



Course	Duration	Day	Time
Weekly IT and digital skills			
Computers for Beginners	Ongoing	Monday	12-2pm
Entry Level 3 Essential Digital Skills for Work	Ongoing	Monday	9.30-11.30am
Level 1 and 2 ICDL (Word, Excel, PowerPoint)	Ongoing	Wednesday	9.15-11.15am 12-2pm
July Courses			
Game Changers	26 June and 3 July	Thursday	10am-12pm
Level 1 Business Administration	3 July-18 July (2 days per week)	Thursday and Friday	9.30am-2.30pm
Interview Skills	8 July	Tuesday	10am-2pm
Level 3 First Aid	8-15 July	Tuesday	9.30am-1.30pm
Art and Mindfulness	10 and 17 July	Thursday	10am-12pm
Level 2 Teaching Assistant	September 2025-July 2026	To be confirmed	To be confirmed
Available courses (subject to interest)			
Functional Skills English:	Entry Level 3	Level 1	Level 2
Functional Skills Maths:	Entry Level 3	Level 1	Level 2
L2 Digital Marketing & Social Media	L3 First Aid	SIA Door Supervision	Leisure & Hospitality
L1 Business Administration	L2 Business Administration & Finance	L2 Teaching Assistant	L1 & L2 Customer Service
FLT Counterbalance & Reach			



## Course overviews

<b>Steps To Work</b> (Work Zone registration)	Registration at the Work Zone. The session looks at your skills, knowledge and employment history to develop an action plan for your future.
<b>Computers For Beginners</b>	Learn to use a keyboard and mouse, access the internet and develop your browsing skills, create and send emails.
<b>Essential Digital Skills For Work</b> (Entry Level 3 and Level 1)	Improve your confidence and skills by learning to use devices and handle information. The course covers creating and editing documents, online communications and transactions (buying and selling online) and being safe and responsible online.
<b>International Certification of Digital Literacy</b> (ICDL): Word and Excel (Levels 1 and 2)	ICDL is an essential qualification covering the main concepts and skills in word processing and spreadsheets. The course covers creating, formatting, editing and saving files. After completing Level 1 you will be given the option to progress to Level 2.
<b>Fork Lift Truck</b> Counterbalance and Reach	During this six day course you will be trained to use Fork Lift Trucks and on completion you will receive certification.
<b>Introduction To Construction</b> (CSCS)	This three day course has been designed to provide an overview of the industry and the size and scope of organisations in the sector. It covers teamwork skills and Health and Safety procedures for this high-hazard environment. You will need a passport photo or photo ID for your online test application.
<b>Emergency First Aid</b>	This course covers resuscitation (adults, children and babies), the recovery position, choking and how to locate and use an automated external defibrillator.
<b>Award in Child Development</b> (Level 1 and Level 2)	Aimed at those interested in early years childcare. You will learn about the link between children's learning and development, and play activities that support and encourage at each stage. The course also includes an introduction to special educational needs.
<b>Award in Customer Services</b> (Level 1 and Level 2)	This three day course looks at what makes good and bad customer service. You will learn how to interact with customers and deal with complaints.
<b>Pathway to Health and Wellbeing</b> (Part 1 and Part 2)	The course covers the importance of a balanced diet for a healthier lifestyle and how activity improves emotional and mental wellbeing. You will build confidence and self-esteem through use of short term goals and action planning. You will have the opportunity to achieve an Award in Living and Work Skills.
<b>Mental Health Awareness</b> (Level 2)	Break down myths and misconceptions. Issues covered include: stigma; self-esteem and confidence; anxiety, stress and depression; self-care and mindfulness.
<b>English Functional Skills Qualification</b> (Accredited – all levels)	Many employers require an English qualification. This course will give you the essential knowledge, skills and understanding to feel confident in the workplace. Entry Level 3, Level 1 and Level 2 are recognised by employers with Level 2 being the equivalent of Grade C at GCSE.
<b>Maths Award</b> (Accredited – Entry levels 1, 2 and 3)	This course will increase your confidence with everyday maths. The course is work-based and you will work through a portfolio of skills to achieve the qualification. All units covered underpin the functional skills award.
<b>Maths Functional Skills Qualification</b> (Accredited – Entry level 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. Level 1 and 2 are recognised by and often requested by employers, with Level 2 being the equivalent of Grade C at GCSE.
<b>Prepare for Interview</b>	This course starts by looking at your current situation and looks at positive thinking and how to challenge your barriers. You will identify a short-term career goal and complete preparation work for interviews. The course includes a mock interview with feedback.
<b>Pathway to Business Administration</b> (Level 1)	This four day course develops practical and theoretical skills for an office or receptionist environment. It covers all aspects of business communication and the digital skills required for administrative work.
<b>Teaching Assistant Qualification</b> (Level 2)	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 be willing to complete an assessment to demonstrate Level 2 skills.

