

LOOKING FOR NEW DIRECTION?

REALISE
FUTURE=S

Enhancing people's lives

WE CAN HELP YOU ON YOUR
NEW CAREER JOURNEY...



**AUTUMN
TERM 2023**

BURY ST EDMUNDS
STOWMARKET
NEWMARKET

**MANY
COURSES
FREE***
*SUBJECT TO
QUALIFYING





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 while 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 up to and including Level 2.

Please note that you must attend a Get Ready session before being placed on a course. Get Ready sessions will run 3 times a year ready for the next intake.





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!

ESOL COURSES

ENGLISH FOR
SPEAKERS OF
OTHER
LANGUAGES

TAKE YOUR NEXT STEPS TO SUCCESS



ESOL Skills for Life



UK Life and Work Skills



Personal and Social Skills



Progression (E3 and L1)



Vocational Courses (L2)



Contact us to discuss
how you can take
your first step.

TAKE YOUR NEXT STEPS TO SUCCESS

STEP 1

You'll have a **full skills assessment** at a Get Ready session, plus an informal chat with our team.

STEP 2

If you're accepted on the programme our team will **suggest which courses** you'll need to take to progress.

STEP 3

You'll **begin one or more of our courses** below to help you on your journey...

ESOL Skills for Life



Develop your English language skills – for Adult learners living in the UK who need English language skills for everyday life, for further study or for employment. You will learn all the essential skills in reading, writing, speaking and listening.

Progression



Our progression courses will help you take the next step into further education or rewarding employment. Grow your confidence and expand your knowledge to either advance your career, develop skills for volunteering or prepare yourself to take part in community projects.

UK Life and Work Skills



Learn all about the key aspects of British society, to help you in life and work.

Personal and Social Skills



Develop the skills you need to become confident living in your local community.

Vocational Courses



Learn practical skills, focussed on a particular job or role, that will get you ready for the workplace.

DIGITAL SKILLS

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.

| | | |
|---------------------|---------------|----------------------------|
| 07/09/23 - 01/02/24 | 13:00 - 16:00 | Stowmarket Learning Centre |
|---------------------|---------------|----------------------------|

| | | |
|---------------------|---------------|----------------------|
| 08/09/23 - 26/01/24 | 09:30 - 12:30 | Bury Learning Centre |
|---------------------|---------------|----------------------|

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

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|---------------------|---------------|----------------------------|
| 07/09/23 - 01/02/24 | 09:30 - 12:30 | Stowmarket Learning Centre |
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| 08/09/23 - 26/01/24 | 13:30 - 16:30 | Bury Learning Centre |
|---------------------|---------------|----------------------|

COMPUTER SKILLS FOR BEGINNERS: STARTING OUT

24HRS

On this course, you will learn the essentials to get you started in creating simple documents, sending emails and searching for information online and using the internet safely.

06/09/23 - 01/11/23

09:30 - 12:30

Stowmarket Learning Centre

09/10/23 - 18/12/23

09:30 - 12:30

Bury Learning Centre

COMPUTER SKILLS FOR BEGINNERS: GET GOING

54HRS

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

04/09/23 - 22/01/24

13:00 - 16:00

Bury Learning Centre

COMPUTER SKILLS FOR BEGINNERS: MOVING AHEAD

54HRS

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 level 1 qualification.

05/09/23 - 23/01/24

09:30 - 12:30

Stowmarket Learning Centre

WORK SKILLS



INTRODUCTION TO THE HEALTH & 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.

08/08/23

10:00 - 13:00

Bury Learning Centre

13/09/23

10:00 - 13:00

Bury Learning Centre

CERTIFICATE IN SKILLS FOR HEALTH & CARE: LEVEL 1

161HRS

This accredited course aims to equip all learners with the skills and knowledge to start out in a successful career within the health and social care industry. The course will provide you with the skills and knowledge to provide high standards of person-centered care for adults who access these services. This course is delivered two days a week over ten weeks.

This course consists of nine modules, which will be delivered using a range of presentation styles and fun activities in the sessions for learners to engage in.

19/09/23 - 29/11/23

09:30 - 15:30

Active Business 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:



Support each other



Share experiences



Make new friends



Be more confident



Get out and about

Contact us to find out more, or to talk to us about setting up Peer Support.

 **Emma: 07738 704724**

 **www.realisefutures.org**  **info@realisefutures.org**

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 holding a wooden drumstick. In the background, there is a window with a metal mesh and a white laundry basket. The right side of the image is a solid yellow vertical bar containing text.

A HELPING HAND

Learning in 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.

| | | |
|------------|---------------|----------------------------|
| 20/09/2023 | 10:00 - 13:00 | Stowmarket Learning Centre |
| 19/10/2023 | 10:00 - 13:00 | Bury Learning Centre |

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 and ways to manage our stress
- Next steps following on from this course

| | | |
|---------------------|---------------|----------------------------|
| 04/10/23 - 18/10/23 | 10:00 - 13:30 | Stowmarket Learning Centre |
| 09/11/23 - 30/11/23 | 10:00 - 12:30 | Bury Learning Centre |

Please register your interest in this course at your local centre

GREEN BATHING WORKSHOP

3HRS

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

A HELPING HAND

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

14/09/23 - 05/10/23

10:00 - 12:30

Bury Learning Centre

01/11/23 - 22/11/23

10:00 - 12:30

Stowmarket Learning Centre

WINTER WELLBEING WORKSHOP

3HRS

On this workshop you will have the opportunity to explore some wellbeing tips and identify activities for personal wellbeing over the winter months.

07/12/2023

10:00 - 13:00

Bury Learning Centre

08/12/2023

10:30 - 13:30

Stowmarket Learning Centre

HYGGE WORKSHOP

3HRS

The art of enjoying simple pleasures.

Please register your interest in these courses at your local centre

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 the 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. During this workshop we will explore personal and household expenditure, build on personal budgeting skills and reduce anxiety about changes that might have an impact on your financial situation. We will also discuss tips for saving money and simple changes you can make to reduce your outgoings.

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.

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...

 **Emma: 07738 704724**

 **Sam: 07592 382957**

 **www.realisefutures.org**

 **info@realisefutures.org**



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





Education & Skills
Funding Agency



CONTACT US

 **0300 456 2050** (local rate)

 **www.realisefutures.org**

 **info@rflearn.co.uk**

 **/RealiseFutures**

**REALISE
FUTURES**

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