

# LOOKING FOR NEW DIRECTION?

REALISE  
FUTURE'S

Enhancing people's lives

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



**AUTUMN  
TERM 2024**

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.





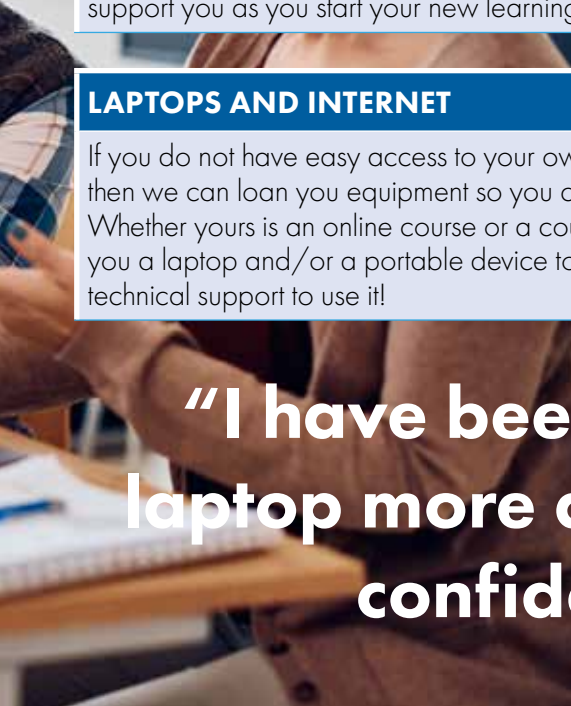
# DIGITAL SKILLS

## 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

## 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.

02/09/24 - 21/10/24	9:30 - 12:30	Pemberton House
05/09/24 - 24/10/24	9:00 - 12:00	Castle Hill Community Centre
05/09/24 - 24/10/24	12:30 - 3:30	Castle Hill Community Centre
31/10/24 - 19/12/24	9:00 - 12:00	Castle Hill Community Centre
04/11/24 - 23/12/24	9:30 - 12:30	Pemberton House

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



## 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

05/09/24 - 23/01/25	9:30 - 12:30	Pemberton House
05/09/24 - 23/01/25	12:30 - 3:30	Pemberton House
10/09/24 - 28/01/25	1:00 - 4:00	Pemberton House
31/10/24 - 20/03/25	12:30 - 3:30	Castle Hill Community 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.

10/09/24 - 28/01/25	9:30 - 12:30	Pemberton House
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# 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.

11/09/24 - 29/01/25

9:30 - 12:30

Pemberton House

07/10/24 - 17/02/25

1:30 - 4:30

Castle Hill Community Centre

## SAGE: LEVEL 1

**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!

11/09/24 - 09/10/24

13:30 - 4:30

Castle Hill Community 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

11/09/24 - 29/01/25

1:30 - 4:30

Pemberton House

07/10/24 - 17/02/25

9:30 - 12:30

Castle Hill Community Centre

## SAGE: LEVEL 2

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. This course is designed as a progression for learners who have completed the 'SAGE - Level 1' course.

16/10/24 - 11/12/24

1:30 - 4:30

Castle Hill Community Centre

# 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

## 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!

04/09/24 - 13/11/24

9:30 - 4:30

The Hub Business Centre, Ipswich

## **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.

10/10/24

9:30 - 4:30

Castle Hill Community Centre

## **INTRODUCTION TO THE WORLD OF 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.

05/09/24

10:00 - 1:00

The Hub Business Centre, Ipswich

## **AWARD IN RETAIL SKILLS: LEVEL 1**

**36HRS**

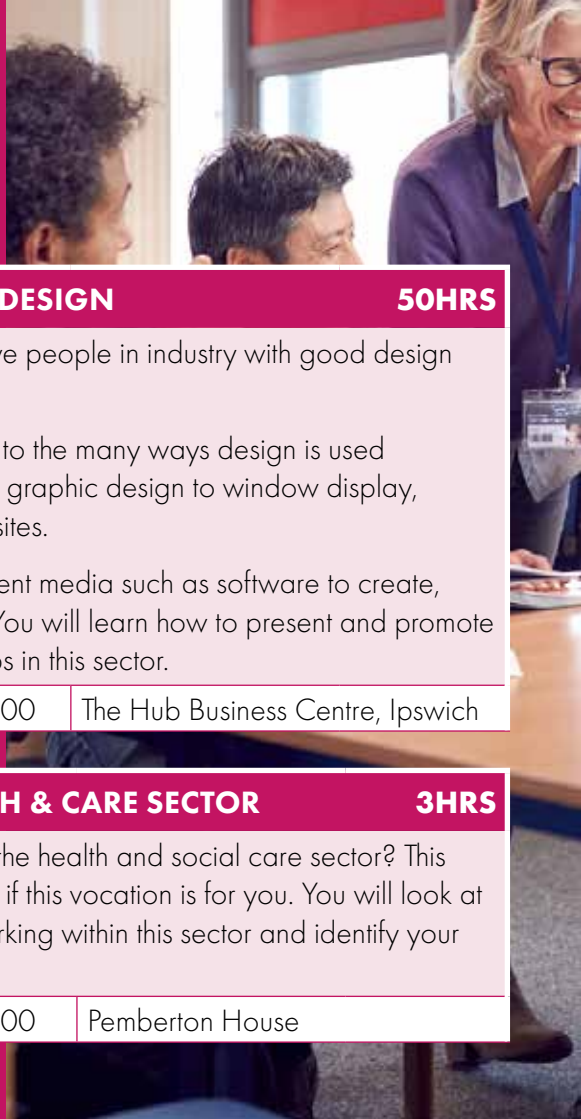
Thinking about a job in retail? This course will help you to develop your customer service skills through a range of activities such as identifying good customer service skills, the selling process, good communication skills, product knowledge, how to deal with customer complaints and the importance of stock control and pricing.

09/09/24 - 14/10/24

10:00 - 4:00

The Hub Business Centre, Ipswich

# WORK SKILLS



## SKILLS FOR CREATIVE DIGITAL DESIGN

**50HRS**

There is a growing demand for creative people in industry with good design skills.

This 6-week 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.

20/11/24 - 19/12/24

10:00 - 3:00

The Hub Business Centre, Ipswich

## 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.

10/09/24

10:00 - 1:00

Pemberton House

A background image showing a group of people in a classroom or meeting setting. On the left, a man with glasses and a purple shirt is looking towards the right. On the right, a woman with dark hair is looking towards the left. They appear to be engaged in a discussion or activity.

## 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



# 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 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...

 **Rebecca: 07753 447607**

 **[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**

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 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.

 **Rebecca: 07753 447607**

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







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**





# Education & Skills Funding Agency



## CONTACT US

 **0300 456 2050** (local rate)

 [www.realisefutures.org](http://www.realisefutures.org)

 [info@rflern.co.uk](mailto:info@rflern.co.uk)

 [/RealiseFutures](https://www.facebook.com/RealiseFutures)

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