

# Ellesmere Port Work Zone

**FREE** if you are 19 +

and on an out of work benefit OR earning  
less than £20,319

## Term 2 Guide 2024

The Portal, Wellington Road, Ellesmere Port, CH65 0BA

BOOK NOW 07990532869 EPworkzone@cheshirewestandchester.gov.uk

### IT Digital Skills

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

### Sector Specific Courses

L1 Health & Wellbeing Award	4 Days	15th-18th Jan	09:30—14:30
E3 Health & Wellbeing Award	4 Days	30th-2nd Feb	09:30-14:30
L1 Award in Customer Service	2 Days	11th-12th Jan 14th-15th March	09:30-14:30
L1 Award in Childcare Development	4 Days	5th-8th Feb	09:30-14:30
L1 Health & Safety in Construction & CSCS	3 Days	12th-14th Feb 18th-20th March	09:30-16:30
L2 Award in Childcare Development	4 Days	4th-7th March	09:30-14:30

### Further Education & Development

L1 Certificate in Counselling	4 Weeks	Monday's starting 15th Jan	09:30-14:30
L1 & L2 Award Mental Health	10 Weeks	Friday's starting 12th Jan	09:30-14:30
Emergency First Aid	2 Days	6th & 13th March Wednesday's	09:30-12:30
Level 2 Childrens and Young Persons Mental Health	6 Weeks	Friday's starting 19th April	09:30-14:30
Easter Card Making	1 Day	21st March	09:30-14:30
Confidence & Motivation	7 Weeks	Friday's	09:15-10:45 10:45-12:00
Functional Skills English (Online only)	12 weeks	Friday's	09:15-12:15
E3 Maths Course	7 Weeks	Tuesday	13:00-15:00
L1 & L2 Maths Course	12 Weeks	Tuesday's	09:15-11:45

## 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>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>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