

Northwich Work Zone Station Building
Term 3 programme April – July 2019

'We'll work with you to identify your needs, match you to appropriate job vacancies, build your skills and support you with your search for work'

Course	Day/time	Start date	Location	Duration
Steps to work	Wednesday by appointment	Appointment	Work Zone	Ongoing
Employability				
Work Club Employability Sessions	Monday 10am – 12noon	Appointment	Work Zone	Ongoing
Work Club Employability Sessions (18-24 year olds)	Monday 1pm – 3pm	Appointment	Work Zone	Ongoing
Weaver Vale Housing Trust	Tuesday 1.00pm – 4.00pm	Appointment	Work Zone	Ongoing
Employment support mentor	By appointment	Appointment	Work Zone	Ongoing
Plus	Monday 9.00am – 4.00pm	Appointment	Work Zone	Ongoing
IT provision				
Basic Drop in Computers	Wednesday 9.00am – 1.00pm	Initial appointment	Work Zone	Ongoing
'ECDL' IT Skills for Work Inc. Level's E3, 1 & 2	Thursday 9.30am - 11.30am 1pm – 3pm	New registrations 11am	Work Zone	Ongoing
Wellbeing services				
Gateway	Monday 10.00am – 5.00pm	Appointment	Work Zone	Ongoing
Employability				
Work Club Employability Sessions Guidance to help you move forward in your work and life? These sessions will provide you with a skills assessment including IT, Maths and English, help you put an action plan together and discover the many job and learning opportunities that are available to you.				
Employment support mentor One to one support that will help you to find the right pathway to employment. We can offer ongoing support and guidance, mock interviews and provide you with an opportunity to think about learning opportunities, career options and progress at a pace to suit you.				
Weaver Vale Housing Trust One to One appointment with a New Leaf mentor.				
Plus An organisation to support people with a disability into finding work suitable.				
IT Provision				
Basic drop in Computers Are you looking to access the internet to make life easier? Do you want to contact the council or your doctors surgery? Maybe even the NHS, these sessions will provide you with the help you need – support will be given and guidance on how and where you can improve your IT				

skills

IT Skills for work Want to gain an accredited EL3, Level 1 or Level 2 IT qualification? Improving your computer skills can help you get on at work or help with further learning. Choose from a range of courses that can give you a certificate and qualifications – word processing, spreadsheets, PowerPoint, internet and email. These courses are flexible so you can learn at your own pace.

Wellbeing services

Gateway Team The Gateway Team provide support for those with mental health conditions. Please ask at reception if you would like an appointment.

Course	Day/time	Start date	End Date	Duration
Employability/sector				
Retail & Customer Service	Tuesday – Friday 10.00am-2.30pm	30 April	3 May	Four Day
Business Administration	Tuesday – Friday 9.30am – 3.00pm	18 June	21 June	Four Day
Work related courses				
Confidence at Interview	Friday 9.30am – 2.30pm	26 April	20 April	One Day
Confidence at Interview	Friday 9.30am – 2.30pm	19 July	20 April	One Day
Skills for Success, CV and Cover Letter	Friday 9.30am – 2.30pm	10 May	10 May	One Day
Skills for Success, CV and Cover Letter	Friday 9.30am – 2.30pm	7 June	7 June	One Day
Skills for Success, CV and Cover Letter	Friday 9.30am – 2.30pm	5 July	5 July	One Day
Health and wellbeing courses				
Empowering Taster	Monday 12.30pm – 2.30pm	29 April	29 April	One Day
Mindfulness	Monday 12.30pm – 2.30pm	20 May	20 May	One Day
Improve your Sleep	Monday 12.30pm – 2.30pm	13 May	13 May	One Day
Eating on a Budget	Thursday 12.00pm-2.00pm	9 May	9 May	One Day
Eating on a Budget	Thursday 12.00pm-2.00pm	4 July	4 July	One Day
Functional Skills				
Level 1 Maths	Monday – Friday 9.30am – 2.30pm	10 June	14 June	Five Day
Entry Level 3 English	Monday – Friday 9.30am – 2.30pm	28 May	31 May	Four Day

Events					
Logistics Fair	Thursday	10.00am - 12.00pm	25 April	Work Zone	One Day
Skills, Jobs & Opportunities Fair	Thursday	10.00am - 4.00pm	16 May	Work Zone	One Day

Courses are set to run periodically throughout the year as and when needed.

Employability/ Sector Specific Courses

FLT Reach & Counterbalance This six day course will cover both the reach and counterbalance, you will gain RTITB accredited standard – counterbalance licence and BTEC in principles of Warehouse and Storage.

Work related courses

Confidence at Interview In this course you will explore your current life situation, positive thinking, challenging barriers, identify a short term career goal and preparing for an interview. The course will include an interview and feedback.

Customer services and Retail

Overview of the contents for the C/S course next term: Understanding the role of customer service, Communicating effectively, Managing a diverse range of customers' needs and expectations

Health and wellbeing courses

Our range of health & wellbeing courses will give you tools and strategies to help you relax and feel better in yourself.

Cooking on a budget Discover tasty recipes and tips for keeping healthy and happy when time is short and money is tight. Learn how to make flavour filled dishes for all the family to enjoy.

Functional Skills

Entry Level 3 English Develop your everyday writing skills so you are more confident to write. Often as adults we lose the skills to write, what words go where, which phrases have the better meaning etc. The course could include how to write letters (to employers), short stories and poems. All of which will show a greater understanding of grammar and vocabulary.

Level Award in Maths This five day course designed to help you brush up your Maths skills and achieve a Level 1 award. The course will develop your skills whilst using every day maths that could be used in the workplace.

All of our courses are funded through the Skills Funding Agency and are free to anyone over the age of 19 plus who is claiming out of work benefits or earning less than £15,736.50. Please call us for further details.

To book a free place or to find out further information please call in or phone

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