



ACE
COMMUNITY
COLLEGES

Term **3** +4

www.acecolleges.edu.au

2016 COURSE GUIDE

LISMORE | CASINO



ABOUT US

A lovely end of course graduation event recently reminded me just how inspiring it is to be around people who are working hard to make their career dreams real. It's always a treat for me to listen to cheers from families [and staff] as students finally hold their certificate. To every single one of our amazing students who completed their study in the

first half of the year I send a big congratulations and do stay in contact, we would be thrilled to hear about your employment success.

Acknowledging and sharing achievement has always been a hallmark of our region, and our 'Raise the Bar' Lismore and Casino did exactly that. I read it cover to cover and gave copies to all my friends. Such refreshingly honest and powerful words from ACE students now making a big difference in the world. Pop to our website and download a copy for instant motivation and inspiration. Thank you to the entire crew who brought this together.

I'm not sure where time goes, but this year seems to be moving at an unprecedented speed. As we welcome the change in season, we also launch our new term 3 and 4 course range. There are more options in nationally

recognised training qualifications than ever before; and we are building our delivery in all College locations. When you see us out and about across the community – say hello!

The team have also been busy innovating and completed a soft launch of our 'Life Skills College' during summer. Now we are in full bloom. This initiative is an entirely new concept owned by ACE and developed for our community. The program of options has been designed for everyone wanting to gain entry level certificates which are empowering personally and can open doors to new career and employment possibilities. We think you will love it!

Meantime we've all been involved in creating a training experience across the College you just can't get anywhere else; and that means everything to us and students seeking quality training.

So before the year is out here is our challenge, make amazing happen for you – it's your time. We look forward to seeing you on campus very soon.

Kerry Johnson
Principal
ACE Community Colleges

ACE COMMUNITY COLLEGES
59 MAGELLAN STREET, LISMORE NSW 2480

PH: 02 6622 1903 | E: lismore@acecolleges.edu.au
www.acecolleges.edu.au



- BLENDED
- FACE TO FACE
- ONLINE
- FLEXIBLE DELIVERY
- RECOGNITION OF PRIOR LEARNING

COMMUNITY SERVICES

- ☺ CERTIFICATE III IN INDIVIDUAL SUPPORT CHC33015
- CERTIFICATE IV IN AGEING SUPPORT CHC43015
- CERTIFICATE IV IN LEISURE AND HEALTH CHC43415
- DIPLOMA OF COMMUNITY SERVICES CHC52015
- ASSIST CLIENTS WITH MEDICATION SKILL SET CHCSS00070

Working in the Community Services sector is rewarding, offers career diversity and creates every-day 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 on-site practical placement equips you with the knowledge and skills to deliver quality care and be in demand by employers.

BE PART OF THE CARE SOLUTION. TAKE YOUR CAREER IN COMMUNITY SERVICES ANYWHERE.



NATIONALLY RECOGNISED
TRAINING

**THIS TRAINING IS SUBSIDISED BY THE NSW GOVERNMENT.
TALK TO US ABOUT YOUR OPTIONS.**

www.acecolleges.edu.au

EVERY DAY
IS A NEW
ADVENTURE.



COMMUNITY SERVICES

☺ CERTIFICATE III IN INDIVIDUAL SUPPORT CHC33015

This qualification reflects the role of people working in community or residential settings who follow an individualised plan to provide person-centred support. Career pathways include Aged Care, Home and Community Care; and Disability Services.

LISMORE | STARTS WED 27 JUL | 9.30AM - 3.30PM | 18 WEEKS/2 DAYS PER WEEK

➤ CERTIFICATE IV IN AGEING SUPPORT CHC43015

Prepare for an advancement in your care career by opting for this advanced program of study. At this level you complete specialised tasks and functions in aged services.

LISMORE | START ANYTIME | 9.30AM - 3.30PM | 24 WEEKS/1 DAY PER MONTH

➤ CERTIFICATE IV IN LEISURE AND HEALTH CHC43415

If you 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 can assist to expand your career options.

LISMORE | START ANYTIME | 9.30AM - 3.30PM | 24 WEEKS/1 DAY PER MONTH

➤ DIPLOMA OF COMMUNITY SERVICES CHC52015

An advanced qualification reflecting the roles of community services, case management and social housing workers involved in managing, co-ordinating and delivering person-centred services to individuals, groups and communities.

LISMORE | START ANYTIME | 9.30AM - 3.30PM | 12 MONTHS/1 DAY PER MONTH

➤ ASSIST CLIENTS WITH MEDICATION SKILL SET CHCSS00070

This skill set is endorsed by industry for those who hold a relevant qualification at Certificate III or IV, in assisting with medication administration. Units HLTAAP001 Recognise healthy body systems; HLTHPS006 Assist clients with medication.

LISMORE | ON DEMAND START DATE | 3 DAYS



NATIONALLY RECOGNISED
TRAINING

BUSINESS

☺ CERTIFICATE III IN BUSINESS ADMINISTRATION BSB30115

A match for anyone starting or building a career in office administration. You will use this qualification in a range of roles in varied employment contexts. Individuals in these positions may provide technical advice and support to a team. Impress at your next interview with a nationally recognised qualification.

LISMORE | STARTS MON 25 JUL | 9.30AM - 3.30PM | 18 WEEKS/2 DAYS PER WEEK

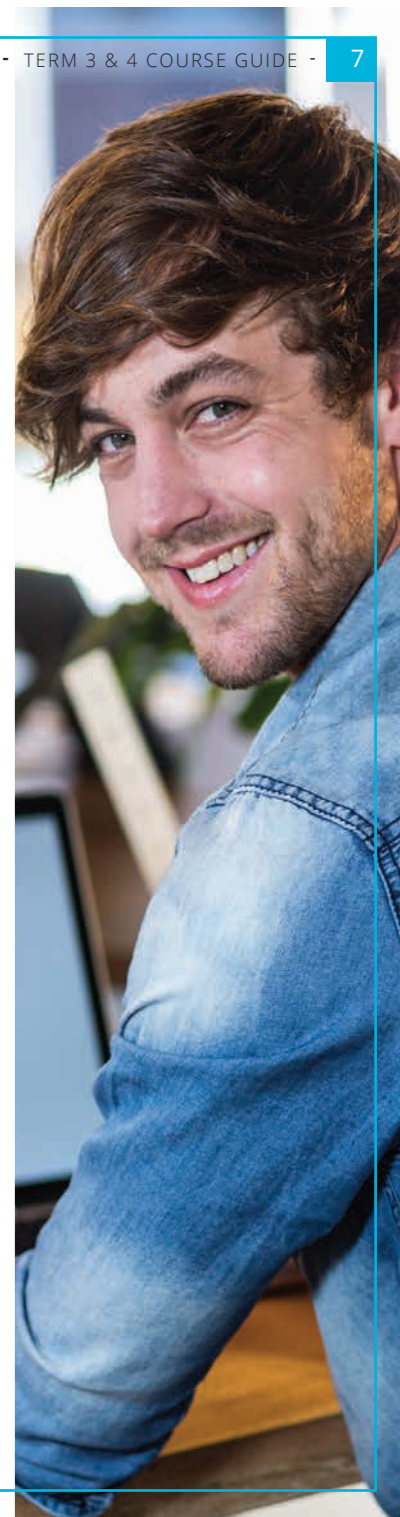
➤ CERTIFICATE IV IN BUSINESS ADMINISTRATION BSB40515

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 and the environment is fundamental to your success.

LISMORE | START ANYTIME | 9.30AM - 3.30PM | 40 WEEKS/1 DAY PER MONTH



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TALK TO US ABOUT YOUR OPTIONS.**



EARLY CHILDHOOD EDUCATION AND CARE

☺ CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE CHC30113

This course is an entry point for employment in the sector. It will enable you to work effectively with young children, supporting their wellbeing, learning and development. Get the job you want.

LISMORE | STARTS WED 20 JUL | 9.30AM - 3.30PM | 20 WEEKS/2 DAYS PER WEEK

CASINO | STARTS WED 20 JUL | 9.30AM - 3.30PM | 20 WEEKS/2 DAYS PER WEEK

➤ DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE CHC50113

At this level educators are responsible for planning, implementing and managing programs, and are often responsible for the supervision of others. This is an advanced program of study, use this qualification to move your career forward.

LISMORE | STARTS ANYTIME | 9.30AM - 3.30PM | 40 WEEKS/1 DAY PER MONTH

IF YOU MAKE A DIFFERENCE IN A CHILD'S EARLY YEARS THEN YOU
MAKE A DIFFERENCE FOR LIFE.



NATIONALLY RECOGNISED
TRAINING

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TALK TO US ABOUT YOUR OPTIONS.



TRAINING & ASSESSMENT

☺ CERTIFICATE IV IN TRAINING AND ASSESSMENT TAE40110

Prepare, teach and assess accredited courses in your field of expertise with this qualification.

LISMORE | STARTS MON 22 AUG | 9.30AM - 4.30PM | 18 WEEKS/1 DAY | FEE \$1950

@ CERTIFICATE IV IN TRAINING AND ASSESSMENT TAE40110

The entire course can be completed on-line if you are a practicing trainer.

STARTS MONTHLY | 18 WEEKS | FEE \$1300

Our TAE40110 courses include all units that are fully equivalent to the new version of TAE40116, which will make transition to the new version a simple matter of credit transfers as soon as any RTOs are approved to offer it.

@ DESIGN AND DELIVER E-LEARNING ONLINE

Qualified, practicing VET trainers can add the competency of facilitating e-learning to their qualification with this package of study.

STARTS MON 15 AUG | 10 WEEKS | FEE \$550

STARTS MON 10 OCT | 10 WEEKS | FEE \$550

☺ ADDRESS ADULT LANGUAGE, LITERACY AND NUMERACY TAE40110

STARTS TUE 9 AUG | 9.30AM - 4.30PM | 3 WEEKS | FEE \$300

STARTS TUE 11 OCT | 9.30AM - 4.30PM | 3 WEEKS | FEE \$300

@ MENTOR IN THE WORKPLACE TAE40110

START ANYTIME | 3 WEEKS | FEE \$300

☺ DIPLOMA OF VOCATIONAL EDUCATION AND TRAINING TAE50116

A cluster of four units which is best for practicing VET trainers seeking advanced professional development.

LISMORE | STARTS MON & TUE 8/9 AUG | 9.30AM - 4.30PM | 2 DAY WORKSHOP

10 WEEKS ONLINE | FEE \$880



NATIONALLY RECOGNISED
TRAINING

LIFE SKILLS COLLEGE

☺ CERTIFICATE II IN BUSINESS BSB20115

This covers all the basic skills to get you started in retail. You will learn how to communicate effectively with customers and colleagues, work safely and plan so you are a productive team member. Prepare a job application so you are recruitment ready.

LISMORE | STARTS WED 3 AUG | 9.30AM – 3.30PM | 18 WEEKS/2 DAYS PER WEEK

☺ CERTIFICATE II IN SKILLS FOR WORK AND VOCATIONAL PATHWAYS FSK20113

Develop your communication, reading, writing, math and IT skills in preparation for work in an IT or administration role. You will learn how to use, install and review software while improving the basic skills required to participate effectively in the workplace.

LISMORE | STARTS THU 4 AUG | 9.30AM – 3.30PM | 18 WEEKS/2 DAYS PER WEEK

☺ CERTIFICATE I IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY ICT10115

Complete this qualification and learn how to safely perform basic tasks using a range of apps on a personal computer and other digital devices.

LISMORE | STARTS TUES 2 AUG | 9.30AM – 3.30PM | 12 WEEKS/2 DAYS PER WEEK

☺ STUDY SUPPORT WORKSHOP

LISMORE | THURSDAYS | 3.00PM - 5.00PM

CASINO | WEDNESDAYS | 1.30PM – 3.30PM

This is learning support tailored just for you in a relaxed environment. Bring along your course work or let us know what you need support with.



THE
BEGINNING
OF
EVERYTHING.

FIRST AID

PROVIDE FIRST AID – HLTAID003

1 SESSION | 9.30AM – 4.30PM | \$145

PROVIDE CARDIOPULMONARY RESUSCITATION – HLTAID001

1 SESSION | 9.30AM – 12.30PM | \$70

PROVIDE FIRST AID IN AN EDUCATION SETTING – HLTAID004

1 SESSION | 9.30AM – 6.30PM | \$185

LISMORE:

TUE 19 JUL

SAT 6 AUG

MON 12 SEPT

SAT 29 OCT

WED 9 NOV

TUE 6 DEC

TUE 17 JAN

CASINO:

WED 24 AUG

TUE 11 OCT



NATIONALLY RECOGNISED
TRAINING

OUR FIRST AID COURSES ARE FULLY ACCREDITED
AND WORK COVER APPROVED.

www.acecolleges.edu.au



SHORT COURSES FOR WORK

These skill sets are in high demand by employers. Select the option or combination of courses that will maximise your career possibilities.

Check our website for all short course details.

COMPUTER BASICS

SAT 23 JUL | 9.30AM - 12.30PM | 4 SESSIONS | \$170

TUE 18 OCT | 6.00PM - 8.00PM | 6 SESSIONS | \$170

CLOUD PHOTO AND DOCUMENT STORAGE

MON 24 OCT | 5.30PM - 8.30PM | 1 SESSION | \$60

DIY IT SECURITY AND TROUBLESHOOTING

TUE 2 AUG | 5.30PM - 8.30PM | 1 SESSION | \$60

SAT 22 OCT | 9.30AM - 12.30PM | 1 SESSION | \$60

MS EXCEL LEVEL 1

MON 25 JUL | 9.30AM - 4.30PM | 1 SESSION | \$160

TUE 18 OCT | 9.30AM - 4.30PM | 1 SESSION | \$160

MS EXCEL LEVEL 2

MON 8 AUG | 9.30AM - 4.30PM | 1 SESSION | \$160

TUE 8 NOV | 9.30AM - 4.30PM | 1 SESSION | \$160

MS WORD

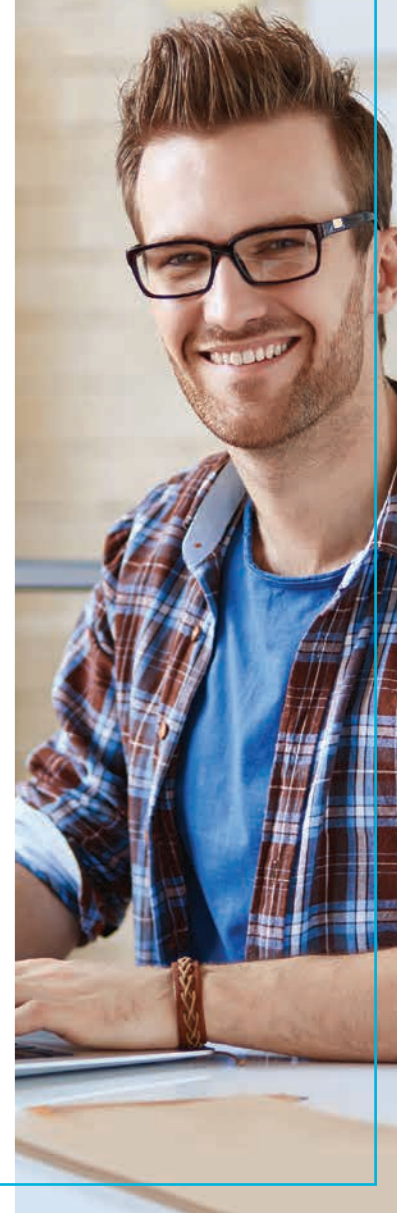
WED 24 AUG | 9.30AM - 4.30PM | 1 SESSION | \$160

TUE 17 OCT | 9.30AM - 4.30PM | 1 SESSION | \$160

MS WORD - EXTRA FEATURES

WED 31 AUG | 9.30AM - 4.30PM | 1 SESSION | \$160

MON 7 NOV | 9.30AM - 4.30PM | 1 SESSION | \$160



SHORT COURSES FOR WORK

BOOKKEEPING FUNDAMENTALS

THU 28 JUL	9.30AM - 4.30PM	1 SESSION	\$150
WED 19 OCT	9.30AM - 4.30PM	1 SESSION	\$150

MYOB ACCOUNTING AND FUNDAMENTALS

THU 4 AUG	9.30AM - 12.30PM	5 SESSIONS	\$250
WED 26 OCT	9.30AM - 12.30PM	5 SESSIONS	\$250

MYOB PAYROLL

THU 8 SEP	9.30AM - 12.30PM	1 SESSION	\$95
WED 30 NOV	9.30AM - 12.30PM	1 SESSION	\$95

MAC COMPUTING

THU 15 SEP	9.30AM - 4.00PM	1 SESSION	\$95
WED 7 DEC	9.30AM - 4.00PM	1 SESSION	\$95

IPHONE AND IPAD BASICS

WED 12 OCT	9.30AM - 4.00PM	1 SESSION	\$95
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IPHONE AND IPAD BASICS 2

TUE 25 OCT	9.30AM - 4.00PM	1 SESSION	\$95
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SKILLS FOR SMALL BUSINESS

A fresh new bundle designed to power up your small business, assist you reach new markets, expand your product placement and leverage the on-line possibilities for your business advantage. These short, practical skills development sessions are best for small business owners and managers.

FACEBOOK FOR BUSINESS

MON 26 SEP	9.30AM - 12.30PM	1 SESSION	\$60
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FACEBOOK FOR BUSINESS - 2

MON 10 OCT	9.30AM - 12.30PM	1 SESSION	\$60
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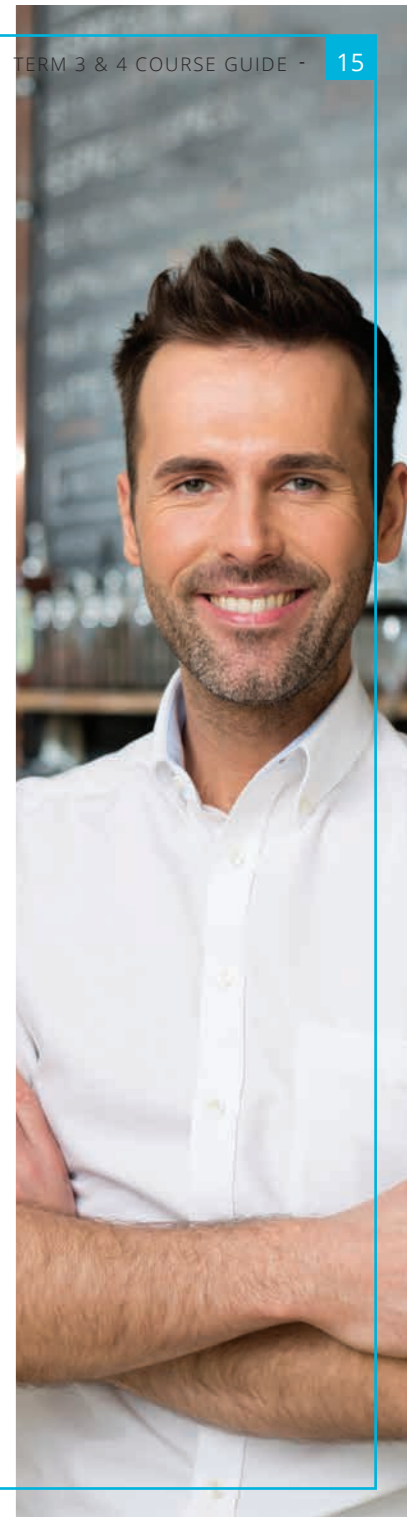
COOKING FOR CASH

SAT 20 AUG	9.30AM - 3.30PM	1 SESSION	\$90
SAT 22 OCT	9.30AM - 3.30PM	1 SESSION	\$90

PROMOTION FOR SMALL BUSINESS

SAT 17 SEP	9.30AM - 3.30PM	1 SESSION	\$90
SAT 19 NOV	9.30AM - 3.30PM	1 SESSION	\$90

IN EVERY SUCCESS STORY YOU WILL FIND SOMEONE WHO HAS MADE A COURAGEOUS DECISION.



LEISURE AND LIFESTYLE

LANGUAGES

AUSLAN

TUE 26 JUL	5.30PM - 7.30PM	8 SESSIONS	\$200
MON 10 OCT	5.30PM - 7.30PM	8 SESSIONS	\$200

INTRO TO ITALIAN FOR BEGINNERS AND TRAVELLERS

TUE 2 AUG	5.30PM - 7.30PM	8 SESSIONS	\$190
TUE 11 OCT	5.30PM - 7.30PM	8 SESSIONS	\$190

ITALIAN CONTINUATION

MON 25 JUL	5.30PM - 7.30PM	8 SESSIONS	\$190
MON 17 OCT	5.30PM - 7.30PM	8 SESSIONS	\$190

MANDARIN -1

WED 27 JUL	5.30PM - 7.30PM	8 SESSIONS	\$190
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SPANISH - 1

WED 27 JUL	5.30PM - 7.30PM	8 SESSIONS	\$190
THU 20 OCT	5.30PM - 7.30PM	8 SESSIONS	\$190

SPANISH 2

THU 28 JUL	5.30PM - 7.30PM	8 SESSIONS	\$190
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RELAXATION

INDIAN HEAD MASSAGE

SUN 23 OCT	9.30AM - 3.30PM	1 SESSION	\$90
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REFLEXOLOGY

SUN 21 AUG	9.30AM - 3.30PM	1 SESSION	\$90
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BASIC NATIVE REGENERATION WALKABOUT

SUN 18 SEP	10.00AM - 2.00PM	1 SESSION	\$60
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SUSTAINABLE GARDEN

SAT 3 SEP	9.30AM - 12.30PM	1 SESSION	\$50
SAT 22 OCT	9.30AM - 12.30PM	1 SESSION	\$50

BENEFITS OF KEEPING NATIVE BEES/FIELD TRIP

SAT 17 SEP	9.30AM - 3.30PM	1 SESSION	\$60
SAT 19 NOV	9.30AM - 3.30PM	1 SESSION	\$60

SCIENCE MATHS WORKSHOP

SAT 6 AUG	9.30AM - 3.30PM	1 SESSION	\$95
SAT 10 SEP	9.30AM - 3.30PM	1 SESSION	\$95
SAT 15 OCT	9.30AM - 3.30PM	1 SESSION	\$95

HOW TO BEAT THE BANKS

TUE 6 SEP	5.30PM - 8.30PM	1 SESSION	\$60
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2017 YOUR YEAR FOR WHAT?

TUE 22 NOV	5.30PM - 8.30PM	1 SESSION	\$60
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LIFESTYLE RENOVATION

TUES 26 JUL	5.30PM - 8.30PM	3 SESSIONS	\$150
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ARTS & CREATIVITY

MOSAIC JEWELLERY

SAT 20 AUG	9.30AM - 12.30PM	1 SESSION	\$50
SAT 12 NOV	9.30AM - 12.30PM	1 SESSION	\$50

WEARABLE ART - FELTING WORKSHOP

SAT 27 AUG	9.30AM - 12.30PM	2 SESSIONS	\$90
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FLOWERS - FELTING WORKSHOP

SAT 22 OCT | 9.30AM - 12.30PM | 1 SESSION | \$50

CHRISTMAS DECORATIONS - FELTING WORKSHOP

SAT 12 NOV | 9.30AM - 12.30PM | 2 SESSIONS | \$90

HOME CLAY CREATIONS

FRI 29 JUL | 9.30AM - 12.30PM | 3 SESSIONS | \$120

CLAY GARDEN CREATIONS

SUN 16 OCT | 9.30AM - 12.30PM | 3 SESSIONS | \$120

POLYMER CLAY JEWELLERY

SAT 5 NOV | 9.30AM - 12.30PM | 3 SESSIONS | \$120

FOUR VIEWS OF LISMORE

SAT 3 SEP | 9.30AM - 3.30PM | 2 SESSIONS | \$150

PAINT THE AUSTRALIAN OUTBACK

SAT 22 OCT | 9.30AM - 3.30PM | 2 SESSIONS | \$150

DIDGERIDOO FOR BEGINNERS

TUES 16 AUG | 5.30PM - 7.00PM | 6 SESSIONS | \$95

WED 12 OCT | 5.30PM - 7.00PM | 6 SESSIONS | \$95

INTRODUCTION TO UKULELE

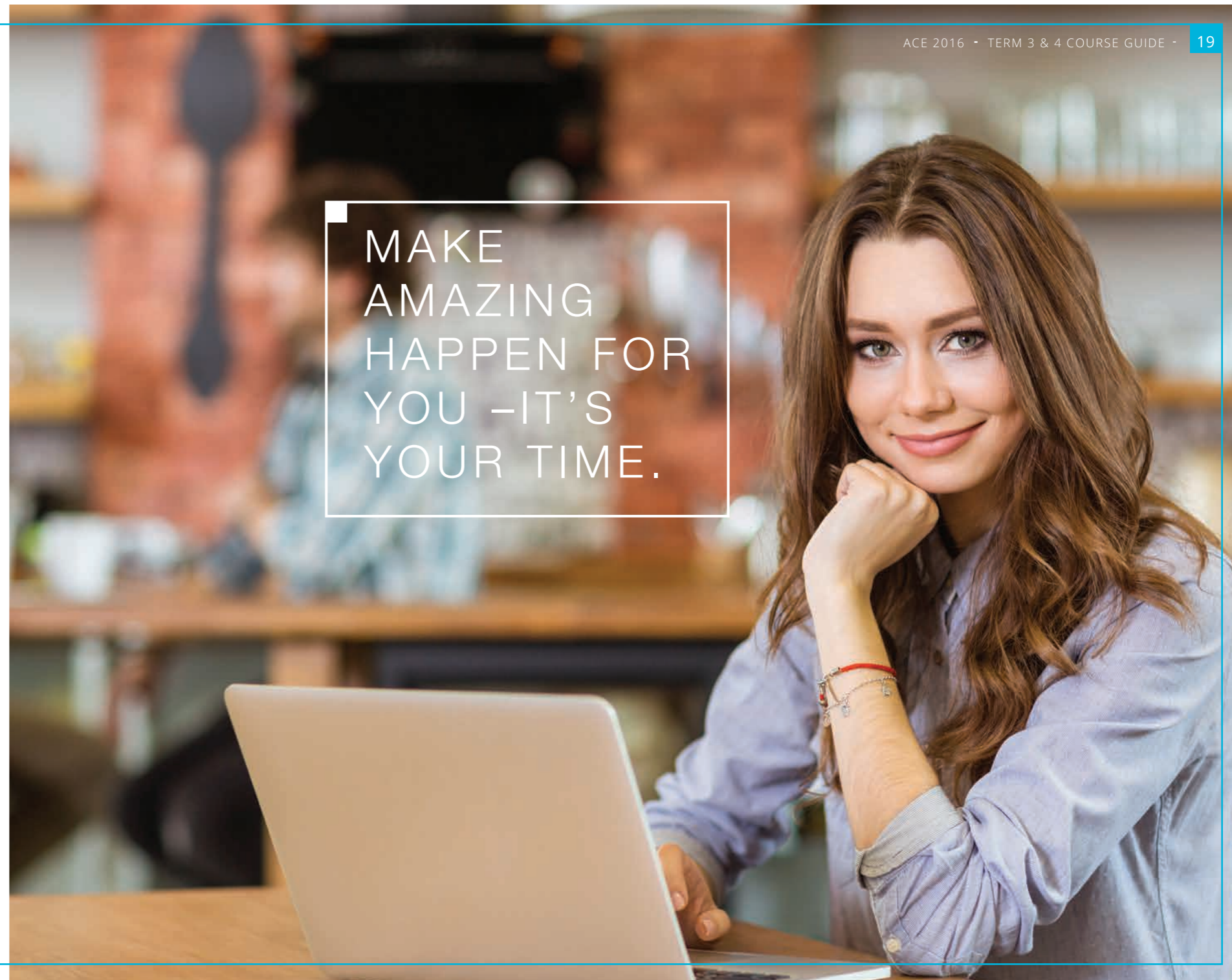
WED 3 AUG | 5.30PM - 6.30PM | 8 SESSIONS | \$90

UKULELE - CHRISTMAS SONGS

TUE 8 NOV | 5.30PM - 6.30PM | 4 SESSIONS | \$50

EARLY BIRD DISCOUNT

ENROL WITH A FRIEND AT THE SAME TIME, IN THE SAME COURSE AND BOTH RECEIVE A 25% DISCOUNT.



MAKE
AMAZING
HAPPEN FOR
YOU - IT'S
YOUR TIME.



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

ENROLMENT INFORMATION

You can enrol online at 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

LISMORE: Ph 02 6622 1903 E: lismore@acecolleges.edu.au

CASINO: Ph 02 6662 3777 E: casino@acecolleges.edu.au

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 \$1000. 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. 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.