

2017 COURSE LOOKBOOK

LISMORE | CASINO

# AMAZING HAPPENS HERE EVERY, SINGLE, DAY.

ACE has been designing and delivering education programs since 1972 – that makes us 45 years strong! It's a little known fact that we are one of the first community education providers to establish in regional NSW. Our Colleges, now in two States enjoy a reputation for excellence in professional and vocational education, award-winning life skills programming and industry engagement. ACE is so much more than a training business; we are active partners in each of our communities.

We see thousands of students every year who have incredible and highly variable career destinations in mind. Amidst all this diversity there is a clear common thread - enrolling with ACE means you place a high value on quality and seek out fresh ways of learning in courses that will get you noticed.

Our unique training experience defines our brand and it is these features that deliver results for both our students and industry partners. I'm doing a little sharing here to help you compare the market. With ACE you receive:

- 1 support from our trainers who are industry specialists
- 2 practical placements arranged by us at our industry partner facilities and centres
- 3 opportunities to network with the industry and show people what you can do
- 4 recognition of prior learning

- 5 flexible study options to match your lifestyle
- 6 payment plans to help you reach your goal, and you could be eligible for funding
- 7 no hidden costs
- 8 study support to assist you through your course; and a
- 9 choice of specialisation.

Plus right now our College in Lismore is launching a brand new bundle of short course professional and personal development opportunities to get you where you want to go. There are many more innovations planned throughout 2017 that will continue to surprise. Please do stay connected through the website or on social media and enjoy the cooler months.

Our message is simple - take a chance, change your world, yes, you can.

### **Kerry Johnson**

Principal - ACE Community Colleges





ONLINE

FLEXIBLE DELIVERY

R RECOGNITION OF PRIOR LEARNING

**NETWORKING** 

## **ACE IS A GAME CHANGER**



**READY TO CELEBRATE YOUR SUCCESS** 

# **EARLY CHILDHOOD EDUCATION & CARE**

- © CHC30113 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION & CARE
- CHC50113 DIPLOMA OF EARLY CHILDHOOD EDUCATION & CARE
- CHCPRT001 IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK



Working with children brings something new, amazing and different every day. Research tells us that the early years are the most important ones for growth and development. If you make a difference in a child's getting started time then you make a difference for life.

Employers want and need you to have nationally recognised qualifications to work in the industry. You could be returning to the workforce, changing career directions or just starting out. Take your early childhood education and care qualification and work anywhere.

ASK US ABOUT OUR RECOGNITION OF PRIOR LEARNING, FLEXIBLE STUDY ALTERNATIVES AND SUBSIDISED TRAINING\*.

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



BE PART OF THE JOURNEY.



# 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 entry level Educators facilitate play, and support the social, emotional, physical and educational development 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 arranged by ACE.

LISMORE | STARTS MON 17 JUL | 9.30AM - 3.30PM | 12 WEEKS/3 DAYS PER WEEK

CHC50113 DIPLOMA OF EARLY CHILDHOOD EDUCATION & CARE

Educators at this level are responsible for planning, implementing and managing programs; and often for the supervision of others. An advanced program of study; use this qualification to move your career forward.

This is also a pathway to a Bachelor of Education (Early Childhood/Primary). To achieve this qualification you will complete at least 240 hours of work placement arranged by ACE.

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

CHCPRT001 IDENTIFY & RESPOND TO CHILDREN & YOUNG PEOPLE AT RISK

This unit will build the knowledge required to support and protect children and young people who are at risk of harm. It applies to workers in a range of job roles providing services to children and young people including in community services and health contexts.

LISMORE | CONTACT OUR CUSTOMER CARE TEAM FOR DETAILS



## **COMMUNITY CARE**

- CHC33015 CERTIFICATE III IN INDIVIDUAL SUPPORT (AGEING)
- © CHC33015 CERTIFICATE III IN INDIVIDUAL SUPPORT (DISABILITY).
- CHC33015 CERTIFICATE III IN INDIVIDUAL SUPPORT (HOME & COMMUNITY)

This entry level training reflects the employment role of people in community or residential settings who follow an individualised plan to provide personcentred support. This qualification is an expectation of employers. Career pathways and specialisations include Ageing, Home and Community, and Disability. To achieve this qualification you will complete at least 120 hours of work placement arranged by ACE.

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

CHC43015 CFRTIFICATE 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. If you hold a Certificate III in Individual Support it is 10 units to upgrade.

LISMORE | START ANYTIME | 40 WEEKS/1 DAY PER MONTH

CHC43115 CERTIFICATE IV IN DISABILITY

This qualification reflects the role of workers 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 wellbeing. Workers are often without direct supervision and may be required to supervise or coordinate a small team. To achieve this qualification you will complete at least 120 hours of work placement arranged by ACE. If you hold the current Certificate III in Individual Support it is 10 units to upgrade.

LISMORE | START ANYTIME | 40 WEEKS/1 DAY PER MONTH



## **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 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 and other programs. To achieve this qualification you will complete at least 120 hours of work placement arranged by ACE.

If you hold a Certificate III in Individual Support it is 9 units to upgrade.

LISMORE | START ANYTIME | 40 WEEKS/1 DAY PER MONTH

This advanced level of study reflects the roles of community services, case management and social housing workers involved in managing, coordinating or delivering person centred services to individuals, groups and communities. You have specialised skills in community services and work autonomously under broad directions from senior management.

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

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.

LISMORE | ON DEMAND START DATE | 3 – 6 DAYS

ADVANCE YOUR CAREER WITH ONE OF OUR SMART AND SKILLED FUNDED\* CERTIFICATE IV COURSES. JUST A FEW MORE UNITS AND YOU'RE THERE.

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



BSB40515 CERTIFICATE IV IN BUSINESS ADMINISTRATION

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 will be fundamental to your success.

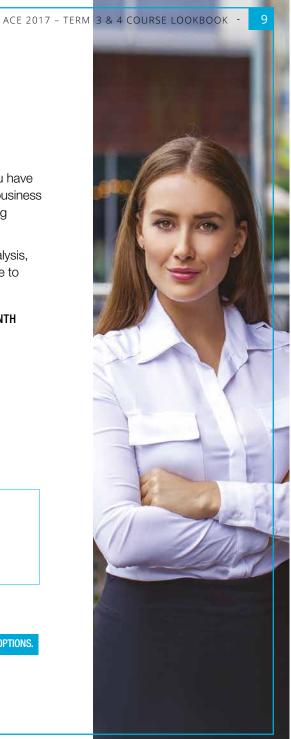
You apply solutions to unpredictable problems, complete complex analysis, evaluate information and learn how to provide leadership and guidance to others in the workplace.

LISMORE | START ANYTIME | 1.30PM - 4.30PM | 40 WEEKS/1 DAY PER MONTH



A GOAL WITHOUT A PLAN IS JUST A WISH. LET'S FIX THAT WITH A SORT AFTER QUALIFICATION THAT WILL GET YOU NOTICED.

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



## LIFE SKILLS COLLEGE

ICT10115 CERTIFICATE I IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY (DIGITAL STORYTELLING)

This will help you get into the workforce for the first time or re-join after a break. Students will develop their new skill sets using Digital Storytelling which combines the oral tradition of storytelling with the visual and sound capabilities of digital media.

LISMORE | STARTS MON 24 JUL | 9.30AM – 3.30PM | 16 WEEKS/1 DAY PER WEEK

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 Certificate II course to prepare for workforce entry or vocational training pathways.

LISMORE | CONTACT OUR CUSTOMER CARE TEAM FOR DETAILS



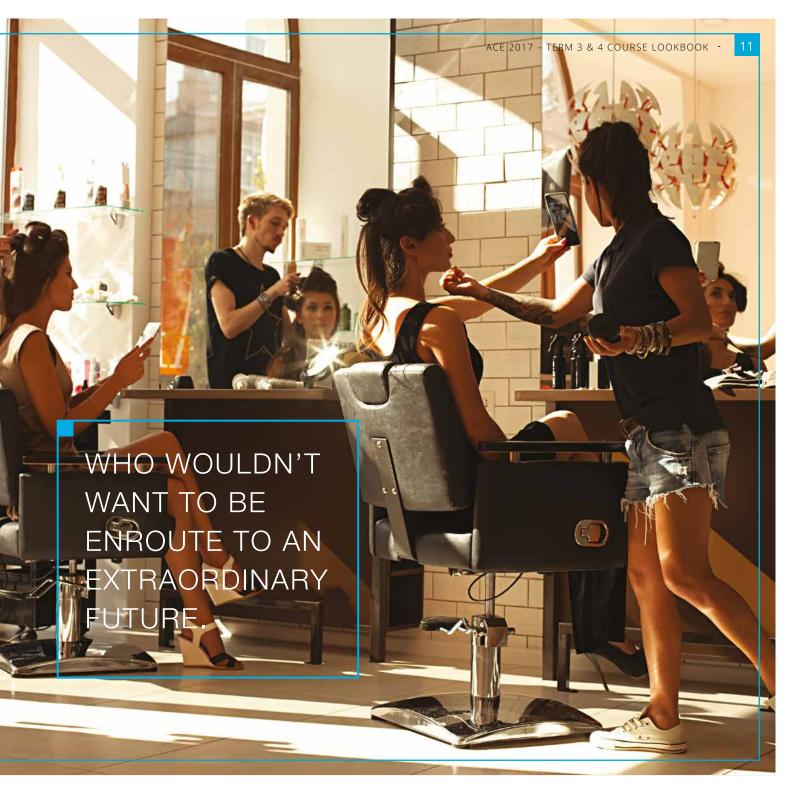
## LEARNER DRIVER KNOWLEDGE COURSE

These award winning, 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.

LISMORE | STARTS FRI 4 AUG | 9.30AM – 11.30AM | 8 SESSIONS LISMORE | STARTS FRI 20 OCT | 9.30AM – 11.30AM | 8 SESSIONS

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





# **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 (including Refresher courses) are completed in one-day format; and half-day for CPR.

These courses are offered in partnership with Allens Training Pty Ltd (RTO 90909) who will issue successful participants with a Statement of Attainment for HLTAID003 Provide First Aid on successful completion.

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:

WED 19 JUL TUE 15 AUG SAT 9 SEP

MON 16 OCT TUE 14 NOV

SAT 2 DEC

CASINO:

MON 14 AUG FRI 20 OCT



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

www.acecolleges.edu.au



# **WORK SKILLS**

Go ahead and use the cooler months to take the reins of your career. It's time to get amongst it. Our take on some of the best career moves ever made are that they start small and build. If you want to be in demand at your workplace then you need some of these. Pop over to the webpage to read more on your favourite work skills short course. www.acecolleges.edu.au/courses

#### BOOKKEEPING FUNDAMENTALS

| DOUNNELFING FUNDAMILINTALS       |                  |            |       |
|----------------------------------|------------------|------------|-------|
| TUE 1 AUG                        | 9.30AM - 4.30PM  | 1 SESSION  | \$90  |
| MON 9 OCT                        | 9.30AM - 4.30PM  | 1 SESSION  | \$90  |
| MS EXCEL L                       | EVEL 1           |            |       |
| WED 2 AUG                        | 9.30AM - 4.30PM  | 1 SESSION  | \$160 |
| MON 16 OCT                       | 9.30AM - 4.30PM  | 1 SESSION  | \$160 |
| MS EXCEL L                       | EVEL 2           |            |       |
| WED 16 AUG                       | 9.30AM - 4.30PM  | 1 SESSION  | \$160 |
| MON 30 OCT                       | 9.30AM - 4.30PM  | 1 SESSION  | \$160 |
| MS WORD                          |                  |            |       |
| MON 14 AUG                       | 9.30AM - 4.30PM  | 1 SESSION  | \$160 |
| TUE 24 OCT                       | 9.30AM - 4.30PM  | 1 SESSION  | \$160 |
| MS WORD -                        | EXTRA FEATURES   |            |       |
| MON 28 AUG                       | 9.30AM - 4.30PM  | 1 SESSION  | \$160 |
| TUE 7 NOV                        | 9.30AM - 4.30PM  | 1 SESSION  | \$160 |
| MYOB ACCC                        | OUNTING AND FUND | )AMENTALS  |       |
| WED 23 AUG                       | 9.30AM - 12.30PM | 5 SESSIONS | \$250 |
| THU 19 OCT                       | 9.30AM - 12.30PM | 5 SESSIONS | \$250 |
| XERO ACCOUNTING AND FUNDAMENTALS |                  |            |       |
| THU 10 AUG                       | 9.30AM - 12.30PM | 6 SESSIONS | \$250 |
| MON 23 OCT                       | 9.30AM - 12.30PM | 6 SESSIONS | \$250 |
|                                  |                  |            |       |



# INFORMATION TECHNOLOGY

#### COMPUTER BASICS

Designed for everyone with little or no computing experience, but seeking to improve their technology confidence. You can use this new knowledge for work or at home. Learn how to operate a Windows computer, navigate the system to access files and programs, use the web and more.

| SAT 12 AUG | 9.30AM - 12.30PM | 4 SESSIONS | \$170 |
|------------|------------------|------------|-------|
| SAT 4 NOV  | 9.30AM - 12.30PM | 4 SESSIONS | \$170 |

#### IPHONE AND IPAD BASICS

Join a workshop with other people just like you; learn together how to move around your iPad or iPhone, personalise how it looks, secure your device, use apps to manage your contacts and make appointments.

| TUE 8 AUG  | 12.00PM - 3.00PM | 2 SESSIONS | \$95 |
|------------|------------------|------------|------|
| WED 18 OCT | 12.00PM - 3.00PM | 2 SESSIONS | \$95 |

#### **i**MOVIE

Learn how to make fast, simple film clips with impact. You can use this for home, sport or business. The iMovie app is designed for all skill levels, from the absolute beginner to the more advanced. Even if you have never made a movie before you will find these workshops help you produce surprising results.

| MON 11 SEP | 12.00PM - 3.00PM | 2 SESSIONS | \$95 |
|------------|------------------|------------|------|
| WED 8 NOV  | 12.00PM - 3.00PM | 2 SESSIONS | \$95 |



# **SMALL BUSINESS**

#### FACEBOOK FOR BUSINESS

Designed for business owners who are ready to place their business on Facebook and need to skill-up to maximise the investment. You will explore scheduling tools, the power of graphics and video and how to engage with customer communities.

| MON 21 AUG | 9.30AM - 12.30PM | 1 SESSION | \$60 |
|------------|------------------|-----------|------|
| THU 18 OCT | 9.30AM - 12.30PM | 1 SESSION | \$60 |

#### FACEBOOK FOR BUSINESS - 2

This is the next step up in your Facebook skilling. Learn how to efficiently manage your time using advanced scheduling, build and run effective campaigns and create stronger customer communities.

| MON 4 SEP | 9.30AM - 12.30PM | 1 SESSION | \$60 |
|-----------|------------------|-----------|------|
| WED 1 NOV | 9.30AM - 12.30PM | 1 SESSION | \$60 |

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

Hear from an internationally published author of how-to guides on B&Bs. This workshop has a focus on how to successfully get into the B&B market, promote on key platforms, compliance considerations and industry change implications for regional tourism.

| SAT 23 SEP | 9.00AM - 1.00PM | 1 SESSION | \$70 |
|------------|-----------------|-----------|------|
| SAT 18 NOV | 9.00AM - 1.00PM | 1 SESSION | \$70 |

TURN PROBLEMS INTO POSITIVES WITH A LITTLE KNOW HOW AND SOCIAL SAVVY SKILLS. WATCH YOUR BUSINESS DREAM TAKE FLIGHT.



# **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 1 AUG 5.30PM - 7.30PM 8 SESSIONS \$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.

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

#### **MANDARIN**

If you are interested in China and its culture this is the perfect getting started course for you. No previous language experience is required.

WED 2 AUG | 5.30PM - 7.30PM | 8 SESSIONS | \$190 THU 12 OCT | 5.30PM - 7.30PM | 8 SESSIONS | \$190

#### SPANISH - MEDIUM I EVEL

This hugely popular short course is for anyone with an existing understanding of the language, or you have already completed the Spanish for Beginners course.

WED 25 OCT | 5.30PM - 7.30PM | 8 SESSIONS | \$190



# LEISURE AND LIFESTYLE

There are so many reasons to launch into something new – let's embrace the season and tick a few personal goals off the list. Gosh who knows where that might lead. One thing for certain you will be all the happier for the experience now that's worth thinking about.

We would love you to pop over to the webpage to explore the complete course outlines for any or all of the sessions listed here that take your eye. www.acecolleges.edu.au/courses.

#### RELAXATION

INDIAN HEAD MASSAGE

| FRI 18 AUG   | 9.30AM - 3.30PM | 1 SESSION | \$90 |
|--------------|-----------------|-----------|------|
| FRI 3 NOV    | 9.30AM - 3.30PM | 1 SESSION | \$90 |
| DEEL EVOLOOV |                 |           |      |

RFFLFXOLOGY

MON 21 AUG 9.30AM - 3.30PM 1 SESSION \$90 9.30AM - 3.30PM FRI 10 NOV 1 SESSION \$90

## PERSONAL DEVELOPMENT

BENEFITS OF KEEPING NATIVE BEES/FIELDTRIP

SAT 16 SEP 9.30AM - 3.30PM 1 SESSION \$60 SAT 18 NOV 9.30AM - 3.30PM 1 SESSION \$60

NEW MAKE A HERBAL REMEDY KIT

MON 14 AUG 5.30PM - 8.30PM 3 SESSIONS \$110 MON 16 OCT 5.30PM - 8.30PM 3 SESSIONS \$110

NEW REDUCING STRESS AND BUILDING RESILIENCE

WED 18 OCT | 9.30AM - 3.00PM | 1 SESSION \$90

NEW CARING FOR THE CARER

MON 21 AUG | 9.30AM - 3.00PM | 1 SESSION



# LEISURE AND LIFESTYLE

## ARTS & CREATIVITY

PLATTERS AND BOWLS - CLAY CREATION

WED 2 AUG | 9.30AM - 12.30PM | 3 SESSIONS | \$120 WED 18 OCT | 9.30AM - 12.30PM | 3 SESSIONS | \$120

**NEW** CREATING A COLOUR WHEEL

SAT 12 AUG | 9.30AM - 3.30PM | 1 SESSION | \$90

**NEW** MARBELLING ON FABRIC

SAT 11 NOV 9.30AM - 3.30PM 1 SESSION \$90

**NEW** MOSAIC JEWELLERY

SAT 4 NOV 9.30AM - 12.30PM 1 SESSION \$60 SAT 9 DEC 9.30AM - 12.30PM 1 SESSION \$60

**NEW** DRAWING BASICS

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

NEW A BRUSH WITH ITALY (WATERCOLOUR)

SAT 21 OCT 9.30AM - 3.30PM 2 SESSIONS \$150

WE LOVE YOUR ATTITUDE! LEARNING NEW THINGS BOOSTS THE BODY'S NATURAL PRODUCTION OF DOPAMINE (YOU KNOW, THE FEEL GOOD HORMONE) — LET'S HAVE MORE OF THAT.



## THE POWER OF GOOD

We recently caught up with ACE graduates from across our College to see what's happening. What they have to say is refreshingly good stuff so we are sharing. See more over on the web **www.acecolleges.edu.au/community** 



#### **KRISTY NEWMAN-BROWN**

CERTIFICATE III IN EARLY CHILDHOOD EDUCATION & CARE LISMORE

Through-out high school I always knew that my career path would be in early childhood education, I really love working with children, every-day is so different, things are never, ever the same. My getting started story is simple; I was browsing subjects relating to Early Childhood and clicked on the ACE website. From there I was offered a Scholarship and here I am today with my Certificate III completed.

I learnt a lot from the other students in the course who were from a wide range of cultures and ages which made it interesting. We all helped one another and worked really well as a group, I found this to be very supportive.

ACE is a place you really want to be. I'm looking forward to a big and bright future. The next step is a Diploma in Early Childhood and then on to University. To anyone out there I would say go to ACE and get out of your comfort zone.



#### **DARREN KNIGHT**

CERTIFICATE III IN INDIVIDUAL SUPPORT LISMORE

My background is in finance, but I decided on a complete career turnaround and found myself in the role of a support worker. The College here in Lismore gave me the perfect opportunity to upgrade, improve my skills and gain my Certificate III. I knew from the first day that I was going to get the education and training I needed. The trainer was fantastic, she made perfect sense.

This new career path means I can contribute something valuable to the community I live in. I really enjoy giving back and making a difference. The care sector is definitely a growth field. Within four weeks I secured as much work as I needed.

When trying something new you have to be prepared to open up, and interact with people. The rewards are there every-day. I feel lucky to be in this new career. I'm part way through my Certificate IV in Aged Care and will be looking to combine my Degree in Music into my work in the Care sector as I go forward.



### **FOLLOW US**

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



Facebook.com/AceCommunityColleges



Twitter@AceColleges



Join our mailing list at acecolleges.edu.au

### **ENROLMENT INFORMATION**

You can enrol online at 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 CASINO: Ph 02 6622 1903 E: 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), PayPa 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.



**ENROL ONLINE**