



ACE

COMMUNITY
COLLEGES

Term **m3+4**

**CHANGE
YOUR WORLD**

www.acecolleges.edu.au

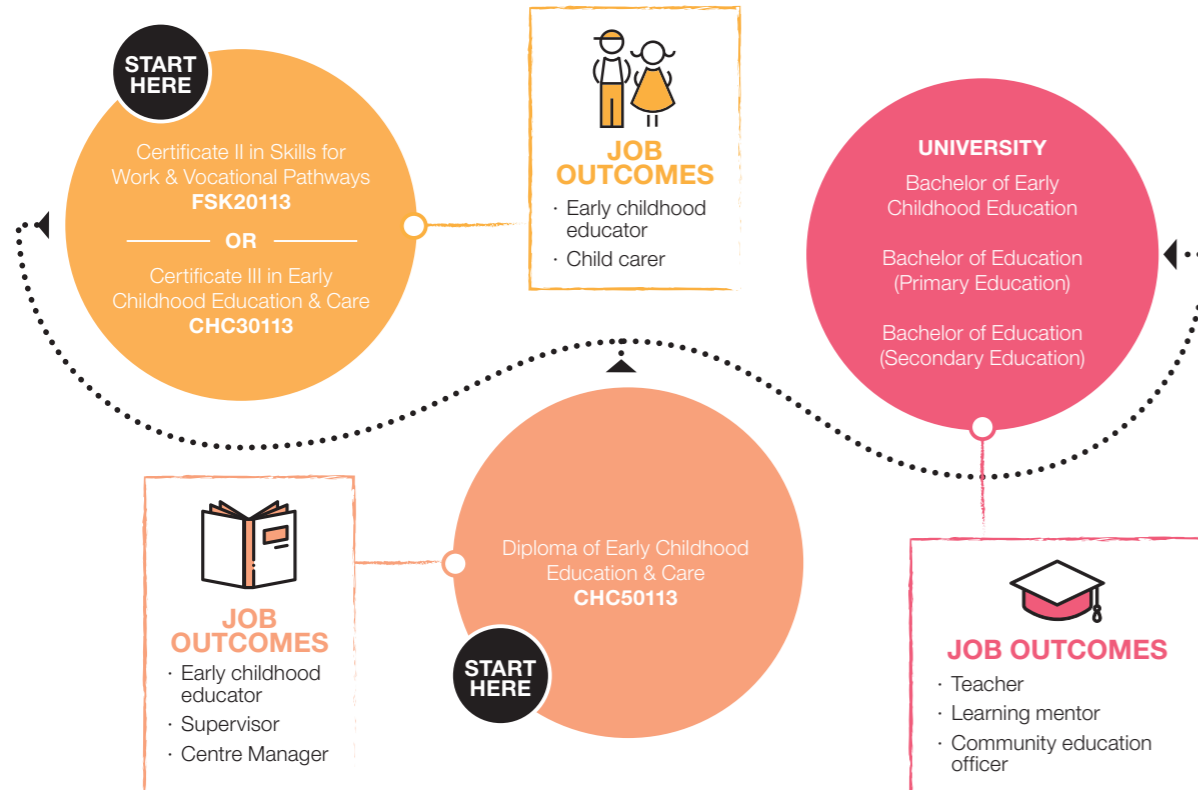
2018 COURSE LOOKBOOK

BURLEIGH WATERS | KIRRA

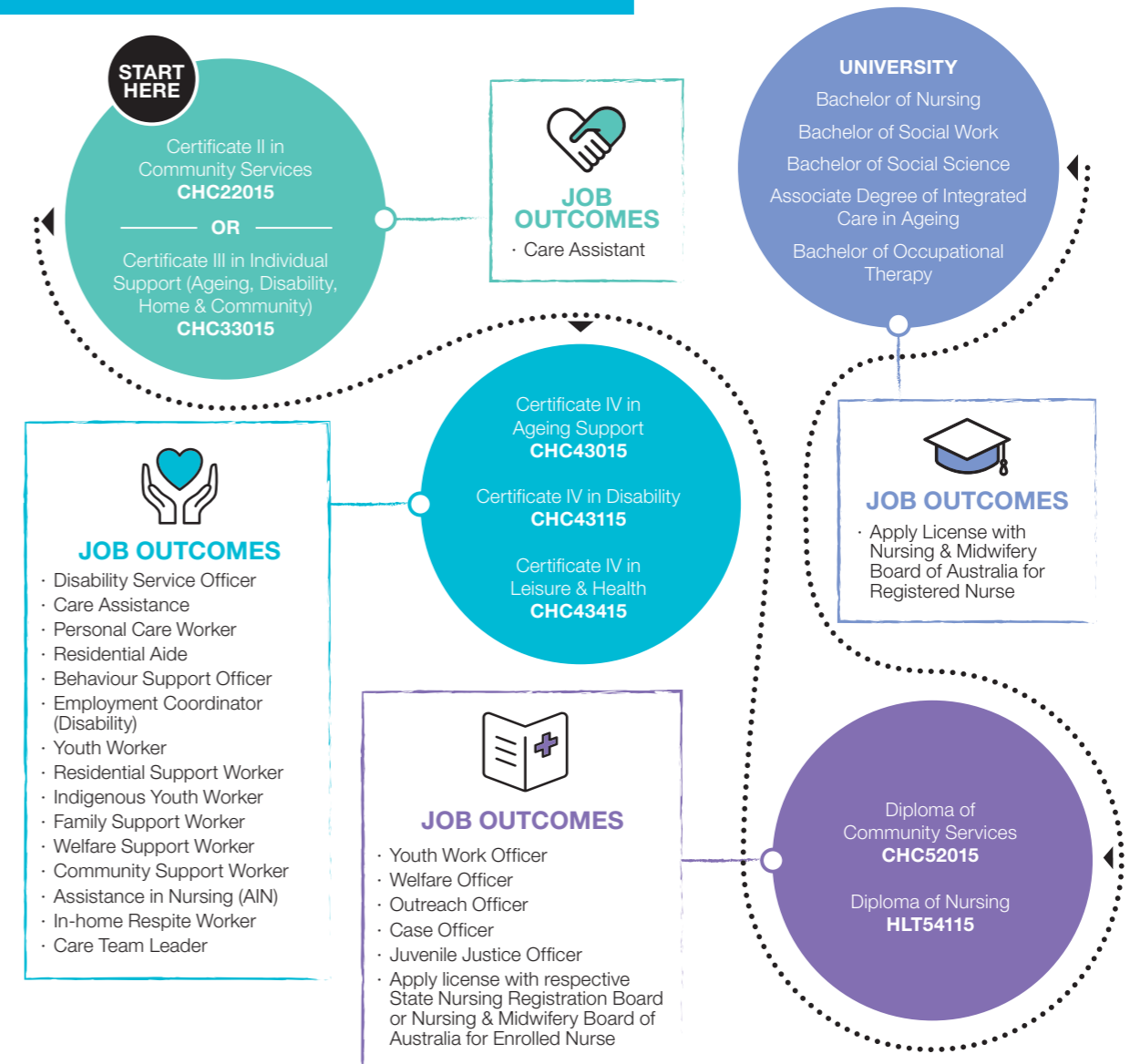
PROUD TO BE PART OF YOUR CAREER JOURNEY

Australian statistics suggest that you will make a career change 5-7 times during your work life. At ACE Community Colleges we highly recommend career pathway planning to assist guide your decision making. We specialise in Education and Community Services, two of the strongest growing industries in our State with hundreds of employment possibilities – make one of them yours.

EDUCATION



HEALTH & COMMUNITY



EARLY CHILDHOOD EDUCATION & CARE

 CHC30113 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION & CARE

 CHC50113 DIPLOMA OF EARLY CHILDHOOD EDUCATION & CARE



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

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

Students enrolled in ECEC courses with ACE Burleigh Waters have access to our new online portal which hosts subject readings, course documents and assessment tasks. This means you can complete units at a pace that fits with your lifestyle.

A BIG WELCOME TO OUR NEW STUDENTS FROM HERVEY BAY, MACKAY, THE SCENIC RIM, LISMORE AND BALLINA – THESE STUDENTS ARE COMPLETING THEIR COURSE FLEXIBLY. CONGRATULATIONS!

*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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THE FIRST 5
YEARS HAVE
SO MUCH
TO DO WITH
HOW THE
NEXT 80
TURN OUT.

-BILL GATES



EARLY CHILDHOOD EDUCATION & CARE

☺ CHC30113 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION & CARE

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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.

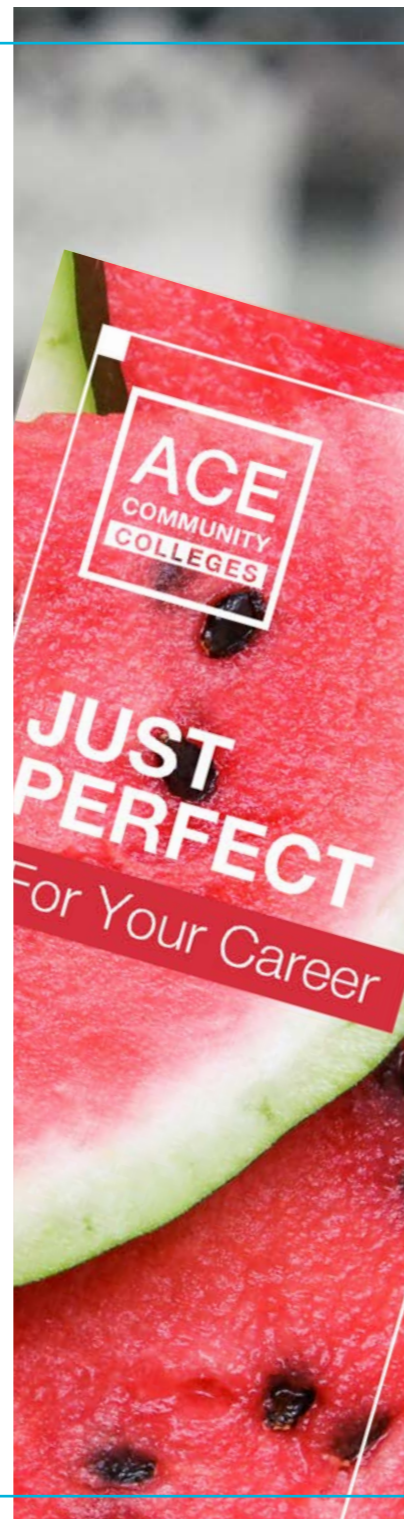
At this entry level Educators facilitate play, and support the social, emotional, physical and educational development of infants and young children. Get your career started with this nationally recognised training; it is the minimum requirement for employment in the sector. From 1 July this qualification is also mandatory for all Nannies working in Australia. 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 15) OR ANYTIME | FLEXIBLE DELIVERY ON ENQUIRY
\$180 CO-CONTRIBUTION FEE (\$10 PER UNIT)* | \$144 CONCESSION CO-CONTRIBUTION FEE
(\$8 PER UNIT)* | FULL FEE: \$3200**

☺ CHC50113 DIPLOMA OF EARLY CHILDHOOD EDUCATION & CARE

↗
R Educators at this level are 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 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 CO-CONTRIBUTION FEE (\$15 PER UNIT)*
\$364 CONCESSION CO-CONTRIBUTION FEE (\$13 PER UNIT)* | FULL FEE: \$4500**



COMMUNITY CARE

☺ ↗ R CHC33015 CERTIFICATE III IN INDIVIDUAL SUPPORT

- AGEING
- DISABILITY
- HOME & COMMUNITY

☺ ↗ R CHC43015 CERTIFICATE IV IN AGEING SUPPORT

☺ ↗ R CHC43115 CERTIFICATE IV IN DISABILITY

☺ ↗ R CHC43415 CERTIFICATE IV IN LEISURE AND HEALTH

☺ ↗ R CHC52015 DIPLOMA OF COMMUNITY SERVICES

☺ CHCSS00070 ASSIST CLIENTS WITH MEDICATION SKILL SET

☺ INTRODUCTION TO LEISURE AND HEALTH

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

☺ CHCSS00081 INDUCTION TO DISABILITY SKILL SET

Working in Community Care is infinitely rewarding, offers career diversity and creates every-day opportunities for you to make a real difference to the wellbeing of others. You can specialise in disability, ageing or home and community. Everything is possible with a career in community care. Imagine empowering people to reach, grow and maintain their potential.

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 START, BUILD AND ADVANCE YOUR COMMUNITY CARE CAREER RIGHT HERE WITH ACE. THERE ARE SO MANY OPTIONS AND SPECIALISATIONS TO SELECT FROM. OUR CUSTOMER SERVICE TEAM CAN HELP YOU DECIDE.





IN QUEENSLAND,
MORE NEW
JOBS ARE BEING
CREATED IN
DISABILITY,
COMMUNITY
AND AGED CARE
THAN IN ANY
OTHER SECTOR.


THAT'S IMPRESSIVE.

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.


 **KIRRA INTAKES: JULY & OCTOBER | FULL TIME | 3 DAYS PER WEEK, 10 WEEKS**
\$130 CO-CONTRIBUTION FEE (\$10 PER UNIT)*
\$104 CONCESSION CO-CONTRIBUTION FEE (\$8 PER UNIT) | FULL FEE: \$2800

RUNAWAY BAY INTAKES: JUNE & SEPTEMBER | PART TIME | 2 DAYS PER WEEK, 14 WEEKS
\$130 CO-CONTRIBUTION FEE (\$10 PER UNIT)*
\$104 CONCESSION CO-CONTRIBUTION FEE (\$8 PER UNIT) | FULL FEE: \$2800



 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.

 **FLEXIBLE DELIVERY ON ENQUIRY | \$216 CO-CONTRIBUTION FEE (\$12 PER UNIT)***
\$180 CONCESSION CO-CONTRIBUTION FEE (\$10 PER UNIT)*
FULL FEE: \$3500



NATIONALLY RECOGNISED
TRAINING

COMMUNITY CARE

CHC43115 CERTIFICATE IV IN DISABILITY

This qualification reflects the role of workers in a range of community settings and client homes, who provide training and support in a style that empowers people with disabilities to achieve greater levels of independence, self-reliance, community participation and wellbeing. To achieve this qualification you will complete at least 120 hours of work placement arranged by ACE.

FLEXIBLE DELIVERY ON ENQUIRY | \$168 CO-CONTRIBUTION FEE (\$12 PER UNIT)*

\$140 CONCESSION CO-CONTRIBUTION FEE (\$10 PER UNIT)*

FULL FEE: \$3500

CHC43415 CERTIFICATE IV IN LEISURE AND HEALTH

If you currently work in residential facilities, community agencies or day centres as a leisure officer, recreational officer, diversional therapy assistant or activities officer or want to, this qualification will assist to expand your career options. You will learn how to design, implement and evaluate leisure, health and other programs. To achieve this qualification you will complete at least 120 hours of work placement arranged by ACE. With a seamless transition from Certificate III level qualifications there are only 9 further units to complete to gain your Certificate IV.

FLEXIBLE DELIVERY ON ENQUIRY | \$204 CO-CONTRIBUTION FEE (\$12 PER UNIT)*

\$170 CONCESSION CO-CONTRIBUTION FEE (\$10 PER UNIT)* | FULL FEE: \$3500

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



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COMMUNITY CARE

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 of 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.

FLEXIBLE DELIVERY ON ENQUIRY | \$288 CO-CONTRIBUTION FEE (\$18 PER UNIT)*

\$256 CONCESSION CO-CONTRIBUTION FEE (\$16 PER UNIT) | FULL FEE: \$4500

CHCSS00070 ASSIST CLIENTS WITH MEDICATION SKILL SET

This skill set is endorsed by industry for those who hold a relevant qualification at Certificate III or IV in assisting with medication administration. These units of study can also be a pathway to CHC43015 Certificate IV in Ageing Support.

UNITS: HLTAAP001 Recognise healthy body systems; HLTHPS006 Assist clients with medication.

INTAKES: ON DEMAND | 2 DAYS | \$300 CO-CONTRIBUTION FEE (\$150 PER UNIT)*

FULL FEE: \$600

*ELIGIBILITY CRITERIA APPLIES

Please contact us for further information.

By doing these Certificate qualifications, you will no longer be eligible for a government subsidised training place under the Certificate 3 Guarantee or Higher Level Skills Programs.

YOU HAVE ALREADY TAKEN THE FIRST STEP IN A NEW COMMUNITY CARE CAREER BY READING THIS PAGE. KEEP GOING.



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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 program can lead to CHC43415 Certificate IV in Leisure and Health.

UNITS: CHCLAH001 Work effectively in the leisure & health industries; CHCLAH005 Incorporate lifespan development and sociological concepts into leisure and health programming; CHCCCS020 Respond effectively to behaviours of concern.

INTAKES: ON DEMAND | 3 DAYS | FULL FEE \$400

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

This skill set is for people working in various care and support roles in the community services sector who are seeking to further develop knowledge in home and community support fields. These units provide credit towards a range of qualifications in the CHC Community Services Training Package at Certificate III or Certificate IV level.

UNITS: CHCHCS001 Provide home and community support services; CHCCCS011 Meet personal support needs; CHCCCS025 Support relationships with carers and families; CHCDIS007 Facilitate the empowerment of people with a disability

INTAKES: ON DEMAND | 2 NIGHTS PER WEEK, 10 WEEKS | FULL FEE: \$800

☺ CHCSS00081 INDUCTION TO DISABILITY SKILL SET

This program of study reflects the skill requirements for supporting people with disability. It also develops your capabilities and knowledge to support the induction of new workers into a variety of roles. These units provide credit towards a range of qualifications in the CHC Community Services Training Package, including the CHC33015 Certificate III in Individual Support.

UNITS: CHCDIS007 Facilitate the empowerment of people with a disability; CHCCCS015 Provide individualised support; CHCCOM005 Communicate and work in health and community services; HLTWHS002 Follow safe work practices for direct client care

ON DEMAND | 2 NIGHTS PER WEEK, 10 WEEKS | FULL FEE: \$800

WE EMPLOY EXPERIENCED, HIGHLY RESPECTED TRAINERS EACH WITH CURRENT INDUSTRY SKILLS - THEY BRING THIS KNOWLEDGE TO YOUR LEARNING.



FIRST AID

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

☺ HLTAID003 PROVIDE 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 one-day format; and half-day for CPR. These courses are offered in partnership with the Australian Lifesaving Academy (RTO number 90896).

1 SESSION | FIRST AID \$145

PLEASE CHECK THE WEBSITE FOR START DATES AND LOCATIONS NEAR YOU.

☺ 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.

VENUE: BURLEIGH WATERS

FRI 3 AUGUST | 2 SESSIONS | 9AM – 4PM | \$200

FRI 2 NOVEMBER | 2 SESSIONS | 9AM – 4PM | \$200



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



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.

***ELIGIBILITY CRITERIA APPLIES FOR SOME OF THESE PROGRAMS**

Please contact us for further information.

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





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SUMMER SCHOOL 2018/2019

A brilliant career move for school leavers, gap year takers, first job, on-way to university folks and everyone returning to the workforce after a break – this is where you start. It's your time to shine!

Signing up for Summer School means you are keen to get a head-start on your career and make the most of power packed opportunities. Ringing in the New Year fully qualified is going to make a massive difference to your 2019 employment prospects. ACE Summer School starts December.

-  **CHC30113 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION & CARE**
INTAKES: DECEMBER | 3 DAYS PER WEEK, 10 WEEKS
\$180 CO-CONTRIBUTION FEE (\$10 PER UNIT)*
\$144 CONCESSION CO-CONTRIBUTION FEE (\$8 PER UNIT) | FULL FEE: \$3200
-  **CHC33015 CERTIFICATE III IN INDIVIDUAL SUPPORT (AGEING)**
INTAKES: DECEMBER | 3 DAYS PER WEEK, 7 WEEKS
\$130 CO-CONTRIBUTION FEE (\$10 PER UNIT)*
\$104 CONCESSION CO-CONTRIBUTION FEE (\$8 PER UNIT) | FULL FEE: \$2800

***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.



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WORK SKILLS

TIME MANAGEMENT

Personal time management skills have quickly become a must have essential for professional success in any workplace. When you can effectively implement time management strategies you are able to control your workload rather than spend each day in a frenzy of activity reacting to crisis after crisis – stress declines and personal productivity soars. The Time Management workshop helps you learn crucial strategies.

BURLEIGH WATERS

FRI 26 AUGUST | 1 SESSION | 9AM – 12PM | \$90

SUPERVISING OTHERS

Between managing your own time and projects, helping your team members solve problems and complete tasks, and helping other supervisors, your day can fill up before you know it. This workshop is aimed at helping supervisors become more efficient with delegating, managing time, setting goals and expectations (for themselves and others), providing feedback and resolving conflict.

BURLEIGH WATERS

FRI 26 AUGUST | 1 SESSION | 1PM – 4PM | \$90

ACCIDENTAL COUNSELLOR

This is for anyone who is not necessary 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.

BURLEIGH WATERS

FRI 31 AUGUST | 1 SESSION | 9AM – 4PM | \$180
FRI 12 OCTOBER | 1 SESSION | 9AM – 4PM | \$180

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NEW

INFORMATION TECHNOLOGY

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

COMPUTER BASICS

Designed for everyone with little or no computing experience but seeking to improve confidence with technology and skills (use this for work or home). Learn how to operate a Windows computer, navigate the system to access files and programs, use the web and more to help make your computing easier and more efficient.

MS OFFICE

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

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.

www.acecolleges.edu.au



NEW

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 success we care about.



NEW

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, focusing 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.

*ELIGIBILITY CRITERIA APPLIES

Please contact us for further information.

www.acecolleges.edu.au

2 - 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 an 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.



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



DEBBIE PRIEST

SUPERVISOR AND DIRECTOR
CLEARVIEW EARLY LEARNING & KINDERGARTEN

We have employed in-house students enrolled with the College for the past three years. It's an outstanding opportunity for students to work, gain experience and complete their studies. I believe this approach creates more knowledgeable and skilled early childhood educators.

Consistent contact with the students and our Centre, quality contemporary course resources, and scheduled in-person visits to support the students and ensure their success are the elements that really make ACE different as an RTO. So good is the course quality I've decided to upgrade my own qualifications.



BEN SIMPSON

CERTIFICATE III INDIVIDUAL SUPPORT

I first found ACE online while looking for an RTO to update my Certificate IV TAA to Cert IV TAE with the LLN module. At the completion of that course I saw ACE offered Cert III in Individual Support/Aged Care I didn't hesitate to sign up.

The passion of the trainer shone bright, she showed us the right way to go about everything and how to do the very best for our clients. The amount of hands on experience and the fact I had a job before I finished was such a surprise.

I sat on the fence for too long and should've had a go quicker, if you want a change only you can make it happen, don't wait.



FOLLOW US

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



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[Twitter@AceColleges](https://twitter.com/AceColleges)



Join our mailing list at acecolleges.edu.au

ENROLMENT INFORMATION

You can enrol online at acecolleges.edu.au or by phone, fax or in person at any of our college locations.

Once you have paid for your course you will be issued with a confirmation receipt and all relevant course information.

No further contact will be made by us, unless the class is cancelled.

ACE Community Colleges reserves the right to cancel or change details advertised. Unless otherwise stated, courses are available to anyone aged 14 years and 9 months and over.

CONTACT US

BURLEIGH WATERS

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

5/2 Executive Drive, Burleigh Waters

RTO 90032

PAYMENT

Subject to availability your place is guaranteed once payment is received. You can pay by cash, eftpos, cheque, direct credit, credit card (Visa or Mastercard), PayPal, Ezidebit or money order. Course fees cover the cost of tuition and administration.

You may be required to purchase additional materials for some courses and will be advised of this at the time of enrolment.

The maximum amount the College can accept prior to course commencement is \$1500. Where the course cost is greater, the balance of payments must be received after the course has commenced in instalments no greater than \$1500. Payment plans can be tailored to suit your circumstances.

CANCELLATIONS

By us: We aim to keep our courses as affordable as possible. Insufficient enrolments may mean a course is cancelled. If so, we will notify you prior to the course commencement date and arrange a full refund. A full refund will also be issued if the course fills before we process your paperwork.

By you: If you wish to cancel, transfer or change an enrolment, please notify us no later than 5 working days prior to your course commencement date. We will then refund, transfer or credit your course fee, less a \$50 administration fee. If you withdraw from a course after this deadline, a refund will not be paid and transfers or credits will not be given.

ACE Community Colleges cannot accept responsibility for any changes to your personal circumstances.

ACCESS

Please advise us in advance if you have a disability requiring special provisions so we may assist you.

CONFIRMATIONS OF ATTENDANCE

Confirmations of attendance are issued upon request and where a minimum of 80% attendance can be confirmed.

NOTE

ACE Community Colleges does not accept responsibility for any loss, damage or injury to person or property arising from attendance at a course or travelling to and from course venues.

ENROL ONLINE

www.acecolleges.edu.au