

The Bluecoat Buildings

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Term 3 April 2022—July 2022

Course	Day/time	Date	Duration	Venue
April				
Level 1 Pathway to Customer Service (Chester Race SWAP)	Thursday & Friday 9.30 am – 3pm	31 st March – 1 st April	2 Days	Chester Work Zone
Construction and Building Crafts (CSCS Card)	Mon to Wed 9.30am – 2.30pm	4 th to 6 th April	3 Days	Chester Work Zone
Interview Skills	Wed 9.30am – 2.30pm	20 th April	Half Day	Chester Work zone
Food Hygiene	Monday 9.30am – 4pm	25 th April	1 Day	Chester Work Zone
May				
Construction and Building Crafts (CSCS Card)	Mon – Wed 9.00am – 3.00pm	16 th – 18 th May	3 days	Chester Work Zone
SIA Door Security	9 th – 11 th May 16 th - 19 th May Teams. 23 rd – 24 th May F2F Chester Work Zone. Thurs 26 th Practical.	9 th - 26 th May	10 days	Combined delivery online TEAMS & 2 days face to face.
June				
Pathway to Childcare L1	M, T, W, F 9.30am—2.30pm	6 th , 7 th , 8 th , 10 th June	4 days	Chester Work zone
Pathway to Health & Wellbeing E3	Tues—Thurs 9.30am—2.30pm	14 th – 17 th June	4 days	Chester Work zone
First Aid	Monday 9.30am – 12.30pm	20 th June	1 day	Chester Work zone
July				
L1 Pathway to Health & Wellbeing	Mon - Thurs	4 th July - 7 th July	4 Days	Chester Work Zone
Construction and Building Crafts (CSCS Card)	Mon – Wed 9.00am – 3.00pm	18 th – 20 th July	3 days	Chester Work Zone

FLT & Counterbalance

Forklift Truck Course — This is by referral to undertake a 5-day course at New Port Business Park. CH65 4LZ.

IT Skills & Digital Support

Course	Day/time	Day/time	Duration	Venue
Basic Computers - Appointment Only	Tue 1pm— 3.00pm	Ongoing	1.5hr sessions	Chester Work Zone

ICDL — Level 1	Thursday 10am— 3pm	Ongoing	1.5hr sessions	Chester Work zone
ICDL - Level 1 & Level 2	Friday 9.30am 12 13.00pm – 3.30pm	Ongoing	1.5hr sessions	Chester Work Zone & Online
<i>*Earning Less than £17,374.50 If you are in employment and earning less than £17,374.00 (gross salary) your course may be FREE. Please bring in your last two month's pay slips on enrolment.</i>			Courses are FREE if you are in receipt of an income based benefit.	

Ongoing Courses & Support

Course	Day/time	Start date	Duration	Venue
Steps to Work – By appointment	Monday All day/Wed all day	1hr sessions	Ongoing	Chester Work Zone & Online
Employment Support Mentoring Journey First/New Leaf	Daily	Ongoing	Ongoing	Chester Work Zone
Structured Work Club - Appointment Only	Tuesday 10.00am -12 pm	Ongoing	2 h	Chester Work Zone
Kudos Adult Directions – Digital support for career choices	By appointment	Ongoing	Ongoing	Online Available
NHS IAPT – Wellbeing Therapies	By referral	Ongoing	Ongoing	Local Venue

Ongoing Courses and Support overviews

Steps To Work	A personal one to one discussion and Work Zone registration that will determine your employability skills. It will help you to understand what you are good at and identify what skills you need to develop to increase your employability. During this session customers will complete a full assessment including Math and English and agree an action plan of support.
Structured Work Club	An ongoing face to face tutor led 6 weeks structured and focused work club, it covers CV Health Check, Hidden Job Markets, interview essentials, maximise your application, using job sites, effectively, using LinkedIn to find work. These themes will be incorporated into job search activities.
Journey First Mentoring	Available for customers who have been unemployed for six months or more. Tailored 1-2-1 wrap around employment support with a dedicated mentor including: work placement and experience to explore new paths, access to education and training regardless of your level, training and courses to gain qualifications with support and guidance to unlock your potential.
Kudos Adult Directions	A digital careers platform offering customers information and advice to support career choices. It matches customers to careers based on a personal profile developed through an interest inventory and skills analysis and identifies pathways into careers

Wellbeing Services & Work Shops

Brio Leisure 7-day pass	Northgate arena	Online	Variable
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Wellbeing Services & Work Shops Overviews

Brio Leisure 7-day pass	Please visit the Brio Site Getting back into fitness for FREE! - Brio Leisure
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West Cheshire Food Bank	Available to provide short term, emergency food to individuals and families in crisis by referral .
All activities within this programme were confirmed at the time of creation, however, are subject to alteration at the discretion of the Work Zone- so please check in plenty of time before attending a booked activity.	
EVENTS - Jobs Fair TBC Early June	
Course Overviews	
Fork Lift Truck - Counterbalance & Reach	An ongoing five-day Forklift Truck course with an opportunity to acquire either a full or refresher FLT license for Counterbalance or Reach trucks. On completion the learner will achieve an NVQ Level 2 Award for refresher or full FLT License.
Introduction To Construction—CSCS	This four-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.
Prepare for interview	This course explores current life situation, along with positive thinking and challenging barriers. It will identify a short-term career goal and complete preparation work for interviews. The course includes a mock interview and feedback.
Introduction to Emergency First Aid	Course content includes CPR in Adults, Children and babies recovery position, Choking and how to use and locate a Defibrillator (AED)
Pathway to Business Administration Level 1	This online 4-day course has been designed to enhance the learner’s skills to enable you to work in an office environment. It will develop your office administration skills and give you both practical and theoretical skills covering all aspects of business communications, customer’s service skills and understand the importance of respecting the needs of customers.
Pathway to Work Level 1	This course will provide the learners with the opportunity to achieve an Award in Employment Skills and will assist the learner in understanding the importance of employment standards, applying for jobs, positive attitudes, interview skills and application forms The course will offer the learner the chance to gain a 360 view of what’s required to get and sustain employment as well as being able to progress into a sector specific training course
Pathway to Childcare Level 1	This 4-day course is a great introduction to working in early years. You will learn about child development and how children learn through play. You will gain an accredited level 1 qualification.
Pathway to Retail Level 1	The course is aimed at people who want to develop their customer service skills and who may want to work in hospitality, retail or customer service environment.
Customer Service	This two-day course will cover the essential skills and qualities needed with a hospitality or retail environment. It includes the impact of good and poor customers service, how to make a good first impression when dealing with customers including good communication skills, attention to detail, customer care and positive attitudes.
E3 Pathway to Health & Wellbeing	Learners will have an opportunity to achieve an Award in Living and Work Skills. This course will assist them in understanding the importance of a balanced diet for a healthier lifestyle; know the importance of activity and the importance of emotional and mental wellbeing. It also covers building on own self-esteem, confidence and working towards setting short term goals by identifying and following an agreed plan. Completion and achievement of this course could see the learner progress to the Pathway to Work Award
Basic Computers	This is the dedicated slot where residents can access free digital skills support where they can get help to access any Council service online. Residents with little or no computer knowledge will receive support to register with the Learn My Way platform to encourage further learning. This can be done online with tutor support.
ICDL Level One ICDL Level Two	The Level 1 ECDL qualification is designed for adults with some experience of using digital devices and the internet but lacking secure basic digital skills. This also includes using Word Processing and Spreadsheets. We are offering ECDL Level Two units is a flexible ITQ qualification enabling you to build qualifications around your needs. Select the relevant modules to create your tailored solution. Choose from a range of units including word processing, spreadsheets, PowerPoint, Internet and Email—these courses are flexible so you can learn at your own pace. Now being offered online!

Partner Services * Subject to change during pandemic/ so please check

New Leaf (Mentoring)	By referral		By Appointment
National Careers Service	By referral		By Appointment
Cheshire West - Chester Citizens Advice	Virtual/Phone	0344 5766 111	No drop in
ESOL Classes English for Speakers of Other Languages	By referral	<u>The Unity Centre</u> 01244 400730 17 Cuppin Street, Chester, CH1 2BN	Monday: 1 pm – 2.30 pm Friday: 10 am – 11.30 am

Service Overviews

New Leaf	New Leaf brings together partners from across Warrington and Cheshire to change lives, create opportunities and make a positive contribution to local communities and the regional economy.
National Careers Service	Support with CV writing and advice & guidance for a chosen career.
Cheshire West - Chester Citizens Advice	Online free advice from Citizens Advice to help you find a way forward, whatever the problem. Our research enables us to campaign on issues affecting people's lives.
ESOL Classes English for Speakers of Other Languages	Conversational English classes (Pre Entry/Entry Level 1 level Beginners Class and Entry 3 + Advanced Class) Mondays & Fridays @ the Unity Centre.

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Do you need help or guidance finding work?

We can support you with the following:

- Interview Skills Support
- CV Writing
- Cover and Speculative Letters
- **FREE** Internet access
- Job Application Forms
- Vacancies and Recruitment
- Job Searching Online
- Information advice and guidance
- Job Brokerage
- Employer Liaison
- Sector specific courses
- Digital skills for work

And much more



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