

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 Entry L3	Tuesday – Friday 9.30am – 2.30pm	8 – 11 June	Four Days	Work Zone
*Pathway to Health & Wellbeing Entry L3	Tuesday – Friday 9.30am – 2.30pm	6 – 9 July	Four Days	Work Zone
* Money Management (New) Entry L3	Tuesday –Wed 9.30 – 2.30	18 – 19 May	Two days	Work Zone
Functional Skills				
ESOL – Beginners & Advanced (Online)	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 am – 12 noon	Ongoing	Ongoing	Online
Work Club - Appointment Only	Tuesday 11.00am -1pm	Ongoing	Ongoing	Work Zone
Kudos Adult Directions – Digital support for career choices	By appointment	Ongoing	Ongoing	Online Available
*Pathway to Work L1	Mon – Friday 9.30 – 2.30pm	26 – 30 April	Five days	Work Zone
*Pathway to Work Entry L1	Mon – Friday 9.30 – 2.30pm	28 June – 2 July	Five days	Work Zone
Sector Specific				
*Forklift Truck – New/Refresher	Weekly	TBC	Five days	Ellesmere Port
*Pathway to Business Admin L1 Online	Tuesday – Friday 9.30am – 2.30pm	13 – 16 April	4 days	Online
*Welding online and face to face MIG, TIG, MAA	Monday to Friday 9am – 4pm Monday to Wednesday 9am – 4pm	12 - 16 April Additional days TBC	Total of 8 days including 3 days theory 5 days practical	Online Welding Academy Chester
*Construction and Building Crafts (CSCS Card)	Monday – Wednesday 9.30am – 3.00pm	4 – 6 May Plus one day online	3 days Plus one day online	Northgate Church
**L1 Delivery Driver Customer Service	Tuesday to Friday 9.15 – 2.30pm	4 – 7 May	4 days	Work Zone
*Choose to Care L1 Award	Tuesday – Friday 9.30 – 2.30	Provisional date: 22 - 25 June	4 days	Work Zone

*Level 2 Food Safety or Hygiene	9.30am-12 noon 12.30pm- 3pm	(requires 5 days online learning) plus attendance date TBC	1 day	Work Zone
*L1 Delivery Driver Customer Service SWAP (may be online)	Monday to Friday Times to be confirmed	TBC	5 half days	may be online
*Construction and Building Crafts SWAP (CSCS Card)	Monday – Wednesday 9.30am – 3.00pm	28 – 30 June Plus one day online	3 days Plus one day online	Northgate Church
*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
*Introduction to Emergency First Aid (non-accredited)	Session 1 9.15 – 12.15pm	Thursday 15 July	1 session (half day 9am – 1pm)	Work Zone
IT Provision				
Basic Computers - Appointment Only	Tue 2.30pm – 3.30pm 3.30 – 4.30pm	ongoing	1hr sessions	Work Zone
*ECDL - Level 1 & 2 (available online)	Friday 9.15am – 11am 11.10 am – 12.55pm 2pm – 3.45pm	Ongoing	Ongoing	Work Zone & Online

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.

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***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.

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 Level One**

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 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. You must have access to a laptop/pc, have internet access and have reasonable IT skills.

***Choose to Care Level 1**

This 4-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 1 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. May be available online for June course

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***Pathway to Business Administration Level 1**

This online 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 3 day 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. On the third day of the course you will be given funds to purchase a practise app for your tablet or phone. This app has all (400) the questions that you could be asked when they sit the online test in the same format (they will do a test of 50 questions all multiple choice). Learners are talked through which app/ version and given written details, given a demonstration on how to set it up and use it. This app can be used ongoing you sit the test as once purchased it will remain on your device until you delete it (for example if you fail the test you can still use it to prepare for a resit). You will have to attend and pass the online at A CITB at the Pearson testing station in Chester. This will also include a visit from an employer.

Welding Course Level One

The online training will be delivered online using the Welding Academy VLE. The 3-day course will consist of an initial assessment including enrolment, videos, presentations and interactive activities and will end with a short multiple-choice questionnaire at the end. The content consists of Health and Safety, and an Introduction to Welding MIG, TIG, MMA principles. Support will be provided by email or Zoom prior to the training. The face to face element will consist of 5 days in the training centre, from 9 am – 4 pm. The course is primarily practical based, day one consists of Health and Safety and induction. Days 2-5 are in the welding bays following the set curriculum of the 3268 Qualification with support from the tutor. On completion of the Level 1 programme learners can progress onto the Level 2 see Welding Academy for details.

***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.

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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. This can be done online with tutor support.

***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!

***Money Management (New) Entry L3**

Dealing with money can sometimes be off-putting and this two day workshop will explore ways of how to manage your money and basic budgeting. It will explore why people get into debt and discuss what are priority debts. You will have the opportunity to look at cutting costs and explore free online money and debt advice websites including how to use an online budgeting tool.

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.

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