

GRADUATION HANDBOOK

Accelerated Christian Education Ministries (South Africa)¹

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Additional documentation:

Guidelines for Diagnostic Testing

Academic Projection forms – Master Copies for College Entrance, General and Vocational

TAKE NOTE:

Please also refer to **SA PACE Sequence Handbook** and the **ACE Ministries Procedures Manuals**.

(1) Please note that School of Tomorrow is still a recognised name nationally and internationally. The certificates are registered with the South African Qualifications Authority (SAQA) under the name of School of Tomorrow.

1. SPECIFICS FOR HIGH SCHOOL

1. A Learner is considered to be a high school learner when he/she begins work in PACE 1085 (Grade 8) unless he/she is far behind in certain subjects. Credits for Graduation begin from PACE 1097.
2. Please take note that the PACE sequence of some courses is not always in numerical sequence. Also note that some courses have prescribed prerequisites, e.g. Algebra I is a prerequisite for Algebra II.
3. A learner may become a high school learner at any time during an academic year, as this is determined by achievement and not calendar grade levels.
4. A learner must complete at least the full FET (senior secondary) school phase (Grade 10 to 12) on the ACE Ministries programme.
5. Schools wanting to apply for graduation certificates from the ACE Ministries (SA) National Office must have attained and maintained Silver Status accreditation. (See also page 12.) Non-Silver Status Schools and Home Schools please refer to sections 4 and 15 of this Handbook.

2. QUALIFICATIONS AND CERTIFICATES

There are four basic courses of study.

NAME OF QUALIFICATION	SAQA INTERIM REGISTRATION NUMBER
• ACE Ministries Grade 12 College Entrance – with university exemption equivalence (NQF 4)	17209
• ACE Ministries Grade 12 College Entrance (NQF 4)	
• ACE Ministries General (NQF 3)	17207
• ACE Ministries Vocational Preparatory (NQF 1)	17208

3. CREDIT STRUCTURE

1. Credits towards graduation are accumulated from the Grade 9 level.
2. One credit is earned for every year's course completed according to the prescription laid down in the SA PACE Sequence. One half credit is earned for courses consisting of 6 PACEs only e.g. Music, Speech, etc.
3. Refer to the different courses for compulsory minimum requirements for each certificate.
4. Learners can receive credits for group lessons provided such lessons are approved by ACE Ministries Educators' Board as part of the ACE Ministries programme, if particular PACEs are not available. **(Note: Where PACEs are available, alternative courses will not be considered.)** A scope and sequence of the course as well as a work scheme must be submitted for approval. Please complete the 'Application for Credit Approval of non-PACE courses' form at the back of this manual and forward it together with your Academic Projections to Academic Services for approval BEFORE the learner begins the course. **This must accompany original Academic Projections submitted for approval. No credits will be granted for any course that is not pre-approved by the National Office.**

The Procedures Manual states that conventional type lessons need **45 minutes per day, for 180 days per year, for a full credit.** It is also required to provide for **12 test scores** to earn a full credit in the same way PACE Test marks are recorded.

5. ACE Ministries will always endeavour to set a high standard, presenting a quality programme. Therefore, credits will only be awarded to learners who have earned them.

Physical Education (PE) credits, for example, are not two easy credits.

- ✓ A specific programme must be followed.
- ✓ The progression of the learner must be monitored and recorded.
- ✓ The programme must be worked on regularly (e.g. 90 minutes each week of the term), etc.
- ✓ A work scheme of the programme must be submitted to ACE Ministries for approval, as well as a final report of a learner's progress before graduation.

4. SCHOLASTIC APTITUDE TEST (SAT I / SAT II) and ALTERNATIVE ADMISSIONS RESEARCH PROJECT (AARP)

In a meeting with Higher Education South Africa (HESA – formally SAUVCA) in September 2005, the senate's discretionary route to graduates on the ACE programme was again confirmed. The Matriculation Board (under HESA) verified that our learners will still be given the opportunity to apply for admission to a South African University provided that they meet the requirements of the College Entrance Certificate, as well as the minimum stipulated scores on the SAT or the AARP.

The **SAT I** is a reasoning test comprised of three sections:

- Critical Reading, which has sentence completion and passage based questions.
- Math, which is based on Math that College/University-bound learners typically learn in high school Math.
- Writing skills, which has multiple choice questions and a written essay.

SAT II is a subject test. Learners who do not have Math as a major should write the SAT II. Learners would do English and then choose another subject (e.g. Biology, Physics, Chemistry, World History).

AARP comprises of four sections:

- PTEEP - Placement Test in English for Educational Purposes
- MCOM - Mathematics Comprehension Test
- MACH - Mathematics Achievement Test
- RT - Reasoning Test to assess capacity to think critically and logically

The following benchmark scores and combinations of tests have been approved for learners wishing to graduate with a **College Entrance Certificate with exemption equivalence**.

Grade 12 College Entrance with University Exemption Equivalence	
SAT I	AARP
1 600 in total Critical Reading – subminima 550 Math and Writing Skills – 500 for each	PTEEP 60% MACH 50% MCOM 45%
SAT II (Non-Math Learners)	AARP (Non-Math Learners)
1050 in total English + other subject – minimum 500	PTEEP 60% RT 58%

The following minimum benchmark scores and combination of tests have been approved for all **Home School learners and learners from Non-Silver Status schools** who wish to graduate with a **College Entrance Certificate without exemption equivalence**.

Grade 12 College Entrance Without University Exemption Equivalence	
SAT I	AARP
850 in total Critical Reading – minimum 400 Math – minimum 400	PTEEP 40% MACH 33% MCOM 33%
SAT II (Non-Math Learners)	AARP (Non-Math Learners)
850 in total English + other subject – minimum 400	PTEEP 40% RT 33.3%

For more information please refer to Principal's Circular **37 of 2006** and **47 of 2008**.

Special SAT Note: The SAT is independent of ACE Ministries and administered by the College Board. Please visit the website for details of testing dates, registration, study materials and venues:
www.collegeboard.com

Special AARP Note: According to the HESA circular 53/2008 learners intending to study at university at faculties not requiring Mathematics will only need to write the PTEEP and RT even if they had Math as a major.

For AARP registration and dates: contact the Academic Services Department at ACE National Office

5. TRANSFER LEARNERS

Learners wanting to graduate on the ACE Ministries programme, who have transferred from conventional schools, must meet the following requirements:

1. Present a **minimum of 18 graduating credits** on the ACE Ministries programme in accordance with any given graduation course.
2. Must complete at least the full FET school phase (grade 10-12) on the ACE Ministries programme.

Transfer credits will be allowed for courses passed at a conventional school with a pass mark of 60%+ (or based on the new OBE system for a symbol 5 = substantial achievement, 6 = meritorious achievement or 7 = outstanding achievement). Learners transferring from one ACE school to another, simply have their credits transferred. All records must be forwarded to the new school.

(Please refer to the Guidelines for Diagnostic Testing for more information on transfer learners)

6. HOME SCHOOL LEARNERS

1. Graduation Certificates can only be issued to Home School learners who have complied with the ACE Ministries (SA) Home School policy.

All Home School learners will be required to write the SAT or AARP before the end of their Grade 12 year to verify potential and achievement. (See section 4.)

2. All PACE Tests of all graduation courses must be retained by the Host or Home Education Academy for verification by the ACE Graduation Department, should it become necessary to do so.
3. Learners applying for the General or Vocational Certificates must present the most recent C-FAM/OBEST results.

7. FOREIGN LEARNERS

An immigrant candidate is:

- a child or a dependent of a diplomatic representative of a foreign government accredited in South Africa; or
- any person who:
 - ✓ first entered a South African school in Grade 7 or a more senior grade (that is, enrolled in and attended a South African school), or
 - ✓ having begun his or her schooling at a school in South Africa, has attended school outside South Africa for two or more consecutive years after Grade 6 or its equivalent.

To be classified as an immigrant candidate, such a candidate must be in possession of the relevant official documentation issued by the Department of Home Affairs. (Please submit proof of immigrant status with Academic Projection application)

To qualify for a College Entrance Certificate **with** or **without** exemption equivalence, an immigrant candidate may offer only **one** official language as a major, provided that another subject is offered in lieu of the one language that is not offered. An immigrant learner may offer his/her home language as another additional language. A non-PACE course application must be submitted with the Academic Projection.

8. CAREER GUIDANCE

In order to choose the best course of study and make the best subject choice, please refer to the following career guidance aids which are available from the National Office:

- **Your Career in Changing Times**
a 324 page handbook giving valuable insight into ministry / career planning for level 12 to adult (#991)
- **The Pathfinder**
an excellent resource for learners in academic levels 11 and 12 for making ministry / career decisions (#990)
- **Finding the Career that Fits You**
a 185 page workbook which includes the 'Personality Analysis' as well as surveys for examining one's own interests, skills and work priorities (#988)
- **My Career**
a local directory on career planning, tertiary studies and other relevant information; available from:
Department of Labour
Private Bag X117
PRETORIA
0001
- **Choosing a Career You Will Like**
By Dr. Louise Holman. (ISBN no.: 0.620.34703.1)
Contact Adam's Bookshop or email drlholman@yebo.co.za.

- **Discover Your Career**

By Dr. Lanette Hattingh and Debbie de Jong

Available from Kairos Training and Development, email: kairosdevelopment@gmail.com

9. ACADEMIC PROJECTIONS

1. An Academic Projection should be compiled for every learner at the beginning of the Grade 9 level. The learner's parents, the supervisor and the learner should be involved in determining a course of study.
2. Refer to the latest **SA PACE Sequence** (item # 1000020) and the latest **Graduation Handbook** (item # 100004) for information.
3. Complete the relevant Academic Projection document appropriate to the chosen course of study. An Academic Projection document is available on request from projections@aceministries.co.za or academics@aceministries.co.za. Alternatively it can be downloaded from the ACE website on www.aceministries.co.za.
4. The original, completed, signed document should be sent to:
 Academic Projections
 ACE Ministries
 P O Box 22072
 Glenashley
 4022
 or, a scanned copy of the Academic Projection can be emailed to projections@aceministries.co.za.

Please note that faxed copies are not acceptable.

5. Any changes to the Academic Projection, **after** approval of original submission, **must** be submitted in writing to the National Office, and must be approved before the learner commences the subject.
6. When determining a course of study, the following factors should be considered:
 - ✓ the parents' expectations of the learner
 - ✓ the learner's career choice
 - ✓ the learner's ability, achievement and performance levels as determined by testing
 - ✓ the parents' sense of responsibility in assisting staff and learner to achieve maximum results
 - ✓ the learner's age at projection
 - ✓ the learner's long-term goal achievement

Checklist:

- Please complete the checklist for Academic Projections before forwarding any information to the National Office. (See below) Also available on the web at www.aceministries.co.za.
- Please notify Academic Services should a learner leave your school, or transfer to another school before graduating.

CHECKLIST FOR ACADEMIC PROJECTIONS	Yes
Have the learner's name, address, telephone number and customer number been included?	
Have you consulted with both parents and learner before finalising the projection?	
Have courses been chosen in accordance with our SA PACE Sequence and Graduation Handbook requirements?	
Does the learner have the correct amount of *FET credits (3 credits) in his/her major subjects?	
Does the learner have all the required compulsory credits and major subjects?	
Have you stated clearly the year of intended graduation for your learner?	
Have you completed the Academic Projection document appropriate to the course of study?	
Have you included proof of immigrant status if applicable?	

*FET = Further Education and Training Band, i.e. Grade 10-12

10. COURSES OF STUDY AND SUBJECT CHOICES

1. SCHOOL OF TOMORROW COLLEGE ENTRANCE COURSE:

- Requirements for learners graduating at the end of 2008 (and beyond):
 - ✓ all grade 9 courses complete
 - ✓ attend AASC at least twice (An extra ½ credit will be added for each of 2 additional years attended.)
 - ✓ minimum of 7 major subjects – 4 compulsory and 3 (or more) additional majors
 - ✓ minimum of 29½ credits (Grade 9 inclusive)

This does not necessarily mean that more work is done per year, in terms of volume, but rather that activities from other learning areas are incorporated into subjects like Life Orientation.

- Possible major subjects have been listed in this Graduation Handbook. However, not all these subjects are recognised subjects in the FET band. The National Senior Certificate requirements were piloted (in South African schools) for grade 10's in 2006 for graduation in 2008. An interim period of acceptance of these non-FET subjects is in operation as further changes to the FET requirements are anticipated.

1.1 College Entrance Grade 12 With Exemption Equivalence

Learners who choose this category are those who have the ability to prepare for tertiary study at a university or for specific technikon diplomas. Careful consideration must be given to the entrance requirements of the specific institution that the learner plans to attend. Candidates and parents should consult the prospectuses of the respective institutions to ensure that all the necessary entrance requirements are met.

Learners wanting to apply to a university must follow the senate's discretionary route, as advised in Circular 53/2008, to Registrars of SA Universities. In addition to the requirements set out in this Handbook, learners must write either the SAT I or SAT II, or the AARP. (See section 4.)

1.2 College Entrance Grade 12 Without Exemption Equivalence

Learners who do not require university exemption may obtain this certificate without writing the SAT I or AARP, provided that the school has achieved Silver Status. Learners from non-Silver Status Schools and Home School learners must write either the SAT or AARP. (See section 4.)

1.3 College Entrance – SA Certificate With Honours (from 2008)

A learner wanting to apply for this certificate must meet all the criteria for a College Entrance **with** Exemption Equivalence, plus:

- ✓ minimum of 30 credits (which includes Life Orientation major)
- ✓ PACE average of 96% per grade level for each of the graduating credits from Grade 9-12
- ✓ required minimum SAT or AARP score (See section 4.)
- ✓ Readmaster or approved Alternative Reading Programme – reading speed of 600 wpm at the Grade 12 level
- ✓ a testimonial from the pastor of the local church attended by the learner

SUBJECT COMPONENTS FOR COLLEGE ENTRANCE CERTIFICATE (GRADUATING 2008 AND BEYOND):

*All Grade 9 courses must be completed.

1.4 Compulsory Majors

Major 1 – Home Language:

<i>English</i> *1097-1108	<i>or</i>	<i>Afrikaans</i> *1085-1096
1109-1120		1097-1108
1121-1132		1109-1120
1133-1144		1121-1130

Major 2 – First Additional Language:

<i>Afrikaans</i> *1073-1078	<i>or</i>	<i>English</i> *1085-1096
1085-1096	} 6 PACEs per level (see pg 30 SA PACE Seq.)	1097-1108
1097-1104		1109-1120
1109-1115		1121-1132

Major 3 – Mathematics:

<i>Math</i>	*1097-1104 ; 1109-1112 1105-1108 ; 1113-1120 1122-SA1132B SA1133-1144	<i>or</i>	<i>Math Literacy</i>	* <i>Math</i> 1097-1104 ; 1109-1112 1109-1114 1121-1126 1133-1138
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Major 4 – Life Orientation:

Nutrition 1-6
 Health 1-6
 Biblical Studies (BNTS) 97-108
 Study Skills 1-3
 3 practical exercises from Life Orientation Manual
 Mission Statement as per Life Orientation Manual

1.5 Additional Major Subjects – Choose 3 (or more)

Biblical Studies:

1109-1120
 1121-1132
 1133-1144

Life Sciences / Biology: *1097-1108

Grade 10- workbook
 Grade 11- workbook
 Grade 12- workbook

Physical Science: *SA 1097-1102

1109-1120
 1121-1132
 1133-1144

History: *1097-1108

Collectivism 1133-1138 History of Civilization C1-10 History of Civilization C11-20	} <i>or</i> non-PACE courses for Grades 10-12
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Geography: *Earth Science 1091-1096

World Geography 1197-1108 College Geography C1-10 Grade 12 must be offered as a non-PACE course	} <i>or</i> non-PACE course for grades 10-12
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Accounting:

Grade 10 Grade 11 Grade 12	} must be offered as a non-PACE course
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Economics / Business Studies:

Business Math	1109-1120
Economics	1139-1144
SA Business Economics	1133-1144

Engineering and Graphic Design:

Grade 10 Grade 11 Grade 12	} non-PACE course see SA PACE Sequence
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Computer Science:

<ul style="list-style-type: none"> • <u>Computer Application Technology</u> CAT Gr 10 CAT Gr 11 CAT Gr 12 	<ul style="list-style-type: none"> } SkillsPro / Futurekids or approved provider 	<ul style="list-style-type: none"> <i>or</i> • <u>Computer Education</u> SkillsPro 1-4 <i>or</i> other recommended course
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Non-PACE courses offered by registered providers will be considered.

Social Studies:

(*Choose THREE if History and/or Geography are not chosen.)

- History of Civilization C1-10
- World Geography 1097-1108
- College Geography C1-10
- History of Civilization C11-20

Arts and Culture:

- *Visual Arts*
1073-1084
1097-1108
1109-1114 } or non-PACE course
for grade 10-12

**History of Art (non-PACE) recommended
added elective**

- *Music*
UNISA
Practical Gr 4 to 6 or beyond
Theory Gr 3 to 5
ROYAL/TRINITY
Practical Gr 4 to 6 or beyond
Theory Gr 3 to 5

**Please note that some universities require
Grade 7 practical for admission to a B. Mus. degree.**

Tourism:

- Grade 10
Grade 11
Grade 12 } non-PACE course

OPTIONAL ELECTIVES

	Credits			Credits	
Biblical Studies	1109-1120	1	English Composition II	C1-10	1
	1121-1132	1	Spanish	1-12	1
	1133-1144	1	Christian Growth	1133-1138	0.5
Bible and Science	C1-10	1	World Geography	1097-1108	1
Etymology	1097-1108	1	College Geography	C1-10	1
Speech	1-6	0.5	History of Civilization	C1-10	1
Music	1-6	0.5	History of Civilization	C11-20	1
Introduction to Missions	1139-1144	0.5	Art	1073-1084	1
Literature I	1122-1132	0.5		1097-1108	1
Literature II	1134-1144	0.5		1109-1114	0.5
Greek	1121-1132	1	IT Courses (non-PACE)		
French	1097-1108	1	Computyping	601-608	1
Economics	1139-1144	0.5		701-708	
Collectivism	1133-1138	0.5	Literature 9		½

Conventionally taught subjects such as Music, Drama, Arts, Dance, Engineering and Graphic Design, Accounting, Technology, etc. will be considered for credits provided a **work scheme** is submitted for approval. Each of these courses must be equivalent to 12 PACEs per year (i.e. 45 mins/day or 150 hours per year for 1 credit).

Individual courses selected from major subject components may also be taken as electives provided that they are not included in a chosen / compulsory major subject.

2. GENERAL COURSE:

Although not recommended in order for your school to develop a good academic image, this course of study is the minimum course of study for a standard high school certificate.

This course is primarily for learners who have transferred into the ACE programme late in their educational career, with significant gaps, making it impossible for them to complete all the required courses for a College Entrance Certificate in the allotted time.

- Requirements for learners graduating at the end of 2008 and beyond:
 - ✓ all grade 9 courses complete
 - ✓ attend AASC twice
 - ✓ minimum 4 major subjects
 - 2 languages and Life Orientation (compulsory)
 - one other major subject (chosen from subject components for College Entrance 1)
 - one additional Biblical Studies course
 - additional elective courses
 - ✓ at least 22 credits required

SUBJECT COMPONENTS FOR GENERAL CERTIFICATE:

*All Grade 9 courses must be completed.

2.1 Three Compulsory Majors

Major 1 – Home Language:

<i>English</i>	*1097-1108	<i>or</i>	<i>Afrikaans</i>	*1085-1096
	1109-1120			1097-1108
	1121-1132			1109-1120
	1133-1144			1121-1130

Major 2 – First Additional Language:

<i>Afrikaans</i>	*1073-1078	<i>or</i>	<i>English</i>	*1085-1096
	1085-1096	} 6 PACEs per level (see pg 30 SA PACE Seq.)		1097-1108
	1097-1104			1109-1120
	1109-1115			1121-1132

Major 3 – Life Orientation:

Nutrition 1-6
 Health 1-6
 Biblical Studies (BNTS) 97-108
 3 practical exercises from Life Orientation Manual
 Mission Statement as per Life Orientation Manual

Optional:

Major 4 – chosen from subject components for College Entrance course

2.2 Compulsory Elective Course

- One other Biblical Studies course
 1109-1120 *or* 1121-1132 *or* 1133-1144

2.3 Recommended Elective Courses

- World Geography 1097-1108
- World History 1097-1108
- Etymology 1097-1108
- Music 1-6
- Speech 1-6

Learners may choose to do any other elective courses from the list of Optional Electives (pg 7).

3. VOCATIONAL COURSE:

This course is designed for learners with special educational needs or late transfers onto the ACE programme, who will not manage any of the Grade 12 courses.

Requirements:

- ✓ at least 24 credits required
- ✓ credits awarded at the highest level above Grade 4 level
- ✓ attend AASC twice
- ✓ all optional courses (as indicated in SA PACE Sequence) should be done

Subject Components for Vocational Certificate:

R = Required ; O = Optional

Subject	R/O	PACE Number	Required Credits
ENGLISH 48 PACEs starting on diagnosed level	R	no credit for PACEs below 49	4
AFRIKAANS 24 PACEs starting on diagnosed level	R	no credit for PACEs below 37	2
BIBLICAL STUDIES at least BNTS (97-108) should be attempted	R	may substitute with Literature and Creative Writing – not below 37	2
MATH 48 PACEs starting on diagnosed level	R	no credit for PACEs below 49	4
SOCIAL STUDIES (follow SA PACE Sequence) 4 years PACEs starting on diagnosed level	R	no credit for PACEs below 49	4
SCIENCE (follow SA PACE Sequence) 48 PACEs starting on diagnosed level	R	no credit for PACEs below 49	4
COMPUTER LITERACY 4 years	R	Futurekids (or other approved course) ¼ credit for each of 4 years	1
STUDENT CONVENTION	R	minimum 2 years attendance	1
PHYSICAL EDUCATION/LIFE ORIENTATION ASSIGNMENTS	R	½ credit for each of 4 years	2
ELECTIVES:			
✓ Word Building	O	no credits below 49	
✓ Music	O	1-6	½
✓ Speech	O	1-6	½
✓ Health	O	1-6	½
✓ Nutrition	O	1-6	½

11. INTERNATIONAL CERTIFICATES

- **INTERNATIONAL HONOURS CERTIFICATE - (USA):** A learner wanting to apply for this certificate must complete **27 credits** and meet all the requirements as stipulated on p.64 of the ACE Procedures Manual.
- **INTERNATIONAL CERTIFICATE OF CHRISTIAN EDUCATION (ICCE) - (UK):** An equivalent certificate for College Entrance is available from the UK, (formerly known as the National Christian Schools' Certificate). This certificate will provide entry to universities in the UK. A minimum of **30 credits**, including Grade 8 courses, is required. An ICCE with Honours requires 35 credits and a 96% average. This certificate can also be presented for application to S.A. universities, with SAT or AARP scores, as advised in circular 53/2008 to Registrars of S.A. Universities.

12. ISSUING YOUR OWN CERTIFICATES

- Each school may issue its own graduation certificates for whichever course a learner chooses. Most learners should be opting for the college preparatory track and very few learners for the Grade 12 General or Vocational track. Your school's name should be synonymous with academic excellence. Demand it. Provide it. A certificate from your school should be earned.
- A school's own graduation certificates may not use the words or logos 'ACE', 'Accelerated Christian Education', 'ACE Ministries' or 'School of Tomorrow' on its certificates.

13. CONCLUSION

- It is important to note that each and every learner obtains a quality Graduation Certificate of which they can be proud. Toward this goal we ask all staff, learners and parents to co-operate in maintaining a high standard of education and excellence in your school. Trying to cut corners only reduces the quality of the educational process.
- ACE Ministries does not take responsibility for wrong subject choices.

- Please follow the procedures in your [ACE Procedures Manuals](#), your [Quality Status Guidelines](#) handbook (#100013), your [S.A. PACE Sequence](#) handbook and this handbook, and you will ensure the quality necessary for producing well-educated young leaders.
- A learner may graduate at any time in a particular school year. It does not necessarily need to be in November or December of a year.

Learners and staff must first ensure that all courses for credits are completed before a Grade 12 graduation certificate can be issued from the National Office.

- If a learner chooses to leave a school before all courses have been completed and work from home instead, the parents will need to register a home school with the ACE Ministries as no registered ACE Ministries school has authority to supply ACE Ministries materials to any learner not enrolled and working in the school's learning centre on a daily basis. We therefore encourage all staff and parents to ensure that learners complete all courses of study before leaving the school, for the learner's benefit.
- Permanent Record Folders: Once a learner has graduated, all permanent record files and CASS records should be kept at the school for a minimum of 5 years.
- Early graduation should not be encouraged especially if graduation is at an age too immature for leaving school. Younger learners should rather stay at school and complete College level courses.
- A school which **closes down** is responsible for **transferring all permanent records** to ACE schools to which learners are transferred **within 3 months** of closing.
- Alternatively learners' permanent record should be transferred to another ACE school recommended by the ministry representative of the region.

14. APPLICATION FOR CREDIT APPROVAL FOR NON-PACE COURSES

In order for the Academic Projections Department of ACE Ministries to process your Academic Projection, we require additional material/information on the non-PACE courses you have asked us to recognise for credits. Please complete the form on the next page and return it to ACE Ministries with all supporting documentation.

Please note that credits will not be granted for any courses where application has not been made in advance.

The following requirements apply:

- A work scheme must be submitted and followed. **This work scheme must comply with the requirements of other recognised courses, e.g. syllabuses of the National Department of Education, or SAQA registered courses.**
- A minimum of 5 hours class teaching **per week** (if covered in 1 term) or 150 hours class teaching **per year** or self-instructional worksheets.
- We require a minimum number of 12 scores for each grade level for such courses.

In addition:

- Only courses provided by accredited providers will be considered. An accredited provider is either:
 - ✓ the Provincial Education Department under which your school is registered, or
 - ✓ a provider whose qualifications are registered on the South African Qualifications Authority database, or
 - ✓ a provider who has been accredited by an external body that has national or international recognition (e.g. CompTia for the A+ course).
- A certificate/statement of results must be submitted from the tuition provider (e.g. Intec) as proof of assignments/course completed, when submitting your application for a graduation certificate.
- The pass mark acceptable to ACE Ministries for assignments for non-PACE courses (based on traditional testing methods) is 50%.

Please read this document in relation to Principal's Handbook Circular 6/2002, 18/2004 and 40/2007.

This master document should be filed in the Principal's Handbook under Graduations and copied as necessary when making application. Please see below for approved non-PACE courses.

(Note: All tests must be kept.)

Accounting

- Use Accounting - A Logical Approach or New Era Accounting Grades 10, 11 and 12.
- 12 Scores per year must be supplied on the Supervisor's Progress Cards and the Academic Record for Graduation to ensure that continuous assessment takes place.

Computer Studies

- Courses must be done in accordance with Principal's Letter 28/2005.
- Official certificates must be issued by the provider (e.g. ICDL, Skillspro or other providers accredited by the ISETT SETA) and must accompany applications for a graduation certificate.
- No school certificates or scores will be accepted.
- It is the school's responsibility to check on the accreditation of the provider.
- Accelerated Christian Education reserves the right to check the credentials of the provider, where necessary.

Engineering and Graphic Design

- 12 Scores per year must be supplied on the Supervisor's Progress Cards and the Academic Record for Graduation to ensure that continuous assessment takes place.

Music

- As set out under the section on Majors (UNISA, Trinity or Royal Schools).
- Official transcripts of results + certificates from the certifying body must be provided.
- No other music schools are accepted.

APPLICATION FOR CREDIT APPROVAL FOR NON-PACE COURSES

Complete and submit this form before commencing non-PACE course.
Please note that only approved non-PACE courses will receive credit.
Items 6 and 7 need not be answered by schools
which have already received approval for stipulated course.

1. School (Home Education Academy) Name: _____

Address: _____

_____ Customer No.: _____

Email: _____ Telephone: _____

2. Name(s) of Learner(s): _____

3. Subject: _____ Grade Levels: _____

4. Resources Used / Course Provider: _____

5. Tutor Name and Contact Details (if not done at school): _____

6. If applicable...

• Name of Certificate to be Issued _____

• SAQA Registration Number _____

• NQF (National Qualifications Framework) Level _____

• Institution Issuing Certificate _____

7. Please if the following requirements have been met:

Submit a work scheme, per grade level, for this subject (i.e. course content, timetable, amount of time spent on subject per week, test dates, etc.).

Required time allocation. A minimum of 150 hours per year is required for 1 credit.

Test scores. A minimum of 12 scores per year, per grade level, is required (except IT Courses, Music and Dance which have stipulated examinations).

F o r o f f i c e u s e o n l y :

Comments:

Approved

Not Approved

Signed: _____

Date: _____

15. APPLICATION FOR GRADUATION CERTIFICATES FROM ACE

The following must be sent to the National Office **at least 3 months** before a certificate is required.

This allows ample time for processing and posting.

NB: Certificates will only be issued on completion of all credits.

1. A letter of application, including the following:
 - original Supervisor Progress Cards or certified copies of the SPC for all credits obtained (keep copies for the school)
 - completed Academic Record for Graduation forms (See back of this handbook). Photocopy forms as needed.)
 - the amount of R375,00 paid by cheque to ACE (SA) National Office, or deposited in/transferred to:
ACE (SA) National Office ABSA Account Number: 01009421081
Branch: Umhlanga Rocks Branch Code Number: 510829
Proof of payment to be submitted for direct deposits/Internet transfers.
2. If a school has applied for but not achieved Silver Status, the school may submit an application for a Graduation Certificate, provided the learner(s) of such a school write the SAT or AARP to verify achievement and potential. A relevant certificate could be issued based on the learner's SAT or AARP result. (Please refer to section 4 for specific requirements)
3. ACE Ministries (S.A.) reserves the right to require suitable external, nationally approved, achievement / aptitude testing to verify results submitted for any certificate application for an ACE Ministries (S.A.) graduation certificate.
4. Please take note that for a graduation transcript PACE Test percentages will be converted to symbols using the GPA conversion table on p. 74 of the Procedures Manual Vol. I, and the National Education Department conversion table for non-PACE courses.

Name of Graduate: _____

School: _____

CHECKLIST FOR REQUESTS FOR GRADUATION CERTIFICATES

This completed Checklist must accompany your application for each learner.
Incomplete information will delay the issuing of the certificate.

All forms, academic records and necessary details should be submitted in a folder/flip file.

PART A : FORMS AND LETTERS

Please tick

		Yes	No
1	"APPLICATION FOR GRADUATION CERTIFICATE" form fully completed per learner. Check for date of submission. All incomplete forms will delay the application or will be returned to the school for clarification.		
2	COVERING LETTER submitted with your school details: Name of School, Telephone Number/s, Fax Number, E-mail address, Postal Address, as well as a holiday contact number , when the school is closed. (One letter for each application.)		
3	CHEQUE FOR R375 included (or proof of payment, e.g. direct deposit/Internet transfer) per certificate required, payable to ACE National Office for processing of your Graduation Certificate.		
4	Certified copy of the learner's IDENTITY DOCUMENT or passport or other legal document.		
5	Certificates of Attendance of at least 2 ALL AFRICA STUDENT CONVENTIONS (or affidavit from school specifying events entered and years attended)		
6	TESTIMONIAL from the Pastor (for SA Honours Certificates).		
7	READMASTER RESULTS (when applicable for Certificates with honours).		

Complete points 6 and 7 only if applicable.

PART B : ACADEMIC RECORDS AND RESULTS

Please tick

		Yes	No
1	<u>All relevant</u> original or certified SPCs included. (No uncertified photocopies or rewritten copies will be accepted.) If a certain mark/s does not appear on the SPCs included, the relevant PACE test/s should be attached as a proof of marks.		
2	Copy of the approved ACADEMIC PROJECTION for this learner is attached. (The projection has to be approved by the National Office, not by the school.)		
3	All COURSES as per approved Academic Projection are completed. The application cannot be processed until ALL courses are completed.		
4	SAT results/ AARP results.		
5	"ACADEMIC RECORD FOR GRADUATION" form completed, including: <ul style="list-style-type: none"> • ALL courses as per approved projection, viz. PACE courses with scores. • Transfer courses with scores. • Non-PACE courses with scores as per approved Non-PACE course application (for example: if 12 scores were approved per year, all 12 scores must be entered on the Academic Record) • All courses without scores, such as PE, have to be mentioned as per each year taken. • Averages computed for each subject each year. Any courses not entered on the Academic Record will not be taken into account.		
6	All other official relevant TRANSCRIPTS, REPORTS, CERTIFICATES from other providers (e.g. UNISA Music, ICDL, etc.) and His Servants Rank reports are attached.		
7	Copies of APPROVAL LETTERS from National Office, in terms of NON-PACE COURSES are attached.		

Note:

School must allow at least 3 months from the date of submission for processing the applications.

All forms are available on the Academic Services link at www.aceministries.co.za.

Complete points 6 and 7 only if applicable.

ACE MINISTRIES

APPLICATION FOR GRADUATION CERTIFICATE

Please ensure that this form is completed in its entirety before forwarding it to the Graduations Department.

S C H O O L D E T A I L S

Date of Submission: _____ Customer No: _____

Name of School: _____

Have you achieved Silver Status: Yes No

Name of Regional Representative: _____

L E A R N E R D E T A I L S

Surname of Learner: _____

First name/s of Learner: _____

A C A D E M I C / C E R T I F I C A T E D E T A I L S

Certificate Applied for (tick the correct box):

- College Entrance (SA Honours) – with exemption equivalence (SAT/AARP score required)
- College Entrance – with exemption equivalence (SAT/AARP score required)
- College Entrance
- General Certificate
- Vocational Certificate

Date the Certificate will be required: _____
(If this is not filled in, the date will be the date on which the certificate is processed at National Office.)

Actual Date of Graduation: _____ (i.e. Date of Presentation of Certificate)
(If this is not filled in, the date will be the date on which the certificate is processed at National Office.)

SAT/AARP results submitted: Yes No AARP results submitted: Yes No

Cheque/proof of payment enclosed for R375 payable to ACE National Office.

ACE Banking Details for Graduation fee payments:

Account Name: ACE National Office
Account Number: 01 009 421 081
Bank: ABSA
Branch Code: 510 829

Yes No

Please post this form (do not fax) with all necessary supporting documentation, at least 3 months before a certificate is required, to:

***The Graduations Department
c/o ACE Ministries, PO Box 22072, Glenashley, 4022***

ACADEMIC RECORD FOR GRADUATION

Name of Learner:

	Date:
--	-------

School:

	Certificate:
--	--------------

NB: A copy of the learner's ID document must be submitted.

Change and adjust according to the learner's Academic Projection. Record scores from Grade level 9-12.

Enter all scores as percentages.

Subject	1	2	3	4	5	6	7	8	9	10	11	12	No. of PACEs	Total Score	Average	Credits	Office Use
MAJORS																	
English (Level 9 1 st Additional Language)	85	86	87	88	89	90	91	92	93	94	95	96					
English	97	98	99	100	101	102	103	104	105	106	107	108					
English	109	110	111	112	113	114	115	116	117	118	119	120					
English	121	122	123	124	125	126	127	128	129	130	131	132					
English	133	134	135	136	137	138	139	140	141	142	143	144					
Afrikaans (Level 9 Home Language)	85	86	87	88	89	90	91	92	93	94	95	96					
Afrikaans (Home Language)	97	98	99	100	101	102	103	104	105	106	107	108					
Afrikaans (Home Language)	109	110	111	112	113	114	115	116	117	118	119	120					
Afrikaans (Home Language)	121	122	123	124	125	126	127	128	129	130							
Afrikaans (Level 9 1 st Additional Language)	73	74	75	76	77	78											
Afrikaans (1 st Additional Language)	85	86	87	88	91	92	96										
Afrikaans (1 st Additional Language)	97	98	99	101	102	104											
Afrikaans (1 st Additional Language)	109	110	111	113	114	115											

Mathematics (Level 9 Compulsory for All)	97	98	99	100	101	102	103	104	109	110	111	112					
Mathematics	105	106	107	108	113	114	115	116	117	118	119	120					
Mathematics	122	123	124	125	126	127	128	129	130	131	132A	132B					
Mathematics	133	134	135	136	137	138	139	140	141	142	143	144					
Mathematical Literacy	109	110	111	112	113	114											
Mathematical Literacy	121	122	123	124	125	126											
Mathematical Literacy	133	134	135	136	137	138											
Life Orientation	NUTRITION						HEALTH										
	1	2	3	4	5	6	1	2	3	4	5	6					
Life Orientation Biblical Studies (BNTS)	97	98	99	100	101	102	103	104	105	106	107	108					
Biblical Studies (BOTS)	109	110	111	112	113	114	115	116	117	118	119	120					
Biblical Studies (NTCH)	121	122	123	124	125	126	127	128	129	130	131	132					
Biblical Studies (LOC)	133	134	135	136	137	138	139	140	141	142	143	144					
Life Sciences / Biology (Level 9)							103	104	105	106	107	108					
*Life Sciences / Biology (Workbook 10)	1	2	3	4	5												
*Life Sciences / Biology (Workbook 11)																	
*Life Sciences / Biology (Workbook 12)																	

*Enter PACE number and scores if PACEs 121-142 have been used.

Science (Level 9 General Science)	97	98	99	100	101	102											
Science Physical	109	110	111	112	113	114	115	116	117	118	119	120					
Science Chemistry	121	122	123	124	125	126	127	128	129	130	131	132					
Science Physics	133	134	135	136	137	138	139	140	141	142	143	144					
History (Level 9 World History)	97	98	99	100	101	102	103	104	105	106	107	108					
History Collectivism	133	134	135	136	137	138											
History of Civilization	C1	C2	C3	C4	C5	C6	C7	C8	C9	C10							
History of Civilization	C11	C12	C13	C14	C15	C16	C17	C18	C19	C20							
Geography (Level 9 Earth Science)	91	92	93	94	95	96											
Geography (World Geography)	97	98	99	100	101	102	103	104	105	106	107	108					
Geography (Introduction to Geography)	C1	C2	C3	C4	C5	C6	C7	C8	C9	C10							
Geography (12 Non-PACE Course)																	
Business Studies (Basic Business Math)	109	110	111	112	113	114	115	116	117	118	119	120					
Business Studies (Economics)	139	140	141	142	143	144											
Business Studies (SA Business Economics)	133	134	135	136	137	138	139	140	141	142	143	144					

OTHER MAJORS AND ELECTIVES

Major _____ (10)																		
_____ (11)																		
_____ (12)																		
Major _____ (10)																		
_____ (11)																		
_____ (12)																		
Major _____ (10)																		
_____ (11)																		
_____ (12)																		
Elective (Music)	1	2	3	4	5	6												
Elective (Speech)	1	2	3	4	5	6												
Elective (Etymology)	97	98	99	100	101	102	103	104	105	106	107	108						
Elective _____																		
Elective _____																		
Student Convention (Compulsory Credit)	YEAR 1	YEAR 2																

PRINCIPAL'S CHECKLIST FOR TERTIARY STUDY-BOUND LEARNERS

Please ensure that all boxes are ticked so that your TSL form can be processed in the shortest time possible.

- The candidate's Academic Projection has been approved.
- The TSL form is an up-to-date form.
- The learner details are **completely** filled in (surname, name, gender, personal contact details and school details).
- Tertiary Information is **completely** filled in (name of institution, course of study, faculty, telephone, fax, admissions officer, dean and cut-off date).
- All Grade 11 scores have been filled in (if the learner has graduated, please forward a copy of the graduation certificate).
- The projected date of graduation, as stipulated on the Academic Projection form, has been filled in.
- There is an indication of which certificate the learner is applying for.
- The date on which the SAT and/or AARP testing has been set.
- You have indicated whether you are doing SAT I, SAT II or AARP.
- The form has been checked and signed by the **principal**. (No form will be processed without the principal's signature.)
- The form has been signed by the **parent** and the **candidate**. (No form will be processed without parent and candidate signatures.)
- A copy of SAT results has been attached to the form (if available).

If all areas are ticked and thoroughly completed, your TSL form can be posted or e-mailed to the address below. If there are any questions, please contact the Tertiary Liaison Officer at academics@aceministries.co.za.

ACE Ministries
Department: Tertiary Liaison
P.O. Box 22072
Glenashley
4022

TERTIARY STUDY LIAISON

This form needs to be completed for all graduates wanting to pursue any tertiary studies with any South African tertiary institution (university, college or technikon) where entrance to studies requires a Senior Certificate (with or without exemption). The purpose of this form is for A.C.E. Ministries to liaise on behalf of a prospective graduate for study along the Senate's Discretionary Routes of these institutions. (On completion kindly e-mail to academics@aceministries.co.za for attention the Tertiary Liaison Department). Alternatively post the form to the Tertiary Liaison Department, A.C.E. Ministries, P.O. Box 22072, Glenashley, 4022.

Note: Faxed copies will not be accepted.

NB! THE ADMINISTRATION OFFICE OF A SCHOOL USING THE ACE PROGRAMME IS TO SUBMIT THIS FORM TO THE NATIONAL OFFICE AT LEAST 3 MONTHS PRIOR TO THE EARLIEST CUT-OFF DATE FOR ADMISSION/SELECTION AT THE INSTITUTION SELECTED FOR STUDY. Host schools and home education academies are to complete these forms on behalf of prospective graduates hosted by them.

Learner Details:

Surname: _____

Name(s): _____

Gender: _____

Tel: _____

Fax: _____

Cell: _____

Email: _____

Schools Details:

Name of School: _____

Name of Host or Home Education Academy: _____

Physical Address: _____

Alternative Address: _____

Tel: _____

Fax: _____

Cell: _____

Email: _____

Tertiary Information:

Please submit the following details for the prospective institution(s) of study:

	Name of Institution	Course of Study	Faculty	Tel	Fax	Dean	Admissions Officer	Cut-off Dates for Admission
1 st choice								
2 nd choice								
3 rd choice								
4 th choice								
5 th choice								

Subject Scores:

Please note that we cannot provide this assistance unless all Grade 11 PACE scores are available.
Please enter the Candidate's Grade 11 scores on the table below:

Major Subjects	HG / SG	Percentage per PACE												Average % for 12 PACEs
Average % for 6/7 major subjects →														

**GRADE POINT AVERAGE (GPA)
(ACE PACE Courses)**

Average %	Symbol
96-100%	A
92-95%	B
88-91%	C
84-87%	D
80-83%	E

**NATIONAL CONVERSION TABLE
(Non-PACE Courses)**

Average %	Symbol
80-100%	A
70-79%	B
60-69%	C
50-59%	D

*Are you in possession of an approved School of Tomorrow ACE Academic Projection? Yes No

*Projected date of fulfilment of all requirements for graduation as stipulated on the Academic

Projection:

Which certificate are you going to apply for?

Please tick the appropriate block below:

	College Entrance Certificate (with exemption equivalence)		College Entrance Certificate (without exemption equivalence)		International Certificate of Christian Education
--	--	--	---	--	--

SAT 1/2 Testing:

Prospective graduates with Mathematics as a major subject need to take the SAT 1 which is a Reasoning Test incorporating English and Mathematics. If the learner has not taken Mathematics as a major subject, (or does not intend to study in a direction where Mathematics is a requirement) he/she needs to take the SAT 2 (which is a subject test). Please note that learners who do the SAT 2 and would like to go to university must take the English and either Physics, Chemistry, World History or Biology. For more information on the requirements for these tests or to register for the SAT online, visit the SAT Prep Center (www.collegeboard.com).

*Projected date for sitting the SAT 1 or SAT 2 or AARP

Day / Month / Year

(Please attach a copy of SAT 1 or 2 or AARP results if available.)

***If this is not your first attempt at the SAT, kindly indicate the number of attempts:**

2 3 more

Please fill in the SAT results below (if they are available):

SAT 1	MATHEMATICS :	CRITICAL READING :	WRITING SKILLS :	TOTAL :
SAT 2	ENGLISH :	:	:	TOTAL :
AARP	PTEEP :	MACH :	MCOM :	RT :

CRUCIAL ISSUES!!!!

1. All incomplete forms will be returned to you for completion before a link is created.
2. Parents of graduates must work through the school their child is at. Home educators must work through their host schools or home education academies.
3. The minimum SAT 1 score required for a School of Tomorrow College Entrance Certificate (with exemption equivalence) is a combined score of 1600 points with subminima of 550 for Critical Reading and 500 for Writing Skills and Mathematics respectively or for SAT 2 a combined score of 1050 for non-Math learners with subminima of 500 per subject.
4. The minimum AARP scores required for a School of Tomorrow College Entrance Certificate (with exemption equivalence) are:
 PTEEP 60%, MACH 50%, MCOM 45% for Math major learners, and
 PTEEP 60%, RT 58% for Mathematical Literacy major learners.
 Please note that graduates who did not write the MACH and MCOM cannot apply to faculties requiring Mathematics according to HESA circular 53/2008.)

*** Please note that most universities require 1600 points.**

5. The Senate’s Discretionary Route by and large incorporates various types of entrance tests or courses of access depending on the institution. Language proficiency, Mathematics, Physical Sciences and Accounting usually forms the basis together with some personality tests. Graduates who intend to study in a direction where the above-mentioned subjects will be majors need to ensure that they review Mathematics on a consistent basis in the Grade 12 year as if for a year-end traditional examination. It is highly recommended to work through old exam papers as institutions differ in their measuring tools, for some cases the standard expected is extremely high e.g. University of Stellenbosch.
6. Please do not contact any tertiary institution or the Matriculation Board directly, regarding entrance requirements relating to Accelerated Christian Education – all liaison must be channelled via National Office.

7. Although quite a few applicants have been accepted into tertiary institutions since 2000, prospective applicants are considered on merit and no guarantee whatsoever can be given that they will be accepted.

AUTHORISATION: PRINCIPAL ONLY

School or Host or Home Education Academy

I hereby declare that I am authorised to complete and submit this form to A.C.E. National Office on behalf of the above-mentioned learner. I have carefully read through this document and understood the content. The information that I have submitted is correct.

Name: _____ Sign: _____

Date: _____ Position held: _____

Parents of Learner:

We, hereby declare that we have carefully read through this document and understood the content. The information submitted above is correct.

Father's Name: _____ Sign: _____

Mother's Name: _____ Sign: _____

Date: _____

HOME SCHOOL PARENT DECLARATION



Accelerated Christian Education

Africa & Scandinavia

DECLARATION REGARDING GRADUATION AND TERTIARY STUDIES

We _____ (Home school name), customer number _____ hereby agree to abide by the policy of Accelerated Christian Education (SA) as stipulated in Principal's Circular 12/2003, "Tertiary Studies: Parent Communication" and 13/2003, "Admissions procedures for Tertiary Studies" with specific reference to the application for graduation certificates, and application to tertiary institutions.

We understand that:

1. **ALL** correspondence pertaining to the above must be channelled through our HOST school/academy and that individual home schools are not allowed to contact the Matriculation Board or tertiary institutions directly regarding the recognition of the ACE School of Tomorrow Grade 12 College Entrance Certificate and learner admission policies.
2. Not all learners who fulfil all the requirements for university entrance are necessarily accepted. Universities and other tertiary institutions are entitled to but not obliged to admit learners.
3. Registration for the AARP benchmark tests and any correspondence in this regard must be done through the HOST school/academy.

Dated at _____ this _____ day of _____ in the year _____.

Father's signature

Mother's signature

PRINT NAME

PRINT NAME

Parent's Contact Details:

Physical Address: _____

Postal Address: _____

Email: _____

Tel (H): _____ Cell: _____

FULL SCHOOL PARENT DECLARATION



Accelerated Christian Education

Africa & Scandinavia

DECLARATION REGARDING GRADUATION AND TERTIARY STUDIES

We, the parents/guardians of _____ (learner's name), hereby agree to abide by the policy of Accelerated Christian Education (SA) as stipulated in Principal's Circular 12/2003, "Tertiary Studies: Parent Communication" and 13/2003, "Admissions procedures for Tertiary Studies" with specific reference to the application for graduation certificates, and application to tertiary institutions.

We understand that:

1. **ALL** correspondence pertaining to the above must be channelled through the SCHOOL and that individual parents are not allowed to contact the Matriculation Board or tertiary institutions directly regarding the recognition of the ACE School of Tomorrow Grade 12 College Entrance Certificate and learner admission policies.
2. Not all learners who fulfil all the requirements for university entrance are necessarily accepted. Universities and other tertiary institutions are entitled to but not obliged to admit learners.
3. Registration for the AARP benchmark tests and any correspondence in this regard must be done through the SCHOOL.

Dated at _____ this _____ day of _____ in the year _____.

Father's signature

Mother's signature

PRINT NAME

PRINT NAME

Parent's Contact Details:

Physical Address: _____

Postal Address: _____

Email: _____

Tel (H): _____

Cell: _____

16. TERTIARY INSTITUTIONS THAT ACCEPT ACE GRADUATES

(Note that some institutions have merged.)

- Cape Peninsula University of Technology
- Central University of Technology
- Durban Institute of Technology
- Nelson Mandela Metropolitan University
- North-West University
- Rhodes University
- Tshwane University of Technology
- University of Cape Town
- University of Fort Hare
- University of the Free State
- University of KwaZulu-Natal
- University of Johannesburg
- University of Limpopo
- University of Pretoria
- University of South Africa
- University of Stellenbosch
- University of Venda for Science and Technology
- University of the Western Cape
- University of the Witwatersrand
- University of Zululand
- Vaal University of Technology
- Walter Sisulu University for Technology and Science