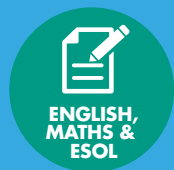


LOOKING FOR NEW DIRECTION?

REALISE
FUTURE'S

Enhancing people's lives

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



AUTUMN
TERM 2023

IPSWICH





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

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 and using the internet safely.

04/09/23 - 23/10/23	10:00 - 13:00	Pemberton House
04/09/23 - 23/10/23	13:30 - 16:30	Pemberton House
07/09/23 - 26/10/23	09:30 - 12:30	Castle Hill Community Centre
30/10/23 - 18/12/23	10:00 - 13:00	Pemberton House
30/10/23 - 18/12/23	13:30 - 16:30	Pemberton House
02/11/23 - 21/12/23	09:30 - 12:30	Castle Hill Community 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.
- Send emails with attachments
- Use the internet and search engines to find information

15/09/23 - 26/01/24	09:00 - 12:00	Castle Hill Community Centre
21/09/23 - 08/02/24	12:30 - 15:30	Pemberton House
26/09/23 - 06/02/24	09:30 - 12:30	Pemberton House

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.

26/09/23 - 06/02/24	13:00 - 16:00	Pemberton House
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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.

04/09/23 - 22/01/24	13:00 - 16:00	Castle Hill Community Centre
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08/09/23 - 26/01/24	09:30 - 12:30	Pemberton House
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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

04/09/23 - 22/01/24	09:30 - 12:30	Castle Hill Community Centre
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08/09/23 - 26/01/24	13:15 - 16:15	Pemberton House
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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!

06/09/23 - 11/10/23	13:30 - 16:30	Castle Hill Community Centre
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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**

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.

08/09/2023

09:30 - 12:30

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.

15/09/23 - 27/10/23

09:15 - 15:45

Murrayside Community Centre

SKILLS FOR WORKING AS A BUSINESS ADMINISTRATOR

70HRS

On this 10-week course you will learn the essential skills required to start a career in Business Administration and Retail. You will complete multiple units to achieve the Gateway Level 1 Certificate, including Digital Marketing, Customer Service Skills, and Communication Skills for Work. In addition, you will get an opportunity to put your new skills to the test in a Realise Futures learning centre office!

15/01/24 - 25/03/24

09:30 - 16:30

Pemberton House

“I was able to attend an interview with new confidence and managed to get the job I had applied for.”

WORK SKILLS

INTRODUCTION TO LOGISTICS

3HRS

Are you interested in a job in logistics?

The growing world of logistics offers a wide range of jobs that could be ideal for you.

If you would like to explore working in a new role as a delivery driver, route planner, warehouse manager or customer service assistant, sign up for the Skill Up to Logistics course that will help you to develop the essential skills needed to work in logistics.

You will learn about route planning and technical skills, use of effective written and spoken communication skills and how to develop your organisational skills ready to look for jobs in the logistics world.

07/09/23

10:00 - 13:00

Pemberton House

“I love my class, I love my teacher, my ME time!”



SKILLS FOR LISTENING & COUNSELLING WORKSHOP

3HRS

Are you considering moving into a career in Counselling?

This will offer you an opportunity to explore working in a role which involves active listening and counselling.

Try the workshop and if you enjoy it, you can find out about the Level 1 course.

18/09/23

10:00 - 13:00

Castle Hill Community Centre

LISTENING & COUNSELLING SKILLS: LEVEL 1

30HRS

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 practical skills in active listening and theoretical knowledge of counselling.

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

25/09/23 - 04/12/23

10:00 - 13:00

Castle Hill Community Centre

WORK SKILLS

CERTIFICATE IN SKILLS FOR HEALTH AND CARE: LEVEL 2 117HRS

The Level 2 Certificate in Health and Care will provide you with the skills, knowledge, and expertise to embark on a successful career working across the Health and Care sector.

The smile and that special thank you receive from patients you look after, make working in Health and Social care extremely rewarding, and you will get an incredible sense of fulfilment and purpose. Upon successful completion of the Level 2 Certificate in Health and Care, you will be able to apply for a wide range of job roles across the sector.

12/09/23 - 12/12/23

09:30 - 15:30

Castle Hill Community Centre

SKILLS FOR LOGISTICS: LEVEL 1

54HRS

This course 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.

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.

12/09/23

10:00 - 13:00

Pemberton House

CERTIFICATE IN SKILLS FOR RETAIL: LEVEL 2

93HRS

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
- The importance of stock control and pricing

You will also cover the legal aspects of customer service such as Health and Safety in the Workplace and Consumer Law.

19/09/23 - 12/12/23

09:30 - 16:00

Pemberton House

WORK SKILLS



SKILLS FOR DIGITAL DESIGN WORKSHOP

3HRS

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!

Coming soon! Please register your interest in this course at your local 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.

Coming soon! Please register your interest in this course at your local 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**



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.

07/09/23

10:00 - 13:00

Castle Hill Community 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

14/09/23 - 05/10/23

10:00 - 12:30

Castle Hill Community Centre

Please register your interest in this course at your local centre

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

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. On this course 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

02/11/23 - 23/11/23

10:00 - 12:30

Castle Hill Community Centre

Please register your interest in this course 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

WINTER WELLBEING WORKSHOP

4HRS

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

13/12/23

10:00 - 14:30

Pemberton House

14/12/23

10:00 - 13:00

Castle Hill Community Centre

Please register your interest in these courses at your local centre

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.

“Coming along to the course gave me a purpose for the first time in a long time”

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.

 **Rebecca: 07753 447607**

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



Education & Skills
Funding Agency



CONTACT US

 **0300 456 2050** (local rate)

 **www.realisefutures.org**

 **info@rflearn.co.uk**

 **[/RealiseFutures](https://www.facebook.com/RealiseFutures)**

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