

# Chester Work Zone

# FREE

## Term 1 Sept– Dec 2023 Courses for Adults

# COURSES!



**FREE** if you are 19 +  
and on an out of work benefit OR  
earning less than £20,319



### IT Digital Skills

Course	Duration	Day	Time
Computing for Beginners	Ongoing	Tuesday	10am—11.30 & 13.00—14.30
Entry Level 3 and Level 1 Essential Digital Skills for Work	Ongoing	Thursday	9.30—12.00 13.00—15.30
Level 1 and 2 IT unit (Word & Excel)	Ongoing	Friday	9.30—12.30 13.00—15.30

### Sector Specific Courses

Customer Service	2 Days	7th—8th Sept Thurs—Fri	9.30am—2.30pm
E3 Health & Wellbeing	4 Days	19th—22nd Sept Tues—Fri	9.30am—14.30pm
Level 1 Child Development (Dale Barracks)	5 Days	25th—29th Sept Mon—Fri	9.30am—14.30pm
CSCS	3 Days	16th —18th Oct Mon—Wed	9.30am—16.00pm
L2 Food Hygiene	1 day	19th Oct	9.30am—4pm
L1 Health & Wellbeing	4 Days	7th—10th Nov Tues—Fri	9.30am—14.30pm
Cleaning (COSHH)	3 Days	4th—6th Dec	9.30am—14.30pm
FLT	5 Days	Weekly	Upon Referral & Availability

### English & Maths

Brush up your Maths/English	Weekly	Monday	11am –12.00 13:00—14:00
English/Maths Functional Skills	12 weeks	Friday	Upon Referral & Availability in our School Hubs
<b>Weekly Drop In Service</b>			
CV Support/Job Search	Ongoing	Tues	14.30 –16.00
Learning & Skills Hub Events	Ongoing	Various	We provide a variety of family learning & Adult courses at our various hub venues in the Chester area, Lache Blacon & Hoole . Please enquire at the Work zone.

The Bluecoat Building , Upper Northgate Street, Chester , CH1 4EE

BOOK NOW— 07775 717122 [workzonechester@cheshirewestandchester.gov.uk](mailto:workzonechester@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.
FLT Counterbalance & Reach	Each course will be 5 days duration and each successful candidate will receive a certificate of training for Counterbalance and Reach Truck.
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.
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.
Basic First Aid	Course content includes: CPR in Adults, Children and babies recovery position, Choking and how to use and locate a Defibrillator (AED)
Level 1 & 2 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.
E3 & L1 Pathway to Health & Wellbeing	This course will assist the learner in understanding the importance of a healthier lifestyle, including emotional and mental wellbeing.
L1 - Customer Service	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. (Often linked to specific employers offer-
Computing for beginners	These courses improve 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.
ITQ - ICDL Level 1 & 2	ICDL 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. 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.
E3 & L1 Digital Skills	Our Essential Digital Skills qualification are designed to meet digital knowledge gaps and provide vital skills for life. What are Essential Digital skills? Using devices and handling information , Creating and editing, Communicating , Transacting, Being safe and responsible online.
Work Club Supported	Learn everything you need to turn a business idea into reality during this two-day workshop. We'll cover business planning and digital marketing and you'll leave with the knowledge that you need to begin your journey as a start-up founder!
Level 2—Pathway to Business Admin	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, and the digital skills required for administration work.
Maths & English	We offer a range of Maths & English learning, you can attend Brush up your English & Maths sessions, or undertake stepping stone of Functional Skills Qualifications and gain up to a Level 2 qualification. Take the opportunity to learn at your pace in a safe supportive environment either at the Work zone or one of our learning & skills School hubs.