



**REALISE  
FUTURE**S

Enhancing people's lives

**IPSWICH**

# **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

 /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

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.

09/01/23 - 13/03/23	10:00 - 13:00	Pemberton House
05/01/23 - 02/03/23	09:30 - 12:30	Castle Hill Community Centre
20/03/23 - 05/06/23	10:00 - 13:00	Pemberton House

## 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

06/01/23 - 02/06/23	12:30 - 15:30	Castle Hill Community Centre
11/01/23 - 07/06/23	18:00 - 21:00	Online (via Microsoft Teams)
21/02/23 - 18/07/23	09:30 - 12:30	Pemberton House

## 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.

21/02/23 - 18/07/23	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 good keyboard, mouse and basic computer skills. It is also suitable for 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, including Microsoft Word, Excel and PowerPoint.

27/02/23 - 24/07/23	09:30 - 12:30	Castle Hill Community Centre
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03/03/23 - 28/07/23	13:00 - 16:00	Pemberton House
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# DIGITAL SKILLS

## 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 develop their knowledge and skills in a range of applications while also gaining a formal Level 2 qualification. Areas to study will include the following;

- Word Processing and Spreadsheet Software
- Presentation and Desktop Publishing Software
- Database Software

27/02/23 - 24/07/23

13:00 - 16:00

Castle Hill Community Centre

03/03/23 - 28/07/23

09:30 - 12:30

Pemberton House



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

# WORK SKILLS



## 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

## 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





## INTRODUCTION TO HOSPITALITY WORKSHOP

**3HRS**

This course gives you the opportunity to cook a dish and to familiarise yourself with an industrial kitchen. The course will lead into the Level 1 Certificate in Hospitality, on which, you will prepare, plan and cook a range of meals. Develop your teamwork skills in a working hospitality environment.

20/01/23

09:30 - 12:30

Murrayside Community Centre

## AWARD IN HOSPITALITY: LEVEL 1

**50HRS**

This course gives you the opportunity to familiarise yourself and work within an industrial kitchen. During the course, you will prepare, plan, and cook a range of meals, take part in a pop-up lunch project, and develop your teamworking skills in a working hospitality environment. You will learn how to prepare, cook, and present simple dishes as well as the health, allergy, and safety elements of working in the industry. You will gain a range of skills, methods, and knowledge to help you in working, volunteering, or applying for jobs in hospitality.

27/01/23 - 31/03/23

09:15 - 15:15

Murrayside Community Centre

# WORK SKILLS

## 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.

10/01/23

10:00 - 13:00

Pemberton House

## CERTIFICATE IN HEALTH AND CARE: LEVEL 1

**161HRS**

This accredited course will equip you with the skills and knowledge to start out in a successful career within the health and social care industry. This course will provide you with the skills and knowledge to provide high standards of person-centered care for adults who access these services. The assessment for the course will consist of an e-portfolio, which you will be required to successfully complete to gain your Level 1 Certificate. This course has 2 sessions a week.

17/01/23 - 29/03/23

09:30 - 15:30

Castle Hill Community Centre



## 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

Castle Hill Community 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

18/01/23 - 29/03/23

10:00 - 13:00

Castle Hill Community Centre

# 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.

18/04/23

10:00 - 13:00

Pemberton House

## AWARD IN RETAIL SKILLS: LEVEL 1

**36HRS**

Thinking about a job in retail? This course will help you to develop your customer service skills through a range of activities such as identifying good customer service skills, the selling process, good communication skills, product knowledge and how to deal with customer complaints and the importance of stock control and pricing.

25/04/23 - 06/06/23

09:30 - 15:30

Pemberton House

**RF COACHING**

DELIVERING WORK WELL SUFFOLK

**REALISE  
FUTURES**

Enhancing people's lives

# 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

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 grille and a white laundry basket on the floor.

# 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 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

Pemberton House

## STRESS MANAGEMENT

10HRS

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

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

23/02/23 - 16/03/23

10:00 - 12:30

Pemberton House

# 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.

## **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.

**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.

### **HYGGE WORKSHOP**

The art of enjoying simple pleasures.

### **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

Pemberton House

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









# Education & Skills Funding Agency

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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)**

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