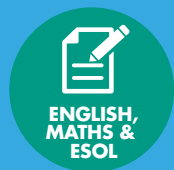


LOOKING FOR NEW DIRECTION?

REALISE
FUTURE'S

Enhancing people's lives

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



AUTUMN
TERM 2023

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

 /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!

TABLETS

We want all of our learners to be able to get online during and beyond their time on our courses to ensure they never miss out on having access to information. If you don't have a device that connects to the internet, then you may be eligible for a free tablet. If you are enrolled on one of our courses do ask your tutor or enquire at any one of our centres!

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.

04/09/23 - 23/10/23	09:00 - 12:00	Lowestoft Learning Centre
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04/09/23 - 23/10/23	12:30 - 15:30	Lowestoft Learning Centre
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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

06/09/23 - 24/01/24	09:30 - 12:30	Lowestoft Learning Centre
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21/09/23 - 08/02/24	09:00 - 12:00	Lowestoft Learning Centre
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“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.

06/09/23 -24/01/24

13:00 - 16:00

Lowestoft Learning Centre

SAGE: BEGINNERS

15HRS

The most popular accounting software for small and medium businesses. If accounting or bookkeeping is something you do or want to do more efficiently then this is an excellent introduction. Learn what the software can do and how it can make your life so much easier than doing it by hand!

07/09/23 -05/10/23

09:30 - 12:30

Lowestoft Learning Centre

SKILLS IN CYBERSECURITY: LEVEL 1

30HRS

This short six-session course will combine theory and practical activities - including visits from people working in Cybersecurity - to get you started in exploring different types of cybercrime and how you can enhance cybersecurity at home and at work. During the course, you will develop a short portfolio of evidence which, on completion, will result in a certificate in 'Gateway Level 1 Award in Cybersecurity'.

27/09/23 - 01/11/23

10:00 - 15:00

Lowestoft Learning Centre

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.

05/09/23 -23/01/24

09:30 - 12:30

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

05/09/23 -23/01/24

13:00 - 16:00

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!

25/09/23 - 04/12/23

09:30 - 16:30

Lowestoft Learning Centre

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

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 know 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.

06/12/23

10:00 - 13:00

Lowestoft Learning Centre

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

13/09/23 - 22/11/23

10:00 - 15:30

Lowestoft Learning Centre

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.

07/09/23

09:30 - 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.

On this course 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

14/09/23 - 21/12/23

09:15 - 14:45

Lowestoft Learning Centre

WORK SKILLS

INTRODUCTION TO THE ALLOTMENT

3HRS

The wellbeing benefits of working outdoors with plants are great, 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 - Changing seasons.

12/09/2023

10:00 - 13:00

Realise Futures Allotment

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.

13/09/23 - 11/10/23

10:00 - 14:00

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.

14/09/23 - 23/11/23	10:00 - 13:00	Realise Futures Allotment
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19/09/23 - 28/11/23	10:00 - 13:00	Realise Futures Allotment
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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.

01/11/23 - 29/11/23	10:00 - 14:00	Lowestoft Learning Centre
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WORK SKILLS



CERTIFICATE IN SKILLS FOR CHILDCARE: LEVEL 2

114HRS

You must have previously completed Level 1 Childcare to attend this course. On this course you will cover:

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

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

LEVEL 1 CERTIFICATE IN HOSPITALITY

97HRS

This course will give you a broad introduction to working in hospitality, equipping you with the knowledge and skills specific to this sector. This course gives you the opportunity to familiarise yourself and work within an industrial kitchen. During the course:

You will prepare, plan and cook a range of meals

- Create a pop up lunch event for family/friends
- Develop your teamwork skills in a hospitality environment

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



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 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.



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 and 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 the next step to take towards volunteering for wellbeing

A HELPING HAND

CONFIDENCE TO DEAL WITH EVERYDAY HOUSEHOLD BUDGETING WORKSHOP

3HRS

The aim of this introductory workshop is to build your confidence to make everyday decisions about your personal finances.

08/11/2023

10:00 - 13:00

Lowestoft Learning Centre

CONFIDENCE TO DEAL WITH EVERYDAY HOUSEHOLD BUDGETING

10HRS

During this 10 hour course we will explore personal and household expenditure, build on personal budgeting skills and reduce anxiety about changes that might have an impact on your financial situation. We will also discuss tips for saving money and simple changes you can make to reduce your outgoings.

15/11/23 - 06/12/23

10:00 - 12:30

Lowestoft Learning Centre

WINTER WELLBEING WORKSHOP

4HRS

On this workshop you will have the opportunity to explore some wellbeing tips and identify activities for personal wellbeing over the winter months.

29/11/2023

10:00 - 14:30

Lowestoft Learning Centre

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, eg, assertiveness skills
- Create an action plan to build confidence and self-esteem in your life

20/09/23 - 04/10/23

09:30 - 13:00

Lowestoft Learning Centre

Please register your interest in this course at your local centre

CONFIDENCE IN USING A SLOW COOKER

3HRS

This workshop will introduce you to using a slow cooker, its benefits in reducing costs in energy use and ingredients. You will look at the difference between using a conventional oven and slow cooker and how to find or adapt recipes.

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



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



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)

 **www.realisefutures.org**

 **info@rflearn.co.uk**

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Enhancing people's lives