated slot where residents can access free digital skills support where they 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 Digital Skills Award** |
| A progressive online basic course and is a great way for you to build on some basic computer knowledge. It will, help you to gain the skills and confidence you need to start using computers and the internet. Also learn about Computer Basics, Social Networking and Digital Media and earn yourself a qualification whilst learning. |
| **\*ECDL** |
| By completing either the level 1 or level 2 course learners will gain certificates covering the following topics: using Microsoft Word), Microsoft Excel (Spreadsheets) Presentations and much more, a great first step qualification in IT. |

**PLEASE NOTE: \*Places are limited and are free if you are in receipt of an out of work** These courses are FREE if you are in receipt of an out of

work benefit or low wage\*

\*Earning Less than £17,004? If you are in employment and

earning less than £17,004.00 (gross salary) your course

may be FREE. Please bring in your last two month’s pay

slips on enrolment

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