

# Ellesmere Port Work Zone

Courses for Adults

June 2023



## IT Digital Skills

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

## Sector Specific Courses

E3 Health & Wellbeing	30/05/23-04/06/23	Tues—Fri	09:30-14:30
L1 Childcare Development with Tradewind Education Agency	05/06/23-09/06/23	Mon-Fri	09:30-14:30
L1 Customer Service	15/06/23-16/06/23	Thurs-Fri	09:30-14:30
CSCS Course	20/06/23-22/06/23	Tues-Thurs	09:30-16:00
Interview Skills with McArthur Glen	26/06/23	Mon	10:00-14:00
FLT Counterbalance & Reach	Ongoing	Mon—Fri	08:30—16:00

## Support Services & Events

Supported Job Skills Hub	Ongoing	Monday	10:00—12:00
One to One CV Support	Ongoing	Monday	13:00-15:00
Confidence, Coaching and Wellbeing	Ongoing	Friday	09:15-10:30 10:30:12:30
Welcome Wednesday	14/06/23	Wednesday	10:00-12:00

**FREE COURSES**

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



Tailored 1-2-1 Mentoring support

**Ellesmere Port Work Zone**

The Portal  
Wellington Road  
Ellesmere Port  
CH65 0BA

**BOOK NOW — 07990532869**

EPWorkzone@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 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

## Support Services

<b>Journey First/Supported Employment Service</b>	Appointment Only	9:00 - 16:00	Employment and skills programme that will give support to anyone unemployed.
<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>	12/07/2023	10:00-12:00	An informal discussion from a different services available to Ellesmere Port residents