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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 | | 1 – 4 March | | Four Days | | Work Zone |
| **Functional Skills** | | | | | | | | | |
| ESOL – Beginners & Advanced | | Monday - Friday Various times | | Ongoing | | Ongoing | | The Unity Centre |
| **Employability** | | | | | | | | | |
| Employment Mentor - By appointment | | Daily | | Ongoing | | Ongoing | | Work Zone |
| Virtual Work Club – Appointment Only | | Thursday  11.00am – 12.00 noon | | Ongoing | | Ongoing | | Work Zone |
| Work Club - Appointment Only | | Tuesday  11.00am -12-00 noon | | Ongoing | | Ongoing | | Work Zone |
| Kudos Adult Directions – Digital support for career choices | | By appointment | | Ongoing | | Ongoing | | Work Zone |
| \*English Entry Level 3 | | Monday – Friday  9.30am – 2.30pm | | 22 – 26 March | | Five days | | Work Zone |
| \*Pathway to Work | | Monday - Friday  9.30am – 2.30pm | | 22 – 26 Feb | | Five days | | Work Zone |
| **Sector Specific** | | | | | | | | | |
| \*Forklift Truck – New/Refresher | | Weekly | | Ongoing | | Five days | | Ellesmere Port |
| \*L2 Food Safety in Catering | | 9.30am – 4.30pm | | Monday  11th January | | One day | | Work Zone |
| \*Pathway to Health and Social Care L1 | | 9.30am – 2.30pm | | 18 – 22 Jan | | 5 days | | Work Zone |
| \*L1 Delivery Driver Customer Service  (SWAP) | | 9.15am – 12.30pm | | 25- 29 Jan | | 5 half days | | Work Zone |
| \*Pathway to Business Admin L1 | | 9.30am – 2.30pm | | 2 - 5 Feb | | 4 days | | Work Zone |
| \*Construction and Building Crafts  (CSCS Card) | | Monday – Wednesday  9.30am – 3.00pm | | 8 - 10 Feb | | Three days  (face to face)  (one day remote learning) | | Northgate Church |
| \*Introduction to Emergency First Aid  (non-accredited) | | Monday  Session 1  9.30 – 12.30pm  Session 2  1pm – 4.00pm | | Thursday  11th Feb | | 1 x 3 hr session per course | | Work Zone |
| \*SIA (Security Industry Authority)  **(SWAP)** | | 6 days virtual learning  Plus  9am – 5.30pm  (face to face session at Chester Work Zone) | | TBC | | 6 Online Sessions  1 face to face session | | Work Zone |
| **IT Provision** | | | | | | | | | |
| Basic Computers - Appointment Only | | Tue 2.00pm –3.00pm  3.00 – 4.00pm | | Ongoing | | 1hr sessions | | Work Zone |
| \*ECDL - Level 1 & 2 | | Friday  9.15am – 11am  11.10 am – 12.55pm  2pm – 3.45pm | | Ongoing | | Ongoing | | Work Zone |

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| **Steps To Work** |
| A personal one to one discussion and Work Zone registration that will determine your employability skills. It 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 plan 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 6 week structured and focused Work Club via Teams, 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. |
| **Work Club** |
| An ongoing face to face tutor led 6 week structured and focused work club, it covers CV Health Check, Hidden Job Markets, interview essentials, maximise your application, using job sites, effectively, using Linkedin to find work. 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. |
| **\*Pathway to Work Entry Three** |
| 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, applying for jobs, positive attitudes, interview skills and application forms 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. |
| **\*Introduction to Emergency First Aid (non-accredited)** |
| This three-hour face to face course aims to provide you with basic first aid skills to enable you to support a casualty in an emergency. This is a non-accredited course so only provides you with a certificate of attendance and a record of the course content. You are not a certified first aider, but it will provide you with the skills to deal with some first aid emergencies. |
| **\*Pathway to Health and Social Care Level One** |
| This 5-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. |
| \***Level One Delivery Driver Customer Service** |
| 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. |
| \***Pathway to Business Administration Level One** |
| This 4-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. This is a three-day face to face course and you will be given an online CSCS test voucher. You will have to attend and pass the online at A CITB at the Pearson testing station in Chester. |
| **\*Level Two Food Safety in Catering** |
| A one-day face to face course that covers handling or preparing food in the workplace. The test is paper based, and you will be required to do a multiple-choice test at the end of the session. |
| **\*SIA (Security Industry Authority)** |
| This course is specifically aimed at those people who are interested in a gaining a recognised SIA security qualification Security Sector, it includes: working as a door supervisor within the private security industry and working as a CCTV  operator within the private security industry. This involves six sessions of virtual training for 6 hours per day with two 15 minutes break and one 30 minutes break plus one face to face session on the final day. The course covers the cost of the door supervisor licence. This will also include a visit by an employer who will discuss current vacancies and the application process. |
| **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. |
| **\*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. Now being offered online! |

**PLEASE NOTE: \*** 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 then your course may be FREE. Please bring your last two month’s payslips on enrolment.