



2020

COURSES

TERM 1 & 2

Lismore



WWW.ACECOLLEGES.EDU.AU

ACE
COMMUNITY
COLLEGES

**IT'S TIME TO
MAKE A**

change!

COMMUNITY CARE

- ☺ **CHC33015** CERTIFICATE III IN INDIVIDUAL SUPPORT
 - AGEING
 - DISABILITY
 - HOME & COMMUNITY
- ↗ **CHC43015** CERTIFICATE IV IN AGEING SUPPORT
- ↗ **CHC43415** CERTIFICATE IV IN LEISURE & HEALTH
- ☺ INTRODUCTION TO LEISURE & HEALTH

Health and community services is Australia's second largest employing industry and is constantly evolving its services and growing rapidly as a career of choice.

There are so many reasons to embrace this industry – it offers a diversity of client areas to work in, variable care settings, care types, opportunities for advocacy and with more than 50 different roles it offers significant career building possibilities.

Imagine empowering people to reach, grow and maintain their potential, plus you will have a positive impact on your local community. You can specialise in disability, ageing or home and community.

Skills learned are often transferrable and may generate options for promotion and employment in other areas of the industry. Demand for skilled people is nationwide, in cities, regional towns, rural communities and remote locations.

OUR MOST INTENSIVE & TAILORED COURSE RANGE YET, ALL IN RESPONSE TO INDUSTRY DEMAND FOR SKILLED EMPLOYEES.



NATIONALLY RECOGNISED
TRAINING

- T TRAINEESHIP
- ☺ FACE-TO-FACE
- ↗ FLEXIBLE DELIVERY
- @ ONLINE
- R RECOGNITION OF PRIOR LEARNING



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 nationally. 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.

INTAKES

WEDNESDAY & THURSDAY // STARTING WEDNESDAY 29 JANUARY // 16 WEEKS

MONDAY & TUESDAY // STARTING MONDAY 4 MAY // 16 WEEKS

WEDNESDAY & THURSDAY // STARTING WEDNESDAY 22 JULY // 16 WEEKS

➔ CHC43015 CERTIFICATE IV IN AGEING SUPPORT

Plan, develop, implement and monitor programs 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. This course requires the support of your workplace and 120 hours of work placement.

START ANYTIME

12 MONTHS // 1 DAY PER MONTH



THIS TRAINING IS SUBSIDISED BY THE NSW GOVERNMENT



COMMUNITY CARE

➤ CHC43415 CERTIFICATE IV IN LEISURE & HEALTH

If you currently work as a leisure officer, recreational officer, diversional therapy assistant or activities officer, or want to, this course can assist to expand your career options.

With a seamless transition from Certificate III level qualifications there are only 9 further units to complete to gain your Certificate IV. We also have Recognition of Prior Learning available. This course requires the support of your workplace and 120 hours of work placement.

START ANYTIME

12 MONTHS // 1 DAY PER MONTH

ABOUT RPL

Students seeking recognition of prior learning (RPL) will need to assemble a portfolio of evidence that clearly demonstrates vocational competence across all dimensions specified in the competency standard.

RPL APPLICATION - If you believe you are able to meet course requirements through workplace and other evidence please contact ACE Lismore for an application. Note that RPL applications must be made at the time of enrolment after which you will be contacted by one of our assessors to discuss your application.

😊 INTRODUCTION TO LEISURE & HEALTH

You would use this course to build your knowledge and proficiency in leisure and health. Learn efficient ways to enhance well-being, gain an insight into human behaviour development and form an understanding of sociological concepts across programming and client participation. This course can lead to CHC43415 Certificate IV in Leisure and Health.

UNITS: CHCLAH001 WORK EFFECTIVELY IN THE LEISURE & HEALTH INDUSTRIES; **CHCLAH005** INCORPORATE LIFESPAN DEVELOPMENT & SOCIOLOGICAL CONCEPTS INTO LEISURE & HEALTH PROGRAMMING; **CHCCS020** RESPOND EFFECTIVELY TO BEHAVIOURS OF CONCERN.

INTAKES

3 DAYS

THIS TRAINING IS SUBSIDISED BY THE NSW GOVERNMENT



EARLY CHILDHOOD EDUCATION & CARE

 **CHC30113** CERTIFICATE III IN 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. This is 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 training as part of your credential portfolio. 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.

Depending on your qualification level your job outlook includes – Early Childhood Educator, Child Carer, Supervisor, Centre Manager, Teacher, Learning Mentor, Community Education Officer and Student Advisor. Talk to us about your Education career pathway map.

THE ACE DIFFERENCE:

- 24/7 access to the online portal;
- Karen Kearns resources to keep;
- Funding available for eligible students;
- Our payment plans can help Educators reach their goals; and
- Study support from our trainers is exceptional throughout the learning journey. When you study with ACE you are never alone.



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. To achieve this qualification you will complete 120 hours of work placement arranged by ACE.



FROM 1 JULY 2018 THIS CERTIFICATE III IS ALSO MANDATORY FOR ALL NANNIES WORKING IN AUSTRALIA

INTAKES

MONDAY // STARTING MON 3 FEBRUARY
1 DAY A WEEK // 22 WEEKS

"Go out and start your study! You only live once. I've completed my Certificate III and Diploma with ACE. This decision has led me to travel the world. "

CAROLINE - ACE STUDENT



BUSINESS

 **BSB30115** CERTIFICATE III IN BUSINESS

 **BSB40515** CERTIFICATE IV IN BUSINESS ADMINISTRATION

No matter whether you are planning to enter fashion, finance, health or technology a business qualification can open out a world of possibilities for your future. If you thrive on the bustle of business, like being organised, multi-tasking 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 essential business functional concepts and develop your practical skills. Now that's a winning combination. There are thousands of businesses right on your door step – join one or start your own.

DEPENDING ON YOUR QUALIFICATION LEVEL YOUR JOB OUTLOOK INCLUDES:

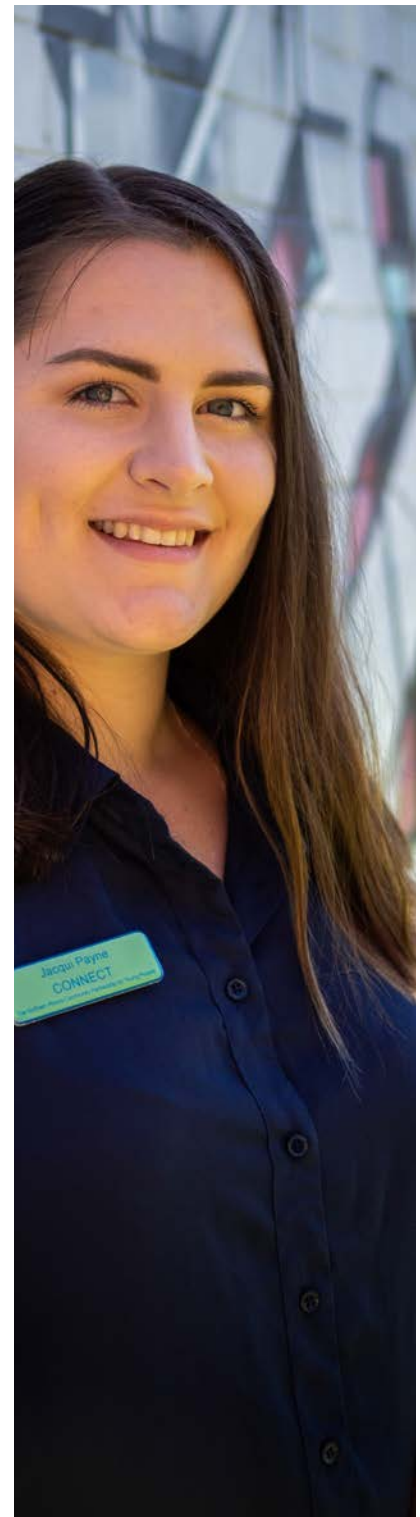
- Receptionist
- Data Entry
- Information Desk
- Office Assistant
- Administrative Assistant
- Legal Secretary
- Office Manager

MANAGEMENT ROLES IN:

- Records
- Marketing
- Human Resources
- Business Development
- Public Relations
- Communications
- Business Manager

**NEW TO ACE IN 2020 IS BSB30115
CERTIFICATE III IN BUSINESS.**

**SET YOUR AMBITIONS SKY-HIGH
FOR THE MAGICAL YEAR OF 2020.**



BUSINESS

New!

BSB30115 CERTIFICATE III IN BUSINESS

This versatile qualification compliments a variety of career roles across different industries. The Certificate III in Business aims to provide students with those all important work-ready skills, workplace knowledge and the confidence to secure employment in a contemporary business setting.

Your elective units will improve your keyboarding skills, speed and accuracy, spread sheeting, customer service, teamwork and communication capabilities. You will also learn how to design and produce digital text documents, organise schedules, prioritise and develop your understanding of workplace health and safety.

Get your foot in the door of a solid business career with this comprehensive, entry-level qualification. Make sure your resume stands out and equip yourself with the core skills you need to succeed in any office or business.

INTAKES

TUESDAY // STARTING 4 FEBRUARY // 13 WEEKS

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 is fundamental to your success.

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

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

START ANYTIME

1:30PM - 4:30PM // 12 MONTHS // 1 DAY PER MONTH



THIS TRAINING IS SUBSIDISED BY THE NSW GOVERNMENT



LIFE SKILLS

IF YOU DO NOT YET HOLD A CURRENT LEARNERS LICENCE – THE LEARNER DRIVER KNOWLEDGE COURSE IS FOR YOU.

L'S PROGRAM

This program prepares you for the NSW RMS Driver Knowledge Test.

In these interactive sessions you will learn the road rules and develop the confidence needed to gain a learners licence. You will be supported with reading and writing, if needed, to use the available learning tools and to practice the online test.

INTAKES

STARTS WEDNESDAY 29 JANUARY // 10:00AM – 3:00PM // 4 SESSIONS

STARTS WEDNESDAY 29 APRIL // 10:00AM – 3:00PM // 4 SESSIONS

YOU RECEIVE:

- Driver education in literacy, language and numeracy to assist with the Driver Knowledge Test;
- Access to computers and staff at the College to practice the RMS Learner Driver Knowledge Test;
- Support is provided so you can attempt the RMS Learner Driver Knowledge Test on the final day.



THIS TRAINING IS SUBSIDISED BY THE NSW GOVERNMENT.

These courses are assessed against units of competency. Please check the website for details.

FIRST AID

- ☺ **HLTAID003 PROVIDE FIRST AID**
- ☺ **HLTAID001 PROVIDE CARDIOPULMONARY RESUSCITATION**
- ☺ **HLTAID004 PROVIDE AN EMERGENCY FIRST AID RESPONSE IN AN EDUCATION & CARE SETTING**

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. Refresher courses are now also conducted within the one-day format.

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

HLTAID003 PROVIDE FIRST AID
1 SESSION // 9:30AM – 4:30PM // \$145

HLTAID001 PROVIDE CARDIOPULMONARY RESUSCITATION
1 SESSION // 9:30AM – 12:30PM // \$70

HLTAID004 PROVIDE AN EMERGENCY FIRST AID RESPONSE IN AN EDUCATION & CARE SETTING
1 SESSION // 9:30AM – 6:30PM // \$185

COURSE DATES

SATURDAY 25 JANUARY

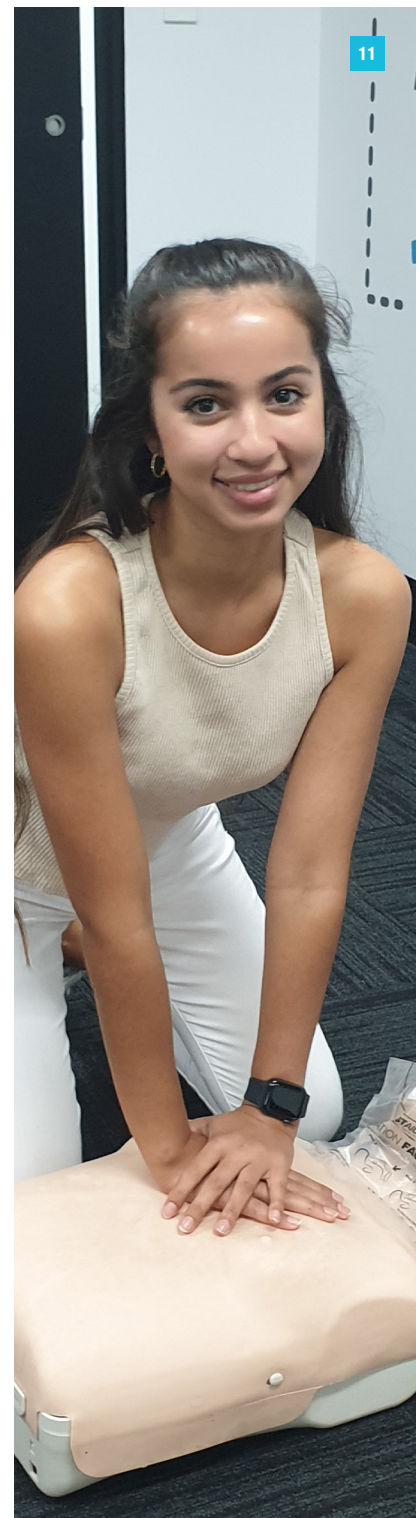
FRIDAY 21 FEBRUARY

SATURDAY 14 MARCH

THURSDAY 16 APRIL

SATURDAY 2 MAY

WEDNESDAY 24 JUNE



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

WORK SKILLS

ACCIDENTAL COUNSELLOR

This short course is an ACE customer favourite and is for anyone over the age of 18 years 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.

COURSE DATES

FRIDAY 13 MARCH

9:00AM – 4:00PM // 1 SESSION // \$180

FRIDAY 15 MAY

9:00AM – 4:00PM // 1 SESSION // \$180

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 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.



WORK SKILLS

CUSTOMISED SKILL SET COURSES

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

- Rapidly enhance your team efficiency and effectiveness;
- Improve the quality of your service delivery;
- Tackle team challenges;
- Develop strategies to navigate operational and market change; and
- Seriously add value to your operational productivity.

TALK TO US ABOUT YOUR ORGANISATION'S NEEDS & OUR DELIVERY LOCATION OPTIONS.

WE ARE FLEXIBLE

All training is interactive, based on contemporary learning principles and are facilitated by skilled and experienced trainers. Contact our College Manager to discuss how we can support you and your staff.

POPULAR SKILL SETS:

- Leading & Managing Teams;
- Respectful Communication in the Workplace;
- Developing Emotional Intelligence;
- Coaching & Mentoring.



WORK SKILLS

MS EXCEL BEGINNERS

Learn the basics of Microsoft Excel spreadsheet software for the workplace. The course builds student knowledge of how to open and save a workbook, edit, format, use basic formulae and functions, sort and filter data, create charts and print.

MS EXCEL INTERMEDIATE

This course develops student's skill sets using the advanced features of Excel for the workplace. Learn how to apply complex formulae, create conditional formatting to highlight data, design a Pivot Table, complex charts, and build your knowledge on key topics including how to protect a worksheet. Brilliant to add to your resume and portfolio.

COMPUTER BASICS

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

COURSE DATES

TUESDAY 18 FEBRUARY

9:30AM – 4:30PM // 1 SESSION // \$160

TUESDAY 5 MAY

9:30AM – 4:30PM // 1 SESSION // \$160

COURSE DATES

TUESDAY 3 MARCH

9:30AM – 4:30PM // 1 SESSION // \$160

TUESDAY 19 MAY

9:30AM – 4:30PM // 1 SESSION // \$160

COURSE DATES

SATURDAY 7, 14, 21 & 28 MARCH

9:30AM – 12:30PM // 4 SESSIONS // \$170

SATURDAY 6, 13, 20 & 27 JUNE

9:30AM – 12:30PM // 4 SESSIONS // \$170



LIFESTYLE & LEISURE

SPANISH-BEGINNERS

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

COURSE DATES

MONDAY 10 FEBRUARY

5:30PM – 7:30PM // 8 SESSIONS // \$190

TRAINER

This course is delivered by Yenny Tinning, a qualified language teacher with more than two decades of experience. She loves both her language and sharing insights about her Spanish culture with students.

BENEFITS OF KEEPING NATIVE BEES/FIELD TRIP

This course offers the best of both worlds, some time in class to learn and then the rest of the day on a field trip to Nashua Native Bees where you see how it works for real.

Find out about bee morphology, nesting biology, foraging behaviour and the importance of bees in natural systems. Plus there is a tasting of freshly harvested pot-honey.

COURSE DATES

SATURDAY 15 FEBRUARY // 9:30PM – 3:30PM // \$80

SATURDAY 29 FEBRUARY // 9:30PM – 3:30PM // \$80

TRAINER

This workshop is delivered by Frank Adcock. He acquired his first *Tetragonula carbonaria* native bee hive in 2001 as a trial to pollinate macadamias. This small start evolved into a business, 'Nashua Native Bees' which now supplies hives to pre-schools, primary and secondary schools, home gardens and growers of macadamias, avocados and exotic fruits. In addition he conducts workshops for schools, landcare groups and ACE Lismore. Frank's business has delivered over 1500 hives to the community and counting.



LIFESTYLE & LEISURE

STAINED GLASS LEAD-LIGHT FOR BEGINNERS

Do you love stained glass? Would you like to add some of this beauty to your home? Here is your opportunity.

Start your glass art journey with this beginners lead-light course or use these sessions as a creative refresher. This intensive weekend course running over two days [Saturday and Sunday] will both inspire and help to really build your confidence and skills. At the completion of the 2 days you will be taking home a finished 30cm square lead-light window designed by you.

Students will learn key design concepts, glass types, scoring and snapping glass, cutting lead, soldering, strengthening through technique, finishing projects – putty and polish.

COURSE DATES

SATURDAY & SUNDAY 29 FEBRUARY & 1 MARCH

9:00AM – 4:00PM // 2 SESSIONS // \$160

SATURDAY & SUNDAY 6 & 7 JUNE

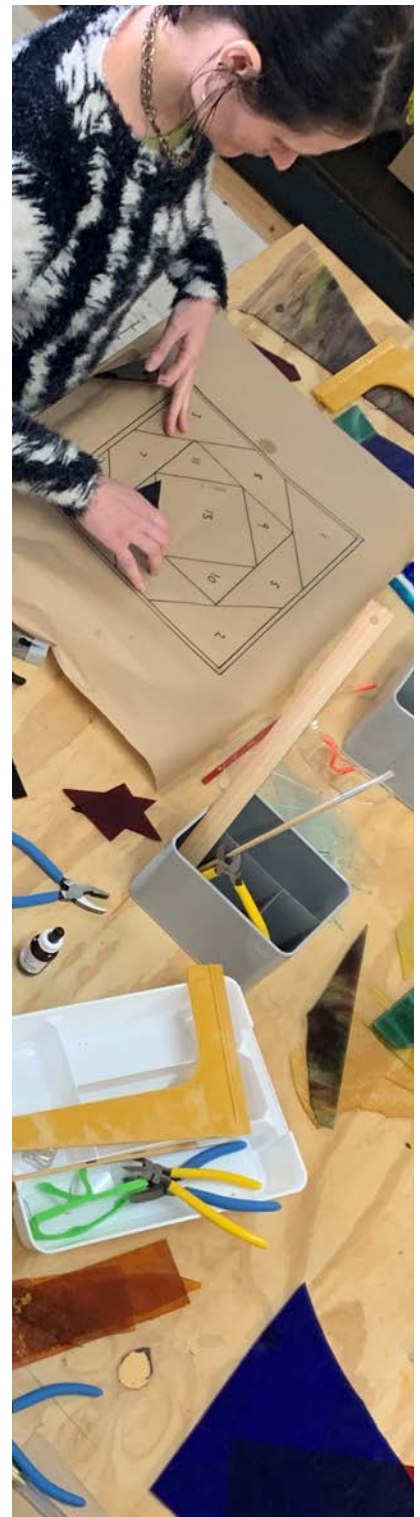
9:00AM – 4:00PM // 2 SESSIONS // \$160

VENUE // NORTHERN RIVERS STAINED GLASS

177 KEEN STREET, LISMORE // MATERIAL FEES ARE \$100

TRAINER

This course is delivered by Maire Joy Barron. Her journey with stained glass began as a child in her uncles stained glass shop. Maire made her very first art piece at age 11 and has been active in this art form ever since. She sees amazing beauty in the coloured light that shines through stained glass and believes glass art can really change a home and a space for the better.



LIFESTYLE & LEISURE

SUSTAINABLE SEWING

This course has been designed so you can learn how to create reusable solutions and reduce environmental impact. Students will be making the most of secondhand materials and in doing so will be helping to reduce the amount of textiles going into landfill and give them a new, useful life. Learn to cut, piece, sew and topstitch as well as basic embellishing techniques.

Sessions include making needlebooks, reusable makeup removers, fabric fruit and veg bags, plus some stash-busting sessions. Sustainable Sewing will appeal to anyone who loves DIY and is environmentally minded, is suitable for beginners, a basic knowledge of your own sewing machine would be very beneficial.

COURSE DATES

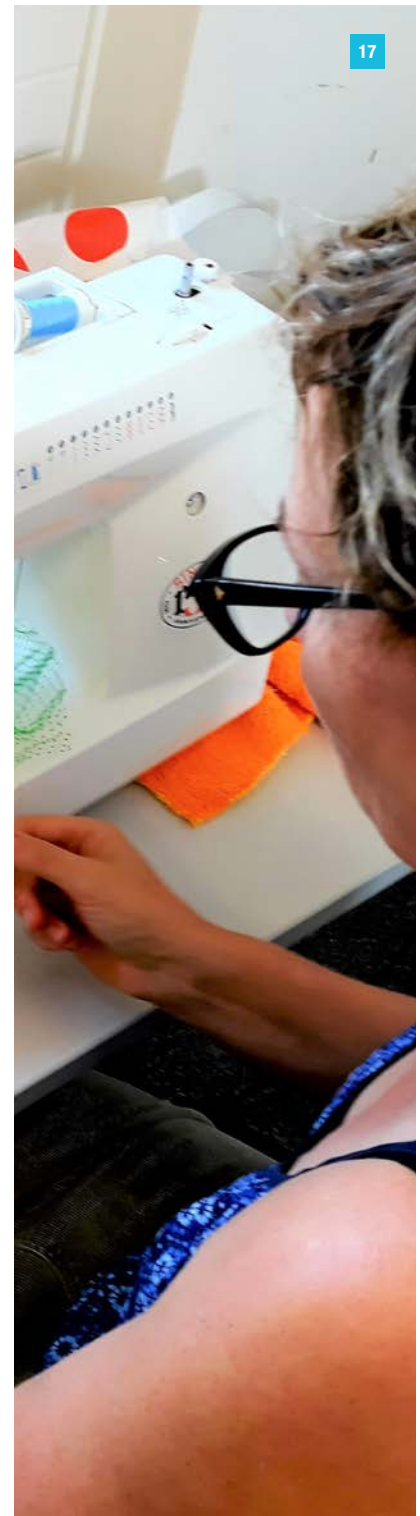
SATURDAY 29 FEBRUARY

9:00AM - 12:00PM // 6 SESSIONS // \$200

BYO SEWING MACHINE // MATERIAL FEES \$30

TRAINER

Bec Massey owns Thready Set Go, a small sewing business that takes pride in turning remnants and vintage fabrics into a small line of reusable everyday products. Bec is thrilled to be delivering this brilliant lifestyle course for ACE.



LIFESTYLE & LEISURE

PORTRAIT DRAWING

If we draw faces only from photos our drawings will end up looking like photos. In this two day portrait workshop students will use the method of the Old Masters to create portraits with a greater sense of strength and boldness. You will be drawing heads from 3D plaster copies of sculptures from Ancient Greece and Rome, the Italian Renaissance and 19th Century France. To finish, students will draw a portrait from a live model.

COURSE DATES

SATURDAY 15 & 22 FEBRUARY

9:30AM – 3:30PM // 2 SESSIONS // \$150

ALL DRAWING MATERIALS WILL BE PROVIDED
MATERIAL FEES ARE \$10 TO COVER THE COST OF THE LIVE MODEL.

TRAINER

Artist Harry Westera has enjoyed a life long love for art and will be delivering our arts courses in 2020. Originally trained in still life and portraits in oil painting, he is now primarily painting landscapes in watercolour. Teaching high school Visual Art and community workshops has created a special opportunity for Harry to pass on the skills that others have taught him. Harry realised (through teaching painting) that students must have some basic drawing skills to give strength and structure to their artwork and developed this course specially to address the issue.



LIFESTYLE & LEISURE

PLATTERS & BOWLS - CLAY CREATIONS

Clay Creations workshops are suitable for everyone.

You will create and complete; platters, serving dishes, cheese platters or fruit bowls for the home using simple slab and decorative techniques, ready for bisque firing. At the end of the workshops you will have beautiful hand crafted objects, made by you. All materials are available to purchase at the studio, just arrive, relax and enjoy.

CLAY FIGURINES

Learn how to create amazing clay figurines using paper clays and slab, coil and pinch techniques. Draw on your imagination to take these fundamental techniques and make a clay figure of your very own. Slips, stains and glazes bring your piece to life.

Over these three sessions you will create and complete your own unique figurine.

COURSE DATES

SATURDAY 2, 9 & 16 MAY

1:00PM – 4:00PM // 3 SESSIONS // \$120

VENUE // HELD AT LISMORE SILVERCLOUD STUDIOS MATERIAL FEES ARE; CLAY \$15 PER 5KG, BISQUE FIRING \$9 PER KG, GLAZE FIRING \$10 PER KG & SURFACE TREATMENT \$10.

TRAINER

This course is delivered by practitioner Victoria Pitel. She started working with clay more than 30 years ago and has been teaching professionally for the past five. Victoria enjoys the flexibility and earthiness clay offers as a medium.

COURSE DATES

SATURDAY 22, 29 FEBRUARY & 7 MARCH

1:00PM – 4:00PM // 3 SESSIONS // \$120

VENUE // HELD AT LISMORE SILVERCLOUD STUDIOS MATERIAL FEES ARE; CLAY \$15 PER 5KG, BISQUE FIRING \$9 PER KG, GLAZE FIRING \$10 PER KG & SURFACE TREATMENT \$10.

TRAINER

This course is also delivered by practitioner Victoria Pitel.





2020 COURSES
TERM 1 & 2 – LISMORE
www.acecolleges.edu.au

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TO KEEP UP TO DATE ON THE LATEST NEWS
& 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, 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

02 6622 1903

LISMORE@ACECOLLEGES.EDU.AU

59 MAGELLAN STREET, LISMORE 2480

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 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
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.

Term **1+2** 2020 COURSES

ENROL ONLINE
www.acecolleges.edu.au