



ACE
COMMUNITY
COLLEGES

Term **3+4**

www.acecolleges.edu.au

2017 COURSE LOOKBOOK

BURLEIGH HEADS | KIRRA

AMAZING HAPPENS HERE EVERY, SINGLE, DAY.

ACE has been designing and delivering education programs since 1972 – that makes us 45 years strong! It's a little known fact that we are one of the first community education providers to establish in regional NSW. Our Colleges, now in two States, enjoy a reputation for excellence in professional and vocational education, award-winning life skills programming and industry engagement. ACE is so much more than a training business; we are active partners in each of our communities.

We see thousands of students each year who have incredible and highly variable career destinations in mind. Amidst all this diversity there is a clear common thread - enrolling with ACE means you place a high value on quality and seek out fresh ways of learning in courses that will get you noticed.

Our unique training experience defines our brand and it is these features that deliver results for both our students and industry partners. I'm doing a little sharing here to help you compare the market. With ACE you receive:

- 1 support from our trainers who are industry specialists
- 2 practical placements arranged by us at our industry partner facilities and centres
- 3 opportunities to network with the industry and show people what you can do

- 4 recognition of prior learning
- 5 online student portal
- 6 flexible study options to match your lifestyle
- 7 payment plans can help you reach your goal, and you could be eligible for funding
- 8 no hidden costs
- 9 study support to assist you through your course; and
- 10 you have a choice of specialisation.

Plus right now our College on the Gold Coast is launching a brand new Summer School which is bursting with new options to get you where you want to go. There are many more innovations planned throughout 2017 that will continue to surprise. Please do stay connected through the website or on social media and enjoy the cooler months.

Our message is simple - take a chance, change your world, yes, you can.

Kerry Johnson
Principal
ACE Community Colleges

ACE IS A GAME CHANGER



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 Heads 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.

FIND OUT MORE ABOUT OUR RECOGNITION OF PRIOR LEARNING, FLEXIBLE STUDY OPTIONS, ONLINE ECEC STUDENT PORTAL AND SUBSIDISED TRAINING*.

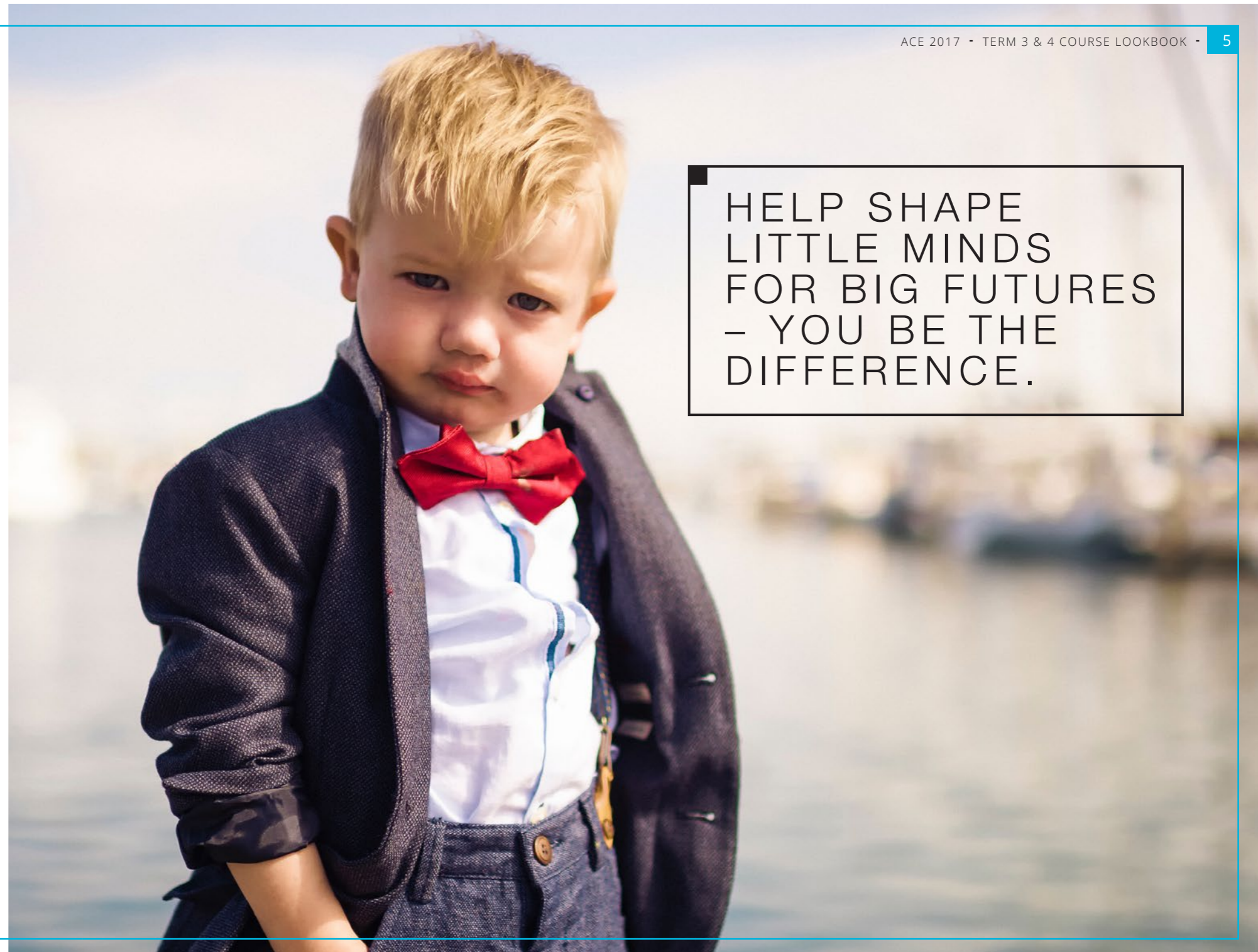
*ELIGIBILITY CRITERIA APPLIES

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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HELP SHAPE
LITTLE MINDS
FOR BIG FUTURES
- YOU BE THE
DIFFERENCE.



EARLY CHILDHOOD EDUCATION & CARE

☺ CHC30113 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION & CARE

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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: SUMMER SCHOOL (SEE PG. 16) OR ANYTIME | FLEXIBLE DELIVERY ON ENQUIRY
\$180 FUNDED (\$10 PER UNIT)***

FULL FEE: \$3200 | CONCESSION RATES AVAILABLE FOR FUNDED & FULL FEE

☺ CHC50113 DIPLOMA OF EARLY CHILDHOOD EDUCATION & CARE

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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.

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

FULL FEE: \$4500 | CONCESSION RATES AVAILABLE FOR FUNDED & FULL FEE



NEW

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.

YOU CAN SPECIALISE AND TAKE YOUR CAREER IN COMMUNITY CARE EVERYWHERE. HOW LOVELY.



IMAGINE
A CAREER
THAT IS
NOT JUST
GOOD, BUT
GREAT.
MAKE IT
SO.

COMMUNITY CARE

- ☺ CHC33015 CERTIFICATE III IN INDIVIDUAL SUPPORT (AGEING / DISABILITY / HOME & COMMUNITY)
- This entry level training reflects the employment role of people in community and/or residential settings who follow an individualised plan to provide person-centred support. This qualification is an expectation of employers. Career pathways and specialisations include Ageing, Home and Community and Disability. To achieve this qualification you will also complete at least 120 hours of work placement arranged by ACE.

INTAKES: JUN & SEPT | 2 DAYS PER WK, 15 WKS | \$130 FUNDED (\$10 PER UNIT)*
FULL FEE: \$2800 | CONCESSION RATES AVAILABLE FOR FUNDED & FULL FEE

- ☺ 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. 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)* | FULL FEE: \$3500
CONCESSION RATES AVAILABLE FOR FUNDED & FULL FEE

- ☺ 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)* | FULL FEE: \$3500
CONCESSION RATES AVAILABLE FOR FUNDED & FULL FEE

COMMUNITY CARE

🕒 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.

INTAKES: ANYTIME | **FLEXIBLE DELIVERY ON ENQUIRY** | **\$204 FUNDED (\$12 PER UNIT)***
FULL FEE: \$3500 | **CONCESSION RATES AVAILABLE FOR FUNDED & FULL FEE**

*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.

THERE'S A WELLBEING REVOLUTION HAPPENING AND YOU CAN BE PART OF IT.



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: SEPTEMBER | **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.

START DATE: ON DEMAND | **3 DAYS** | **FULL FEE: \$400**



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 their 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: AUGUST | 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: SEPTEMBER | 2 NIGHTS PER WEEK, 10 WEEKS | FULL FEE: \$800

*ELIGIBILITY CRITERIA APPLIES FOR SOME OF THESE PROGRAMS

Please contact us for further information.



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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

☺ EMERGENCY ASTHMA AND ANAPHYLAXIS MANAGEMENT

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 communication, using business technology, producing workplace documentation, bookkeeping and MYOB (Xero where applicable). The course is practical and interactive. Confidently impress at your next interview with a nationally recognised qualification.

INTAKES: AUGUST | 2 DAYS PER WEEK, 13 WEEKS | \$130 FUNDED (\$10 PER UNIT)*
FULL FEE: \$2500 | CONCESSION RATES AVAILABLE FOR FUNDED & FULL FEE

*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.

THIS IS YOUR SPRING-BOARD TO INFINITE POSSIBILITIES.
 ENTER THE WORKFORCE WITH CONFIDENCE AND THAT
 LITTLE EXTRA EDGE.



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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*

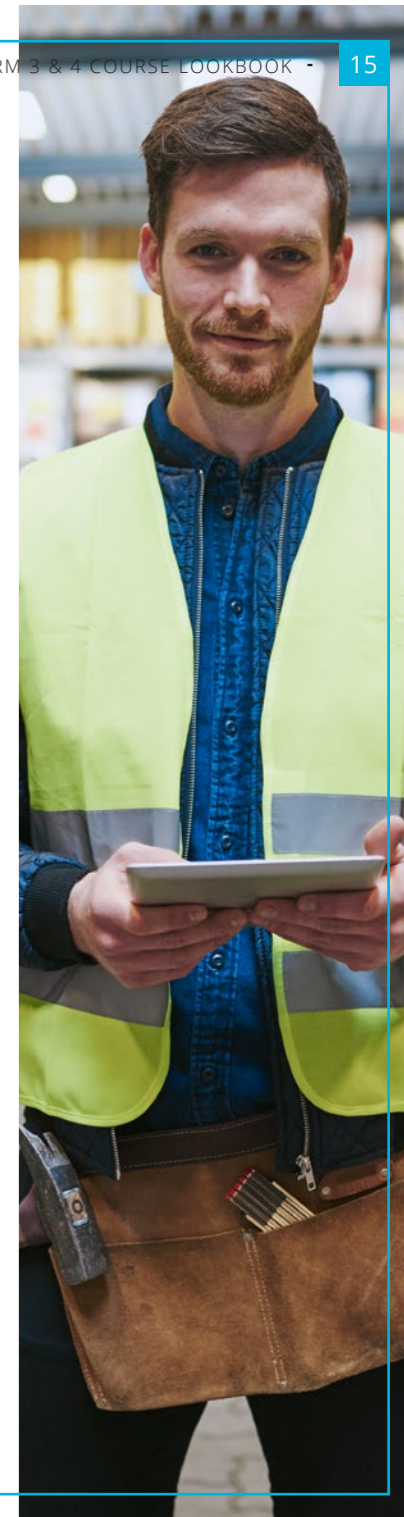
*ELIGIBILITY CRITERIA APPLIES FOR SOME OF THESE PROGRAMS

Please contact us for further information.

EVERYONE STARTS SOMEWHERE AND THIS IS A BRILLIANT
 PLACE TO BEGIN. YOU'VE GOT THIS.



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SUMMER SCHOOL 2017/2018


This is your time to shine!

Students everywhere are ditching the beach to get a head-start on their career and you can too by making the most of these power packed opportunities. Ringing in the new year fully qualified is going to make a massive difference to your 2018 prospects. ACE Summer school starts November.



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CHC30113 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION & CARE
 INTAKES: DECEMBER | 3 DAYS PER WEEK, 10 WEEKS | \$180 FUNDED (\$10 PER UNIT)*
 FULL FEE: \$3200 | CONCESSION RATES AVAILABLE FOR FUNDED & FULL FEE

- 
CHC33015 CERTIFICATE III IN INDIVIDUAL SUPPORT (AGEING)
 INTAKES: DECEMBER | 3 DAYS PER WEEK, 7 WEEKS | \$130 FUNDED (\$10 PER UNIT)*
 FULL FEE: \$2800 | CONCESSION RATES AVAILABLE FOR FUNDED & FULL FEE

- 
BSB30415 CERTIFICATE III IN BUSINESS ADMINISTRATION
 INTAKES: NOVEMBER | 3 DAYS PER WEEK, 8 WEEKS | \$130 FUNDED (\$10 PER UNIT)*
 FULL FEE: \$2500 | CONCESSION RATES AVAILABLE FOR FUNDED & FULL FEE

***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.



www.acecolleges.edu.au

START
EARLY,
COMMIT
AND FINISH
WAY OUT
IN FRONT.
LOVE IT.



SMART & SKILLED FUNDING

The ACE 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 their confidence with technology (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 enjoyable.

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 in this short course package.



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



ALEXIA HALLOWES

DIPLOMA EARLY CHILDHOOD EDUCATION & CARE

After returning back to the workforce from being a stay home mum I wanted to continue my love of teaching however I needed to further my studies and engage with the emerging new curriculum.

With ACE I thought yes I can continue my studies and yes they will be there for me. I completed my Diploma through flexible learning which meant I could work at the same time and be there for my family. My mentor was a gem. I would text her all hours of the day asking her questions and she would get back to me soon after which was a big help. I felt like I was sitting in the classroom.

I recently opened up my own Family Day Care "My Early Years" where I offer individual care and learning for each child. So don't procrastinate just go ahead. Inquire about your chosen career path. You will be inspired.



AIMY SIMPSON

CERTIFICATE III INDIVIDUAL SUPPORT

My husband had done this same course and in that time I also got to know the trainer and she was amazing!

Doing this course opened my eyes to a whole different world which I hadn't really thought that much about before. The trainer couldn't help you enough, she has many years of experience behind her and she was very passionate about the industry.

I completed the Certificate III in Aged Care and have gone on to do Certificate III in Individual Support – Disability and I find it inspiring because of the people I have come into contact with already. Plus I have gained employment and can't wait to further expand on my studies.

You have nothing to lose and everything to gain if you are looking for a career or a change, just go for 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 HEADS

Ph: 07 5520 3026 E: burleigh@acecolleges.edu.au

1805 Gold Coast Highway, Burleigh Heads

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.