

# LOOKING FOR NEW DIRECTION?

REALISE THE  
FUTURE'S

Enhancing people's lives

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



**SUMMER  
TERM 2025**

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



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”**

# 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

## GET READY FOR DIGITAL SKILLS

3HRS

Get Ready for Digital Skills is a short assessment session which will allow you, and us, to understand your current skill level and learning goals. The assessment will take roughly 45 minutes, and on completion, we will explain the courses that are available and then guide you on which is best for you to start your digital journey.

17/07/25	1:30 - 2:30	Bury Learning Centre
17/07/25	2:45 - 3:45	Bury Learning Centre

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



A photograph of three people sitting around a table in a meeting. On the left, a woman with short blonde hair and glasses, wearing a purple sweater, is smiling. In the center, a man with grey hair, wearing a blue plaid shirt, is also smiling. On the right, a woman with long dark hair, wearing a grey top, is smiling. They appear to be in a collaborative work environment.

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

### **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.

### **DIGITAL SKILLS FOR THE OFFICE: LEVEL 2**

**18HRS**

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

# WORK SKILLS

## INTRODUCTION TO STARTING YOUR OWN BUSINESS

3HRS

This three-hour workshop will help you take the first steps toward starting your own business. You will learn how to create a simple business plan, understand your customers, and explore ways to market your business. We'll also introduce key financial planning skills to help you get started. With practical advice and support, this session will build your confidence and give you the knowledge to take the next step in your business journey.

07/05/25

10:00 - 1:00

Active Business Centre, Bury St Edmunds

## 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.

17/06/25

10:00 - 1:00

Active Business Centre, Bury St Edmunds

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

## **INTRODUCTION TO SKILLS FOR WORKING AS A BUSINESS ADMINISTRATOR**

**3HRS**

This introductory workshop will identify if this vocation is for you. You will explore the job opportunities available within the Business and Administration sector, identify what communication skills you consider to be important, and will focus on your interests and aspirations for starting a career pathway with the Skills for Working as a Business Administrator Level 1 course.

06/05/25

10:00 - 1:00

Active Business Centre, Bury St Edmunds

## **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!

13/05/25 - 19/08/25

10:00 - 3:30

Active Business Centre, Bury St Edmunds

# WORK SKILLS

## 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 workshop 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.

23/04/25

10:00 - 1:00

Active Business Centre, Bury St Edmunds

## AWARD IN RETAIL SKILLS: LEVEL 1 NCFE

**36HRS**

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.

14/05/25 - 25/06/25

10:00 - 4:00

Active Business Centre, Bury St Edmunds

## **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. 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.

15/5/25 - 10/7/25

09:30 - 15:30

Online via Microsoft Teams

## **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.

02/06/25

10:00 - 1:00

Active Business Centre, Bury St Edmunds

# WORK SKILLS

## SKILLS FOR LOGISTICS: LEVEL 1

54HRS

This four-week course in logistics follows on from the 'Introduction to Logistics' workshop and 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.

Register your interest to be notified when this course begins.

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

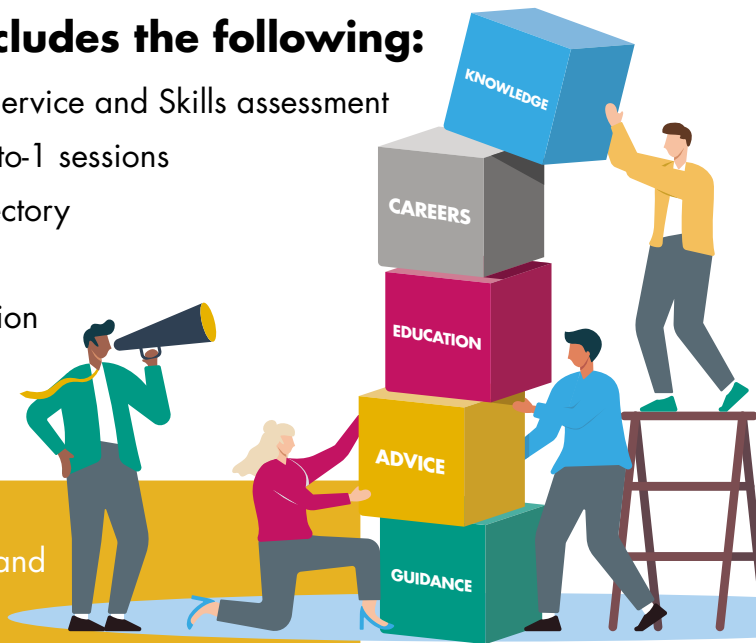
OUR ADVISOR...

# REBECCA WEBB HEATH

Meet Rebecca in one of your courses to discuss your options

## Our service includes the following:

- National Careers Service and Skills assessment
- Futures for you – 1-to-1 sessions
- Realise Futures Directory
- Volunteering
- Local jobs information
- Indeed job search
- Apprenticeships



Careers, Education,  
Information Advice and  
Guidance Advisor

📞 07753 447607

✉ [Rebecca.Webb-Heath@realisefutures.org](mailto:Rebecca.Webb-Heath@realisefutures.org)

**REALISE**  
**FUTURES**

Enhancing people's lives

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 white lattice pattern 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:



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

On completion of this course you will be gifted a slow cooker! The course gives you the opportunity to keep practicing at home and building on knowledge and skills gained on the course including: how to use a slow cooker; the cost benefits; the health and wellbeing benefits and healthy recipes that you could try yourself at home on completion of the course and receipt of your slow cooker.

## **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.

## ANGLIA CARE TRUST

Offer support to male and female victims of domestic abuse and provide accommodation for victims who are not eligible for traditional refuges.

**Telephone:** 0800 977 5690

**Web:** [angliacaretrust.org.uk/services/community-safety](http://angliacaretrust.org.uk/services/community-safety)

## SAMARITANS

Provide emotional support to anyone struggling to cope, in emotional distress, or at risk of suicide.

**Telephone:** 116 123

**Web:** [www.samaritans.org](http://www.samaritans.org)

## RELATE

Provide advice and counselling on marriage LGBT issues, divorce and parenting.

**Telephone:** 0300 100 1234

**Web:** [www.relate.org.uk](http://www.relate.org.uk)

## FOOD BANKS

Find a foodbank in Suffolk by searching on the Suffolk Infolink website.

**Web:** [infolink.suffolk.gov.uk](http://infolink.suffolk.gov.uk)

## CITIZENS ADVICE

Offer confidential advice online, over the phone, and in person, for free.

**Telephone:** 0800 144 8848 (England)

**Web:** [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk) (Online chat service provided)

## TURNING POINT

We work with people who need support with drug and alcohol use, mental health, unemployment issues and people with a learning disability.

**Telephone:** 0300 123 0872

**Web:** [www.turning-point.co.uk](http://www.turning-point.co.uk)

## DEBT SUPPORT TRUST

Debt Support Trust is a not-for-profit debt advice charity with trained, friendly debt advisors who can advise you on suitable debt solutions.

**Telephone:** 0800 085 0226

**Web:** [www.debtsupporttrust.org.uk](http://www.debtsupporttrust.org.uk)

## NATIONAL CAREERS SERVICE

Provide information, advice and guidance to help you make decisions on learning, training and work. We help with CVs, action plans & course searches.

**Telephone:** 0800 100 900 (Regional contact centre)

**Web:** [www.nationalcareersservice.gov.uk](http://www.nationalcareersservice.gov.uk)

# 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**

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





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)

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