



2019

COURSE BOOK - TERM 3 & 4
LISMORE www.acecolleges.edu.au



“I was searching for something more, and I absolutely found that something more”.

ACE STUDENT – LOTUS CERTIFICATE III IN INDIVIDUAL SUPPORT DISABILITY

POWER YOUR POSSIBILITY.

NEW AT ACE

😊 ACCIDENTAL COUNSELLOR

This short course is for anyone 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 awareness and 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.

FRI 26 JUL | 9.00AM – 4.00PM | 1 SESSION | \$180

FRI 18 OCT | 9.00AM – 4.00PM | 1 SESSION | \$180



The topic [was] relevant; role plays and class discussion were very helpful for reinforcing the learning outcomes. Very well paced and professionally delivered"

STUDENT

ACCIDENTAL COUNSELLOR WORKSHOP

- 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
- CHC43015 CERTIFICATE IV IN AGEING SUPPORT
- CHC43115 CERTIFICATE IV IN DISABILITY
- CHC43415 CERTIFICATE IV IN LEISURE AND HEALTH
- INTRODUCTION TO LEISURE AND HEALTH



Community Care is an integral part of the Australian workforce. It is a sector that offers infinitely rewarding careers, role 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, plus you will have a positive impact on the community. You can specialise in disability, ageing or home and community. Everything is possible with a career in community care.

Skills learned are often transferable and may generate options for promotion and employment in other areas of the industry. Our specialised training, in combination with on-site practical placement equips you with the knowledge and skills to deliver quality care and be in demand by employers across the sector.

THE HEALTH CARE AND SOCIAL ASSISTANCE INDUSTRY IS THE LARGEST EMPLOYING INDUSTRY IN AUSTRALIA. IN 2018 THERE WERE CLOSE TO 1.7 MILLION PEOPLE EMPLOYED IN THIS SECTOR, WHICH IS PROJECTED TO INCREASE TO OVER 1.9 MILLION BY 2023.

ACE STUDENT – CHRISTINE CERTIFICATE III IN INDIVIDUAL SUPPORT AGEING



COMMUNITY CARE

- ☺ CHC33015 CERTIFICATE III IN INDIVIDUAL SUPPORT (AGEING / HOME AND COMMUNITY / DISABILITY)

This entry level training reflects the employment role of people in community 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.

LISMORE | WED & THU | STARTING WED 24 JULY | 16 WEEKS

LISMORE | MON & TUE | STARTING MON 14 OCT | 16 WEEKS

LISMORE | WED & THU | STARTING WED 29 JAN | 16 WEEKS

- 🔗 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 | 12 MONTHS/1 DAY PER MONTH

- 🔗 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 in the aged care industry. This course requires the support of your workplace.

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

ACE STUDENT – VICTORIA CERTIFICATE III IN INDIVIDUAL SUPPORT DISABILITY



COMMUNITY CARE

INTRODUCTION TO LEISURE AND HEALTH

Build your knowledge and proficiency in leisure and health. Learn efficient ways to enhance well-being, gain an insight into human behaviour development, and build an understanding of sociological concepts across programming and client participation. This course can be a pathway 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.

START ANYTIME | 3 DAYS | THIS TRAINING IS SUBSIDISED BY THE NSW GOVERNMENT

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 can 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 | 12 MONTHS/1 DAY PER MONTH



THIS TRAINING IS SUBSIDISED BY THE NSW GOVERNMENT.

ACE STUDENT – HAMISI CERTIFICATE III IN INDIVIDUAL SUPPORT DISABILITY



BUSINESS

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.

LISMORE | START ANYTIME | 1.30PM - 4.30PM | 12 MONTHS/1 DAY PER MONTH



THIS TRAINING IS SUBSIDISED BY THE NSW GOVERNMENT.

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





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“My workplace and I were looking for a provider that would allow us to customise the units I wanted to undertake during my Certificate IV Traineeship and ACE was one of the first providers to pop up when I did a search. Having a wealth of knowledge can only help your future prospects and may help you decide exactly where you want to go in life. Currently I have been promoted to a higher-level position in my job.”

ACE STUDENT – JACQUI

CERTIFICATE IV IN BUSINESS ADMINISTRATION

EARLY CHILDHOOD EDUCATION & CARE

- ☺ CHC50113 DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE
- Open doors to a professional career with this an advanced program of study.
- Ⓡ Educators at this level are responsible for planning, implementing and managing programs, and are often accountable for the supervision of others. This is also a career pathway to a Bachelor of Education (Early Childhood/Primary).

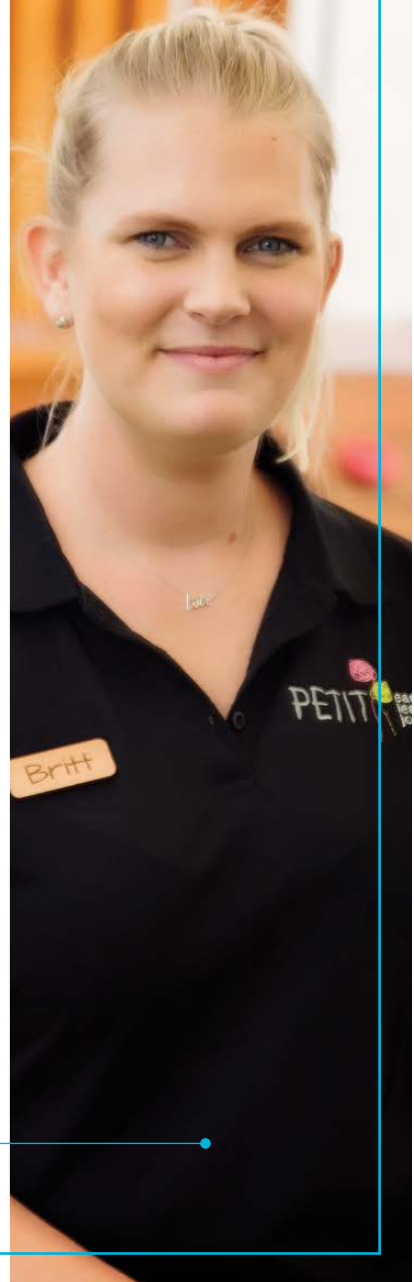
To achieve this qualification you will complete at least 240 hours of work placement arranged by ACE and you receive Karen Kearns Resources to keep. Flexible delivery means your learning is self-paced creating opportunities for you to work and study.

FLEXIBLE DELIVERY ON ENQUIRY | RECOGNITION OF PRIOR LEARNING AVAILABLE



STUDENTS ENROLLED IN ECEC COURSES HAVE ACCESS TO OUR 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.

ACE STUDENT – BRITTANY | DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE



LIFE SKILLS

If you do not yet hold a current learner's licence—the Learner Driver Knowledge course is for you.

LEARNER DRIVER KNOWLEDGE COURSE

These award winning, fun and interactive sessions aim to help you gain your Learners Licence with confidence (and a smile). Receive driver education in literacy, language and numeracy to assist with the Driver Knowledge Test. You also receive access to computers and staff at the College to practice the RMS Learner Driver Knowledge Test. Support is provided to attempt the RMS Learner Driver Knowledge Test on the final day.

LISMORE | STARTS WED 24 JUL | 10.00AM – 3.00PM | 4 SESSIONS

LISMORE | STARTS WED 16 OCT | 10.00AM – 3.00PM | 4 SESSIONS



THIS TRAINING IS SUBSIDISED BY THE NSW GOVERNMENT. THESE COURSES ARE ASSESSED AGAINST A UNIT OF COMPETENCY. PLEASE CHECK THE WEBSITE FOR DETAILS.



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 a one-day format; and half-day for CPR. Refresher courses are now also conducted within the one-day format.

Delivered in partnership with Allens Training Pty Ltd 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.*

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 AND CARE SETTING

1 SESSION | 9.30AM - 6.30PM | \$185

LISMORE:

TUE 2 JUL
SAT 3 AUG
THU 5 SEP
SAT 19 OCT
SAT 9 NOV
WED 11 DEC



WORK SKILLS

MS EXCEL BEGINNERS

Learn the basics of Microsoft Excel 2016 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 your documents. All brilliant skills to have in today's busy work environment. A basic understanding of computing concepts is required.

TUE 15 OCT | 9.30AM – 4.30PM | 1 SESSION | \$160

MS EXCEL INTERMEDIATE

This course develops student's skill sets using advanced features of Excel 2016 for the workplace. Learn how to apply complex formulae, create conditional formatting to highlight data, design a Pivot Table, master complex charts, and build your knowledge on key topics including how to protect a worksheet.

TUE 12 NOV | 9.30AM – 4.30PM | 1 SESSION | \$160

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.

SAT 3, 10, 17 & 24 AUG | 9.30AM – 12.30PM | 4 SESSIONS | \$170

SAT 16, 23, 30 NOV & 7 DEC | 9.30AM – 12.30PM | 4 SESSIONS | \$170



WORK SKILLS

CUSTOMISED SKILL SET COURSES

ACE Community Colleges offers customised training to help build your business and support your staff to be the best they can be. Our training programs can be tailored to suit your business needs. All training is interactive, based on contemporary learning principles and is facilitated by skilled and experienced trainers.

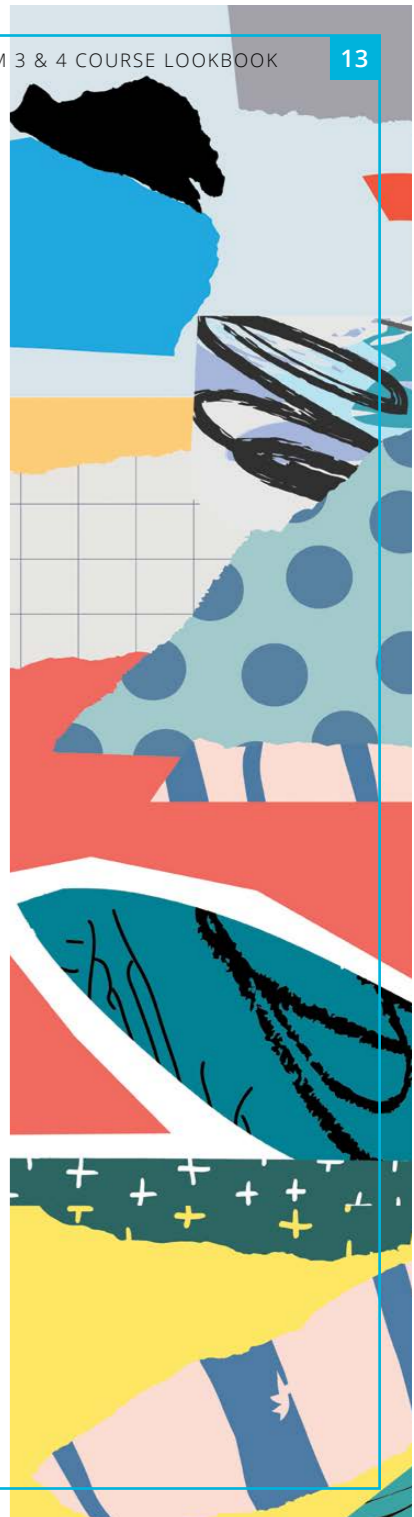
Contact our College Manager to discuss how we can support you and your staff.

POPULAR SKILL SETS:

- Leading and Managing Teams
- Respectful Communication in the Workplace
- Developing Emotional Intelligence
- Coaching and Mentoring

WE BELIEVE YOU WOULD EXPLORE THESE WORKSHOPS AND SHORT COURSE OPTIONS TO:

1. RAPIDLY ENHANCE YOUR TEAM EFFICIENCY AND EFFECTIVENESS
2. IMPROVE THE QUALITY OF YOUR SERVICE DELIVERY
3. TACKLE TEAM CHALLENGES
4. DEVELOP STRATEGIES TO NAVIGATE OPERATIONAL AND MARKET CHANGE
5. SERIOUSLY ADD VALUE TO YOUR OPERATIONAL PRODUCTIVITY.



LANGUAGES

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 making friends and talking about hobbies, ordering food and drinks, buying a ticket or making a reservation.

MON 14 OCT | 5.30PM – 7.30PM | 8 SESSIONS | \$190

ITALIAN-BEGINNERS

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 15 OCT | 5.30PM – 7.30PM | 8 SESSIONS | \$190

WHEN YOU'RE TRAVELLING THROUGH A NEW COUNTRY, SPEAKING A LITTLE BIT OF THE LOCAL LANGUAGE CAN GO A LONG WAY.

PLUS IT SHOWS YOU CARE.

WE BELIEVE ANYTHING YOU DO TO PREPARE LINGUISTICALLY WILL ADD SERIOUS VALUE TO YOUR EXPERIENCE.



PERSONAL DEVELOPMENT

BENEFITS OF KEEPING NATIVE BEES/FIELDTRIP

Find out about bee morphology, nesting biology, foraging behaviour, importance of bees in natural systems, stingless beekeeping around the world, and the effectiveness of stingless bees for pollination of farms and gardens. This one day course also includes a field trip to see the whole thing in action – plus you will taste test freshly harvested pot-honey.

SAT 14 SEP | 9.30AM – 3.30PM | \$80

SAT 16 NOV | 9.30AM – 3.30PM | \$80

CREATIVE WRITING

This course is for writers who are struggling with the basics of writing a fictional novel, from creating captivating characters and plot to understanding tense, voice, structure and pace. You will tackle writing exercises to develop characters, description and dialogue and look at what keeps readers engaged today. A fun, hands on class for budding authors.

FRI 6 & 13 SEP | 10.00AM - 4.00PM | \$180

DELIVERED BY AUTHOR OF THE AMAZON BEST-SELLING AGATHA CHRISTIE BOOK CLUB SERIES, CHRISTINA (C.A.) LARMER. CHRISTINA IS ALSO AN INDIE PUBLISHER, EDITOR, JOURNALIST AND BLOGGER.



ARTS AND CREATIVITY

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.

Artist Harry Westera has enjoyed a life long love for art and will be delivering our arts courses in 2019. 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.

SAT 14 & 21 SEP | 9.30AM – 3.30PM | 2 SESSIONS | \$150

WATERCOLOUR – SUMMER & WINTER

The warm, bright, sparkling light of a summer's day. The cold, wet drizzle and fading light of a winter's evening. Artists use a variety of techniques, colours, tones and brush work to express the different appearance and moods of the land and sea in different seasons and weather. In a few easy exercises you will paint simplified scenes that express the varied feelings of summer and winter seasons.

SAT 26 OCT & 2 NOV | 9.30AM – 3.30PM | 2 SESSIONS | \$150



ARTS AND CREATIVITY

PLATTERS AND BOWLS - CLAY CREATIONS

These Clay Creations workshops really are suitable for everyone.

You will create platters, serving dishes or fruit bowls for your 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.

Material fees are: clay \$13 per 5kg, bisque firing \$8 per kg, glaze firing \$9 per kg and surface treatments \$10.

Workshops are held at Lismore Silvercloud Studios.

SAT 7, 14 & 21 SEP | 1.00PM – 4.00PM | 3 SESSIONS | \$120

CLAY FIGURINES

Learn how to create amazing clay figurines using slab, coil and pinch techniques. You will create and complete your own figurines during the course.

Material fees are: clay \$13 per 5kg, bisque firing \$8 per kg, glaze firing \$9 per kg and surface treatments \$10.

Workshops are held at Lismore Silvercloud Studios.

SAT 19, 26 OCT & 2ND NOV | 1.00PM – 4.00PM | 3 SESSIONS | \$120

BOTH OUR CLAY COURSES ARE 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.



ARTS AND CREATIVITY

MOSAIC JEWELLERY

This quick and easy workshop will teach you how to design and create your very own mosaic jewellery. Using brightly coloured glass and ceramic tessera you will design and create three beautiful pieces while learning all the techniques, from nipping and cutting right through to grouting, for that expertly crafted finish.

Material fees are \$35.

SAT 2 NOV | 9.30AM – 12.30PM | 1 SESSION | \$60

MAKING DREAM CATCHERS

Learn about the Origins (Ojibway) and Legends (Lakota) of Dream Catchers before creating your own, for yourself or as a personalised gift for someone who could benefit from a protective charm.

SAT 9 NOV | 10.00AM – 1.00PM | 1 SESSION | \$80

MANY OF US ARE FINDING A WHOLE NEW APPRECIATION FOR THE SKILL, WORK, AND TIME THAT GOES INTO CRAFTING A UNIQUE PIECE.

HANDMADE IS BACK - JOIN THE TRIBE.



THE ACE & BOUNCE PARTNERSHIP



ACE is a community college redefining careers, changing outlooks and empowering positive futures.

Bounce Australia focuses on building the skills, careers, confidence and lives of those wanting to make a fresh start and providing a clear path for those who need it most. We share a common goal - it's your client success we care about.



FSK20113 CERTIFICATE II IN SKILLS FOR WORK AND VOCATIONAL PATHWAYS

This course is where you begin; it's your final step towards a brand new future. In just 3 weeks you will super-size your core foundation skills (confidence, communication, life skills, literacy and numeracy). These skills will assist you to move forward with your career goals and prepare you for entry into the workforce or further study with rejuvenated confidence. Opportunity is just around the corner.

BE THE MASTER OF YOUR WHY

1 – LEARN YOUR WAY

Course assessment is continuous and on-going, focussing on you, your learning, confidence and success. There are no exams

2 – WHAT YOU WILL ACHIEVE

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

3 – STAND OUT

An investment in this qualification can take you everywhere. It provides you with must have core elements and additional capabilities including: digital technology, employability skills and employment plan. A little career pathway planning now really does super-size your employment future.

4 – WHAT TO BRING

We supply you with workbooks. Please bring your own stationery, calculator and a dictionary.

*ELIGIBILITY CRITERIA APPLIES
Please contact us for further information.





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, 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

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.

COURSE BOOK - TERM 3 & 4
LISMORE

ENROL ONLINE

www.acecolleges.edu.au