



HHEET Centre Activity Programme September to December 2011

Are you looking at updating your skills?

Do you want to improve your chances of finding employment or training?

What	Who	Day/Time	Start Date	Duration
Business Start Up - Coffee mornings	Employment Skills and Learning: Economic Development	7 th Sept / 5 th Oct / 2 nd Nov / 7 th Dec 10am -12pm	7 th Sept	4 Sessions
Online Basics - Drop In IT Sessions	Employment Skills and Learning: Adult Learning	Monday, Tuesday, & Friday 10am – 3pm	5 th Sept	On Going
Money Matters Course 10 Places	Employment Skills and Learning: Adult learning	Tuesday 9.30am – 11.30am	13 th Sept	15 Weeks
Information Advice Guidance (IAG) Sessions	Employment Skills and Learning: Adult learning	Appointment Only	12 th Sept	On Going
CLAIT IT Course 10 Places	Employment Skills and Learning: Adult Learning	Wednesday 10am – 1pm	14 th Sept	10 Weeks
Work Clubs	Employment Skills and Learning: Employment Development	Wednesday & Thursday 2pm – 4pm	7 th Sept	On Going
Business Start Up Advice	Employment Skills and Learning: Blue Orchid	By Appointment on Fridays	2 nd Sept	On Going
Adult Learning Advice Surgery	West Cheshire College	Monday 1.30pm – 4.30pm	5 th Sept	On Going
Housing Advice Surgery	Cheshire West and Chester: Housing Management	Wednesday 2pm-4pm	7 th Sept	On Going
Housing Advice Surgery for Riverside Tenants	Riverside Housing	1 st Monday of the Month 10am – 12pm	5 th Sept	1 Session a Month
Housing Solutions Advice Surgery	Cheshire West and Chester: Housing Solutions	Tuesday 9am – 12pm	6 th Sept	On Going
Housing Advice Surgery for Plus Dane Group Tenants	Plus Dane Group	1 st Tuesday of the Month 1.30pm-3.30pm	6 th Sept	1 Session a Month
Benefits Advice Surgery	Cheshire West and Chester: Revenue and Benefits	Tuesday 2pm – 4pm	6 th Sept	On Going
Credit Union Advice Surgery	Cheshire West and Chester: Credit Union	Wednesday 9.30am – 12.30pm	7 th Sept	On Going
Social Enterprise Advice Surgery	Cheshire West and Chester: CWSEP	3 rd Friday of Every Month	On Going	On Going

Free Creche' facilities available at Portside Children's Centre Nursery for further information regarding the Activities or Childcare needs please phone the HHEET Centre on 0151 356 6667 or call in HHEET Centre, 2-6 Church Parade, Westminster, Ellesmere Port, CH65 2ER

<p align="center">Business Start Up – Coffee Mornings</p>	<p align="center">Online Basics – Drop In IT Sessions</p>
<p>Open Coffee is a relaxed and informal gathering for anyone interested in starting a business or local small business owners. If you're thinking of starting a business or have recently started and would like to meet like minded people in an informal gathering then come and join us, stay for 10 minutes or the hour.</p>	<p>This is an ongoing course that will introduce you to all of the aspects of a computer. These sessions will help you gain the skills and confidence you need to start using a computer. If you are looking for work or want to save time paying bills online this is the course for you.</p>
<p align="center">Money Matters Course</p>	<p align="center">Information Advice Guidance (IAG) Sessions</p>
<p>Are you interested in a course that gives you tips and ideas for developing your skills in managing money? How to create a budget and maintain it. Cheap days out. Two4one offers. Keeping up with interest rates. How to understand financial jargon. How to control money and not let it control you. You will also find out about money saving ideas for the family and meet representatives from the local Credit Union. There will be the opportunity to improve your numeracy skills which could lead to a nationally recognised numeracy qualification.</p>	<p>Information, Advice and Guidance (IAG) services have a pivotal role to play in delivering the Skills Strategy. They promote the benefits of learning, help individuals to address and overcome the barriers to learning, and support them in making realistic and well informed choices. IAG will play a key part in Government policy to offer individuals an entitlement to learning to secure a first full level 2 qualification.</p>
<p align="center">CLAIT IT Course</p>	<p align="center">Work Clubs</p>
<p>Want to gain an accredited level 1 IT qualification? By completing the CLAIT level 1 course you will gain three certificates covering the following topics: File Management & E-Document Production (using Microsoft Word), Microsoft Excel (Spreadsheets) and Microsoft Access (Database). A great first step qualification in IT.</p>	<p>The Job Skills Workshop will help you present yourself in the best possible light to potential employers. You will get 1 – 1 support applying for jobs both online and through application forms, help with creating CV and cover letters. Free internet access is available with printing and photocopying. We have resources including all the latest Job Centre vacancies, local newspapers access to jobs online and much more.</p>
<p align="center">Business Start Up Advice – Blue Orchid</p>	<p align="center">Adult Learning Advice Surgery</p>
<p>Are you thinking of starting a business or been in business for less than eighteen months? Do you need help, support or training? Blue Orchid has a specialist team of start up business advisors with a proven successful history getting people started and helping them develop and grow their business models</p>	<p>Our services include free Adult Literacy and Numeracy courses for those who need to brush up on their English and/or maths skills. We also can provide IT taster courses for those who want to brush up on their computer skills. Or if you want to try something new we have a variety of other courses available</p>
<p align="center">Housing Management Surgery</p>	<p align="center">Housing Advice Surgeries Riverside Housing and Plus Dane Group</p>
	<p align="center">Housing Advice Surgeries for Riverside Housing and Plus Dane Group Tenants</p>
<p align="center">Housing Solutions Advice Surgery</p>	<p align="center">Benefits Advice Surgery</p>
<p>Our team provides homelessness and housing advice to customers across Cheshire West and Chester. We are able to provide a range of housing related options, including private renting, social housing, and supported accommodation. We have a range of specialist advisors such as a Mortgage Arrears Advisor, Private Sector Liaison Officers and Debt Advisors.</p>	<p>Information and advice given on all aspects of Benefits including Housing and Council Tax Benefits and all Department of Work and Pensions Benefits, Tax Credits and other Benefits. Advice also available on Housing, Employment and Debt.</p>
<p align="center">Credit Union Advice Surgery</p>	
<p>The Cheshire Neighbours Credit Union is a low cost alternative to a bank – but with added benefits. They provide: Low-cost loans, to EVERYONE including those otherwise financially excluded / a cheaper alternative to doorstep and high street money lenders / Individual savings plans including our popular Christmas savings scheme. The Credit Union help everyone get and keep control of their finances. Why not join now and start saving or if you are considering a loan try it first?</p>	
<p align="center">Social Enterprise Advice Surgery</p>	
<p>Are you thinking about setting up a social enterprise, involved in running a social enterprise or just want to find out more about what a social enterprise is? Cheshire and Warrington Social Enterprise Partnership have specialist social enterprise advisors to help you with all aspects of setting up and managing a social enterprise.</p>	

