

NZ ACE Academic Council

ACE
Curriculum
Handbook

April 2007

Academic Council Publications
Publication Date: April, 2007
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ACE CURRICULUM HANDBOOK

FOR

SECONDARY STUDENTS

This ACE Curriculum Handbook is a supplement to the NZ ACE Academic Certificate Guidelines and contains recommendations and suggestions for students working through courses at the secondary level.

All basic guidelines for NZ ACE Academic Certificates are found in the 'NZ ACE Academic Certificates Guidelines.

Both the NZ ACE Academic Certificate Curriculum Guidelines and the ACE Curriculum Handbook, have been compiled by the New Zealand ACE Academic Council. Any person overseeing students working toward any of the ACE Certificates (including all parents with secondary students) will need a copy of each. They can be purchased from NZ Academic Council, Box 100-926 North Shore Mail Center, North Shore, Auckland.

The following are additional tips and explanations supervisors will find helpful.

ACE Curriculum Course Levels and Year Allocations

On page 7 of the NZ ACE Academic Certificate Guidelines each course has been allocated a year level. This is the year in which a student would normally be expected to complete this course, but can be completed at any stage.

The (+) means that it is a recognized year 12 level course and there must be three or more of these in an ACE New Zealand Year 12 Certificate of Academic Achievement. The (*) means that the NZ Vice-chancellors' Committee has recognized this as an ACE Year 13 level course and there must be four or more of these in an ACE New Zealand Year 13 Certificate of Academic Achievement. It is these symbols that indicate the recognized year level and not the PACE numbers.

Subjects assigned (*) may also be used for an ACE New Zealand Year 12 Certificate of Academic Achievement.

Keyboard Skills

This is a requirement on all certificates and students should start to touch type as early as possible.

Students can either do the Typing PACEs 97 – 108 or they can learn to type using a computer programme such as ACE's Typemaster, the Quick Type programme stocked by SCEE. Mavis Beacon is also suitable and readily available in NZ.

The Typing PACEs were written for the typewriter and are very old fashioned but they do teach what is necessary. If the children learn on the computer they need to do the whole programme so they learn correct fingering and then they need to get their speed up to 30 words per minute at 100% accuracy.

Appropriate evidence of the completion of this requirement must be provided.

English IV (1120-1132) & English V (1133-1144)

These are both Year 13 level courses.

1121-1132 covers American Literature

1133-1144 covers English Literature

1121-1132 has some valuable information about planning and writing essays.

This teaches students how to do a research project, including such things as how to make up research notes, end notes and bibliographies etc. Any student contemplating tertiary education should make sure that he/she does this course as the content is very valuable for future study. By the end of the course the student will have written a research paper. To gain credit for this course the research paper must be completed.

Mathematics

ACE Maths does well with the areas that it covers and is more than adequate for most students. In order to accommodate the diverse mathematics requirements for higher levels of learning, we recommend selecting maths PACEs in such a way as to best meet the needs of the student. For example, students who desire to progress to higher education where degrees in Maths/Science areas are being sought may need to combine various ACE Maths courses or consider using some non-ACE material.

Students are advised to find out what Maths they need for the degree they want to gain.

A complete re-write of ACE Maths is being undertaken at present and when this is completed it is hoped that more options will be available. In the meantime, to maximise options and flexibility, the New Zealand Academic Council will allow the following exceptions to the normal requirement that courses be fully completed:

1. For ACE Certificates above Year 11, six PACEs from one ACE Maths course may be combined with six PACEs from another ACE Maths course for one Maths credit. It is recommended that the six PACEs should be the first six of each course. The year level would be determined by the lower of these.
2. For ACE Certificates above Year 11, any 12 ACE Maths PACEs from Year 12 or above, may be combined to make up one credit. Any such combination must be submitted to the Academic Council for approval. The rationale for such a combination needs to be presented.

The following conditions apply to the above two exceptions.

- a. The exceptions only last until the end of 2008.
- b. No half credits for Maths will be accepted unless it is a prescribed six PACE course.

Mathematics Rewrite

ACE is in the midst of a rewrite of the Mathematics programme. At present this rewrite has been completed up to PACE 1072. Students can then continue with PACE 1073 of the old course. There are new diagnostic tests up to 1072 that relate to the new rewrite. The online Mathematics tests also go through to PACE 1072 and then continue to test on the old Mathematics from PACE 1073.

Algebra I

The first three Algebra PACEs have a lot of content and cannot be done in a hurry. Students will need more time to complete these PACEs. Make sure students record key formulas in review books. Videos are available and can be helpful. 1097, 1101 and 1106 are all quite demanding. The reason that some students struggle with Algebra is more a misperception; it looks more complicated than it is.

Combination Mathematics Year 11

To provide students with a broader based maths programme at the Year 11 level, this course combines the first six PACEs of Algebra I and Geometry for a full credit.

This provision only applies to a Year 11 Academic Certificate and any student wanting a higher level certificate needs to complete both courses.

Students cannot gain any further credits in these subjects unless they complete the remaining six PACEs in both Algebra I and Geometry. No half credits will be given for any of these courses.

NB. For Year 12 and 13 Certificates the full Algebra 1 course is a compulsory requirement.

Senior Maths Calculators

The Senior Maths course requires the following “Texas Instrument” graphic calculators -TI83, TI83Plus or TI84Plus.

Some of these can be obtained from:

- Arche Technologies
38f Apollo Drive
Mairangi Bay
Auckland.
Phone (09) 477 3550
sales@arche.co.nz
- Office Max
- www.calculatorworking.com.au
- * Prices are between \$100 and \$200 plus

World History Projects

There are twelve “World History Projects” that can be completed as part of the World History course. A student can gain an extra ½ credit if they complete these Projects along with the full World History course.

Each project is based on each of the World History PACEs and must therefore be completed in conjunction with these PACEs. World History Projects cannot be completed separately from the PACEs.

A separate guideline sheet is available for these projects and needs to be followed to earn the ½ credit. All project work must be of a high standard and meet the assessment criteria of the course.

Many students who do these projects forget to do a bibliography to show what additional resources they used. It is good practice for them to prepare a bibliography and some of the marks awarded are awarded on the basis of other resources the student used. The correct way to list a book in a bibliography is as follows:

Herman, Arthur, *The Scottish Enlightenment* (London: Fourth Estate, 2003)

Author’s name – surname first, the book title in italics, city where it was published, the publisher followed by the date of publication.

Pacific Islands Social Studies

For students outside of New Zealand who wish to gain NZ ACE Certificates, a Pacific Islands Social Studies course can replace New Zealand Social Studies.

Pacific Islands Social Studies will require students to complete 6 of the 12 New Zealand Social Studies PACEs between 1085 – 1096. The other 6 can be made up of Australian or New Zealand Social Studies or local units that may be developed. Any local units need to be submitted to the New Zealand ACE Academic Council for approval.

Either NZ Social Studies or South Pacific Social Studies is a requirement for any NZ ACE Certificate.

Senior Modern History

Senior Modern History Units 1 to 20 is a two-year History course written from a Christian perspective. Units 1 - 10 cover major events in European and World History from the mid-eighteenth century to the present day. Units 11 - 20 cover Chinese, Vietnamese and Australian history, also to the present day.

It is an excellent course, which fully covers New Zealand state syllabus topics at Year 12 level. The course is designed to assist with the development of higher level thinking skills, and it prepares students for tertiary study by teaching them the skills of historical investigation and research.

For Certificate purposes, Units 1 – 10 are worth one credit at Year 12 level, and Units 11 – 20 are worth one credit at Year 13 level. The course has **recently been completely revised.**

Lab Skills

The Lab Skills course from S.C.E.E. has been discontinued but Lake Taupo Christian School does have available an approved Lab Skills course. This course does need a teacher with reasonable science knowledge and suitable facilities.

Economics Course

This is a Year 13 course. To complete the Economics credit SCEE recommends a combination of the 6 revised Economic PACEs plus the following PACEs from the old series - 133, 134, 140 & 143. These ten PACEs will earn one credit.

The SCEE Academic Review committee recommends this compilation course, as it blends the historical and philosophical benefits of the old course with the advantages of the updated course.

A half credit can be earned by just completing the six new Economics PACEs.

Christian Worldview Course – Full Course (1 Credit)

This course is at Year 13 level and is based on the Charles Colson, Nancy Pearcey book, *How Now Shall We Live?*

To do this course you will need to have a copy of the book and study guide that goes with the book (not supplied by SCEE). You will also need to purchase from SCEE a score key for the study guide, PACE Tests and PACE Test score keys and Teacher's Guide. The Study Guide has recently gone out of print but the Study Guide questions can be found in the paper-back version of the book. Answers need to be written in an exercise book.

Students who are contemplating tertiary education should make sure they do a Christian Worldview course so that their Christian foundations are strong. University can be like entering an alien world where the truths that were taught in the home and school are challenged. They also need to have the ability to critique contrary worldviews.

It is vital that supervisors read the Teacher's Guide and **particularly note the guidance about scoring**. Students need to be warned that test requirements are different from normal PACE tests, requiring more short essay type answers.

At the end of the *How Now Shall We Live?* Course students are required to prepare and present a speech. Students who complete English PACEs 1121 – 1132 at the same time as the *How Now Shall We Live?* may combine both activities.

Christian Worldview Course – Condensed Course (1/2 Credit)

This course requires students to read the book, "How Now Shall We Live". The official study guide has been considerably condensed. The full video series for "How Now Shall We Live?" must also be viewed.

The condensed course is best completed as a group (lock-step) and even combined with another school/staff/parents meeting for two hours once a week or fortnightly. Contact Robert Steedman (robertsteedman@free.net.nz) for details.

Some Half Credit Courses

1. Christian Growth

This is now recognized as a Year 12 (+) level course and compliments "Introductions to Missions" for a Christian Studies credit.

2. Health Nutrition Science

These are two complimentary courses that provide comprehensive instruction on health and well-being. Both courses are popular, not too difficult and very practical.

3. Music

This is a very good general music course that introduces the student to basic theory, music appreciation and understanding of instrumental and vocal music. Students need a basic knowledge of music theory. This course is not about learning to play a musical instrument.

4. Speech

More suitable for senior secondary students. Excellent for preparing students involved in various forms of vocal presentation such as student convention.

5. Monitor Training

One credit can be gained if a student completes the required ACE Staff Training PACEs as well as completing practical monitoring duties in a learning center.

It is recommended that the training should be completed at an official training course held by SCEE Staff.

Where this has taken place the student needs to complete 80 hours of monitoring duties. If the student does not attend an official training course then 100 hours of monitoring duties needs to be completed.

The practical monitoring needs to be overseen by the school principal.

Living Languages

Living Languages can be purchased from SCEE and are fairly basic language courses. Tyndale Park Christian School has produced extra material to enhance this programme.

The Living Language tapes come with a workbook with a Quiz at the end of each lesson including a Review Quiz at regular intervals. Each Quiz has an answer key. In order to produce a greater level of accountability and quality control, Tyndale Park Christian School has produced a system of written testing. You can contact them for details.

Spanish

The Spanish course consists of 12 PACEs and a set of videos. Students doing the course need to make sure that they are continually revising the work as they work through the course, as the PACEs do not seem to spend much time on revision of past material.

Students can go through the whole course passing each PACE test as they do so and then get to the end and fail the last test because they have not been reviewing as they go along. Learning the vocabulary when studying a foreign language takes time. One suggestion to help is to put words on small cards with the equivalent English word on the back.

Collectivism

We have often heard positive comments about this course. Someone has commented that it is an excellent course to do with, or to follow Christian Worldview

Literature & Creative Writing

At present this is available up to 1072. As “Literature and Creative Writing” is developed to higher levels it will replace “Basic Literature”. Literature books are needed to go with each PACE. This course requires greater critical thinking skills and because of this some students think it is hard but they need to persist. This course is recommended and needs to be treated as a core subject.

Christian Literature

There is a requirement of one credit for Literature in the ACE certificates. This usually consists of the half credit for Basic Literature 8 and half for Basic Literature 9, which is a total of 12 books studied.

There are alternative books that can be used to replace these.

The various alternatives are;

1. Home Education NZ has study guides to go with an alternative list of books.
2. Living Way Learning Centre have an alternative list of books and have guidelines for reading records and book reports to replace study guides.
3. Lake Taupo Christian School have developed some alternatives units as well as requiring the study of certain books. One example is a poetry unit and the activities for this are more creative.
4. Christian Education NZ has two alternative programmes. A separate sheet with a list of all these approved alternative books is available. Other books may be considered if submitted to the Academic Council.

Students can pick and choose among the books in ACE Basic Literature and those listed in 1 and 2, as long as they complete 12 books.

A “Non-ACE Application Course Form” must be submitted to the Academic Council when any alternative books are used. This application needs to list any such books chosen or any new books not yet approved.

Upper Secondary Literature.

Literature 1 and Literature 2 are both ACE ½ credit courses for upper secondary level. There are assigned books with study guides for this course.

Christian Education N.Z. Academy have available an alternative list of books with in depth study guides produced by Progeny Press. Completion of six of these books/study guides is worth one credit.

Please note that both the ACE Literature courses and the CENZA alternatives may be year 12/13 level courses but not accessed and recognized by the Vice Chancellors’ Committee, and have therefore not been assigned (+) or (*).

Grammar PACEs

There are six grammar PACEs that have been produced by SCEE to help students who begin on the ACE programme later on in their schooling so that they can learn basic concepts (mostly grammar).

Many students who begin with ACE at secondary level do these before moving on to other English PACEs. They cover many concepts very quickly so can be quite challenging for students who start on them with no knowledge of grammar. These PACEs may take longer to complete than normal PACEs.

If students struggle with English grammar you may find that getting them to do these PACEs could be one way of reinforcing their learning.

Once students have completed these PACEs it is recommended that they keep them handy as reference material.

Defining ACE Courses

All ACE Academic Certificates must have a minimum of 75% ACE content.

An ACE course is that which is produced by ACE International Ministries or any course supplied and sold by SCEE.

Keyboard Skills can be claimed as an ACE course as can a number of language courses if purchased from SCEE.

All music credits are not ACE courses except for the ACE six PACEs half credit course.

Credits for Prior Learning

When late-starters are diagnosed and are able to start on 1097 in Mathematics, English, Science, Social Studies or Word Building, they can gain one ACE credit for each subject without having to complete 1085 – 1096 in these subjects. Where such students have completed non-ACE elective courses, application can be made to the Academic Council for credits in those

courses. Please note that the late starters guidelines for New Zealand Year 12 and 13 Certificates do not allow any credits for prior learning or credits for non-ACE courses.

Non-ACE Courses

The ACE Certificate structure allows for some non-ACE course content up to 25%). The Certificate Handbook explains more about these and has an application form.

Applications must be made for approval for any non-ACE course to the Academic Council. To ensure approval for a non-ACE course, applications should be made **before** students start on the course.

The members of the academic council, who make these decisions, are spread around the country and only get to meet a certain number of times a year so you need to give them plenty of time to process your application.

Every effort is made by the Academic Council to ensure that non-ACE courses do not conflict with a biblical worldview. It must be understood, however, that the foundational presuppositions of secular produced courses will be naturalistic and evolutionary. For this reason the council cannot take responsibility for approved courses that contain material inconsistent with a biblical worldview.

Although the Academic Council may accept some courses where the content may seem “acceptable” it cautions all supervisors/parents to be particularly alert to the non-biblical presuppositions and discuss with students any worldview conflicts should they arise.

To allow for any future course changes, or new evidence of unsuitability of courses, the council reserves the right to change any decision made on course approvals.

University Recognition of Year 13 Certificates

The following is a quote from a recent document by the N.Z. Vice-Chancellors’ Committee.

*“This is to certify that the **Year 13 Certificate of the Accelerated Christian Education**) is accepted by the New Zealand universities for admission ad eundem statum at entrance level. This means that for the purposes of entrance to a university the qualification is deemed to be equivalent to the officially-established common entrance standard in this country. That standard is currently derived from the National Certificate of Educational Achievement.”*

Although the New Zealand Year 13 Academic Certificate has recognition as a means of entry into all universities in New Zealand, there is no guarantee that students with these certificates will automatically gain admission.

There are certain degree courses that have restricted entry and require specific prerequisites that a student must fulfil. Wherever possible students

should inquire about prerequisites of degree courses they may be considering to ensure that their applications meet the proper criteria.

Review Study Book

We recommend students develop the idea of a “Review Study Book”.

This is an appropriate means of recording important information learned throughout their PACE material. They can cut out teaching boxes from their PACEs for things they need to learn. It is good for secondary students to realise that they need to spend time reviewing material and that just working through a PACE is not necessarily going to ensure that they know the material.

A “Review Study Book” also teaches effective study habits needed to transition into tertiary institutions, where teaching and learning methodology differs from ACE.

Tertiary Studies

If students are intending to complete secondary level studies it is important that they consider all the options.

There are three Christian tertiary institutions in New Zealand:

- Masters Institute in Auckland (www.masters.ac.nz) that offers a Diploma in Teaching plus other courses
- Bethlehem Institute in Tauranga (www.bethlehem.ac.nz) has teacher training and counseling courses
- Lifeway College at Snells Beach (www.lifeway.ac.nz) offers courses in the areas of media, business, counseling, and ministry.

Many state trained teachers will testify to the humanistic worldview teaching they had to overcome. Training at an institution that has a Christian worldview will help build an excellent biblical foundation.

Principals have testified of how well trained they have found graduates from Bethlehem and Masters.

There are other options, such as Christian Heritage College in Brisbane and Tabor College, Adelaide.

It is sad to see our Christian young people needlessly going to a secular college or university when they could have gone to a Christian one instead. Most students have no idea of the impact of being in a secular or anti-Christian institution on their spiritual life. Secular universities have become graveyards for many young Christians.

Performing Arts Credits

Credits are awarded for the following grades in each of these performing art disciplines that are provided by a recognized institution or organisation:

- Music Practical - Grade 3 and higher.
- Music Theory - Grade 4 and higher.
- Dance - Grade 6 and higher.
- Speech and Drama - Grade 5 and higher.

DVD Video Resources

ACE provides a range of Video, CD and DVD resources for PACE work.

These are helpful resources for students who may struggle with the volume of reading and style of learning in the PACE material.

THIS LAST POINT IS CRUCIAL

Safe-guarding University Recognition

The recognition of the New Zealand Year 12 and Year 13 Certificates by all the universities in New Zealand is something that is essential to safeguard. Given the nature of the ACE curriculum with score keys, tests and test keys unchanging for many years and relatively accessible, it would not be difficult for a student to undermine the integrity of the programme where learning center security has been inadequate.

We ask, therefore, that all supervisors/parents be diligent to take precautions in the following areas:

- Tests and test keys be stored in secure places not accessible to students.
- Completed tests be retained by the school and either destroyed or kept secure.
- To ensure that student scoring be kept to a high standard to eliminate cheating.
- To ensure a high standard of marking of PACE Tests by the supervisor/parent particularly at secondary level. See 'Guidelines for Scoring PACE Tests'.
- As a general rule students should not be in the learning center unless staff are present.

