



2020

COURSES

TERM 1 & 2

*Gold Coast*

[WWW.ACECOLLEGES.EDU.AU](http://WWW.ACECOLLEGES.EDU.AU)

ACE  
COMMUNITY  
COLLEGES



# IT'S TIME TO MAKE A

*change!*

## STUDY ONLINE & FLEXIBLE

WELCOME TO CANVAS OUR  
*New* ONLINE LEARNING SPACE.



This cloud-based Learning Management System streamlines digital tools and content for a simpler and more connected learning experience. The tools are designed to be used via your laptop/computer, mobile or tablet. You can connect to your study content from anywhere, receive feedback in real-time and engage with trainers and peers in an easy-to-use online environment.

### IT'S IMPRESSIVE!

The Certificate III, IV and Diploma courses listed here are now offered by Online mode using Canvas. ACE guarantees that the quality of its Online learning delivery is to the same high standards as our classroom based course options.

Applications for all courses are now open, the big benefit is you avoid waiting for a course intake date, you can commence an Online course at anytime. Here's to your learning journey with ACE Online.

### CERTIFICATE III

- BSB30115 CERTIFICATE III IN BUSINESS
- CHC33015 CERTIFICATE III IN INDIVIDUAL SUPPORT

### CERTIFICATE IV

- CHC43015 CERTIFICATE IV IN AGEING SUPPORT
- CHC43115 CERTIFICATE IV IN DISABILITY
- CHC43415 CERTIFICATE IV IN LEISURE & HEALTH
- BSB40515 CERTIFICATE IV IN BUSINESS ADMINISTRATION

### DIPLOMA

- CHC52015 DIPLOMA OF COMMUNITY SERVICES

### SKILL SETS

- CHCSS00070 ASSIST CLIENTS W/ MEDICATION SKILL SET
- INTRODUCTION TO LEISURE & HEALTH

T TRAINEESHIP

☺ FACE-TO-FACE

↗ FLEXIBLE DELIVERY

@ ONLINE

R RECOGNITION OF PRIOR LEARNING



NATIONALLY RECOGNISED  
TRAINING



# 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.

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.

## SOUTHPORT

MARCH // MAY

1 SESSION // 9AM – 3PM // \$250

**IF GETTING YOUR STAFF TO ONE OF OUR CAMPUS LOCATIONS IS HOLDING YOUR TRAINING BACK WE HAVE A SOLUTION. ACE CAN BRING THE ACCIDENTAL COUNSELLOR 1 DAY SHORT COURSE TO YOUR WORKPLACE.**

NOW THAT'S VERY HANDY



# 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 & YOUNG PEOPLE AT RISK

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 qualifications. 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.

## THE ACE DIFFERENCE:

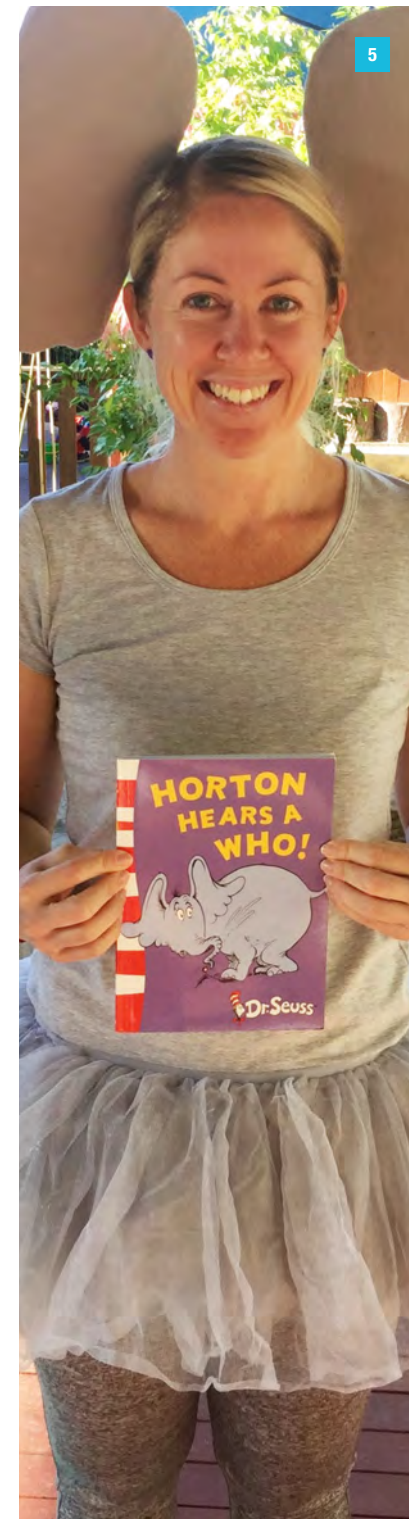
- Scheduled centre visits by our trainers;
- 24/7 access to the online portal;
- Karen Kearns resources to keep;
- Higher level skills funding available for eligible students;
- Our payment plans can help Educators reach their goals; and
- Study support from our trainers is exceptional throughout the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

"What a wonderful experience! I have just completed my Diploma of Early Childhood Education & Care; when I began my diploma work with ACE I was astounded by the level of support I received. One text and my trainer would get back to me in less than an hour. Thank you ACE and a big shout out to Julene and Deb. Thank you for your kindness and patience. Keep doing what you're doing".

ANTHONY – ACE STUDENT



\*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.



# 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.

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

## COURSE DELIVERY:

- 3 days per week/8 weeks of classroom learning;
- 120 hours of work placement arranged by ACE at a centre near you;
- Karen Kearns resources to keep; and
- Structured trainer support after your 8 weeks to ensure your learning and qualification completion.

## SOUTHPORT INTAKE

**FEBRUARY & MAY** // FULL TIME // 3 DAYS PER WEEK, 8 WEEKS

\$216 CO-CONTRIBUTION FEE (\$12 PER UNIT)\*

\$180 CONCESSION CO-CONTRIBUTION FEE (\$10 PER UNIT)\* // FULL FEE: \$3500

"These qualifications have massively helped my career in many ways. My confidence in my job has hugely increased. Over at ACE I had an amazing teacher who clearly has a passion for children. I'm in a permanent job now 5 days a week - just where I wanted to be".

**SAM - ACE STUDENT**

CERTIFICATE III EARLY CHILDHOOD EDUCATION & CARE  
DIPLOMA EARLY CHILDHOOD EDUCATION & CARE



# 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 responsible for the supervision of others. This is also a career pathway to a Bachelor of Education (Early Childhood/Primary).

## START ANYTIME

\$560 CO-CONTRIBUTION FEE (\$20 PER UNIT)\*

\$420 CONCESSION CO-CONTRIBUTION FEE (\$15 PER UNIT)\* // FULL FEE: \$4500

## COURSE DELIVERY:

- Flexible delivery means your learning is self-paced creating opportunities for you to work and study;
- Monthly scheduled in-centre visits by our trainers to support your individual learning and practical implementation;
- 240 hours of work placement arranged by ACE;
- Karen Kearns resources to keep; and
- Student portal with access to materials and resources.

**ASK US ABOUT RPL  
IT MAY CONSIDERABLY  
REDUCE THE STUDY TIME  
NEEDED TO COMPLETE  
A QUALIFICATION.**

RECOGNITION OF PRIOR  
LEARNING IS AVAILABLE





# EARLY CHILDHOOD EDUCATION & CARE

© **CHCPRT001** IDENTIFY & RESPOND TO CHILDREN & YOUNG PEOPLE AT RISK

Child protection is a crucially significant element in contemporary professional practice across the early childhood sector. This course can assist you to 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.

## COURSE DELIVERY:

- Classroom delivery on enquiry at our College locations in Burleigh Waters, Southport or Kirra;
- Onsite delivery at your workplace.

**THIS COURSE CAN BE DELIVERED AS AN ACCREDITED OR NON-ACCREDITED WORKSHOP. PLEASE CONTACT US FOR MORE INFORMATION AND A SERVICE QUOTATION.**



# COMMUNITY CARE

© ↗ @ **CHC33015** CERTIFICATE III IN INDIVIDUAL SUPPORT

- AGEING
- DISABILITY
- HOME & COMMUNITY

↗ @ **CHC43015** CERTIFICATE IV IN AGEING SUPPORT

↗ @ **CHC43115** CERTIFICATE IV IN DISABILITY

↗ @ **CHC43415** CERTIFICATE IV IN LEISURE & HEALTH

↗ @ **CHC52015** DIPLOMA OF COMMUNITY SERVICES

© ↗ @ **CHCSS00070** ASSIST CLIENTS WITH MEDICATION SKILL SET

↗ @ INTRODUCTION TO LEISURE & HEALTH

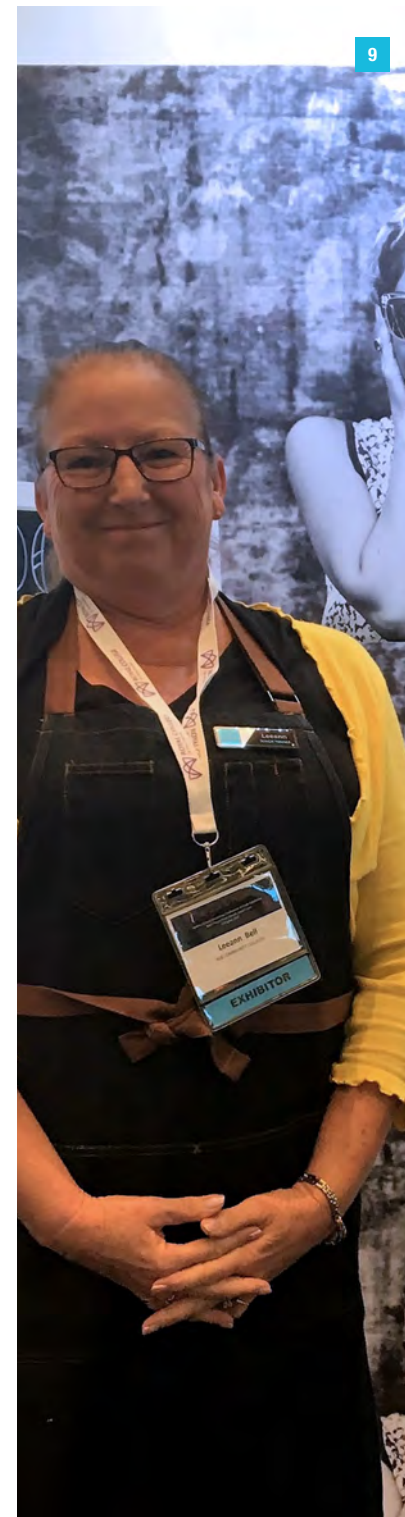
Health and community services is Australia's second largest employing industry and is constantly evolving its services and growing rapidly as a career of choice.

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.

**84% OF STUDENTS COMPLETING A FULL QUALIFICATION WITH ACE COMMUNITY COLLEGES GOLD COAST SECURE EMPLOYMENT WITHIN 3 MONTHS OF COMPLETION.**



# 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.

**THIS COURSE IS ALSO AVAILABLE ONLINE WITH WORK PLACEMENT ARRANGED BY ACE. YOUR PRACTICAL ASSESSMENTS ARE COMPLETED AS PART OF YOUR WORK PLACEMENT.**

## BURLEIGH INTAKE

**JANUARY & APRIL** // FULL TIME // 3 DAYS PER WEEK, 10 WEEKS  
**MARCH** // PART TIME // 2 DAYS PER WEEK, 13 WEEKS

\$156 CO-CONTRIBUTION FEE (\$12 PER UNIT)\*  
\$130 CONCESSION CO-CONTRIBUTION FEE (\$10 PER UNIT)\* // FULL FEE: \$3500

## SOUTHPORT INTAKE

**FEBRUARY & MAY** // PART TIME // 2 DAYS PER WEEK, 13 WEEKS

\$156 CO-CONTRIBUTION FEE (\$12 PER UNIT)\*  
\$130 CONCESSION CO-CONTRIBUTION FEE (\$10 PER UNIT)\* // FULL FEE: \$3500



# 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.

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. We also have Recognition of Prior Learning available.

## COURSE DELIVERY:

- Available as Flexible (once a month workshops at an ACE Campus combined with online study at home);
- Available as Online only (all study at home);
- Available in an RPL package.

## START ANYTIME

\$204 CO-CONTRIBUTION FEE (\$12 PER UNIT)\*  
\$170 CONCESSION CO-CONTRIBUTION FEE (\$10 PER UNIT)\* // FULL FEE: \$4000

## ABOUT RRL

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 meet course requirements through workplace and other evidence please contact ACE Burleigh Waters 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.





# COMMUNITY CARE

## ➔ @ 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. To achieve this qualification you will complete at least 120 hours of work placement arranged by ACE.

**START ANYTIME**  
 \$216 CO-CONTRIBUTION FEE (\$12 PER UNIT)\*  
 \$180 CONCESSION CO-CONTRIBUTION FEE (\$10 PER UNIT)\* // FULL FEE: \$4000

## ➔ @ CHC43115 CERTIFICATE IV IN DISABILITY

This course 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.

**START ANYTIME**  
 \$168 CO-CONTRIBUTION FEE (\$12 PER UNIT)\*  
 \$140 CONCESSION CO-CONTRIBUTION FEE (\$10 PER UNIT)\* // FULL FEE: \$4000



"My wife completed her study with ACE and really enjoyed the experience. So when I needed to gain new qualifications for my career change I went with the College. Their proven track record and the different flexible study options really helped with a busy work schedule".

DEON - ACE STUDENT  
 CERTIFICATE III INDIVIDUAL SUPPORT [NIGHT CLASS]



# COMMUNITY CARE

## ➔ @ CHC52015 DIPLOMA OF COMMUNITY SERVICES

This qualification reflects the role of community services, case management and social housing workers involved in managing, coordinating and delivering 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.

- COURSE DELIVERY:**
- This course is offered by flexible learning and Online;
  - All students receive individualised study support from our trainers;
  - 100 hours of practical is arranged by ACE;
  - Payment plans can help you reach your goal; and
  - You could be eligible for fee funding.

**START ANYTIME**  
 \$320 CO-CONTRIBUTION FEE (\$20PER UNIT)\*  
 \$240 CONCESSION CO-CONTRIBUTION FEE (\$15 PER UNIT)\* // FULL FEE: \$4500

When Beata approached The Migrant Centre in Southport, she was looking for something to really set her on the pathway to success. And now she's living it.

"Coming from a Polish background, she was nervous about study in Australia but determined to pursue a career in Individual Support. By accessing ACE's Student Support classes to assist with her studies, she successfully completed her Certificate III in Individual Support as well as her Medication Assistance competency with flying colours. Trainer Leeann Bell says, "Beata never gave up, that was the biggest thing I saw from her. She was amazing with the residents too, caring and kind".



# COMMUNITY CARE

☺ ➦ @ **CHCSS00070** ASSIST CLIENTS WITH MEDICATION SKILL SET

This skill set is endorsed by industry for people 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: \$800

➦ @ 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; CHCCCS020 RESPOND EFFECTIVELY TO BEHAVIOURS OF CONCERN.

## INTAKES

ON DEMAND // 3 DAYS // \$600



"I was working part time as an administrator assistant in real estate as well as caring for my young children. Making a difference to lives, giving quality of life is what I really wanted to do. A meaningful career, filled with opportunities, challenges and rewards is the reason I got started in aged care".

**JESSICA – ACE STUDENT**  
CERTIFICATE III IN INDIVIDUAL SUPPORT (AGEING)  
INTRODUCTION TO LEISURE & HEALTH

\*ELIGIBILITY CRITERIA APPLIES – Please contact us for further information. By doing these Certificate and Diploma 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

☺ **HLTAID004** PROVIDE AN EMERGENCY FIRST AID RESPONSE IN AN EDUCATION & 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 delivered by the Australian Lifesaving Academy (RTO number 90896).

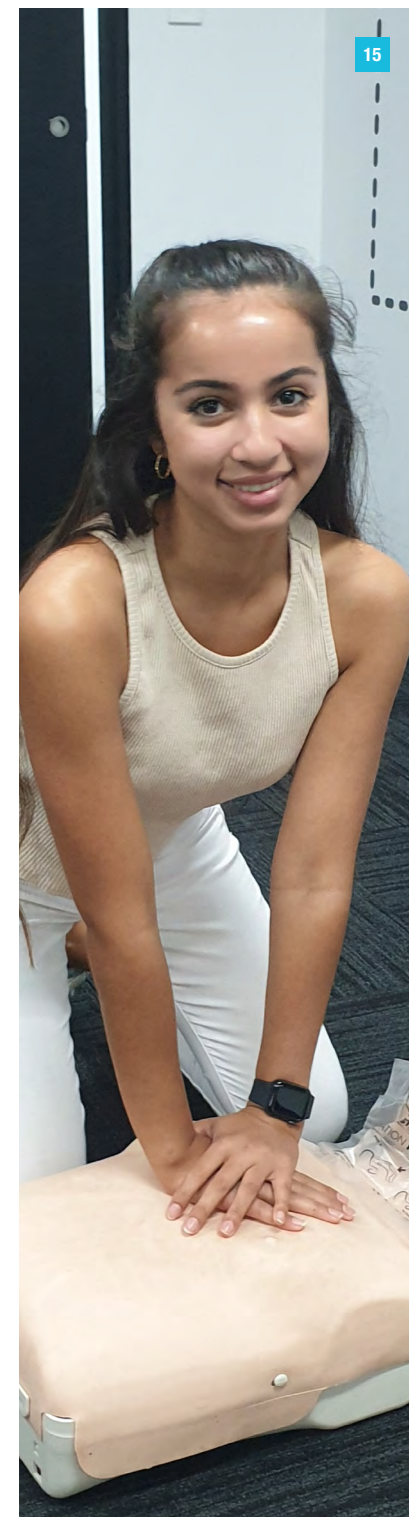
## INTAKES

1 SESSION // FIRST AID \$145  
PLEASE CHECK THE WEBSITE FOR  
START DATES & LOCATIONS NEAR YOU



**YOU DID NOT COME  
THIS FAR TO ONLY COME  
THIS FAR. PLAN YOUR FUTURE  
& KEEP LEARNING IT REALLY  
MAKES A DIFFERENCE.**

- It's important to challenge yourself. Moving beyond your comfort zone improves your life resilience;
- It builds your confidence and happiness;
- It broadens your outlook and expands your mind;
- It helps you to stay relevant in an ever-changing world; and
- It keeps you connected with others.





# 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.**



NATIONALLY RECOGNISED  
TRAINING



# BUSINESS

*New!*

BSB30115 CERTIFICATE III IN BUSINESS

This versatile qualification compliments a variety of career options across different industries. Develop skills in workplace health and safety, customer service, teamwork and producing workplace documentation. Confidently impress at your next interview with a nationally recognised qualification.

## COURSE DELIVERY:

- You are required to complete at-home study (minimum 8 hours a week); and
- Attend a weekly workshop at ACE Southport for the duration of the course.

## SOUTHPORT INTAKE

MARCH // PART TIME // 1 DAY PER WEEK, 13 WEEKS

\$144 CO-CONTRIBUTION FEE (\$12 PER UNIT)\*

\$120 CONCESSION CO-CONTRIBUTION FEE (\$10 PER UNIT)\* // FULL FEE: \$3200

*New!*

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.

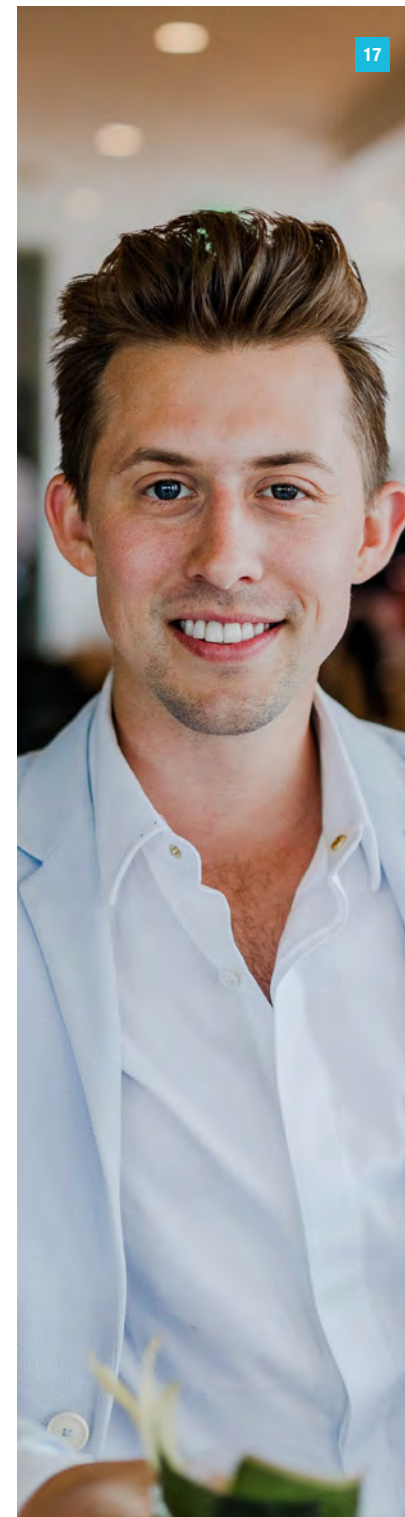
**THE BIG BONUS IS THAT  
EVERY ORGANISATION NEEDS  
PEOPLE WHO HAVE BUSINESS  
SKILLS. TIP THE SCALE OF  
SUCCESS IN YOUR DIRECTION.**

## START ANYTIME

FULL FEE: \$4000



NATIONALLY RECOGNISED  
TRAINING



\*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.



# 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 & 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 & FEE ESTIMATE\*.**

**DECIDE TO MAKE 2020 YOUR YEAR**



\*ELIGIBILITY CRITERIA APPLIES FOR SOME OF THESE PROGRAMS. Please contact us for further information.



# PROFESSIONAL DEVELOPMENT

We believe you would explore these workshops and short course professional development 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;**
- **Seriously add value to your operational productivity.**

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

**WE ARE FLEXIBLE**

## BUILDING LEADERSHIP

Explore 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. This is a 2020 must have skill.

**1 SESSION // 2 HOURS // \$200**

## 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 // \$200**

## STRATEGIES FOR DEALING WITH DIFFICULT & AGGRESSIVE CLIENTS

High levels of communication skills are imperative for everyone in the frontline of customer service as you can often be faced with difficult and aggressive clients. This workshop is specifically designed to equip you 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 // \$200**







**2020 COURSES**  
**TERM 1 & 2 – GOLD COAST**  
[www.acecolleges.edu.au](http://www.acecolleges.edu.au)

## FOLLOW US

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



[FACEBOOK.COM/ACECOMMUNITYCOLLEGESGOLDCOAST](https://www.facebook.com/ACECOMMUNITYCOLLEGESGOLDCOAST)



[TWITTER@ACECOLLEGES](https://twitter.com/ACECOLLEGES)



JOIN OUR MAILING LIST AT [ACECOLLEGES.EDU.AU](http://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

07 5520 3026

[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, 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.

Term **1+2** 2020 COURSES

ENROL ONLINE

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