

ACE

COMMUNITY
COLLEGES

Change
your world

Term **1** + **2**

www.acecolleges.edu.au



2018 COURSE LOOKBOOK

LISMORE | CASINO

COMMUNITY SERVICES

NEW CHC22015 CERTIFICATE II IN COMMUNITY SERVICES

This is where you launch your career in Community Services. All you need is a true interest in helping people by enhancing their physical, social and emotional wellbeing. This Nationally Recognised Training develops must have foundation skills required to work in Family Services, Schools, Disability, Aged Care, Indigenous and Multicultural support, Youth Justice, Refugee and Asylum Seekers Support, Homelessness and Housing Support, Child Protection and Mental Health. The big bonus is the quality experience you receive from our training specialists and insights from industry experts.

LISMORE | STARTS TUE 13 FEB (TUE & THU) 10.00AM - 3.30PM |
16 WEEKS/2 DAYS PER WEEK

CHC33015 CERTIFICATE III IN INDIVIDUAL SUPPORT (AGEING / HACC / DISABILITY)

This entry level training reflects the employment role of people in community and 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. You will also complete at least 120 hours of work placement arranged by ACE.

LISMORE | STARTS MON 12 FEBRUARY | 18 WEEKS

CASINO | STARTS WED 14 FEBRUARY | 18 WEEKS

LISMORE | STARTS WED 25 JULY | 18 WEEKS

CHC43015 CERTIFICATE IV IN AGEING SUPPORT

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. Use this qualification to prepare for a supervisory or team leader role. This course requires the support of your workplace.

LISMORE | START ANYTIME | 40 WEEKS/1 DAY PER MONTH



THIS TRAINING IS SUBSIDISED BY THE NSW GOVERNMENT. TALK TO US ABOUT YOUR OPTIONS.

NEW CHC52015 DIPLOMA OF COMMUNITY SERVICES TRAINESHIP

This is your opportunity to get recognised. Gain the skills you need to thrive in an NDIS world with this nationally recognised training.

The Diploma of Community Services is an advanced qualification that requires you to have specialised skills in community services. Course learning features include:

- Client assessment
- The referral process – linking people with support systems and networks
- Developing, implementing and monitoring plans which will address a person's immediate and long term goals
- Supervising and leading teams, managing budgets and financial plans; and
- Understanding legal and ethical compliance in this fast paced sector.

You complete your training in a professional environment which is interactive and practical. This course requires the support of your workplace.

LISMORE | START ANYTIME | 12 MONTHS/1 DAY PER MONTH

☉ BLENDED

😊 FACE TO FACE

@ ONLINE

↗ FLEXIBLE DELIVERY

R RECOGNITION OF PRIOR LEARNING

T TRAINESHIP

SO MANY WAYS TO LEARN WITH ACE IN 2018.



THIS TRAINING IS SUBSIDISED BY THE NSW GOVERNMENT. TALK TO US ABOUT YOUR OPTIONS.

DISABILITY

➔ CHC43115 CERTIFICATE IV IN DISABILITY

This qualification is for people working in a range of community settings and client homes who provide training and support that empowers people with disabilities to achieve greater levels of independence, self-reliance, community participation and well-being. This course requires the support of your workplace.

LISMORE | START ANYTIME | 40 WEEKS/1 DAY PER MONTH

HEALTH

➔ CHC43415 CERTIFICATE IV IN LEISURE AND HEALTH

If you currently work in residential facilities, community agencies or day centres as a leisure officer, recreational activities 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 activities and programs. This course requires the support of your workplace.

LISMORE | START ANYTIME | 40 WEEKS/1 DAY PER MONTH

© CHCSS00070 ASSIST CLIENTS WITH MEDICATION SKILL SET

A skill set that 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.

LISMORE | ON DEMAND START DATE | 3 - 6 DAYS

THIS TRAINING IS SUBSIDISED BY THE NSW GOVERNMENT. TALK TO US ABOUT YOUR OPTIONS.

MEET ACE STUDENT DARREN KNIGHT.

DARREN'S BACKGROUND IS IN FINANCE, BUT HE DECIDED ON A COMPLETE CAREER TURNAROUND. WITHIN FOUR WEEKS OF COMPLETING HIS CERTIFICATE III IN INDIVIDUAL SUPPORT IN LISMORE HE HAD SECURED AS MUCH WORK AS NEEDED WHILST STUDYING FOR HIS CERTIFICATE IV IN AGEING SUPPORT.

DARREN HAS JUST ACCEPTED NEW EMPLOYMENT WITH LOADS OF AMAZING CAREER OPPORTUNITIES ON THE HORIZON.

**CHANGE YOUR WORLD –
DARREN SURE HAS.**



EARLY CHILDHOOD EDUCATION & CARE

SPECIALIST TRAINER

CHC50113 DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE

If you are ready to take on more responsibility and higher level roles this Diploma is exactly the right choice to help you achieve your career goals.

This advanced level of study reflects the role of Early Childhood Educators who are responsible for designing and implementing curriculum. In doing so they work to implement an approved learning framework within the requirements of the Education and Care Services National Regulations and the National Quality Standard.

Build on your knowledge and experience and move your career forward. This Diploma is also a pathway to Bachelor of Early Childhood Education, Bachelor of Education (Primary Education) and Bachelor of Education (Secondary Education).

YOU RECEIVE:

- support from our specialist trainers so you can complete in 12 months (not 2 years)
- 240 hours of practical
- flexible delivery options mean you can work & study at the same time – we come to you
- Karen Kearns resources for you to keep
- our payment plans can help you reach your goal & study support will assist you through your course.

This course is being delivered by specialist early childhood trainer Deb Maunsell. Students 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.

You may be eligible for recognition of prior learning status. Your existing skills may considerably reduce the study time needed to complete a qualification.

LISMORE | START ANYTIME



THIS TRAINING IS SUBSIDISED BY THE NSW GOVERNMENT. TALK TO US ABOUT YOUR OPTIONS.

BUSINESS

BSB40515 CERTIFICATE IV IN BUSINESS ADMINISTRATION TRAINEESHIP

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.

LISMORE | START ANYTIME | 1.30PM - 4.30PM | 40 WEEKS/1 DAY PER MONTH



THIS TRAINING IS SUBSIDISED BY THE NSW GOVERNMENT. PLEASE CONTACT US TO TALK ABOUT YOUR OPTIONS.

SMALL BUSINESS 18 NEW OPTIONS

Adapting to the crowded selling environment, remaining relevant to your customers and building your bottom-line takes everything that you have, we understand. This package of workshops and professional mini courses is for every small business owner and employee wanting to get ahead, pivot; and make change for maximum return. They are also fully subsidised by the NSW Government under the Tech Savvy for Small Business Program.

Visit www.acecolleges.edu.au for course details and trainer profiles.

SOCIAL MEDIA FOR BUSINESS

FRI 9 FEB	9.00AM - 5.00PM	2 SESSIONS	\$220
SAT 5 MAY	9.00AM - 5.00PM	2 SESSIONS	\$220

SOCIAL MEDIA FOR BUSINESS – NEXT LEVEL

FRI 9 MAR	9.00AM - 5.00PM	2 SESSIONS	\$220
SAT 19 MAY	9.00AM - 5.00PM	2 SESSIONS	\$220



SMALL BUSINESS

DIGITAL MARKETING MATRIX

FRI 23 FEB	9.00AM - 5.00PM	2 SESSIONS	\$220
FRI 25 MAY	9.00AM - 5.00PM	2 SESSIONS	\$220

WEBSITES USING WORDPRESS

SAT 10 MAR	9.00AM - 5.00PM	2 SESSIONS	\$220
FRI 15 JUN	9.00AM - 5.00PM	2 SESSIONS	\$220

EMAIL MARKETING

SAT 10 FEB	9.00AM - 3.00PM	2 SESSIONS	\$220
FRI 11 MAY	9.00AM - 3.00PM	2 SESSIONS	\$220

VIDEO MARKETING

SAT 24 FEB	9.00AM - 3.00PM	2 SESSIONS	\$220
FRI 27 APR	9.00AM - 3.00PM	2 SESSIONS	\$220

BLOGGING FOR PROFESSIONALS

FRI 23 MAR & FRI 6 APR	9.00AM - 3.00PM	2 SESSIONS	\$220
SAT 16 JUN	9.00AM - 3.00PM	2 SESSIONS	\$220

BUILD YOUR BRAND AS AN AUTHOR

THU 22 FEB	9.00AM - 3.00PM	2 SESSIONS	\$220
TUE 1 MAY	9.00AM - 3.00PM	2 SESSIONS	\$220

AUTHENTIC BRANDING

THU 15 MAR	9.00AM - 5.00PM	2 SESSIONS	\$220
THU 17 MAY	9.00AM - 5.00PM	2 SESSIONS	\$220

APPS/AUTOMATION FOR BUSINESS MANAGEMENT & MARKETING

THU 1 & FRI 2 FEB	9.00AM - 5.00PM	2 SESSIONS	\$220
SAT 7 APR	9.00AM - 5.00PM	2 SESSIONS	\$220

THIS TRAINING IS FULLY SUBSIDISED BY THE NSW GOVERNMENT UNDER THE TECH SAVVY FOR SMALL BUSINESS PROGRAM. CRITERIA APPLY.



SMALL BUSINESS

STRATEGIC MARKETING

MON 12 & TUE 13 MAR	9.00AM - 5.00PM	2 SESSIONS	\$220
THU 7 JUN	9.00AM - 5.00PM	2 SESSIONS	\$220

LEADERSHIP AND INFLUENCE

WED 7 FEB	9.00AM - 4.00PM	1 SESSION	\$160
MON 4 JUN	9.00AM - 4.00PM	1 SESSION	\$160

COMMUNICATION STRATEGIES

MON 5 MAR	9.00AM - 12.30PM	1 SESSION	\$90
WED 16 MAY	9.00AM - 12.30PM	1 SESSION	\$90

SUPERVISING OTHERS

WED 7 MAR	9.00AM - 12.30PM	1 SESSION	\$90
MON 18 JUN	9.00AM - 12.30PM	1 SESSION	\$90

COACHING AND MENTORING

MON 26 FEB	9.00AM - 12.30PM	1 SESSION	\$90
MON 25 JUN	9.00AM - 12.30PM	1 SESSION	\$90

APPRECIATIVE INQUIRY

MON 26 FEB	1.30PM - 4.30PM	1 SESSION	\$90
WED 30 MAY	1.30PM - 4.30PM	1 SESSION	\$90

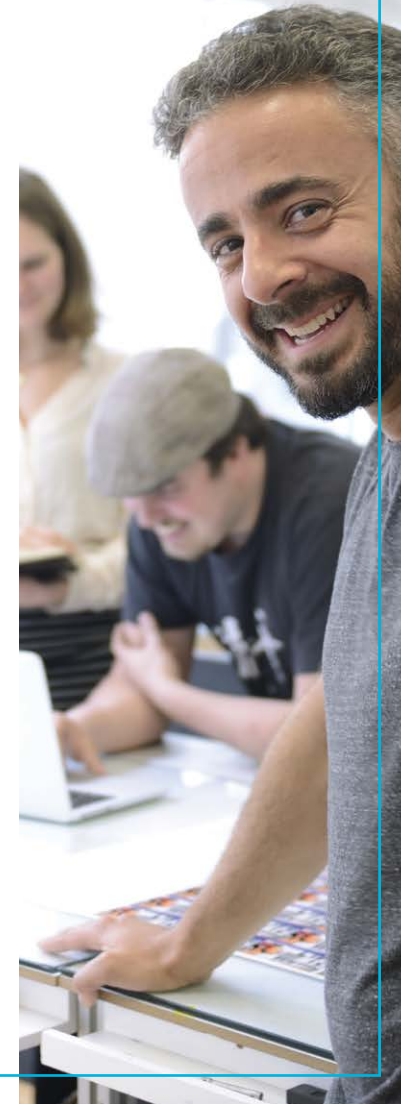
TIME MANAGEMENT

MON 5 MAR	1.30PM - 4.30PM	1 SESSION	\$90
WED 16 MAY	1.30PM - 4.30PM	1 SESSION	\$90

WORK-LIFE BALANCE

WED 28 MAR	9.00AM - 12.30PM	1 SESSION	\$90
MON 25 JUNE	1.30PM - 4.30PM	1 SESSION	\$90

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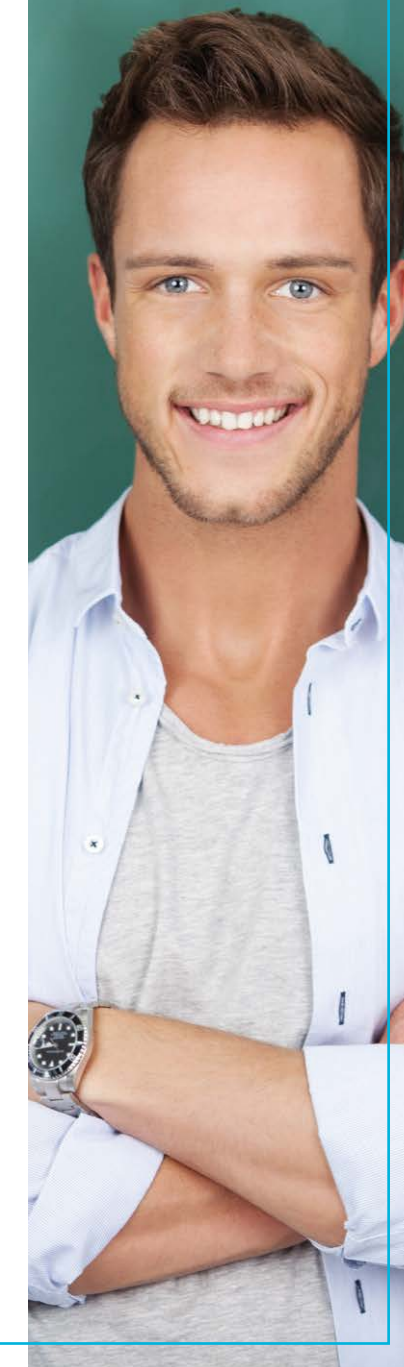


PROFESSIONAL DEVELOPMENT

We are thrilled to launch a new Professional Development series for 2018. These short courses are 100% delivered locally, 100% quality; and tailored to you and your team - that's almost unheard of. All training sessions are interactive, based on contemporary learning principles and are facilitated by skilled and experienced trainers. All you need to do is select the short course title from the list and contact our customer care team in Lismore on 02 6622 1903 for your PD prospectus. We'll deliver that direct to your inbox to save you time.



COURSE	COMMUNITY SERVICES	DISABILITY SECTOR	AGED CARE SECTOR	LOCAL GOVERNMENT	BUSINESS
Supervision & performance management	•	•	•	•	•
Time management		•	•		•
Change management	•	•	•	•	•
Coaching & mentoring workshop	•	•	•	•	•
Effective workplace communication	•	•	•		•
Disability awareness training – for staff	•		•	•	•
Courtesy in the workplace	•	•	•	•	•
Customer service					•
Professional boundaries	•	•	•	•	
Documentation and report writing	•	•	•	•	
Promoting independence	•	•	•		
Working from a families perspective	•	•	•		
Emotional intelligence	•	•	•	•	•
Volunteering: Understanding the expectations of working with people	•	•	•	•	
Positive behaviour support	•	•			
Goal setting and getting things done					•
Negotiation skills					•
Employee on-boarding					•
Meeting management					•
Supporting people with disabilities who are ageing		•	•		
Working from a families perspective	•	•	•		
Understanding Autism		•			



WORK SKILLS

There has never been a better time to enhance your skills. These courses are available to everyone. However, if you are a small business owner or an employee of a small business the cost is fully subsidised by the NSW Government under the Tech Savvy for Small Business Program.

NEW ACCIDENTAL COUNSELLOR \$180

This is for anyone who is not necessarily employed as a counsellor, however finds themselves in a counselling role. You could be a frontline worker in an administrative role, a nurse, teacher, coach, support worker or complimentary health practitioner. You will learn a practical counselling framework for effective client support with opportunities to practice your new skills in a safe, supportive environment.

WED 31 JAN	9.00AM – 4.00PM	1 SESSION
MON 12 FEB	5.30PM – 8.30PM	2 SESSIONS
FRI 23 FEB	9.00AM – 4.00PM	1 SESSION (CASINO)
WED 14 MAR	9.00AM – 4.00PM	1 SESSION
MON 9 APR	9.00AM – 4.00PM	1 SESSION
MON 21 MAY	5.30PM – 8.30PM	2 SESSIONS
WED 20 JUN	9.00AM – 4.00PM	1 SESSION

MS EXCEL LEVEL 1

LISMORE WED 21 FEB	9.30AM - 4.30PM	1 SESSION	\$160
LISMORE MON 14 MAY	9.30AM - 4.30PM	1 SESSION	\$160
CASINO THU 8 FEB	9.30AM - 4.30PM	1 SESSION	\$160
CASINO TUE 8 MAY	9.30AM - 4.30PM	1 SESSION	\$160

MS EXCEL LEVEL 2

LISMORE WED 7 MAR	9.30AM - 4.30PM	1 SESSION	\$160
LISMORE MON 4 JUN	9.30AM - 4.30PM	1 SESSION	\$160
CASINO THU 8 MAR	9.30AM - 4.30PM	1 SESSION	\$160
CASINO THU 7 JUN	9.30AM - 4.30PM	1 SESSION	\$160

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MS WORD LEVEL 1

LISMORE WED 28 FEB	9.30AM - 4.30PM	1 SESSION	\$160
LISMORE TUE 15 MAY	9.30AM - 4.30PM	1 SESSION	\$160
CASINO THU 22 FEB	9.30AM - 4.30PM	1 SESSION	\$160
CASINO THU 10 MAY	9.30AM - 4.30PM	1 SESSION	\$160

MS WORD LEVEL 2

LISMORE MON 19 MAR	9.30AM - 4.30PM	1 SESSION	\$160
LISMORE TUE 19 JUN	9.30AM - 4.30PM	1 SESSION	\$160
CASINO TUE 27 MAR	9.30AM - 4.30PM	1 SESSION	\$160
CASINO MON 18 JUN	9.30AM - 4.30PM	1 SESSION	\$160



INFORMATION TECHNOLOGY

NEW INTERMEDIATE COMPUTER SKILLS

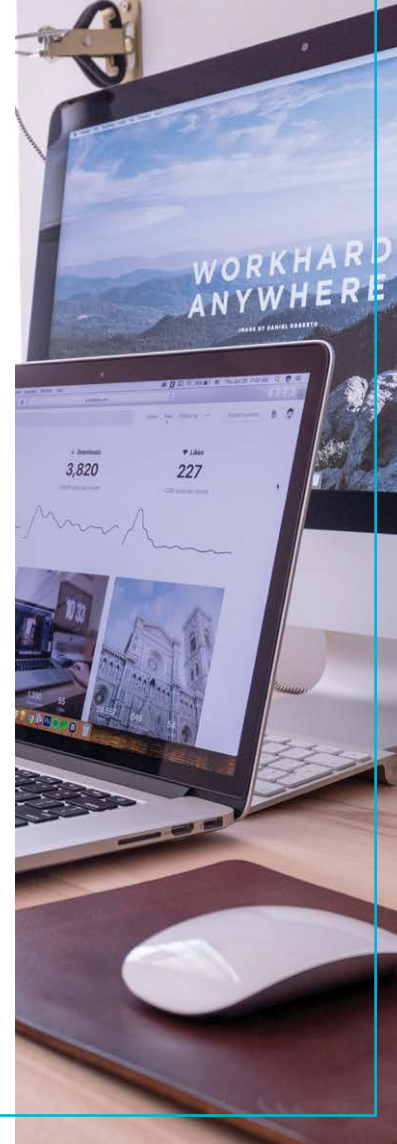
This is your next step in enhancing your technology capabilities. The course will primarily focus on the Microsoft Office programs Word and Excel and will provide training in using these programs to create professional documents and formula-embedded spreadsheets. The course expands on foundation skills that have been developed by students in the Computer Basics course, and assumes a general understanding of how to use a computer.

SAT 28 APR	9.30AM - 12.30PM	4 SESSIONS	\$170
SAT 16 JUN	9.30AM - 12.30PM	4 SESSIONS	\$170

COMPUTER BASICS

SAT 10 FEB	9.30AM - 12.30PM	4 SESSIONS	\$170
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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 (including Refresher courses) are completed in one-day format; and half-day for CPR. Delivered by Allens Training Pty Ltd (RTO 90909) who will issue successful participants with a Statement of Attainment* on successful completion.

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

PROVIDE FIRST AID – HLTAID003

1 SESSION | 9.30AM – 4.30PM | \$145

PROVIDE CARDIOPULMONARY RESUSCITATION – HLTAID001

1 SESSION | 9.30AM – 12.30PM | \$70

PROVIDE FIRST AID IN AN EDUCATION SETTING – HLTAID004

1 SESSION | 9.30AM – 6.30PM | \$185

LISMORE:

SAT 20 JAN
WED 14 FEB
SAT 17 MAR
SAT 14 APR
SAT 19 MAY
WED 6 JUN

CASINO:

THU 1 MAR
SAT 4 MAY



OUR FIRST AID COURSES ARE FULLY ACCREDITED AND WORK COVER APPROVED. THIS TRAINING IS SUBSIDISED BY THE NSW GOVERNMENT.



NEW MENTAL HEALTH FIRST AID

This new course teaches participating students how to offer initial support to adults who are developing a mental health problem, experiencing a worsening of an existing mental health problem or in a mental health crisis, until appropriate professional help is received or the crisis resolves.

You will learn about the signs and symptoms of the common and disabling mental health problems, how to provide initial help, where and how to get professional help, what sort of help has been shown by research to be effective, and how to provide first aid in a crisis situation.

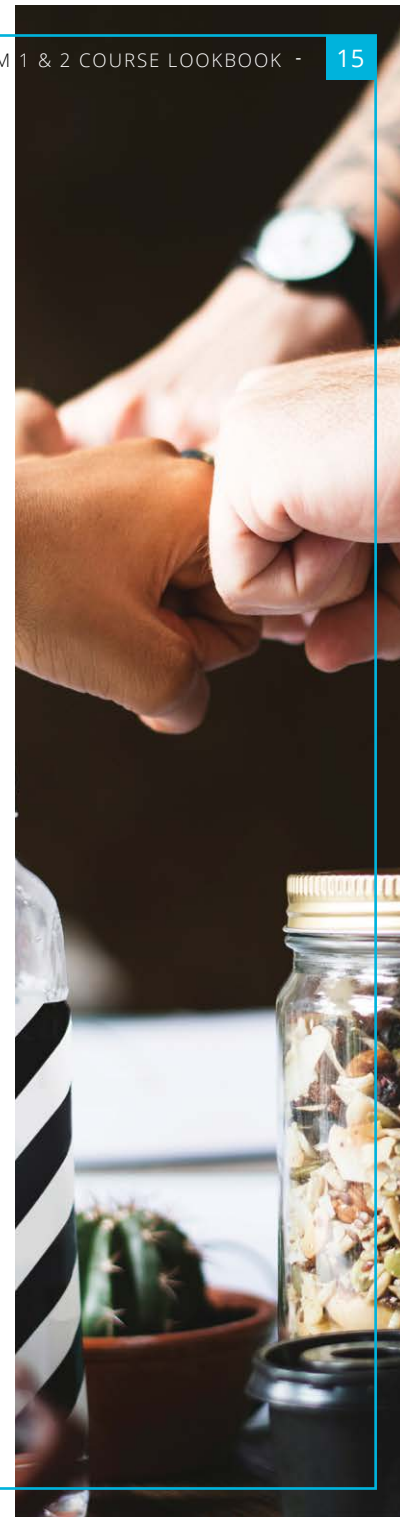
Students completing the course receive a copy of the Standard MHFA Manual to keep and a Certificate of Completion.

MHFA courses are open to all members of the community, everyone aged 18 years and above. In particular, it is recommended that MHFA becomes a prerequisite for people employed in human services.

2 SESSIONS | 9.00AM – 4.00PM | \$200

MON 29 JAN
WED 21 FEB
WED 14 MAR (CASINO)
MON 19 MAR
WED 4 APR
MON 7 MAY
FRI 8 JUN

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LEISURE AND LIFESTYLE

LANGUAGES

ITALIAN FOR BEGINNERS AND TRAVELLERS

Ideal for travel preparation or as a stepping stone to mastering this beautiful language. Learn basic communication, greetings and introductions, how to order food, how to book accommodation and find your way around.

TUE 13 FEB | 5.30PM - 7.30PM | 8 SESSIONS | \$190

ITALIAN CONTINUATION

This is where you develop your conversational skills and expand your understanding of the language. You will explore Italian grammar in the context of everyday, practical conversation. Plus have loads of fun.

TUE 8 MAY | 5.30PM - 7.30PM | 8 SESSIONS | \$190

SPANISH FOR BEGINNERS

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

WED 14 FEB | 5.30PM - 7.30PM | 8 SESSIONS | \$190

SPANISH – MEDIUM LEVEL

This hugely popular short course is for anyone with an existing understanding of the language, or you have already completed the Spanish for Beginners course.

WED 9 MAY | 5.30PM - 7.30PM | 8 SESSIONS | \$190

RELAXATION

INDIAN HEAD MASSAGE

This technique concentrates on the upper back, shoulders, arms, neck, scalp and face. Some of the benefits experienced during the massage are the easing of tension, a sense of relaxation and peace.

SUN 18 FEB | 9.30AM - 3.30PM | 1 SESSION | \$90



REFLEXOLOGY

Learn how to relax, tone, uplift and relieve the whole mind-body system by applying massage to the feet.

SUN 20 MAY | 9.30AM - 3.30PM | 1 SESSION | \$90

PERSONAL DEVELOPMENT

BENEFITS OF KEEPING NATIVE BEES/FIELDTRIP

Find out about bee morphology, nesting biology, foraging behaviour and the importance of bees in natural systems. You will extract pot-honey from a honey super and taste test it!

SAT 17 FEB | 9.30AM - 3.30PM | 1 SESSION | \$60

MAKE A HERBAL REMEDY KIT

Informative, fun and interactive – you will make common remedies including insect repellent, sunscreen, a skin cream for cuts and minor infections and a chest rub for coughs and colds.

SAT 5 MAY | 9.30AM - 12.30PM | 3 SESSIONS | \$110

REDUCING STRESS AND BUILDING RESILIENCE

Gain vital skills that will assist in both managing your stresses and building resilience. You will be able to weave this into your every day.

THU 22 MAR | 9.30AM - 3.00PM | 1 SESSION | \$90

CARING FOR THE CARER

Carers are remarkable people of all ages who need support, understanding and practical strategies. This is a workshop full of tools to help with nurturing yourself as a Carer.

TUE 20 FEB | 9.30AM - 3.00PM | 1 SESSION | \$90

B&B IS A GREAT WAY TO EARN MONEY FROM YOUR HOME

Hear from an industry professional who is both a lecturer and internationally published author of how-to guides on B&Bs in Australia, UK and New Zealand

SAT 9 MAR | 9.00AM - 1.00PM | 1 SESSION | \$70

SAT 12 MAY | 9.00AM - 1.00PM | 1 SESSION | \$70



ARTS AND CREATIVITY

PLATTERS AND BOWLS – CLAY CREATION

Create platters, serving dishes or fruit bowls for your home using simple and decorative techniques ready for bisque firing.

SUN 4 MAR | 9.30AM - 12.30PM | 3 SESSIONS | \$120

SUN 13 MAY | 9.30AM - 12.30PM | 3 SESSIONS | \$120

MOSAIC JEWELLERY

Design and create your very own mosaic jewellery using brightly coloured glass and ceramic tessera.

SAT 10 MAR | 9.30AM - 12.30PM | 1 SESSION | \$60

SAT 2 JUN | 9.30AM - 12.30PM | 1 SESSION | \$60

DRAWING BASICS

Fun sessions where you develop basic skills and techniques that will help you to observe and put down on paper a convincing picture of the objects you see in the world.

SAT 3 MAR | 9.30AM - 3.30PM | 2 SESSIONS | \$150

WATERCOLOUR – SUMMER & WINTER

In a few easy exercises you will paint some simplified scenes that express the varied feelings of summer and winter.

SAT 17 FEB | 9.30AM - 3.30PM | 2 SESSIONS | \$150

WATERCOLOUR – BLACK & WHITE

Find out how to express beautiful colour better by starting with just one colour - Black!

SAT 26 MAY | 9.30AM - 3.30PM | 2 SESSIONS | \$150





FOLLOW US

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



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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: Ph 02 6622 1903 E: lismore@acecolleges.edu.au

CASINO: Ph 02 6622 1903 E: casino@acecolleges.edu.au

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 or Ezidebit. 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 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.

ALL OF OUR COURSES RUN BY CONSECUTIVE WEEKS UNLESS OTHERWISE STATED.