

# Northwich Work Zone

Courses for Adults

January to April 2023



## IT Digital Skills

| Course   | Duration | Day       | Time                                      |
|--|----------|-----------|---|
| Computing for Beginners  | Ongoing  | Wednesday | 09:15—10:45<br>11:00—12:30                |
| Entry Level 3 and Level 1 Essential Digital Skills for Work              | Ongoing  | Thursday  | 09:15—11:15<br>11:30—13:30<br>14:00—16:00 |
| Essential Digital Skills for Work (Appointment Only) Additional Learning | Ongoing  | Tuesday   | 09:00—10:30<br>11:00—12:30                |
| Level 1 and 2 IT unit (Word & Excel)                                     | Ongoing  | Thursday  | 09:15—11.15<br>11.30—13.30<br>14:00—16:00 |

## Sector Specific Courses

|                            |                        |          |                                  |
|----------------------------|------------------------|----------|----------------------------------|
| L2 Cleaning and Support    | 30/01/23—<br>01/02/23  | Mon—Wed  | 09:15—15:00                      |
| CSCS Construction Card     | 27/02/23 —<br>01/03/23 | Mon—Wed  | 09:30—14:30                      |
| L1 Food Safety             | 02/03/23               | Thursday | 09:30—16:00                      |
| E3 Health & Wellbeing      | 21/03/23 —<br>24/03/23 | Tue—Fri  | 09:15—14:45                      |
| L1 Customer Services       | 27/03/23—<br>29/03/23  | Mon—Wed  | 09:15—14:45<br>(Wed 9—12)        |
| L1 Customer Services       | 29/03/23—<br>31/03/23  | Wed—Fri  | 09:15—14:45<br>(Wed 12.30-14.45) |
| FLT Counterbalance & Reach | Ongoing                | Mon—Sat  | 08:30—16:00                      |

## Drop in Services

|                              |         |           |             |
|------------------------------|---------|-----------|-------------|
| Work Club—CVs & Applications | Ongoing | Wednesday | 13:00—15:00 |
|------------------------------|---------|-----------|-------------|



**FREE** if you are 19 +  
and on an out of work  
benefit OR earning less  
than £18,525



Tailored 1-2-1 Mentoring support

## 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; 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 Cleaning &amp; Support</b>                               | Cleaning Skills & Support services ( SETPD) - Designed to provide an introduction to working in the Cleaning & Support services sector, runs over 3 days they go through skills & attributes required, we look at the sector outlining the purpose & scope, look at lots of different employers and job roles and what types of work they may do, team working, the different shift patterns as well as local employers who are recruiting. Then a basic Health & safety in the workplace and COSHH module. |
| <b>L2 Food Hygiene</b>   | 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.  |
| <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>New Leaf /Employment Horizons/ Springboard</b> | Mon & Tue                     | 9:00 - 16:00                 | Employment and skills programme that will give support to anyone unemployed.   |
| <b>ESOL—Ukrainian Nationals</b>                   | Every Friday<br>Library       | 10:00 - 12:00                | English for speakers of other languages (ESOL) class for all abilities run by an experienced ESOL tutor.   |
| <b>ESOL—International Nationals</b>               | Tues/Thursday<br>Town Council | 9:30 - 12:30<br>13.30– 16.30 | English for speakers of other languages (ESOL) class for all abilities run by an experienced ESOL tutor.   |
| <b>National Careers Service</b>                   | Mon - Fri                     | 9:30 - 16:30                 | Support with CV writing and advice & guidance for a chosen career.   |
| <b>Army Careers Drop In Service</b>               | Every 2nd Tues<br>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<br>(Wed 10am)   |  |
| <b>Well-being Walking Group TBC</b>               | Navigation<br>Road            | Friday                       | 10:00 - 12:00  |