

# Winsford Work Zone

Courses for Adults

April to July 2023



## IT Digital Skills

Course	Duration	Day	Time
Computers for Beginners	Ongoing	Monday	09:00—11:00 11:00—13:00
Entry Level 3 and Level 1 Essential Digital Skills for Work	Ongoing	Wednesday	09:15—11:30 12:30—14:45
Level 1 and 2 IT unit (Word & Excel) (Tests—11.30—12.30/ 14.45— 15.45)	Ongoing	Wednesday	09:15—11:30 12:30—14:45

## Sector Specific Courses

Interview Skills	18/04/23	Tuesday	13.00—15.00
L1 Health & Wellbeing	18/04/23 — 21/04/23	Tue—Fri	09:15—14:45
L1 Award in Customer Services	25/04/23— 27/04/23	Tue —Thu	09:15—14:45
CSCS Construction Card	12/06/23— 14/06/23	Mon—Wed	09:15—14:45
Introduction to Emergency First Aid Room G2	15/06/23	Thu	9.30—13.00
FLT Counterbalance & Reach	Ongoing	Mon—Sat	08:30—16:00

## Drop in Services

Work Club—CVs & Applications	Ongoing	Tuesday	10:00—12:00
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**FREE** if you are 19 +  
and on an out of work  
benefit OR earning less  
than £18,525



Tailored 1-2-1 Mentoring support

## Winsford Work Zone

Wyvern House,  
The Drummer,  
Winsford,  
CW7 1AH



**BOOK NOW — 07766205389**

winsfordworkzone@cheshirewestandchester.gov.uk

## Course Overviews

<b>Steps To Work</b>	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.
<b>Employment Support Mentoring</b>	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.
<b>Computer for beginners</b>	Learn to use a mouse, keyboard, access the internet, and develop your web browsing skills, create and send emails.
<b>Entry Level 3 &amp; 1 Essential Digital Skills for Work</b>	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
<b>ICDL Levels 1 &amp; 2 IT Word/ Excel</b>	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.
<b>Drop in Work Club</b>	Weekly drop in session to support with CV updates, cover letters, searching and applying for jobs
<b>FLT Reach &amp; Counterbalance</b>	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.
<b>Introduction To Construction—CSCS</b>	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.
<b>L1 Award in Customer Services</b>	This two day award is designed to look at what is good and poor practice in Customer Services and you will learn how to interact with customers dealing with complaints where necessary.
<b>Level 2 Pathway to Business Admin</b>	This four day course has been designed to enhance the learner's skills to enable you to work in an office/ receptionist environment. It will give you both practical and theoretical skills covering all aspects of business communications, customer services skills and an overview of office work.
<b>L1 Pathway to Health &amp; Well-Being</b>	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.
<b>L2 Award in Child Development</b>	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

## Partner Services

<b>New Leaf /Employment Horizons/ Springboard</b>	Mon & Tue	9:00 - 16:00	Employment and skills programme that will give support to anyone unemployed.
<b>Cheshire West Voluntary Action</b>	Every 1st Wed	10:30 - 14:45	Support finding volunteering opportunities using the CWVA's online volunteering platform
<b>Body Positive</b>	Every 3rd Tues	10:00 - 12:00	We're commissioned by CWAC to provide sexual health outreach across Cheshire West and Chester, working alongside colleagues in health and social care. We're able to offer free condoms and lube, advice and guidance, signposting and more. Everything we do is Open, Honest and Inclusive.
<b>National Careers Service</b>	Mon - Fri	9:30 - 16:30	Support with CV writing and advice & guidance for a chosen career.
<b>Army Careers Drop In Service</b>	Every 2nd Tues	10:30 - 12:30	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.
<b>Job Centre Plus</b>	Mon - Fri	9:00 - 17:00 (Wed 10am)	Jobcentre Plus is a government-funded employment agency whose aim it is to help people of working age find employment in the UK.
<b>Citizen Advice</b>	Mon, Tues, Fri	Appt only	Citizens Advice is an independent organisation specialising in confidential information and advice to assist people with legal, debt, consumer, housing and other problems