

LOOKING FOR NEW DIRECTION?

**REALISE
FUTURE**

Enhancing people's lives

**START WHERE YOU ARE, WE'LL
HELP YOU MOVE FORWARD**



**AUTUMN
TERM 2026**

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

 /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.

Speak to us about the next session running near you.

Our digital courses include:



STARTING OUT IN DIGITAL SKILLS

24HRS

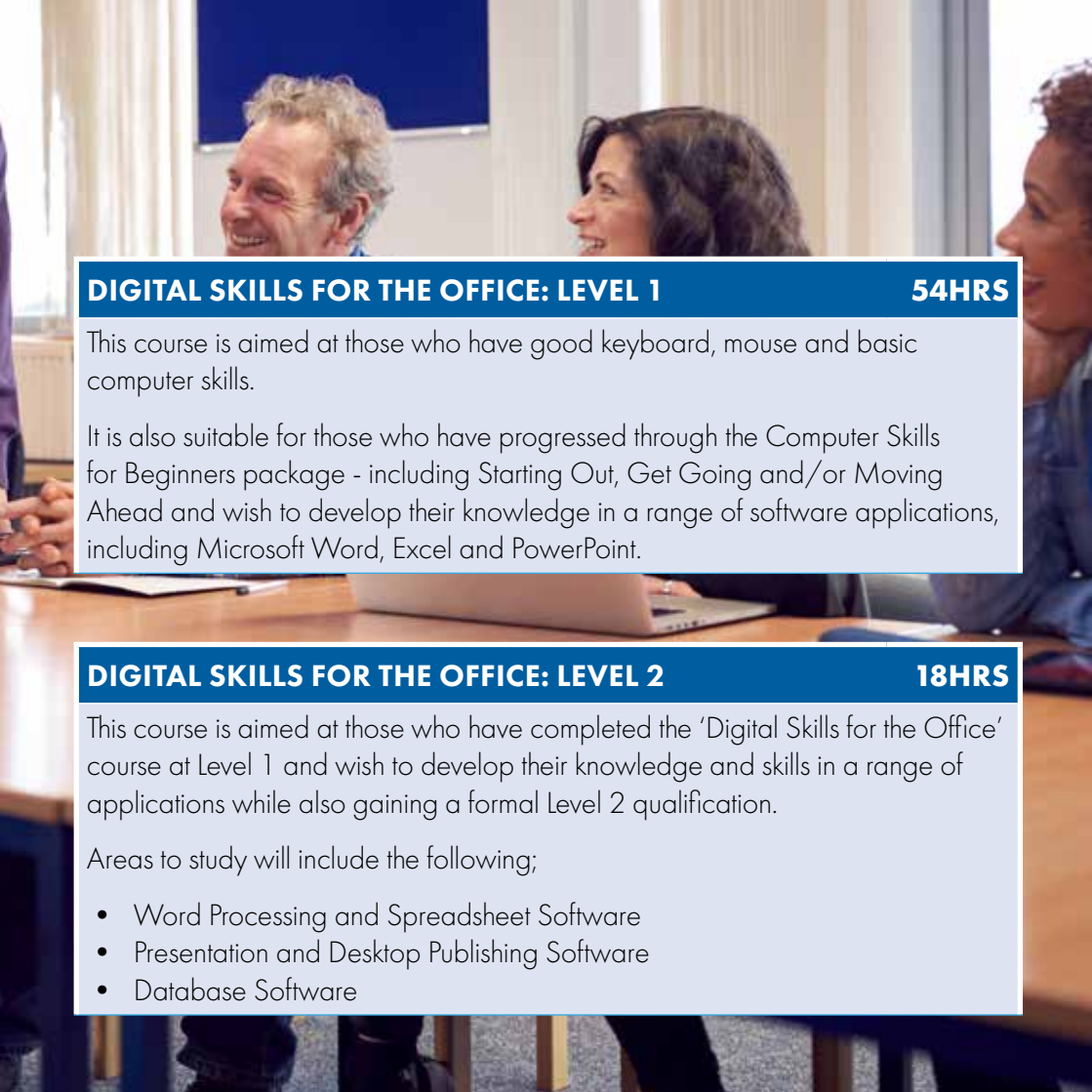
On this course, you will learn the essentials to get you started in creating simple documents, sending emails and searching and using the internet safely.

GET GOING IN DIGITAL SKILLS

48HRS

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
- 

A background image showing three people (two men and one woman) sitting around a table, smiling and engaged in a meeting. A laptop is visible on the table.

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

AWARD IN DEVELOPING CUSTOMER SERVICE SKILLS FOR RETAIL: LEVEL 1

16HRS

This course is designed to help you build confidence and develop practical customer service skills, while also gaining a strong understanding of what good customer service looks like in real working environments.

7/9/26 - 28/9/26

10am - 2pm

RF at The Hub Business Centre

SKILLS FOR WORKING IN BUSINESS ADMINISTRATION: LEVEL 2

120HRS

On this 13-week course you will learn the essential skills required to start a career in business and administration, as well as acquiring a range of transferable skills which apply in other sectors, such as retail. You will complete various units including digital marketing, customer service skills and communication skills for work. On completion, you will achieve a Gateway Level 1 Certificate in Business & Retail.

9/9/26 - 10/12/26

9.30am - 12.30pm

RF at The Hub Business Centre

“I’m so glad I joined!”

AWARD IN APPLYING RETAIL SKILLS FOR WORK: LEVEL 2

25HRS

This course will introduce you to the essential roles and responsibilities within a retail environment. You will gain a clear understanding of how stock levels, customer demand, and product quality are closely linked, helping you develop the practical skills needed to keep a store running smoothly and efficiently.

12/10/26 - 9/11/26

10am - 4pm

RF at The Hub Business Centre

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

AWARD IN SKILLS FOR LOGISTICS: LEVEL 1

54HRS

On this course you will expand your knowledge of the logistics sector to support progression to employment, to an apprenticeship or to further study at a higher level. There are two main parts to this course: route planning; the importance of route planning, benefits of route planning and technologies used in route planning in the smooth running of a business.

CREATIVE DIGITAL SKILLS

50HRS

This 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.

WORK SKILLS

SKILLS FOR DEVELOPING YOUR OWN BUSINESS

36HRS

This course is designed to help you explore whether working for yourself could be the right choice for you. Whether you already have a business idea or are starting fresh, you will learn what it takes to run a business, discover your strengths, and build confidence in a supportive environment.

By the end of the course, you will have developed a clear business idea and created a basic plan to guide your next steps.

25/9/26 - 6/11/26

10am - 4pm

RF at The Hub Business Centre

HEALTH AND CARE WORKSHOP

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.

8/9/2026

9.30am - 12.30pm

RF at The Hub Business Centre

“A really welcoming class.”



AWARD IN PREPARING TO WORK IN HEALTH AND CARE: LEVEL 1

40HRS

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.

22/9/26 - 17/11/26

10am - 3pm

RF at The Hub Business Centre

AWARD IN DEVELOPING SKILLS TO WORK IN HEALTH AND CARE: LEVEL 2

40HRS

The Level 2 Certificate in Health and Care will equip all learners with the fundamental skills and knowledge, to embark on a rewarding and successful career in the Health and Care industry.

22/9/26 - 15/10/26

10am - 3pm

Whitehouse, Lovetofts Drive

WORK SKILLS

SKILLS FOR LISTENING & 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'.

9/9/2026

9:30am - 12:30pm

RF at The Hub Business Centre

AWARD IN 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.

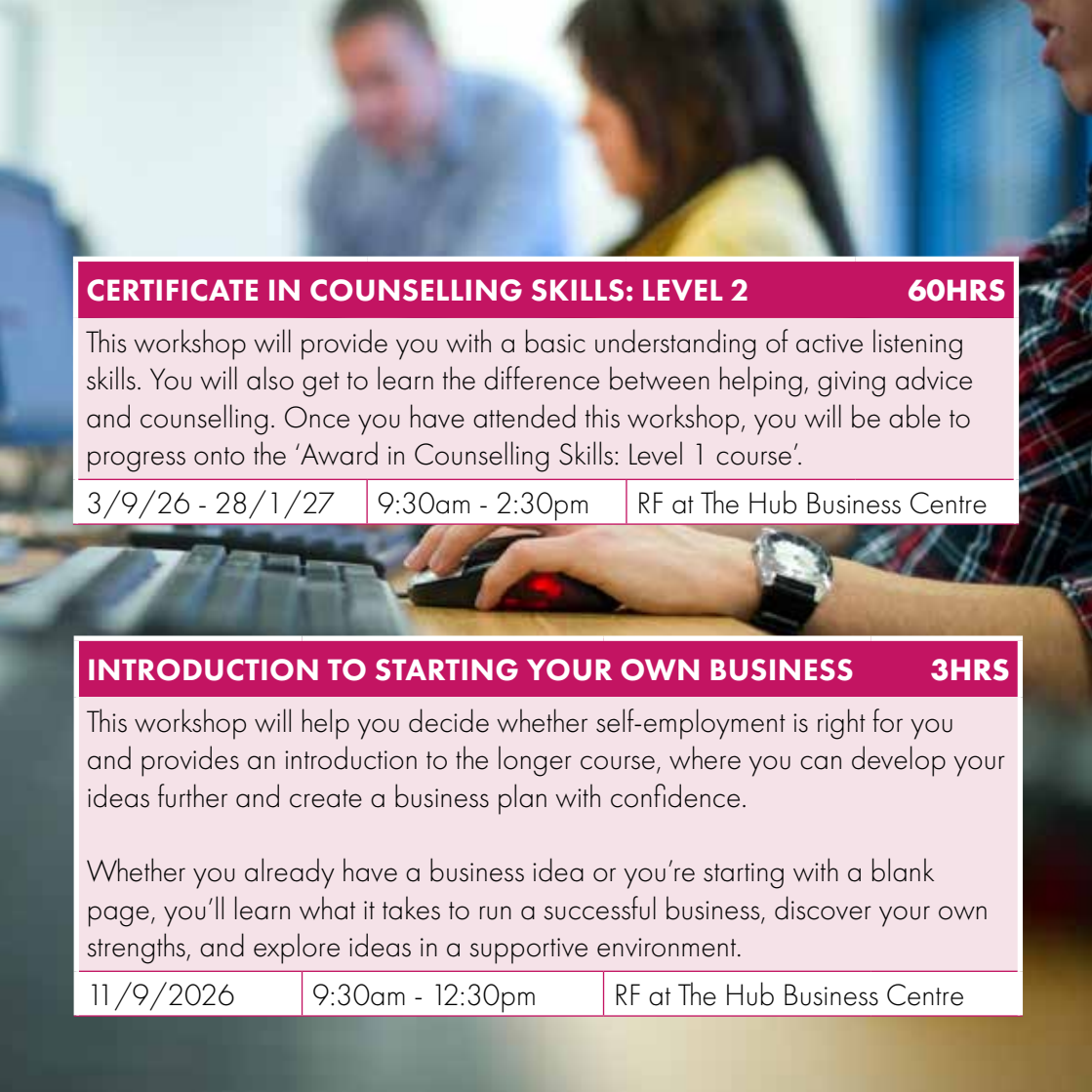
Attending the 3-hour workshop will help you prepare for this course.

23/9/26 - 2/12/26

9:30am - 12:30pm

RF at The Hub Business Centre

**"I have used my skills to help with my
new job"**



CERTIFICATE IN COUNSELLING SKILLS: LEVEL 2

60HRS

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'.

3/9/26 - 28/1/27

9:30am - 2:30pm

RF at The Hub Business Centre

INTRODUCTION TO STARTING YOUR OWN BUSINESS

3HRS

This workshop will help you decide whether self-employment is right for you and provides an introduction to the longer course, where you can develop your ideas further and create a business plan with confidence.

Whether you already have a business idea or you're starting with a blank page, you'll learn what it takes to run a successful business, discover your own strengths, and explore ideas in a supportive environment.

11/9/2026

9:30am - 12:30pm

RF at The Hub Business Centre

WORK SKILLS

SAGE: ESSENTIALS: SAFE AND SIMPLE ACCOUNTING

24HRS

Interested in finding out more about working in childcare?

This introductory workshop will give you an insight into our Level 1 Childcare course. You'll learn about the childcare sector and explore some of the knowledge and skills need-ed for further learning and future employment. Topics include health and safety when working with young children, supporting learning through activities, and exploring childcare as a career option.

18/9/26 - 13/11/26

10am - 1pm

Pemberton House, Ipswich

LAUNCHPAD

24HRS

During this course you will communicate with others on a 1:1 basis and also in groups. You will develop your understanding of the benefits of being assertive and become more self-aware of the different types of behaviour. You will learn about positive self-image and ways to support your wellbeing. You will explore what is meant by stress, list symptoms, understand the effect stress has on our bodies and how this can be relieved.

19/1/27 - 9/2/27

9.30am - 3pm

RF at The Hub Business Centre

INTRODUCTION TO WORKING IN CHILDCARE WORKSHOP

3HRS

Interested in finding out more about working in childcare?

This introductory workshop will give you an insight into our Level 1 Childcare course. You'll learn about the childcare sector and explore some of the knowledge and skills need-ed for further learning and future employment. Topics include health and safety when working with young children, supporting learning through activities, and exploring childcare as a career option.

11/9/2026

9:15am - 12:15pm

Online via Microsoft Teams

**“The childcare course has had
a big impact on my life and it
has helped me understand more
about the childcare field.”**



LEARNING TOGETHER

Our workshops and courses run in partnership with schools and family hubs across Suffolk. If you are a parent of a baby, or child at primary school, then our free family courses are a wonderful way to build your confidence and support your child.

- Take time to explore through play and everyday activities ways to support the healthy development of your child
- Meet likeminded families and enjoy their support and friendship
- Gain a better understanding of the schools curriculum and the early years foundation stage so you are informed and a step ahead

All our courses involve hands on activities, laughter and lots of time for you to develop confidence and ask questions. If you are interested in joining our workshops and courses please speak to someone at your local family hub or child's school or contact us directly.

CAREER, EDUCATION, INFORMATION, ADVICE & GUIDANCE SUPPORTING YOUR FUTURE

Meet with our advisor 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



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.

WELLBEING IN NATURE

10HRS

This course will help you explore the connection between mental wellbeing and being in nature and the outdoors. You will meet at the learning centre and then participate in outdoor activity. You will also learn about local free resources to support your wellbeing and make connections with other participants.

“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 STRESS AWARENESS: LEVEL 1

18HRS

This course provides a clear and practical introduction to stress, exploring what stress is, why we experience it, and how it affects our wellbeing. You will learn to recognise common symptoms and causes of stress, understand its impact on daily life, and develop healthy strategies to manage and reduce it. The course also highlights how stress differs between individuals and where to access reliable Information, Advice and Guidance (IAG) to support yourself and others.

HEALTH AND WELLBEING

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

AWARD IN MENTAL HEALTH AWARENESS: LEVEL 1

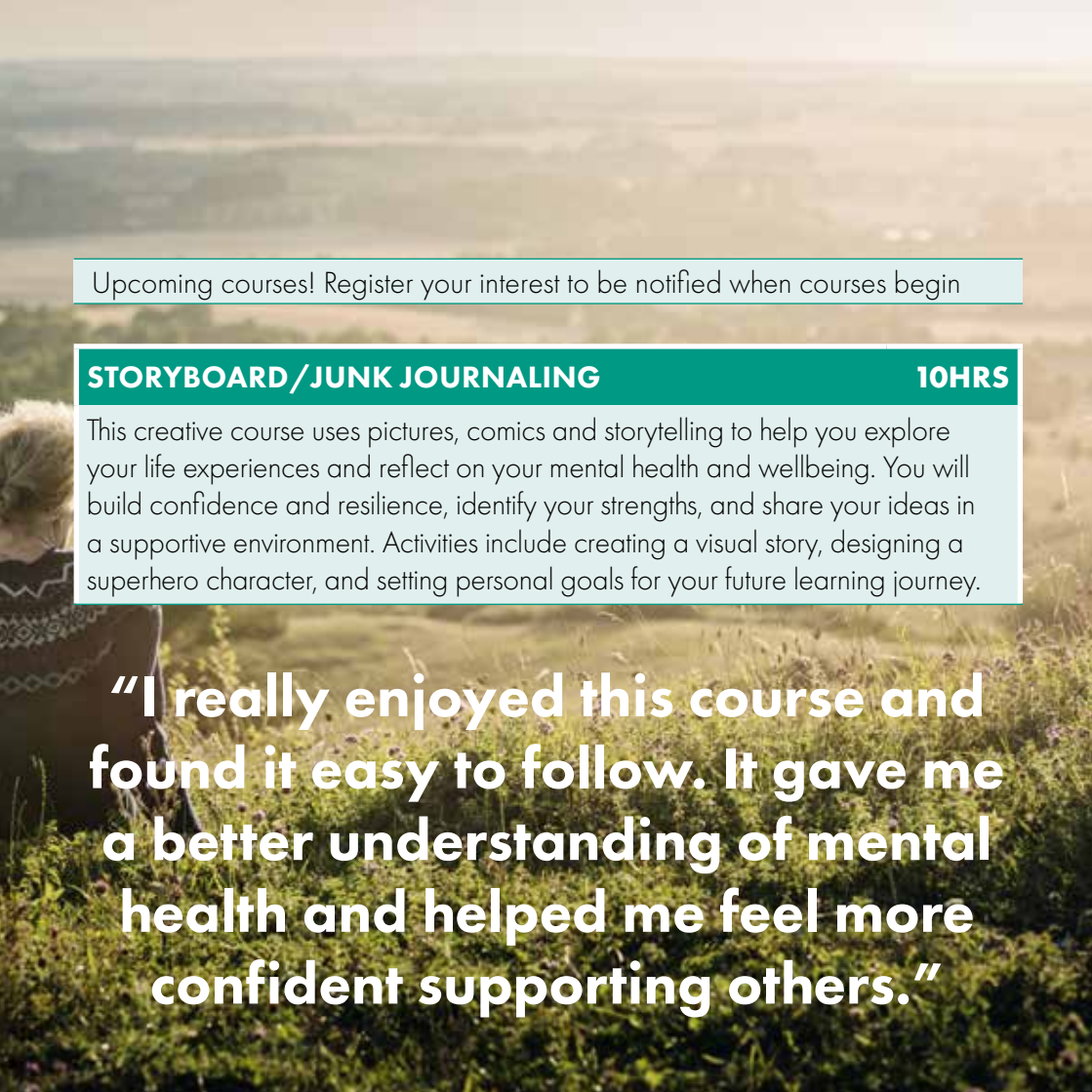
18HRS

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

AWARD IN MENTAL HEALTH AWARENESS: LEVEL 2

This qualification is designed for learners who wish to develop their knowledge and understanding of mental health, mental wellbeing, and a range of common mental health conditions. It provides a natural progression route from Level 1 qualifications in Stress Awareness and Mental Health Awareness, enabling learners to build on their existing knowledge and gain a deeper understanding of factors that can affect mental health.



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

STORYBOARD/JUNK JOURNALING

10HRS

This creative course uses pictures, comics and storytelling to help you explore your life experiences and reflect on your mental health and wellbeing. You will build confidence and resilience, identify your strengths, and share your ideas in a supportive environment. Activities include creating a visual story, designing a superhero character, and setting personal goals for your future learning journey.

“I really enjoyed this course and found it easy to follow. It gave me a better understanding of mental health and helped me feel more confident supporting others.”

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

LEARNING DISABILITY / AUTISM IAG & PEER SUPPORT

Eligibility:

- Aged 19+
- Living in Suffolk
- Learning disability and / or autism
- In need of brief information, advice & guidance support or support to join a peer group

HOW WE CAN SUPPORT YOU



**SUPPORT WITH
FORMS**



**SIGNPOSTING /
REFERRING**



**GETTING READY
FOR WORK**



**ENGAGING WITH
OTHERS**

NOTES

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.



Department
for Work &
Pensions



CONTACT US

 **0300 456 2050** (local rate)

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 **info@rflearn.co.uk**

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**REALISE
FUTURES**

Enhancing people's lives