



**REALISE
FUTURES**

Enhancing people's lives

LOWESTOFT

SUMMER TERM 2023

Courses from **APRIL - JULY**

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.

www.realisefutures.org

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

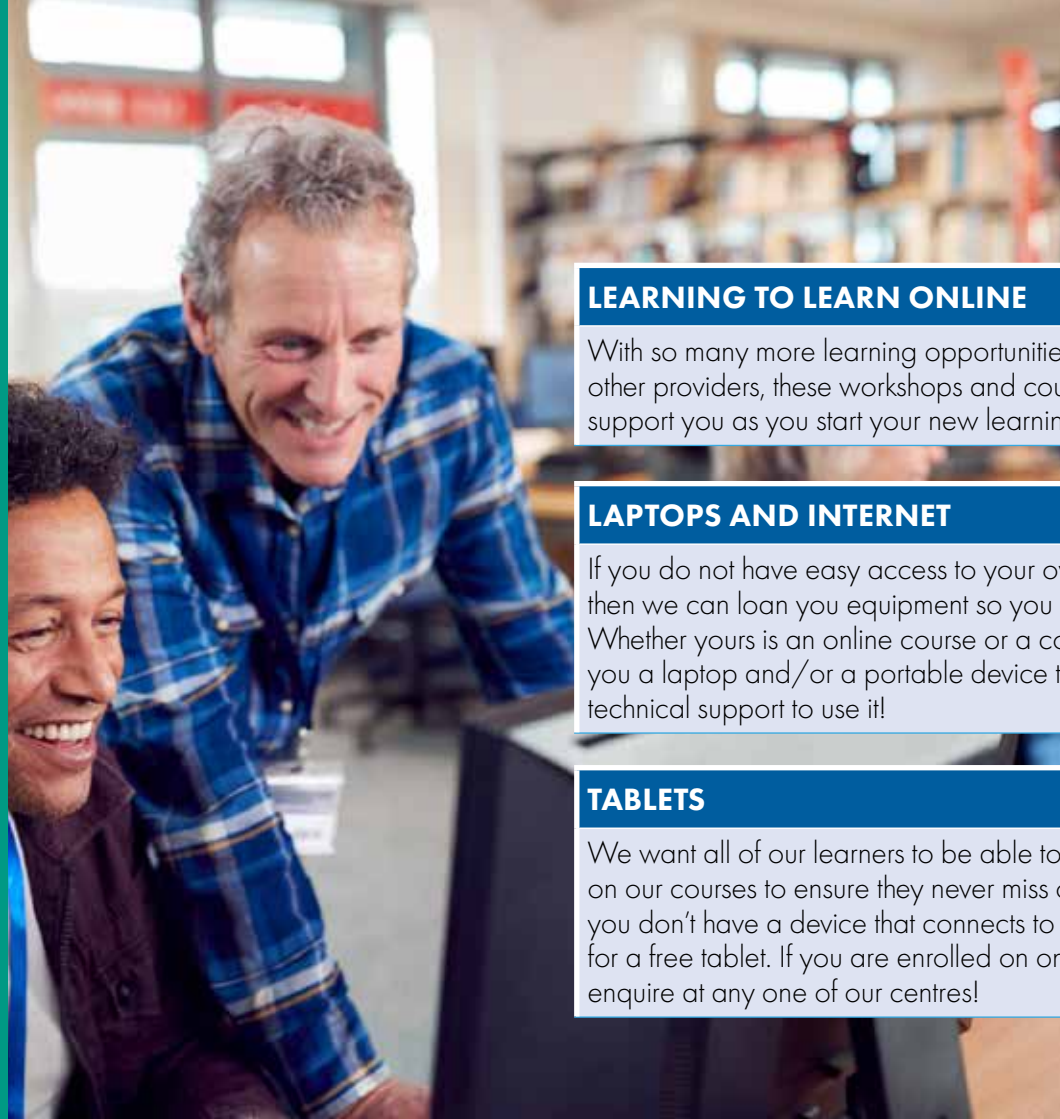
We have courses in English and maths, which will help you develop your confidence and skills, as well as gaining a qualification.

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.

17/04/23 -26/06/23 09:00 - 12:00 Lowestoft Learning Centre

18/05/23 - 13/07/23 09:00 - 12:00 Lowestoft Learning Centre

SAGE: LEVEL 2 24HRS

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.

26/04/23 - 21/06/23 09:30 - 12:30 Lowestoft Learning Centre

The following courses will be starting in September, please get in touch to register your interest.

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

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.

SAGE: BEGINNERS 15HRS

The most popular accounting software for small and 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!

DIGITAL SKILLS

The following courses will be starting in September, please get in touch to register your interest.

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.

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

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:



Support each other



Share your experiences



Make new friendships



Be more confident



Get out and about

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

AWARD IN COUNSELLING SKILLS

30HRS

This works Are you considering moving into a Career in Counselling?

This course will help you gain more understanding of counselling and listening skills.

Come along, explore, and develop your skills and theoretical knowledge.

Develop your practical skills in active listening and counselling skills.

Attending the 3-hour workshop will help you prepare for this course.

03/05/23 - 12/07/23

10:00 - 13:00

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

04/05/23 - 13/07/23

09:15 - 14:45

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 - 17/05/23

10:00 - 14:00

Lowestoft Learning Centre

WORK SKILLS

GREENHOUSE GARDENING - STARTING OUT

3HRS

This three-hour 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. Find out more about our Allotment plot and our Level 1 Horticulture course.

09/05/2023	10:00 - 13:00	Realise Futures Allotment
04/07/2023	10:00 - 13:00	Realise Futures Allotment

RAISED BED GARDENING

3HRS

Raised beds come in many shapes and forms and can be adapted to fit any outdoor space. This 3-hour workshop at our allotment will introduce you to the advantages of raised bed gardening. You will learn how to locate and fill a raised bed, what to grow and when to sow and plant and how to care for your raised bed system. We will look at companion planting to deter pests and increase flavours and the benefits of crop rotation.

11/05/2023	10:00 - 13:00	Realise Futures Allotment
06/07/2023	10:00 - 13:00	Realise Futures Allotment

FIELD TO FORK

3HRS

Try something new! Come and join us and sample this FREE experience. Sample soup made from raw ingredients cooked at our allotment in Lowestoft.

- Live cookery demonstration and free soup!
- Find out what has been happening on the allotment this year
- Meet our Tutors and Volunteers

07/06/2023	10:00 - 13:00	Realise Futures Allotment
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SUSTAINABILITY WORKSHOP

3HRS

On this 3 -hour workshop based at our allotment you will learn how to make the most from your waste material, reduce your impact on the environment and money at the same time. Examine how far our food travels to reach us and consider the benefits of growing our own. Look at how we can produce food in harmony with nature and produce a simple insect habitat and wormery.

25/04/2023	10:00 - 13:00	Realise Futures Allotment
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COME AND JOIN US ON OUR ALLOTMENT OPEN DAY!

Have a tour around the plot, meet the tutor, the volunteers and some of our learners. Discover what we grow and the benefits the allotment can bring to you. Try some free homemade vegetable soup and hot pot cooked on site. Find out about our workshops and outdoor skills courses starting this summer!

05/05/2023	11:00 - 14:00	Plot 46, Field View Drive
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A baby with light hair, wearing a striped long-sleeved shirt and dark pants, is sitting on a dark grey rug. The baby is holding a wooden toy mallet and appears to be playing. In the background, there is a window with a white frame and a white laundry basket on a light-colored 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 showing several hands of different skin tones. One hand is holding a small, dark, round object, possibly a piece of food or a small toy. The background is blurred, showing what appears to be a person's legs in blue jeans.

A HELPING HAND

Please register your interest in these courses at your local centre

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.

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

CONFIDENCE IN USING A SLOW COOKER

3HRS

This initial workshop will introduce you to using a slow cooker, its benefits in reducing costs in energy use and ingredients. During this workshop you will look at the difference between using a conventional oven and slow cooker and how to find or adapt recipes.

A HELPING HAND

Please register your interest in these courses at your local 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

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

CONFIDENCE TO DEAL WITH EVERYDAY BUDGETING

3HRS

The aim of this workshop is to build your confidence to make everyday decisions about your personal finances. Through this workshop we will explore personal and household expenditure, building on personal budgeting skills, reducing anxiety around changes that may impact on your financial situation, we will discuss money saving tips and simple changes we can all make that can reduce our outgoings

HYGGE WORKSHOP

3HRS

The art of enjoying simple pleasures.

GREEN BATHING WORKSHOP

3HRS

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



Do you have a Learning Disability and/or Autism?

NOTES

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)

 www.realisefutures.org

 info@rflern.co.uk

 /RealiseFutures