



ACE

COMMUNITY

COLLEGES

Term **1** + **2**

[www.acecolleges.edu.au](http://www.acecolleges.edu.au)

2017 COURSE LOOKBOOK

BURLEIGH HEADS | KIRRA

## ACE IS SO MUCH MORE THAN TRAINING, IT'S LIFE CHANGING.

Our mission in 2017 is to help you get to where you want to go – it's your success we care about.

We work on this every day, designing and delivering nationally recognised qualifications and skill set courses in areas of high industry demand which are pathways to employment and career advancement.

Our strong industry networks and partnerships in signature specialisations generate a high quality training experience that is unique to ACE.

We also invest in building community resilience and social capacity through a truly diverse range of leisure and lifestyle workshops, from the artistic and creative to the practical and informative.

Award winning outreach programmes popping up in townships and Indigenous communities across the region are an important component of our annual program; and underscore our commitment to regional sustainability.

Right now our Colleges in both the Gold Coast and the Northern Rivers are simply bursting with fresh new courses, skill set must haves and professional development packages all for you. There are so many innovations planned throughout 2017 that will continue to surprise and delight, please do stay connected through the website or on social media.

Think of 2017 as your break-through year. Take a chance, change your world, yes, you can.

### **Kerry Johnson**

Principal  
ACE Community Colleges



# ACE HAS A BRAND NEW WEBSITE WHICH IS MAKING MANY PEOPLE SMILE.

Signing up for a course online is an easy 3 step process. Here's how.

**1**

Find the course you want to study, select the location and course start date that best suits you.

**2**

Tap the Apply Now tab (through your chosen course), complete the electronic form by following the support prompts.

**3**

Select from the payment options.

And you're done.

An electronic confirmation of your application will be emailed direct to you.

Our tip for fast tracking your course application is to have your Unique Student Identifier (USI) ready, or you can ask ACE for assistance.

If online sign-ups are not for you, applying in person will always be an option at ACE. You can phone the ACE Customer Care crew or visit our Burleigh Heads Office to apply for your course in person.

## ACE COMMUNITY COLLEGES 1805 GOLD COAST HWY, BURLEIGH HEADS

P: 07 5520 3026 | E: burleigh@acecolleges.edu.au  
www.acecolleges.edu.au  
facebook.com/AceCommunityCollegesGoldCoast



TRAINEESHIP



FACE TO FACE



FLEXIBLE DELIVERY



ONLINE



RECOGNITION OF PRIOR LEARNING

# EARLY CHILDHOOD EDUCATION & CARE

  CHC30113 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION & CARE

  CHC50113 DIPLOMA OF EARLY CHILDHOOD EDUCATION & CARE



 CHCSS00072 BUILDING INCLUSIVE PRACTICES IN EARLY CHILDHOOD EDUCATION & CARE SKILL SET



Completing our nationally recognised certificate courses in early childhood offers you the opportunity to gain the base skills and knowledge required by employers in this sector and creates possibilities to advance your career. These in-demand courses include practical, hands-on work placement structured throughout the course; which can lead to full time employment in many roles within the industry.

A Diploma of Early Childhood is an advanced course of study where you learn the tools that will assist young children establish positive educational foundation capabilities that they will utilise across their school years and beyond.

CALL US TO FIND OUT MORE ABOUT OUR SUBSIDISED TRAINING OPTIONS.



A close-up photograph of a young girl with voluminous, curly brown hair. She is wearing a bright red tank top and has a soft, pleasant expression. The background is a bright, out-of-focus natural setting, possibly a field of tall grass or reeds, with sunlight filtering through, creating a warm and airy atmosphere. The entire image is framed by a thin blue border.

UNLEASH YOUR  
POTENTIAL,  
DO SOMETHING  
AMAZING.

# EARLY CHILDHOOD EDUCATION & CARE

## CHC30113 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION & CARE



This qualification reflects the role expectation of Educators in a range of early childhood education settings including Long Day Care, School Aged Care, Family Day Care and



Kindergartens who work within the requirements of the Education and Care Services National Regulations and the National Quality Standard.



At this level Educators support the social, emotional, physical and educational development of infants and young children. They facilitate play and learning; and ensure the health and safety of infants and young children. Get your career started with this nationally recognised training; it is the minimum requirement for employment in the sector. To achieve this qualification you will complete at least 120 hours of work placement.

**INTAKES: FEB & JUNE | 2 DAYS PER WEEK, 21 WEEKS | \$180 FUNDED (\$10 PER UNIT)\***  
**FULL FEE: \$3200 | CONCESSION RATES AVAILABLE FOR FUNDED & FULL FEE**



## CHC50113 DIPLOMA OF EARLY CHILDHOOD EDUCATION & CARE



At this level Educators are responsible for planning, implementing and managing programs, and are often responsible for the supervision of others. An advanced program of study; use this qualification to move your career forward. This is also a career pathway to a Bachelor of Education (Early Childhood/Primary). To achieve this qualification you will complete at least 240 hours of work placement.



**INTAKES: FEB & JUNE | 2 DAYS PER WEEK, 31 WEEKS + PLACEMENT TIME**  
**\$420 FUNDED (\$15 PER UNIT)\* | FULL FEE: \$4500**  
**CONCESSION RATES AVAILABLE FOR FUNDED & FULL FEE**



# EARLY CHILDHOOD EDUCATION & CARE

## ☺ CHCSS00072 BUILDING INCLUSIVE PRACTICES IN EARLY CHILDHOOD EDUCATION & CARE SKILL SET



This skill set is for people with existing experience or qualifications in early childhood education and care roles seeking to broaden their inclusive practices knowledge and capabilities. These units also provide credit towards a range of qualifications in the CHC Community Services Training Package.

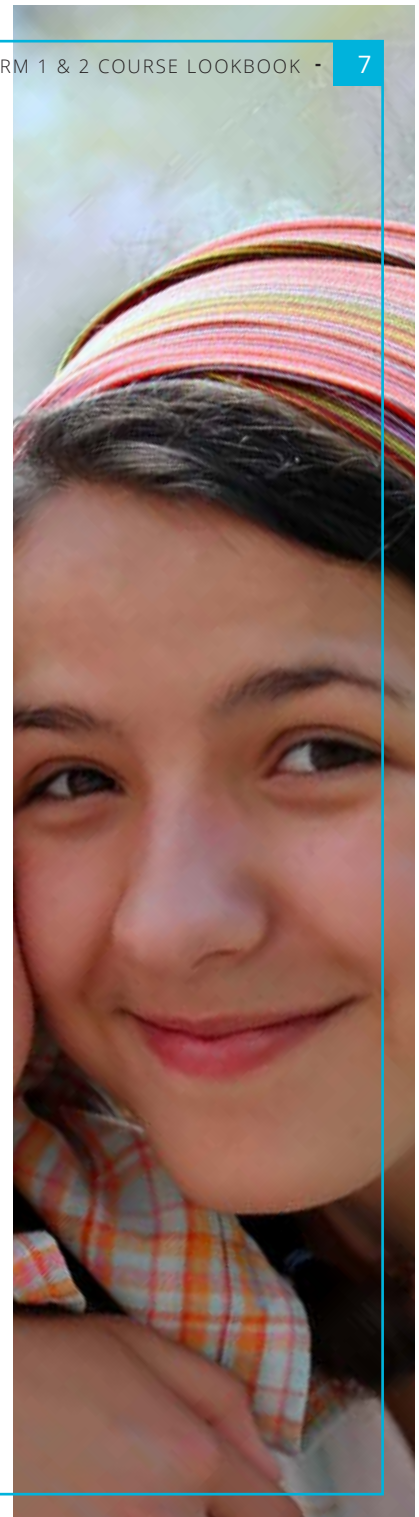
**UNITS:** CHCECE007 Develop positive and respectful relationships with children;  
 CHCECE020 Establish and implement plans for developing cooperative behaviour;  
 CHCECE017 Foster the holistic development and wellbeing of the child in early childhood;  
 CHCECE021 Implement strategies for the inclusion of all children;  
 CHCECE026 Work in partnership with families to provide appropriate education and care for children;  
 CHCPRP003 Reflect and improve on professional practice.

**INTAKES: MAY** | **1 NIGHT PER WEEK, 12 WEEKS** | **\$600 FUNDED (\$100 PER UNIT)\***  
**FULL FEE: \$1600** | **CONCESSION RATES AVAILABLE FOR FUNDED & FULL FEE**

### \*ELIGIBILITY CRITERIA APPLIES

Please contact us for further information. People working with children and young people must hold a Blue Card. Students will be required to obtain a Blue Card prior to practical placement.

*By doing these qualifications, you will no longer be eligible for a government subsidised training place under the Certificate 3 Guarantee or Higher Level Skills Programs.*



# COMMUNITY CARE




 CHC33015 CERTIFICATE III IN INDIVIDUAL SUPPORT  
 - AGEING  
 - DISABILITY  
 - HOME & COMMUNITY




 CHC43015 CERTIFICATE IV IN AGEING SUPPORT




 CHC43115 CERTIFICATE IV IN DISABILITY




 CHC43415 CERTIFICATE IV IN LEISURE AND HEALTH




 CHC52015 DIPLOMA OF COMMUNITY SERVICES


 CHCSS00070 ASSIST CLIENTS WITH MEDICATION SKILL SET


 INTRODUCTION TO LEISURE AND HEALTH


 CHCSS00100 INDIVIDUAL SUPPORT – HOME AND COMMUNITY  
 (DISABILITY) SKILL SET


 CHCSS00105 PALLIATIVE APPROACH SKILL SET



 CHCSS00081 INDUCTION TO DISABILITY SKILL SET

Working in Community Care is rewarding, offers career diversity and creates everyday opportunities for you to make a real difference to the wellbeing of others. Learn the professional fundamentals that enable you to empower people to reach and maintain their potential and follow individualised plans to provide person-centred support. Our specialised training, in combination with our on-site practical placement equips you with the knowledge and skills to deliver quality care and be in demand by employers across the sector.

OUR MOST EXTENSIVE COURSE RANGE YET, ALL IN RESPONSE  
TO INDUSTRY DEMAND FOR SKILLED EMPLOYEES.








YOU CAN  
MAKE A REAL  
DIFFERENCE  
TO THE  
WELLBEING  
OF OTHERS.


# COMMUNITY CARE

## CHC33015 CERTIFICATE III IN INDIVIDUAL SUPPORT (AGEING / DISABILITY / HOME & COMMUNITY)

 This entry level training reflects the employment role of people in community and/or residential settings who follow an individualised plan to provide person-centred support. Career pathways and specialisations include Ageing, Home and Community, and Disability. To achieve this qualification you will also complete at least 120 hours of work placement.


**INTAKES: JAN, FEB & MAY | 2 DAYS PER WK, 15 WKS | \$130 FUNDED (\$10 PER UNIT)\***  
**FULL FEE: \$2800 | CONCESSION RATES AVAILABLE FOR FUNDED & FULL FEE**

## CHC43015 CERTIFICATE IV IN AGEING SUPPORT

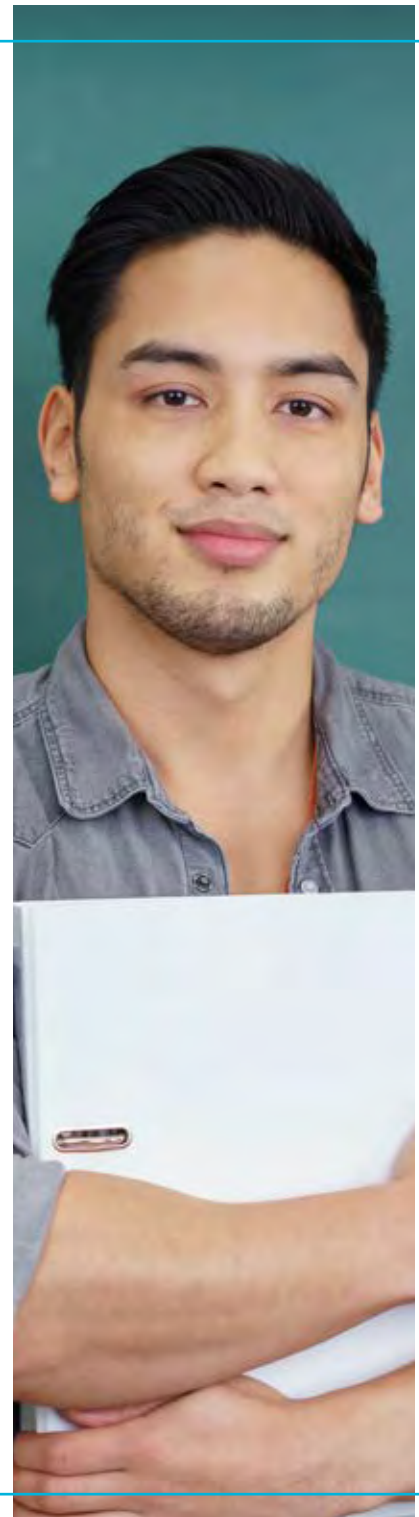
 Support workers at this level plan, develop, implement and monitor programs and services for older people in aged care facilities or through organisations that deliver services to the community and client homes. With this nationally recognised training you can also prepare for a supervisory or team leader role in the aged care industry. To achieve this qualification you will complete at least 120 hours of work placement.

**INTAKES: MAY | CONTINUE FROM CERT III – 1 DAY PER WK, 8 WKS**  
**\$216 FUNDED (\$12 PER UNIT)\* | FULL FEE: \$3500**  
**CONCESSION RATES AVAILABLE FOR FUNDED & FULL FEE**

## CHC43115 CERTIFICATE IV IN DISABILITY

 This qualification reflects the role of workers in a range of community settings and clients' homes, who provide training and support in a manner that empowers people with disabilities to achieve greater levels of independence, self-reliance, community participation and wellbeing. Workers promote a person-centred approach, work without direct supervision and may be required to supervise and/or coordinate a small team. To achieve this qualification you will complete at least 120 hours of work placement.

**INTAKES: FEB | CONTINUE FROM CERT III – 1 DAY PER WK, 6 WKS**  
**\$168 FUNDED (\$12 PER UNIT)\* | FULL FEE: \$3500**  
**CONCESSION RATES AVAILABLE FOR FUNDED & FULL FEE**



# COMMUNITY CARE



## CHC43415 CERTIFICATE IV IN LEISURE AND HEALTH



If you currently work in residential facilities, community agencies or day centres



as a leisure officer, recreational activities officer, diversional therapy assistant or activities officer or want to, this qualification will assist to expand your career options. You will learn how to design, implement and evaluate leisure, health activities and programs. To achieve this qualification you will complete at least 120 hours of work placement.

**INTAKES: FEBRUARY | CONTINUE FROM CERT III – 1 DAY PER WEEK, 9 WEEKS**  
**\$204 FUNDED (\$12 PER UNIT)\* | FULL FEE: \$3500**  
**CONCESSION RATES AVAILABLE FOR FUNDED & FULL FEE**



## CHC52015 DIPLOMA OF COMMUNITY SERVICES



This qualification reflects the role of community services, case management and social housing workers involved in managing, coordinating and/or delivering of person centred services to individuals, groups and communities. At this level you have specialised skills in community services and work autonomously under broad directions from senior management.

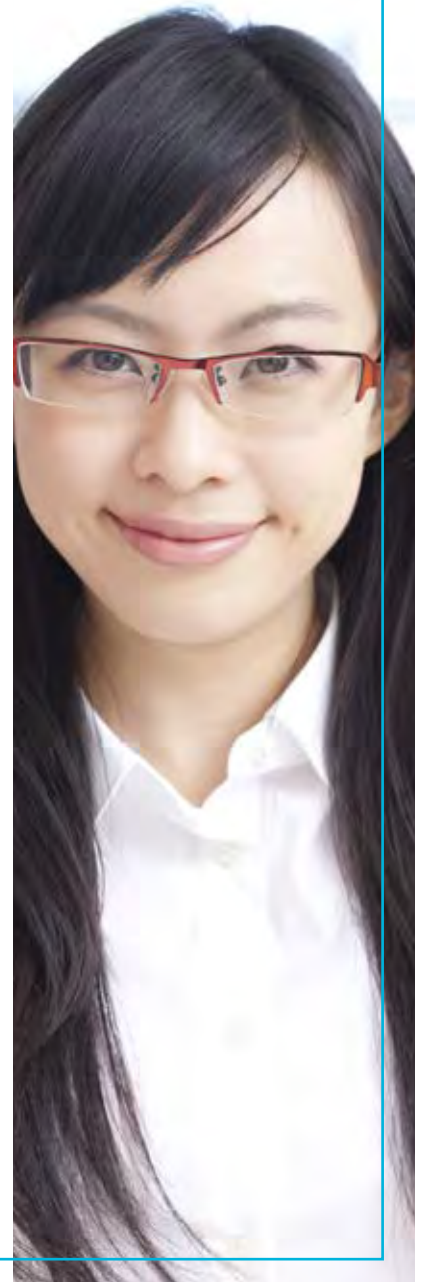


**INTAKES: MAY | 1 DAY PER FORTNIGHT, 32 WEEKS | \$288 FUNDED (\$18 PER UNIT)\***  
**FULL FEE: \$4500 | CONCESSION RATES AVAILABLE FOR FUNDED & FULL FEE**

### \*ELIGIBILITY CRITERIA APPLIES

Please contact us for further information.

*By doing these qualifications, you will no longer be eligible for a government subsidised training place under the Certificate 3 Guarantee or Higher Level Skills Programs.*



# COMMUNITY CARE

## ☺ CHCSS00070 ASSIST CLIENTS WITH MEDICATION SKILL SET

This skill set is endorsed by industry for those who hold a relevant qualification at Certificate III or IV in assisting with medication administration. These units of study can also be a pathway to CHC43015 Certificate IV in Ageing Support.

**UNITS:** HLTAAP001 Recognise healthy body systems; HLTHPS006 Assist clients with medication.

**INTAKES: JANUARY & MAY | 2 DAYS | \$300 FUNDED (\$150 PER UNIT)\*  
FULL FEE: \$400**

## ☺ INTRODUCTION TO LEISURE AND HEALTH

Build your knowledge and proficiency in leisure and health. Learn efficient ways to enhance well-being, gain an insight into human behaviour development, and an understanding of sociological concepts across programming and client participation. This program can lead to CHC43415 Certificate IV in Leisure and Health.

**UNITS:** CHCLAH001 Work effectively in the leisure & health industries; CHCLAH005 Incorporate lifespan development and sociological concepts into leisure and health programming; CHCCCS020 Respond effectively to behaviours of concern.

**START DATE: ON DEMAND | 3 DAYS | FULL FEE: \$400**

## ☺ CHCSS00105 PALLIATIVE APPROACH SKILL SET

People working in various care and support roles in the community services industry who wish to develop skills in supporting people who require palliative care are a match for this skill set. These units provide credit towards a range of qualifications in the CHC Community Services Training Package at Certificate III and Certificate IV level.

**UNITS:** CHCCCS017 Provide loss and grief support; CHCPAL001 Deliver care services using a palliative approach.

**INTAKES: JUNE | 1 DAY PER WEEK, 3 WEEKS | FULL FEE: \$600**



# COMMUNITY CARE

## ☺ CHCSS00070 INDIVIDUAL SUPPORT – HOME & COMMUNITY (DISABILITY) SKILL SET

This skill set is for people working in various care and support roles in the community services sector who wish to further develop skills in home and community support. These units provide credit towards a range of qualifications in the CHC Community Services Training Package at Certificate III or Certificate IV level.

**UNITS:** CHCHCS001 Provide home and community support services; CHCCCS011 Meet personal support needs; CHCCCS025 Support relationships with carers and families; CHCDIS007 Facilitate the empowerment of people with a disability.

**INTAKES:** MAY | 1 DAY PER WEEK, 5 WEEKS | FULL FEE: \$600



## ☺ CHCSS00081 INDUCTION TO DISABILITY SKILL SET

This skill set reflects the skill requirements for supporting people with disability. It develops your capabilities and knowledge to support the induction of new workers into a variety of roles supporting people with disability. These units provide credit towards a range of qualifications in the CHC Community Services Training Package, including the CHC33015 Certificate III in Individual Support.

**UNITS:** CHCDIS007 Facilitate the empowerment of people with a disability; CHCCCS015 Provide individualised support; CHCCOM005 Communicate and work in health and community services; HLTWHS002 Follow safe work practices for direct client care.

**INTAKES:** MAY | 1 DAY PER WEEK, 5 WEEKS | FULL FEE: \$1000

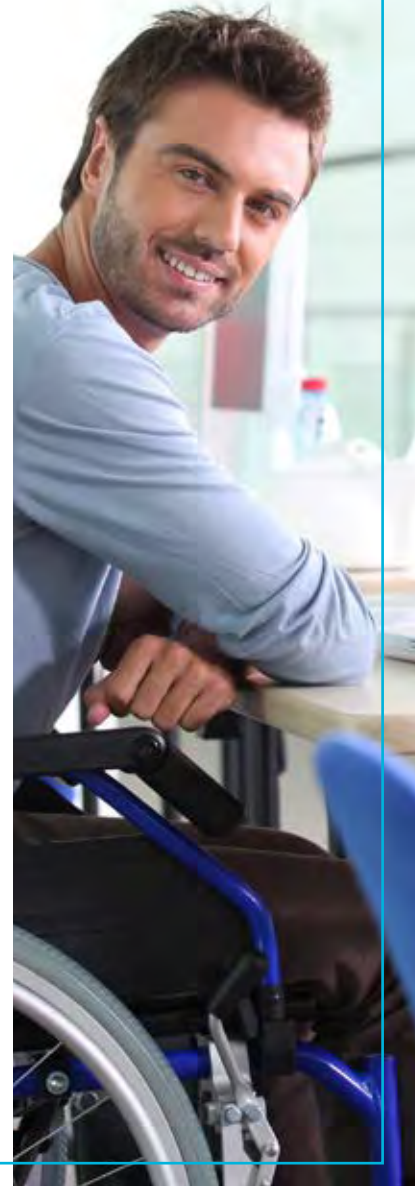


### \*ELIGIBILITY CRITERIA APPLIES FOR SOME OF THESE PROGRAMS

Please contact us for further information.



[www.acecolleges.edu.au](http://www.acecolleges.edu.au)



# FIRST AID

- ☺ HLTAID004 PROVIDE AN EMERGENCY FIRST AID RESPONSE IN AN EDUCATION AND CARE SETTING
- ☺ HLTAID003 PROVIDE FIRST AID
- ☺ HLTAID001 PROVIDE CARDIOPULMONARY RESUSCITATION
- ☺ EMERGENCY ASTHMA AND ANAPHYLAXIS MANAGEMENT

A First Aid qualification is a requirement in many roles and industries. Your qualification will also need to be recertified every three years and every twelve months for CPR.

Our First Aid courses (including Refresher courses) are completed in one-day format; and half-day for CPR.

These courses are offered in partnership with the Australian Lifesaving Academy (RTO number 90896) and RAM Training (RTO number 31701) who will issue successful participants with a Statement of Attainment.

**FIRST AID \$145 | CPR \$70**

OUR FIRST AID COURSES ARE FULLY ACCREDITED AND WORK COVER APPROVED. CHECK THE WEBSITE FOR START DATES AND LOCATIONS NEAR YOU.



# BUSINESS

BSB30415 CERTIFICATE III IN BUSINESS ADMINISTRATION

BSB31115 CERTIFICATE III IN BUSINESS ADMINISTRATION (MEDICAL)



BSB30415 CERTIFICATE III IN BUSINESS ADMINISTRATION



Go here if you are looking to start work in an office environment or build a career in business. This Certificate will support your success in diverse roles including reception, clerical and office management. Develop skills in communication, using business technology, producing workplace documentation, bookkeeping and MYOB (Xero where applicable). The course is practical and interactive. Confidently impress at your next interview with a nationally recognised qualification.

**INTAKES: FEB & JUNE | 2 DAYS PER WEEK, 13 WEEKS | \$130 FUNDED (\$10 PER UNIT)\*  
FULL FEE: \$2500 | CONCESSION RATES AVAILABLE FOR FUNDED & FULL FEE**



BSB31115 CERTIFICATE III IN BUSINESS ADMINISTRATION (MEDICAL)



Use this qualification to start your career in medical administration within a general practice, specialist clinic or hospital. Grow your knowledge of current industry operational trends, client interactions, medical terminology, applications, privacy procedures and the technology platforms used across this dynamic sector (including Genie).

**INTAKES: FEB & JUNE | 2 DAYS PER WEEK, 13 WEEKS | \$130 FUNDED (\$10 PER UNIT)  
FULL FEE: \$2500 | CONCESSION RATES AVAILABLE FOR FUNDED & FULL FEE**

## \*ELIGIBILITY CRITERIA APPLIES

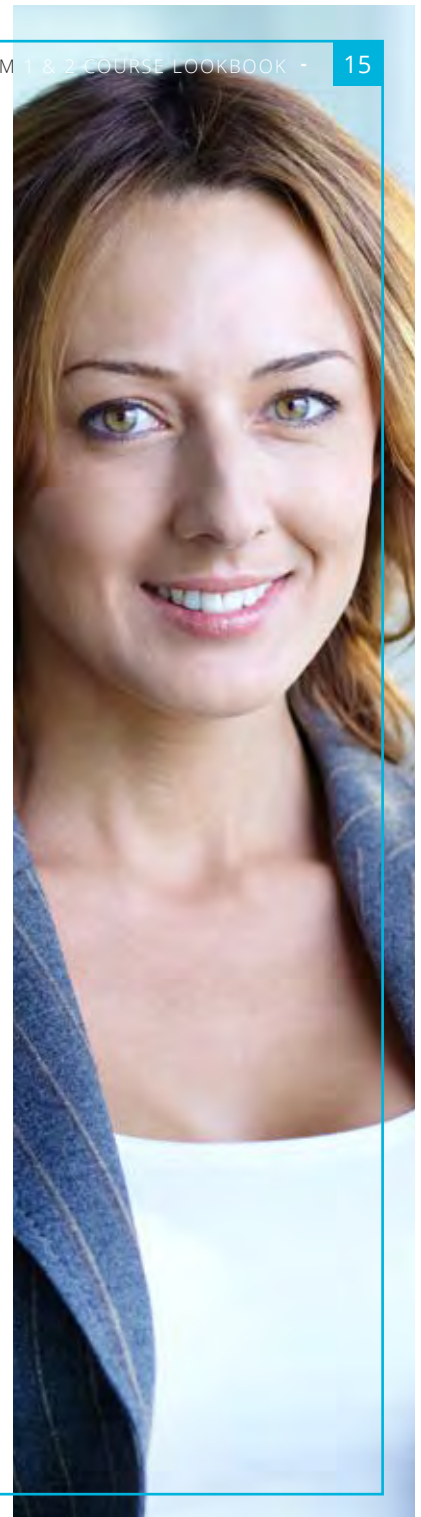
Please contact us for further information.

*By doing these qualifications, you will no longer be eligible for a government subsidised training place under the Certificate 3 Guarantee Program.*

TIP THE SCALE OF SUCCESS IN YOUR DIRECTION, JOIN ONE OF THE HUNDREDS OF LOCAL BUSINESSES OR START YOUR OWN.



[www.acecolleges.edu.au](http://www.acecolleges.edu.au)



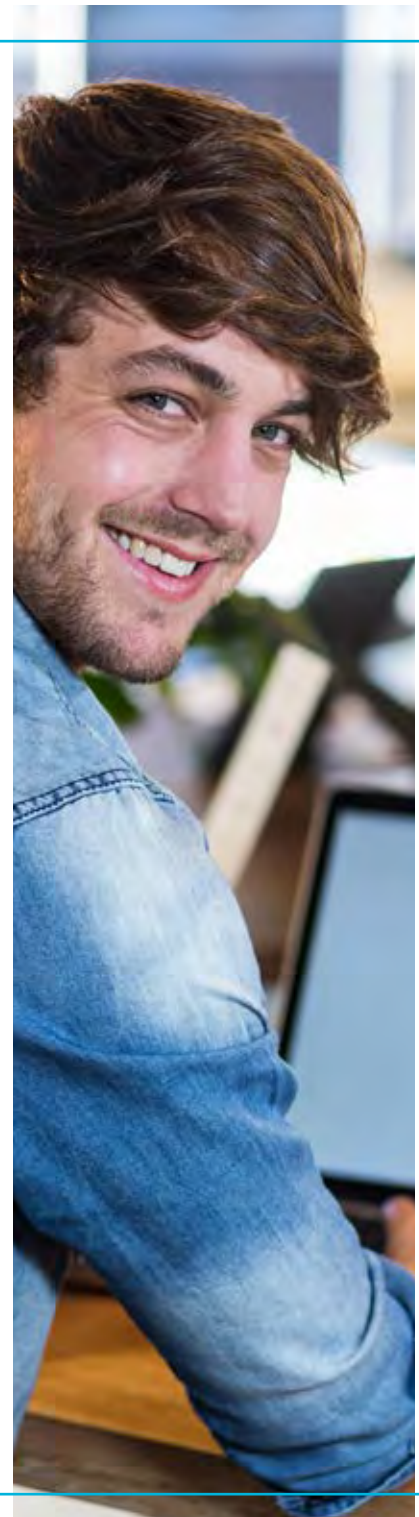
# FOUNDATION SKILLS

- ☺ FSK10113 CERTIFICATE I IN ACCESS TO VOCATIONAL PATHWAYS  
A program designed specifically to develop language, literacy and numeracy skills. This is a great entry point to assist in gaining work, or supporting further training in business or retail services.
- ☺ FSK20113 CERTIFICATE II IN SKILLS FOR WORK AND VOCATIONAL PATHWAYS  
This qualification is the next step up in strengthening and advancing core foundation skills (language, literacy and numeracy). You would enrol in this qualification to prepare for work-force entry or vocational training pathways.

## \*ELIGIBILITY CRITERIA APPLIES FOR SOME OF THESE PROGRAMS

Please contact us for further information.

PLEASE CONTACT THE COLLEGE FOR INTAKE DATES AND FEES\* OR TO ARRANGE AN ASSESSMENT WITH A TRAINER TO CREATE A CUSTOMISED TRAINING PLAN TO SUIT YOUR NEEDS.





# INFORMATION TECHNOLOGY

## COMPUTER BASICS

Designed for everyone with little or no computing experience but seeking to improve their skills (for work or home). Learn how to operate a Windows computer, navigate the system to access files and programs, efficiently use a keyboard and mouse, manage plug-in devices including cameras and memory sticks; and gain an understanding of security and privacy issues. You will also learn how to create and edit office files (word documents and spreadsheets), how to search for information on the Web, how to send, receive and manage emails, plus a range of tips to help make your computing easier and more enjoyable.

**THURSDAYS      6 APRIL      4 SESSIONS      9AM-12PM      \$170**

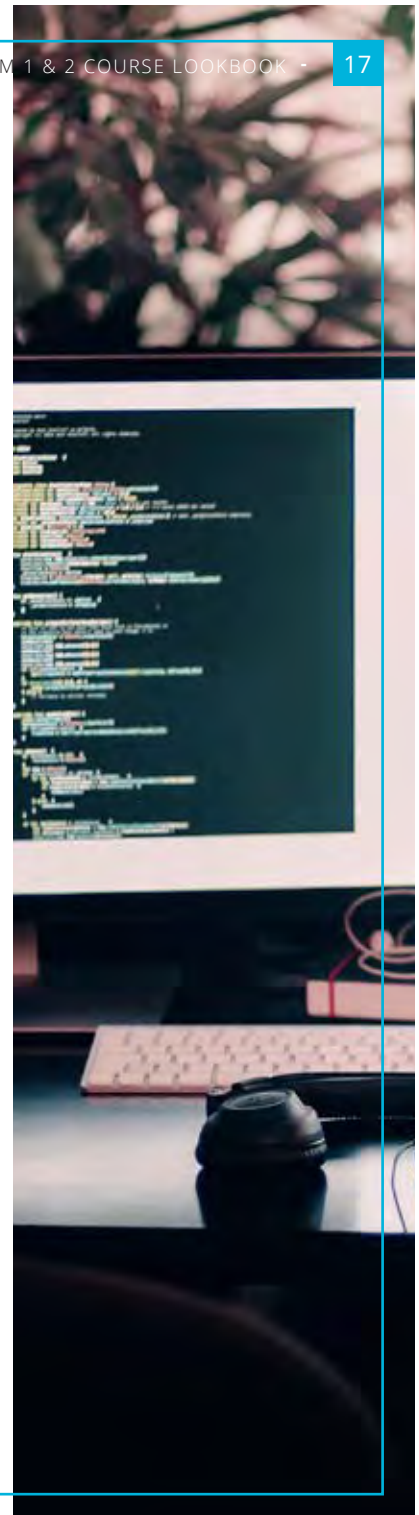
# WORK SKILLS

## MS OFFICE

The work environment is changing constantly. You can stay ahead of the curve by building your Microsoft Word, Excel, Outlook, Publisher and PowerPoint knowledge. Basic computer and file management skills are required for success in this course.

**THURSDAYS      2 MARCH      5 SESSIONS      9AM-12PM      \$220**  
**THURSDAYS      4 MAY      5 SESSIONS      9AM-12PM      \$220**

YOU'RE BUSY AND WE UNDERSTAND – CONTACT THE COLLEGE TO FIND OUT MORE ABOUT A TAILORED PROGRAM TO SUIT YOUR SCHEDULE.



# LANGUAGE

## SPANISH BEGINNERS

Learn the basics of everyday conversations in Spanish. Great for people planning travels to Spanish speaking countries.

<b>VENUE:</b>	<b>BURLEIGH HEADS</b>	
<b>MONDAYS</b>	<b>6 FEBRUARY</b>	<b>8 SESSIONS</b>
	<b>7PM-9PM</b>	<b>\$180</b>
<b>TUESDAYS</b>	<b>9 MAY</b>	<b>8 SESSIONS</b>
	<b>7PM-9PM</b>	<b>\$180</b>

## SPANISH MEDIUM

Continue developing your Spanish conversation skills. This is for anyone with an existing understanding of the Spanish language, or has completed the Spanish for Beginners course.

<b>VENUE:</b>	<b>BURLEIGH HEADS</b>	
<b>TUESDAYS</b>	<b>7 FEBRUARY</b>	<b>8 SESSIONS</b>
	<b>7PM-9PM</b>	<b>\$180</b>
<b>WEDNESDAYS</b>	<b>10 MAY</b>	<b>8 SESSIONS</b>
	<b>7PM-9PM</b>	<b>\$180</b>

## ITALIAN BEGINNERS

Ideal for preparing for travel, or as a stepping-stone to start your path to mastering Italian. You will learn basic communication, grammatical elements, speaking and listening skills. Lessons are specifically tailored to meet each student's needs and interests and are based on real-life texts and dialogues.

<b>VENUE:</b>	<b>BURLEIGH HEADS</b>	
<b>MONDAYS</b>	<b>6 FEBRUARY</b>	<b>6 SESSIONS</b>
	<b>6PM-9PM</b>	<b>\$160</b>
<b>MONDAYS</b>	<b>8 MAY</b>	<b>6 SESSIONS</b>
	<b>6PM-9PM</b>	<b>\$160</b>

## ITALIAN INTERMEDIATE

Take this course if you have basic knowledge of the Italian language or have completed the Beginners course. Students will develop their conversational skills and expand their understanding of the Italian language. You will explore the Italian grammar further but in the context of everyday practical conversation. An ideal interactive and social experience while you learn.

<b>VENUE:</b>	<b>BURLEIGH HEADS</b>	
<b>WEDNESDAYS</b>	<b>8 FEBRUARY</b>	<b>6 SESSIONS</b>
	<b>6PM-9PM</b>	<b>\$160</b>
<b>WEDNESDAYS</b>	<b>10 MAY</b>	<b>6 SESSIONS</b>
	<b>6PM-9PM</b>	<b>\$160</b>

TO THE  
DREAMERS,  
THE THINKERS,  
THE INNOVATORS;  
WE SALUTE YOU  
ALL. HERE'S TO  
YOUR 2017.





## FOLLOW US

TO KEEP UP TO DATE ON THE LATEST NEWS AND COURSE INFORMATION



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[Twitter@AceColleges](https://twitter.com/AceColleges)



Join our mailing list at [acecolleges.edu.au](mailto:acecolleges.edu.au)

## ENROLMENT INFORMATION

You can enrol online at [acecolleges.edu.au](http://acecolleges.edu.au) or by phone, fax or in person at any of our college locations.

Once you have paid for your course you will be issued with a confirmation receipt and all relevant course information.

No further contact will be made by us, unless the class is cancelled.

ACE Community Colleges reserves the right to cancel or change details advertised. Unless otherwise stated, courses are available to anyone aged 14 years and 9 months and over.

## CONTACT US

### BURLEIGH HEADS

Ph: 07 5520 3026 E: [burleigh@acecolleges.edu.au](mailto:burleigh@acecolleges.edu.au)

1805 Gold Coast Highway, Burleigh Heads

RTO 90032

## PAYMENT

Subject to availability your place is guaranteed once payment is received. You can pay by cash, eftpos, cheque, direct credit, credit card (Visa or Mastercard), PayPal, Ezidebit or money order. Course fees cover the cost of tuition and administration.

You may be required to purchase additional materials for some courses and will be advised of this at the time of enrolment.

The maximum amount the College can accept prior to course commencement is \$1500. Where the course cost is greater, the balance of payments must be received after the course has commenced in instalments no greater than \$1500. Payment plans can be tailored to suit your circumstances.

## CANCELLATIONS

**By us:** We aim to keep our courses as affordable as possible. Insufficient enrolments may mean a course is cancelled. If so, we will notify you prior to the course commencement date and arrange a full refund. A full refund will also be issued if the course fills before we process your paperwork.

**By you:** If you wish to cancel, transfer or change an enrolment, please notify us no later than 5 working days prior to your course commencement date. We will then refund, transfer or credit your course fee, less a \$50 administration fee. If you withdraw from a course after this deadline, a refund will not be paid and transfers or credits will not be given.

ACE Community Colleges cannot accept responsibility for any changes to your personal circumstances.

## ACCESS

Please advise us in advance if you have a disability requiring special provisions so we may assist you.

## CONFIRMATIONS OF ATTENDANCE

Confirmations of attendance are issued upon request and where a minimum of 80% attendance can be confirmed.

## NOTE

ACE Community Colleges does not accept responsibility for any loss, damage or injury to person or property arising from attendance at a course or travelling to and from course venues.

## ENROL ONLINE

[www.acecolleges.edu.au](http://www.acecolleges.edu.au)