

# Ellesmere Port Work Zone

Courses for 19 +

April 2024



## Weekly IT Digital Skills

Course	Duration	Day	Time
Computers for Beginners	Ongoing	Tuesday	09:30—10:45 10:45—12:30
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

## April Courses

FLT Counterbalance & Reach	Ongoing	Mon—Sat	08:30—16:00
Interview Skills	16th April	Tuesday	09:30—14:30
Level 1 Business Admin	16th April (5 Weeks)	Every Tuesday	09:30—14:30
Level 2 Child & Young Persons Mental Health	19th April (6 Weeks)	Every Friday	09:30—14:30
Confidence and Motivation	5th April (7 Weeks)	Every Friday	09:30-10.45 10.45-12:00

## Functional Skills

Functional Skills Maths ( L1 ) 12 weeks	Starts 2nd April	Tuesday	09:15—11.45
Functional Skills Maths ( E3 ) 7 weeks	Starts 2nd April	Tuesday	12:30—14:30

## Available Courses ( Subject to interest )

Level 1 & 2 Child Development with SEN	Level 1 & 2 Customer Service	Interview Skills	Level 2 Food Safety
Level 1 & 2 Business Admin/ Finance	SIA Security	CSCS Construction	Level 3 First Aid
Level 1 Cleaning with COSHH	E3 & L1 Health & Wellbeing	Sage Accounting	Leisure & Hospitality
Digital Marketing	Pathway to Work	CV Work Shops	English Functional Skills



**BOOK NOW — 07990 532869**

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## Support Services

<b>Registration</b>	Appointment Only	9.30am-2pm Tues/Thurs/ Fri	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>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	9am-12pm Mon/Tues	With support from an advisor we will support create a individual CV tailored to your requirements
<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	<i>if you are struggling to afford food and other essentials we may be able to support with this, please come and see us</i>

## Course Overviews

<b>Computer for beginners</b>	Learn to use a mouse, keyboard, access the internet, and develop your web browsing skills, create
<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
<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 Counter-
<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
<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
<b>Level 1 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 as-
<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