

# Northwich Work Zone

Courses for Adults

Sept to Dec 2023



## IT Digital Skills

Course	Duration	Day	Time
Level 1 & 2 IT unit (Word & Excel)	Ongoing	Thursday	09:15—11:15 14:00—16:00
Entry Level 3 Essential Digital Skills for Work	Ongoing	Thursday	11:30—13:30
Computing for Beginners	Ongoing	Wednesday	09:15—10:45 11:00—12:30

## Sector Specific Courses

FLT Counterbalance & Reach	Ongoing	Mon—Sat	08:30—16:00
L1 Award in Customer Services Skills	12/09/23— 14/09/23	Tue—Thu	09:15—14:45
E3 Pathway to Health & Wellbeing	03/10/23 – 06/10/23	Tue—Fri	09:15—14:45
Introduction To Construction—CSCS	09 –11/10/23	Mon—Wed	09:30—15:00
Level 1 Award in Child Development	16—20/10/23	Mon—Fri	09:15—14:45
Henna Workshop Enrichment Activity	30/10/23	Mon	10:00—14:30
Introduction to Emergency First Aid	06/11/23	Mon	09:30—13:00
Simple Way to REDUCE your MONTHLY EXPENSES	22/11/23	Wed	09:30—12:30
L2 Food Safety	TBC	TBC	09:30—16:00

## Drop in Services

Work Club—CVs & Applications	Ongoing	Wednesday	13:00—15:00
Maths Award (Accredited Entry 3) <b>6 Weeks</b>	Ongoing	Monday	09:15—11:45
Functional Skills Maths <b>12 Weeks</b> (Accredited Level 1 & 2)	Ongoing	Monday	12:30—14:30
Functional Skills English <b>11 Weeks</b>	<b>Start 12th Oct</b>	Thursday	12.30-14.30



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

## Northwich Work Zone

Waterside House,  
Navigation Road,  
Northwich,  
CW8 1BE



**BOOK NOW — 07833 236 675**

workzonenorthwich@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; Counter-balance</b>	The novice Reach and counterbalance course contains a day of theory that covers health and safety and the correct operation for the FLT's and how they work. Then it's on to the practical that builds up all the skills step by step for the operator to reach the correct standard to take into the workplace as a novice driver
<b>L1 Award in Customer Services</b>	This two/half 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>Maths Award Accredited Level E3</b>	This qualification is to help you become more confident and build have the ability to use everyday Maths needed for life and work. You will work through a portfolio to achieve this qualification. All units covered underpin the function skills award. The course is work based.
<b>Maths Functional Skills Qualification Accredited Levels 1&amp;2</b>	This qualification will provide you with the essential knowledge, skills and understanding that you need to operate confidently and independently with numeracy in everyday life and in the workplace, with many employers requesting maths qualifications as an essential requirement to hire someone. Both Levels 1 & 2 are covered and recognised by employers. Level 2 Functional Skills the equivalent to a GCSE at Level 4/ Grade C.
<b>English Functional Skills Qualification Accredited All Levels</b>	This qualification will provide you with the essential knowledge, skills and understanding that you need to operate confidently and independently with literacy in everyday life and in the workplace, with many employers requesting maths qualifications as an essential requirement to hire someone. Both Levels 1 & 2 are
<b>L1 /L2 Award in Child Development</b>	Understanding Play 5 days. Learners will learn about the importance of play to a child's development, and be able to plan activities that meet the requirements of the Early Years Foundation Stage for children birth to 5.
<b>Introduction to Emergency First Aid</b>	Course content includes: CPR in Adults, Children and babies recovery position, Choking and how to use and locate a Defibrillator (AED)
<b>E3 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.

## Partner Services

<b>ESOL—Ukrainian/ International Nationals</b>	By Appointment	By Appointment	English for speakers of other languages (ESOL) class for all abilities run by an experienced ESOL tutor. Reg: Friday Brio Leisure 10.00am
<b>National Careers Service</b>	Mon - Fri	By Appointment	Support with CV writing and advice & guidance for a chosen career.
<b>Army Careers Drop In Service</b>	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.
<b>Job Centre Plus</b>	Mon - Fri	9:00 - 17:00 (Tue 1.30pm)	Work Zone present each Tuesday 13.30—15.00pm

Please note we are a registered food bank voucher service