

REALISE FUTURES

Developing your potential

BURY ST EDMUNDS,
STOWMARKET &
NEWMARKET

SUMMER TERM

2022

Courses
from

**APR-
JULY**





HOW TO BOOK

STEP 1



Call us on **0300 456 2050** (local rate).

Alternatively visit a centre and speak to a member of staff

STEP 2



You will receive a **confirmation email with instructions** on what you need to do next

STEP 3



Many places on our courses are **FREE** so please contact us to see if you are eligible. Alternatively you can pay online at **rflern.co.uk**

STEP 4



Start the course!

We look forward to seeing you



OUR CENTRES



Our centres are local and friendly places where you can feel comfortable and relaxed learning.

IPSWICH



Castle Hill
Community
Centre
IP1 6DG

BURY ST EDMUNDS



Learning
Centre at
Bury Library
IP33 1TZ

LOWESTOFT



Lowestoft
Learning
Centre
NR32 1PA

IPSWICH



Pemberton
House
Learning
Centre
IP1 2AQ

STOWMARKET



Stowmarket
Learning
Centre
IP14 1AH

NEWMARKET



Foley House
Learning
Centre
CB8 0HY

GET IN TOUCH
#learninginsuffolk



/RealiseFutures



@RealiseFutures



info@rflearn.co.uk

0300 456 2050 | www.rflearn.co.uk



ESSENTIAL SKILLS

English, Maths and ESOL

We have courses in English and maths, which will help you **develop your confidence and skills**, as well as gaining a qualification. We offer Functional Skills qualifications in English and maths up to and including Level 2.

We have courses in English for Speakers of Other Languages (ESOL), which will help you **develop your skills in speaking & listening, reading and writing in English**.

The qualifications we offer are ESOL Skills for Life qualifications up to and including Level 2.

Please note that you must attend a Get Ready session before being placed on a course.



DIGITAL SKILLS



LEARNING TO LEARN ONLINE

With so many more learning opportunities taking place online, both with us and other providers, these workshops and courses can be the perfect first step to support you as you start your new learning adventure!

LAPTOPS AND INTERNET

If you do not have easy access to your own laptop/computer or the internet, then we can loan you equipment so you can fully engage in your learning. Whether yours is an online course or a course in one of our centres we can lend you a laptop and/or a portable device to connect to the internet as well as the technical support to use it!

TABLETS

We want all of our learners to be able to get online during and beyond their time on our courses to ensure they never miss out on having access to information. If you don't have a device that connects to the internet, then you may be eligible for a free tablet. If you are enrolled on one of our courses do ask your tutor or enquire at any one of our centres!



DIGITAL SKILLS

COMPUTER SKILLS FOR BEGINNERS: STARTING OUT

30HRS

Your tutor will support you in developing the confidence to use your computer safely. On this course, you will learn the essentials to get you started in creating simple documents, sending emails and searching and using the internet safely.

27/04/22 - 06/07/22	09:30 - 12:30	Stowmarket Learning Centre
27/04/22 - 06/07/22	13:00 - 16:00	Bury Learning Centre
28/04/22 - 07/07/22	09:30 - 12:30	Foley House, Newmarket

COMPUTER SKILLS FOR BEGINNERS: GET GOING

45HRS

This course is free to anybody that does not have a current level 1 digital qualification. On this course you will:

- Create, save, print and retrieve documents
- Use the internet and search engines to find information
- Send emails with attachments

28/04/22 - 21/07/22	13:00 - 16:00	Foley House, Newmarket
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DIGITAL SKILLS



COMPUTER SKILLS FOR BEGINNERS: MOVING AHEAD 45HRS

This course is free to anybody that does not have a current level 1 digital qualification. This course is aimed at those who can confidently use a computer, save files, send attachments and use Word and Excel. If you are using a computer everyday but do not have a qualification in ICT, this course will build on your existing skills and on completion you will gain a formal level 1 qualification.

28/04/22 - 21/07/22

10:00 - 13:00

Stowmarket Learning Centre

‘Realise Futures has helped me to fill in the gaps in my knowledge and has been the first step in my long term goal to go in to further education and improve my employment prospects’



WORK SKILLS

CERTIFICATE IN HEALTH AND CARE: LEVEL 1

161HRS

This course will equip you with the skills and knowledge to start out in a successful career within the health and social care industry. A career working in health and social care is extremely rewarding as it covers a diverse range of different job roles; care worker, activities worker, housekeeping assistant, support worker, personal assistant and more. Successful completion of the course will provide learners with a pathway to apply for employment, an apprenticeship or to study at a higher level.

26/04/22 - 15/11/22

09:30 - 15:00

Online via Microsoft Teams

FOOD SAFETY FOR CATERING: LEVEL 2

7HRS

This is an essential course for anyone working or wanting to work in the catering and hospitality industries. The course will benefit anyone working where food is prepared, cooked and served. During the day you will discuss the importance of food safety and the systems, techniques and procedures involved. Current regulations and terminology will also be incorporated into the course and on successful completion you will gain a recognised qualification.

25/04/22

09:30 - 16:30

Stowmarket Learning Centre

WORK SKILLS



SKILL UP TO LOGISTICS

54HRS

This course follows on from the Introduction to Working in Logistics course and on successful completion of both you will be awarded the Gateway Level 1 Award for Logistics. Through a range of activities, research tasks and practical work you will:

- Develop an understanding of the importance of effective communication in the workplace and the different communication methods used at work.
- Develop the ability to plan an effective & efficient delivery route

25/04/22 - 23/05/22

10:00 - 14:30

Online via Microsoft Teams

**‘Thank you Realise Futures.
I have learnt a lot and built
my confidence’**



WORK SKILLS

HEALTH & SAFETY IN THE WORKPLACE: LEVEL 2

7.5HRS

This course will ensure that all employees are aware of their own safety and the safety of customers, colleagues and the public. During the day you will discuss and understand the principles of health and safety and accident prevention. Employers are responsible for safe and healthy workplace conditions and this course will give you the right knowledge and attitudes as well as a recognised qualification.

23/05/22

09:30 - 17:00

Stowmarket Learning Centre

INTRODUCTION TO FIRST AID

6HRS

This non-accredited course is useful for those who would like to develop their confidence to feel able to provide adequate and appropriate first aid, but do not need a qualification in the subject.

During the course you will learn a range of skills including:

- What do I need in a first aid box?
- Basic resuscitation

27/06/22

09:30 - 15:30

Stowmarket Learning Centre

Do you have a Learning Disability and/or Autism?

Do you need some support, advice or information?

Come along to one of our Walk-in Advice and Guidance sessions. There is no need to book an appointment. Our advisors will talk to you about what support you need.



Contact us to find out more about this service and what's happening in your local area...

 **Emma: 07738 704724**

 **Sam: 07592 382957**

 **www.realisefutures.org**

 **info@realisefutures.org**



A HELPING HAND

Learning for Families

We work in partnership with children's centres in Suffolk to provide a range of Early Years courses and workshops for parents/ carers and young children to enjoy together.

- Spend time and interact with other parents/carers on a range of activities.
- Look at ways to support the development of your children's language and communication skills.
- Discuss ways to support your children's personal and emotional development.

If you are interested in these courses, please speak to someone at your local children's centre or contact us directly.



A HELPING HAND



STRESS MANAGEMENT WORKSHOP

3HRS

Are you feeling stressed? During this three hour workshop you will have the opportunity to:

- Explain personal stress triggers.
- Explore coping strategies.
- Identify ways to help manage the stress in your life.

07/07/22

10:00 - 13:00

Bury Learning Centre

STRESS MANAGEMENT

10HRS

Stress! It affects us all and can have a damaging impact on our lives, our relationships and our health. During this course, which follows on from the workshop, you will:

- Identify stress factors in your life.
- Understand how stress is affecting you.
- Learn and practice some simple but effective mindfulness techniques to help manage your stress.

09/06/22 - 30/06/22

10:00 - 12:30

Bury Learning Centre

17/06/22 - 08/07/22

10:00 - 12:30

Stowmarket Learning Centre



A HELPING HAND

CONFIDENCE AND WELLBEING

10HRS

This ten hour course will give you the skills to build your confidence.

During the course you will explore:

- Your rights and responsibilities.
- Ways to improve self esteem.
- Assertiveness skills.
- Planning next steps and discovering opportunities.

06/05/22 - 27/05/22

10:00 - 12:30

Stowmarket Learning Centre

MIRROR IMAGE

3HRS

This workshop will give you the opportunity to discuss and explore the way we think and feel about ourselves. During the workshop you will have the opportunity to:

- Recognise positive aspects of self.
- Learn a technique to change your negative thinking.
- Address harsh self-judgement.

27/04/22

10:00 - 13:00

St Johns Centre, Bury St Edmunds

A HELPING HAND



Please register your interest in these courses at your local centre

GREEN BATHING WORKSHOP

Manage your stress by connecting with nature in the great outdoors.

LAUNCHPAD

On this course you will learn what is meant by 'confidence' and evaluate your own level of confidence and know how to make the most of yourself. You will discover how to recognise good mental health and ways to manage stress.

HYGGE WORKSHOP

The art of enjoying simple pleasures.

'I love my class, I love my teachers, my ME time'



A HELPING HAND

Please register your interest in these courses at your local centre

MEN'S MENTAL HEALTH

This workshop aims to support men to talk about men's mental health and wellbeing with information and learning activities. It will include signposting, identifying and breaking down barriers and stigma around mental ill health.

MONEY MANAGEMENT

The aim of this course is to introduce you to the skills required to empower you to live independently and have the confidence to make everyday decisions about your personal finances, thinking about choices and predicting consequences. You will develop an understanding of your personal finances, your income and personal/household expenditure

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my confidence'**

RF COACHING

DELIVERING WORK WELL SUFFOLK

**REALISE
FUTURES**

Developing your potential

SUPPORTING **YOU** IN LIFE & WORK

Providing personalised, one to one health, wellbeing, employability and skills support across the county.

Supporting people with autism, mental health and learning difficulties.



Helping improve personal abilities to move towards an employment goal.

Assessing individuals' needs to help determine the most suitable support services.



Personal coaches provide support across a broad range of areas.

GET IN TOUCH:

Email: coaching@realisefutures.org

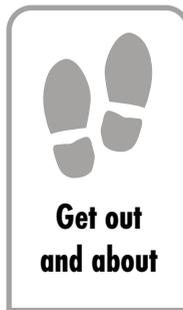
or call: 01473 275957

Do you have a Learning Disability and/or Autism?

Do you want to meet people in your local area?



Through our **Peer Support Groups**, we help people to get together to:



Contact us to find out more, or to talk to us about setting up Peer Support.

 **Emma: 07738 704724**

 **www.realisefutures.org**  **info@realisefutures.org**

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CONTACT US

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 **/RealiseFutures**

 **@RealiseFutures**



Education & Skills
Funding Agency