Skills and Employment Hubs

Ellesmere Port

Ellesmere Port Skills and Employment Hub,
The Portal, Wellington Road, Ellesmere Port CH65 0BA
EllesmerePortSEHub@cheshirewestandchester.gov.uk
07990 532869

January 2027

Course	Start date, duration	Day	Time
Weekly IT and digital skills			
ICT (all levels) enrolment session	**16 December**	**Wednesday**	**From 9.30am**
January Courses			
Construction and Crafts (CSCS) (Level 2) enrolment session	**5 January**	**Tuesday**	**From 9.30am**
Business Administration (Level 2) enrolment session	**6 January**	**Wednesday**	**From 9.30am**
Business Administration (Level 1) enrolment session	**8 January**	**Friday**	**From 9.30am**
Business Administration (Level 2)	**11 January (12 weeks)**	**Monday**	**9.30am-2.30pm**
Construction and Crafts (CSCS) (Level 2)	**11 January (3 sessions)**	**Monday-Wednesday**	**9.30am-3.30pm**
Business Administration (Level 1)	**15 January (7 weeks)**	**Friday**	**9.30am-2.30pm**
Emergency First Aid At Work (Level 3)	**25 January (2 weeks)**	**Monday**	**9.30am-1.30pm**
Interview Skills	**26 January**	**Tuesday**	**9.30am-2.30pm**
CV Writing and Cover Letter Workshop	**29 January**	**Friday**	**10am-12 noon**
Functional Skills			
Maths (all levels) enrolment session	**15 December**	**Tuesday**	**From 9.30am**
English (all levels) enrolment session	**17 December**	**Thursday**	**From 9.30am**
Functional Skills Maths (Entry 3, L1, L2)	**5 January (12 weeks)**	**Tuesday**	**9.15-11.45am**
Maths Award (Entry 2, Entry 3)	**5 January (6 weeks)**	**Tuesday**	**12.30-2.30pm**
Functional Skills English (Entry 3, L1, L2)	**8 January (12 weeks)**	**Friday**	**9.15-11.45am**
English Award (Entry 2, Entry 3)	**8 January (6 weeks)**	**Friday**	**12.30-2.30pm**

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Overview of available courses (subject to interest)	
Steps To Work (Hub registration)	Registration at a Skills and Employment Hub. The session looks at your skills, knowledge and employment history to develop an action plan for your future.
Pathway To Work (Entry Level 3 and Level 1)	Develop skills for the workplace: communication, teamwork and problem-solving. Ideal for those who are unemployed, seeking their first job or needing to build confidence.
Digital Skills For Life (Entry Level 3 and Level 1)	This is a course designed to support learners using digital skills in everyday life. The focus is on skills outside of work, so learners can carry out everyday personal and household tasks.
Essential Digital Skills For Work (EDSQ) (Entry 3 and Level 1)	This course covers using devices, managing information and communicating online. Useful for adults who need foundational digital knowledge for employment.
Maths Functional Skills Qualification (Accredited – Entry 3; Levels 1 and 2)	This qualification provides you with the knowledge, skills and understanding to operate confidently and independently with numeracy in everyday life and work.
Maths Award (Accredited – Entry levels 1, 2 and 3)	This course will increase confidence with everyday maths. You will work through a portfolio of skills to gain the qualification. Units covered underpin the functional skills award.
English Functional Skills Qualification (Accredited – all levels)	This course will give you the essential knowledge, skills and understanding to feel confident in the workplace.
English Award (Accredited – Entry levels 1, 2 and 3)	This course will increase confidence with everyday English. You will work through a portfolio to gain the qualification. Units covered underpin the functional skills award.
Interview Skills (open to all)	You will identify a short-term career goal and complete preparation work for interviews. The course includes a mock interview with feedback.
Award in Customer Services (Entry 3 and Level 1)	These courses look at what makes good and bad customer service. You will learn how to interact with customers and deal with complaints.
Food Safety (Level 2)	This course provides basic food Hygiene training. On completing the final exam you will gain an accredited Level 2 Food safety certificate. (Level 3 offered as part of some other courses)
Business Administration (Level 1 and Level 2)	This course develops skills for an office or environment, covering all aspects of business communication and digital skill required. Level 2 develops these skills further.
Digital Marketing and Social Media (Level 2)	Suitable for adults wanting to develop digital marketing skills and understand how businesses promote products and services online.
First Aid (Level 3)	This course covers resuscitation (adults, children and babies), the recovery position, choking and how to locate and use an automated external defibrillator.
Step Into Residential Childcare (Level 1)	Explores the range of services and roles within care of children and young people in supported living environments, particularly in residential childcare settings.
Step Into Care (Level 1)	Suitable for those interested in starting a career in the care sector. Covering all ages and needs groups, the course provides basic knowledge and skills for a variety of care settings.
Award in Child Development (Level 1 and Level 2)	Aimed at those interested in early years childcare. You will learn about children's learning and development. The course includes an introduction to special educational needs.
Health and Wellbeing (Entry 3 and Level 1)	The course covers the importance of diet and activity for a healthier lifestyle. You will have the opportunity to achieve an Award in Living and Work Skills.
Teaching Assistant Qualification (Level 2) *Enquire for 26/27 enrolment*	Study through face to face workshops alongside your paid or voluntary role in a school setting. Must have GCSEs A-C in English and maths (or assessed at Level 2).
Skills for Logistics (Level 1)	Examining available opportunities in the sector and the way employment is structured. Develops understanding of how goods are picked, assembled, packed and distributed.
Introduction To Construction CSCS (Level 2)	This three day course provides an overview of the industry and covers Health and Safety procedures. Passport photo or photo ID needed for your online test application.