



**REALISE  
FUTURES**

Enhancing people's lives

**BURY ST EDMUNDS,  
STOWMARKET & NEWMARKET**

**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](http://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

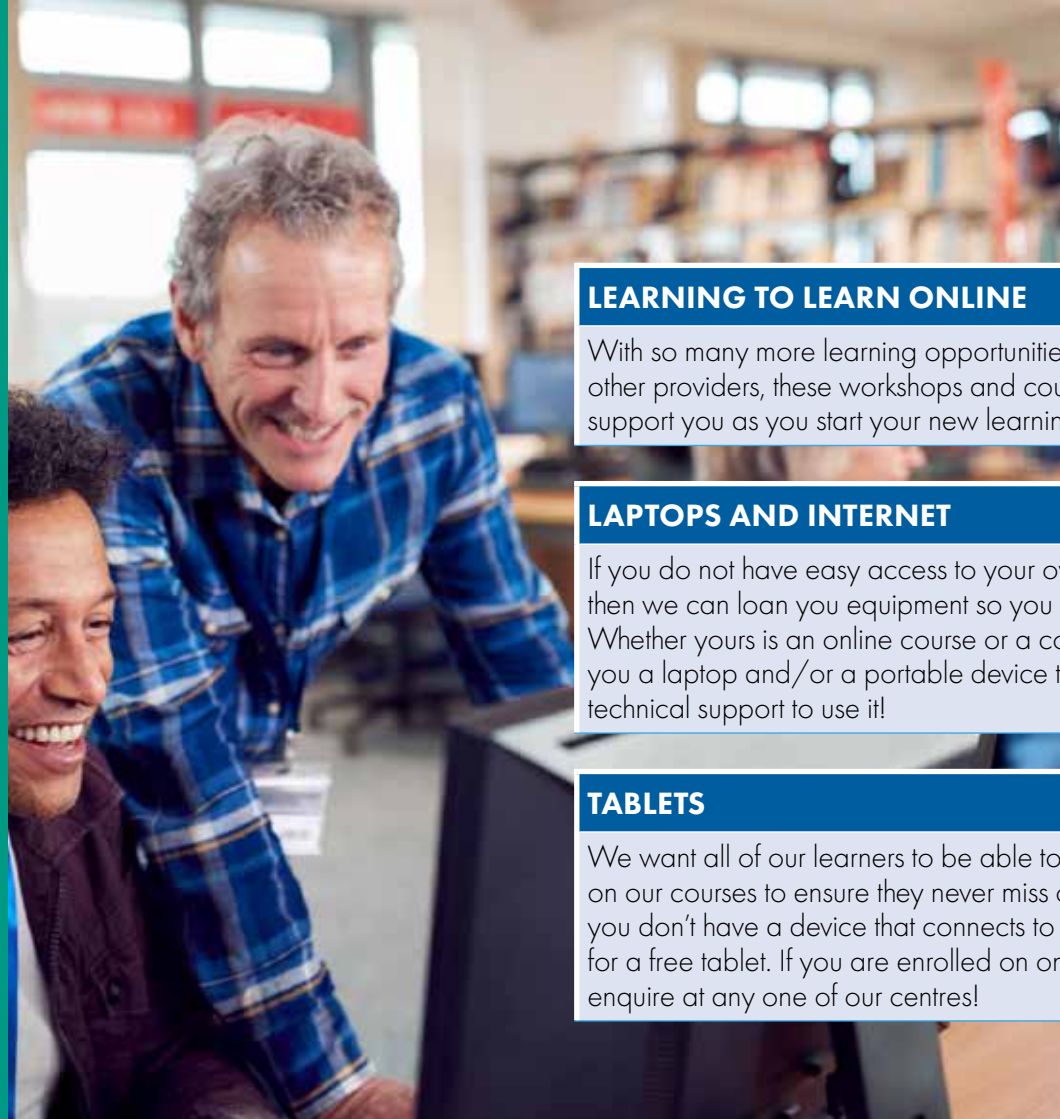
We have courses in English and maths, which will help you develop your confidence and skills, as well as gaining a qualification.

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

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.

19/04/23 - 14/06/23	09:30 - 12:30	Stowmarket Learning Centre
22/05/23 - 24/07/23	09:30 - 12:30	Bury 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!

## 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.



# 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

# 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](mailto:coaching@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.

20/04/2023

10:00 - 13:00

Bury Learning Centre

## INTRODUCTION TO THE HEALTH AND CARE SECTOR

3HRS

Have you considered working within the health and social care sector? This short three-hour 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. This workshop will introduce a progression pathway with the L1 Certificate in Health and Care course.

16/05/2023

10:00 - 13:00

Bury 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.

 **Emma: 07738 704724**

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



# 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

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.











# Education & Skills Funding Agency

**REALISE  
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Enhancing people's lives



## CONTACT US

 **0300 456 2050** (local rate)

 [www.realisefutures.org](http://www.realisefutures.org)

 [info@rflern.co.uk](mailto:info@rflern.co.uk)

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