
FACE NZ Academic Council Publications

NZ ACE Academic Council

**New
Zealand
ACE
Certificate
Guidelines**



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Academic Council Publications

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Contents

An Explanation of the ACE Programme	4
The New Zealand ACE Certificates	4
Description of the NZ ACE Certificates	5-10
NZ ACE Certificate of Achievement	5
NZ ACE Certificates – Levels 1, 2, 3, & Honours	5
New Zealand ACE Certificate Requirements	6
NZ ACE Certificate of Achievement	6
NZ ACE Certificate – Level 1 (Yr 11)	6
NZ ACE Certificate – Level 2 (Yr 12)	7
NZ ACE Certificate – Level 3 (Yr 13)	7
"Late Starter" Certificates	8
Late Starters to ACE – Level 2 (Yr 12)	8
Late Starters to ACE – Level 3 (Yr 13)	9
University Recognition of Level 3 (Yr 13) Certificates	10
Letter Te Pōkai Tari – Universities New Zealand	11
Safeguarding University Recognition	12
Recommendations of the Academic Council	12-13
For Parents/Teachers	12
For Tertiary Studies	13
SAT Tests	14
DVD Resources	14
Guidelines for Completing PACE Tests	14
Guidelines for Scoring PACE Tests	14
How Credits Are Gained	15
Through completion of ACE Courses	15
Through completion of approved Non-ACE Courses	15
Through Prior Learning Credits	15
ACE Courses	16
Defining ACE Courses	17
ACE Course Descriptions	17-21
Non-ACE Courses	21
Approval of Non-ACE Courses	21
1. Local School Courses - LSC	21
2. Other School Courses - OSC	22
Performing Arts Credits	22
NZQA (Unit or Achievement Standards)	23
Applying for Approval of a Non-ACE Course	23-24
Applying for a NZ ACE Certificate	24
Overseas Certificate applications	25
Certificate Upgrades	25
NZ Academic Council Application Fees	25
Forms	26
ACE Certificate Accreditation	26
ACE Training	26
NZ Tertiary Education Providers Which Have Accepted Students with ACE Certificates	27
Academic Council Contact Details	27

AN EXPLANATION OF THE ACE PROGRAMME

Accelerated Christian Education is a complete package of individualised curriculum material, covering all grade levels from Preschool through to Year 13 and beyond.

Since 1977 the ACE curriculum has been successfully studied by thousands of students in NZ, and today, it is used by many hundreds of thousands of Christian Schools and Home Educators throughout the world.

The ACE curriculum was developed from an international perspective in order that it could be used throughout the world. National units are included in Maths and Social Studies, and at high school level, students are able to choose from over thirty elective courses. (Note that New Zealand ACE Certificates may also include up to 25% non-ACE content, which gives students a huge variety of course options when it comes to crafting the Certificate they need for either the workplace or further studies at tertiary level.)

Each ACE subject is presented in a series of self-instructional workbooks, called PACEs (Packets of Accelerated Christian Education), progressively graduated so that new concepts and truths build upon previously mastered ones – mastery learning. Some courses have optional DVD resources to enhance the learning process.

A student will normally complete twelve PACEs in five or more subjects a year; each group of twelve high school level PACEs being counted as 1 credit towards an ACE certificate. In general, twelve completed PACEs in any particular subject represent one year's work. The standard required to demonstrate mastery is high, with a minimum pass mark of 80% in each PACE test (90% for Word Building) required before a student is permitted to proceed to the next unit of work.

THE NEW ZEALAND ACE CERTIFICATES

Accelerated Christian Education offers five secondary school qualifications based on students gaining credits for work completed at various achievement levels using the ACE curriculum materials.

The following NZ ACE Certificates are available:

Achievement Certificate:

NZ ACE Certificate of Achievement (Any number of credits)

Academic Certificates:

NZ ACE Certificate Level 1 (Yr 11) (17 credits)
NZ ACE Certificate Level 2 (Yr 12) (23 credits)
NZ ACE Certificate Level 3 (Yr 13) (29 credits)
NZ ACE Certificate Level 3 With Honours (Yr 13) (29 credits)

"This is to certify that the New Zealand Accelerated Christian Education (ACE) Level 3 Certificate 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."

- Universities New Zealand - Te Pōkai Tara

**"WITH HIM ARE WISDOM AND MIGHT.
TO HIM BELONG COUNSEL AND
UNDERSTANDING."
JOB 12:13**

NB It should be noted that these certificates do not comment on the Christian character of the candidate.

Description of the NZ ACE Certificates

ACE CERTIFICATES

There are five ACE Certificates available to students in NZ, with the Level 3 (Yr 13) Academic Certificates enjoying formal recognition by Universities New Zealand – Te Pōkai Tara.

NZ ACE Certificate of Achievement

The Level 1, 2 and 3 Academic Certificates are necessary for the student who may be wanting to pursue tertiary levels of study and therefore require tertiary entrance qualifications. The Certificate of Achievement is designed to cater for those students who do not meet the strict criteria of the ACE NZ Level 1, 2 and 3 Certificates. It is linked to levels of work as determined by the PACE numbers and the equivalent year of work in the NZ school system.

The NZ ACE Certificate of Achievement may have any number of credits. However, all credits must be at secondary level, (i.e. PACE 1085 and above), and certificates with more than five credits must include at least one credit in ACE Christian Studies.

We recommend that all students initially work towards NZ ACE Certificate Level 1 before considering an Achievement Certificate.

NZ ACE Certificate Level 1 (Yr 11) (17 credits)

Students who have gained this certificate have demonstrated their ability to achieve Level 1 (i.e. Year 11) mastery in various core subjects. It is expected that students who have gained this certificate would have the ability to perform at least at the same level as students who have achieved NCEA Level 1.

NZ ACE Certificate Level 2 (Yr 12) (23 credits)

Students achieving this certificate will have added 6 more credits to their Level 1 Certificate. At least 3 of these credits must be in subjects designated Level 2 or higher. It is expected that students who have gained this certificate would have the ability to perform at least at the same level as students who have achieved NCEA Level 2.

Universities New Zealand – Te Pōkai Tara states: *“Universities New Zealand – Te Pōkai Tara advises that a student with a Level 2 Certificate is eligible to be considered for discretionary entrance by a New Zealand university.”*

NZ ACE Certificate Level 3 (Yr 13) (29 credits)

Students with this certificate will have added 6 more credits to their Level 2 Certificate. At least 4 of these credits must be in subjects designated Level 3.

Universities New Zealand – Te Pōkai Tara states: *“This is to certify that the Year 13 Certificate of the Accelerated Christian Education (ACE) is accepted by the New Zealand universities for admission ad eundem statum at entrance level. This means that for the purpose of entrance to a university the qualification is deemed to be equivalent to the officially-established common entrance standard in this country.”*

NZ ACE Certificate Level 3 (Yr 13) with Honours (29 credits)

Students who achieve a Level 3 Academic Certificate with 5 credits at Level 3, with an average PACE test score of at least 93% in each of those 5 credits, will be awarded this certificate with Honours. The ACE Academic Council of New Zealand considers this level of performance to be outstanding.

Note: All ACE Certificates must contain a minimum of 75% ACE content.

NEW ZEALAND ACE CERTIFICATE REQUIREMENTS

NZ ACE Certificate of Achievement

Certificate Requirements:

The NZ ACE Certificate of Achievement is designed to cater for those students who do not meet the strict criteria of the NZ ACE Level 1, 2, and 3 Certificates.

An ACE NZ Certificate of Achievement may have any number of credits, however:

- All credits must be at secondary level, i.e. Pace 1085 and above.
- Certificates with more than 5 credits must include 1 credit in ACE Christian Studies.
- A minimum ACE content of 75% of the credits gained is required.

NZ ACE Certificate – Level 1 (Yr 11)

Certificate Requirements:

Credits	Subjects	Courses
2	Mathematics	Any two courses above 1084, including approved non-ACE courses
2	English	English I, 1085 – 1096 English II, 1097 to 1108
2	Social Studies	Any two courses above 1084, including approved non-ACE courses
2	Science	Any two courses above 1084, including approved non-ACE courses
2	Wordbuilding	Wordbuilding, 1085-1096 Etymology, 1097 -1108
2	Christian Studies	Any two ACE courses above 1084
1	Literature	Literature 8 & 9, or; any other approved alternative literature course
1	Typing/Keyboard Skills	30 wpm with 100% accuracy
3	Electives	Any course above 1084, including approved non-ACE courses
17	TOTAL CREDITS	Notes: <ol style="list-style-type: none"> 1. A minimum of four of these credits must be at Level 1 or above (i.e. PACE 1097 and above). 2. Students intending to progress to Levels 2 and 3 are advised to complete Algebra I, which is a compulsory Maths credit for all Level 2 and 3 Certificates. 1. All ACE Certificates must have as a minimum, 75% ACE content.

NZ ACE Certificate – Level 2 (Yr 12)

Entry Criteria:

Students must complete NZ ACE Certificate Level 1

Certificate Requirements:

Credits	Subjects	Courses
1	English	Any ACE course at Level 2 (marked+) or higher
1	Christian Studies	Any ACE course above 1084
4	Electives	Any course above 1084, including approved non-ACE courses
6	TOTAL CREDITS	Notes: <ol style="list-style-type: none"> 1. To gain a Level 2 Certificate, students must also have completed Algebra I (1097-1108), either as a Maths credit at Level 1, or as an elective credit at Level 2, and English II (1097-1108). 2. A minimum of three credits must be at Level 2 (marked +) or higher. 3. ACE Level 1-3 Certificates must have as a minimum, 75% ACE content.

NZ ACE Certificate – Level 3 (Yr 13)

Entry Criteria:

Students must complete NZ ACE Certificate Level 2

Certificate Requirements:

Credits	Subjects	Courses
1	English	Any ACE course at Level 3 (marked *) or higher
1	Christian Studies	Any ACE course above 1084
4	Electives	Any course above 1084, including approved non-ACE courses
6	TOTAL CREDITS	Notes: <ol style="list-style-type: none"> 1. To gain a Level 3 Certificate, students must also have completed Algebra I (1097-1108) as required for Levels 1 & 2, and English II (1097-1108). 2. A minimum of four credits must be at Level 3 (marked*) or higher. 3. To achieve Level 3 with Honours, there must be five credits at Level 3 or higher, all averaging 93% or higher. Note that any student who wishes to have an NCEA course accepted as part of the “93% or higher” criteria for an Honours Certificate, must obtain an excellence endorsement in that course. 4. ACE Level 1-3 Certificates must have as a minimum, 75% ACE content.

“LATE STARTER” CERTIFICATES

Level 2 (Yr 12)

Entry Criteria:

Students entering the ACE Program at Level 2 and seeking a NZ ACE Certificate at Level 2 must have completed one of the following requirements:

- NCEA Level 1: 100 credits (or 80 credits plus 1 ACE credit above 1096); or
- Cambridge: 5 passes (c+ or better) at O level (or 4 passes plus 1 ACE credit above 1096); or
- Other recognized academic qualification at the discretion of the Academic Council; or
- If a student is 15 years old (or older) and does not meet the criteria set out above then they must undertake diagnostic testing to ascertain level of mastery. Students who do not meet the standard, i.e. competency at level 8 (PACE 1096), in all areas will first be prescribed appropriate course(s) of study to bring them to this level.
- Proof that entry requirements for any Late Starter course have been met needs to be submitted to the Academic Council before a student is accepted as a Late Starter. (Application forms are available from the www.face.nz.org website.) A copy of this form, showing the Academic Council’s approval, must be included when the final application for the Certificate is made.
- To gain a Level 2 Certificate a late starter student must complete a minimum of 12 credits (in addition to any previously completed credits) as described below:

NZ ACE Certificate – Level 2 (Yr 12) – Late Starters

Certificate Requirements for Late Starters to NZ ACE:

Credits	Subjects	Courses
1	Mathematics	Algebra I, 1097-1108
2	English	English II, 1097 -1108, plus 1 further ACE English credit at Level 2 (marked +) or higher
2	Christian Studies	Any two ACE courses above 1084
1	Typing/Keyboard Skills	30 wpm with 100% accuracy
6	Electives	Any course above 1096, including approved non-ACE courses of an equivalent standard
12	TOTAL CREDITS	Notes: <ol style="list-style-type: none"> 1. A minimum of 3 credits must be at recognized Level 2 (marked +) or higher. 2. ACE Level 1-3 Certificates must have a minimum ACE content of 75% of the minimum credits required.

Level 3 (Yr 13)

Entry Criteria:

Students entering the ACE Program at Level 3 and seeking a NZ ACE Certificate at Level 3 must have completed one of the following requirements:

- NCEA Level 1: 100 credits (or 80 credits plus 1 ACE credit above 1096); or
- Cambridge: 5 passes (c+ or better) at O level (or 4 passes plus 1 ACE credit above 1096); or
- Other recognized academic qualification at the discretion of the Academic Council; or
- If a student is 16 years old (or older) and does not meet the criteria set out above then they must undertake diagnostic testing to ascertain level of mastery. Students who do not meet the standard, i.e. competency at level 8 (PACE 1096), in all areas will first be prescribed appropriate course(s) of study to bring them to this level.
- Proof that entry requirements for any Late Starter course have been met needs to be submitted to the Academic Council before a student is accepted as a Late Starter. (Application forms are available from the www.face.nz.org website.) A copy of this form, showing the Academic Council's approval, must be included when the final application for the Certificate is made.
- To gain a Level 3 Certificate a late starter student must complete a minimum of 12 credits (in addition to any previously completed credits) as described below:

NZ ACE Certificate – Level 3 (Yr 13) – Late Starters

Certificate Requirements for Late Starters to NZ ACE:

Credits	Subjects	Courses
1	Mathematics	Algebra I, 1097-1108
3	English	English II, 1097 -1108 1 further ACE English credit at Level 2 (marked +) or higher 1 further ACE English credit at Level 3 (marked *)
2	Christian Studies	Any two ACE courses above 1084
1	Typing/Keyboard Skills	30 wpm with 100% accuracy
5	Electives	Any course above 1096, including approved non-ACE courses of an equivalent standard
12	TOTAL CREDITS	Notes: <ol style="list-style-type: none"> 1. A minimum of 3 credits must be at recognized Level 2 (marked +) or higher. 2. A minimum of 4 credits must be at recognized level 3 (marked *). 3. To achieve Level 3 with Honours, there must be 5 credits at Level 3, all averaging 93% or higher. 4. Late Starters with a Level 2 Certificate wishing to upgrade to Level 3 will need to complete whatever additional credits are necessary to meet the Late Starters requirements for Level 3. 5. ACE Level 1-3 Certificates must have a minimum ACE content of 75% of the minimum credits required.

Notes:

- Cambridge O and NCEA Level 1 are deemed to be Level 1 ACE
- Cambridge AS and NCEA Level 2 are deemed to be Level 2 ACE
- Cambridge A and NCEA Level 3 are deemed to be Level 3 ACE
- NCEA Achievement Standards and NZQA Unit Standards will be considered for cross-crediting at a ratio of 20 credits to 1 ACE credit, or 10 credits to 0.5 ACE credits

UNIVERSITY RECOGNITION OF LEVEL 3 (YR 13) CERTIFICATES

The following is a quote from a 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 Level 3 Certificate is recognised as a means of entry into all universities in New Zealand, **there is no guarantee that a student with this certificate will automatically gain admission**. There are certain degree courses that are selective or that require prerequisites that ACE courses may not fulfil. Other courses are very popular with a high degree of competition for places.

The following suggestions may help increase a student's chances of acceptance:

- **Gain a high average pass mark (universities place great weight on this)**
- Complete more than four recognised year 13 subjects
- Complete a good number of credits in the academic subjects
- Complete the university enrolment forms as early as possible
- Complete all pre-requisites that a particular course may require

The NZ ACE Level 2 Certificate may also gain entrance to the less popular courses. The chances of a successful application would improve if there were a high number of recognised, Level 2 or Level 3 academic subjects.

Given this development and the increased competition for places at university, we strongly recommend that all students intending to apply for a university course of study, work towards the NZ ACE Level 3 Certificate.

Teachers, parents and students should inquire as to the requirements and prerequisites for all degree courses prior to applying for acceptance and plan a course of studying accordingly.



2 March 2015



**Level 3 Certificate of the Accelerated Christian Education (ACE)*
*ad eundem statum***

**TO WHOM IT MAY
CONCERN**

This is to certify that the New Zealand Accelerated Christian Education (ACE) Level 3 Certificate 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, and is expressed as follows:

- NCEA Level 3
- Three subjects - at **Level 3 or above**, made up of:
 - 14 credits each, in three approved subjects
- Literacy - 10 credits at Level 2 or above made up of:
 - 5 credits in reading
 - 5 credits in writing
- Numeracy - 10 credits at Level 1 or above, made up of:
 - achievement standards - specified achievement standards available through a range of subjects, or
 - unit standards - package of three numeracy unit standards (26623, 26626, 26627- **all three required**).

In this connection the requirement for 14 credits at level 1 in mathematics may be fulfilled by a pass in Algebra 1 1097-1108, and the requirement for 8 credits at level 2 in English (4 credits in reading and 4 credits in writing) may be fulfilled by a pass in English II 1097-1108 (Nos. 2 and 3 above).

To fulfil the level 3 requirement (No. 1 above) students with an ACE Level 3 Certificate must have gained passes in at least 4 subjects designated "Level 3".

A handwritten signature in blue ink, appearing to read "Wendy Robinson".

Wendy Robinson
Portfolio Manager, Academic Policy

*The Level 3 Certificate was introduced in January 2015. Prior to this the ACE school-leaving certificate was the Year 13 Certificate.

Safeguarding University Recognition

This is crucial.

The New Zealand Academic Council has worked hard to promote these certificates and provide students with a viable and credible series of qualifications. The recognition of the New Zealand Level 2 and 3 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 centre or homeschooling security has been inadequate.

In order to protect the integrity of the ACE Certificates and to ensure that all work has been completed according to the correct procedures, ACE Certificates will only be issued when the following criteria have been met:

- All students must be continuously enrolled with an “accredited” ACE school or home education/schooling service provider, while completing the certificate requirements.
- Student scoring must be kept to a high standard to eliminate cheating.
- Tests and test keys to be stored in secure places, and not be accessible to students.
- All PACE tests must be completed on a separate day following the Self Test.
- PACE Tests must be completed under authorized, adult supervision.
- All students must complete the original PACE in each subject, and submit the original PACE Test for moderation. In the case of home educated/schooled student this is to be as soon as practically possible.
- Marking of PACE Tests by the supervisor/parent must be of a high standard. This is particularly important at secondary level. See ‘Guidelines for Scoring PACE Tests’ on page 14.
- For audit purposes, completed tests are to be retained by the school and kept secure for twelve months after completion.
- Students should not, generally speaking, be in a school learning centre unless staff are present.
- All schools and home educating/schooling agencies must keep accurate records of the student’s achievements. A NZ ACE Certificate Progress Chart, or its equivalent, is a minimum requirement. This must be submitted when applying for an ACE Certificate and be made available when a student transfers to another ACE service provider.
- All staff of an ACE school or ACE home schooling agency must attend and complete the FIVE day ACE Training when required, and repeat this every five years.
- All supervising parents of ACE home educated/schooled students must complete the Two-Day Home Educator’s Training Course conducted by the NZ SCEE representative. (Refer to www.facenz.org for up-to-date information on availability of these).

RECOMMENDATIONS OF THE ACADEMIC COUNCIL

For Parents/Teachers

1. Keep a regular and accurate **backup** of all your records, particularly the Supervisor’s Progress Card and Certificate Progress Chart.
2. Ensure all scoring takes place in a manner that discourages cheating, (*See the guidelines for scoring on Page 14*) and **ensure** that PACE Test and Test Keys be kept secure and not accessible to students.

For Students

1. It is strongly recommended that students working towards Level 2 and 3 Certificates **continue with Mathematics** beyond Level 1.

2. A Christian worldview course is **highly recommended** for those going on to institutes of higher learning. See Page 17 for further details.

3. 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.

4. **English IV (1120-1132) & English V (1133-1144).**

These are both Year 13 level courses. 1121- 132 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.

For Tertiary Studies

It is very important before considering tertiary study that students find out what the entry requirements are for their intended course of study at that particular institution. If students are intending to complete tertiary level studies, it is important that they consider all the options.

There are Christian tertiary institutions in New Zealand. These include:

- Laidlaw College in Auckland (www.laidlaw.ac.nz)
- Bethlehem Institute in Tauranga (www.bti.ac.nz)
- Lifeway College at Snells Beach (www.lifeway.ac.nz)
- Vision College at Hamilton (www.visioncollege.ac.nz).

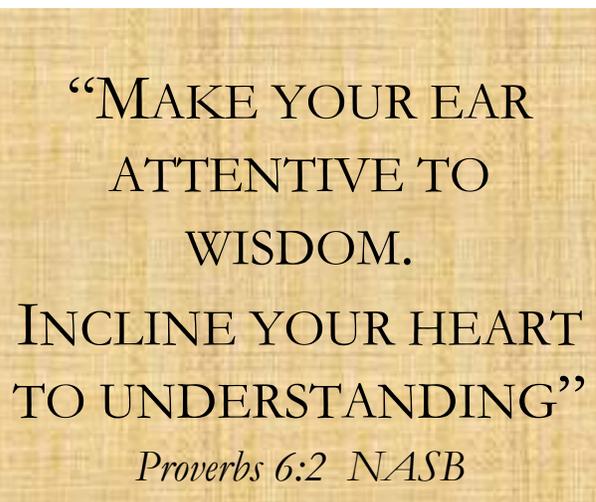
(The NZ Academic Council does not necessarily endorse these institutions.)

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 Laidlaw.

There are also 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.



SAT Tests

During the last year of their studies, students on the ACE programme, planning to pursue tertiary studies may choose to sit the American **Scholastic Aptitude Test (SAT)**. These tests have been used by universities to assess the suitability of candidates for tertiary studies since 1926.

The SAT gives the student a score by which tertiary institutions worldwide can assess their capacity for tertiary studies. This is not normally required in New Zealand.

Further information on the SAT may be obtained by visiting the College Board web site at: www.collegeboard.com

For details of testing in New Zealand see <http://www.fulbright.org.nz/studyus/tests/sat/>

DVD Resources

ACE sells a range of 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.

Guidelines for Completing PACE Tests

All PACE Tests need to be completed in proper, monitored and controlled environment.

This means that all PACE Tests should:

- be completed the day following the Self Test
- be completed in a designated area away from score keys or any other information that may assist the student
- be supervised by an adult, either learning centre supervisor, monitor or a home schooling parent (PACE Tests may never be supervised by another student)

Guidelines for Scoring PACE Tests

These guidelines have been prepared to help bring a greater degree of standardization throughout the country on PACE Test scoring. Because PACE Test marks at secondary level will be reflected on the transcript of ACE Certificates it is important that there be some standard guide particularly where questions have more than one point assigned to them. They are not set down as rules everyone must follow, but as guidelines for all those who mark PACE Tests.

1. Scoring answers that have more than one point assigned to them OR questions that require more than one concept/process or truth in the answer.
 - a. With these types of questions a wrong answer does not necessarily mean losing all the points assigned to the question.
 - b. If the final answer is incorrect but most of the process or content is correct, the student should receive some points. For example if there were 4 points assigned to the question and $\frac{3}{4}$ of the answer was right 3 points could be awarded.
2. Scoring answers that are correct except for a spelling mistake.
 - a. Spelling ought to be correct if the word that is misspelled is actually visible on the PACE Test or if it is a Word Building Test.
 - b. Some points ought to be assigned to answers that are correct even when there is incorrect spelling.
 - c. Deduct $\frac{1}{2}$ point off for each spelling/grammar/punctuation mistake.

3. Scoring the Scripture Passage.
 - a. Students should lose points if they cannot recite the Scripture passage correctly or do not write it out correctly.
 - b. Where there is incorrect spelling and/or punctuations in a Scripture passage they should lose ½ point per mistake to a maximum of half of the allotted points for the entire passage.
4. Recording scores where there has been a repeat PACE.
 - a. Both the failed PACE Test score and the repeat PACE test score ought to be recorded on the Supervisor Progress Card. We suggest like this:

69	70
73	99
69	70

HOW CREDITS ARE GAINED

Credits may be earned in three ways:

1. Through completion of ACE courses at or above PACE 1085 (NZ Year 9 level).

One credit is gained when a student completes 12 PACEs with a minimum PACE Test score of 80% in each PACE Test. Students must follow the recommended ACE procedures when completing PACE work and tests.

Note: There are 10 PACEs for each credit for College Level courses (USA University).

2. Through completion of approved non-ACE courses.

Credits may be awarded for non-ACE courses, which may be:

- an approved Local School Course (LSC) or
- an approved Other School Course (OSC).

These course providers may be such as a registered, integrated or independent school, the New Zealand Correspondence School, approved music or drama examining authority or a polytechnic institution.

A course may be approved for a full credit if it meets the following criteria:

- Covers a minimum of 100 hours work per annum *or* 20 NCEA/NZQA credits.
- Provides a course content scope and sequence.
- Contains a credible and attested form of assessment.
- Has a stated pass/fail marking criteria (e.g. minimum percentage)
- Has a credible and reputable course provider.
- Is consistent with a Biblical World View.

A course may be approved for a half credit if it meets the following criteria:

- Covers a minimum of 60 hours work per annum *or* 10 NCEA/NZQA credits.
- Provides a course content scope and sequence.
- Contains a credible and attested form of assessment.
- Has a stated pass/fail marking criteria (e.g. minimum percentage)
- Has a credible and reputable course provider.
- Is consistent with a Biblical World View.

Note that students may “bundle up” NCEA credits to form discrete “packs” of 10 or 20 in order to qualify for a half or full ACE credit. Any student applying to do this will need to show that those credits actually relate to each other; credits widely diverse in nature cannot be bundled up simply to create an ACE credit.

3. Through Prior Learning Credits

Students who start on the ACE Programme later than Year 9 may gain credits for prior learning if ACE diagnostic testing or alternative qualifications indicate that they are able to successfully complete ACE courses at PACE 1097 or above.

ACE COURSES

NOTE

- Credit level courses begin at PACE number 1085. These are the ACE courses currently available to students in New Zealand.
- An ACE Certificate must contain at least 75% ACE courses
- Light shading and a (+) symbol denotes a Yr 12 course, darker shading and a (*) symbol denotes a Yr 13 course
- Unless otherwise noted, Elective courses are generic (ie have no specific year or level rating).

SUBJECT	PACE No.	Cr.	Yr.	LEVEL	SUBJECT	PACE No.	Cr.	Yr.	LEVEL
MATHS					SCIENCE				
Math Overview	1085-1096	1	9		Earth Science	1085-1096	1	9	
Business Math	109-120	1	10		Biology	1097-1108	1	10	1
Algebra I	1097-1108	1	11	1	+ Physical Science	1109-1120	1	12	2
+ Geometry	1109-1120	1	12	2	* Chemistry	1121-1132	1	13	3
+ Senior Mathematics with Stats I	1-11	1	12	2	* Physics	1133-1144	1	13	3
+ Introduction to Advanced Maths	(Combo)	1	12	1	* The Bible and Science	1-10	1	13	3
* Senior Mathematics with Stats II	12-22	1	13	3					
* Level 3 Mathematics with Statistics	(Combo)	1	13	3	WORD BUILDING				
* Level 3 Mathematics with Calculus	(Combo)	1	13	3	Word Building	1085-1096	1	9	
* Algebra II	1121-1132	1	13	3	Etymology	1097-1108	1	10	1
* Trigonometry	1133 – 1138	½	13	3					
					CHRISTIAN STUDIES				
					Bible Telling	1-12	1	9	
ENGLISH					Successful Living	1-12	1	9	
English I	1085-1096	1	9		New Testament Survey	97-108	1	10	1
English II	1097-1108	1	10	1	Old Testament Survey	109-110	1	11	1
+ English III	1109-1120	1	12	2	NT Church History	121-132	1	11	1
* English IV	1121-1132	1	13	3	+ Life of Christ	133-144	1	12	2
* English V	1133-1144	1	13	3	+ Christian Growth	133-138	½	12	2
* English Composition I	1-10	1	13	3	+ Introduction to Missions	1-6	½	12	2
* English Composition II	1-10	1	13	3	* Christian Worldview	1-12	1	13	3
					* The Bible & Science	1-10	1	13	3
LITERATURE					* Intro to Christian Counselling	1-10	1	13	3
Basic Literature 8	86-96	½	9		* Biographies of Christians	1-10	1	13	3
Basic Literature 9	98-108	½	10						
ACE Literature I	1-5	½	13	3	ELECTIVES				
					Creative Communication Skills	1-6	½		Generic
SOCIAL STUDIES					Beginning Art	73-84	1		Generic
NZ Social Studies	1085Z-1096Z	1	9/10		Typing/Keyboard Skills		1		Generic
World Geography	1097-1108	1	10	1	Art	97-108	1		Generic
World History	97-108	1	10	1	ACE Monitor Course		1		Generic
World History Projects	1-12	½	10	1	Health	1-6	½		Generic
+ American History	1121-1132	1	12	2	Nutrition Science	1-6	½		Generic
* History of Civilization I	1-10	1	13	3	Speech	1-6	½		Generic
* History of Civilization II	11-20	1	13	3	Rosetta Stone Languages	-	½		Generic
* Collectivism	133-138	1	13	3	Music	1-6	½		Generic
* Economics Condensed	1-6	½	13	3	Auto Mechanics	1-6	½		Generic
* Economics Revised	1-10	1	13	3	General Business	97-108	1		Generic
* Senior Modern History I	1-10	1	13	3	+ ACE Spanish		1	12	2
* Senior Modern History II	11-20	1	13	3	* Greek	121 -132	1	13	3
* Christian Worldview	1-12	1	13	3	* Greek II	1-10	1	13	3

Defining ACE Courses

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

Exceptions:

The following non-ACE courses can also be claimed as ACE credits, and do not require an application for approval for a Non-ACE Course to be submitted.

- **Any keyboarding programme used to meet the 30 w.p.m. credit requirement.**
(NOTES: (1) If a report from the typing programme being used is difficult to obtain then a simple report can be gained by completing a three minute test at www.typingtest.com.) (2) To obtain the credit proof must be submitted that a minimum of 30 w.p.m. have been obtained with 100% accuracy. A "corrected" score is not acceptable.
- **Approved alternative Literature courses** (Note: if these courses are taken as extra, standalone credits rather than as *replacements* for ACE Basic Lit 8 & 9, they are then considered to be non-ACE). Contact your school or Homeschooling Agency for details of these.

ACE COURSE DESCRIPTIONS

This section contains comments on a range of ACE courses, and is included to assist with course selection for senior students.

Christian Growth (½ credit)

This Christian Studies course is recognised as a Year 12 (+) level course and is often combined with "Introduction to Missions" in order to gain a full credit.

Christian Worldview Course (1 credit)

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.

This, 'How Now Shall We Live?' course is at Level 3 and is based on the book by Charles Colson and Nancy Percy. To do this course you will need to have a copy of the paperback version of the book which includes the study guide. You will also need to purchase from SCEE a score key for the study guide, Tests and Test score keys, and Teacher's Guide. Answers need to be written in an exercise book.

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. Home Educators should contact their support agency for details of their required marking procedures for this course.

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

Economics (½ credit or 1 full credit)

This is either a half credit or a one credit course at Level 3.

To complete the Economics credit, SCEE recommends a combination of the 6 revised Economic PACEs (1139-1144) 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.

Collectivism (1 credit)

We have often heard positive comments about this course. It is an excellent course to do with, or to follow, Christian Worldview.

Grammar (no credit – introductory course only)

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).

This is a condensed course suitable for more able students and, once completed, a student can then start English PACEs at secondary level.

The Grammar PACEs 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.

As students are working through these PACEs we recommend they keep a review book with the important concepts and definitions for future reference.

Health (½ credit)

This ½ credit course provides comprehensive instruction on health and well-being and is often used complementary to Nutrition Science in order to gain 1 full credit. Both courses are popular, not too difficult and very practical.

Literature 8 & 9 (½ credit each = 1 full credit)

Each course is worth one ½ credit and may be combined with other approved Christian Literature Courses.

Approved alternative literature courses may also be considered as ACE credits. See the “Exceptions” note under the heading “Defining ACE Courses” on the previous page.

Literature, Upper Secondary (½ credit)

The upper secondary courses Literature I and II do not exist as two separate courses but have been combined as Literature I for a ½ credit course. This consists of five titles with assigned study guides for each one:

- *To Be the First*
- *The Flood*
- *Let Us Pray*
- *The Hiding Place*
- *Ben Hur*

Mathematics Courses:

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 workplace or tertiary training course they wish to access.

Algebra I (1 credit)

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. DVDs 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.

Introduction to Advanced Mathematics (1 Level 2 (Yr 12) credit)

The Introduction to Advanced Mathematics course is designed to lead into the two Level 3 courses, Level 3 Mathematics with Statistics and Level 3 Mathematics with Calculus,

It may be possible to do the Level three courses without this introduction for a very good Maths student but the recommendation is to first do the introductory course.

The two Level 3 courses are standalone courses but because of the composition and common PACEs of both courses it is not possible to do both courses for a full credit each. However, it is possible to take one course for a credit and then do the other four or five PACEs from the other course for a half credit in either calculus or statistics. (This is because seven PACEs are common to both courses.) Note that a copy of the Scope & Sequence for this course is available on the “ACE Certificates” page of the www.facenz.org website.

Level 3 Maths with Statistics (½ -1 credit)

See the note above. Note that a copy of the Scope & Sequence for this course is available on the “ACE Certificates” page of the www.facenz.org website.

Level 3 Maths with Calculus (½ -1 credit)

See the note above. Note that a copy of the Scope & Sequence for this course is available on the “ACE Certificates” page of the www.facenz.org website.

Trigonometry (1/2 credit)

This course is recognized for ½ credit at Year 13 (*) level. Students require a “Texas Instrument” graphic calculator - TI84Plus (see notes on “Senior Maths Calculators” below). Other calculators used in NZ schools may differ in format from that described in the PACEs but may be able to be used to achieve the same results – refer to the calculator’s instruction manual in such instances.

Senior Maths Calculators

The Senior Maths course requires the following “Texas Instrument” graphic calculator - TI84Plus. These can be obtained from:

NuLake Ltd, P O Box 103, 14 Pacific Place, Wanganui 4540

Ph: 06 344 6066 **Fax:** 06 344 6166

Cost. Approx. \$200

Home Schooling NZ also has these calculators available for hire.

Missions, Introduction to (½ credit)

This Christian Studies course is recognised as a Year 12 (+) level course and is often combined with “Christian Growth” in order to gain a full credit.

Monitor Missions (1 credit)

One credit can be gained if a student completes the required ACE Staff Training PACEs as well as completing 100 hours of practical monitoring duties in a learning center.

It is recommended that the training should be completed at an official five-day training course held by SCEE Staff. Where this has taken place the student only needs to complete 80 hours of monitoring duties. The practical monitoring needs to be overseen by the school principal, and written verification of this must be included when applying for a Certificate.

Music (½ credit)

This ½ credit course 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.

Nutrition Science (½ credit)

This ½ credit course provides comprehensive instruction on health and well-being and is often used complementary to Health in order to gain 1 full credit. Both courses are popular, not too difficult and very practical.

Senior Modern History (1 credit)

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 covers New Zealand 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. When ordering this course, be advised that additional material (other than just PACEs) is required.

For Certificate purposes, both courses are worth one credit at Level 3.

Supplementary Activities contained within the Senior Modern History I course are required parts of the course and must be completed in order for a credit to be obtained.

Social Studies, NZ & Pacific Islands (1 – 1 ½ credits)

There can be several options now with NZ Social Studies with the introduction of PACEs on Vanuatu, Cook Islands, Tonga, and the Solomon Islands. Students may gain up to 1 ½ credits by any combination of these Social Studies PACEs. Australian, USA, or PNG Social Studies PACEs may also be used to make up the required number of PACEs, if necessary.

Spanish (1 credit)

The Spanish course consists of 12 PACEs and a set of DVD's. 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.

Speech (½ credit)

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

World History Projects (½ credit)

There are twelve “World History Projects” that can be completed as part of the World History course. Given the importance in tertiary study of acquiring the skills of research, essay writing and being able to present a reasoned argument, some schools or home education/school agencies may make these projects mandatory for any student who does the World History course. Please contact your school or home education/school agency to find out what they require before beginning this 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 the resources the student used. For ACE purposes, books in bibliographies should be listed as follows:

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

Bibliographies must give full URL of any internet references eg.

<http://www.britannica.com/EBchecked/topic/444180/Rosa-Parks>

NON-ACE COURSES

The NZ ACE Academic Council has worked hard to create a certificate framework that enables students to construct a senior certificate that can be personalised to enable a student to gain entry into either the workplace or tertiary training environment of their choosing. To that end, the ACE Certificate structure allows for a non-ACE course content of up to 25% of the minimum credits required.

Rather than publish a list of courses that have already been accepted, the Academic Council would rather encourage folk to "think for themselves", and to make the sorts of choices that best advantage their student(s) into either the workplace or the tertiary training sector that best suits them..

Therefore, students are strongly encouraged to talk to those who will either employ or train them next, and make any non-ACE course decisions based on their recommendations.

Approval of Non ACE Courses

New Zealand ACE Certificate Guidelines allow schools and home education agencies to apply for credits for non-ACE courses.

There are two categories of non ACE courses, “Local School” and “Other School”.

1. Local School Courses - LSC

A school or home education agency may apply for a course of study that they provide as part of their home education/school agency education programme.

They must complete the Application for Approval of a Non ACE Course and pay the application fee. This is a once only fee per course. Once a LSC is approved, the school or home education agency can

then award credits to any student enrolled with them, who completes the course satisfactorily. No further applications or application fees are required.

Note that Local School Courses are only pre-approved for the school/agency who has applied for them. Any others wishing to do these courses must apply for them.

Each home education/school agency needs to make a sheet listing all the Local School Courses that they have had approved and only this list needs to be sent in when applying for an A.C.E. Certificate.

2. Other School Courses – OSC

Apart from the courses noted below as “pre-approved”, all non- ACE courses must be applied for on an individual basis using a *Application for Approval of a Non ACE Course* form (see below).

Once approved the school or home education agency will be sent a Non Ace Course Approval Form for each student applied for. This must be forwarded with the Application for an ACE Certificate.

Performing Arts Credits (pre-approved)

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

NOTE: An “Application for a Non ACE Course” form is NOT needed for any of these.

Music Practical (all instruments) - Grade 3 and higher.	Trinity College of Music Associate Board of the Royal Schools of Music
Music Theory - Grade 4 and higher.	Trinity College of Music Associate Board of the Royal Schools of Music NZ Music Exam Board NZ School of Modern Music St. Cecelia School of Music AMEB
Speech and Drama Grade 5 and Higher	Trinity Guildhall of London
Dance Grade 6 and Higher	Royal Academy of Dance NZ Association of Modern Dance Jazz Dance NZ Ballet Australia

Although an approval form is not required, a copy of the Certificate gained will need to be forwarded when applying for a Certificate.

Foreign Languages (pre-approved)

All languages completed through Rosetta Stone earn 0.5 credit per level completed, with the exception of Hebrew, which is one full credit per level. Rosetta Stone courses are regarded as being ACE courses, so an “Application for a Non ACE Course” form is not required. Students may take as many Rosetta Stone credits as they wish.

Literature (pre-approved)

A number of different schools and agencies have their own, pre-approved alternatives to ACE Literature 8 & 9. These count as ACE credit courses (one credit each) when taken as a substitute for ACE Basic Literature 8 & 9. (Note however, that when taken as non-ACE elective credits, they count as non-ACE credits.)

NZ Correspondence School (Te Aho o Te Kura Pounamu)

While most NZ Correspondence School Courses will gain Academic Council approval, **they must be applied for using the “Application for a Non ACE Course” form.**

Any Council-approved NCEA Achievement Standards gained through Correspondence School courses will qualify for ACE credits based on the following criteria:

10 NCEA credits = ½ ACE credit
20 NCEA credits = one ACE credit

(Note that NZQA, for its own reasons, does not reciprocate and does not recognise any credits gained by alternative curricula in NZ, such as ACE, Cambridge or International Baccalaureate.)

The NZ ACE Academic Council gives NCEA credits the following equivalency rating:

Level 1 NCEA credits = Level 1 (Yr 11) ACE
Level 2 NCEA = Level 2 (Yr 12) ACE
Level 3 NCEA = Level 3 (Yr 13) ACE

NZQA Courses (Unit Standards)

While most NZQA Unit Standard Courses will gain Academic Council approval, **they must be applied for using the “Application for a Non ACE Course” form.**

Any Council-approved NZQA Unit Standards gained will qualify for ACE credits based on the following criteria:

10 NZQA Unit Standard credits = ½ ACE credit
20 NZQA Unit Standard credits = one ACE credit

Any training course that has an official NZQA credit rating on it may be submitted to the Academic Council for approval on the same basis as courses with NCEA credits. The NZ ACE Academic Council gives NZQA Unit Standard credits the following equivalency rating:

Level 1 NZQA credits = Level 1 (Yr 11) ACE
Level 2 NZQA = Level 2 (Yr 12) ACE
Level 3 NZQA = Level 3 (Yr 13) ACE

Applying for Approval of a Non-ACE Course

Courses must be applied for using an “Application for Approval of Non-ACE Course” form. A copy of this can be found at the Academic Council’s website www.facenz.org (→A.C.E. Certificates → Application Forms).

You must complete a separate application form for each course applied for.

NB Such applications should be made *before* a student starts a 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. **Note that the Academic Council is *not* obliged to give any credits to courses already completed.**

1. Attach supporting documents such as scope and sequence and means of assessment with your application. Send any information that will assist the Academic Council in the assessment process.

2. Include payment with the application. FACENZ cannot accept credit card payments at this time, but will accept cheques, postal orders and bank drafts. Please make cheques out to FACENZ. Bank account details for direct payment can be found on the last page of this book.

3. **Schools:** the application and supporting material should be sent to:

FACE NZ, P.O. BOX 4109, KAMO 0141

Please do not send these applications to Southern Cross Educational Enterprises (SCEE).

Home Schoolers: the application and supporting material should be sent to your home schooling support agency: Note that *applications made directly to FACE NZ or to SCEE will be returned.*

4. The Academic Council will assess each application, and will either:

- a. Approve the application or
- b. Decline the application or
- c. Request more information

Where an application is approved a **“Non-ACE Course Approval Certificate”** will be issued and sent to the principal of the school or home education agency.

When the student has successfully completed the course, the principal will sign the “Non-ACE Course Approval” form. This form needs to accompany the ACE Certificate Application Form when it is sent to the New Zealand Academic Council.

If the application is declined, then it will be returned to the applicant with an explanation and appropriate recommendations. The applicant may be invited to resubmit the application.

Please note:

1. While every effort is made by the Academic Council to ensure that non-ACE courses do not conflict with a Biblical worldview, at times courses need to be approved which may have some debatable content. (For example, this can occur when students are required to take a specific non-ACE course in order to gain entry to a particular tertiary programme.)
2. It must be understood 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.
3. The Council therefore 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.

APPLYING FOR A NZ ACE CERTIFICATE

When a student comes within six or so PACEs of completing the requirements for an ACE Certificate, the applicant should make sure that:

- An ACE Certificate Transcript (or an equivalent official record of learning) is up to date.
- All certificates and approval forms for any non-ACE courses are approved by the NZ ACE Academic Committee ;
- The **appropriate number of credits** are about to be achieved;
- The **special conditions regarding Year 13 subjects** and their average pass marks have been fulfilled;

When a student is ready to apply for their Certificate:

Complete the NZ ACE Certificate Application Form; use the latest form, which can be downloaded from the www.facenz.org website (→ACE Certificates →Application Forms).

- **Enclose the processing fee.**
- **Home school applications must be sent to the student’s support agency.**
- **Schools send their application to:**

NZ ACE Academic Council
PO Box 4107
KAMO 0141

The processing of a certificate application can take several weeks, so please make sure that all documentation is accurate and that the certificate application is made in plenty of time, particularly if it is needed by a certain date for further education or employment purposes.

Once the certificates are produced they will be returned to the school or home education agency for them to finalise and distribute to their students.

N.B. Applications that are not completed correctly and clearly will be returned to the applicant.

Overseas Certificate Applications

When applying for a New Zealand ACE Certificate from overseas it is important to allow time for arrival and delivery of certificates, especially if the certificates are required by a certain date.

Payment should be made by postal order, or bank cheque and made out to FACENZ. We cannot receive credit card payments at this time.

There may also be additional bank fees at both ends. The responsibility for investigating and paying these rests with the applicant. There may also be additional freight costs that the applicant will need to cover, depending on the location and delivery service used. In such cases, the applicant will be invoiced for the additional costs.

Certificate Upgrades

A student who has already received a certificate can apply for an upgrade once the additional requirements have been met.

To apply for a certificate upgrade, simply complete the Application for an ACE Certificate application form and enclose the appropriate documentation and payment.

The upgrade does not include a new folder.

NZ Academic Council Application Fees

The following fees are set so that the NZ ACE Academic Council can continue to make representation to various government agencies who approve and accredit our qualifications, and to help cover the true cost of producing these certificates.

All fees are non-refundable and required for each application and applications that need to be re submitted.

Application for a “Local School Course” - LSC	\$5.00 (<i>once only per course/ credit</i>)
Application for an “Other School Course” - OSC	\$5.00 (<i>per course/ credit</i>)
Application for an ACE Certificate (<i>Includes folder and all documentation</i>)	\$89.95 (<i>per certificate</i>)
Application for an ACE Certificate Upgrade (<i>Includes Certificate, Academic Transcript and Scope and Sequence only</i>)	\$49.95 (<i>per upgrade</i>)
Application for an ACE Certificate from Overseas	\$99.95 (<i>per certificate</i>)

(Where possible, a bank cheque in NZ dollars may be the best option. Note that overseas applicants are responsible for all sundry expenses, such as bank fees, apart from the actual application fees.)

Forms:

Because of the need for careful quality control and maintenance of the integrity of the certificates, properly audited documents are required at all stages during the application for a certificate.

The following forms are used in the NZ ACE Certificate application process. They may be downloaded from the FACENZ website (www.facenz.org)

- A NZ ACE Certificate Progress Chart *or* a certificate transcript.
- Application for Approval of Non-ACE Course(s) *(if required)*
- Application for an ACE Certificate
- Application to Enrol as a Late Starter (Level 2 or Level 3)

PLEASE NOTE: Home educators should contact their home education/school agency for the appropriate procedure when ready to apply for any of the ACE Certificates. **It is the agency that must apply for the certificate and not the parents.**

ACE CERTIFICATE ACCREDITATION

NZ ACE Academic Council requires all schools and home school agencies, who wish to issue ACE Certificates, to be accredited.

Only home education/school agencies that fulfill the criteria for accreditation will be eligible to offer ACE Certificates to their students.

A home education/school agency may lose their accreditation if it is found that they no longer meet the criteria.

The accreditation requirements are designed to maintain the integrity and reputation of the ACE Certificates and to protect the interests of all students using the ACE programme.

ACE TRAINING

All staff working in a school or home education/schooling agency using the ACE programme must complete the required ACE teacher and/or monitor training course every five years. This consists of attending a five day training course conducted by a SCEE registered trainer and completing the required ACE Staff Training PACEs.

This training must be repeated if any staff members have not completed the training in the past five years.

All home educators must attend a two day training course before any ACE Certificates will be issued. This training needs to be completed prior to the student commencing PACE numbers 1085. If a student has already commenced working towards an ACE Certificate then the supervising parent must complete this course as soon as is practically possible but no later than twelve months after starting PACE numbers 1085.

Exemption from attending any required training will only be considered by the Academic Council if there are particularly extenuating circumstances.

NZ TERTIARY EDUCATION PROVIDERS WHICH HAVE ACCEPTED STUDENTS WITH ACE CERTIFICATES

UNIVERSITIES

University of Auckland

University of Canterbury

Lincoln University

Massey University

University of Otago

Victoria University of Wellington

University of Waikato

Auckland University of Technology

INSTITUTES OF TECHNOLOGY AND POLYTECHNICS (ITPs)

Christchurch Polytechnic Institute of Technology

Eastern Institute of Technology

Manukau Institute of Technology

Nelson Marlborough Institute of Technology

Northtec

UCOL - Palmerston North, Wararapa, Wanganui

Otago Polytechnic

Tai Poutini Polytechnic

UNITEC

Wanganui UCOL

Wairiki Institute of Technology

PRIVATE TRAINING INSTITUTIONS

Bethlehem Tertiary Institution

Laidlaw College

Natcoll Design Technology

Seventh Day Adventist Teachers' Training College

ARMED FORCES

NZ Army

Royal NZ Air Force

NZ Royal Navy

ACADEMIC COUNCIL CONTACT DETAILS

New Zealand ACE Academic Council

PO Box 4107

Kamo 0141

Website: www.facenz.org

Email: facenz99@gmail.com

Bank Account Details:

FACENZ, Westpac, Richmond Branch,

Account Number 03 0751 0245893 00

Swift Code for overseas families: WPACNZ2W

Note:

1. When sending cheques, please make them payable to **FACENZ**
2. When paying by internet banking, please make sure the student's name is clearly identified in the payee details.

