

# LOOKING FOR NEW DIRECTION?

**REALISE  
FUTURE'S**

Enhancing people's lives

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



**SPRING  
TERM 2024**  
LOWESTOFT





# 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!

**“I have been using my laptop more at home with confidence”**

# 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.

08/01/24 - 04/03/24	09:00 - 12:00	Lowestoft Learning Centre
29/01/24 - 25/03/24	12:30 - 15:30	Lowestoft 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

28/02/24 - 17/07/24	09:30 - 12:30	Lowestoft Learning Centre
29/02/24 - 18/07/24	09:00 - 12:00	Lowestoft Learning Centre

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

## 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.

27/02/24 - 16/07/24

10:00 - 12:30

Lowestoft Learning Centre

## 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.

27/02/24 - 16/07/24

13:00 - 16:00

Lowestoft Learning Centre

**“The course made me more confident in using a computer and I learnt how to use things I struggled with before.”**

# 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

27/02/24 -16/07/24

09:30 - 12:30

Lowestoft Learning Centre

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



# 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...

 **Debbie: 07738 704732**

 **Anita: 07598 582955**

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

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

# WORK SKILLS

## SKILLS FOR LISTENING AND COUNSELLING WORKSHOP 3HRS

This workshop will provide you with a basic understanding of active listening skills. You will also get to learn the difference between helping, giving advice and counselling.

Once you have attended this workshop, you will be able to progress onto the Award in Counselling Skills: Level 1 course.

10/01/24

10:00 - 13:00

Lowestoft Learning Centre

## AWARD IN 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 skills and theoretical knowledge. Develop your practical skills in active listening and counselling. Attending the 3-hour workshop will help you prepare for this course.

17/01/24 - 27/03/24

10:00 - 13:00

Lowestoft Learning Centre

**“I have got out more and met more people”**

## 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 for learners to engage in.

09/01/24 - 24/04/24

09:30 - 15:30

Online via Microsoft Teams

## AWARD IN HOSPITALITY (PART B) - LEVEL 1

50HRS

This course gives you the opportunity to familiarise yourself with and work in an industrial kitchen. During the course, you will plan, prepare and cook a range of dishes, and cook for an invited guest. You will develop your teamwork skills within a hospitality environment.

You will learn how to identify allergens, about health and safety considerations and stock rotation. You will also plan, budget for and produce dishes which will meet a range of different nutritional needs.

10/01/24 - 28/02/24

09:30 - 15:30

The Kirkley Centre, Lowestoft

**“I have prepared more meals at home for my partner and kids ”**

# WORK SKILLS

## REALISE FUTURES SPRING WATCH

20HRS

Spring is an exciting time of year where plants and animals start to adapt to longer days and warmer temperatures. We will look and listen to how birds and other animals change their behaviour in response to the close of winter and consider the reasons why. We will also examine the life cycle of plants and consider how spring is like a new beginning for many species of flora.

17/04/24 - 15/05/24

10:00 - 14:00

Lowestoft Learning Centre

## CAPTURING THE OUTDOORS

20HRS

This course will take place outdoors, as much as the weather allows, and encourages you to carefully observe your surroundings in a way that most of us don't while we are out during our busy lives. Our varied coastline has a myriad of features, often indicating powerful natural forces or our own maritime link with the sea. We will try to observe these and capture their images with one photograph chosen for each walk that we take. Learners will be encouraged to use their own cameras/phones, although we can supply basic digital cameras. A reasonable level of fitness is desirable as some of the walks will be along unsurfaced paths.

10/01/24 - 07/02/24

10:00 - 14:00

Lowestoft Learning Centre

## INTRODUCTION TO THE ALLOTMENT

3HRS

Working outdoors with plants has numerous wellbeing benefits. Come and join this short workshop which will introduce you to our allotment plot at Field View Drive. Discover the range of produce we grow, and the maintenance jobs carried out to care for the allotment throughout the seasons. Find out more about the upcoming Horticulture course: The Allotment - Sow and Grow.

07/03/2024	10:00 - 13:00	Realise Futures Allotment
12/03/2024	10:00 - 13:00	Realise Futures Allotment

## THE ALLOTMENT - SOW & GROW

30HRS

This Horticulture course will introduce you to basic, practical horticulture techniques as well as the wellbeing benefits of working outdoors. This 10-week practical course is based at our Realise Futures allotment in Field View Drive, Lowestoft. Practical tasks will include preparing the land/soil, sowing a range of seeds, growing on, planting out and maintenance tasks. If you enjoy being outdoors and are interested in growing vegetables, herbs, flowers, and fruit then this course is for you. You will receive an inhouse certificate on successful completion of the course and gain either pass, merit or distinction.

14/03/24 - 23/05/24	10:00 - 13:00	Realise Futures Allotment
19/03/24 - 28/05/24	10:00 - 13:00	Realise Futures Allotment

**“I have grown in confidence”**

# WORK SKILLS

## 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, how to deal with customer complaints and the importance of stock control and pricing.

11/03/24 - 29/04/24

10:00 - 16:00

Lowestoft Learning Centre

## ORIENTEERING

**20HRS**

This course will provide you with the skills necessary to navigate a route in both an urban and rural environment. We will learn how to read an Ordnance Survey map, use a hand-held compass, make use of GPS technology, and use some basic phone applications such as OS locate and What-Three-Words. You will use these skills to navigate your way around routes set in various environments. A reasonable level of fitness is desirable, although we will have plenty of opportunity to take a rest as we make our way through each orienteering course.

28/02/24 - 27/03/24

10:00 - 14:00

Lowestoft Learning Centre



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** you to engage with education, employment and training.
- **Improve** your 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**



Department  
for Education





A photograph of a baby sitting on a grey shaggy rug, seen from behind. The baby is wearing a striped long-sleeved shirt and is holding a wooden toy. In the background, there is a window with a white lattice pattern and a white laundry basket on a wooden floor.

# 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. On these courses you will:

- Spend time and interact with other parents/carers on a range of activities.
- Look at ways to support the development of your child's language and communication skills.
- Discuss ways to support your child'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.



# 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.

 **Debbie: 07738 704732**

 **Anita: 07598 582955**

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

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

# 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

## 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 HOUSEHOLD BUDGETING WORKSHOP**

**10HRS**

The aim of this 10 hour course is to build your confidence to make everyday decisions about your personal finances. On this course 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 your outgoings.

## **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, e.g. assertiveness skills
- Create an action plan for continuing to build confidence and self-esteem in your life

## **CONFIDENCE IN USING A SLOW COOKER WORKSHOP**

**10HRS**

This 10 hour course will introduce you to using a slow cooker and its benefits in reducing costs. You will learn how to adapt recipes using a slow cooker instead of an oven. As the cost of living increases this course will highlight an alternative way to cook family meals in a cost effective way. Upon completion of the course, you will be gifted a slow cooker.



Education & Skills  
Funding Agency



## CONTACT US

 **0300 456 2050** (local rate)

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

 **[info@rflearn.co.uk](mailto:info@rflearn.co.uk)**

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

**REALISE  
FUTURES**

Enhancing people's lives