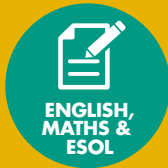


LOOKING FOR NEW DIRECTION?

REALISE
FUTURE'S

Enhancing people's lives

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



**AUTUMN
TERM 2024**

LOWESTOFT

**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

 /RealiseFutures

 info@rlearn.co.uk

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.

06/08/24 - 10/09/24	9:30 - 1:30	Lowestoft Learning Centre
06/09/24 - 25/10/24	9:30 - 12:30	Lowestoft Learning Centre
06/09/24 - 25/10/24	1:00 - 4:00	Lowestoft Learning Centre
16/09/24 - 11/11/24	9:00 - 12:00	Lowestoft Learning Centre
16/09/24 - 11/11/24	12:30 - 3:30	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
- Send emails with attachments
- Use the internet and search engines to find information

17/09/24 - 04/02/25	9:00 - 12:00	Lowestoft Learning Centre
18/11/24 - 31/03/25	9:00 - 12:00	Lowestoft Learning Centre
18/11/24 - 31/03/25	12:30 - 3:30	Lowestoft 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.

17/09/24 -04/02/25

12:30 - 3:30

Lowestoft Learning 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!

05/09/24 - 21/11/24

9:30 - 4:30

Lowestoft Learning Centre

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

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. On completion, you will receive the Level 1 Certificate in Vocational Studies.

11/09/24 - 29/01/25

12:30 - 3:30

Lowestoft 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

11/09/24 - 29/01/25

9:00 - 12:00

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** 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

FOOD SAFETY IN CATERING: LEVEL 2

7HRS

This is an essential course for anyone working or wanting to work in the catering and hospitality industries. The course will benefit anyone working where food is prepared, cooked and served.

13/08/2024

9:30 - 4:30

Lowestoft Learning Centre

HEALTH AND SAFETY IN THE WORKPLACE: LEVEL 2

7.5HRS

This course will ensure that all employees are aware of their own safety and the safety of customers, contractors and the public. Employers are responsible for safe and healthy workplace conditions and this will give you the right knowledge and attitudes.

06/08/2024

9:30 - 5:00

Lowestoft Learning Centre

**“Since attending my course
I’ve got confidence to do more
learning.”**

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 for a total of 26 sessions.

This course consists of nine modules, which will be delivered using a range of presentation styles and fun activities for learners to engage in. Laptop loans are available on request.

12/09/24 - 19/12/24

9:30 - 3:30

Online via Microsoft Teams

CERTIFICATE IN SKILLS FOR HEALTH & 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” that 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. Laptop loans are available on request.

12/09/24 - 30/01/25

9:30 - 3:30

Online via Microsoft Teams

WORK SKILLS

INTRODUCTION TO SUPPORTING TEACHING

48HRS

This course will support anyone who wishes to gain basic skills for assisting in a classroom environment. You will gain skills in classroom management, planning, assessing and feedback. You will learn about some of the theory based around teaching and how to motivate learners. You will also look at barriers to learning and how they can be overcome to support a learner's journey.

Laptop loans are available on request.

10/10/24 - 12/12/24

9:30 - 3:30

Online via Microsoft Teams

CERTIFICATE IN COUNSELLING SKILLS: LEVEL 2

60HRS

This course will help you gain more understanding of the role of a counsellor and of the therapeutic relationship. In order to enrol, you must have successfully completed a Level 1 Counselling course.

On this course you will learn and do the following:

- Basic theoretical concepts
- Skills practice to gain more self-awareness
- The importance of boundaries and ethics

11/09/24 - 18/12/24

10:00 - 2:30

Lowestoft Learning Centre

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.

04/11/24 - 09/12/24

10:00 - 4:00

Lowestoft Learning Centre

INTRODUCTION TO 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.

21/10/24

10:00 - 1:00

Lowestoft Learning Centre

WORK SKILLS

PREPARING FOR WORK IN CHILDCARE WORKSHOP

3HRS

This is an exciting introduction to the world of working in an early years setting.

You will explore your own pathway and gain practical knowledge and skills for working confidently with children.

19/11/24

9:30 - 12:30

Lowestoft Learning Centre

CERTIFICATE IN SKILLS FOR CHILDCARE: LEVEL 1

70HRS

This course will give you a broad introduction to working in childcare, equipping you with the knowledge and skills specific to this sector.

This course takes place 2 days a week and you will cover:

- Working in early years settings and communicating with children
- Social, emotional & psychological development of young children
- Practical health & safety when with young children
- The value of play for babies and young children
- Assessing your own personal, learning and thinking skills

22/11/24 - 21/01/25

9:00 - 2:30

Lowestoft Learning Centre

CERTIFICATE IN SKILLS FOR CHILDCARE: LEVEL 2

114HRS

You must have previously completed Level 1 Childcare to attend this course. This course takes place 2 days a week and you will cover:

- Child protection and safeguarding children
- Basic first aid principles
- Communicating with parents and carers

10/09/24 - 15/11/24

9:15 - 3:45

Lowestoft Learning Centre

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.

02/12/24

10:00 - 1:00

Lowestoft Learning Centre

“I have used my skills to help with my new job”

WORK SKILLS

DIGITAL PHOTOGRAPHY - LEARNING TO SEE

20HRS

Think you need an expensive camera to take good photographs? If you have a bridge camera, a point and shoot, or a smart phone this course will teach you otherwise. We will look at the different genres of photography, learn how to create a good image, and set you on your way towards building a collection of photos to be proud of. We can loan you a tablet if you need one.

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

BIRDS IN THE WILD

20HRS

Norfolk and Suffolk offer some of the best places in the whole of the UK for birdwatching. Spring and Autumn are when we find our summer/winter visitors arriving or leaving and it is not unusual to find rare birds passing through on their migration journeys.

On this course we will be visiting and walking through areas, looking for birds and learning how to identify them, using a written guide, from their physical characteristics and audible calls. You will need a reasonable level of fitness, sturdy footwear and, given this is England, a light waterproof jacket.

11/09/24 - 09/10/24

10:00 - 2:00

Various outdoor locations

THE ALLOTMENT CHANGING SEASONS

30HRS

If you enjoy a challenge, being outside and keeping healthy, or want to improve your health and wellbeing then this course is for you! This is a practical hands-on course that will teach you some of the basic skills needed to create and maintain an allotment plot.

As we move from Summer into Autumn it is the main harvest time on the allotment, also a time to dig and clear plots to sow and plant winter hardy crops and green manures. No previous experience required but a willingness to participate in a range of outdoor activities. You will be enrolled for one of the course dates listed below, attending either on a Tuesday or a Thursday.

10/09/24 - 19/11/24	10:00 - 1:00	Realise Futures Allotment
12/09/24 - 28/11/24	10:00 - 1:00	Realise Futures Allotment

CRAFTING FROM NATURE

20HRS

This course encourages you to go outdoors, observe your surroundings and create decorative and useful items out of natural materials that we find around us. We will gather materials on walks around the varied landscapes that this area offers, including beaches, woodland and farm hedgerows.

We will then craft items that you can keep or even gift to a friend. Throughout the course there will be an emphasis on the positive effect that being outdoors and using our creativity can have on our mental health and well-being.

06/11/24 - 04/12/24	10:00 - 2:00	Lowestoft Learning Centre
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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.

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**

 **info@realisefutures.org**

A HELPING HAND

Upcoming courses! Register your interest to be notified when courses begin

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. During the course you will explore your personal levels of confidence and self-esteem and identify your barriers to feeling more confident. We will explore ways to build confidence and self-esteem, eg, assertiveness skills and create an action plan for continuing to build confidence and self-esteem in your life.

STRESS MANAGEMENT

10HRS

Would you like to feel less overwhelmed by stress in your life? On this course we will explore different stress factors in our lives and the impact of stress. We will explore ways to manage our stress and identify next steps following on from this course.

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

CONFIDENCE IN USING A SLOW COOKER

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; 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 to keep.

CONFIDENCE TO DEAL WITH EVERYDAY HOUSEHOLD BUDGETING

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.

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. We will explore different volunteering opportunities and identify a next step to take towards volunteering for wellbeing. At the end of the workshop your tutor can talk to you about the follow on 10hr course, Volunteering for Wellbeing.

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**  **info@realisefutures.org**



Education & Skills
Funding Agency



CONTACT US

 **0300 456 2050** (local rate)

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 info@rflern.co.uk

 /RealiseFutures

**REALISE
FUTURES**

Enhancing people's lives