

Winsford Work Zone

Courses for Adults

Sept to Dec 2023



IT Digital Skills

Course	Duration	Day	Time
Computers for Beginners	Ongoing	Monday	09:00—11:00 11:00—13:00
Entry Level 3 Essential Digital Skills for Work	Ongoing	Wednesday	11:30 - 13:30
Level 1 and 2 IT unit (Word & Excel)	Ongoing	Wednesday	09:15—11:15 14:00—16:00

Sector Specific Courses

FLT Counterbalance & Reach	Ongoing	Mon—Sat	08:30—16:00
Introduction To Construction—CSCS	26/09/23—28/9/23	Tue—Thu	09:30—15:00
Introduction to Emergency First Aid G1	29/09/23	Friday	09:30—13:00
Level 1 Award in Child Development	09/10/23—13/10/23	Mon—Fri	09:15—14:45
L1 Award in Customer Services Skills	17/10/23—19/10/23	Tue—Thu	09:15—14:45
Level 1 Health & Wellbeing	30/10/23—03/11/23	Mon—Fri	09:15—14:45
Level 2 Food Safety	TBC	TBC	9:30—16:00
Level 2 Business Admin/Finance	20/11/23—01/12/23	Mon—Fri	09:15—14.45

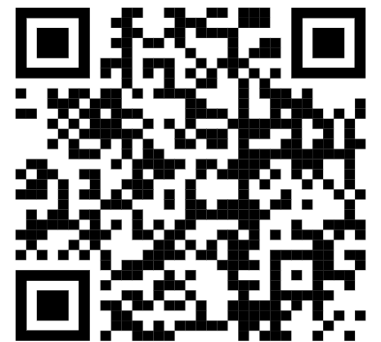
Drop in Services

Work Club—CVs & Applications	Ongoing	Tuesday	10:00—12:00
Maths Award (Accredited Entry 3) 7 Weeks	Ongoing	Thursday	09.15—11.45
Functional Skills (Accredited Level 1 & 2) 12 Weeks	Ongoing	Thursday	12.30—14.30

Winsford Work Zone are now working with a selection of Primary schools to



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



Winsford Work Zone

Wyvern House,
The Drummer,
Winsford,
CW7 1AH



BOOK NOW — 07766 205 389

winsfordworkzone@cheshirewestandchester.gov.uk

Course Overviews

Steps To Work (Work Zone Registration)	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 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
Business Admin— EDSQ L1	Introduction to Business Admin—EDSQ L1 Computing & Software—Learn about business structure, roles and responsibilities, while embedding Digital skills in IT (Word and Excel).
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.
FLT Counterbalance & Reach	Each course will be 6 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.
Basic First Aid	Course content includes: CPR in Adults, Children and babies recovery position, Choking and how to use and locate a De-fibrillator (AED)
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
L1 Award in Customer Services	This 3 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.
L1 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.
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.
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, customer services skills and an overview of office work.
Maths Award Accredited Level E3	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.
Functional Skills Qualification Accredited Levels 1&2	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 I the equivalent to a GCSE at Level 4/ Grade C.

Partner Services

Youth Federation/ Work Club National Careers Service	Tuesday	10:00 - 12:00	Support with CV writing, cover letter and advice & guidance for a chosen career. searching and applying for jobs.
Army Careers Drop In Service	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.
Job Centre Plus	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.
Citizen Advice	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

Please note we are a registered food bank voucher service