

LOOKING FOR NEW DIRECTION?

**REALISE
FUTURE**

Enhancing people's lives

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



**AUTUMN
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



/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”

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

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.

Register your interest to be notified when this course begins

Our digital courses include:



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.

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
- 

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.

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



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

02/09/2025

09:30 - 12:30

Microsoft Teams

SKILLS FOR WORKING IN 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

09/09/25 - 16/12/25

09:15 - 2:15

Microsoft Teams

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.

04/11/25

10:00 - 1:00

The Active Business Centre, Bury
St Edmunds

SKILLS FOR WORKING AS A BUSINESS ADMINISTRATOR

70HRS

On this 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!

11/11/25 - 17/02/26

10:00 - 3:30

The Active Business Centre,
Bury St Edmunds

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

WORK SKILLS

INTRODUCTION TO STARTING YOUR OWN BUSINESS

3HRS

This workshop offers an overview of what the longer course involves, including exploring business ideas, understanding the skills needed to run a business, and identifying potential risks and opportunities. You'll have the chance to ask questions and decide whether the full course is the right next step for you.

03/09/25

10:00 - 1:00

The Active Business Centre,
Bury St Edmunds

SKILLS FOR DEVELOPING YOUR OWN BUSINESS

40HRS

Thinking about working for yourself but not sure where to start? Whether you've got a business idea or just want to explore if self-employment is right for you, this course will help you take those first steps. You'll discover what it takes to run a business, reflect on your skills and strengths, and explore realistic ideas with support and feedback. By the end, you'll have a clearer sense of whether self-employment suits you and a simple plan to help you move forward with confidence.

15/10/25 - 03/12/25

9:30 - 3:00

The Active Business Centre,
Bury St Edmunds



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'.

11/09/2025

10:00 - 1:00

The Active Business Centre,
Bury St Edmunds

AWARD IN COUNSELLING SKILLS: LEVEL 1

30HRS

If you have already completed the Listening and Counselling workshop and would like to learn more, then this accredited Level 1 course will challenge your beliefs, concepts, and values, as you gain theoretical knowledge and develop your practical skills in active listening and counselling.

15/09/25 - 24/11/25

10:00 - 1:00

The Active Business Centre,
Bury St Edmunds

"I felt far more confident after taking the course and have decided to carry on with my learning."



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**  **info@realisefutures.org**

HEALTH AND WELLBEING

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 course is to build your confidence to make everyday decisions about your personal finances. 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.

AWARD IN MENTAL HEALTH AWARENESS: LEVEL 1

18HRS

Your tutor will take you through a variety of learning activities such as group discussion, workbooks, practical activities, pair work, and independent research. You will explore:

- What is meant by mental health
- Some of the social and personal effects of mental ill health
- Some of the responses to mental health issues
- The impact of cultural diversity in relation to mental health issues

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

SAMARITANS

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

Telephone: 116 123

Web: www.samaritans.org

RELATE

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

Telephone: 0300 100 1234

Web: www.relate.org.uk

FOOD BANKS

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

Web: 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 (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

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

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

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**  **info@realisefutures.org**

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



**REALISE
FUTURES**

Enhancing people's lives

Are you inactive, unemployed or in Adult Social Care?

**Do you have physical health or wellbeing support
needs or is English your second language?**

Suffolk Bright Futures is a county wide project providing a learning and employment coaching service.

We deliver 1-2-1 coaching and dedicated support to people who have multiple barriers to learning and/or employment.

Coaching support will create clearer pathways towards progression opportunities including:

- Further learning
- Employment



01473 275957



coaching@realisefutures.org

NOTES

This image shows a single page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, leaving small margins at the top and bottom. There are no vertical margin lines, and the paper is completely blank except for the lines.



Department
for Education



CONTACT US

 **0300 456 2050** (local rate)

 **www.realisefutures.org**

 **info@rflearn.co.uk**

 **/RealiseFutures**

**REALISE
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