



**REALISE
FUTURES**

Enhancing people's lives

IPSWICH

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

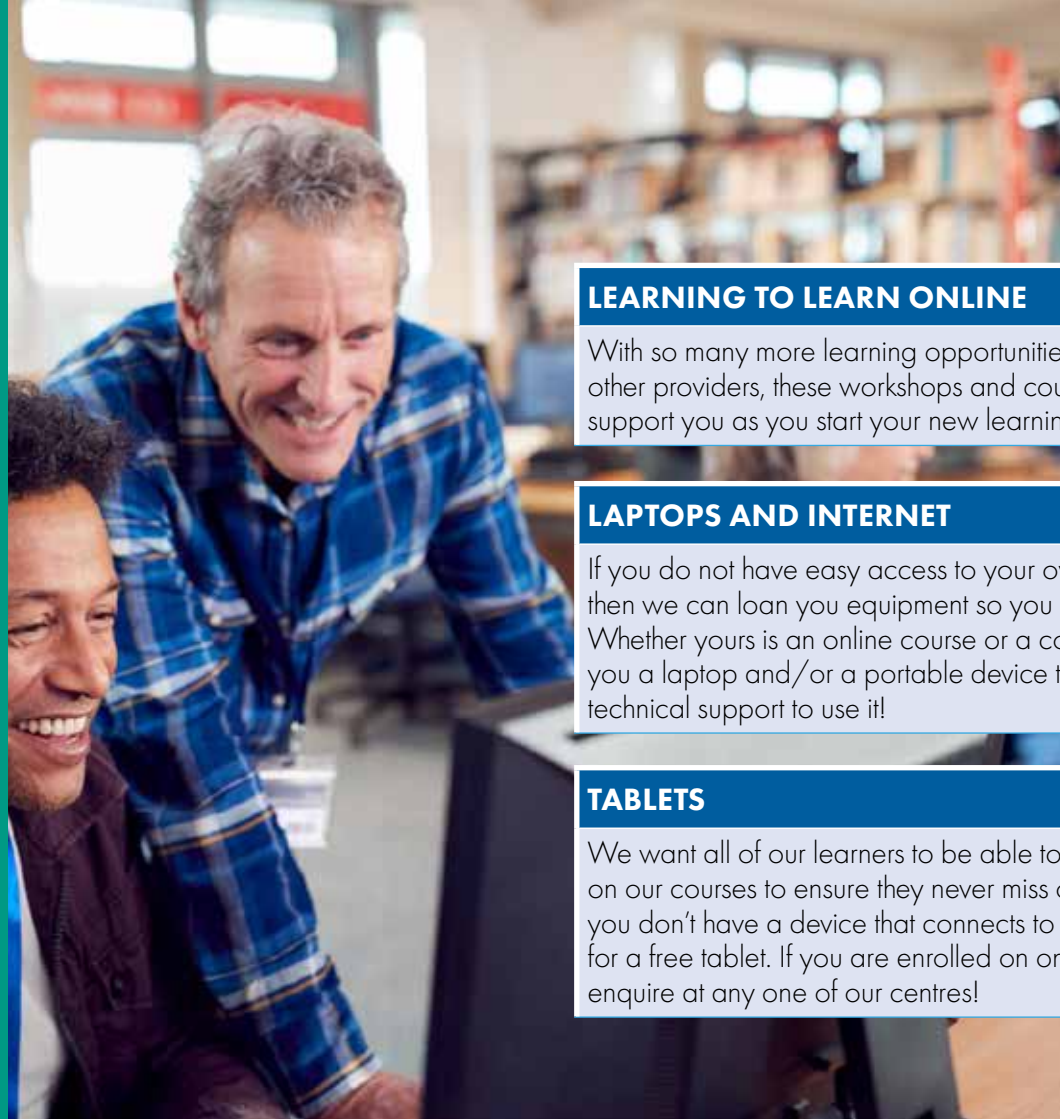
We have courses in English and maths, which will help you develop your confidence and skills, as well as gaining a qualification.

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.

18/05/23 - 13/07/23	09:30 - 12:30	Castle Hill Community Centre
08/06/23 - 27/07/23	12:30 - 15:30	Pemberton House
12/06/23 - 31/07/23	10:00 - 13:00	Pemberton House

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.

19/04/23 - 14/06/23	13:30 - 16:30	Castle Hill Community Centre
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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

SKILLS IN CYBERSECURITY: LEVEL 1

30HRS

This short six-session course will combine theory and practical activities - including guest visits from those working in Cybersecurity to get you started in exploring different types of cybercrime and how you can enhance cybersecurity at home and at work. During the course, you will develop a short portfolio of evidence which, on completion, will result in a certificate in 'Gateway Level 1 Award in Cybersecurity'.

07/06/23 - 12/07/23

10:00 - 15:00

Pemberton House

BUSINESS AND ADMINISTRATION: LEVEL 1

On this course you will learn the essential skills required to start a career in Business and Administration. You will complete multiple units to achieve the Gateway Level 1 Certificate, where you will learn how to:

- Create business documents.
- Use effective customer service skills.
- Use office equipment.
- Support business meetings.

Coming Soon! Please get in touch to register your interest.

WORK SKILLS

INTRODUCTION TO HOSPITALITY WORKSHOP

3HRS

This workshop 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. Create a pop-up lunch event for family/friends. Develop your teamwork skills in a working hospitality environment.

19/05/2023

10:00 - 15:00

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 the hospitality industry.

09/06/23 - 21/07/23

09:15 - 15:45

Murrayside 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

GET SET FOR WORK

3HRS

Are you ready for work but not sure what to do? This short course is designed to help you with the essentials for job searching, applying for jobs and how to prepare for an interview.

04/05/2023

10:00 - 13:00

Pemberton House

SKILLS FOR LOGISTICS: LEVEL 1

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.

05/06/23 - 28/06/23

10:00 - 14:30

Pemberton House

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.

19/05/23

09:30 - 12:30

Murrayside Community Centre

CUSTOMER SERVICE SKILLS

3HRS

Thought about working retail but not sure if you have the right skills? On this course you will discover the skills and experience you already have and learn more about retail towards applying for new employment.

27/04/2023

10:00 - 13:00

Pemberton House

LOGISTICS AND STOCK CONTROL

5HRS

Considering working in a warehouse or becoming a delivery driver? To find out more join the Logistics and Stock Control course and discover the new employment opportunities available in this growth sector.

11/05/2023

10:00 - 15:00

Pemberton House

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.

02/05/2023

10:00 - 13:00

Castle Hill Community Centre

INTRODUCTION TO CREATIVE DIGITAL DESIGN

5HRS

Looking for a new job and have computer skills? Come and join this new Skills for Digital Design course and explore new ideas and develop your skills, find out about new job opportunities in the area and turn your new skills into a job!

25/05/2023

10:00 - 15:00

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.

09/05/23 - 19/07/23

09:30 - 15:30

Castle Hill Community Centre

SKILLS FOR CREATIVE DIGITAL DESIGN

50HRS

There is a growing demand for creative people in industry with good design skills. This 6-week course will introduce you to the many ways design is used in business and the range of jobs from graphic design to window display, to packaging design to creating websites. Develop your design skills using different media such as software to create, manipulate and edit your own work. You will learn how to present and promote your work and investigate suitable jobs in this sector.

08/06/23 - 11/07/23

10:00 - 15:00

Pemberton House

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	09:30 - 12:30	Pemberton House
18/04/23	13:00 - 16:00	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
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Multiply SUFFOLK



Multiply Suffolk is here to deliver bespoke coaching, training and mentoring to support you into learning and employment across Suffolk. Multiply Suffolk will provide opportunities for you to improve your knowledge, understanding and use of maths in daily life: at home, in learning and in work.

Our dedicated team of Coaches can:

- **Support** to engage with education, employment and training.
- **Improve** numeracy, money management and budgeting skills.
- **Encourage** career progression whilst in employment.
- **Promote** independence, choice and wellbeing.
- **Empower** you to remove barriers to employment and gain a numeracy qualification.

We can help if you:

- Are aged 19+
- Live in a Suffolk postcode area
- Do not hold a Level 2 qualification or above in Numeracy

☎ 01473 275957

✉ coaching@realisefutures.org



A baby in a striped shirt sits on a dark rug, holding a drumstick. In the background, a white laundry basket is visible near a window with a metal grate.

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 of several hands of different skin tones being held together in a supportive gesture. One person is wearing a black watch and another is wearing a beaded bracelet.

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.

GREEN BATHING WORKSHOP

3HRS

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

HYGGE WORKSHOP

3HRS

The art of enjoying simple pleasures.



Do you have a Learning Disability and/or Autism?

Do you want to meet people in your local area?



NOTES

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.

 **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)

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 info@rflern.co.uk

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