



ACE
COMMUNITY
COLLEGES

Term **1** + 2

www.acecolleges.edu.au

2017 COURSE LOOKBOOK

LISMORE | CASINO

ACE IS SO MUCH MORE THAN TRAINING, IT'S LIFE CHANGING.

Our mission in 2017 is to help you get to where you want to go – it's your success we care about.

We work on this every day, designing and delivering nationally recognised qualifications and skill set courses in areas of high industry demand which are pathways to employment and career advancement.

Our strong industry networks and partnerships in signature specialisations generate a high quality training experience that is unique to ACE.

We also invest in building community resilience and social capacity through a truly diverse range of leisure and lifestyle workshops, from the artistic and creative to the practical and informative.

Award winning outreach programmes popping up in townships and Indigenous communities across the region are an important component of our annual program; and underscore our commitment to regional sustainability.

Right now our Colleges in both the northern rivers and on the Gold Coast are simply bursting with fresh new courses, skill set must haves and professional development packages all for you. There are so many innovations planned throughout 2017 that will continue to surprise and delight, please do stay connected through the website or on social media.

Think of 2017 as your break-through year. Take a chance, change your world, yes, you can.

Kerry Johnson

Principal - ACE Community Colleges



ACE HAS A BRAND NEW WEBSITE WHICH IS MAKING MANY PEOPLE SMILE.

Signing up for a course online is an easy 3 step process. Here's how.

1

Find the course you want to study, select the location and course start date that best suits you.

2

Tap the Apply Now tab (through your chosen course), complete the electronic form by following the support prompts.

3

Select from the payment options.

And you're done.

An electronic confirmation of your application will be emailed direct to you.

Our tip for fast tracking your course application is to have your Unique Student Identifier (USI) ready, or you can ask ACE for assistance.

If online sign-ups are not for you, applying in person will always be an option at ACE. You can phone the ACE Customer Care team or visit our Lismore Office to apply for your course in person.

ACE COMMUNITY COLLEGES
59 MAGELLAN STREET, LISMORE NSW 2480

PH: 02 6622 1903 | E: lismore@acecolleges.edu.au

www.acecolleges.edu.au

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BLENDED



FACE TO FACE



ONLINE



FLEXIBLE DELIVERY



RECOGNITION OF PRIOR LEARNING

EARLY CHILDHOOD EDUCATION & CARE

☺ CERTIFICATE III IN EARLY CHILDHOOD EDUCATION & CARE CHC30113

This qualification reflects the role expectation of Educators in a range of 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.

Educators support the social, emotional, physical and educational development of infants and young children. This is the minimum requirement for employment in the early childhood education sector.

LISMORE	STARTS WED 15 FEB	9.30AM - 3.30PM	20 WEEKS/2 DAYS PER WEEK
LISMORE	STARTS MON 8 MAY	9.30AM - 3.30PM	20 WEEKS/2 DAYS PER WEEK
CASINO	STARTS MON 13 FEB	9.30AM - 3.30PM	20 WEEKS/2 DAYS PER WEEK
CASINO	STARTS WED 3 MAY	9.30AM - 3.30PM	20 WEEKS/2 DAYS PER WEEK

↗ DIPLOMA OF EARLY CHILDHOOD EDUCATION & CARE CHC50113

At this level Educators are responsible for planning, implementing and managing programs; and often supervise 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).

LISMORE	START ANYTIME	9.30AM - 3.30PM	12 MONTHS
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↗ IDENTIFY & RESPOND TO CHILDREN & YOUNG PEOPLE AT RISK CHCPRT001

This unit will build the knowledge required to support and protect children and young people who are at risk of harm. It applies to workers in a range of job roles providing services to children and young people including in community services and health contexts.

LISMORE | CONTACT OUR CUSTOMER CARE TEAM FOR DETAILS

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

UNLEASH
YOUR
POTENTIAL.



COMMUNITY SERVICES

☺ CERTIFICATE III IN INDIVIDUAL SUPPORT CHC33015

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	STARTS WED 15 FEB	9.30AM - 3.30PM	18 WEEKS/2 DAYS PER WEEK
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CASINO	STARTS MON 13 FEB	9.30AM - 3.30PM	18 WEEKS/2 DAYS PER WEEK
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TAKE YOUR CAREER FURTHER WITH ONE OF OUR HIGHER LEVEL SKILLS FUNDED CERTIFICATE IV COURSES. JUST A FEW MORE UNITS AND YOU'RE THERE. WE'RE TAKING EXPRESSIONS OF INTEREST NOW.

↗ CERTIFICATE IV IN AGEING SUPPORT CHC43015

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.

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



➤ CERTIFICATE IV IN DISABILITY CHC43115

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.

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

➤ CERTIFICATE IV IN LEISURE AND HEALTH CHC43415

If you currently work in residential facilities, community agencies or day centres as a leisure officer, recreational activities officer, diversional therapy assistant or activities officer or want to, this qualification will assist to expand your career options. You will learn how to design, implement and evaluate leisure, health activities and programs.

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

➤ DIPLOMA OF COMMUNITY SERVICES CHC52015

This advanced level of study reflects the roles of community services, case management and social housing workers involved in managing, coordinating or delivering person centred services to individuals, groups and communities. You have specialised skills in community services and work autonomously under broad directions from senior management.

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

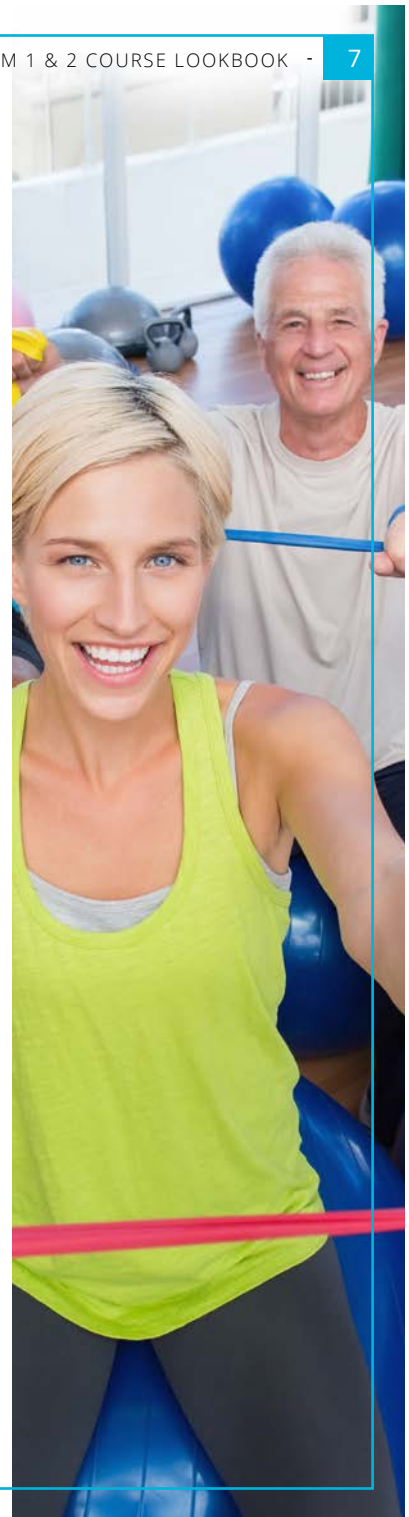
➤ ASSIST CLIENTS WITH MEDICATION SKILL SET CHCSS00070

A skill set endorsed by industry for those who hold a Certificate III or IV in a person centred care role. These units of study can also be a pathway to CHC43015 Certificate IV in Ageing Support.

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

LISMORE | ON DEMAND START DATE | 3 DAYS

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



BUSINESS

😊 CERTIFICATE III IN BUSINESS ADMINISTRATION BSB30415

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 your 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.

LISMORE	STARTS MON 13 FEB	9.30AM - 3.30PM	18 WEEKS/2 DAYS PER WEEK
LISMORE	STARTS WED 10 MAY	9.30AM - 3.30PM	18 WEEKS/2 DAYS PER WEEK
CASINO	STARTS WED 15 FEB	9.30AM - 3.30PM	18 WEEKS/2 DAYS PER WEEK
CASINO	STARTS MON 8 MAY	9.30AM - 3.30PM	18 WEEKS/2 DAYS PER WEEK

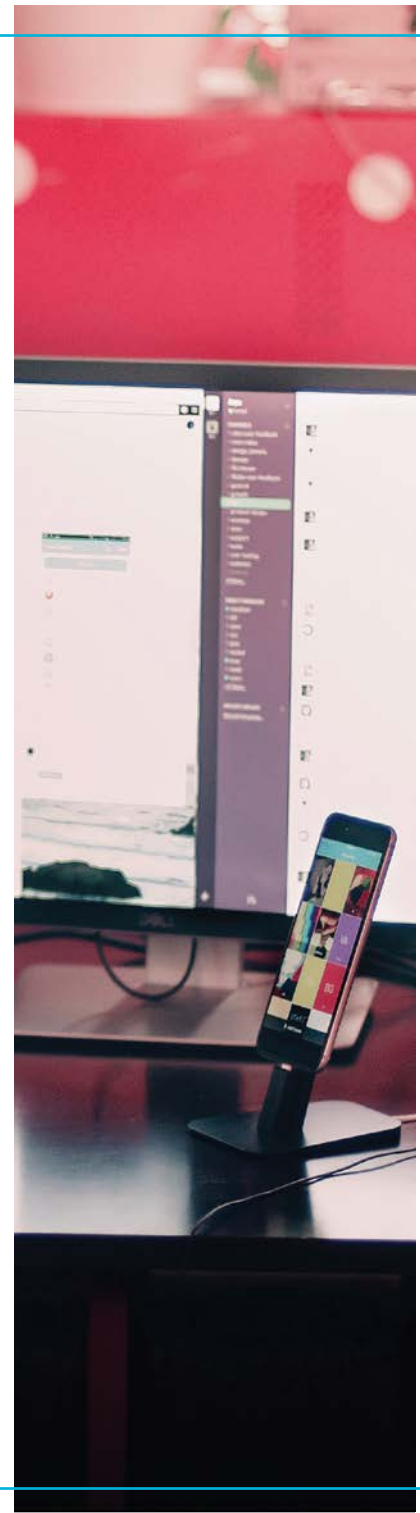
↗ CERTIFICATE IV IN BUSINESS ADMINISTRATION BSB40515

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	9.30AM - 3.30PM	40 WEEKS/1 DAY PER MONTH
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TRAINING & ASSESSMENT

- 🎧 **CERTIFICATE IV IN TRAINING AND ASSESSMENT TAE40110**
 Prepare, teach and assess accredited courses in your field of expertise with this qualification.

LISMORE | STARTS MON 20 FEB | 9.30AM - 4.30PM | 20 WEEKS/5 W'SHOPS | FEE \$1500

LISMORE | STARTS MON 1 MAY | 9.30AM - 4.30PM | 20 WEEKS/5 W'SHOPS | FEE \$1500

- @ The entire course can be completed on-line if you are a practicing trainer.
STARTS MONTHLY | 18 WEEKS | FEE \$1300

Our TAE40110 courses will include content compatible with the newly released TAE40116 enabling easy transition to the new qualification as soon as registered training organisations are approved to offer it.

- @ **DESIGN AND DEVELOP ASSESSMENT TOOLS TAEASS502B**
 This unit is mapped as equivalent to TAEASS502, one of the two new core units in the Certificate IV TAE. Learn how to create or customise assessment tools.

START ANYTIME | 3 WEEKS | FEE \$300

- @ **DESIGN AND DELIVER E-LEARNING ONLINE**
 Qualified, practicing VET trainers can add the competency of facilitating e-learning to their qualification with this package of study.

STARTS ANYTIME | 10 WEEKS | FEE \$550

- 🎧 **ADDRESS ADULT LANGUAGE, LITERACY AND NUMERACY TAE LLN411**

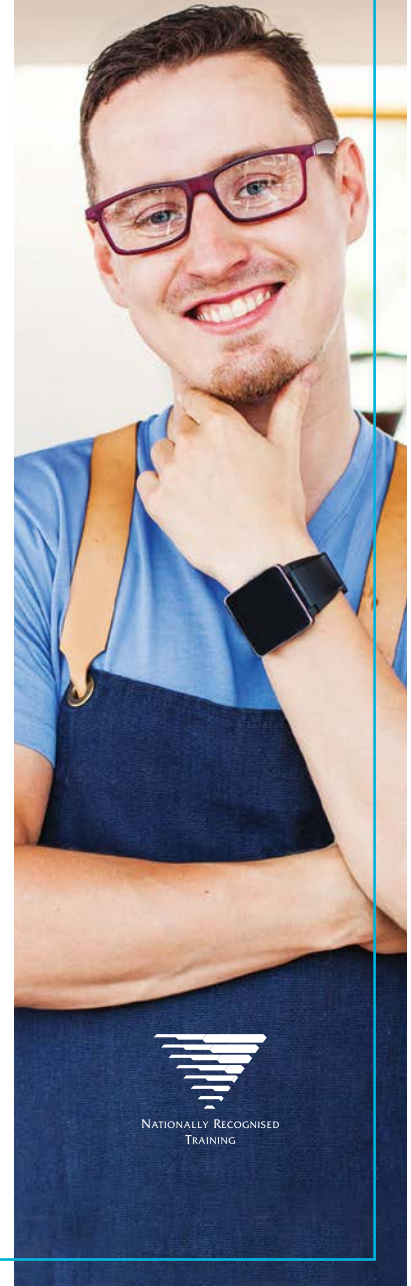
STARTS TUE 14 FEB | 9.30AM - 4.30PM | 3 WEEKS | FEE \$300

STARTS WED 3 MAY | 9.30AM - 4.30PM | 3 WEEKS | FEE \$300

- @ **START ANYTIME | 3 WEEKS | FEE \$300**

- @ **MENTOR IN THE WORKPLACE TAEDEL404A**
 Designed for people who supervise or mentor apprentices, trainees, or provide informal training through coaching and mentoring to colleagues in a workplace.

START ANYTIME | 3 WEEKS | FEE \$300



LIFE SKILLS COLLEGE

☺ CERTIFICATE II IN BUSINESS BSB20115 & CERTIFICATE I IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY ICT10115

This combined qualification covers all the basic skills to get you started in retail. Learn how to use a range of technology, communicate effectively with customers and colleagues both face to face and on-line, work safely and plan your work so you are a productive team member. You will also prepare a job application so you are recruitment ready.

LISMORE | STARTS WED 15 FEB | 9.30AM – 3.30PM | 18 WEEKS/2 DAYS PER WEEK

LISMORE | STARTS WED 3 MAY | 9.30AM – 3.30PM | 18 WEEKS/2 DAYS PER WEEK

CASINO | STARTS MON 20 FEB | 9.30AM – 3.30PM | 18 WEEKS/2 DAYS PER WEEK

CASINO | STARTS MON 8 MAY | 9.30AM – 3.30PM | 18 WEEKS/2 DAYS PER WEEK

☺ CERTIFICATE II IN SKILLS FOR WORK AND VOCATIONAL PATHWAYS FSK20113

Develop your communication, reading, writing, math and IT skills in preparation for work in an IT or administration role. You will learn how to use, install and review software while improving the basic skills required to participate effectively in the workplace.

LISMORE | CONTACT OUR CUSTOMER CARE TEAM FOR DETAILS

☺ LEARNER DRIVER KNOWLEDGE COURSE

These interactive course sessions aim to help you gain your Learners Licence with confidence (and a smile).

LISMORE | STARTS FRI 24 FEB | 9.30AM – 11.30AM | 8 SESSIONS

LISMORE | STARTS FRI 5 MAY | 9.30AM – 11.30AM | 8 SESSIONS

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

PREVIOUS
RESULTS ARE
JUST A
NUMBER,
FUTURE
RESULTS
ALL UP
TO YOU.



FIRST AID

A First Aid qualification is a requirement in many roles and industries. Your qualification will also need to be recertified every three years and every twelve months for CPR.

Our First Aid courses (including Refresher courses) are completed in one-day format; and half-day for CPR.

PROVIDE FIRST AID – HLTAID003

1 SESSION | 9.30AM – 4.30PM | \$145

PROVIDE CARDIOPULMONARY RESUSCITATION – HLTAID001

1 SESSION | 9.30AM – 12.30PM | \$70

PROVIDE FIRST AID IN AN EDUCATION SETTING – HLTAID004

1 SESSION | 9.30AM – 6.30PM | \$185

LISMORE:

TUE 14 FEB

SAT 18 MAR

WED 19 APR

SAT 20 MAY

MON 19 JUN

WED 19 JUL

CASINO:

MON 27 FEB

TUE 2 MAY



OUR FIRST AID COURSES ARE FULLY ACCREDITED
AND WORK COVER APPROVED.

www.acecolleges.edu.au



WORK SKILLS

Make a promise to yourself to get amongst it and soak up every insight and experience. If you want to be the 'go-to' person in your workplace then you need some of these.

BOOKKEEPING FUNDAMENTALS

TUE 21 FEB	9.30AM - 4.30PM	1 SESSION	\$150
WED 10 MAY	9.30AM - 4.30PM	1 SESSION	\$150

MS EXCEL LEVEL 1

WED 22 FEB	9.30AM - 4.30PM	1 SESSION	\$160
MON 15 MAY	9.30AM - 4.30PM	1 SESSION	\$160

MS EXCEL LEVEL 2

WED 8 MAR	9.30AM - 4.30PM	1 SESSION	\$160
MON 5 JUN	9.30AM - 4.30PM	1 SESSION	\$160

MS WORD

MON 27 FEB	9.30AM - 4.30PM	1 SESSION	\$160
TUE 16 MAY	9.30AM - 4.30PM	1 SESSION	\$160

MS WORD - EXTRA FEATURES

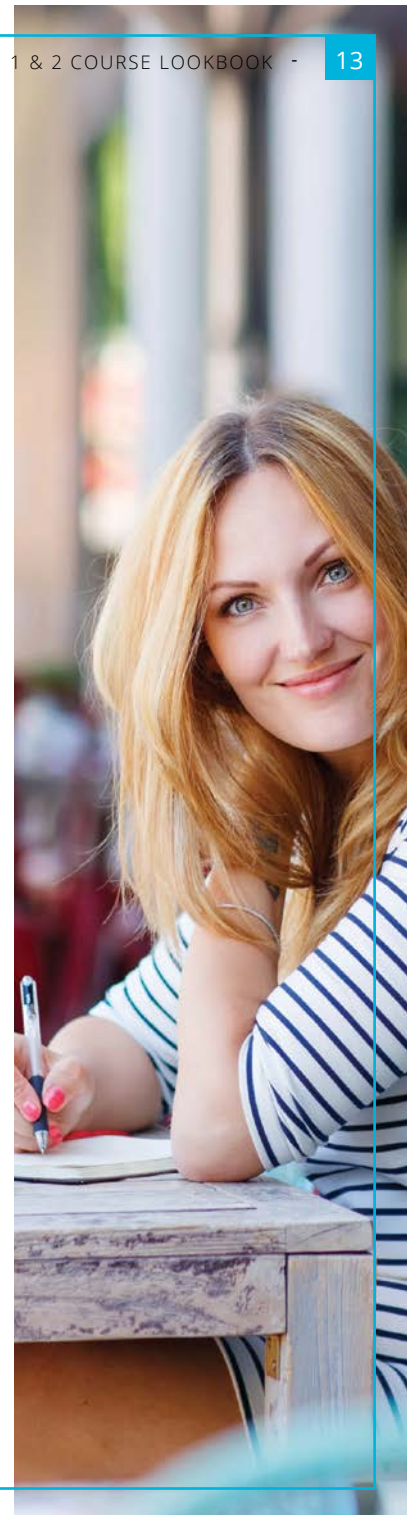
MON 22 MAY	9.30AM - 4.30PM	1 SESSION	\$160
TUE 6 JUN	9.30AM - 4.30PM	1 SESSION	\$160

MYOB ACCOUNTING AND FUNDAMENTALS

TUE 7 MAR	9.30AM - 12.30PM	5 SESSIONS	\$250
MON 15 MAY	9.30AM - 12.30PM	5 SESSIONS	\$250

XERO ACCOUNTING AND FUNDAMENTALS

MON 13 FEB	9.30AM - 12.30PM	6 SESSIONS	\$250
WED 17 MAY	9.30AM - 12.30PM	6 SESSIONS	\$250



INFORMATION TECHNOLOGY

TECH ZERO TO TECH HERO: HOW TO KNOW ABSOLUTELY EVERYTHING JUST LIKE A 15-YEAR-OLD

WED 22 FEB | 9.30AM – 12.30PM | 1 SESSION | \$60

TUE 16 MAY | 5.30PM – 7.30PM | 1 SESSION | \$60

CLOUD PHOTO AND DOCUMENT STORAGE

MON 6 MAR | 9.30AM - 12.30PM | 1 SESSION | \$60

TUE 23 MAY | 9.30AM - 12.30PM | 1 SESSION | \$60

COMPUTER BASICS

SAT 25 FEB | 9.30AM - 12.30PM | 4 SESSIONS | \$170

SAT 13 MAY | 9.30AM - 12.30PM | 4 SESSIONS | \$170

IPHONE AND IPAD BASICS

TUE 14 MAR | 1.00PM - 4.00PM | 2 SESSIONS | \$95

WED 7 JUN | 1.00PM - 4.00PM | 2 SESSIONS | \$95

MAC COMPUTING

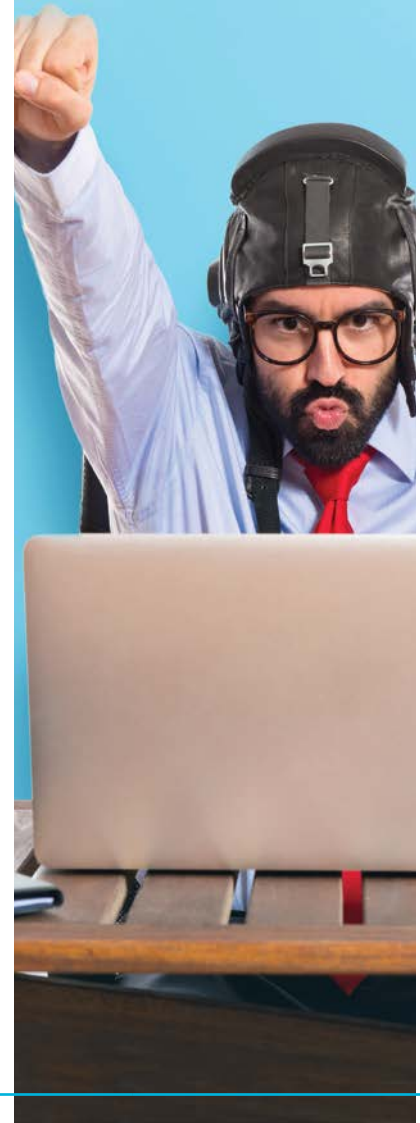
TUE 28 FEB | 9.30AM - 4.00PM | 1 SESSION | \$95

WED 10 MAY | 9.30AM - 4.00PM | 1 SESSION | \$95

TECH SAVVY SENIORS

CONTACT OUR CUSTOMER CARE TEAM FOR DETAILS

www.acecolleges.edu.au



SMALL BUSINESS

Short courses to assist you reach new markets, expand your product placement and leverage the on-line possibilities for your business advantage.

CREATE OUTSTANDING PRESENTATIONS

TUE 21 FEB	5.30PM - 8.30PM	1 SESSION	\$60
SAT 6 MAY	9.30AM - 12.30PM	1 SESSION	\$60

DESIGN YOUR OWN BRAND OR BUSINESS IDENTITY

SAT 18 FEB	9.30AM - 3.30PM	2 SESSIONS	\$160
SAT 20 MAY	9.30AM - 3.30PM	2 SESSIONS	\$160

FACEBOOK FOR BUSINESS

MON 20 MAR	9.30AM - 12.30PM	1 SESSION	\$60
THU 11 MAY	9.30AM - 12.30PM	1 SESSION	\$60

FACEBOOK FOR BUSINESS - 2

MON 10 APR	9.30AM - 12.30PM	1 SESSION	\$60
THU 1 JUN	9.30AM - 12.30PM	1 SESSION	\$60

HOW TO RUN A RESTAURANT, CAFÉ, COFFEE SHOP, CATERING BUSINESS

SAT 25 MAR	9.30AM - 3.30PM	1 SESSION	\$90
SAT 6 MAY	9.30AM - 3.30PM	1 SESSION	\$90

IMOVIE FOR BUSINESS

TUE 14 FEB	9.30AM - 4.00PM	1 SESSION	\$90
TUE 16 MAY	5.30PM - 8.30PM	2 SESSIONS	\$90

PROMOTION FOR SMALL BUSINESS

SAT 11 MAR	9.30AM - 3.30PM	1 SESSION	\$90
SAT 20 MAY	9.30AM - 3.30PM	1 SESSION	\$90



LEISURE AND LIFESTYLE

Friends, it's time to bring a little razzle to your world. See what you think of these fresh finds. There's something for fun, something to super-size your 2017 travels and something to make your day just go better.

LANGUAGES

ITALIAN FOR BEGINNERS AND TRAVELLERS

TUE 14 FEB	5.30PM - 7.30PM	8 SESSIONS	\$190
WED 3 MAY	5.30PM - 7.30PM	8 SESSIONS	\$190

ITALIAN CONTINUATION

MON 13 FEB	5.30PM - 7.30PM	8 SESSIONS	\$190
TUE 2 MAY	5.30PM - 7.30PM	8 SESSIONS	\$190

MANDARIN

WED 15 FEB	5.30PM - 7.30PM	8 SESSIONS	\$190
MON 8 MAY	5.30PM - 7.30PM	8 SESSIONS	\$190

SPANISH

WED 15 FEB	5.30PM - 7.30PM	8 SESSIONS	\$190
WED 10 MAY	5.30PM - 7.30PM	8 SESSIONS	\$190

AUSLAN

MON 13 FEB	5.30PM - 7.30PM	8 SESSIONS	\$200
TUE 9 MAY	5.30PM - 7.30PM	8 SESSIONS	\$200



RELAXATION

INDIAN HEAD MASSAGE

SUN 12 MAR	9.30AM - 3.30PM	1 SESSION	\$90
SUN 21 MAY	9.30AM - 3.30PM	1 SESSION	\$90

REFLEXOLOGY

SUN 26 MAR	9.30AM - 3.30PM	1 SESSION	\$90
SUN 28 MAY	9.30AM - 3.30PM	1 SESSION	\$90

PERSONAL DEVELOPMENT

BENEFITS OF KEEPING NATIVE BEES/FIELDTRIP

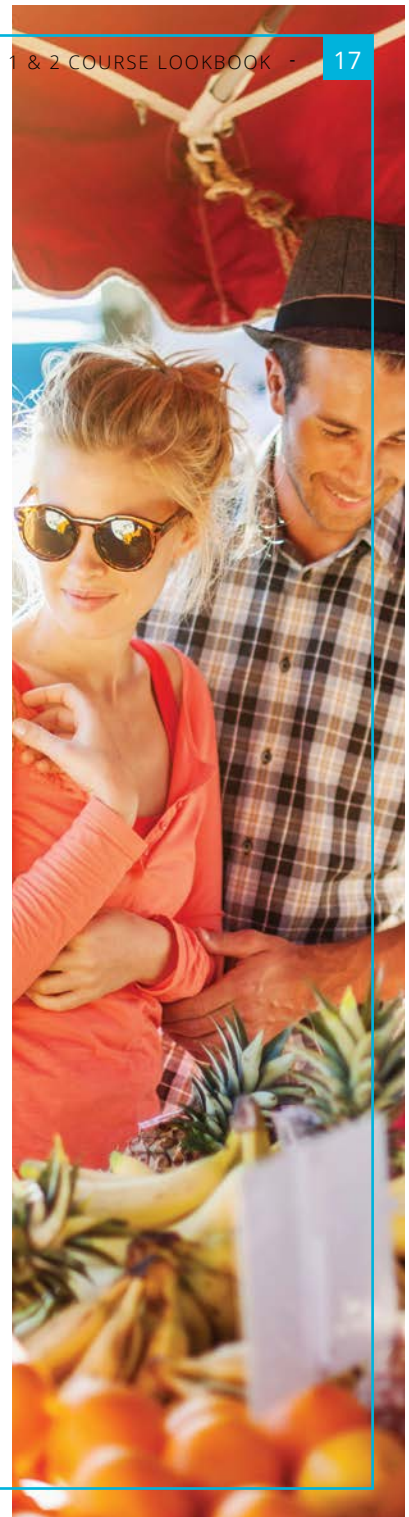
SAT 18 FEB	9.30AM - 3.30PM	1 SESSION	\$60
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HEALTHY EATING

WED 22 FEB	5.30PM - 7.30PM	1 SESSION	\$40
TUE 9 MAY	5.30PM - 7.30PM	1 SESSION	\$40

UNDERSTANDING SUGAR

TUE 28 FEB	5.30PM - 7.30PM	1 SESSION	\$40
WED 24 MAY	5.30PM - 7.30PM	1 SESSION	\$40



ARTS & CREATIVITY

CREATIVE IPHONE/ IPAD PHOTOGRAPHY

WED 22 FEB	1.30PM - 4.30PM	1 SESSION	\$60
SAT 13 MAY	9.30AM - 12.30PM	1 SESSION	\$60

MAKE A PHOTOBOOK ON IPAD

TUE 28 FEB	5.30PM - 8.30PM	2 SESSIONS	\$90
TUE 16 MAY	1.30PM - 4.30PM	2 SESSIONS	\$90

PLATTERS AND BOWLS – CLAY CREATION

WED 8 FEB	9.30AM - 12.30PM	3 SESSIONS	\$120
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GARDEN SCULPTURES – CLAY CREATION

WED 10 MAY	9.30AM - 12.30PM	3 SESSIONS	\$120
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BEGINNER CROCHET

SAT 25 FEB	9.30AM - 1.00PM	2 SESSIONS	\$90
SAT 20 MAY	9.30AM - 1.00PM	2 SESSIONS	\$90

WATERCOLOUR – BLACK AND WHITE

SAT 4 MAR	9.30AM - 3.30PM	2 SESSIONS	\$150
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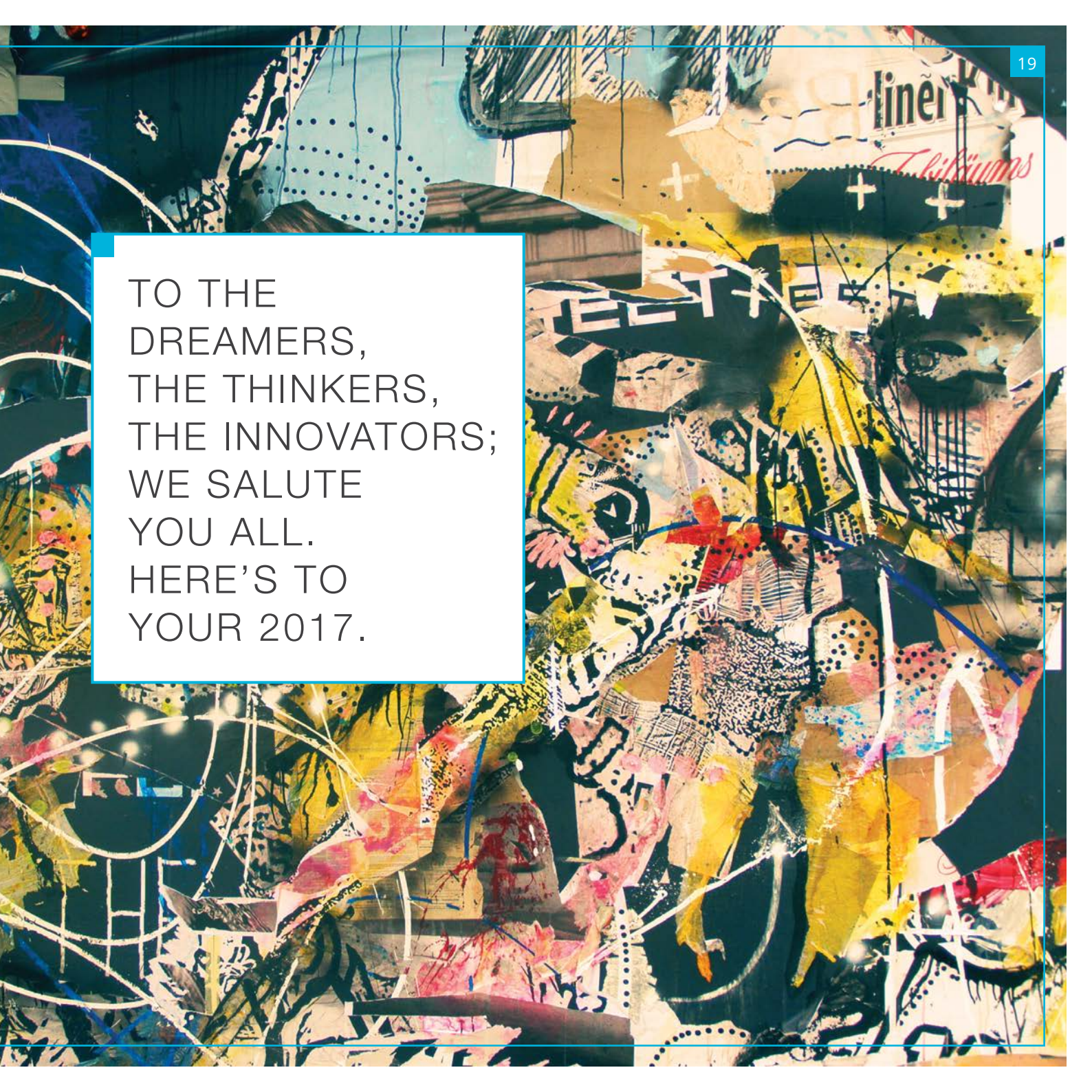
WATERCOLOUR – SUMMER AND WINTER

SAT 13 MAY	9.30AM - 3.30PM	2 SESSIONS	\$150
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FAB FOOTWEAR:FLUFF-N-STUFF

SAT 4 MAR	9.30AM - 3.30PM	1 SESSION	\$90
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TO THE
DREAMERS,
THE THINKERS,
THE INNOVATORS;
WE SALUTE
YOU ALL.
HERE'S TO
YOUR 2017.



FOLLOW US

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



Facebook.com/AceCommunityColleges



Twitter@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

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

CASINO: Ph 02 6662 3777 E: casino@acecolleges.edu.au

RTO 90032

PAYMENT

Subject to availability your place is guaranteed once payment is received. You can pay by cash, eftpos, cheque, direct credit, credit card (Visa or Mastercard), PayPal, 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 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.

Term¹+2

2017 COURSE
LOOKBOOK

ENROL ONLINE

www.acecolleges.edu.au