



2019

COURSE BOOK - TERM 3 & 4  
BURLEIGH WATERS | KIRRA | SOUTHPORT



"I was a professional Ballerina and was looking for a new career path. My mother and I decided to participate in the course together. I enjoy caring for and helping people. All over the world Aged Care is a big issue that needs attention".

**ACE STUDENT – GISELLE**  
CERTIFICATE III IN INDIVIDUAL  
SUPPORT

**POWER YOUR  
POSSIBILITY.**

## NEW AT ACE

### ACCIDENTAL COUNSELLOR

This short course is for anyone who is not necessarily employed as a counsellor, however finds themselves in a counselling role as a result of conversations or requests for support that arise from clients or colleagues – honestly that could be all of us.

You might have a busy frontline administrative role, be a supervisor or team leader, nurse, teacher, coach, support worker, early childhood educator or complimentary health practitioner.

Our one day short course is a package of interactive activities, discussion and opportunities to practice learning so you can respond with increased skills and confidence. We focus on developing your awareness and understanding whilst building practical 'how to' capabilities within a counselling framework. The course shines a light on the significance of communication, specifically your ability to deliver compassionate and appropriate responses. You can really make a difference.

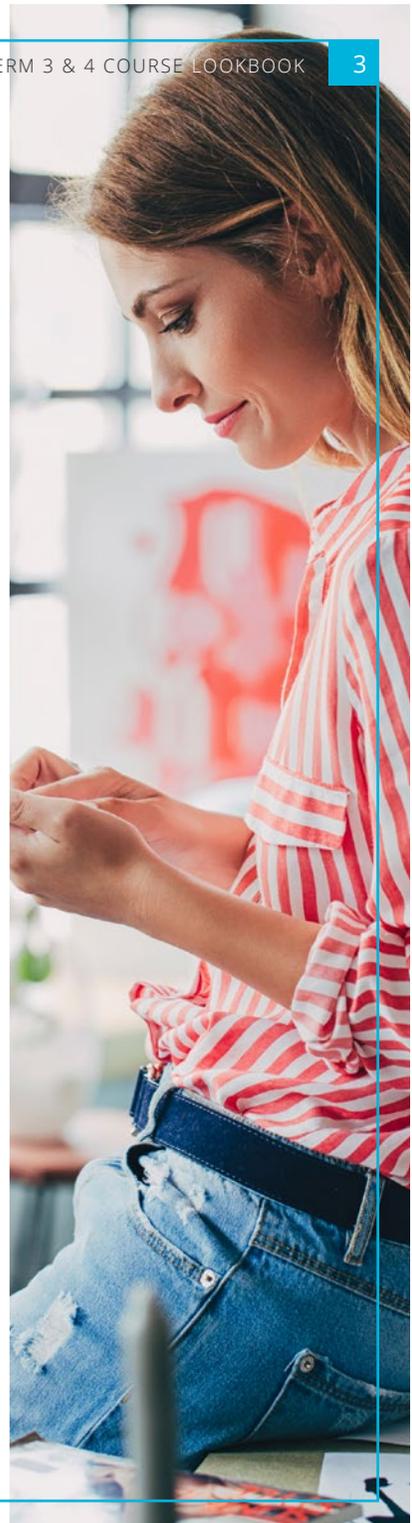
#### BURLEIGH

THU 20 JUN | TUE 16 JUL | WED 28 AUG | THU 26 SEP | TUE 5 NOV  
1 SESSION | 9AM – 3PM | \$220

#### SOUTHPORT

TUES 4 JUN | WED 9 OCT  
1 SESSION | 9AM – 3PM | \$220

- T** TRAINEESHIP
- @** ONLINE
- 😊** FACE TO FACE
- R** RECOGNITION OF PRIOR LEARNING
- ➔** FLEXIBLE DELIVERY



# EARLY CHILDHOOD EDUCATION & CARE

- ☺ ↗ R T CHC30113 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION & CARE
- ☺ ↗ R CHC50113 DIPLOMA OF EARLY CHILDHOOD EDUCATION & CARE
- ☺ ↗ CHCPRT001 IDENTIFY & RESPOND TO CHILDREN & YOUNG PEOPLE AT RISK

The sky is truly the limit with a solid qualification in early childhood.

Working with children brings something new and different every day. Research tells us that the early years are the most important ones for growth and development. If you make a positive difference in a child's pivotable 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.

STUDENTS ENROLLED IN ECEC COURSES HAVE ACCESS TO OUR ONLINE PORTAL WHICH HOSTS SUBJECT READINGS, COURSE DOCUMENTS AND ASSESSMENT TASKS. THIS MEANS YOU CAN COMPLETE UNITS AT A PACE THAT FITS WITH YOUR LIFESTYLE.



#### \*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.*

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



# 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.
- R
- T

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. From 1 July 2018 this qualification is also mandatory for all Nannies working in Australia. To achieve this qualification you will complete at least 120 hours of work placement arranged by ACE and you receive Karen Kearns Resources to keep.

**SOUTHPORT INTAKES: JULY & SEPTEMBER | FULL TIME | 3 DAYS PER WEEK, 8 WEEKS**  
**\$180 CO-CONTRIBUTION FEE (\$10 PER UNIT)\* | \$144 CONCESSION CO-CONTRIBUTION FEE(\$8 PER UNIT)\* | FULL FEE: \$3200**

"I started studying Early Childhood while still completing Year 12 at school but I really thought I would become a builder or carpenter. I am happy with how things have worked out for me".

**DAMON**  
 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION & CARE TRAINEE.



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

# EARLY CHILDHOOD EDUCATION & CARE

- ☺ CHC50113 DIPLOMA OF EARLY CHILDHOOD EDUCATION & CARE
- ➦ Open doors to a professional career with this advanced program of study. Educators at this level are responsible for planning, implementing and managing programs, and are often accountable for the supervision of others. This is also a career pathway to a Bachelor of Education (Early Childhood/Primary).
- R

To achieve this qualification you will complete at least 240 hours of work placement arranged by ACE and you receive Karen Kearns Resources to keep. Flexible delivery means your learning is self-paced creating opportunities for you to work and study.

**FLEXIBLE DELIVERY ON ENQUIRY | RECOGNITION OF PRIOR LEARNING AVAILABLE**  
**\$420 CO-CONTRIBUTION FEE (\$15 PER UNIT)\***  
**\$364 CONCESSION CO-CONTRIBUTION FEE (\$13 PER UNIT)\* | FULL FEE: \$4500**

- ☺ CHCPRT001 IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK
- ➦ Child protection is a significant element in contemporary professional practice across the early childhood sector. Refresh your skills on identifying risk, maintaining confidentiality and completing mandatory reporting. This is a regulatory requirement in many states and can add to your professional development toolbox.

**ONSITE AT YOUR WORKPLACE | BURLEIGH | SOUTHPORT | KIRRA**  
**THIS COURSE CAN BE DELIVERED AS AN ACCREDITED OR NON-ACCREDITED WORKSHOP.**  
**PLEASE CONTACT US FOR MORE INFORMATION AND A QUOTE.**

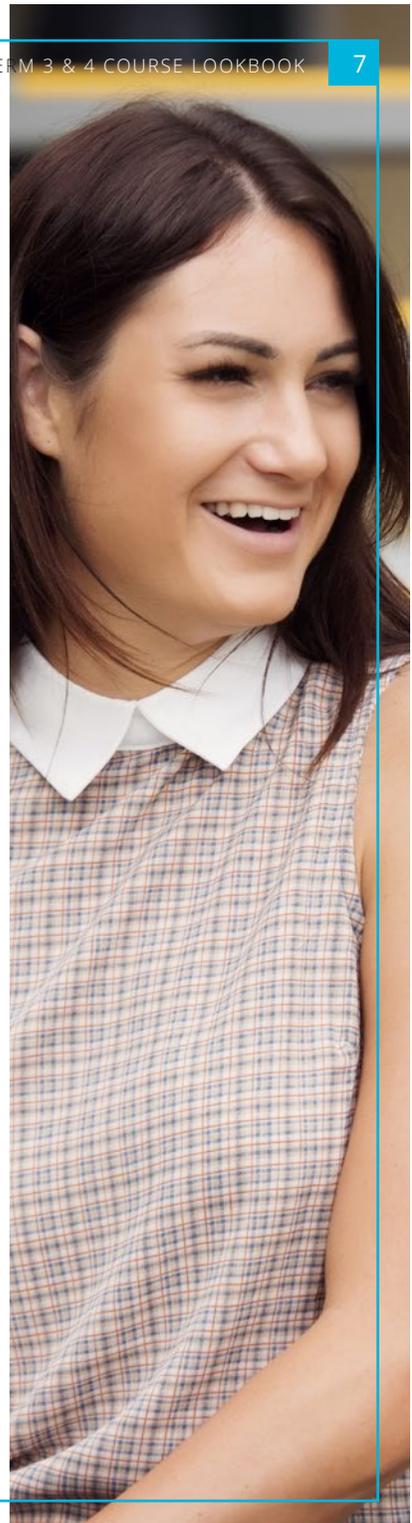


# COMMUNITY CARE

- ☺ ➦ R CHC33015 CERTIFICATE III IN INDIVIDUAL SUPPORT
  - AGEING
  - DISABILITY
  - HOME & COMMUNITY
- ☺ ➦ R CHC43015 CERTIFICATE IV IN AGEING SUPPORT
- ☺ ➦ R CHC43115 CERTIFICATE IV IN DISABILITY
- ☺ ➦ R CHC43415 CERTIFICATE IV IN LEISURE AND HEALTH
- ☺ ➦ R CHC52015 DIPLOMA OF COMMUNITY SERVICES
  - ☺ CHCSS00070 ASSIST CLIENTS WITH MEDICATION SKILL SET
  - ☺ INTRODUCTION TO LEISURE AND HEALTH

Community Care is an integral part of the Australian workforce. It is a sector that offers infinitely rewarding careers, role diversity and creates every-day opportunities for you to make a real difference to the wellbeing of others. Imagine empowering people to reach, grow and maintain their potential, plus you will have a positive impact on the community. You can specialise in disability, ageing or home and community. Everything is possible with a career in community care. Skills learned are often transferable and may generate options for promotion and employment in other areas of the industry. 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 across the sector.

THE HEALTH CARE AND SOCIAL ASSISTANCE INDUSTRY IS THE LARGEST EMPLOYING INDUSTRY IN AUSTRALIA. IN 2018 THERE WERE CLOSE TO 1.7 MILLION PEOPLE EMPLOYED IN THIS SECTOR, WHICH IS PROJECTED TO INCREASE TO OVER 1.9 MILLION BY 2023.



# 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. This qualification is an expectation of employers. 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 arranged by ACE.

**BURLEIGH INTAKES: JULY & OCTOBER | FULL TIME | 3 DAYS PER WEEK, 10 WEEKS**  
**\$130 CO-CONTRIBUTION FEE (\$10 PER UNIT)\***  
**\$104 CONCESSION CO-CONTRIBUTION FEE (\$8 PER UNIT) | FULL FEE: \$3000**

**SOUTHPORT INTAKE: JUNE | PART TIME | 2 DAYS PER WEEK, 14 WEEKS**  
**SOUTHPORT INTAKE: SEPTEMBER | PART TIME | 2 DAYS PER WEEK, 12 WEEKS**  
**\$130 CO-CONTRIBUTION FEE (\$10 PER UNIT)\***  
**\$104 CONCESSION CO-CONTRIBUTION FEE (\$8 PER UNIT) | FULL FEE: \$3000**

"I thought this would be an opportunity for me to help out in the community. I highly recommend having a go at it. I was offered an opportunity to work [very limited hours] as soon as my course finished. But I said YES, within 6 weeks my work [hours] had increased immensely and with Christmas approaching I made myself available for anything at anytime. I'm very proud to say I was made the first "Employee of the Month". I'm still with the same company and love what I do".

**KERRIE**  
 CERTIFICATE III IN INDIVIDUAL SUPPORT (AGEING), STUDENT 2018.



# COMMUNITY CARE

 CHC43015 CERTIFICATE IV IN AGEING SUPPORT

  Plan, develop, implement and monitor programs and services 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. To achieve this qualification you will complete at least 120 hours of work placement arranged by ACE.

**FLEXIBLE DELIVERY ON ENQUIRY | \$216 CO-CONTRIBUTION FEE (\$12 PER UNIT)\***  
**\$180 CONCESSION CO-CONTRIBUTION FEE (\$10 PER UNIT)\* | FULL FEE: \$3500**

 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 in a style that empowers people with disabilities to achieve greater levels of independence, self-reliance, community participation and wellbeing. To achieve this qualification you will complete at least 120 hours of work placement arranged by ACE.

**FLEXIBLE DELIVERY ON ENQUIRY | \$168 CO-CONTRIBUTION FEE (\$12 PER UNIT)\***  
**\$140 CONCESSION CO-CONTRIBUTION FEE (\$10 PER UNIT)\* | FULL FEE: \$3500**

 CHC43415 CERTIFICATE IV IN LEISURE AND HEALTH

  If you currently work 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 complete at least 120 hours of work placement arranged by ACE. With a seamless transition from Certificate III level qualifications there are only 9 further units to complete to gain your Certificate IV.

**FLEXIBLE DELIVERY ON ENQUIRY | \$204 CO-CONTRIBUTION FEE (\$12 PER UNIT)\***  
**\$170 CONCESSION CO-CONTRIBUTION FEE (\$10 PER UNIT)\* | FULL FEE: \$3500**



# COMMUNITY CARE

## ☺ CHC52015 DIPLOMA OF COMMUNITY SERVICES

➔ This qualification reflects the roles 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. You may also have responsibility for the supervision of other workers and volunteers or case management, program coordination or the development of new business opportunities.

**FLEXIBLE DELIVERY ON ENQUIRY | \$288 CO-CONTRIBUTION FEE (\$18 PER UNIT)\*  
\$256 CONCESSION CO-CONTRIBUTION FEE (\$16 PER UNIT) | FULL FEE: \$4500**

"I was ready for a change and from my research I knew that disability and aged care were two industries that were growing rapidly. I was ready to reskill to meet the job market and find a career, not just a job.

With my Diploma now complete I am a senior disability support worker, responsible for much of the training of new staff and have recently been asked to fill in for management. I am excited by the opportunities that lay ahead and proud to work in this industry".

### **KARI**

DIPLOMA OF COMMUNITY SERVICES, STUDENT 2018.



# 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: ON DEMAND | 2 DAYS | \$300 CO-CONTRIBUTION FEE (\$150 PER UNIT)\*  
\$280 CONCESSION CO-CONTRIBUTION FEE (\$140 PER UNIT) | FULL FEE: \$600**

## ☺ 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 develop 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.

**INTAKES: ON DEMAND | 3 DAYS | FULL FEE \$600**

### **\*ELIGIBILITY CRITERIA APPLIES**

Please contact us for further information.

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



# FIRST AID

- ☺ HLTAI004 PROVIDE AN EMERGENCY FIRST AID RESPONSE IN AN EDUCATION AND CARE SETTING
- ☺ HLTAI003 PROVIDE 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 one-day format; and half-day for CPR. These courses are offered in partnership with the Australian Lifesaving Academy (RTO number 90896).

**1 SESSION | FIRST AID \$145**

**PLEASE CHECK THE WEBSITE FOR START DATES AND LOCATIONS NEAR YOU.**

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



# BUSINESS

- ☺ ➔ BSB30415 CERTIFICATE III IN BUSINESS ADMINISTRATION

No matter whether you are planning to enter fashion, finance, health or technology a business course can open a world of possibilities for your future.

If you thrive on the bustle of business, like being organised, multi-tasking, diversity, challenges and being part of a team then this is a perfect career choice and your spring-board to infinite possibilities.

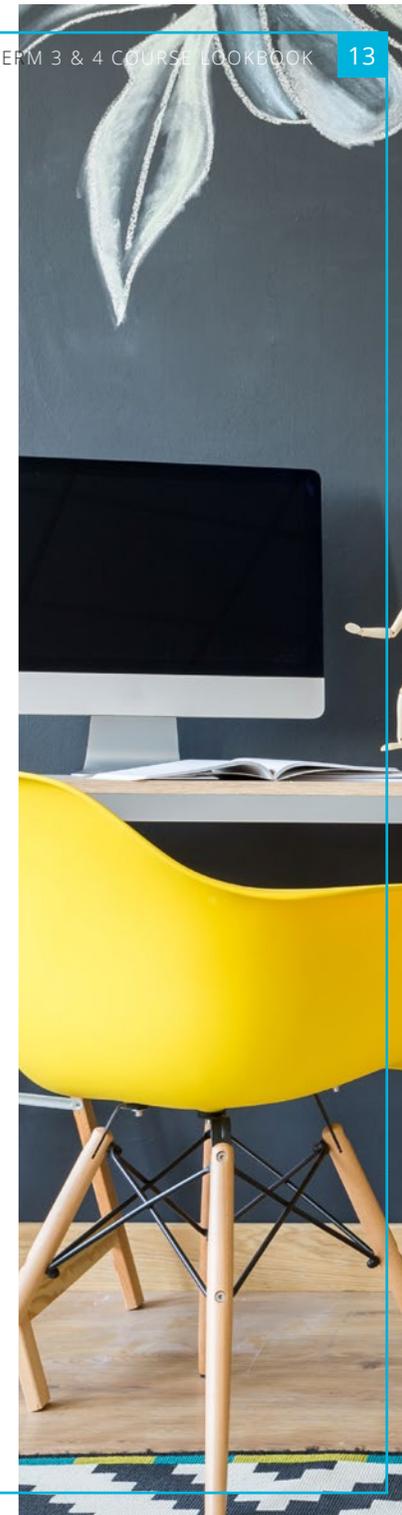
Business courses introduce you to marketing, human resources, accounting, information and communications technology and customer care.

Depending on your qualification level your job outlook includes – Receptionist, Data Entry, Information Desk, Office Assistant, Bookkeeper, Administrative Assistant, Medical Office Reception, Legal Secretary, Office Manager, Management roles in Records, Marketing, Human Resources, Business Development, Public Relations, Communications and Business Manager.

THE BIG BONUS IS THAT EVERY ORGANISATION NEEDS PEOPLE WHO HAVE BUSINESS SKILLS. TIP THE SCALE OF SUCCESS IN YOUR DIRECTION.



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



# BUSINESS

## BSB30415 CERTIFICATE III IN BUSINESS ADMINISTRATION

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.

**SOUTHPORT INTAKES: JULY | FULL TIME | 3 DAYS PER WEEK, 7 WEEKS**

**\$130 CO-CONTRIBUTION FEE (\$10 PER UNIT)\***

**\$104 CONCESSION CO-CONTRIBUTION FEE (\$8 PER UNIT)\* | FULL FEE: \$3000**

### \*ELIGIBILITY CRITERIA APPLIES

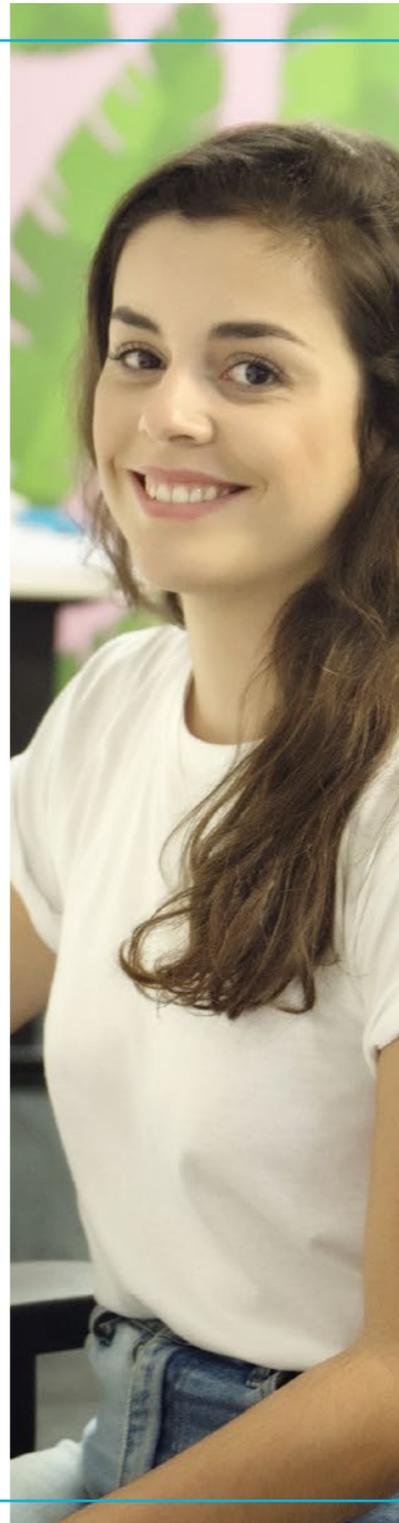
Please contact us for further information.

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

"I started the course because I want to change the area that I work in and doing a Certificate III in Business Administration is a great way to start this new path in the direction I want to go. I would say that it is always a great idea to learn new things and get new experiences, so you can keep on improving yourself and your skills, whether you're doing it for professional or personal reasons".

### RENATA

CERTIFICATE III IN BUSINESS ADMINISTRATION, STUDENT 2019.



# PROFESSIONAL DEVELOPMENT

We believe you would explore these workshops and short course professional development options to:

1. Rapidly enhance your team efficiency and effectiveness
2. Improve the quality of your service delivery
3. Tackle team challenges
4. Develop strategies to navigate operational and market change
5. Seriously add value to your operational productivity.

## BUILDING LEADERSHIP AND INFLUENCE

Explore the ins and outs of what it takes to be an effective team leader. Learn the differences between being a leader and a manager, how you can positively influence others and how to best manage challenges to get the very best outcomes.

**1 SESSION | 2 HOURS | \$150**

## ADVANCED COMMUNICATION

Learn useful tools for communicating clearly. You will become more confident in conflict resolution and negotiating persuasively, communicating with a diverse range of people and exploring different communication styles.

**1 SESSION | 2 HOURS | \$150**

## STRATEGIES FOR DEALING WITH DIFFICULT AND AGGRESSIVE CLIENTS

A high level of communication skills are imperative for all those on the frontline of customer service. In some industries we are often faced with difficult and aggressive clients. This workshop is specifically designed to equip learners with tried and tested tools to de-escalate difficult and aggressive clients for enhanced customer service, resolutions and mental health of staff.

**1 SESSION | 2 HOURS | \$150**

WE ARE FLEXIBLE – TALK TO US ABOUT YOUR ORGANISATION'S NEEDS AND OUR DELIVERY LOCATION OPTIONS.



# SMART & SKILLED FUNDING

The ACE community is expanding all the time and our neighbours don't have to miss out – Smart & Skilled funding is available for New South Wales residents just over the border. Choose from selected Community Care, Early Childhood and Business Administration qualifications and skill sets.



Please call the ACE Customer Care team for a full list of qualifications and eligibility criteria or download details from our web page [www.acecolleges.edu.au/students](http://www.acecolleges.edu.au/students).

84% OF STUDENTS GAIN EMPLOYMENT WITHIN 3 MONTHS OF COMPLETING A FULL QUALIFICATION COURSE WITH ACE COMMUNITY COLLEGES GOLD COAST.

## FIND AN ACE CAMPUS NEAR YOU

- BURLEIGH WATERS - Suite 5, 2 Executive Drive
- KIRRA - 1 Garrick Street, Coolangatta
- SOUTHPORT - Level 1, 6/45 Nind Street



SOUTHPORT



BURLEIGH WATERS



KIRRA

# SUMMER SCHOOL 2019 / 2020

A brilliant career move for school leavers, gap year takers, first job, on-way to university folks and everyone returning to the workforce after a break – this is where you start.

Signing up for Summer School means you are keen to get a head-start on your career and make the most of power packed opportunities. ACE Summer School starts December.

- CHC33015 CERTIFICATE III IN INDIVIDUAL SUPPORT (AGEING)  
**BURLEIGH INTAKES: DECEMBER | 3 DAYS PER WEEK, 9 WEEKS**  
**\$130 CO-CONTRIBUTION FEE (\$10 PER UNIT)\***  
**\$104 CONCESSION CO-CONTRIBUTION FEE (\$8 PER UNIT) | FULL FEE: \$3000**
- CHC30113 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION & CARE  
**SOUTHPORT INTAKES: DECEMBER | 3 DAYS PER WEEK, 10 WEEKS**  
**\$180 CO-CONTRIBUTION FEE (\$10 PER UNIT)\***  
**\$144 CONCESSION CO-CONTRIBUTION FEE (\$8 PER UNIT) | FULL FEE: \$3200**

### \*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.*



# LIFE 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 building confidence, getting you ready for work, or as support for further training. Australian Core Skills Framework Level 1.
-  **FSK10213 CERTIFICATE I IN SKILLS FOR VOCATIONAL PATHWAYS**  
 Enhance your skills in preparation for a vocational pathway qualification or work skills development. This qualification has a clear focus on written and numeracy components. Australian Core Skills Framework Level 2.
-  **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. Australian Core Skills Framework Level 3.

CUSTOMISED CLASSROOM DELIVERY AVAILABLE, PLEASE CONTACT THE COLLEGE TO ARRANGE AN ASSESSMENT AND FEE ESTIMATE\*



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

Please contact us for further information.

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



# THE ACE & BOUNCE PARTNERSHIP



ACE is a community college redefining careers, changing outlooks and empowering positive futures. Bounce Australia focuses on building the skills, careers, confidence and lives of those wanting to make a fresh start and providing a clear path for those who need it most. We share a common goal - it's your client success we care about.

## FSK20113 CERTIFICATE II IN SKILLS FOR WORK AND VOCATIONAL PATHWAYS

This course is where you begin; it's your final step towards a brand new future. In just 3 weeks you will super-size your core foundation skills (confidence, communication, life skills, literacy and numeracy). These skills will assist you to move forward with your career goals and prepare you for entry into the workforce or further study with rejuvenated confidence. Opportunity is just around the corner.

# BE THE MASTER OF YOUR WHY

## 1 - LEARN YOUR WAY

Course assessment is continuous and on-going, focussing on you, your learning, confidence and success. There are no exams.

## 2 - WHAT YOU WILL ACHIEVE

This Certificate II qualification is Nationally Recognised Training. It is a pathway to employment and or other vocational training. This is achieved by building your communication, writing, number and learning skills up to Australian Core Skills Framework Level 3.

## 3 - STAND OUT

An investment in this qualification can take you everywhere. It provides you with must have core elements and additional capabilities including: digital technology, employability skills and employment plan. A little career pathway planning now really does super-size your employment future.

## 4 - WHAT TO BRING

We supply you with workbooks. Please supply your own stationery, calculator and a dictionary.



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





## FOLLOW US

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



[Facebook.com/AceCommunityCollegesGoldCoast](https://www.facebook.com/AceCommunityCollegesGoldCoast)



[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 WATERS

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

5/2 Executive Drive, Burleigh Waters

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)