**Term 1 Programme**

September — December 2020

**Northwich Work Zone Tel: 01606 288540 Mobile: 07833236675**

**Northwich Work Zone Learning Opportunities**

**Course Overviews**

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| **L1 Pathway to Retail** | The course is aimed at people who want to develop their customer service skills and who may want to work in Hospitality, Retail or a Customer Service environment. As part of the course you will be expected to work independently to complete tasks in your workbook with the support of audio slides. In addition one of the days of the course Wednesday will be delivered through Microsoft Teams. |
| **FLT Reach & Counterbalance** | Each course will be 6 days duration and each successful candidate will receive a certificate of training for Counterbalance and Reach Truck.  |
| **Health & Wellbeing Courses** | Boost your self-confidence, build you self esteem and feel better in yourself, find the courage to go out and do more to enrich your life.  |
| **Friday Walking Group** | Are you interested in meeting new people and getting involved in outside activities such as Walking, incorporate this with some basic photography and maybe some creative writing! (all equipment provided). |
| **Skills for Success CV & Cover letter support** | Looking to improve your CV or haven’t a clue how to write a cover letter? Come along to our Friday morning workclub where we can help you with anything work related. |
| **E3/L1 English** | A four day course designed to help you to brush up your English skills and achieve an award recognised by employers. |
| **E3/L1 Maths** | Five day course designed to help you brush up your Maths skills and achieve an award recognised by employers. |
| **Introduction to Word Processing** | A great way to get start with the basics of word processing, delivered over a day you will learn the skills to produce a cover letter and poster. |
| **Prepare for Interview**  | In this course you will explore your current life situation, positive thinking, challenging barriers, identify a short term career goal and preparing for an interview.  |
| **Basic Computer Drop In** | Are you looking to access the internet to make life easier? Do you want to contact the council or your doctors surgery, maybe even the NHS - these session will provide you with the help you need. |
| **Flexible ITQ - Level 1 & Level 2**  | ECDL is now available as a flexible ITQ qualification enabling you to build qualifications around your needs. Select the relevant modules to create your tailored solution and learn at your own pace. Choose from a range of units including: Word Processing, Spreadsheets, Presentations, Databases.  |
| **Introduction to Emergency First Aid** | Covers CPR in Adults, Children and babies recovery position, Choking and how to use and locate a Defibrillator (AED). |
| **CSCS** |  |
| **E3 Pathway to Health & Well-Being** | 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.  |
| **L2 Food Hygiene** | The Level 2 Award in Food Safety in Catering (QCF) is a qualification aimed at caterers and other food handlers. The qualification is intended for learners already working in catering and those who are preparing to work in the industry. |
| **SIA Door Supervision & CCTV Course** | 1 Day Classroom followed by 6 days Online. You will get all the support with applying for your licence and then will be accompanied to the post office to pay for your licence. With a potential employer coming in to see you at 12.00. The SIA normally take 3 weeks to 4 weeks to process licences.  |
| **Online Basics&E3 Digital Skills Award** | These courses improve confidence and skills using computers and the internet. Learn to use a mouse, keyboard, access the internet, and develop your web browsing skills. Introduction to social networking and development of a social network profile. |

**Events**

**Get Online Week (19th—25th Oct ) Have your Say (TBC)**

**Volunteer Day (TBC) Jobs Fair (TBC) Christmas Social Event (TBC)**

**Northwich Station, Manchester Road, Northwich, CW9 5LY workzonenorthwich@cheshirewestandchester.gov.uk**

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| **Due to the current Coronavirus situation we can only see customers by appointment only. If you feel unwell please don’t come into the centre. Please call us on the number above if you can’t make your appointment.**  |  |  |  |
| **Course**  | **Start Date** | **Day(s)** | **Time** |
| **September** |  |  |  |
| E3 Pathway to Health & Wellbeing  | 14/09/20—17/09/20 | Mon—Thurs | Cancelled |
| Introduction to Emergency First Aid | 18/09/20 | Fri | Cancelled |
| **October** |  |  |  |
| L1—English  | 5/10/20—9/10/20 TBC | Mon—Fri (not Thu) | 9:30 - 14:30 |
| **November** |  |  |  |
| L1 Pathway to Retail \* 1 day Virtual—Thurs | 2/11/20—9/11/20 | Mon—Mon  | 9:00 - 12:00/ 12:30 —3:30 |
| Prepare for Interview | 20/11/20 | Fri | 9:30 - 14:30 |
| SIA Door Supervision & CCTV\*1 day Classroom 23/11/20 + 6 days Virtual | 23/11/20\* | Mon | 9:00 - 17:00 |
| CSCS\*3 day Classroom + 1 day Virtual | 24/11/20—26/11/20Venue—Winsford | Tues—Thurs | 9:30 - 15:00 |
| **December** |  |  |  |
| L2 Food Hygiene | 1/12/20 | Tues | 9:30 - 16:30 |
| **FLT** |  |  |  |
| FLT Counterbalance & Reach (monthly) FULL | 5/10/20—10/10/20 | Mon—Sat | 8:30 - 15:30 |
| FLT Counterbalance & Reach (monthly) FULL | 02/11/20—07/11/20 | Mon—Sat | 8:30 - 15:30 |
| FLT Counterbalance & Reach (monthly) FULL | 07/12/20—12/12/20 | Mon—Sat | 8:30 - 15:30 |
| **Course** | **Duration** | **Day** | **Start/End time** | **Fee** |
| Online Basics | 6 weeks | Thursday | 15:30 - 17:00 | FREE |
| Entry Level 3 Digital Skills Award | 8 weeks | Thursday | 09:15—10:45 14:00—15:3011:00—12:30 | £88\* |
| Word Processing for Beginners | 1 day | Selected Fridays | 09:30 - 13:30 | FREE |
| Flexible ITQ - Level 1 & Level 2 | Ongoing | Thursday | 09:15—10:45 13:30—15:0011:00—12:30 15:00—16:3012:30—13:30 (Exams only) | £199\* |
| ***\*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***  |  |  | **These courses are FREE if you are in receipt of an income based benefit**  |  |
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