



**REALISE  
FUTURE**S

Enhancing people's lives

**BURY ST EDMUNDS,  
STOWMARKET & NEWMARKET**

**SPRING  
TERM** 2023

Courses from **JAN - APR**



# 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.



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



# 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.

04/01/23 - 01/03/23	09:30 - 12:30	Stowmarket Learning Centre
05/01/23 - 02/03/23	09:30 - 12:30	Foley House, Newmarket
06/02/23 - 17/04/23	13:00 - 16:00	Bury Learning 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

09/01/23 - 12/06/23	09:30 - 12:30	Bury Learning Centre
11/01/23 - 07/06/23	18:00 - 21:00	Online (via Microsoft Teams)

## 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.

23/02/23 - 13/07/23	09:30 - 12:30	Stowmarket Learning Centre
24/02/23 - 14/07/23	13:00 - 16:00	Bury Learning Centre

## DIGITAL SKILLS FOR THE OFFICE: LEVEL 2

**54HRS**

This course is aimed at those who have completed the 'Digital Skills for the Office' course at Level 1 and wish to further develop their knowledge and skills in a range of applications. Areas to study will include the following;

- Word Processing and Spreadsheet Software
- Presentation and Desktop Publishing Software
- Database Software and Improving Productivity Using IT

23/02/23 - 13/07/23	13:00 - 16:00	Stowmarket Learning Centre
24/02/23 - 14/07/23	09:30 - 12:30	Bury Learning Centre

# 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!

02/03/23 - 29/03/23

13:30 - 16:30

Stowmarket Learning Centre

## DIGITAL JOURNALING - EXPLORING THE SENSES

18HRS

This 7-week interactive online course is for anyone with an interest in exploring Creative Writing. You'll learn to use journal work to improve your writing and gain new ideas by discussing with other learners. We will be looking at how writers use the five senses in their work and think about how this can help us in our creativity.

11/01/23 - 01/03/23

12:30 - 15:00

Online via Microsoft Teams



# 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

# 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.

11/01/23

10:00 - 13:00

Conference Room, Bury Library

## LISTENING AND 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

18/01/23 - 29/03/23

10:00 - 13:00

Conference Room, Bury Library





## LISTENING AND COUNSELLING SKILLS: LEVEL 2

This course will introduce you to the use of counselling skills in everyday life and work and some of the approaches that underpin the use of these skills. On this course you will learn about:

- How to develop counselling skills
- Understand the different approaches involved in the use of counselling skills
- Appreciate the importance of self-development

Coming soon! Please register your interest in this course at your local centre.

## SKILLS FOR LOGISTICS

**54HRS**

This four-week L1 Award in logistics will provide an introduction to the growing world of logistics. You will explore various job roles within this sector such as delivery driver, route planner, warehouse manager and customer service assistant and develop knowledge and skills of route planning. This course has 2 sessions a week.

06/03/23 - 29/03/23

10:00 - 14:30

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 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 WORKSHOP

3HRS

Are you feeling stressed? During this three hour workshop we will explore causes of stress in our lives and ways to manage our stress.

09/02/23	10:00 - 13:00	Bury Learning Centre
10/02/23	10:00 - 13:00	Stowmarket Learning Centre
21/02/23	10:00 - 13:00	Foley House, Newmarket

## STRESS MANAGEMENT

10HRS

Would you like to feel less overwhelmed by stress in your life? On this course we will explore:

- The impact of stress
- Stress factors in our lives
- Ways to manage our stress
- Next steps following on from this course

24/02/23 - 17/03/23	10:00 - 12:30	Stowmarket Learning Centre
28/02/23 - 21/03/23	10:00 - 12:30	Foley House, Newmarket
02/03/23 - 23/03/23	10:00 - 12:30	Bury Learning Centre

# A HELPING HAND

## CONFIDENCE WORKSHOP

3HRS

This introductory three hour workshop will help you explore your personal barriers to confidence, and ways to help build your personal confidence.

10/01/23

10:00 - 13:00

Foley House, Newmarket

## CONFIDENCE AND WELLBEING

10HRS

This course will support you in better understanding how your personal wellbeing is affected by your levels of confidence and self-esteem. You will:

- Explore your personal levels of confidence and self-esteem
- Identify your barriers to feeling more confident
- Explore ways to build confidence and self-esteem, eg, assertiveness skills
- Create an action plan for continuing to build confidence and self-esteem in your life

12/01/23 - 02/02/23

10:00 - 12:30

Bury Learning Centre

13/01/23 - 03/02/23

10:00 - 12:30

Stowmarket Learning Centre

17/01/23 - 07/02/23

10:00 - 12:30

Foley House, Newmarket

**Please register your interest in these courses at your local centre**

### **VOLUNTEERING FOR WELLBEING WORKSHOP**

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

### **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 icon showing two stylized human figures, one slightly behind the other, in an embracing or supportive pose.

**Support each other**

A blue icon consisting of two overlapping speech bubbles, representing communication or sharing experiences.

**Share your experiences**

A yellow icon showing two hands shaking in a firm grip, symbolizing a new friendship or agreement.

**Make new friendships**

A teal icon of a hand with the thumb pointing up, representing a thumbs up or confidence.

**Be more confident**

A grey icon showing a set of footprints, symbolizing going out and about.

**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)**

# 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@rlearn.co.uk](mailto:info@rlearn.co.uk)**

 **[/RealiseFutures](https://www.facebook.com/RealiseFutures)**