

**ACE**  
COMMUNITY  
COLLEGES

**2019**

**COURSE BOOK - TERM 1 & 2**  
BURLEIGH WATERS | KIRRA | SOUTHPORT

**LET'S LOOK  
BACK ON 2019  
AND SMILE  
– BECAUSE  
WE GAVE IT  
EVERYTHING.**

**BEGIN.**

# BIGGER CAMPUS NETWORK

We've been waiting for many months to announce our new beginning – and finally it's here.

The ACE Campus network on the Gold Coast has been growing fast; to support our students across the region we are making location changes. Launching February 2019 is our new College Campus at Southport. A brilliantly central spot and brand new – we think you will love the inspiring learning spaces and the student studio.

It's going to be a busy year with more programme choice, new technology innovations and industry partnerships enabling us to do more and reach out to students wanting to 'change their world' – we are endless grateful for your support.

So let's get started – our energetic team of professional trainers, community board, executive group and customer care crew share a belief in the power of you and your life resolutions. We can't wait to say hello in 2019.

**SOUTHPORT**



**BURLEIGH WATERS**



**KIRRA**



## 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

**T** TRAINEESHIP

**😊** FACE TO FACE

**↗** FLEXIBLE DELIVERY

**@** ONLINE

**R** RECOGNITION OF PRIOR LEARNING

# EARLY CHILDHOOD EDUCATION & CARE



 CHC30113 CERTIFICATE III IN EARLY CHILDHOOD  
 EDUCATION & CARE






 CHC50113 DIPLOMA OF EARLY CHILDHOOD  
 EDUCATION & CARE





Working in early childhood is life-changing. This rewarding career offers you everyday opportunities to make a real difference and be a positive influence in shaping young lives. It is also a great time to start a career in early childhood with the sector expanding rapidly. People with the right qualifications are in demand.

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 training and work anywhere.

Students enrolled in ECEC courses with ACE Burleigh Waters have access to our new 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.

GROWING POPULATION, CHANGES TO NATIONAL POLICY AND PARENTS SEEKING TO FIND A STRONG BALANCE BETWEEN FAMILY AND THEIR CAREER MEAN INCREASED DEMAND AND A STRONG EMPLOYMENT OUTLOOKS FOR EARLY CHILDHOOD PROFESSIONALS.

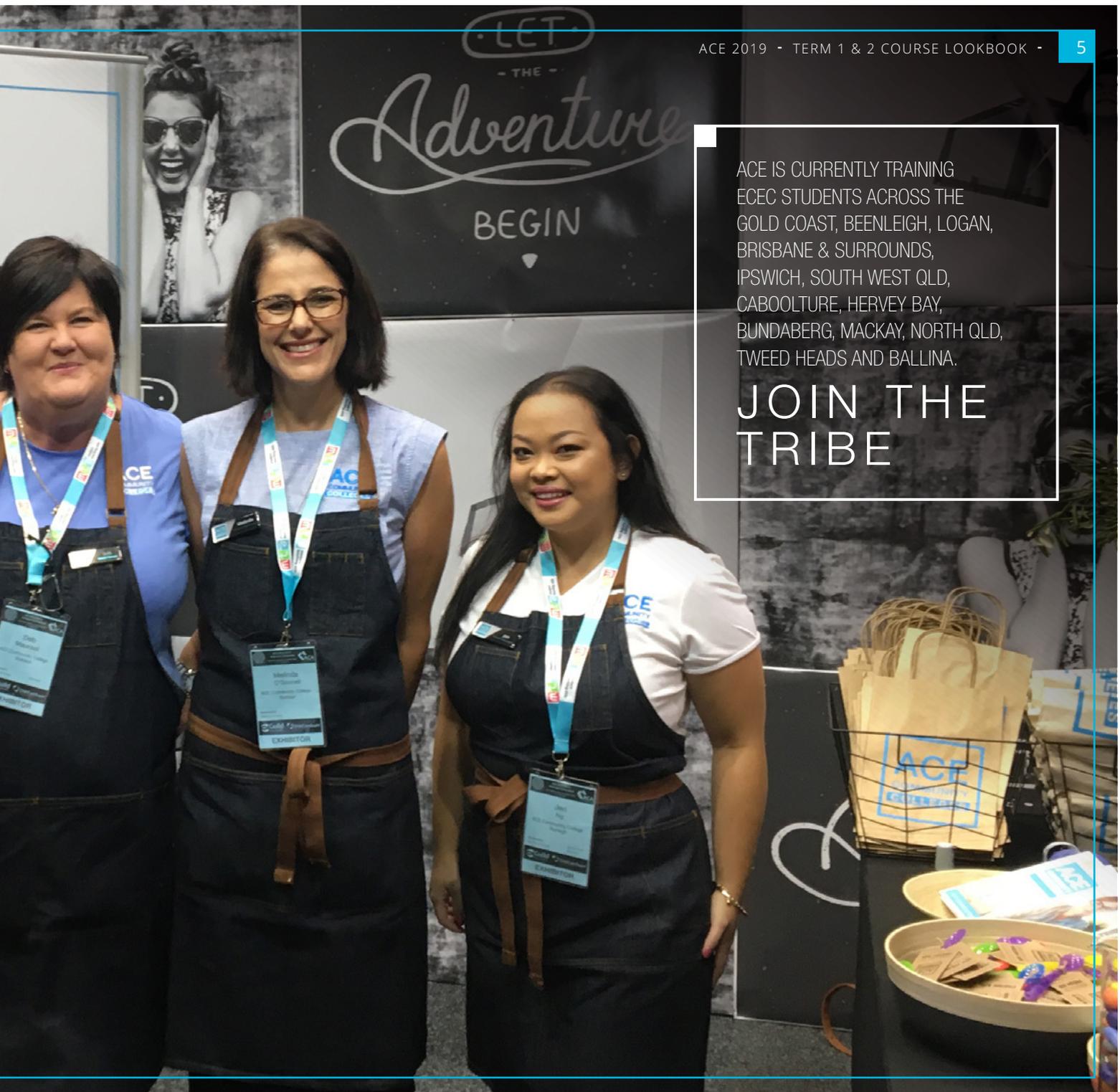
## \*ELIGIBILITY CRITERIA APPLIES

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)





ACE IS CURRENTLY TRAINING  
ECEC STUDENTS ACROSS THE  
GOLD COAST, BEENLEIGH, LOGAN,  
BRISBANE & SURROUNDS,  
IPSWICH, SOUTH WEST QLD,  
CABOOLTURE, HERVEY BAY,  
BUNDABERG, MACKAY, NORTH QLD,  
TWEED HEADS AND BALLINA.

## JOIN THE TRIBE

# 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. 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: FEBRUARY | 2 DAYS PER WEEK, 18 WEEKS**  
**\$180 CO-CONTRIBUTION FEE (\$10 PER UNIT)\* | \$144 CONCESSION CO-CONTRIBUTION FEE (\$8 PER UNIT)\* | FULL FEE: \$3200**

## ☺ CHC50113 DIPLOMA OF EARLY CHILDHOOD EDUCATION & CARE

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

Ⓡ

**INTAKES: ANYTIME | 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**



# 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
  - ☺ CHCSS00100 INDIVIDUAL SUPPORT – HOME AND COMMUNITY (DISABILITY) SKILL SET
  - ☺ CHCSS00081 INDUCTION TO DISABILITY SKILL SET

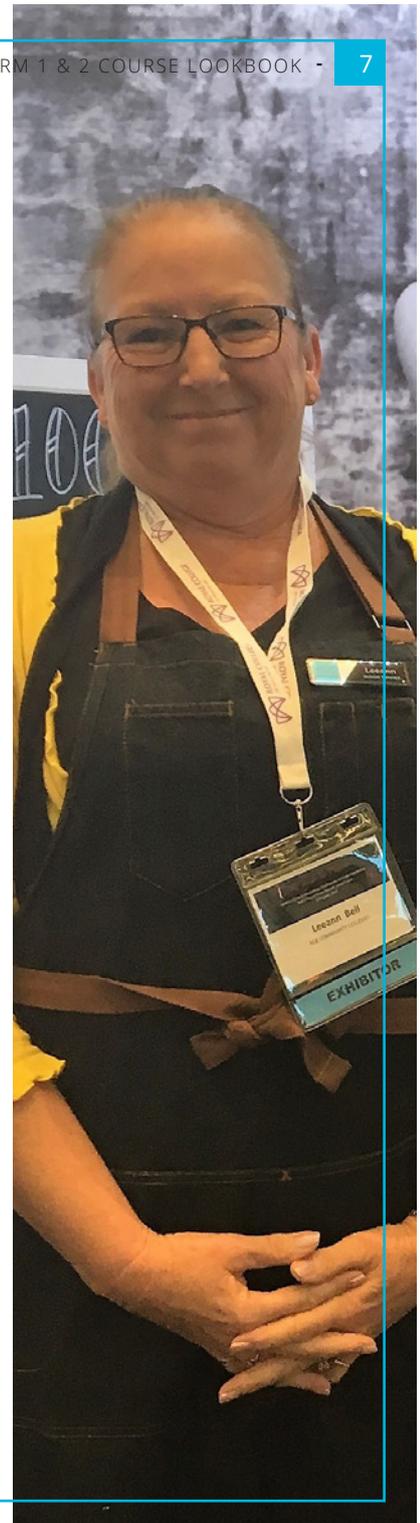
There are so many reasons to embrace this industry – it offers a vast scope of client areas to work in, variable care settings, care types, opportunities for advocacy and with more than 50 different roles, it delivers significant career building possibilities. With ACE courses you decide your direction and specialisations – disability, ageing; or home and community.

Our specialised training, in combination with on-site practical placement equips you with the knowledge and capabilities to deliver quality care and be in demand by employers across the sector.

DEMAND FOR SKILLED COMMUNITY CARE PEOPLE IS NATIONWIDE, IN CITIES, REGIONAL TOWNS, RURAL COMMUNITIES AND REMOTE LOCATIONS. YOU CAN JOIN IN.



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



# 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: JANUARY & APRIL | 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: \$2800**

**SOUTHPORT INTAKES: FEBRUARY & JUNE | PART TIME | 2 DAYS PER WEEK, 14 WEEKS**

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

**\$104 CONCESSION CO-CONTRIBUTION FEE (\$8 PER UNIT) | FULL FEE: \$2800**



## 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**



NATIONALLY RECOGNISED  
TRAINING



# COMMUNITY CARE



## 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. To achieve this qualification 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**

## ☺ 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)\*  
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.*

EVERY SINGLE DAY YOU CAN MAKE A DIFFERENCE TO THE QUALITY OF PEOPLE'S LIVES, NOW THAT'S A CAREER TO BE PROUD OF.



# COMMUNITY CARE



## 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 build 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 \$400**



## CHCSS00100 INDIVIDUAL SUPPORT – HOME & COMMUNITY (DISABILITY) SKILL SET

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

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

**INTAKES: ON DEMAND | 2 NIGHTS PER WEEK, 10 WEEKS | FULL FEE \$800**



## CHCSS00081 INDUCTION TO DISABILITY SKILL SET

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

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

**INTAKES: ON DEMAND | 2 NIGHTS PER WEEK, 10 WEEKS | FULL FEE \$800**



# FIRST AID

- ☺ HLTAID004 PROVIDE AN EMERGENCY FIRST AID RESPONSE IN AN EDUCATION AND CARE SETTING
- ☺ HLTAID003 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.**



# BUSINESS

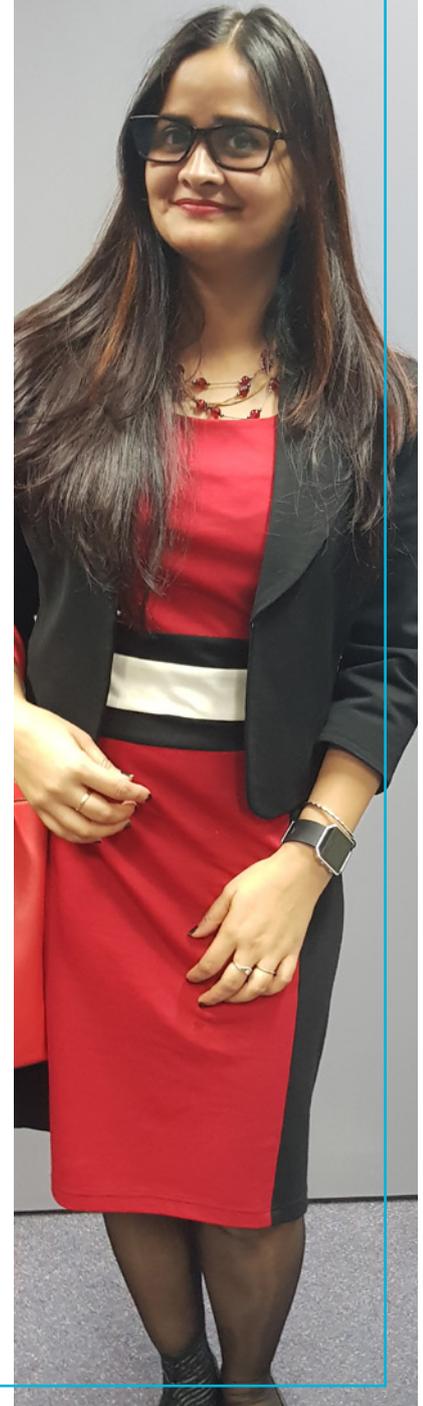
## BSB30415 CERTIFICATE III IN BUSINESS ADMINISTRATION

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. Tip the scale of success in your direction.

Business courses introduce you to marketing, human resources, accounting, information and communications technology and customer care. The big bonus is that every organisation needs people who have business skills.

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 TRADITIONAL PAPER-BASED OFFICE IS BECOMING A THING OF THE PAST, PREPARE YOURSELF FOR A FRESH START WITH THE RIGHT COMBINATION OF SKILLS.



# BUSINESS



## BSB30415 CERTIFICATE III IN BUSINESS ADMINISTRATION

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

**INTAKES: MARCH | 2 DAYS PER WEEK, 13 WEEKS \$130 CO-CONTRIBUTION FEE (\$10 PER UNIT)\* | \$104 CONCESSION CO-CONTRIBUTION FEE (\$87 PER UNIT)\*  
FULL FEE: \$2500**

### \*ELIGIBILITY CRITERIA APPLIES

Please contact us for further information.

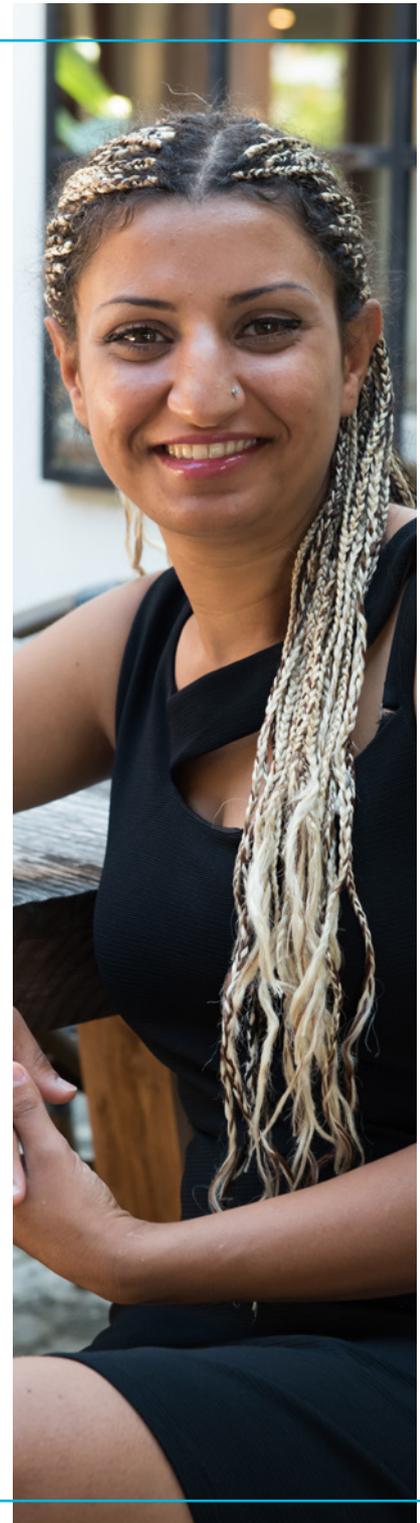
*By doing these Certificate qualifications, you will no longer be eligible for a government subsidised training place under the Certificate 3 Guarantee or Higher Level Skills Programs.*

My message to everyone thinking of taking on study is to please just try it – you will learn so much and grow professionally. I heard about the College from a friend and then I made a call to see what was available to me. The student customer service is hugely good, the team answered all of my many, many questions, and I had lots of support the entire journey.

In so many ways my learning has only just begun.

### **AMANY IBRAHIM**

CERTIFICATE III BUSINESS ADMINISTRATION



# 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)



# WORK SKILLS

## LEADERSHIP AND INFLUENCE

This program discusses and looks at all areas relating to how to lead a team effectively, the differences between a leader and a Manager, how to positively influence others and how to best manage challenges to get the best outcomes. 1-hour break time included.

**1 SESSION | 9AM – 4PM | \$200**

## COMMUNICATION STRATEGIES

This program focuses around communicating clearly, conflict resolution and negotiating persuasively, communicating with a diverse range of people and exploring different communication styles. 1-hour break time included.

**1 SESSION | 9AM – 4PM | \$200**

## LEADING AND MANAGING TEAMS

This program focuses on how to give positive feedback, managing people performance, allocating work and resources available, how to motivate and inspire your team and coaching and mentoring to improve performance. 1-hour break time included.

**1 SESSION | 9AM – 4PM | \$200**

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

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



# WORK SKILLS

The business environment is frequently evolving with new technologies, systems and programs. Companies, small businesses and individuals require different skills at different points in time, we totally understand. At ACE your challenges are solved - we create a customised training plan to suit you or your staff in any of these core skill fields, just ask us how.

## COMPUTER BASICS

Designed for everyone with little or no computing experience but seeking to improve confidence with technology and skills (use this for work or home). Learn how to operate a Windows computer, navigate the system to access files and programs, use the web and more to help make your computing easier and more efficient.

## MS OFFICE

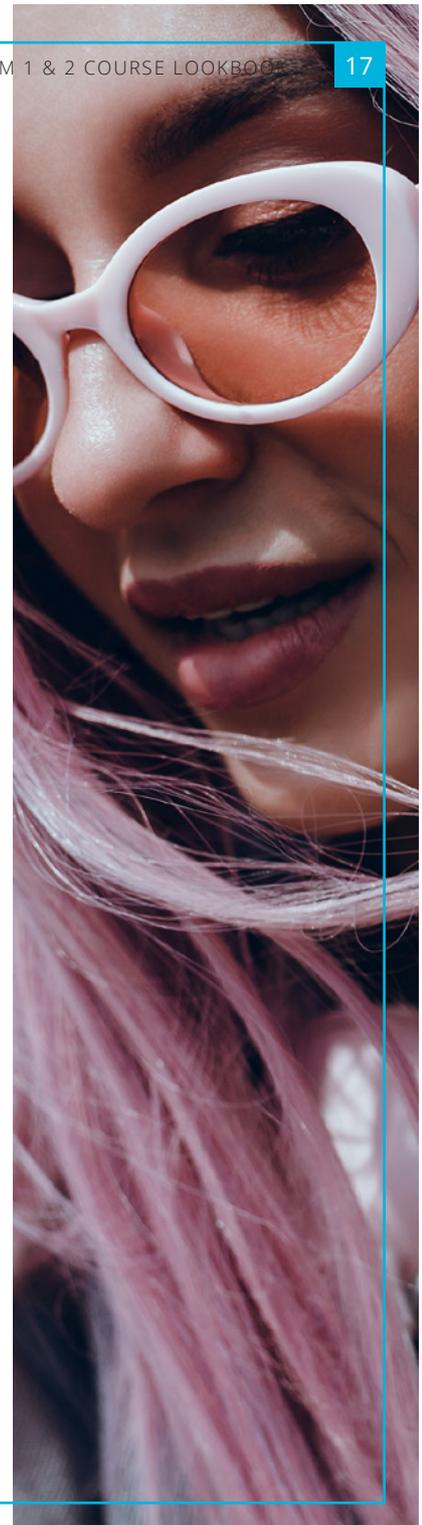
You can stay ahead of the curve by building your Microsoft Word, Excel, Outlook, Publisher and Powerpoint skills. Add this training to your resume for added polish.

# SMART & SKILLED FUNDING

The ACE learning community is growing 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 on our web page [www.acecolleges.edu.au/students](http://www.acecolleges.edu.au/students).

[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

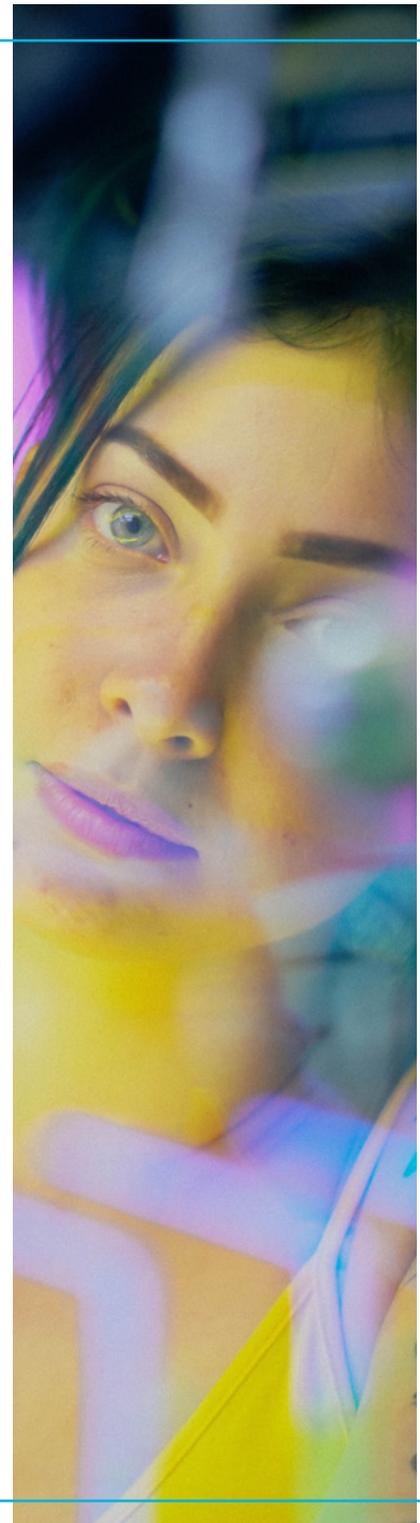
This Certificate II qualification is Nationally Recognised Training. It is a pathway to employment and or other vocational training. This is achieved by building your communication, writing, number and learning skills up to Australian Core Skills Framework Level 3.

## 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.



ARE YOU LOOKING AT YOUR REPORT CARD AND THINKING HMM. THE REALLY IMPORTANT THING TO REMEMBER IS THAT PREVIOUS RESULTS ARE JUST A NUMBER, FUTURE RESULTS ARE ALL UP TO YOU.

DON'T LET  
THAT PIECE  
OF PAPER  
HOLD YOU  
BACK.

KNOWING WHERE TO  
START CAN BE TRICKY,  
WE'VE MADE IT EASY.

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

BEGIN.



## FOLLOW US

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



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



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

## ENROLMENT INFORMATION

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

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

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

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

## CONTACT US

### BURLEIGH 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.