

Term 3 Programme

April— July 2021



Northwich Work Zone Tel: 01606 288540 Mobile: 07833236675

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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
April			
E3 Pathway to Health & Wellbeing	13/04/21—16/04/21	Tue—Fri	9:15—2.45
Kickstart Course	20/04/21—22/04/21	Tues—Thurs	10am—12.00
Money Management	21/04/21—22/04/21	Wed—Thu	9:30—15.00
CSCS	27/04/21— 29/04/21	Tue—Fri	9.30—15.00
Emergency First Aid	30/4/21	Fri	9.30—12.30/1.00-4.30
May			
L1 Pathway to Retail	10/05/21—13/05/21	Mon—Thu	9.15— 14.45
June			
E3 Pathway to Work	7/06/21—11/06/21	Mon—Fri	9.30— 14.45
CSCS	21/06/21— 23/06/21	Tue—Fri	9.30—15.00
L2 Food Hygiene	25/06/21	Fri	9.30—16.30
FLT			
FLT Counterbalance & Reach (monthly)	TBC	Mon—Sat	8:30 - 15:30

IT Skills & Digital Support

Course	Duration	Day	Start/End time	Fee
Computing for Beginners	On going	Every Tuesday	10.00—12.00	FREE
IT Assessments /Job Search ECDL	On Going	Every Wednesday	10.00—12 .00	FREE
Entry Level 3 Digital Skills Award	8 weeks	Thursday	09:15—10:45 14:00—15:30 11:00—12:30	£88*
Essential Digital Skills (Skills for Life)	4 weeks	Tuesday	May—June 9.30—16.30	FREE
Flexible ITQ - Level 1 & Level 2	Ongoing	Thursday	09:15—10:45 13:00—14:00 (Tests) 10.45—12:15 14:15—15.45	£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*

These courses are FREE if you are in receipt of an income based benefit

Events

Get Online Week (19th—25th Oct)

Have your Say (6th Nov 10am—11am)

Course Overviews

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 work club 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	L1 award in Exploring Construction & Building Crafts & L1 award in Health & Safety in a Construction Environment (required to get a CSCS card) A voucher that will pay for their online CSCS test which they will need to pass When you have both elements L1 H&S in a Construction Environment and pass the online test a CITB testing station you can apply for a full CSCS card which will last for 5 yrs. This will allow you to gain either an Operatives card (Green) or skilled works card (Blue).
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.
Computing for Beginners	This course improves 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.

Partner Services * Subject to change during pandemic/ so please check

New Leaf (Mentoring) Virtual	Work Zone	Monday	By Appointment
WVHT — Employment Horizon's Virtual	Work Zone	Friday	09:00 - 12:30
National Careers Service Virtual	Job Centre Plus	Tuesday	09:30 - 16:30
Army Careers Drop In Service TBC	Work Zone	Every 3rd Tuesday	11:00 - 14:00
Remploy Virtual	Job Centre Plus	Wednesday	09:00 - 16:00
PLUSS Virtual	Work Zone	Monday	Appointment Only
WVHT - Debt and Financial help only Virtual	Job Centre Plus	Monday and Thursday	10:00 - 13:30
Job Centre Support	Job Centre Plus	Monday—Friday	09:00-17:00 (Wed 10am)
Citizen Advice - Help to claim Virtual	Work Zone	Wednesday	11:30 - 4:00
WVR Skills for Success CV & Cover letter support Virtual	Work Zone	Every 3rd or 4th Friday	Appointment Only
Well-being Walking Group TBC	Work Zone	Friday	10:00 - 12:00
ESOL English for speakers of other languages	Work Zone	Friday	13:00 - 14:30

Service Overviews

Weaver Vale Housing Trust (Work and Enterprise Team)	
National Careers Service	Support with CV writing and advice & guidance for a chosen career.
Remploy	This course offers help and assistance to get a job for or those with mental health conditions. Remploy will offer support through the 'Works Well 4 Me' programme.
Seetec Pluss	Helping people with "barriers to employment" looking for support to get into work and keeping that support whilst in work.
Citizens Advice Bureau	Need to talk about an issue—benefits, debt, employment, housing? CAB offer a free confidential and independent service. No appointment needed, just drop in.
ESOL—English for speakers of other languages	English for Speakers of Other Languages (ESOL) class for all abilities run by an experienced ESOL tutor. A booked appointment is required

Ongoing Courses & Support

Structured Work Club	Friday	9:30 - 11.30
Employment Support Mentoring * Virtual Session available on Teams	Friday	Appointment Only
Virtual Work Club	Thursday	11:00 - 12:00
Steps to Work (IPI) * Virtual Session available on Teams	Wednesday	Appointment Only

Ongoing Courses & Support Overviews

Structured/Virtual Work Club	Weekly subject based activities ranging from finding hidden job opportunities, navigating the web and applying for work.
Employment Support Mentoring	One to one support that will help you to find the right pathway to employment. We can offer ongoing support and guidance & mock interviews.
Steps to Work	Registration to the Work Zone, looking at all previous skills, knowledge and employment history to develop an action plan for all you needs moving forwards.

Do you need help or guidance finding work?

We can support you with the following:

- Interview Skills Support
- CV Writing
- Cover and Speculative Letters
- **FREE** Internet Access
- Job Application Forms
- Vacancies and Recruitment
- Job Searching Online
- Information advice and guidance
- Job Brokerage
- Employer Liaison
- Sector specific courses
- Digital skills for work



And much more

Well-being Services & Workshops

Service	Day(s)	Time
Well-being Walking Group	TBC	10:00 - 12:00
Mid Cheshire Food Bank Vouchers	Daily	Variable
CAB Community Connector	TBC	TBC

Well-being Services & Workshop Overviews

Well-being Walking Group	All-embracing walking group open to everyone to chat and socialise, whilst getting in some fresh air and physical activity all around the local area.
Mid Cheshire Food Bank Vouchers	Available to provide short-term, emergency food to Individuals and Families in Crisis.
CAB Community Connector	Offer assistance in finding the right support organisations available to help you.

Well-being Mondays @ Northwich Work Zone — 10:30 - 12:30

TBC	TBC		

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.

All activities within this programme were confirmed at the time of creation, however are subject to alteration at the discretion of the Work Zone- so please check in plenty of time before attending a booked activity.