



ACE

**COMMUNITY
COLLEGES**

Term **1+2**

**CHANGE
YOUR WORLD**

www.acecolleges.edu.au

2018 COURSE LOOKBOOK

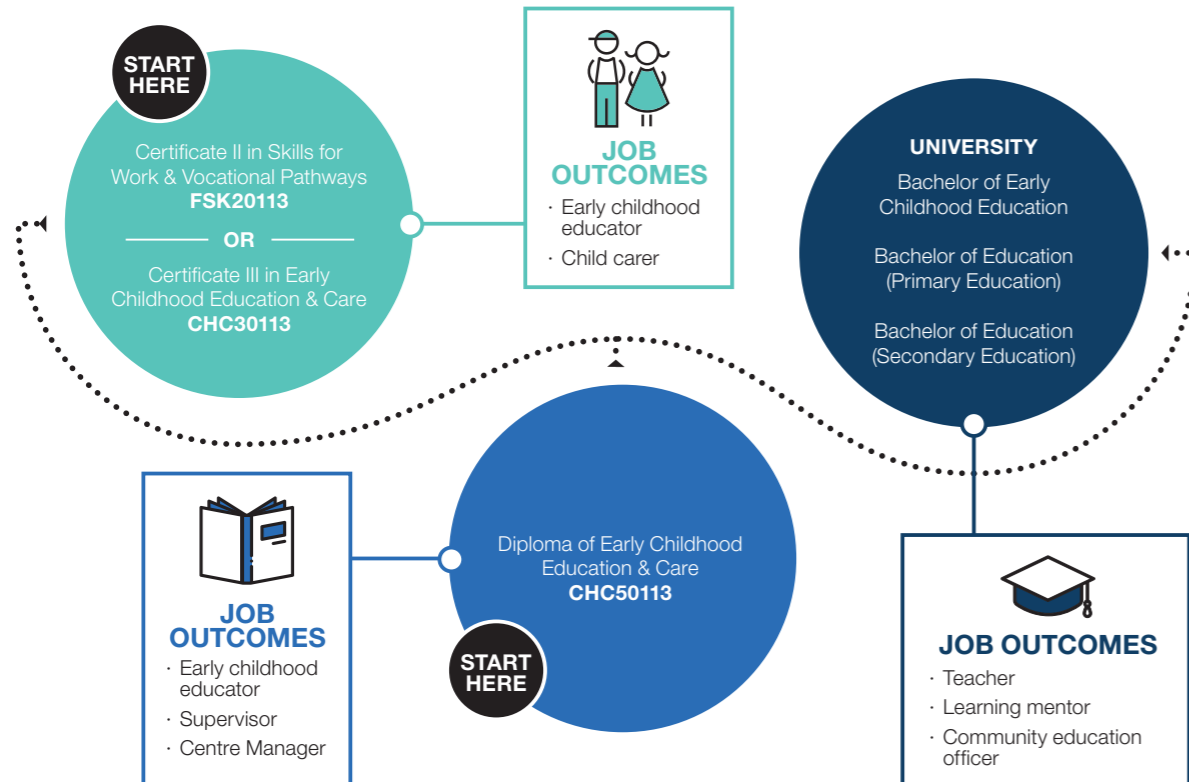
BURLEIGH WATERS | KIRRA

CAREER PATHWAYS

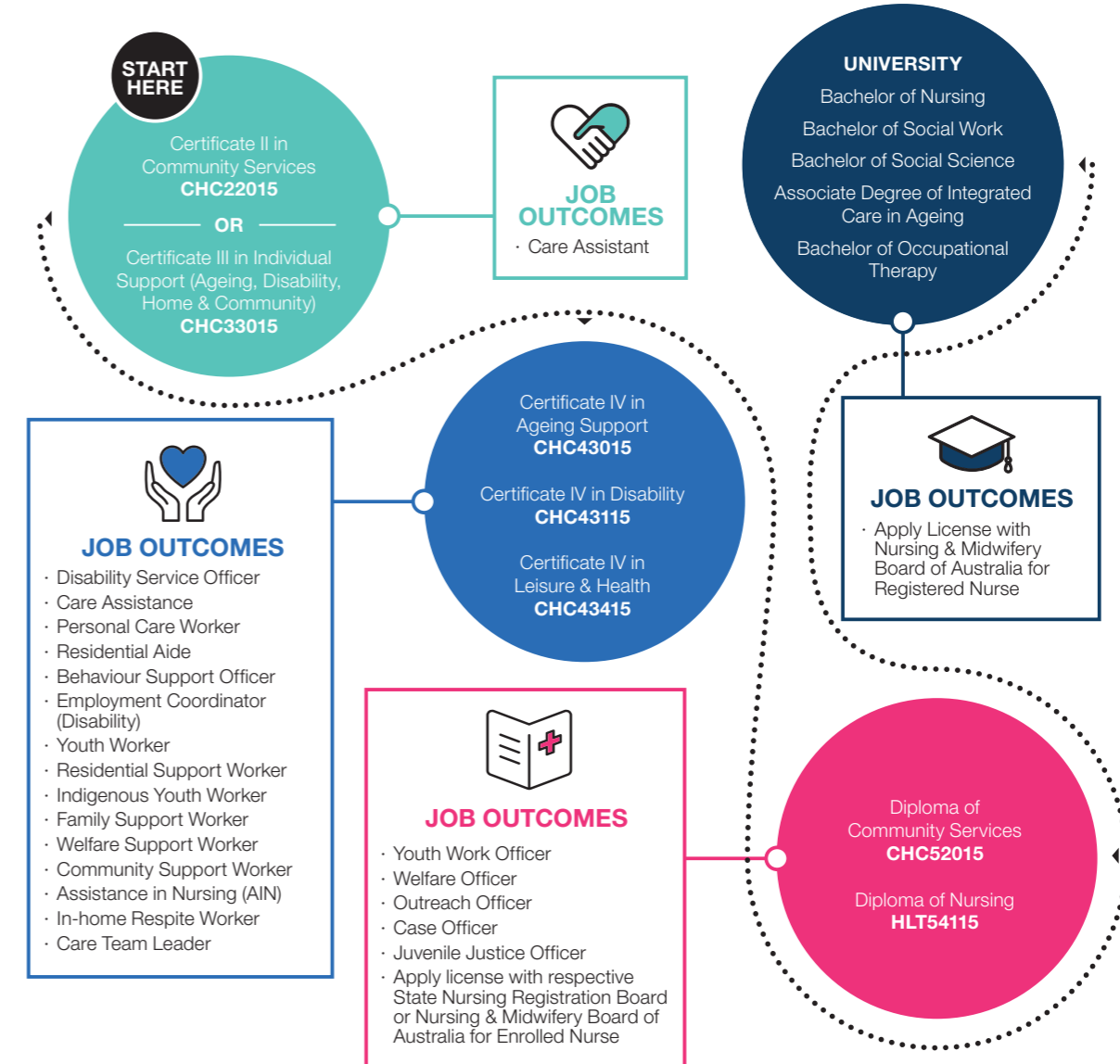
An investment in a quality, nationally recognised qualification can really take you places. A little career pathway planning now really does super-size your employment future. With ACE there are so many ways to learn, plus you can complete your Certificate I, II, III, IV and Diploma – you decide what works for your end game.

Let us show you how and what the job possibilities can be at each level.

EDUCATION



HEALTH & COMMUNITY



EARLY CHILDHOOD EDUCATION & CARE

  CHC30113 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION & CARE

  CHC50113 DIPLOMA OF EARLY CHILDHOOD EDUCATION & CARE



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

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

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.

STUDY FLEXIBLY WITH AN ACE MENTOR, IT'S JUST LIKE BEING IN THE CLASSROOM. YOU WILL LOVE IT.

*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.

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EARLY CHILDHOOD EDUCATION & CARE

☺ CHC30113 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION & CARE

↗
R
T This qualification reflects the role expectation of Educators in a range of early childhood education settings including Long Day Care, School Aged Care, Family Day Care and Kindergartens who work within the requirements of the Education and Care Services National Regulations and the National Quality Standard.

At this entry level Educators facilitate play, and support the social, emotional, physical and educational development of infants and young children. Get your career started with this nationally recognised training; it is the minimum requirement for employment in the sector. To achieve this qualification you will complete at least 120 hours of work placement arranged by ACE and you receive Karen Kearns Resources to keep.

**INTAKES: MARCH | 2 DAYS PER WEEK, 20 WEEKS | \$180 FUNDED (\$10 PER UNIT)*
\$144 FUNDED CONCESSION (\$8 PER UNIT)* | FULL FEE: \$3200**

☺ CHC50113 DIPLOMA OF EARLY CHILDHOOD EDUCATION & CARE

↗
R 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.

**FLEXIBLE DELIVERY ON ENQUIRY | RECOGNITION OF PRIOR LEARNING AVAILABLE
\$420 FUNDED (\$15 PER UNIT)* | \$364 FUNDED CONCESSION (\$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

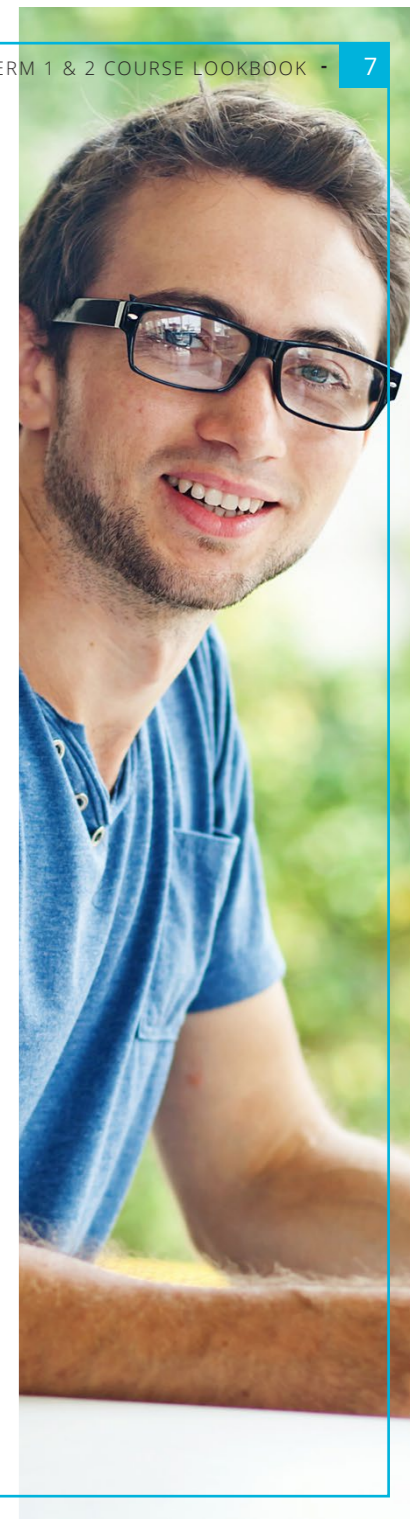
☺ INTRODUCTION TO LEISURE AND HEALTH

☺ CHCSS00100 INDIVIDUAL SUPPORT – HOME AND COMMUNITY (DISABILITY) SKILL SET

☺ CHCSS00081 INDUCTION TO DISABILITY SKILL SET

Working in Community Care is infinitely rewarding, offers career 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. You can specialise in disability, ageing or home and community. Everything is possible with a career in community care. Our specialised training, in combination with our on-site practical placement equips you with the knowledge and skills to deliver quality care and be in demand by employers across the sector.

"I SAT ON THE FENCE FOR TOO LONG AND SHOULD'VE HAD A GO QUICKER. IF YOU WANT A CHANGE ONLY YOU CAN MAKE IT HAPPEN, DON'T WAIT". **BEN SIMPSON – ACE GRADUATE.**



ACCORDING TO THE COMMONWEALTH GOVERNMENT DEPARTMENT OF EMPLOYMENT, THE VOCATIONAL EDUCATION TRAINING SECTOR (THAT'S US) PROVIDES COURSES FOR 9 OUT OF 10 OCCUPATIONS PREDICTED TO HAVE THE

GREATEST GROWTH OF NEW JOBS OVER THE NEXT FIVE YEARS.

THAT'S IMPRESSIVE.

COMMUNITY CARE

- ☺ CHC33015 CERTIFICATE III IN INDIVIDUAL SUPPORT (AGEING / DISABILITY / HOME & COMMUNITY)
- ➔
- R 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.

KIRRA INTAKES: FEBRUARY, APRIL & JUNE | FULL TIME | 3 DAYS PER WK, 9 WKS
\$130 FUNDED (\$10 PER UNIT)* | \$104 FUNDED CONCESSION (\$8 PER UNIT)
FULL FEE: \$2800

RUNAWAY BAY INTAKES: FEBRUARY & JUNE | PART TIME | 2 DAYS PER WK, 14 WKS
\$130 FUNDED (\$10 PER UNIT)* | \$104 FUNDED CONCESSION (\$8 PER UNIT)
FULL FEE: \$2800

- ☺ CHC43015 CERTIFICATE IV IN AGEING SUPPORT
- ➔
- R Support workers at this level plan, develop, implement and monitor programs and services for older people in aged care facilities or through organisations that deliver services to the community and client homes. With this nationally recognised training you can also prepare for a supervisory or team leader role in the aged care industry. To achieve this qualification you will complete at least 120 hours of work placement arranged by ACE.

INTAKES: ON DEMAND | CONTINUE FROM CERT III – 8 WEEKS
\$216 FUNDED (\$12 PER UNIT)* | \$180 FUNDED CONCESSION (\$10 PER UNIT)*
FULL FEE: \$3500



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. Workers promote a person-centred approach, work without direct supervision and may be required to supervise and/or coordinate a small team. To achieve this qualification you will complete at least 120 hours of work placement arranged by ACE.

Ⓡ **INTAKES: ON DEMAND | CONTINUE FROM CERT III – 1 DAY PER WK, 6 WKS**
\$168 FUNDED (\$12 PER UNIT)* | \$140 FUNDED CONCESSION (\$10 PER UNIT)*
FULL FEE: \$3500

☺ CHC43415 CERTIFICATE IV IN LEISURE AND HEALTH

➔ If you currently work in residential facilities, community agencies or day centres as a leisure officer, recreational officer, diversional therapy assistant or activities officer or want to, this qualification will assist to expand your career options. You will learn how to design, implement and evaluate leisure, health and other programs. To achieve this qualification you will complete at least 120 hours of work placement arranged by ACE. 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 FUNDED (\$12 PER UNIT)***
\$170 FUNDED CONCESSION (\$10 PER UNIT)* | FULL FEE: \$3500

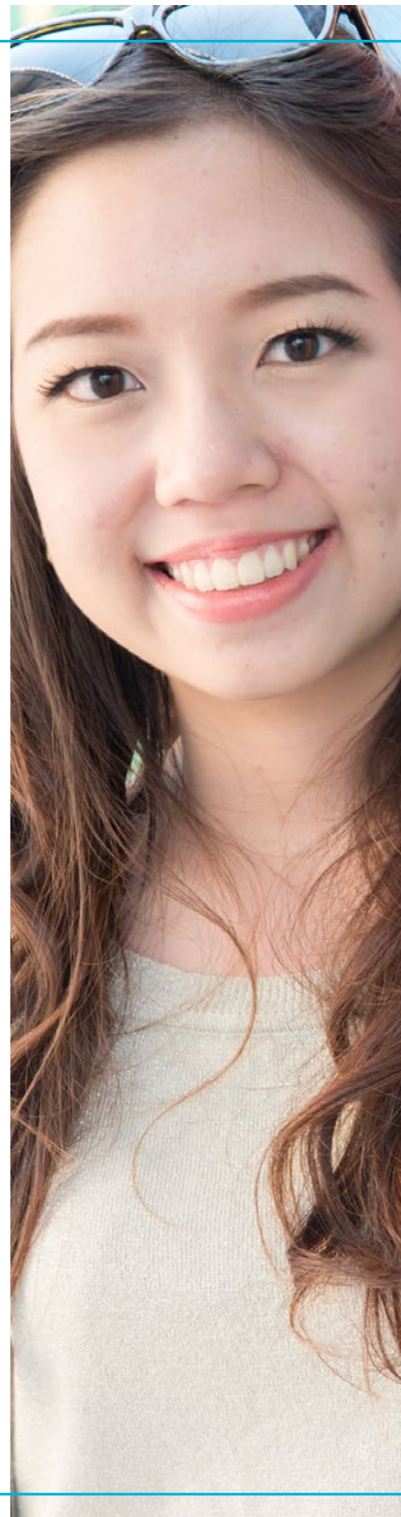
*ELIGIBILITY CRITERIA APPLIES

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 or Higher Level Skills Programs.

WE'RE BUSY PREPARING AMAZING STUDENTS TO BE JOB MARKET COMPETITIVE AND READY TO MAKE A BIG DIFFERENCE IN THE CARE SECTOR.

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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 FUNDED (\$150 PER UNIT)*
FULL FEE: \$400

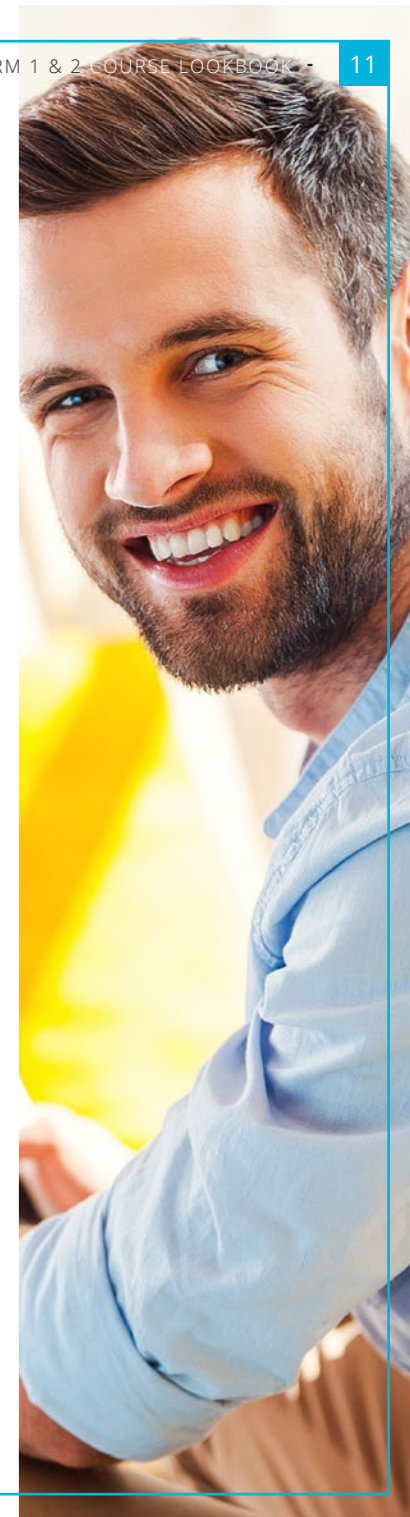
☺ INTRODUCTION TO LEISURE AND HEALTH

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

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COMMUNITY CARE

☺ 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

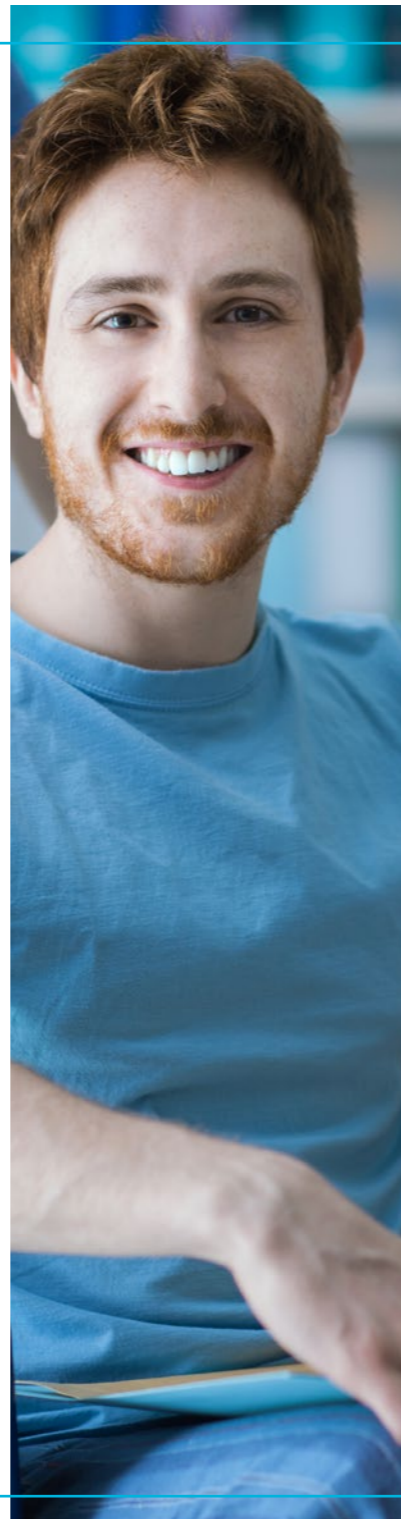
*ELIGIBILITY CRITERIA APPLIES FOR SOME OF THESE PROGRAMS

Please contact us for further information.

94% OF STUDENTS SAID THE TRAINING PROVIDED BY ACE WAS RELEVANT TO THE JOB AND SIGNIFICANTLY INCREASED THEIR EMPLOYMENT OUTCOME.



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FIRST AID

☺ HLTAID004 PROVIDE AN EMERGENCY FIRST AID RESPONSE IN AN EDUCATION AND CARE SETTING

☺ HLTAID003 PROVIDE FIRST AID

☺ HLTAID001 PROVIDE CARDIOPULMONARY RESUSCITATION

A First Aid qualification is a requirement in many roles and industries. Your qualification will also need to be recertified every three years and every twelve months for CPR.

Our First Aid courses (including Refresher courses) are completed in one-day format; and half-day for CPR.

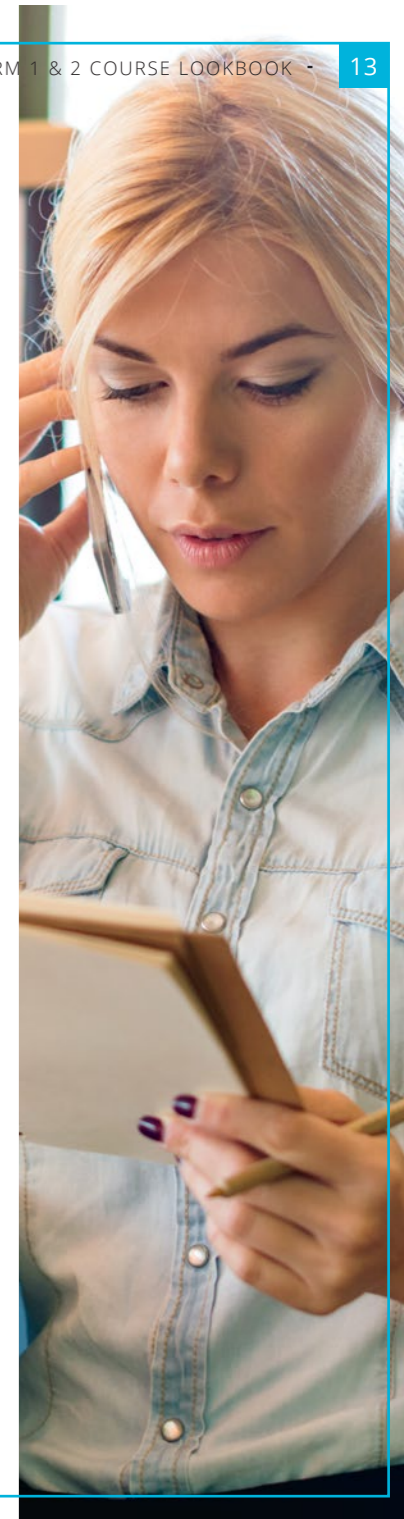
These courses are offered in partnership with the Australian Lifesaving Academy (RTO number 90896) and RAM Training (RTO number 31701) who will issue successful participants with a Statement of Attainment.

FIRST AID \$145 | CPR \$70

OUR FIRST AID COURSES ARE FULLY ACCREDITED AND WORK COVER APPROVED. CHECK THE WEBSITE FOR START DATES AND LOCATIONS NEAR YOU.



www.acecolleges.edu.au



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 effective communication, planning, organising work schedules and producing workplace documentation. 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 FUNDED (\$10 PER UNIT)*
\$104 FUNDED CONCESSION (\$8 PER UNIT)* | FULL FEE: \$2500**

☺ BSB31115 CERTIFICATE III IN BUSINESS ADMINISTRATION (MEDICAL)

➔ Use this qualification to start your career in medical administration within a general practice, specialist clinic or hospital. Grow your knowledge of current industry operational trends, client interactions, medical terminology, applications, privacy procedures and the technology platforms used across this dynamic sector (including Genie).

**INTAKES: ON DEMAND | 2 DAYS PER WEEK, 13 WEEKS | \$130 FUNDED (\$10 PER UNIT)*
\$104 FUNDED CONCESSION (\$8 PER UNIT)* | FULL FEE: \$2500**

*ELIGIBILITY CRITERIA APPLIES

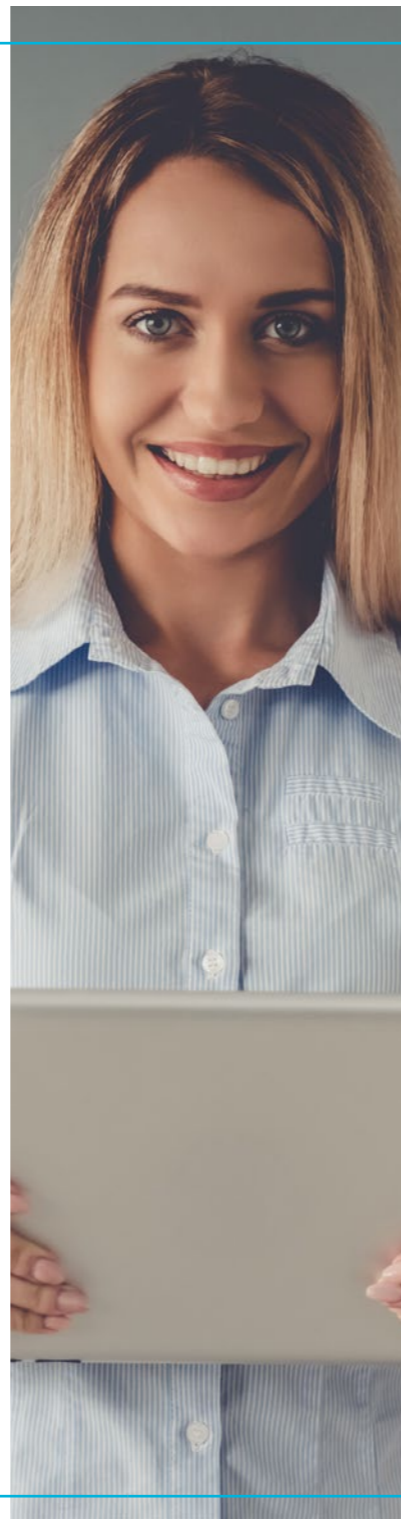
Please contact us for further information.

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

THERE ARE THOUSANDS OF BUSINESSES RIGHT ON YOUR DOOR STEP. TIP THE SCALE OF SUCCESS IN YOUR DIRECTION AND REALLY GO PLACES.



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FOUNDATION 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.

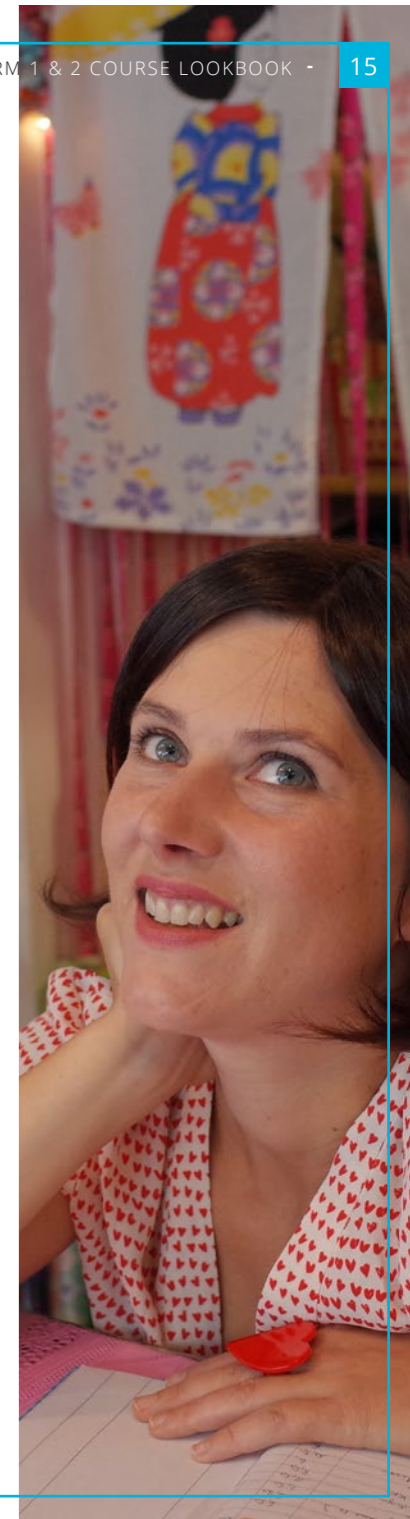
CUSTOMISED CLASSROOM DELIVERY EVERY FRIDAY, PLEASE CONTACT THE COLLEGE TO ARRANGE AN ASSESSMENT AND FEE ESTIMATE*



*ELIGIBILITY CRITERIA APPLIES FOR SOME OF THESE PROGRAMS

Please contact us for further information.

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SKILLING QUEENSLANDERS FOR WORK

Build your confidence, life skills and explore the infinite possibilities a career in early childhood has to offer. This brand new program might just be the opportunity you have been searching for. It starts with a focus on literacy, numeracy and basic computer skills in the context of early childhood education; then you undertake 4 units from the Certificate III in Early Childhood Education and Care. The big bonus is the quality practical you receive during your supported week of work experience which gives you priceless industry insight - your first step to a rewarding career.

Knowing where to start can be tricky, we've made it easy, here's how. This is what you will be doing:

- Maths, English and Computer Skills for the real world (this gets you a Certificate I in Vocational Pathways), now you're going places.
- Self Esteem and Life Skill classes – gosh we can all do with some of that.
- Four units of a Certificate III (this program includes part of Certificate III in Early Childhood Education and Care but can be substituted for other industries that you are keen to explore). In other words there is flexibility in what you study.
- One week of work experience so you gain practical insight into the industry + meet people working in it and network!
- Everything you need to know for job hunting including interview preparation and what to wear.
- Free Graduation day at Dreamworld – yes you read it right.

INTAKES: MARCH & MAY | 2 DAYS PER WEEK, 8 WEEKS | FEE-FREE*

*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 work experience.

This program is funded under Skilling Queenslanders for Work, a QLD Government Initiative.



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NEW



ARE YOU LOOKING AT YOUR SCHOOL 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. OUR MESSAGE IS SIMPLE,

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

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

SMART & SKILLED FUNDING

The ACE Colleges 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 for our web page www.acecolleges.edu.au/students.

INFORMATION TECHNOLOGY & WORK SKILLS

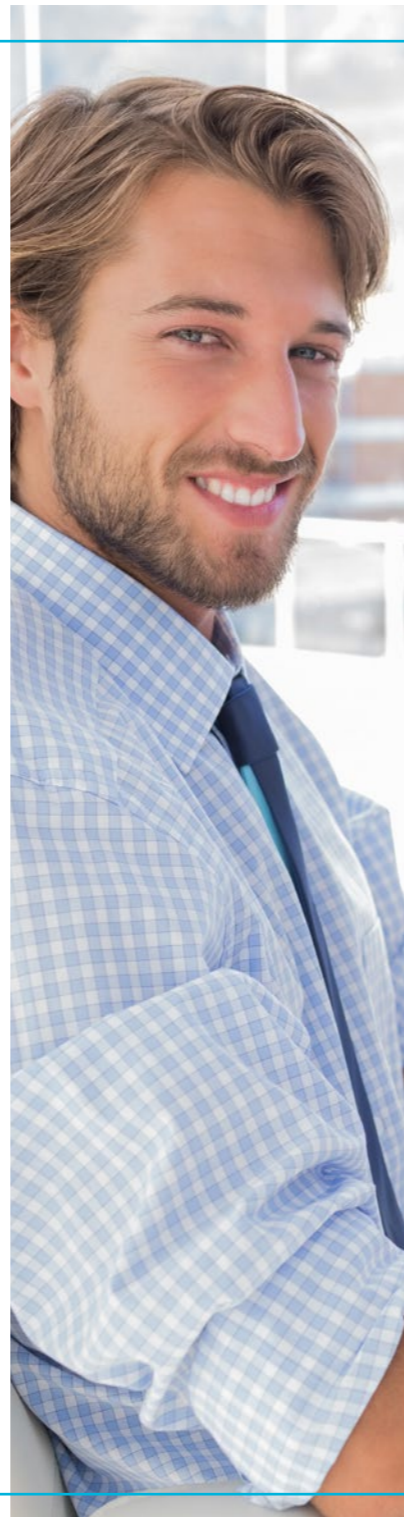
Businesses and individuals require different skills at different points in time, we totally understand. At ACE we can create a customised training plan to suit you or your staff in any of these core skill fields, just ask us how.

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

The work environment is changing constantly. You can stay ahead of the curve by building your Microsoft Word, Excel, Outlook, Publisher and Powerpoint skills.



THE POWER OF GOOD

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



DEON FARRELL
CERTIFICATE III INDIVIDUAL SUPPORT

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 flexible study options really helped with my schedule. I did my entire qualification through the evening class option.

The class atmosphere is so positive. Everyone, instructor included had fun while in class. I loved the learning.

To anyone sitting on the fence today I would say, take the chance and start something for yourself. Once settled into my new job I will be back at ACE to upgrade my skills. Onwards and upwards!



YURIKO OKAZAKI
CERTIFICATE III EARLY CHILDHOOD EDUCATION
AND CARE
DIPLOMA EARLY CHILDHOOD EDUCATION AND CARE

My friend had done a course with ACE and she thought it would be a great place for me to begin my training. The team here made all the difference. Within the first 40 hours of work placement I was offered a job, wow! I didn't think I was good enough, and was nervous when starting. But after that, I knew not only my daughter would be proud of me, I was proud of myself.

All students with English as a second language like me feel nervous about joining classes. I would encourage anyone thinking the same way to not be afraid, don't let it hold you back. Just look at me – you can do it!



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

ENROLMENT INFORMATION

You can enrol online at 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

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.