

# Ellesmere Port Work Zone

Courses for 19+

Term 1 Course Guide

## IT Digital Skills

Course	Duration	Date	Day	Time
Computing for Beginners	Ongoing	Ongoing	Tuesday	09:30 –10:45 10:45-12:00
Entry Level 3 Essential Digital Skills for Work	Ongoing	Ongoing	Wednesday	10:00-12:00 12:30-14:30
Level 1 and 2 IT unit (Word & Excel)	Ongoing	Ongoing	Thursday	09:30—12.00 13:00-15:30

## Sector Specific Courses

Interview Skills	1 Day	05/10/23	Thursday	9:30-14:30
Interview Skills with an employer	1 Day	06/10/23	Friday	09:30—14:30
L1 Health and Wellbeing	4 Days	09/10/23-12/10/23	Mon-Thurs	09:30-14:30
Food Safety	1 Day	13/11/23	Monday	09:30-16;30
L1 Business Administration	4 Weeks	13/11/23	Every Monday	09:30-14:30
CSCS Course	3 Days	14/11/23-16/11/23	Tues-Thurs	09:30-16:30
L1 Customer Service	2 Days	16/11/23-17/11/23	Thurs-Fri	09:30-14:30
L2 Childcare	5 Days	20/11/23-24/11/23	Mon-Fri	09:30-14:30
E3 Health and Wellbeing	4 Days	04/12/23—07/12/23	Mon-Thurs	09:30-14:30
FLT Counterbalance & Reach	Ongoing		Mon—Fri	08:30—16:00

## Further Education & Development

Art Therapy	1 Day	12/10/23	Thursday	09:30-13:30
Art Therapy	1 Day	13/10/23	Friday	09:30-13:30
L3 Emergency First Aid	2 Days	28/11/23-05/12/23	Monday's	09:30-14:30
Confidence & Motivation	7 Weeks		Friday's	9:15-10:45 10:45-12:00
E3 Maths Course	7 Weeks		Tuesday	13:00-15:00
L1 & L2 Maths Course	12 Weeks		Tuesday's	09:15-11:45

**BOOK NOW — 07990532869**

EPWorkzone@cheshirewestandchester.gov.uk

## Support Services

<b>One to one employment support</b>	Appointment Only	9:00 - 16:00	We offer a tailored one to one employment support package dependent on your needs
<b>One to one CV Support</b>	Appointment only	13:00-15:00	With support from an advisor we will support create a individual CV tailored to your requirements
<b>Army Careers Drop In Service</b>	Every 2nd Mon	13:30-15:30	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 (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>Welcome Wednesday</b>		10:00-12:00	An informal discussion from a different services available to Ellesmere Port residents
<b>Foodbank Voucher Scheme</b> 	Mon-Fri	9am-4pm	We are able to issue foodbank vouchers. Should you require a voucher please come and see us.

## 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>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 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>E3 &amp; 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>L1 &amp; 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