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| **Ongoing Support**  **Please note that we are currently unable to offer drop in facilities and ALL visits to the Work Zone will be by appointment only until further notice.** | | | | | | |
| **Course** | | **Day/Time** | **Start Date** | | **Duration** | **Venue** |
| Steps to Work – Skills Assessment | | By appointment | Ongoing | | Ongoing | Work Zone |
| Employment Mentor | | By appointment | Ongoing | | Ongoing | Work Zone |
| Structured Work Club | | Monday  9.30am – 11.30am | Every Monday | | Ongoing | Work Zone |
| Virtual Work Club | | Monday  1.00pm – 2.00pm | Every Monday | | Ongoing | Work Zone |
| National Careers Service  1 – 1 Career Advice | | By Appointment | Ongoing | | Ongoing | Work Zone |
| Community Connector | | First Monday of every month by appointment | Ongoing | | Ongoing | Work Zone |
| **September Courses** | | | | | | |
| E1 / E2 English | | Thursday  2.30pm – 3.30pm | Thursday 17th September | | Ongoing | Work Zone |
| E1/E2 Maths | | Thursday  3.30pm – 4.30pm | Thursday 17th September | | Ongoing | Work Zone |
| Confidence and Motivation | | Friday  9.30am – 11.30 am | Friday 18th September | | Seven weeks | Work Zone |
| L1 Business Administration | | Tuesday – Friday  9.30am – 2.30pm | Tuesday 22nd September | | Four days | Work Zone |
| Fork Lift Truck – New/Refresher | | By referral | Ongoing | | Five days | Ellesmere Port |
| **October Courses** | | | | | | |
| E1 / E2 English | | Thursday  2.30pm – 3.30pm | Thursday 1st October | | Ongoing | Work Zone |
| E1/E2 Maths | | Thursday  3.30pm – 4.30pm | Thursday 1st October | | Ongoing | Work Zone |
| CSCS | | Monday  9.30am – 3.30pm | Monday 5th October | | 3 days | Stanlaw Abbey |
| E3 Maths | | Monday - Friday  9.30am – 2.30pm | Monday 19th October | | Five days | Work Zone |
| Pathway to Retail | | Tuesday – Friday  9.30am – 2.30pm | Tuesday 13th October | | Four days | Work Zone |
| CSCS Test Support | | Friday  1.00 pm – 4.00 pm | Ongoing by appointment only | | Ongoing | Work Zone |
| Fork Lift Truck – New/Refresher | | By referral | Ongoing | | Five days | Ellesmere Port |
| **November Courses** | | | | | | |
| E1 / E2 English | | Thursday  2.30pm – 3.30pm | Thursday 5th November | | Ongoing | Work Zone |
| E1/E2 Maths | | Thursday  3.30pm – 4.30pm | Thursday 5th November | | Ongoing | Work Zone |
| CSCS Test Support | | Friday  1.00 pm – 4.00 pm | Ongoing by appointment only | | Ongoing | Work Zone |
| Word Processing | | Wednesday  9.30am – 2.30pm | Wednesday 18th November | | One day | Work Zone |
| Pathway to Health & Wellbeing | | Tuesday – Friday  9.30am – 2.30pm | Tuesday 3rd November | | Four days | Work Zone |
| Mindfulness **\*NEW** | | Mondays  1.00pm – 2.30pm | Monday 9th November | | Four weeks | Work Zone |
| Start Up Your Own Business | | Tuesday-Wednesday  9.00am – 2.30pm | Tuesday 24th November | | Two days | Work Zone |
| L1 Award in English Skills | | Monday – Friday  9.30am – 2.30pm | Monday 9th November | | Five days | Work Zone |
| **December Courses** | | | | | | |
| E1 / E2 English | | Thursday  2.30pm – 3.30pm | Thursday 3rd December | | Ongoing | Work Zone |
| E1/E2 Maths | | Thursday  3.30pm – 4.30pm | Thursday 3rd December | | Ongoing | Work Zone |
| Level 2 Food Safety | | Thursday  9.30am – 4.00pm | Thursday 3rd December | | One day | Work Zone |
| L1 Maths | | Monday  9.30am – 2.30pm | Monday 7th December | | Five days | Work Zone |
| Fork Lift Truck – New/Refresher | | By referral | Ongoing | | Five days | Ellesmere Port |
| **IT Skills and Digital Support** | | | | | | |  |
| **Course** | | **Day/Time** | | **Start Date** | **Duration** | **Venue** | **Cost** |
| Word Processing | | Wednesday  9.30am – 3.30pm | | Wednesday 18th November | One day | Work Zone | Free |
| Beginners IT | | Thursday  11.15am – 1.00pm | | Ongoing | Ongoing | Work Zone | £88 |
| ECDL (ITQ) Levels 1 and 2 | | Thursday  9.15am – 11.00pm  2.15pm – 4.00pm | | Ongoing | Ongoing | Work Zone | £199 |
| Online Basics | | Every Friday  By appointment  12.00pm – 2.00pm | | Ongoing | Ongoing | Work Zone | Free |
| **General Activities** | | | | | | |
| Meet the Employer | 11.00am – 3.00pm | | A range of employers throughout the term talking about the roles on offer – call for details | | One day | 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. |
| **Structured Work Club – Appointments** |
| This has now been moved online until further notice. A 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, social media and personal profiles online, interview essentials, cover letters/emails and CV’s. Please call or email to book your place and receive a link to the next online session. |
| **Employment 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. |
| **Emergency First Aid Workshop** |
| 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 . This is a free, non-accredited 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 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. |
| **Mindfulness** |
| Mindfulness has become a buzzword in our search for better health and wellbeing and there is good evidence to show that mindfulness can help us self-regulate our moods and thoughts. Mindfulness can help us become more resilient in the face of stress and life's challenges, helping make us more productive and restore a sense of calm and balance to our lives. |
| **Level 2 Food Safety** |
| If you are interested in working in the food industry, whether it be in a café, pub, restaurant or working from home, this Level 2 certificate will give you the information you need to ensure that all food is prepared and stored safely. |
| **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, make an appointment at the Work Zone for some support. |
| **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. |
| **Pathway To Retail** |
| The course will assist learners 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. The course will be supported by a large local retailer who will give an insight into the careers available and the ideal application. |
| **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 Support** |
| 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. This is no longer on a drop in basis but can be arranged by appointment. |
| **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. |