

Northwich Work Zone

Courses for Adults

April to July 2023



IT Digital Skills

Course	Duration	Day	Time
Level 1 and 2 IT unit (Word & Excel) Tests — (11.30-12.30/15.00-16.00)	Ongoing	Tuesday	09:15—11:30 12:45— 15:00
Computing for Beginners	Ongoing	Wednesday	09:15—10:45 11:00—12:30
Entry Level 3 Essential Digital Skills for Work	22/6/23— 13/7/23	Thursday	09:15—14:30

Sector Specific Courses

Level 1 Health & Wellbeing	16/05/23 — 19/05/23	Tue — Fri	09:15—14:45
Introduction to Emergency First Aid	19/06/23	Mon	9.30—13.00
Interview Skills	21/06/23	Wednesday	10.00—12.00
L2 Finance Award	26/06/23— 30/06/23	Mon—Fri	09:15—14:45
Level 2 Award in Child Development	03/07/23— 07/07/23	Mon—Fri	09:15—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
Maths Award (Accredited Entry 3) 7 Weeks	Ongoing	Friday	09:15—11:45
Functional Skills Maths 12 Weeks (Accredited Level 1 & 2)	Ongoing	Friday	12.30—14.30
Creativity for Wellbeing (Wk 4 = Wed 28th June)	5/06/23— 10/07/23	Mon	12.30-14.30

**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

Northwich Work Zone

Waterside House,
Navigation Road,
Northwich,
CW8 1BE



BOOK NOW — 07833 236 675

workzonenorthwich@cheshirewestandchester.gov.uk

Course Overviews

Steps To Work	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.
Employment Support Mentoring	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.
Computer for beginners	Learn to use a mouse, keyboard, access the internet, and develop your web browsing skills, create and send emails.
Entry Level 3 & 1 Essential Digital Skills for Work	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
ICDL Levels 1 & 2 IT Word/Excel	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.
Drop in Work Club	Weekly drop in session to support with CV updates, cover letters, searching and applying for jobs
FLT Reach & Counter-balance	The novice Reach and counterbalance course contains a day of theory that covers health and safety and the correct operation for the FLT's and how they work. Then it's on to the practical that builds up all the skills step by step for the operator to reach the correct standard to take into the workplace as a novice driver once the final assessment is passed.
Level 2 Pathway to Finance Award	Following on from Business Admin , this five 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 finance, customer services skills and an overview of office work.
Maths Award Accredited Level E3	This qualification is to help you become more confident and build have the ability to use everyday Maths needed for life and work. You will work through a portfolio to achieve this qualification. All units covered underpin the function skills award. The course is work based.
Functional Skills Qualification Accredited Levels 1&2	This qualification will provide you with the essential knowledge, skills and understanding that you need to operate confidently and independently with numeracy in everyday life and in the workplace, with many employers requesting maths qualifications as an essential requirement to hire someone. Both Levels 1 & 2 are covered and recognised by employers. Level 2 Functional Skills is the equivalent to a GCSE at Level 4/ Grade C.
L1 /L2 Award in Child Development	Understanding Play 5 days. Learners will learn about the importance of play to a child's development, and be able to plan activities that meet the requirements of the Early Years Foundation Stage for children birth to 5.
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)
L1 Pathway to Health & Well-Being Creativity for Wellbeing	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

New Leaf /Employment Horizons/ Springboard	Wed	By Appointment	Employment and skills programme that will give support to anyone unemployed.
ESOL—Ukrainian Nationals	By Appointment	By Appointment	English for speakers of other languages (ESOL) class for all abilities run by an experienced ESOL tutor.
ESOL—International Nationals	Fridays	Brio Memorial (10.00-11.30)	English for speakers of other languages (ESOL) class for all abilities run by an experienced ESOL tutor.
National Careers Service	Mon - Fri	By Appointment	Support with CV writing and advice & guidance for a chosen career.
Army Careers Drop In Service	Every 2nd Tues 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.
Job Centre Plus	Mon - Fri	9:00 - 17:00 (Tue 1.30pm)	Work Zone present each Tuesday 13.30—15.00pm