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| ***Chester Work Zone*** | | | | |
| **The Bluecoat Buildings Mobile: 07775 717122**  **Upper Northgate Street, Chester, CH1 4EE** [**workzonechester@cheshirewestandchester.gov.uk**](mailto:workzonechester@cheshirewestandchester.gov.uk) | | | | |
| **Term 3 April 2022—July 2022** | | | | |
| **Course** | **Day/time** | **Date** | **Duration** | **Venue** |
| **April** | | | | |
| **Level 1 Pathway to Customer Service (Chester Race SWAP)** | Thursday & Friday 9.30 am – 3pm | 31st March – 1st April | 2 Days | Chester Work Zone |
| **Construction and Building Crafts (CSCS Card)** | Mon to Wed  9.30am – 2.30pm | 4th to 6th April | 3 Days | Chester Work Zone |
| **Interview Skills** | Wed 9.30am – 2.30pm | 20th April | Half Day | Chester Work zone |
| **Food Hygiene** | Monday 9.30am – 4pm | 25th April | 1 Day | Chester Work Zone |
| **May** | | | | |
| **Construction and Building Crafts (CSCS Card)** | Mon – Wed  9.00am – 3.00pm | 16th – 18th May | 3 days | Chester Work Zone |
| **SIA Door Security** | 9th – 11th May 16th -19th May Teams. 23rd – 24th May F2F Chester Work Zone.  Thurs 26th Practical. | 9th - 26th May | 10 days | Combined delivery online TEAMS & 2 days face to face. |
| **June** | | | | |
| **Pathway to Childcare L1** | M, T, W, F  9.30am—2.30pm | 6th, 7th, 8th, 10th June | 4 days | Chester Work zone |
| **Pathway to Health & Wellbeing E3** | Tues—Thurs  9.30am—2.30pm | 14th – 17th June | 4 days | Chester Work zone |
| **First Aid** | Monday 9.30am – 12.30pm | 20th June | 1 day | Chester Work zone |
| **July** |  |  |  |  |
| **L1 Pathway to Health & Wellbeing** | Mon - Thurs | 4thJuly -7th July | 4 Days | Chester Work Zone |
| **Construction and Building Crafts (CSCS Card)** | Mon – Wed  9.00am – 3.00pm | 18th – 20th July | 3 days | Chester Work Zone |
| **FLT & Counterbalance** | | | | |

**Forklift Truck Course — This is by referral to undertake a 5-day course at New Port Business Park. CH65 4LZ.**

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| **IT Skills & Digital Support** | | | | | | | | | | | | | | | | | | | | |
| **Course** | | | | | | **Day/time** | | | | **Day/time** | | | | **Duration** | | | | **Venue** | | |
| **Basic Computers - Appointment**  **Only** | | | | | | Tue 1pm— 3.00pm | | | | Ongoing | | | | 1.5hr sessions | | | | Chester Work Zone | | |
| **ICDL — Level 1** | | | | | | Thursday 10am—3pm | | | | Ongoing | | | | 1.5hr sessions | | | | Chester Work zone | | |
| **ICDL - Level 1 & Level 2** | | | | | | Friday 9.30am 12  13.00pm – 3.30pm | | | | Ongoing | | | | 1.5hr sessions | | | | Chester Work Zone & Online | | |
| ***\*Earning Less than £17,374.50 If you are in employment and earning less***  ***than £17,374.00 (gross salary) your course may be FREE. Please bring in your last two month’s pay slips on enrolment.*** | | | | | | | | | | | | | | **Courses are FREE if you are in receipt of an income based benefit.** | | | | | | |
| **Ongoing Courses & Support** | | | | | | | | | | | | | | | | | | |
| **Course** | | | | | | | **Day/time** | | | | **Start date** | | | **Duration** | | | | **Venue** |
| **Steps to Work – By appointment** | | | | | | | Monday All day/Wed all day | | | | 1hr sessions | | | Ongoing | | | | Chester Work Zone & Online |
| **Employment Support Mentoring Journey First/New Leaf** | | | | | | | Daily | | | | Ongoing | | | Ongoing | | | | Chester Work Zone |
| **Structured Work Club - Appointment Only** | | | | | | | Tuesday  10.00am -12 pm | | | | Ongoing | | | 2 h | | | | Chester Work Zone |
| **Kudos Adult Directions – Digital support for career choices** | | | | | | | By appointment | | | | Ongoing | | | Ongoing | | | | Online Available |
| **NHS IAPT – Wellbeing Therapies** | | | | | | | By referral | | | | Ongoing | | | Ongoing | | | | Local Venue |
| **Ongoing Courses and Support overviews** | | | | | | | | | | | | | | | | | | |
| **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 Math and English and agree an action plan of support. | | | | | | | | | | | | | | | | |
| **Structured Work Club** | | An ongoing face to face tutor led 6 weeks 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. | | | | | | | | | | | | | | | | |
| **Journey First Mentoring** | | Available for customers who have been unemployed for six months or more. Tailored 1-2-1 wrap around employment support with a dedicated mentor including: work placement and experience to explore new paths, access to education and training regardless of your level, training and courses to gain qualifications with support and guidance to unlock your potential. | | | | | | | | | | | | | | | | |
| **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 | | | | | | | | | | | | | | | | |
| **Wellbeing Services & Work Shops** | | | | | | | | | | | | | | | | | | |
| Brio Leisure 7-day pass | | | | | | | | Northgate arena | | | | Online | | | | Variable | | |
| **Wellbeing Services & Work Shops Overviews** | | | | | | | | | | | | | | | | | | |
| Brio Leisure 7-day pass | | Please visit the Brio Site [Getting back into fitness for FREE! - Brio Leisure](https://www.brioleisure.org/blog/getting-back-into-fitness-for-free) | | | | | | | | | | | | | | | | |
| West Cheshire Food Bank | | Available to provide short term, emergency food to individuals and families in crisis by referral . | | | | | | | | | | | | | | | | |
| **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.** | | | | | | | | | | | | | | | | | | |
| **EVENTS** - Jobs Fair TBC Early June | | | | | | | | | | | | | | | | | | |
| **Course Overviews** | | | | | | | | | | | | | | | | | | |
| **Fork Lift Truck - Counterbalance & Reach** | | | An ongoing five-day Forklift Truck course with an opportunity to acquire either a full or refresher FLT license for Counterbalance or Reach trucks. On completion the learner will achieve an NVQ Level 2 Award for refresher or full FLT License. | | | | | | | | | | | | | | | |
| **Introduction To Construction—CSCS** | | | This four-day course has been designed to look at the industry, the size and scope of the organisations involved as well as the teamwork skills required and most importantly the health and safety for this  high risk, high hazard environment. | | | | | | | | | | | | | | | |
| **Prepare for interview** | | | This course explores current life situation, along with positive thinking and challenging barriers. It will identify a short-term career goal and complete preparation work for interviews. The course includes a mock interview and feedback. | | | | | | | | | | | | | | | |
| **Introduction to Emergency First Aid** | | | Course content includes CPR in Adults, Children and babies recovery position, Choking and how to use and locate a Defibrillator (AED) | | | | | | | | | | | | | | | |
| **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 under-  stand the importance of respecting the needs of customers. | | | | | | | | | | | | | | | |
| **Pathway to Work Level 1** | | | 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 | | | | | | | | | | | | | | | |
| **Pathway to Childcare Level 1** | | | This 4-day course is a great introduction to working in early years. You will learn about child development and how children learn through play. You will gain an accredited level 1 qualification. | | | | | | | | | | | | | | | |
| **Pathway to Retail Level 1** | | | The course is aimed at people who want to develop their customer service skills and who may want to work in hospitality, retail or customer service environment. | | | | | | | | | | | | | | | |
| **Customer Service** | | | This two-day course will cover the essential skills and qualities needed with a hospitality or retail environment. It includes the impact of good and poor customers service, how to make a good first im-  pression when dealing with customers including good communication skills, attention to detail, customer care and positive attitudes. | | | | | | | | | | | | | | | |
| **E3 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 im-  portance 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 follow- ing an agreed plan. Completion and achievement of this course could see the learner progress to the Pathway to Work Award | | | | | | | | | | | | | | | |
| **Basic Computers** | | | 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 sup- port to register with the Learn My Way platform to encourage further learning. This can be done  online with tutor support. | | | | | | | | | | | | | | | |
| **ICDL Level One**  **ICDL Level Two** | | | The Level 1 ECDL qualification is designed for adults with some experience of using digital devices and the internet but lacking secure basic digital skills. This also includes using Word Processing and Spreadsheets.  We are offering ECDL Level Two units is a flexible ITQ qualification enabling you to build qualifications around your needs. Select the relevant modules to create your tailored solution. Choose from a range of units including word processing, spreadsheets, PowerPoint, Internet and Email—these courses are flexible so you can learn at your own pace. Now being offered online! | | | | | | | | | | | | | | | |
| **Partner Services** \* Subject to change during pandemic/ so please check | | | | | | | | | | | | | | | | | | | |
| **New Leaf (Mentoring)** | | | | | By referral | | | |  | | | | | By Appointment | | | | | |
| **National Careers Service** | | | | | By referral | | | |  | | | | | By Appointment | | | | | |
| **Cheshire West - Chester Citizens Advice** | | | | | Virtual/Phone | | | | 0344 5766 111 | | | | | No drop in | | | | | |
| **ESOL Classes**  **English for Speakers of Other Languages** | | | | | By referral | | | | The Unity Centre 01244 400730  17 Cuppin Street, Chester, CH1 2BN | | | | | Monday: 1 pm – 2.30 pm  Friday: 10 am – 11.30 am | | | | | |
| **Service Overviews** | | | | | | | | | | | | | | | | | | | |
| **New Leaf** | | | New Leaf brings together partners from across Warrington and Cheshire to change lives, create opportunities and make a positive contribution to local communities and the  regional economy. | | | | | | | | | | | | | | | | |
| **National Careers Service** | | | Support with CV writing and advice & guidance for a chosen career. | | | | | | | | | | | | | | | | |
| **Cheshire West - Chester Citizens Advice** | | | Online free advice from Citizens Advice to help you find a way forward, whatever the problem. Our research enables us to campaign on issues affecting people's lives. | | | | | | | | | | | | | | | | |
| **ESOL Classes**  **English for Speakers of Other Languages** | | | Conversational English classes (Pre Entry/Entry Level 1 level Beginners Class and Entry 3 + Advanced Class) Mondays & Fridays @ the Unity Centre. | | | | | | | | | | | | | | | | |

**Do you need help or guidance finding work?**

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

**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 ….

