



**REALISE  
FUTURES**

Enhancing people's lives

**BURY ST EDMUNDS,  
STOWMARKET & NEWMARKET**

**AUTUMN  
TERM** 2022

Courses from **SEPT - DEC**



# HOW TO BOOK



Call us on 0300 456 2050 (local rate). Alternatively visit a centre and speak to a member of staff.



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



Many places on our courses are FREE so please contact us to see if you are eligible. Alternatively you can pay online at [rlearn.co.uk](http://rlearn.co.uk).



Start the course!  
We look forward to seeing you.

# OUR CENTRES...

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

## IPSWICH

Castle Hill Community Centre IP1 6DG  
Pemberton House Learning Centre IP1 2AQ

## BURY ST EDMUNDS

Learning Centre at Bury Library IP33 1TZ

## STOWMARKET

Stowmarket Learning Centre IP14 1AB

## LOWESTOFT

Lowestoft Learning Centre NR32 1PA

## NEWMARKET

Foley House Learning Centre CB8 0HY



**GET IN TOUCH**  
#learninginsuffolk



/RealiseFutures



@RealiseFutures



info@rlearn.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.

05/09/22 - 24/10/22	09:30 - 12:30	Bury Learning Centre
07/09/22 - 26/10/22	09:30 - 12:30	Stowmarket Learning Centre
08/09/22 - 27/10/22	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

05/09/22 - 16/01/23	13:00 - 16:00	Bury Learning Centre
07/09/22 - 18/01/23	13:00 - 16:00	Stowmarket Learning Centre

## **COMPUTER SKILLS FOR BEGINNERS: MOVING AHEAD 30HRS**

This course is aimed at those who can confidently use a computer, save files, send attachments and use Word and Excel. If you can confidently use a computer 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.

06/09/22 - 17/01/23	10:00 - 13:00	Stowmarket Learning Centre
08/09/22 - 19/01/23	13:00 - 16:00	Foley House, Newmarket
09/09/22 - 20/01/23	13:00 - 16:00	Bury Learning Centre

## **DIGITAL SKILLS FOR THE OFFICE: LEVEL 1 54HRS**

This course is aimed at those who have good keyboard, mouse and basic computer skills and wish to develop their knowledge in a range of software applications, including Microsoft Word, Excel and PowerPoint. On completion, you will receive the Level 1 Certificate in Vocational Studies.

08/09/22 - 19/01/23	09:30 - 12:30	Stowmarket Learning Centre
09/09/22 - 20/01/23	09:30 - 12:30	Bury Learning Centre



# WORK SKILLS



## INTRODUCTION TO WORKING IN LOGISTICS

**20HRS**

A career in logistics involves everything from driving and delivery to positions in IT, accounting, scheduling, warehousing and management. This course will introduce you to logistics, providing you with a fundamental appreciation and an awareness of roles, responsibilities and working practices within this growing sector.

12/09/22 - 03/10/22	09:30 - 14:30	Online via Microsoft Teams
21/11/22 - 12/12/22	09:30 - 14:30	Online via Microsoft Teams

## 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 gain a Level 1 Award in 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.

10/10/22 - 11/11/22	10:00 - 14:30	Online via Microsoft Teams
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## **DIGITAL JOURNALING: EMOTIVE COLOUR**

**18HRS**

This 7-week interactive online course will teach you how to use images and words in a creative way to record your own thoughts and experiences. We will explore the use of colour, the theory behind it, and it's use in expressing emotion and in creating impact.

07/09/22 - 19/10/22

12:30 - 15:00

Online via Microsoft Teams

## **DIGITAL JOURNALING: USING YOUR CREATIVE VOICE**

**18HRS**

Research has found improved creativity is great for your mental health and gives your thinking skills a workout. In this 7-week online course, we are going to use words, images and crafting to look at the world in different ways. Join our friendly group to share ideas, gain inspiration and meet people from across Suffolk. You'll need a computer or a tablet with access to Microsoft Teams, we can support you with this.

02/11/22 - 14/12/22

12:30 - 15:00

Online via Microsoft Teams

# WORK SKILLS

## LISTENING AND COUNSELLING WORKSHOP

3HRS

This workshop will provide you with a basic understanding of active listening skills. You will also get to know the difference between helping, advice-giving and counselling. Once you have attended this workshop, you will be able to progress onto the Award in Counselling Skills: Level 1 course.

07/09/22

10:00 - 13:00

Stowmarket Learning Centre

## AWARD IN COUNSELLING SKILLS: LEVEL 1

30HRS

This course follows on from the workshop and will enable you to develop your practical skills. On this course you will learn about:

- How listening and counselling can help the client with life issues
- The skills and theories used by counsellors
- How to show empathy in a counselling context
- How to practice active listening skills in a small group
- How to observe boundaries when using listening and counselling skills

14/09/22 - 23/11/22

10:00 - 13:00

Stowmarket Learning Centre

## **CERTIFICATE IN SKILLS FOR RETAIL: LEVEL 2**

**93HRS**

This course will prepare you for employment in the retail sector and covers the many important aspects of good practice in retail and customer service. Through a variety of tasks, investigations, and activities, you will create a portfolio of evidence from a wide range of subjects such as good customer service skills, consumer law, health and safety, retail selling skills, product knowledge and the importance of teamwork.

15/11/22 - 14/03/23

10:00 - 15:00

Online via Microsoft Teams

## **INTRODUCTION TO THE HEALTH AND CARE SECTOR**

**3HRS**

Have you considered working within the health and social care sector? This three-hour online workshop will identify if this vocation is for you. You will look at the skills and qualities required for working within this sector and identify your own transferrable skills. You will identify the range of opportunities within this growth area of employment.

06/12/22

10:00 - 13:00

Online via Microsoft Teams

A photograph of a baby sitting on a dark, textured rug in a bright room. The baby is wearing a striped long-sleeved shirt and is playing with a small xylophone. In the background, there is a window with a metal grate and a white laundry basket on a stand.

# A HELPING HAND


## Learning for Families

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

We also run courses for parents in primary schools to help them support their child's learning effectively. These are run in partnership with the schools.

- 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 family hub or child's school or contact us directly.

A close-up photograph of a person's arm and hand. The person is wearing a black watch with a white dial and a black strap. They are also wearing several colorful beaded bracelets on their wrist. The background is blurred.



# A HELPING HAND

## 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 you will:

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

03/11/22 - 24/11/22

10:00 - 13:00

Bury Learning Centre

## STRESS MANAGEMENT WORKSHOP

3HRS

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

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

13/10/22

10:00 - 13:00

Bury Learning Centre

14/10/22

10:00 - 13:00

Stowmarket Learning Centre

# A HELPING HAND

## CONFIDENCE AND WELLBEING

10HRS

This course will increase your understanding of assertiveness skills, and improve your levels of confidence and self-esteem for your well-being. You will identify the barriers to being more assertive and create an action plan to move forward in relation to confidence and assertiveness in your life.

08/09/22 - 29/09/22	10:00 - 12:30	Bury Learning Centre
09/09/22 - 30/09/22	10:00 - 12:30	Stowmarket Learning Centre
27/09/22 - 18/10/22	10:00 - 12:30	Foley House, Newmarket

## CONFIDENCE WORKSHOP

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06/09/22	10:00 - 13:00	Foley House, Newmarket
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## VOLUNTEERING FOR WELLBEING WORKSHOP

3HRS

Evidence shows that helping others can have a positive effect on your own mental health and wellbeing. On this workshop you will:

- Understand the positive impact of volunteering on your wellbeing and why doing good does you good.
- Explore different volunteering opportunities.
- Identify a next step to take towards volunteering for wellbeing.

06/10/22

10:00 - 13:00

Bury Learning Centre

**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.



# A HELPING HAND



Please register your interest in these courses at your local centre

## **HYGGE WORKSHOP**

The art of enjoying simple pleasures.

## **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.

## **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.

# 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:

A pink silhouette of two people, one standing and one sitting, embracing each other.

**Support each other**

Two blue speech bubbles, one overlapping the other.

**Share your experiences**

A yellow silhouette of two hands shaking in a firm grip.

**Make new friendships**

A green silhouette of a hand with the thumb pointing up, representing a thumbs up gesture.

**Be more confident**

A grey silhouette of two footprints, one in front of the other, representing walking or going out.

**Get out and about**

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

 **Emma: 07738 704724**

 **[www.realisefutures.org](http://www.realisefutures.org)**  **[info@realisefutures.org](mailto:info@realisefutures.org)**

**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](mailto:coaching@realisefutures.org)  
or call: 01473 275957



# 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](http://www.realisefutures.org)**

 **[info@realisefutures.org](mailto:info@realisefutures.org)**











# Education & Skills Funding Agency

**REALISE  
FUTURES**

Enhancing people's lives



## CONTACT US

 **0300 456 2050** (local rate)

 **[www.realisefutures.org](http://www.realisefutures.org)**

 **[info@rflern.co.uk](mailto:info@rflern.co.uk)**

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