



# ACE

COMMUNITY

COLLEGES

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Term **3** +4

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

2018 COURSE LOOKBOOK

LISMORE | CASINO

# COMMUNITY CARE

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

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

LISMORE | WED & THU | STARTING WED 25 JULY | 19 WEEKS

LISMORE | MON & TUE | STARTING MON 15 OCT | 19 WEEKS

## 🔗 CHC43115 CERTIFICATE IV IN DISABILITY

This qualification is for people working in a range of community settings and client homes who provide training and support that empowers people with disabilities to achieve greater levels of independence, self-reliance, community participation and well-being. This course requires the support of your workplace.

LISMORE | START ANYTIME | 12 MONTHS/1 DAY PER MONTH

## 🔗 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. Use this qualification to prepare for a supervisory or team leader role in the aged care industry.

This course requires the support of your workplace.

LISMORE | START ANYTIME | 12 MONTHS/1 DAY PER MONTH



BLENDED



ONLINE



RECOGNITION OF PRIOR LEARNING



FACE TO FACE



FLEXIBLE DELIVERY



TRAINEESHIP

THIS TRAINING IS SUBSIDISED  
BY THE NSW GOVERNMENT.

## ☺ CHCSS00070 ASSIST CLIENTS WITH MEDICATION SKILL SET

A skill set 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

LISMORE | ON DEMAND START DATE | 3-6 DAYS

## 🔗 CHC52015 DIPLOMA OF COMMUNITY SERVICES

**T This is your opportunity to get recognised. Gain the skills you need to thrive in an NDIS world with this nationally recognised training.**

The Diploma of Community Services is an advanced qualification that requires you to have specialised skills in community services.

Course learning features include:

- Client assessment
- The referral process – linking people with support systems and networks
- Developing, implementing and monitoring plans which will address a persons immediate and long term goals
- Supervising and leading teams, managing budgets and financial plans; and
- Understanding legal and ethical compliance in this fast paced sector.

You can complete your training in a professional environment which is interactive and practical. This course requires the support of your workplace.

LISMORE | START ANYTIME | 18 MONTHS/1 DAY PER MONTH

TRAINEESHIP OPTIONS AVAILABLE

NATIONALLY RECOGNISED  
TRAINING

THIS TRAINING IS SUBSIDISED  
BY THE NSW GOVERNMENT.



## ➤ 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. This course requires the support of your workplace.

**LISMORE | START ANYTIME | 12 MONTHS/1 DAY PER MONTH**



I've actually completed a few ACE courses, but first found out about this qualification through a flyer in the mail box! Really it was a no decision, decision. I'd had a good experience in the past, the teachers are so helpful and the location is really convenient for me. So I enrolled.

The truly outstanding support the trainer gave to everyone in the class and on an individual level really exceeded my expectation. She is a star, always had time to answer questions and we could email her in between classes if we needed support. I have full time employment in the industry, I'm really happy using my skills to help provide quality service and care to the residents I work with.

Thanks ACE!

Margaret Smith  
CERTIFICATE IV IN LEISURE & HEALTH



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BY THE NSW GOVERNMENT.

# BUSINESS

## ➤ BSB40515 CERTIFICATE IV IN BUSINESS ADMINISTRATION

**T** Qualify yourself for a career in business, or further develop the skills you have with this advanced level of study. Whether you want to run your own business or work in senior administration roles understanding business operating systems is fundamental to your success. You will apply solutions to unpredictable problems, complete complex analysis, evaluate information and learn how to provide leadership and guidance to others in the workplace.

**LISMORE | START ANYTIME | 1.30PM - 4.30PM | 12 MONTHS/1 DAY PER MONTH**

# EARLY CHILDHOOD EDUCATION & CARE

## CHC50113 DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE

This advanced level of study reflects the role of Early Childhood Educators who are responsible for designing and implementing curriculum. In doing so they work to implement an approved learning framework within the requirements of the Education and Care Services National Regulations and the National Quality Standard.

This Diploma is also a pathway to Bachelor of Early Childhood Education, Bachelor of Education (Primary)

The course is being delivered by specialist early childhood trainer Deb Maunsell. Students have access to our new online portal which hosts subject readings, course documents and assessment tasks. You may be eligible for recognition of prior learning status. Your existing skills may considerably reduce the study time needed to complete a qualification.

**LISMORE | START ANYTIME**

**CASINO | START ANYTIME**



# SMALL BUSINESS

## NEW SOCIAL MEDIA FOR BUSINESS - BEGINNERS

This is where you begin your journey. Learn how to use Facebook, Twitter, Pinterest and Instagram to stay connected with family and interact with friends safely - a great starting point.

**FRI 3 & 10 AUG | 9.00AM - 5.00PM | 2 SESSIONS | \$220**

## SOCIAL MEDIA FOR BUSINESS

Learn what social media platforms are available, what they do and which is the right fit for your business and target audience. The course looks at niche platforms for your specific industry and in depth at Facebook, Instagram, Pinterest and Twitter.

**FRI 31 AUG & 7 SEP | 9.00AM - 5.00PM | 2 SESSIONS | \$220**

**SAT 20 & 27 OCT | 9.00AM - 5.00PM | 2 SESSIONS | \$220**

## SOCIAL MEDIA FOR BUSINESS – NEXT LEVEL

How to effectively use Google docs, Google + and LinkedIn to promote professional services or your business brand is the aim of this course. Use these platforms to improve professional connections, grow networking opportunities and increase your referral and knowledge base, attract new business and promote products and services.

**SAT 3 & 10 NOV | 9.00AM - 5.00PM | 2 SESSIONS | \$220**

## DIGITAL MARKETING MATRIX

You would want to get your matrix working for you to increase SEO, target audience engagement and sale conversions. The bonus is you can have your x-promotion and batching save you time, money and effort.

**FRI 17 & 24 AUG | 9.00AM - 5.00PM | 2 SESSIONS | \$220**

## WEBSITES USING WORDPRESS

Design, create and learn how to update and manage a WordPress website for your business, community group or personal profile. Understand how your website anchors your digital marketing matrix. You will walk away with a free, functional website.

**THU 19 & 26 OCT | 9.00AM - 5.00PM | 2 SESSIONS | \$220**



THIS TRAINING IS SUBSIDISED BY  
THE NSW GOVERNMENT.

THESE COURSES ARE  
ASSESSED AGAINST A UNIT OF  
COMPETENCY. PLEASE CHECK  
THE WEBSITE FOR DETAILS.

## EMAIL MARKETING

Take this course to understand the psychology of email marketing for your business without the hustle. Represent your business with integrity and lead the way with strong copy. Use email marketing to develop trust, loyalty and as a resource to increase revenue, expand your client base and awareness of your product or service.

**FRI 2 & 9 NOV | 9.00AM - 3.00PM | 2 SESSIONS | \$220**

## VIDEO MARKETING

Learn how to choose and effectively use social media video Apps to promote your business and generate positive public relations. You will also learn how to create your profile and get your video platform working efficiently for you with a professional edge.

**SAT 17 NOV & 1 DEC | 9.00AM - 3.00PM | 2 SESSIONS | \$220**

## BLOGGING FOR PROFESSIONALS

Create a blog your target audience wants to read and keep them coming back for more – it is an essential part of your digital marketing matrix. Take this course to learn how to set up and create a professional blog to increase your public profile and become a recognised authority in your field.

**FRI 14 & 21 SEPT | 9.00AM - 3.00PM | 2 SESSIONS | \$220**

## SUPERVISING OTHERS

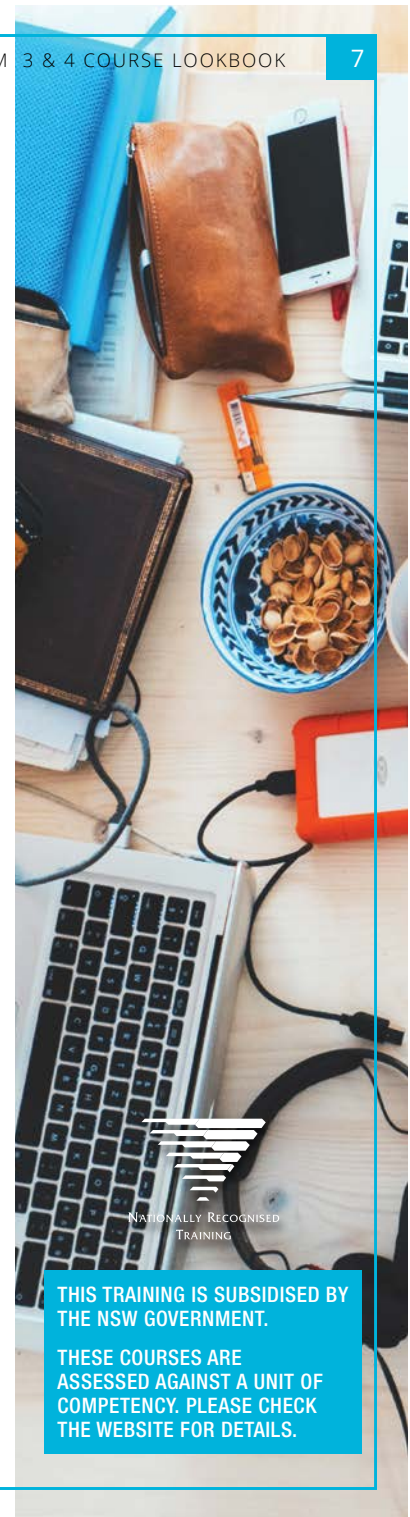
Between managing your own time and projects, helping your team members solve problems and complete tasks, and helping other supervisors your day can fill up before you know it. This workshop is aimed at helping supervisors become more efficient with delegating, managing time, setting goals and expectations (for themselves and others), providing feedback and resolving conflict.

**FRI 28 SEPT | 9.00AM - 12.30PM | 1 SESSION | \$90**

## TIME MANAGEMENT

Personal time management skills are essential for professional success in any workplace. When you can successfully implement time management strategies you are able to control your workload rather than spend each day in a frenzy of activity reacting to crisis after crisis – stress declines and personal productivity soars.

**FRI 28 SEPT | 1.30PM - 4.30PM | 1 SESSION | \$90**



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# LIFE SKILLS

## LEARNER DRIVER KNOWLEDGE COURSE

These award winning, fun and interactive sessions aim to help you gain your Learners Licence with confidence (and a smile). Receive driver education in literacy, language and numeracy to assist with the Driver Knowledge Test.

You also receive access to computers and staff at the College to practice the RMS Learner Driver Knowledge Test.

**LISMORE** | **STARTS THU 26 JULY** | **9.30AM – 12.30PM** | **6 SESSIONS** | **\$125**

**LISMORE** | **STARTS THU 18 OCT** | **9.30AM – 12.30PM** | **6 SESSIONS** | **\$125**



‘A licence is your ticket to independence and gives you the freedom to success.’

Sharnie Roberts.

Sharnie progressed into a full licence in 2015 while working in the Northern Territory where she is employed as an outreach mental health worker on Aboriginal Communities.

THIS TRAINING IS SUBSIDISED BY THE NSW GOVERNMENT.

THESE COURSES ARE ASSESSED AGAINST A UNIT OF COMPETENCY. PLEASE CHECK THE WEBSITE FOR DETAILS.



# FIRST AID

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 are completed in a one-day format; and half-day for CPR. Refresher courses are now also conducted within the one-day format.

Delivered in partnership with Allens Training Pty Ltd who will issue successful participants with a Statement of Attainment\* on successful completion.

*\*This is provided electronically, optional hard copy available on request to the trainer for a small fee.*

## HLTAID003 PROVIDE FIRST AID

**1 SESSION** | **9.30AM - 4.30PM** | **\$145**

## HLTAID001 PROVIDE CARDIOPULMONARY RESUSCITATION

**1 SESSION** | **9.30AM - 12.30PM** | **\$70**

## HLTAID004 PROVIDE AN EMERGENCY FIRST AID RESPONSE IN AN EDUCATION AND CARE SETTING

**1 SESSION** | **9.30AM - 6.30PM** | **\$185**

### LISMORE:

THU 5 JUL  
TUE 7 AUG  
SAT 1 SEP  
TUE 16 OCT  
SAT 10 NOV  
TUE 4 DEC

### CASINO:

TUE 25 SEP  
THU 29 NOV



WHO NEEDS A FIRST AID QUALIFICATION? EVERYONE.  
OUR FIRST AID COURSES ARE NATIONALLY RECOGNISED



THIS TRAINING IS SUBSIDISED BY THE NSW GOVERNMENT.

# FIRST AID

## MENTAL HEALTH FIRST AID

This course teaches participants how to offer initial support to adults who are developing a mental health problem, experiencing a worsening of an existing mental health problem or in a mental health crisis, until appropriate professional health is received, or the crisis resolves.

You will learn about the signs and symptoms of the common and disabling mental health problems, how to provide initial help, where and how to get professional help, what sort of help has been shown by research to be effective and how to provide first aid in a crisis situation.

Students completing the course receive a copy of the Standard Mental Health First Aid Australia Manual to keep and a Statement of Completion.

MHFA courses are open to all members of the community, everyone aged 18 years and above. In particular, it is recommended that MHFA becomes prerequisite for people employed in human services.

**FRI 20 & 27 JUL | 9.00AM - 4.00PM | 2 SESSIONS | \$200**

**FRI 7 & 14 SEP | 9.00AM - 4.00PM | 2 SESSIONS | \$200**

Accredited to deliver MHFA  
Courses by MHFA Australia



**HIGHLY RECOMMENDED FOR  
EVERYONE EMPLOYED IN THE  
HUMAN SERVICES SECTOR.**



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BY THE NSW GOVERNMENT.**

# WORK SKILLS

## ACCIDENTAL COUNSELLOR

An Accidental Counsellor is anyone who is not necessarily employed as a counsellor, however finds themselves in a counselling role. You could be a frontline worker in an administrative role, a nurse, teacher, coach, support worker or complimentary health practitioner.

In this workshop you will learn a practical counselling framework for effective client support with opportunities to practice your new skills in a safe, supportive environment.

**FRI 17 AUG | 9.00AM - 4.00PM | 1 SESSION | \$180**

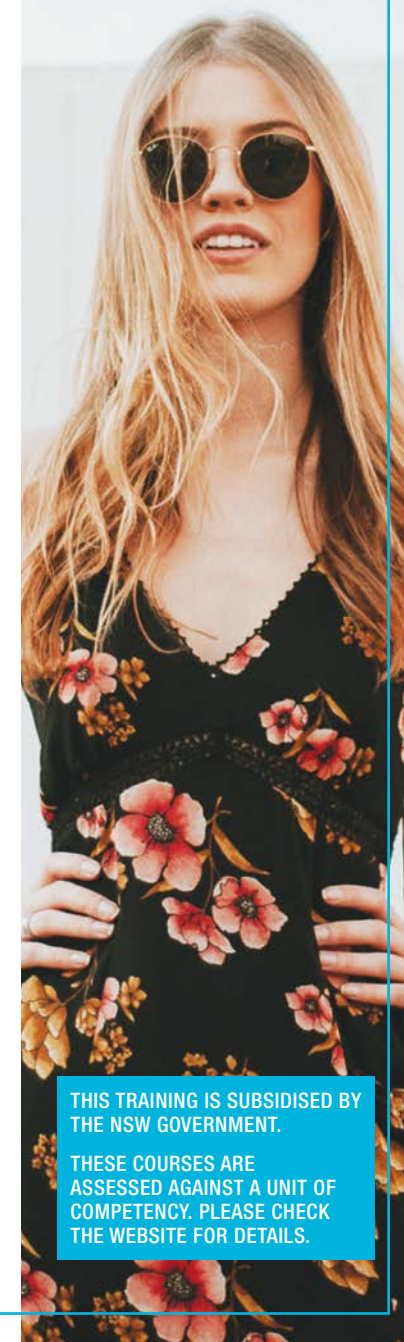
**FRI 30 NOV & 7 DEC | 5.30PM - 8.30PM | 2 SESSIONS | \$180**

## CUSTOMISED SKILL SET COURSES

ACE Community Colleges offers customised training to help build your business and support your staff to be the best they can be. This can be tailored to suit your business needs. All training is interactive, based on contemporary learning principles and are facilitated by skilled and experienced trainers. Contact our College Manager to discuss how we can support you and your staff.

### POPULAR SKILL SETS:

- Time management
- Coaching and mentoring
- Customer service
- Documentation and report writing
- Negotiation skills and more.



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COMPETENCY. PLEASE CHECK  
THE WEBSITE FOR DETAILS.**



## WORK SKILLS

Make a promise to yourself to get amongst it, and soak up every insight and experience your career offers. If you want to be the 'go-to' person in your workplace then expanding your foundation business skills is a must do. These courses are all one day options, 100% effective and nationally recognised training

### MS EXCEL LEVEL 1

MON 23 JUL	9.30AM - 4.30PM	1 SESSION	\$160
TUE 16 OCT	9.30AM - 4.30PM	1 SESSION	\$160

### MS EXCEL LEVEL 2

MON 6 AUG	9.30AM - 4.30PM	1 SESSION	\$160
TUE 6 NOV	9.30AM - 4.30PM	1 SESSION	\$160

### MS WORD LEVEL 1

WED 29 AUG	9.30AM - 4.30PM	1 SESSION	\$160
THU 8 NOV	9.30AM - 4.30PM	1 SESSION	\$160

### MS WORD LEVEL 2

WED 26 SEP	9.30AM - 4.30PM	1 SESSION	\$160
THU 6 DEC	9.30AM - 4.30PM	1 SESSION	\$160



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## INFORMATION TECHNOLOGY

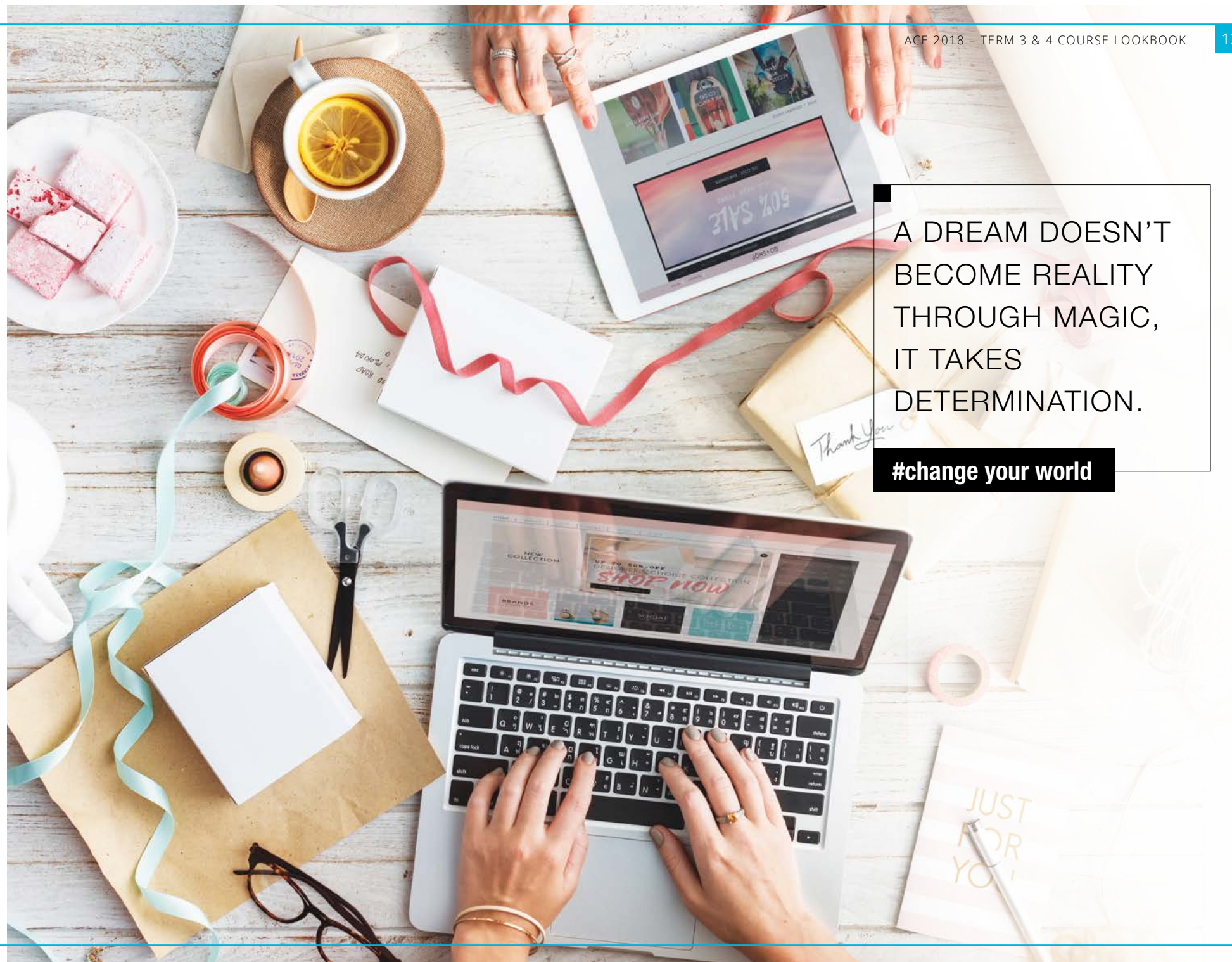
### COMPUTER BASICS

Designed for everyone with little or no computing experience but wanting to improve their skills for work or home. You will learn how to operate a Windows computer, navigate the system to access files and programs, use a keyboard and mouse, manage plug-in devices including cameras and memory sticks; and gain an understanding of security and privacy issues.

SAT 4 AUG - 25 AUG	9.30AM - 12.30PM	4 SATURDAYS	\$170
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A DREAM DOESN'T  
BECOME REALITY  
THROUGH MAGIC,  
IT TAKES  
DETERMINATION.

#change your world





# LEISURE AND LIFESTYLE

## LANGUAGES

### ITALIAN FOR BEGINNERS AND TRAVELLERS

Ideal for travel preparation or as a stepping stone to mastering this beautiful language. Learn basic communication, greetings and introductions, how to order food, how to book accommodation and find your way around.

**TUE 24 JUL - 11 SEP | 5.30PM - 7.30PM | 8 TUESDAYS | \$190**

### ITALIAN CONTINUATION

This is where you develop your conversational skills and expand your understanding of the language. You will explore Italian grammar in the context of everyday, practical conversation. Plus have loads of fun.

**TUE 16 OCT - 4 DEC | 5.30PM - 7.30PM | 8 TUESDAYS | \$190**

### SPANISH FOR BEGINNERS

Learn the basics of everyday conversation in Spanish. Great for would be travellers to Spanish speaking countries. Use your new language skill for making friends and talking about hobbies, ordering food and drinks, buying a ticket or making a reservation.

**WED 25 JUL - 12 SEP | 5.30PM - 7.30PM | 8 WEDNESDAYS | \$190**

### **NEW** JAPANESE

Learn and practice your travel basics for Japanese including topics of conversation and culture. Avoid insult and enjoy the Japanese culture. Build your own travel cheat sheet for emergencies. We will begin with a strong foundation and progressively build each week with practice and conversation. Come and have fun immersed in the culture and language of Japan.

**SAT 4 AUG - 22 SEP | 5.30PM - 7.30PM | 8 SATURDAYS | \$190**



## WELLBEING

### **NEW** NUTRITION/SUGAR DETOX

Get Ready! Learn how to prepare mentally, physically, and emotionally for your successful REAL FOOD sugar detox. This is the first step toward a healthier you. Start NOW.

**WED 8 AUG - 5 SEP | 10.00AM - 12.00PM | 5 SESSIONS | \$120**

### REDUCING STRESS AND BUILDING RESILIENCE

Gain vital skills that will assist in both managing your stresses and building resilience. You will be able to weave this into your every day.

Key topics explored in this workshop include:

- Self nurturing, finding the joy
- Assertiveness and setting boundaries
- Coming back to self
- Effective communication techniques; and
- Knowing when to ask for help.

**THU 27 SEP | 9.30AM - 3.00PM | 1 SESSION | \$90**

### **NEW** STAYING WELL, ADVOCACY WITHOUT BURNOUT

Get a head start on your New Year's resolution by learning to let go of the old to allow the new to come in. Thus, enabling you to live to your true potential and step into who you truly are.

**THU 29 NOV | 9.30AM - 3.00PM | 1 SESSION | \$90**





## PERSONAL DEVELOPMENT

### BENEFITS OF KEEPING NATIVE BEES/FIELDTRIP

Find out about bee morphology, nesting biology, foraging behaviour and the importance of bees in natural systems. You will extract pot-honey from a honey super and taste test it!

**SAT 15 SEP** | 9.30AM - 3.30PM | 1 SESSION | \$60

**SAT 17 NOV** | 9.30AM - 3.30PM | 1 SESSION | \$60

### B&B IS A GREAT WAY TO EARN MONEY FROM YOUR HOME

Hear from an industry professional who is both a lecturer and internationally published author of how-to guides on B&Bs in Australia, UK and New Zealand.

**SAT 28 JUL** | 9.00AM - 1.00PM | 1 SESSION | \$70

LET'S EMBRACE THE SEASON AND TICK AT LEAST ONE PERSONAL GOAL OFF THE LIST. THERE'S SOMETHING FOR FUN, SOMETHING TO SUPER-SIZE YOUR 2018 TRAVELS AND SOMETHING TO MAKE YOUR WORLD JUST GO BETTER.

#change your world



## ARTS AND CREATIVITY

### DRAWING BASICS

Fun sessions where you develop basic skills and techniques that will help you to observe and put down on paper a convincing picture of the objects you see in the world.

Artist Harry Wester has enjoyed a life long love for art and will be delivering this course in 2018. Originally trained in still life and portraits in oil painting, he is now primarily painting landscapes in watercolour. Teaching high school Visual Art and adult workshops has created a special opportunity for Harry to pass on the wonderful knowledge and skills that others have taught him. Having taught many painting classes, he realised that students must have some basic drawing skills to give strength and structure to their artwork and developed this course specially to address this issue.

**SAT 4 & 11 AUG** | 9.30AM - 3.00PM | 2 SESSIONS | \$150

### NEW OIL PAINTING

Enjoy 2 days of painting in a fun, relaxed environment, learning oil painting techniques with local artist and teacher Harry Wester. No experience needed.

**SAT 17 & 24 NOV** | 9.30AM - 3.00PM | 2 SESSIONS | \$150

### NEW MAKING DREAM CATCHERS

Learn about the Origins (Ojibway) and Legends (Lakota) of Dream Catchers before creating your own, for yourself or as a gift.

**SAT 10 NOV** | 10.00AM - 1.00PM | 1 SESSION | \$50





## WRITING

### NEW SCRAPBOOKING FOR WRITING

In this interactive class you will learn how an ordinary scrapbook can help guide your memoir, novel or non-fiction book, giving it structure, colour and direction.

FRI 17 AUG | 9.00AM - 5.00PM | 1 SESSION | \$100

### NEW CREATIVE WRITING

This course is for writers who are struggling with the basics of writing a fictional novel, from creating captivating characters and plot to understanding tense, voice, structure and pace. You will do some writing exercises to develop characters, description and dialogue, and look at what keeps readers engaged today. A fun, hands-on class for budding authors.

FRI 14 & 21 SEP | 9.00AM - 5.00PM | 2 SESSIONS | \$180

### NEW DIY SELF PUBLISHING – E-BOOKS

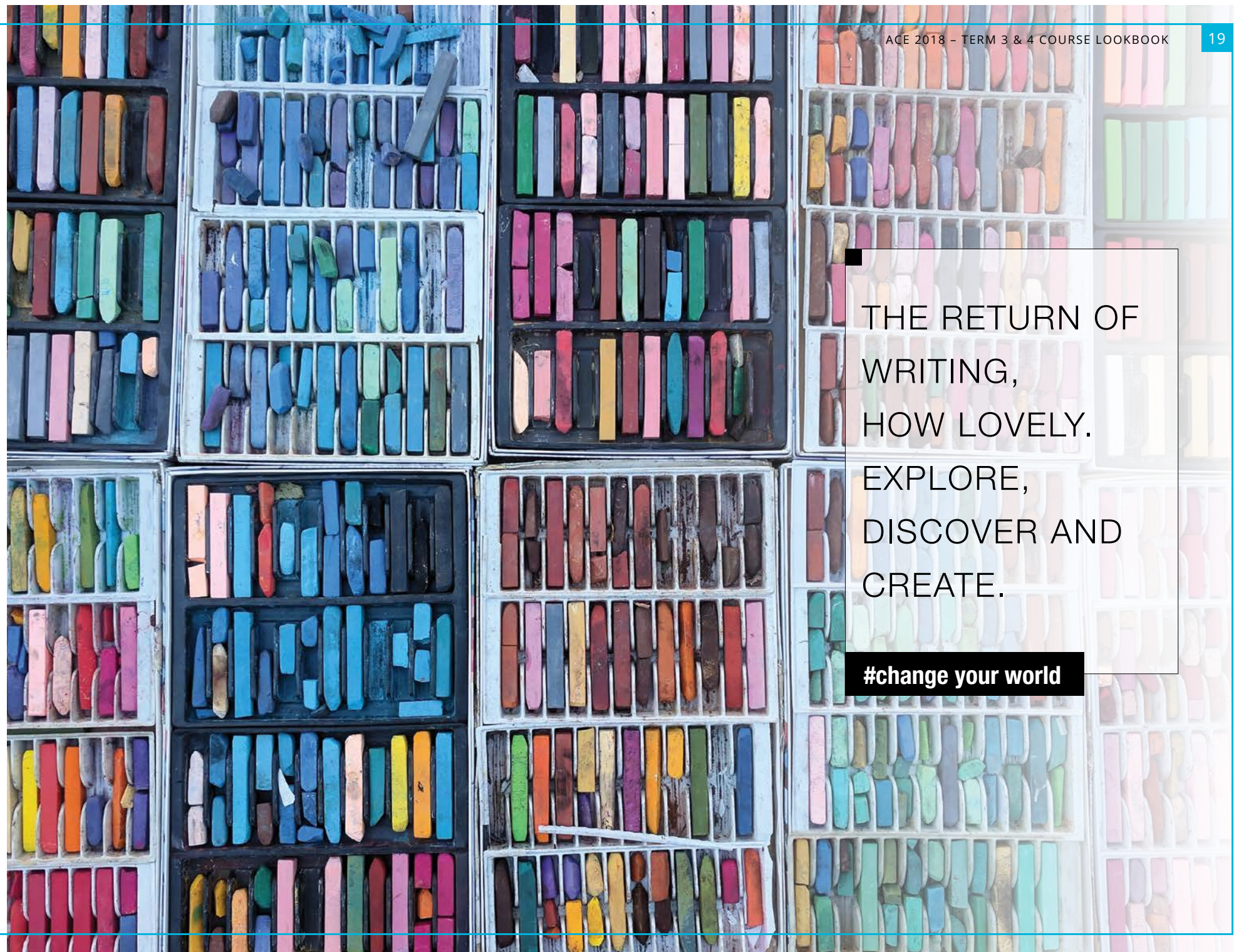
Learn the Six Steps to Self-Publishing an E-Book and start on your publishing journey.

FRI 19, 26 OCT & 2 NOV | 9.00AM - 5.00PM | 3 SESSIONS | \$240

The writing courses are being delivered in 2018 by author of the Amazon best-selling Agatha Christie Book Club series, Christina (C.A.) Larmer. Christina is also an indie publisher, editor, journalist and blogger. More recently she has been a blogger for the US Huffington Post, written digital content for Yahoo, kidspot and news.com.au, and now mentors students, teaches writing, and self-publishes her own fiction.

THE RETURN OF  
WRITING,  
HOW LOVELY.  
EXPLORE,  
DISCOVER AND  
CREATE.

#change your world







## 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), by phone, 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

LISMORE: Ph 02 6622 1903 E: [lismore@acecolleges.edu.au](mailto:lismore@acecolleges.edu.au)

CASINO: Ph 02 6622 1903 E: [casino@acecolleges.edu.au](mailto:casino@acecolleges.edu.au)

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 or Ezidebit. 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 your course fee less a \$15 administration levy (for general program courses including First Aid), and \$50 for full qualification and accredited short courses. 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.

ALL OF OUR COURSES RUN BY CONSECUTIVE WEEKS UNLESS OTHERWISE STATED.

Term **3** + **4**

2018 COURSE  
LOOKBOOK

ENROL ONLINE

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