



**REALISE
FUTURES**

Enhancing people's lives

IPSWICH

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.



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.

06/09/22 - 25/10/22	09:30 - 12:30	Castle Hill Community Centre
08/09/22 - 27/10/22	18:00 - 21:00	Castle Hill Community Centre
12/09/22 - 31/10/22	09:30 - 12:30	Pemberton House
03/11/22 - 22/12/22	18:00 - 21:00	Castle Hill Community Centre

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

20/09/22 - 31/01/23	09:30 - 12:30	Pemberton House
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COMPUTER SKILLS FOR BEGINNERS: MOVING AHEAD 30HRS

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.

20/09/22 - 31/01/23	13:00 - 16:00	Pemberton House
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DIGITAL SKILLS FOR THE OFFICE: LEVEL 1 54HRS

This course is aimed at those who have progressed through the Computer Skills for Beginners package - including Starting Out, Get Going and/or Moving Ahead – and wish to develop their knowledge in a range of software applications. On completion, you will receive the Level 1 Certificate in Vocational Studies.

05/09/22 - 16/01/23	09:30 - 12:30	Castle Hill Community Centre
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07/09/22 - 18/01/23	09:30 - 12:30	Pemberton House
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23/09/22 - 10/02/23	13:00 - 16:00	Pemberton House
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DIGITAL SKILLS

SAGE: BEGINNERS

15HRS

The most popular accounting software for small & medium businesses. If accounting or bookkeeping is something you do or want to do more efficiently then this is an excellent introduction. Learn what the software can do and how it can make your life so much easier than doing it by hand!

07/09/22 - 05/10/22

09:30 - 12:30

Castle Hill Community Centre

SAGE: LEVEL 2

15HRS

This course is designed for learners who have completed the 'Sage: Beginners' course or who have had previous experience using this software. On this course you will learn to:

- Create and setup companies, suppliers and ledger
- Stock control
- Ordering and invoicing
- Making payments and VAT
- Basic reporting

12/10/22 - 07/12/22

09:30 - 12:30

Castle Hill Community 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...

 **Rebecca: 07753 447607**

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

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

INTRODUCTION TO THE WORLD OF RETAIL

3HRS

Have you thought about a job in Retail but not sure what skills or experience you might need? Are you looking to return to work but need a refresher course or simply a change in jobs?

This introductory course has been designed to show you how to go about it and enable you to develop new skills and knowledge as well as giving those with some previous experience a positive update towards applying for new jobs.

13/09/22

10:00 - 13:00

Pemberton House

LEVEL 1 AWARD IN RETAIL, CUSTOMER SERVICE

30HRS

Thinking about a job in retail? This course will help you to develop your customer service skills through a range of activities such as:

- Good communication skills and the selling process.
- Product knowledge and the importance of stock control and pricing
- How to deal with customer complaints

20/09/22 - 01/11/22

09:30 - 14:30

Pemberton House

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 a small xylophone with wooden mallets. In the background, there is a white laundry basket and a window with a metal grate. The right side of the image is a solid yellow vertical bar containing text.

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

Please register your interest in this course at your local centre. We run this course online and from our learning centres.

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.

13/10/22

10:00 - 13:00

Castle Hill Community Centre

A HELPING HAND

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.

GREEN BATHING WORKSHOP

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

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.

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

Castle Hill Community Centre

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.

 **Rebecca: 07753 447607**

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



Education & Skills Funding Agency

**REALISE
FUTURES**

Enhancing people's lives



CONTACT US

 **0300 456 2050** (local rate)

 **www.realisefutures.org**

 **info@rflern.co.uk**

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