

Northwich Work Zone

Courses for Adults

April to July 2023



IT Digital Skills

Course	Duration	Day	Time
Computing for Beginners	Ongoing	Wednesday	09:15—10:45 11:00—12:30
Entry Level 3 Essential Digital Skills for Work Level 1 and 2 IT unit (Word & Excel) <i>(Tests — 11.30-12.30/14.45-15.45)</i>	Ongoing	Tuesday	09:15—11:30 12:30—14:45

Sector Specific Courses

Interview Skills	19/4/23	Wed	10.00—12.00
Level 1 Award in Child Development	24/04/23— 28/04/23	Mon—Fri	09:15—14:45
*L2 Business Admin Award	28/04/23 2/05/23— 5/05/23	Fri Tue—Fri	09:15—14:45 09:15—14:45
Level 1 Health & Wellbeing	16/05/23 — 19/05/23	Tue—Fri	09:15—14:45
Basic First Aid	19/06/23	Mon	9.30—13.30
L2 Finance Award <i>(If done together becomes Certificate)</i>	26/06/23— 30/06/23	Mon—Fri	09:15—14:45
FLT Counterbalance & Reach	Ongoing	Mon—Sat	08:30—16:00

Drop in Services

Work Club—CVs & Applications	Ongoing	Wednesday	13:00—15:00
Brush up your English (10 Weeks)	30/01/23— 24/4/23	Mondays	12.00—14.00



FREE if you are 19 +
and on an out of work
benefit OR earning less
than £18,525



Tailored 1-2-1 Mentoring support

Northwich Work Zone

Waterside House,
Navigation Road,
Northwich,
CW8 1BE



BOOK NOW — 07833 236 675

workzonenorthwich@cheshirewestandchester.gov.uk

Course Overviews

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.
Employment Support Mentoring	One to one support that will help you find the right pathway to employment. We can offer ongoing support and guidance along with mock interviews.
Computer for beginners	Learn to use a mouse, keyboard, access the internet, and develop your web browsing skills, create and send emails.
Entry Level 3 & 1 Essential Digital Skills for Work	These courses improve confidence and skills Using Devices and Handling Information, Creating and Editing documents, Online Communication, Transacting (buying safely online, Online forms), Being Safe and Responsible Online
ICDL Levels 1 & 2 IT Word/ Excel	ICDL is perfect for covering the main concepts and skills needed for common Word Processing and Excel tasks, such as creating, formatting, and finishing letters and other everyday documents. Also formatting, modifying, and using a spreadsheet. After completing Level 1 you will have the option to progress onto Level 2 and improve your skills further.
Drop in Work Club	Weekly drop in session to support with CV updates, cover letters, searching and applying for jobs
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. The qualifications awarded are. Lantra for Reach and Counterbalance and ITSSAR for Reach and Counterbalance.
Introduction To Construction—CSCS	This three 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. For the course you will need a passport photo or photo ID for your online test application.
Brush up your English	A class designed to brush up your English, looking at all areas such as spelling, gramma, punctuation, sentence structure and others. Certificate of attendance given with opportunity to progress to take tests at other Levels if you reach that point.
L2 Award in Child Development	This course is aimed at people who may be interested in working in early years childcare. It will help learners understand the link between children’s learning and development and play activities which support and encourage each stage of development with an introduction to SEN
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.
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.

Partner Services

New Leaf /Employment Horizons/ Springboard	Wed	By Appointment	Employment and skills programme that will give support to anyone unemployed.
ESOL—Ukrainian Nationals	By Appointment	By Appointment	English for speakers of other languages (ESOL) class for all abilities run by an experienced ESOL tutor.
ESOL—International Nationals	Fridays	Brio Memorial	English for speakers of other languages (ESOL) class for all abilities run
National Careers Service	Mon - Fri	By Appointment	Support with CV writing and advice & guidance for a chosen career.
Army Careers Drop In Service	Every 2nd Tues Job Centre	12:30 - 15:30	The Army offer a variety of roles including: Engineering & Combat. The regular army offers apprenticeships ages 16 to 33. The army accepts reserves ages 18 to 50.
Job Centre Plus	Mon - Fri	9:00 - 17:00 (Tue 1.30pm)	Work Zone present each Tuesday 13.30—15.00pm
Well-being Walking Group	Navigation Road	TBC	10:00 - 12:00