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| ***Chester Work Zone*** |
| **The Bluecoat Buildings Mobile: 07775 717122****Upper Northgate Street, Chester, CH1 4EE** **workzonechester@cheshirewestandchester.gov.uk** |
| **Term 1 Sept—Dec 2022** |
| **Course** | **Day/time** | **Date** | **Duration** | **Venue** |
| **September** |
| **SIA Security Course (Door S** | Tue to Fri Online 8.30am- 4.30pmMon to Wed F2F 9 – 5pm |  13th – 16th Sept  19th – 21st Sept  | 7 Days | 4 Days (Zoom)3 Days face to face Chester Work Zone |
| **Construction and Building Crafts (CSCS Card)** | Mon to Wed9.30am – 2.30pm | 12th – 14th Sept | 3 Days | Chester Work Zone |
| **Award in Communication & Interview Skills** | Thurs – Friday 9.30am – 2.30pm | 29th -30th Sept | 2 Days | Chester Work Zone |
| **October** |  |  |  |  |
| **Award in Customer Service Skills** | Thurs – Fri9.30am – 2.30pm | 6th – 7th Oct | 2 Days | Chester Work Zone |
| **Cleaning & Support Services (Includes COSHH Cert)** | Mon – Wed 9.30am – 2.30pm | 3rd – 5th Oct | 3 Days | Chester Work Zone |
| **Pathway to Business Admin L2** | M, T, W, F9.30am—2.30pm | 10th,11th,13th 14th Oct | 4 Days | Chester Work Zone |
|  **Pathway to Finance L 2** | Mon – Thurs 9.30am – 2.30pm |  17th – 20th Oct | 4 Days | Chester work Zone |
|  **Food Hygiene** | Friday 9.30am – 4pm | 21st Oct | 3 Days | Chester Work Zone |
| **Pathway to Childcare Level 1** | Mon – Thurs 9.30am – 2.30pm | 17th – 20th Oct | 4 Days | Lache Primary School |
| **Award in Customer Service Skills** | Mon – Thurs9.30am – 2.30pm | 28th – 29th Oct | 2 Days | Chester Work Zone |
| **Nov** |
| **Pathway to Childcare L2** | M, T, W, F9.30am—2.30pm | 21st – 24th Nov | 4 Days | Chester Work zone |
| **First Aid** | Monday 9.30am – 12.30pm | 7th Nov | AM | Chester Work zone |
| **Construction and Building Crafts (CSCS Card)** | Mon - Wed9.30am – 2.30pm | 8th – 10th Nov | 3 Days | Chester Work Zone |
| **December** |  |  |  |  |
| **Pathway to Health & Wellbeing** |  M,T,TH, F9.30am – 2.30pm | 12th,13th,15th,16th Dec | 4 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** |
| **Online Basics –** | Tue 1pm— 2.30pm | Ongoing | 1.5hr sessions | Chester Work Zone |
| **Job Search / CV support drop in** | Tues 2.30pm – 4.30pm | 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 Award** | Friday 9.30am 1213.00pm – 3.30pm |  Ongoing | 1.5hr sessions | Chester Work Zone & Online |
| ***\*Earning Less than £18,525.50 If you are in employment and earning less******than £18,525.50 (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** | Mon & Wed all day | 1hr sessions | Ongoing | Chester Work Zone & Online |
| **Employment Support Mentoring Journey First/New Leaf** | Daily | Ongoing | Ongoing | Various |
| **Structured Work Club - Appointment Only** | Tuesday10.00am -12 pm | Ongoing | 2 h | Chester Work Zone |
| **NHS IAPT – Wellbeing Therapies** | By referral | Ongoing | Ongoing | Local Venue |
| **Ongoing Courses & 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. |
| **Wellbeing Services & Work Shops** |
| **Confidence & Motivation**  | A 7 week course supporting developing confidence and motivation starting Wed 28th Sept every Wed 9.30am to 11.30am. Enquire for further details. |
| **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 programmes 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.** |
|  **Course Overviews** |
| **Forklift 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. |
| **Level 1 Award in Warehousing & Storage Skills**  | This programme has been developed based on the roles, responsibilities, and personal skills to per-form effectively within a warehousing & storage environment. This includes time management, team-working, customer services skills and how communication is key to getting this role completed effectively. Those attending will use problem-solving skills, process data, and focus on the skills to gain employment in this sector |
| **E3 Prepare for Work Award.** | This course helps to prepare you for employment. You will learn about recruitment and undertake 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 2** | 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. |
| **Pathway to Finance level 2** | This course is a follow on for learner who may have undertaken business administration and want to progress and gain skills and knowledge within the business finance sector. You will learn about purchase ordering and cover areas of administrating finance.  |
| **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 Childcare Level 2** | This 4-day course is a great to develop your knowledge to work in an early year setting. You will learn about child development and how children learn through play. You will gain an accredited level 2 qualification |
|  **L1 Award in Customer Service Skills** | 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 impression 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 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 |
| **Online Basics** | 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.  |
| **ICDL Level One** | 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. |
| **Award in L2 IT Skills** | This course provides you with the opportunity to gain an award in level 2 Word and Excel. You can also undertake the ICDL exams for level 2 Word & Excel. |
| **Partner Services**  |
| **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 40073017 Cuppin Street, Chester, CH1 2BN | Monday: 1 pm – 2.30 pmFriday: 10 am – 11.30 am |
| All activities within this programme were confirmed at the time were confirmed at the time of creation, however they are subject to alteration at the discretion of the Work Zone |
| **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?**

**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 ….

