



**REALISE
FUTURES**

Enhancing people's lives

LOWESTOFT

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

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.

06/01/23 - 03/03/23	09:30 - 12:30	Lowestoft Learning Centre
09/01/23 - 06/03/23	09:00 - 12:00	Lowestoft Learning Centre
09/03/23 - 11/05/23	09:00 - 12:00	Lowestoft 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.
- Send emails with attachments
- Use the internet and search engines to find information.

09/01/23 - 12/06/23	12:30 - 15:30	Lowestoft Learning Centre
11/01/23 - 07/06/23	18:00 - 21:00	Online (via Microsoft Teams)
09/03/23 - 27/07/23	13:00 - 16:00	Lowestoft Learning Centre
13/03/23 - 31/07/23	09:30 - 12:30	Lowestoft Learning Centre

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.

27/02/23 - 24/07/23	13:00 - 16:00	Lowestoft Learning Centre
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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. On completion, you will receive the Level 1 Certificate in Vocational Studies.

28/02/23 - 18/07/23	13:00 - 16:00	Lowestoft Learning Centre
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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 and Improving Productivity Using IT
- Using Email

28/02/23 - 18/07/23

09:30 - 12:30

Lowestoft Learning Centre

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!

01/03/23 - 29/03/23

09:30 - 12:30

Lowestoft Learning Centre

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.

 **Debbie: 07738 704732**

 **Anita: 07598 582955**

 **www.realisefutures.org**

 **info@realisefutures.org**

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.

26/04/23

10:00 - 13:00

Lowestoft Learning Centre

CERTIFICATE IN 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

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.

09/01/23

10:00 - 13:00

Lowestoft Learning Centre

AWARD IN SKILLS FOR RETAIL: 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.

16/01/23 - 27/02/23

09:30 - 15:30

Lowestoft Learning Centre

WORK SKILLS

PREPARING FOR WORK IN CHILDCARE WORKSHOP

3HRS

On this workshop, you will gain an insight into what it is like working with children, and the value you can get from working in this sector. Following this session, you can progress onto the Level 1 course to further enhance your skills.

03/02/23

09:30 - 12:30

Lowestoft Learning Centre

CERTIFICATE IN SKILLS FOR CHILDCARE: LEVEL 1

70HRS

This course will give you a broad introduction to working in childcare, equipping you with the knowledge and skills specific to this sector. On this course you will cover:

- Working in early years settings and communicating with children
- Social, emotional & psychological development of young children
- Practical health & safety when with young children
- The value of play for babies and young children
- Assessing your own personal, learning and thinking skills

10/02/23 - 09/06/23

09:15 - 14:45

Lowestoft Learning Centre

CERTIFICATE IN SKILLS FOR CHILDCARE: LEVEL 2

114HRS

You must have previously completed Level 1 Childcare to attend this course. On this course you will cover:

- Child protection and safeguarding children
- Communicating with parents and carers
- Supporting children's or young peoples relationships
- Context, principles and values for children's and young people's settings

07/02/23 - 04/07/23 | 09:15 - 16:15

Lowestoft 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

WORK SKILLS

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

MINDFUL PHOTOGRAPHY

18HRS

Mindfulness is a process which stills our minds. Our smartphones are always with us and can be used as a creative tool to develop attention and imagination. Join us on our six-week course and learn to be in the present moment while creating great photography.

08/03/23 - 26/04/23 | 10:00 - 13:00 | Lowestoft Learning Centre

INTRODUCTION TO HORTICULTURE

3HRS

This workshop will provide an insight to the world of horticulture, its many benefits and work opportunities. Following a demonstration, you will participate in a practical activity in creating a planted arrangement. No previous experience required.

28/02/23

10:00 - 13:00

Lowestoft Learning Centre

L1 AWARD IN HORTICULTURE

If you love the outdoors and want to learn more about growing your own produce and enjoy getting stuck in, then this course is for you.

This accredited course provides an introduction to the horticulture sector. You will work on a practical project 'The Allotment' and will gain knowledge and experience of planning according to the seasons, sowing seeds, propagation, planting vegetables, flowers, and herbs. Allotment preparation and maintenance will be integral to the project.

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

WORK SKILLS

OUTDOOR SKILLS - CRAFTING FROM NATURE

20HRS

This course encourages you to go outdoors, observe your surroundings and create decorative and useful items out of natural materials that we find around us. We will gather materials on walks around the varied landscapes that this area offers, including beaches, woodland and farm hedgerows. We will then craft items that you can keep or even gift to a friend. Throughout the course there will be an emphasis on the positive effect that being outdoors and using our creativity can have on our mental health and well-being.

11/01/23 - 08/02/23

10:00 - 14:00

Lowestoft Learning Centre

OUTDOOR SKILLS - REALISE FUTURES SPRING WATCH

20HRS

On this course you will look for local plants and animals in and around the Lowestoft area. Many plants will be starting to emerge, trees will begin to grow new leaves, and birds and other animals will begin to look for a mate. You will examine how to be more successful at locating wildlife and how to avoid detection when observing.

01/03/23 - 29/03/23

10:00 - 14:00

Lowestoft Learning Centre



OUTDOOR SKILLS – WALKING AND CAMPING

20HRS

If you enjoy being outside, keeping healthy and enjoy a challenge, then this course is for you! Over 5 weeks you will learn how to use a map and compass to follow a walking route, experience putting up a tent, eat food that you have heated over a camping stove and practice packing your bag ready for a long-distance walk.

19/04/23 - 16/05/23

10:00 - 14:00

Lowestoft Learning Centre

CERTIFICATE IN HOSPITALITY: LEVEL 2

120HRS

During this course, 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 the hospitality industry.

You will need to have completed our Level 1 Hospitality course or have experience in working in a kitchen.

18/01/23 - 05/07/23

09:15 - 15:45

Kirkley Centre, Lowestoft



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.

22/02/23

10:00 - 13:00

Lowestoft Learning Centre

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

01/03/23 - 22/03/23

10:00 - 12:30

Lowestoft Learning Centre

GREEN BATHING WORKSHOP

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

A HELPING HAND

CONFIDENCE AND WELLBEING WORKSHOP

3HRS

This introductory three hour workshop will help you:

- Explore your personal barriers to confidence
- Explore ways to help build your personal confidence
- Identify a next step following on from the workshop

11/01/23

10:00 - 13:00

Lowestoft Learning Centre

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

18/01/23 - 08/02/23

10:00 - 12:30

Lowestoft Learning Centre

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.

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.

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
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...

 **Debbie: 07738 704732**  **Anita: 07598 582955**
 **www.realisefutures.org**  **info@realisefutures.org**



Education & Skills Funding Agency

**REALISE
FUTURES**

Enhancing people's lives



CONTACT US

 **0300 456 2050** (local rate)

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 **info@rlearn.co.uk**

 **/RealiseFutures**