

2019

COURSE BOOK - TERM 1 & 2
LISMORE www.acecolleges.edu.au

**LET'S LOOK
BACK ON 2019
AND SMILE
– BECAUSE
WE GAVE IT
EVERYTHING**

BEGIN.

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 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.

LISMORE | WED & THU | STARTING WED 30 JAN | 16 WEEKS

LISMORE | MON & TUE | STARTING MON 29 APR | 16 WEEKS

LISMORE | WED & THU | STARTING WED 24 JUL | 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

THIS TRAINING IS SUBSIDISED BY THE NSW GOVERNMENT.



- Ⓜ TRAINEESHIP
 😊 FACE TO FACE
 ↗ FLEXIBLE DELIVERY
 Ⓜ ONLINE
Ⓜ RECOGNITION OF PRIOR LEARNING



➔ CHC52015 DIPLOMA OF COMMUNITY SERVICES

@ This qualification reflects the roles of community services, case management and social housing workers involved in managing, coordinating and/or 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. This course requires the support of your workplace.

LISMORE | START ANYTIME | 18 MONTHS/1 DAY PER MONTH

😊 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 create 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.

FRI 15, 22, 29 MAR | 3 DAYS | \$400

FUNDED TRAINING OPTIONS AVAILABLE FOR INDUSTRY GROUPS

➔ 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, 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 | 12 MONTHS/1 DAY PER MONTH

THIS TRAINING IS SUBSIDISED BY THE NSW GOVERNMENT.



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.

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

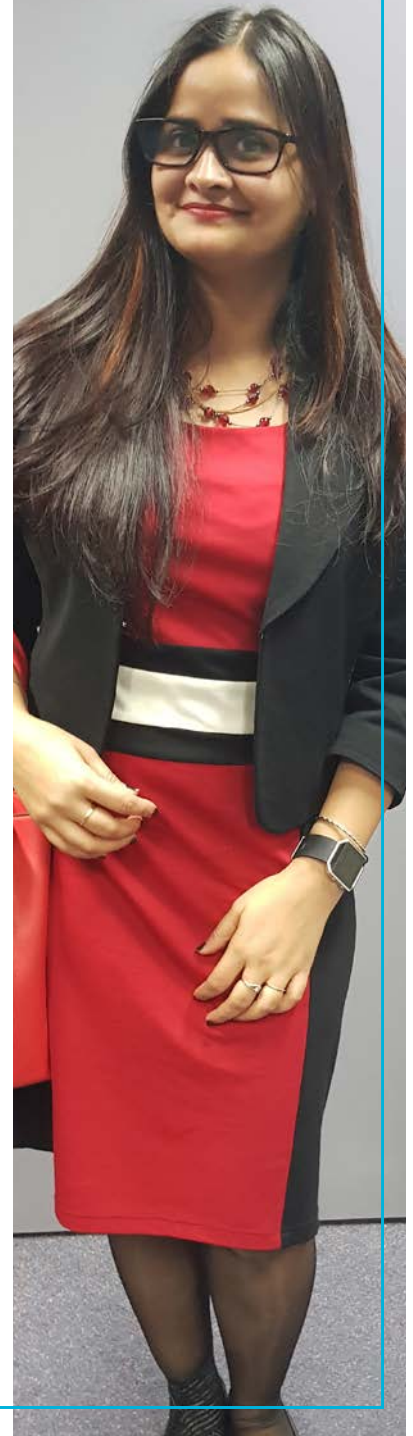
BUSINESS COURSES INTRODUCE YOU TO MARKETING, HUMAN RESOURCES, ACCOUNTING, INFORMATION AND COMMUNICATIONS TECHNOLOGY AND CUSTOMER CARE.

THE BIG BONUS IS THAT EVERY ORGANISATION NEEDS PEOPLE WHO HAVE BUSINESS SKILLS.

DEPENDING ON YOUR QUALIFICATION LEVEL YOUR JOB OUTLOOK INCLUDES –

Receptionist, Data Entry, Information Desk, Office Assistant, Bookkeeper, Administrative Assistant, Medical Office Reception, Legal Secretary, Office Manager, Management roles in Records, Marketing, Human Resources, Business Development, Public Relations, Communications and Business Manager.

THIS TRAINING IS SUBSIDISED BY THE NSW GOVERNMENT.



EARLY CHILDHOOD EDUCATION

➤ CHC50113 DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE

T 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.

R

This Diploma is also a pathway to Bachelor of Early Childhood Education and Bachelor of Education (Primary).

The 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. 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

ACE IS CURRENTLY TRAINING ECEC STUDENTS IN THE NORTHERN RIVERS, ACROSS THE GOLD COAST, BEENLEIGH, LOGAN, BRISBANE & SURROUNDS, IPSWICH, SOUTH WEST QLD, CABOOLTURE, HERVEY BAY, BUNDABERG, MACKAY, NORTH QLD AND TWEED HEADS.

Join the tribe.



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 6 FEB | 9.30AM – 12.30PM | 6 SESSIONS | \$200

LISMORE | STARTS WED 1 MAY | 9.30AM – 12.30PM | 6 SESSIONS | \$200



A licence is your ticket to independence and gives you the freedom to success.”

Sharnie Roberts.

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



LEARNING NEW THINGS
ISN'T JUST THE SMART
THING TO DO, IT'S
GOOD FOR YOU.

9 OPTIONS TO FRESHEN YOUR OUTLOOK.



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.

This training is delivered in partnership with Allens Training Pty Ltd who will issue successful participants with a Statement of Attainment.

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

THU 24 JAN

FRI 12 APR

SAT 16 FEB

SAT 18 MAY

SAT 9 MAR

TUE 11 JUN

THIS TRAINING IS SUBSIDISED BY THE NSW GOVERNMENT.



MENTAL HEALTH FIRST AID

MENTAL HEALTH FIRST AID

This course teaches participants 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 health is received, or the crisis resolves.

You will learn about the signs and symptoms of 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 Mental Health First Aid Australia Manual to keep and a Statement 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 prerequisite for people employed in human services.

FRI 1 & 8 FEB | 9.00AM - 4.00PM | 2 SESSIONS | \$200

FRI 5 & 12 APR | 9.00AM - 4.00PM | 2 SESSIONS | \$200

FRI 14 & 21 JUN | 9.00AM - 4.00PM | 2 SESSIONS | \$200



Very interesting, useful and surprising! Just the right amount of content. Delivered with great understanding and sensitivity. Great Facilitator"

STUDENT - 2018



WORK SKILLS

ACCIDENTAL COUNSELLOR

An Accidental Counsellor is 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.

In this workshop you will learn a practical counselling framework for effective client support with opportunities to practice your new skills in a safe, supportive environment.

FRI 8 MAR | 9.00AM - 4.00PM | 1 SESSION | \$180

FRI 10 MAY | 9.00AM - 4.00PM | 1 SESSION | \$180

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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. All options can be tailored to suit your business needs. Our 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.

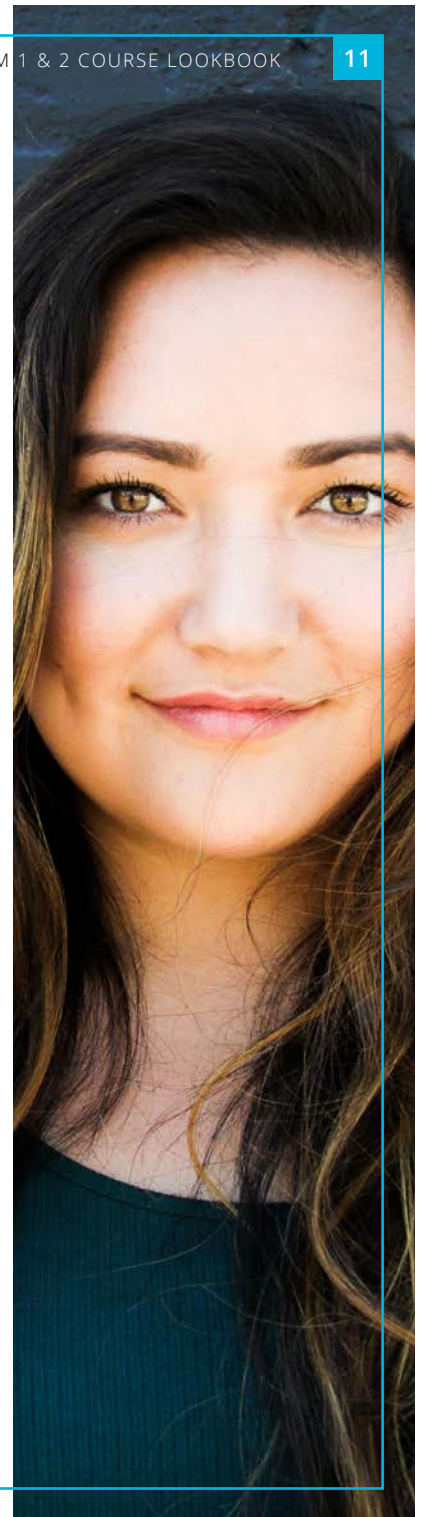
POPULAR SKILL SETS:

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



Extremely knowledgeable, engaging, brilliant communicator. The topic [was] relevant to workplace; role plays & class discussion were very helpful for reinforcing the learning outcomes. Very well paced & professionally delivered".

STUDENT - 2018



WORK SKILLS

REDUCING STRESS AND BUILDING RESILIENCE

As we journey through life we will come across challenges and have hurdles we will need to negotiate. The way we react to stress will be different for each person and is influenced by many factors. Scientists now realise that stress can have a major impact on all levels of our being and, if not managed effectively can lead to major illness.

In this workshop you will learn skills that will assist you in recognising and then managing stress and building resilience.

MON 18 FEB | 9.30AM - 3.00PM | 1 SESSION | \$90

MON 20 MAY | 9.30AM - 3.00PM | 1 SESSION | \$90

STAYING WELL, ADVOCACY WITHOUT BURNOUT

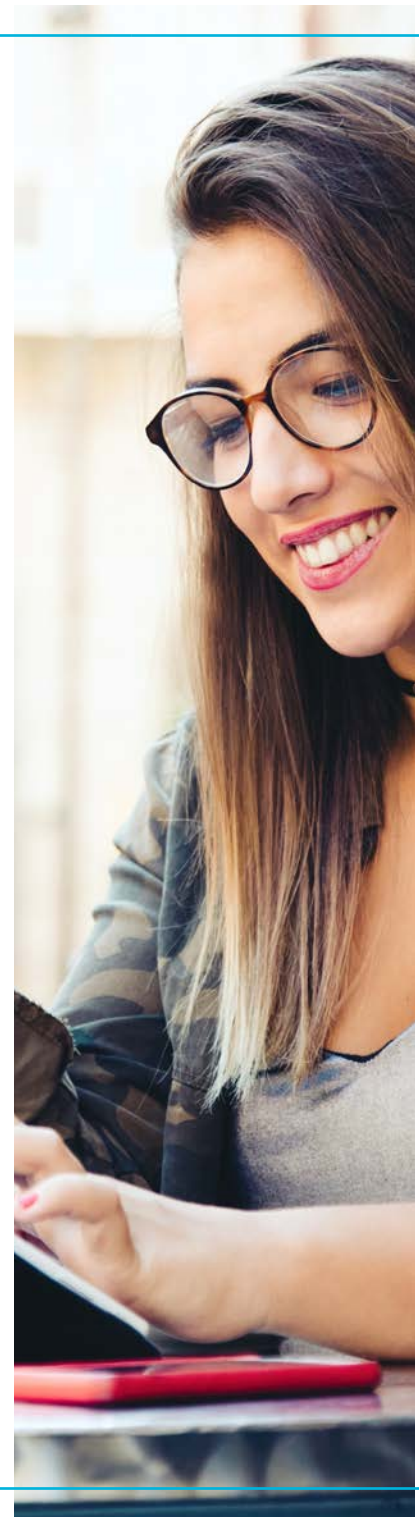
Get a head start on your New Year's resolution by learning to let go of the old to allow the new to come in. This enables you to live to your true potential and step into who you truly are.

Would you like next year to be different? In this workshop you will be offered powerful strategies that assist in preventing burnout and improving general well being.

This workshop is delivered by Sally Johnston. Sally has worked in this sector for more than 20 years and is a Qualified Counsellor, Reiki Master, Energy Healing Facilitator and Workshop presenter.

MON 4 MAR | 9.30AM - 3.00PM | 1 SESSION | \$90

MON 17 JUN | 9.30AM - 3.00PM | 1 SESSION | \$90



WORK SKILLS

MS EXCEL INTRODUCTION

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.

MON 18 FEB | 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, complex charts, and build your knowledge on key topics including how to protect a worksheet.

MON 18 MAR | 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 2, 9, 16 & 23 FEB | 9.30AM - 12.30PM | 4 SESSIONS | \$170

SAT 4, 11, 18 & 25 MAY | 9.30AM - 12.30PM | 4 SESSIONS | \$170

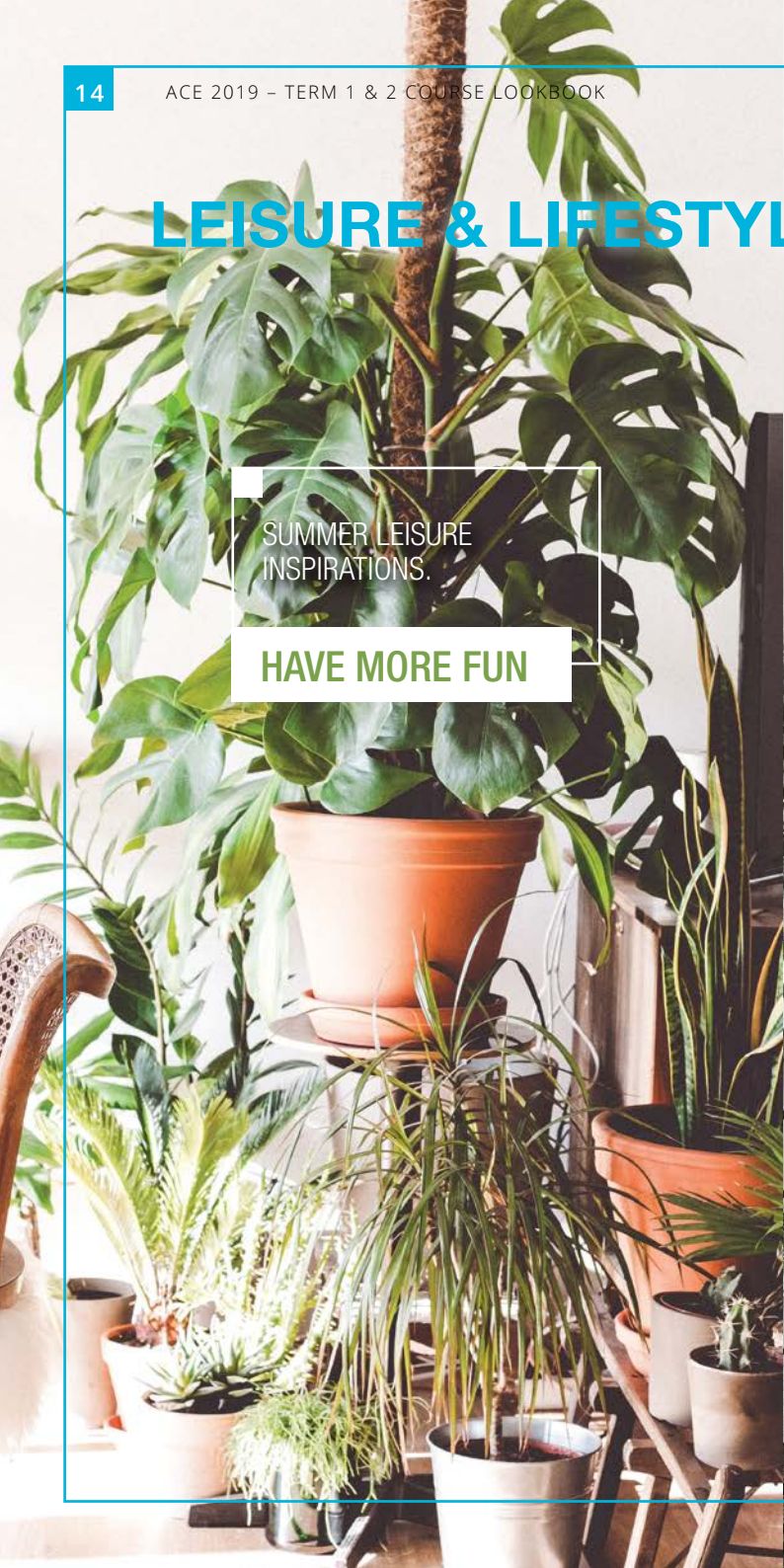
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LEISURE & LIFESTYLE

SUMMER LEISURE
INSPIRATIONS.

HAVE MORE FUN



LANGUAGES

Everyone has their own unique reasons for wanting to learn another language. But while the reasons may be different, they can all be put into action in the same way: by making a commitment to begin, and actually making a start. In 8 sessions you will be on your way to speaking the language you've always wanted to learn.

SPANISH

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 4 FEB | 5.30PM – 7.30PM | 8 SESSIONS | \$190

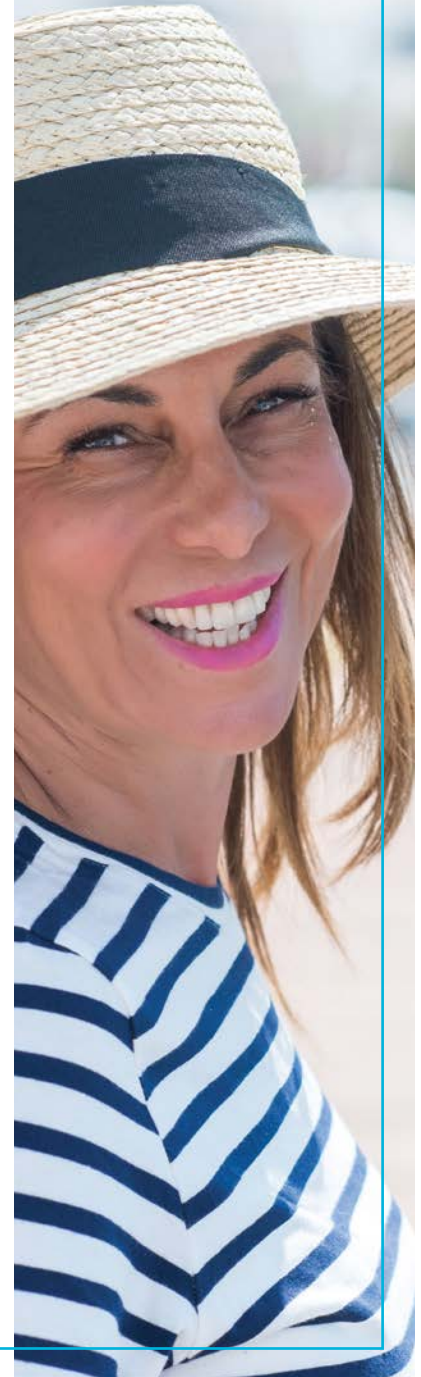
This course is delivered by Yenny Tinning, a qualified language teacher with 28 years experience. She loves her language and sharing insights about her Spanish culture with students.

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 5 FEB | 5.30PM – 7.30PM | 8 SESSIONS | \$190

Jodie Lynch is the trainer of this course, she has been teaching Italian and other languages since 1994. Jodie's professional development in languages has included opportunities to study in Italy at a number of Universities.



PERSONAL DEVELOPMENT

BENEFITS OF KEEPING NATIVE BEES/FIELDTRIP

In the classroom you will learn about bee morphology, nesting biology, foraging behaviour, importance of bees in natural systems, stingless beekeeping and the effectiveness of stingless bees for pollination of farms and gardens. Plus you will go on a field trip, extract pot-honey from a honey super and taste test.

SAT 9 FEB | 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 complete some writing exercises to develop characters, description and dialogue; and look at what keeps readers engaged today. A seriously fun, hands on class for budding authors.

FRI 15 & 22 FEB | 10.00AM - 4.00PM | \$180

SELF PUBLISHING (EBOOKS AND PAPERBACKS)

Learn how to turn your manuscript into an eBook and a print-on-demand paperback you can print or sell online. No longer just for the chosen few, you can now self-publish your story for as little as \$5 a book. In this relaxed and informative three day course, the author of 13 books talks you through the rapidly changing face of the publishing industry, from the way traditional publishers work to the numerous options now available for those who want to DIY. You'll learn about editing, barcodes and cover design; the best online formatting sites for your book; as well as book marketing and promotion.

FRI 17, 24 & 31 MAY | 10.00AM - 4.00PM | \$240

Our writing courses are being delivered in 2019 by author of the Amazon best selling Agatha Christie Book Club series, C.A. Larmer. Christina is also an indie publisher, editor, journalist and blogger. More recently she has been a blogger for the Huffington Post, written digital content for Yahoo, Kidspot and news.com.au, and now mentors students, teaches writing, and self-publishes her own fiction.



ARTS AND CREATIVITY

PLATTERS AND BOWLS - CLAY CREATIONS

These Clay Creations workshops are back by popular demand. You will create and complete; platters, serving dishes, cheese platters 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 to use or gift to friends. All materials are available to purchase at the studio, just arrive, relax and enjoy.

Material fees are; clay \$12 per 5kg, bisque firing from \$7 and surface treatments \$10. Held at Lismore Art Space.

SAT 2, 9, 16 MAR | 1.00PM – 4.00PM | 3 SESSIONS | \$120

CLAY FIGURINES

Learn how to create amazing clay figurines using slab, coil and pinch techniques. You will design and make your own figurines during the course. Impressions, slips, stains, oxides, glazes will finish off your piece ready to take home.

Material fees are; clay \$12 per 5kg, bisque firing from \$7 and surface treatments \$10. Held at Lismore Art Space.

SAT 11, 18, 25 MAY | 1.00PM – 4.00PM | 3 SESSIONS | \$120

These courses are delivered by arts 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; her courses are in high demand.



ARTS AND CREATIVITY

OIL PAINTING

Enjoy two days of painting in a fun, relaxing environment, learning oil painting techniques with local artist and teacher Harry Westera. No painting experience is necessary. Truly this is where your art journey can begin.

SAT 25 MAY AND 1 JUN | 9.30AM - 3.00PM | 2 SESSIONS | \$150

Artist Harry Westera has enjoyed a life long love for art. Harry, local to the northern rivers, travels frequently to Italy where he runs workshops and teaching sessions. He originally trained in still life and portraits in oil painting and is thrilled to be passing on the wonderful knowledge and skills that others have taught him.

NEW SUSTAINABLE SEWING

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

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

BYO Sewing Machine.

SAT 2 MAR | 9.00AM - 12.00PM | 6 SESSIONS | \$200



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 first 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

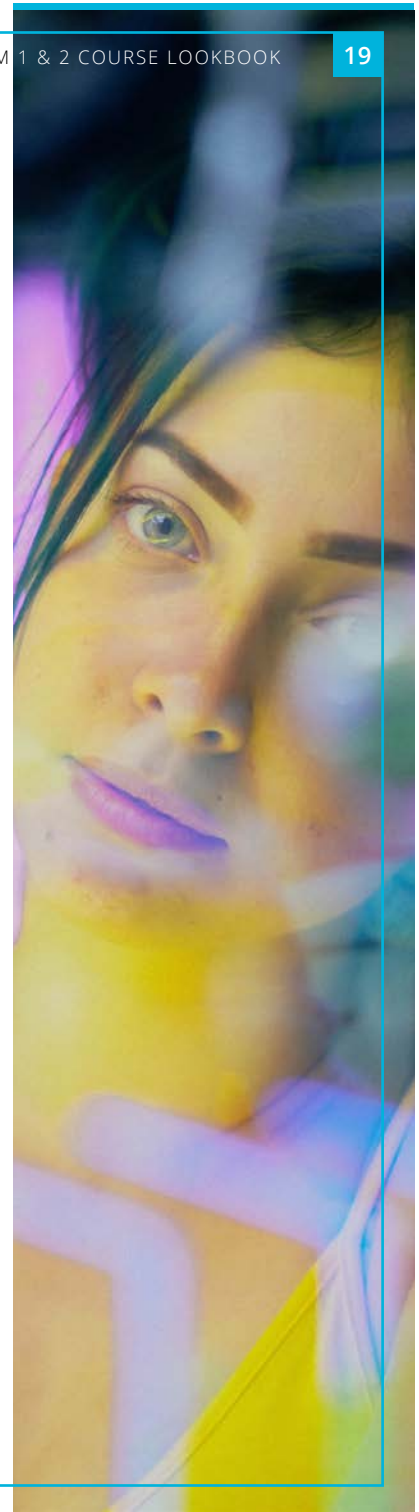
An investment in this qualification can take you everywhere. It provides you with must have core elements and additional capabilities including: digital technology, employability skills and employment plan. A little career pathway planning now really does super-size your employment future.

4 – WHAT TO BRING

We supply you with workbooks. Please supply 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 1 & 2
LISMORE

ENROL ONLINE

www.acecolleges.edu.au