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Connecting and equipping the saints

Well, well, well. The ho, ho, ho of Christmas is behind us and we have entered 2018. Another year is ahead of us and we have no idea of what is waiting on us. Some of us will have great joy and some may have deep sadness. We sympathise with those who suffered unimaginable losses in 2017 and pray for comfort and peace in 2018.

Clearly there are certain things difficult to control, but we put our trust in the Almighty God to guide us, provide for us and give peace in even the most difficult situations. Psalm 23.

We are going to focus on the upskilling and training of our staff in this edition of the SCEE CONNECT magazine.

This magazine will be an effort to communicate one of our goals for this year and how it fits in with the bigger picture. For those who think this is not relevant to you or your school, please pray for the rest of us in trying to make a difference. I will offer some background information that I hope will assist understanding.

As Directors in a Not-for-Profit ministry, we the executive leaders of the ministry of SCEE are very serious about our responsibilities, to God in the first place, and to His servants. We fully understand our mandate and commit ourselves to address the challenges as best we can.

NOTE FROM THE EDITOR

If you have an article you would like to share with the A.C.E. family please submit it to annamariepretorius@scee.edu.au

Editor: Anna-Marie Pretorius Graphic Design: Solet Prinsloo Proof Reading: Carolyn Pearce Printing: 1Accord Publishing a division of SCEE level Certificate which will be a vocational accumulative training. This means that you will work through various requirements to achieve credits towards your Diploma.

Attendance at the 5-day Supervisors Training Course, Educators Conferences, training and participation in Student Convention, on the job training and experience will all be a part of the credits for this Certificate. Completing the SEW Program and working through other assignments associated with the SEW Workbooks and Connect Magazine articles will also help you to accumulate credits.

As the SCEE Board we are responsible for Corporate Governance

- · Defining governance roles
- Determining key board functions
- Assess board effectiveness
- Improving board processes
- Understand board behavioural dynamics

We are responsible for casting vision, determining strategy and planning and assessing the needs to be addressed continuously. Because of limited resources, we then have to prioritise and address certain matters first.

We understand the following to be our vision and purpose and we want to allow that to lead us, under the guidance of the Holy Spirit.

<u>Vision</u> – To equip Gods people for their God ordained role in life, by providing ministry and Educational support and quality Biblical worldview resources

<u>Purpose</u> – To proclaim the goodness of God and do what we can to support God's people in their ministry.

We want to EQUIP and SUPPORT as best we can.

Goal setting, job descriptions and project management are unavoidable

requirements to be effective as spiritual leaders. Communication of the business plan and goals are also essential. The operational leaders should ensure it is understood by the Ministry Leaders, Staff and Stakeholders (Like government officials and parents).

We want to COMMUNICATE as best we can

We have, as part of our ministry improvement plan, a few Operational Plans to guide us and to assess our progress against. (We have developed 14 SMART Goals to direct our efforts). I will very shortly state a few of them here (without the supporting details) to get on to our focus in this magazine.

2018: SCEE SMART Goals

Goal 1 - Better Networking (Nov 2018) Improvement of the in-house Liaison officer contact and communication.

Goal 2 - Forming or engage with Associations in each country (Nov 18) To assist in submitting our National Frameworks.

Goal 3 – Complete and submit the National A.C.E. Curriculum Frameworks (Nov 18).

Getting National Frameworks accredited as an alternative to the various country's.

Goal 4 - Curriculum Development (Ongoing).

Developing resources to stay relevant in the market place. Nationalised material for the main countries to support our Framework applications.



Goal 5 - Recognition of our Certificates (Continuing)

Implementing all quality assurance requirements.

Supplying Certificate Guidelines to all Unis and TAC's.

To support our Framework applications.

Goal 6 - Developing and finalising the Quality assurance process (June 2018)

Discount determination.

Clarifying Accreditation processes to be followed.

Accredited Level determination to support our Framework application.

Goal 10 – Adult Distance Education - Developing Christian Educators Certificates and a Diploma equivalent qualification.

To support our Framework applications.

If you haven't picked it up I will point it out to you. To have our A.C.E. Framework recognised as an accredited alternative to the Countries official Educational Framework we need to address a few things which I tried to indicate above.

The focus of this magazine will be:

Goal 10 – EQUIP and SUPPORT to improve the commitment, experience and qualifications of staff in our network of schools.

All over our region the Departments of Education (DOE) are looking at the qualifications of teachers. Although we know that we do not have to use qualified teachers to supervise in a school using the A.C.E. program we have to adjust with the times. I have seen and heard enough from most of the countries in our region to understand that if we can prove that our staff are qualified enough, to offer a quality service in our unique program, it will add great value to ensure the accreditation of our frameworks.

TRADITIONAL TRAINING OF STAFF

This is now done by our New Support, Events and Training Department. (SET Department lead by Mrs Kathy Fisher – Lecturer and CEC Course Leader)

- 5-day Staff Training
- The SET and SEW Programs Ongoing Training
- The Educators Conferences (EC's) –
 2 Days annually
- Level 2 Training
- English Second Language Training

 Student Convention Training and participation

Quality Assurance Program

- Registration process
- Accreditation process
- School Self-Assessment process -Annually

Other Programs and documentation

Parents Biblical Mandate (PBM booklets)

I came to realise that this is a real expense to schools and is demanding a real commitment from staff. We have therefore decided to add value to your investments in resources and time and give Credits to staff participating in these programs. Not only that, but we want to recognise the experience you have gained over the years. That is not all, we also want to recognise the daily on the job training. We will add all of this up, determine the credits achieved, ask for some more and issue a Christian Educators Certificate once all the requirements are met.

We have supplied material free of charge to all our registered schools to put all of us on the way to our SCEE Christian Educators' Certificate (CEC). Please read this and the rest of the articles in this magazine carefully and assist us and all your thousands of brothers and sisters in our Region. Working together, we will be better and achieve so much more than ever before. Working together, we will assist in getting our frameworks accepted and get many more called of God Christian Educators better equipped.

This Certificate will be a SCEE
Certificate offered by our Christian
Educators Faculty. It is based on the
Certificate Frameworks offered in
Australia and will be comparable to
a Certificate 4. It will be expanded
to a Christian Educators Diploma
and we are already in the process of
obtaining Accreditation from various
Accreditation Authorities.

Again I want to encourage you all to read this magazine carefully and then place it in front of your own Academic Portfolio. Obtain a ring binder/lever arch file and ensure that all the resources supplied are in there. Also ensure that your mini assignments and pull-out sections are sent in to SCEE so that we may have proof of your progress.



To our ACE family, welcome to 2018.

May it be that you have all enjoyed a most blessed Christmas season and that you have entered 2018 with a great deal of confidence. Even so, there can be times where we feel despondent about many things and we can be overwhelmed when we see the opposition that the world in general has toward our Lord Jesus Christ and the gospel message. I was pondering these matters recently in our home when I was taken in by a message mural we have on our kitchen wall. It is one of those things that I probably look at or look past almost every day. Nonetheless, the message really took my attention on this occasion, therefore I share it with you now:

Practice the pause.

When you doubt, pause.

When angry, pause.

When tired, pause.

When stressed, pause.

And whenever you pause, Pray!

What a great message. These words would have many of us, including me, in prayer much more often if we were to comply with it. And then how much more effective our lives would be for the Saviour we seek to serve each and every day? The key here is that we need to pray and share our concerns at the feet of our Saviour as He has asked us to. Jesus said in Matthew 11:30 "For my yoke is easy, and my burden is light" and most surely He expects each of us to take Him at His word.

Finally friends, can I exhort you with the following words from Philippians 4:6 "Be careful for nothing; but in everything by prayer and supplication with thanksgiving let your requests be made known to God."



SCEE Christian Educators' Certificate

SCEE is excited to announce the proposed structure (incorporating the Staff Training, Educators' Conferences, SEW and SET programs) for the **SCEE Christian Educators' Certificate (CEC)**. It is currently being finalised and will be submitted for additional accreditation. Please note this is not a complete list of all currently available materials or events that will be required for the Certificate. The Certificate will have a degree of flexibility to reflect staff interest and position. For example, high school teachers would not need to complete the ABCs for English Learners' Training.

For more information about this Certificate please contact the Course Leader or Leonie Johnson. **Participation** in the SEW and SET programs will already be earning you credits towards this qualification.

SCEE Christian Educators' Certificate

Assessment	Completed	Competent
Staff Training (5-day) Compulsory		
	FIRST YEAR	
Christian Educators Conference - Assessment 1 - Assessment 2		
Recognition of Practical Experience - Evidence Received		
SEW Series 1 Part 1 – pull-out section		
SEW Series 1 Part 2 – pull-out section		
SEW Series 1 Part 3 – pull-out section		
SEW Series 1 Part 4 – pull-out section		
School Self-Assessment Forms Part B		
SE	ECOND YEAR	
Christian Educators Conference - Assessment 1 - Assessment 2		
SEW Series 2 Part 1 – pull-out section		
SEW Series 2 Part 2 – pull-out section		
SEW Series 2 Part 3 – pull-out section		
SEW Series 2 Part 4 – pull-out section		
School Self-Assessment Forms Part B		
MAY	BE REQUIRED	
ABCs for English Learners Training		
A.C.E. Student Convention Participation - assessment 1*		
Convention Judging Module - assessment 1		
SET Basic Numeracy Certificate **		
SET Basic Literacy Certificate **		
SET Advanced Numeracy Certificate **		
SET Advanced Literacy Certificate **		

^{*} Countries who do not have a Student Convention will have a separate assignment.

connect4

^{**} The SET Certificates are earned by following a course of study based on results of diagnostic testing.

SET & SEW Up-skill Opportunity for a Qualification



assessment Form

procedures and minister to parents.

Leval 2 Trainer



Dear Principal,

One of the key realizations SCEE came to understand in 2015 is just how important your job is. This inspired the team at SCEE to invest our time, energy and money into providing resources to help you in your ministry.

The verse driving both the upskilling Programs is found in 2 Timothy 2:15 Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.

We would love to partner with you and your staff by providing these resources to you at no cost. All we ask is that you also invest time with your staff and help them to grow as educators.

We have heard that some school Principals or Administrators are only choosing those who are 'worthy' or 'loyal' to participate in these opportunities for learning. May we encourage you to allow ALL your staff to participate. SCEE will supply the resources and partner with the staff who are willing to complete the Programs.

We do want to acknowledge that it is difficult to invest in staff when you know they will most likely leave your school. May we encourage you to see this not as a waste of time or resources, but rather as an opportunity to sow them as missionaries to other communities and send them out fully equipped and ready to serve.

You might think'My staff are all professional teachers; why would

they need to do this?' The answer to this question might be they don't, or it might be that although they are professional teachers they don't have a history with A.C.E. and the particular approach that they have to the PACEs. It might be that, although they are professional teachers, they may have never studied grammar at school and have no idea about it. Then of course there's sentence diagramming! Very few staff have any experience with this and find themselves unable to help students in this area. Diagnostic Tests will soon show what they know and we can then tailor the learning to meet the needs of each individual teacher.

SCEE Commitment

SCEE has made a significant investment in your school and staff by providing all of these resources free of charge. Our desire is to continue to provide these programs to encourage your schools to grow in excellence and offer a high standard of Biblical Worldview Education.

Our heart is to equip your staff to reach each child entrusted to your care for their schooling, for Christ.

Your Commitment

We ask that every school partner with us by doing the SEW Program, reading the SCEE Connect and completing the School Self-Assessment Form.

Encourage your staff to participate in the SET and SEW program and join our vision of upskilling educators in every part of our Region. We ask that you share the Parents Biblical Mandate with the families in your school (if you wish

for a digital copy of the PBM to be sent to your school please email scee.edu.au) so that they can have a good understanding of the great investment they are making in their children's lives by giving them Biblical Worldview Education.

We ask that you bring your staff to the Christian Educators conference held in your country or region and ensure that all your staff have attended the Staff Training Course.

We ask that you share our vision of reaching every child in your school for Christ, one at a time.

We are also dreaming of having our A.C.E. curriculum framework approved as an alternative to the state or national curriculum in each country.

As part of this dream, we want to be proactive and have our A.C.E. teachers trained to an acceptable standard.

This pathway to a formal qualification will help support our applications for the recognition of the A.C.E. curriculum frameworks.

Photo: Set & Sew Resources





Who's who at SCEE in SET, SEW and the CEC from start to finish?

Kathy Fisher will be the program leader; all training, including the SET and SEW Programs come under the Support, Events and Training Department, which is headed by her. This Department within SCEE is responsible for SCEE events, training and support to schools in various ways. They are also responsible for issuing Graduate Certificates.

Leonie Johnson is the Southern Cross Adult Distance Education (SCADE) Admin Officer and does all administrative tasks associated with the SET and SEW programs, as well as assisting with administration for Events and Training. Every individual teacher participating in this program will be enrolled as a Distance Education student under SCADE. We will create and maintain an academic portfolio for each teacher.

Carolyn Pearce is the Resource Development Coordinator responsible for the writing of the SET and SEW programs and serves as one of the consultants developing the CEC.

The Christian Educators' Certificate (CEC) will be a course offered by our Leadership Institute and Bible College.

Who are our Regional Admin Officers and what do they do?

We are currently rolling out positions as Country Admin Officers who will work under the supervision of the various Country Associations and assist schools and individuals with the SCEE Connect programs. This will include moderation, homeschooling assistance, distributing Term Packs, receiving SEW pull-out sections and assisting with all SCEE events.

Who is my Level 2 Trainer?

Your Level 2 Trainer may be another member of staff or your Principal, or your school may not yet have nominated a Level 2 Trainer. Ask your Principal, who is your Level 2 Trainer in the school.

If your school has not yet nominated a Level 2 Trainer but you as an individual would like to participate in either the SET or SEW Program, you can contact Leonie Johnson at SCEE leoniejohnson@scee.edu.au and begin your professional journey.

Level 2 Training is offered in addition to the regular 5-day Supervisor/Staff Training. If you or your school are interested in attending the 5-day Staff Training Course, please contact Kathy Fisher, Manager of Support, Events and Training at kathyfisher@scee. edu.au to find out when courses are being held.

What is the role of the Level 2 Trainer?

The Level 2 Trainer is the person responsible for the ongoing training within your own school.

Christian Educators' Certificate

Carolyn Pearce Leonie Johnson
Cur. Dev. Admin
Level 2 Trainers

Their responsibilities include:

- Receiving and distributing materials from the Term Pack to staff
- Conducting the SEW Program (regular weekly meetings or more frequent if required)
- Facilitating the SET Program
- Ensuring that the School Self-Assessment Form is completed each year

They are expected to work in partnership with SCEE to build the relationship between the school and SCEE. They must be familiar with the A.C.E. Procedures and have Learning Centre experience. They must work under the authority of the School Principal.



SCEE provides
a handbook on
the Role and
Responsibility of the
Level 2 Trainer. If
you or your school
does not have a

copy of this handbook, please

leoniejohnson@scee.edu.au

Training for this position is done as an addition to the regular SCEE Staff Training.



KEEPING YOUR RECORDS

You will need to keep your SET and SEW book and also copies of the SCEE Connect Magazine. You will need to get a Lever Arch File or Ring Binder to make sure that these records of your participation stay in good condition and remain available for reference. SCEE has created a Contents List for you to make sure that you have everything that you need in your folder.



What is the Staff Enrichment Workbook?

The Staff Enrichment Workbook is a resource to help schools using the A.C.E. resources. Each topic is designed to be a small, bite-sized piece of information for staff to reflect on and incorporate into their teaching practice during a weekly staff development training session. The workbook provides a valuable resource that will become part of the staff members' personal reference material and improve their understanding and use of A.C.E. procedures and concepts.

The **Staff Enrichment Workbooks (SEW)** are also resources that will be used to earn the SCEE Christian Educators' Certificate.

How does SEW work in my school?

SCEE provides one SEW book for each staff member each quarter. This comes as a part of your Term Pack. The SEW books and other materials from the Term Pack are distributed to the school staff by the Level 2 Trainer.

School staff should meet on a weekly basis to work through one Topic from the SEW book each week. Staff can use each Topic as a discussion starter and then complete the written part of the Topic after reflecting on what they have learned.

In the centre of each SEW Book is a pullout section which should be completed at the end of each quarter (or Term).

The Pull-out sections should be collected by the Level 2 Trainer and sent to the relevant SCEE office for your country or Region.

The completed SEW book should be filed by each staff member in their SEW File (we recommend a lever arch file) and kept as a personal resource.

Each completed SEW pull-out returned to SCEE will be viewed as a module of work which will gain credits towards the SCEE Christian Educators' Certificate.

SCEE will keep each SEW Pull-Out in the staff academic portfolios as evidence of completed work.

Why use the Staff Enrichment Workbook?

By intentionally focusing on a specific topic as part of your regular staff

meetings, you will develop a clear and working knowledge of the A.C.E. philosophy and procedures. This will not only produce a more efficient learning centre, but will improve the academic standard of the whole school. Another benefit of the Staff Enrichment Workbook is that you will be regularly fellowshipping together with other staff members and this will bring unity to your whole school team. Other schools in your region will also be using the Staff Enrichment Workbooks at the same time as you. This will give you an opportunity to network and fellowship with staff from other schools and build unity in your region. As the Psalmist said, "Behold, how good and how pleasant it is for the brethren to dwell together in unity! (Psalm 133:1)

The added benefit is that it will help you obtain a Christian Educators' Certificate.



Photo below: SEW Workbooks & Ring binder.





What goes into SEW?

Each topic of SEW starts as a dot point!

Hi, my name is Carolyn Pearce. In my role as Resource Development Coordinator, I was given the privilege of developing the SEW resources. Slabbert Pretorius and Kathy Fisher cast the vision – they wanted resources that would empower and encourage the staff in the A.C.E. schools all across the South Pacific Region. The resources needed to be flexible

 to be used with a group or by just one staff member who wanted to grow as an educator. And so, each topic was thought about, prayed over, organized and re-organised until each SEW Workbook took shape

Once the topic list has been set, the task of researching and writing begins. There is about 2-3 hours of research, writing, editing and re-writing in each Topic of Series 1. There is about 4-5 hours invested in each topic in Series 2. Then each Topic is proof-read, corrections are made and then sent off to graphic design where our designer, Solet Prinsloo, takes my very boring MS Word document and transforms it into the SEW Workbook. And then the fun really begins. The Production team print the number of copies needed and the team in Support, Events and Training, usually Amy Croome, carefully count and package the resources. Finally, the Warehouse and Distribution team send these Term Packs out in the post.

It is my sincere prayer that you have found the SEW Resources to be a blessing for you and your school. I like to occasionally check in with Leonie and ask her how many schools are using the resources and it always gives me great joy to read the responses in the centre pull-out section.

Thank you for the privilege of being part of this process – I loved my role in the SEW Program!

We will also rejoice with you once you have completed all the requirements of our course of study and receive your SCEE Christian Educators' Certificate.



We haven't started yet!

What should we do?

There are several options that you can choose to follow to get your school up and going with the SEW Program.

If your school has already started the program, KEEP GOING!! You are on the right track.

Schools who have not yet begun the SEW Program should start with Series 1 Part 1 and work through each workbook. There are 2 Series, each with 4 Parts. Complete both Series 1 and Series 2 in 2018, so that you are ready to continue on with Series 3 in 2019.

Starting out with Series 3 will put you on the Christian Educators' Certificate Diploma pathway. You can choose one of the following options:

OPTION 1:

Work through each workbook topic at a Staff Meeting (approximately 15 minutes each time) twice weekly until you have completed both Series 1 and Series 2.

OPTION 2:

Have specific Staff Training Days/ Afternoons and work through several topics in order until you have completed both Series 1 and Series 2.

SEW & SET Folder

Your school may decide to do a combination of Option 1 and 2 or make a different plan altogether. The important thing is to make sure that you have completed both Series 1 and Series 2.

Photos: SCEE Staff doing SEW training

NOTE: Please ensure that your staff complete the centre pullout section in each workbook. These should be collected by your Level 2 Trainer (or Principal if you have not nominated a Level 2 Trainer at your school) and sent to the relevant SCEE Office:

PNG

SCEE PNG, Admin Officer PO Box 1093 Lae 411, Morobe Province

FIJI

Eisha Kau - P.O. Box 17130, Suva

ΝZ

Mrs. Catherine Duxfield

All Other Countries - Leonie
Johnson - PO Box
3102, Caboolture,
QLD 4510.

What can I do if my school is not participating in the SEW Program?

If you would like to be a part of the SEW Program you may complete each Topic in the Workbooks in order, by yourself, then send in your pull-out section from the centre of each workbook and send them to the relevant SCEE Office for your country. If you need any assistance with this please do not hesitate to email us at schools@scee.edu.au

SEW Testimonials:

"My use of the A.C.E. Procedures has improved and I can see the changing habits of the students in the Learning Centre. I can also see that the students are more consistent and persevere more. They are more motivated." Carolina, Indonesia

"My use of the A.C.E. procedures has improved and I can see the change of atmosphere in my Learning Centre" Inawati, Indonesia

"It has developed my skills and understanding on how to run my Learning Centre. It will greatly impact my life and my student." Nemani, Fiji

"My understanding of the A.C.E.
Procedures improved since starting
Series 2. My personal reflections help me
with my students which then motivates
the students to follow Jesus Christ
as their personal Saviour. Clear rules
and expectations also help students
and positively influences academic
achievements" Daisy, PNG

"The use of the A.C.E. procedures has improved as the Learning Centre becomes more quiet and effective for everyone to learn." Chialis, Indonesia



connect₁₀

Staff Extended Training

COURSE OUTLINE & REQUIREMENTS SCEE Christian Educators' Certificate (CEC)

PHASE 1

1. Staff Diagnostic Testing

Diagnostic Tests - we have developed a collection of diagnostic tests specifically for adults to demonstrate their level of proficiency. A prescription would be issued after we have assessed the results.

What happens after the diagnostic test? See article on page 17.

2. Complete Enrolment Form

Enrolment and Prescription - the Enrolment form needs to be completed by the staff member and sent to SCEE. The prescription will be written specifically for the individual staff member and details their course of study and the requirements.

3. Complete assessment of Prior Learning

This will involve: assessment of prior learning, including your length of service at your school, other training or courses you have done and any other opportunities to gain credits towards your SCEE Christian Educators' Certificate.

4. The following may be required - Staff Extended Training (SET) Courses (determined by the Diagnostic Tests)

ABCs for English Learners Training

A.C.E. Student Convention Participation - assessment 1 *

Convention Judging Module - assessment 1

SET Basic Numeracy Certificate **

SET Basic Literacy Certificate **

SET Advanced Numeracy Certificate **

SET Advanced Literacy Certificate **

- * Countries who do not have a Student Convention will have a separate assignment.
- **The SET Certificates are earned by following a course of study based on results of diagnostic testing.



5. SCEE Staff Training - 5-day course (compulsory)

















The foundation of the SCEE Christian Educators' Certificate, the SCEE staff training is a comprehensive 5-day immersive learning experience.

For more information please read the "What is Staff or Supervisor Training?" article on page 21. This training needs to be kept up to date (renewed every 5 years and added to your staff academic portfolio at SCEE).



6. School Self assessment Form Part A & B

This form (part B) needs to be filled out by each supervisor and/or monitor in each learning centre in your school. This is also a compulsory module and requires engagement over two years.

This assessment shows how effectively you are using the A.C.E. procedures in your learning centre. The assessments are used to give direction to us for staff training and topics for Educators' Conferences. A copy of your participation in this assessment is added to yours academic portfolio and will earn credits towards your CEC.

Please send the original forms to SCEE. The school self assessment forms part A (principal and senior staff) & B (Supervisor & Monitor) are sent to the school during term 3 each year.



7. Christian Educators Conferences

Attend at least 2 of these conferences during your course of study to earn the relevant credits. The Christian Educators' Conferences offers regular training for teachers, principals, administrators and the opportunity for fellowship with other like-minded educators.

Training is delivered in a series of lectures and workshops covering a range of educational topics in response to contemporary issues current to each country or region. We will require attendance and active engagement in these conferences, self reflection and reports which will be added to your Staff Academic Portfolio. as part of your credits towards your CEC.



8. Student Convention Attendance (1 compulsory during your course)

Attend and participate in at least 1 student convention during your course of study to obtain the relevant credits.

9. Staff Enrichment Workbooks (SEW) series 1

The SEW Series 1 consist of 4 workbooks each containing 10 topics covering the A.C.E. procedures. This course consists of 40 units of training in the first phase.

Each workbook contains a pull-out section for the staff members to complete and return to SCEE. These pull-out sections are added to the staff member's academic portfolio held at SCEE.

Staff should meet weekly to complete a topic unless your level 2 trainer is conducting an accelerated program.



10. On the job training

Competency levels will be assessed at your school as part of the School Self assessment Form (SSA). We will also require a report from the Principal or Level 2 trainer to determine the credits.



PHASE 2

1. School Self assessment Form Part A & B

2. Christian Educators Conferences (2 compulsory)

Attend at least 2 of these conferences during your CEC course to earn the relevant credits. The Christian Educators' Conferences offers regular training for teachers, principals, administrators and the opportunity for fellowship with other like-minded educators.



3. Student Convention Attendance (1 compulsory during your course)

Attend and participate in at least 1 student convention during your course of study to obtain the relevant credits. At these conferences we will require self reflection and reports which will be added to your staff academic portfolio.

4. Staff Enrichment Workbooks (SEW) series 2

The SEW Series 2 consist of 4 workbooks each containing 10 topics covering research behind A.C.E. procedures, pedagogy and methodology. This course consists of 40 units of training in the second phase.

Each workbook contains a pull-out section for the staff members to complete and return to SCEE. These pull-out sections are added to the staff member's academic portfolio held at SCEE. Staff should meet weekly to complete a topic unless your level 2 trainer is conducting an accelerated program.



5. On the job training

Competency levels will be assessed at your school as part of the School Self assessment process. We will also require a report from the Principal or Level 2 trainer to determine the credits.

6. SCEE Connect

A Magazine published by SCEE every 4 months containing regular articles on Apologetics, Biblical worldview and other areas of interest that will be used as resources for future assignments. It can also be downloaded from the SCEE website









http://www.scee.edu.au

It also contains updates, News and information that ministers to the SCEE A.C.E. community.

Two years' magazines should be kept in your binder as reference material.







7. Level 2 Trainer

The staff student needs to have knowledge and understanding of what the process and purpose is of the Level 2 Trainer in your school. You need to understand it is the key person in the partnership between SCEE, the school and yourself to help implement the ongoing professional development opportunities offered by SCEE. An assignment will be required.

You should understand that the Level 2 Trainer will be responsible for the following Programs and Projects in their school:

The Staff Enrichment Workbook Program (SET)

The Staff Extended Training Program (SET)

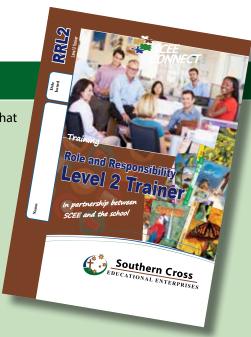
The School Self-Assessment Program (SSAP)

The Quality Assurance Program (QA)

The SCEE Connect Magazine Project

The Parents Biblical Mandate Program (PBM)

They are there to assist you and SCEE in bringing the Christian Educators' Certificate to you.



14. Obtaining your SCEE Christian Educators' Certificate

After reviewing your staff academic portfolio - determining whether you have met all the requirements, attended all contact days, done all assignments - you will be issued your SCEE Christian Educators' Certificate. This certificate is based on and comparable to, a Certificate 4.



connect₁₄

LIFE AFTER SCHOOL

SUGGESTED USE FOR STAFF

By Carolyn Pearce
B.A., TAE Cert IV

Imagine yourself standing in front of a signpost. There are signs pointing in nearly every direction and as you stand there, you have to make a **choice** about which direction you are going to take. When you are faced with this immediate and seemingly overwhelming challenge. Applying for a new job can feel daunting but having a CV to go alongside your application makes you look professional and could open the doors to a better position.

A CV (Curriculum Vitae) is a document that describes your **education**, work experience, etc. It is a detailed **overview** of your life's **accomplishments**. It is important to keep this document up to date even if you are not looking for a new job.

If you are looking for work, an up to date Résumé or CV is **essential**. This document **communicates** what you know and why a potential **employer** should consider you for the job.

As educators it is very easy to write a Résumé or CV and then stick it in a drawer and forget to update it.

Here is why you should update your Résumé or CV:

- it keeps track of your professional development as an educator
- it can help clarify your long term career goals
- it can help you decide what further study to complete
- it relieves the stress of having to completely redo the document if your circumstances suddenly change

One of the most stressful experiences we face is to be suddenly without work. Having a current CV or Résumé will reduce stress and allow you to focus on finding new employment.

Although the Life After School resource was written with students in mind, it could be a very handy resource for you as an educator and help you through the process of updating your Résumé or CV. The added benefit is the resource asks you to consider things from a **Biblical perspective**.

If you don't have a Résumé or CV, or if you need to update your documents, why not purchase a copy of Life After School for yourself?

If you work through the tasks of Life After School, you will be prepared to assist your students through the difficult transition from school to work life.

http://webstore.scee.edu.au Order number: LAS



Introducing Leonie and SCADE

Photo left: Leonie filing results.

Leonie Johnson is a member of the Support, Events and Training team, working with Kathy Fisher (Manager) and Karl Duxfield (Convention Coordinator). Leonie is an experienced administrative assistant and has been instrumental in keeping records for the SET and SEW programs. She is the Administrative Assistant for **Southern Cross Adult Distance Education** (SCADE) which will offer assistance to our staff students.

Leonie has been involved with A.C.E. for 21 years. She homeschooled her 5 children using the A.C.E. Resources and has worked with schools using the A.C.E. Resources before joining the team at SCEE in 2015.



Leonie is excited by these programs and has a real passion to see staff equipped to flourish in their local school. She looks forward to the mail each day as there are often parcels from you labelled SET or SEW and she enjoys being a part of your progress. Leonie records your progress and files everything that you send.

She particularly looks forward to reading your testimonies about how these programs are helping you grow as an educator and influence for the next generation.

Southern Cross Adult Distance Education (SCADE) is the new name for our Adult Distance Educational offerings. This includes the SET and SEW Programs, and offering Administrative support to you to obtain your Christian

Leonie will inform you and us once you have **completed** your studies and met all requirements for the **SCEE**Christian Educators'

Certificate. We will then send you your certificate. Please refer to our checklist on page 4.

Educators' Certificate.

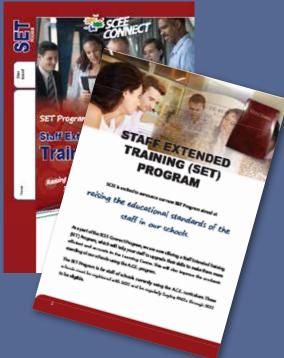
Graduation for the ABC class at Port Moresby Christian Academy.





Submitted by Mr. Joel Rare
Principal, Port Moresby Christian Academy.

The Role of SET in achieving the CEC



As part of our ministry focus to equip staff in schools, SCEE is committed to helping each member of staff improve their Literacy and Numeracy skills.

The SET or Staff Extended
Training is an opportunity
for you to upgrade your
Literacy and Numeracy (Math
and English/Grammar) skills
and eventually can lead to a
Certificate and eventually to
a Diploma. This is a personal
invitation for you to join the SET
Program!

The SET Program is for staff of schools currently using the A.C.E. resources. These schools must be registered with SCEE and purchasing PACEs from SCEE regularly.

All staff who want to participate in the SET Program are required to demonstrate their knowledge through Diagnostic Testing. These tests are specifically written for adults and are NOT the same as the Diagnostic Tests used for students. The tests are marked by a member of the SCEE Team and a prescription (list of PACEs required to be done) is created specifically for that staff member.

Once the staff member receives their prescription, they are able to order the resources they are required to complete at a reduced cost (subsidized by SCEE).

As you work through your prescription, you will have the opportunity to take the SET Numeracy and Literacy Exams. The exams are offered at two levels:

Basic and Advanced

The level of your Diagnosis will determine which level of certificate you will be able to achieve.

Once you have completed your SET exams you will be awarded a SCEE SET Certificate. Certificates currently available are:

SCEE Certificate of Basic Literacy (Year 8 PACE Level)

SCEE Certificate of Basic Numeracy (Year 8 PACE Level)

SCEE Certificate of Advanced Literacy (Year 10 PACE Level)

SCEE Certificate of Advanced Numeracy (Year 10 PACE Level)

We may require you to do some of these courses to qualify for the Christian Educators' Certificate.

If you would like to participate in the SET Program, contact Leonie Johnson at leoniejohnson@scee.edu.au and she will gladly help you to begin your journey.

Some staff will not need to complete all the SET certificates as the diagnostic testing determines the course of study required. Some staff may need to complete their SET studies while also completing the SEW program. The completion of SET certificates may be used as credits towards the SCEE Christian Educators' Certificate.

SET Testimonials

"Praise God. I am really excited about the result. Thank you for facilitating the program. Now that both Literacy and Numeracy is done, i would like to ask what to do next. I want to continue with my training. I am working on our SEW lessons facilitating every Monday and would be very happy to continue with the next training you have available.

May God bless your ministry as you continue to bless our lives with these training." Litiana, Fiji

I have great news. Our PACES have arrived already and our Principal has issued everyone their PACES. I saw a look of both fear and excitement:) This is great for our academic development. Thank you guys so much for starting this

completed her SET training for Basic numeracy and

received her certificate 11/3/17 at Student Convention.



If you would like to place an order for PACEs in your prescription at the special SET discount you will need:

- To be registered with SCEE as a Distance Education (DE) student enrolled with SCADE.
- A SCADE issued, unique student number
- A prescription for completing your SET PACEs
- 4. Use the SET Order Form

Please contact Leonie Johnson at leoniejohnson@scee.edu.au to ask for a SET Order Form and Instructions

Note: Only PACEs prescribed for Staff registered as SET participants are available on this Order Form.

You may make your SET Order at the same time as you order PACEs for your students but must use the regular SCEE Order Form for student PACEs. If you wish to order at the same time to save freight costs please advise the SCEE Orders team when making your order.



Photo, right: SET Order Forms Example

SET ORDER FORM INSTRUCTIONS

- 1. Ensure you start with a cleared order form to avoid doubling up on PACEs
- 2. Please download the SET order form spreadsheet and copy it so you can use it again for future orders
- 3. Fill in your school name and school customer code on the Cover Sheet
- 4. Skip over the next page (Master page as this fills itself)
- 5. It is important the Cover Sheet and the Master page are sent with the staff member order
- 6. Use a different Staff member page tab (label with name) at the bottom of the page for each SET staff member
- 7. Fill in each page with the SET staff member name and unique staff ID number and list the PACEs listed required on their SET prescription
- 8. The number of PACEs and cost will be automatically calculated on the Cover Sheet and Master page
- 9. Save this document and attach it to an email
- 10. Send this document to SCADE's administration staff who will then release it to the Orders Department after checking

SET ORDER FORM IF YOU NEED A SET ORDER

FORM PLEASE CONTACT LEONIE JOHNSON leoniejohnson@scee.edu.au

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Staff Enrichment Workbook Program (SEW)

To get full accreditation, for the SEW portion of the Christian Educators' Certificate course, staff members must participate in weekly meetings by:

- Filling out the 80 self-reflection portions (8 booklets over two years with 10 units per booklet = 80 units).
- Keeping their own lever arch file containing 8 booklets for easy reference in the Learning Centre and for personal accreditation purposes.
- Referring to the A.C.E. Procedures and Administrators Manuals as the primary resource.
- Fill out the 8 pull-out pages in the middle of the 8 booklets.
- Hand it in to the responsible trainer (Level 2 or Administrator/Principal/ Senior staff member) to post back to SCEE.
- This will amount to about 120 hours of work.

Staff Extended Training Program (SET)

Thank you to everyone involved in the SET program. Many schools are on board and working towards their Christian Educators' Certificate.

IMPORTANT

If you have had staff enroll in the SET program in your school and they have **left** or **transferred** to another school it is important to **inform the SET Program** which school they are employed at, by emailing **leoniejohnson@scee.edu.au**

Please make sure each test has your SET staff **members full name**, the **date** and your school **customer code** to assist with the data input/recording (to save time and in case the tests get separated).

As a double check, please attach a separate list of the tests included.

SET Exams are to be completed under the supervision of **SCEE Staff or SCEE appointed supervisors**.

Special offer from SCEE to CEC Students

It has been brought to our attention that some of the dedicated staff working in our A.C.E. schools find it difficult to provide a biblical worldview education for their own children due to the cost involved.

You have to be enrolled for a SCEE Christian Educators' Certificate from an accredited school and have knowledge of your school quality status with SCEE.

These teachers sacrifice their time and expertise to teach children God's ways. They often do this at the expense of a better paying job because God has called them to minster in the school.

SCEE would like to support these staff by offering a reduced cost to the purchase price of their child's PACEs and help them to afford enrolling their own children in a private school offering the A.C.E. program.

In order to find out more about this special offer, please contact Kathy Fisher for further information.

kathyfisher@scee.edu.au

NOTE: There will be certain requirements that have to be met by both the school and the staff member to qualify for this benefit.



The Bible has always been a controversial book. Dan Buttafuoco, president of the Historical Bible society states; "This book is simultaneously both hated and loved. Once read, it would be impossible to be indifferent to it; for its claims are monumental and beyond exaggerating. It provokes a strong response in either a positive or negative direction; you will either love it or hate it. It was meant to be so by design. It is so controversial that wars have been fought over its interpretation. Governments have toppled on account of it and kings have been deposed because of it. Most importantly, lives have been dramatically changed for good because of this book"

We live at a time in history when the Bible is almost universally

regarded as both inaccurate and irrelevant. Atheists have gone to great lengths to attempt to prove that the Scriptures are not only largely myth and fable, but detrimental to society to read. Even many theological institutions have adopted what is known as Higher Criticism, the teaching that the Bible is not to be taken literally, that it is merely a product of human invention, brought about by the Church in bygone centuries to express what men thought about God. Many Churches teach that the Bible merely contains the word of God. In our generation we have seen the Bible banned in over 52 countries. Organisations such as Gideons International are facing ever increasing pressure preventing them from distributing Bibles in hotels and schools.

Richard Dawkins sums up this modern attitude in his bestselling book, 'The God Delusion', where he states that: "Much of the Bible is not just systematically evil but also plain weird, as you would expect of a chaotically cobbled-together anthology of disjointed documents, composed, revised, translated, distorted and 'improved' by hundreds of anonymous authors,

editors and copyists, unknown to us and mostly unknown to each other, spanning nine centuries"

However, for us as believers, it is absolutely vital that we embrace the Bible as the complete, authoritative and trustworthy words of God Himself. Concerning the scriptures, Jesus states in Luke 24:44-45: 'These are My words which I spoke to you while I was still with you, that all things which are written about Me in the Law of Moses and the Prophets and the Psalms must be fulfilled.'Then He opened their minds to understand the Scriptures."

When we refer to the authority and trustworthiness of the Bible, three words are commonly used:

Inspiration - Inspiration of the Bible means that it had a divine origin and authority. The words of the Bible are 'God breathed'. The phrase "Thus says the Lord" occurs 417 times in the Bible. 2 Timothy 3:16 states that "All Scripture is inspired by God and profitable for teaching, for reproof, for correction, for training in righteousness".

Inerrancy – We understand that the Holy Spirit guided various human authors to compose and

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The Apologetics articles will be used for an essay type assignment towards credits for your Christian Educators' Certificate.

record, through their personalities, God's selected message without error in the words of the original documents. We acknowledge that there are variations between some of the ancient manuscript types as well as between various translations however, NONE of these affects a cardinal doctrine of the Church. Protestant theologian and Church historian Philip Schaff states that: "Of all the variations known, only 400 affect the sense; and of those only 50 are of any significance; and of these **not one** affects "an article of faith...." This means that the NT is 100% from any errors in essential doctrines of the Christian Faith."

Infallibility - "Infallible" means "incapable of failing. In other words, the Bible is to be revered as perfect with respect to its purpose. It cannot fail to communicate the truth we need about God in order to be saved and transformed. It is God's uniquely inspired message to humanity that infallibly reveals God's identity, character and will and the only true path to salvation.

There are three primary methods that are generally used to validate the authority and trustworthiness of the Bible: The Bibliographical
test – This is evidence
from the manuscripts
and archaeology. The
science of Textual Criticism
is concerned with
investigating documents by
reconstructing the original
text as closely as possible.

• The Internal test –
Evidence from the
bible about itself. The
examination of the truth
claims of the various

authors of the Bible by allowing the authors to speak for themselves.

• The External test -

Evidence from extra biblical sources. It surprises many to know that Jesus and the disciples are mentioned in many other writing besides the bible.

This poem, written by an unknown author, aptly illustrates the words of Jesus

Last eve I passed beside a blacksmith's door

And heard the anvil ring the vesper chime:

Then looking in, I saw upon the floor

Old hammers, worn with beating years of time.

"How many anvils have you had," said I,

"To wear and batter all these hammers so?"

"Just one," said he, and then, with twinkling eye,

"The anvil wears the hammers out, you know."

And so, thought I, the anvil of God's word,

For ages sceptic blows have beat upon;

Yet though the noise of falling blows was heard,

The anvil is unharmed . . . the hammer's gone.

My prayer is that you will read, study, and meditate on the Scriptures with a determination to know and love our God and Lord Jesus ever more intimately.

"Heaven and earth shall pass away but my words shall endure forever" Matthew 24:35

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What is Staff or Supervisors Training?

We call it Staff Training
because we not only train
Supervisors, but Monitors and
Administrators too!

Official A.C.E. Staff Training is only conducted by SCEE in the South Pacific Region. Only SCEE approved staff trainers have the authority to run Staff Training.

This is a 5-day training course where the Supervisor, Monitor, Principal or Administrator becomes the student. Yes! You work in an office just like the students do. You do PACEs (Training PACEs) just like the students do. You fill in Goal Cards and raise flags just like the students do. This is interactive training that gives you the experience of working in a student office in addition to learning or revising the procedures of the Learning Centre.

Below: Staff Training in Kokopo PNG

Completion of the 5-day Staff Training course will count as credits towards the SCEE Christian Educators' Certificate.

How often should I do the Training?

All staff are required to do training at least every 5 years. Those who are just starting out may find that attending training for a second time within the 5 year period helps them to consolidate what they have learned at their first training. You will learn so much more from the training after being in the learning centre for 5 years. It is amazing - you learn something new each time you attend. It is important that every staff member renew their training qualification every 5 years to maintain the quality assurance accreditation of your school.

Who should do the Staff Training?

All Supervisors, Monitors, Principals and Administrators should attend Staff Training. Each one has an important part to play in the school and should know about the resources and

should be done by all Administrators and Principals. Everyone does the Wisdom and Organization PACE so that the philosophy of the school and the Organization of the school is consistent.

How can I get my new staff trained?

We understand that training courses are not always offered when you employ new staff. You may give them in-house training to start with, which will have a currency of 1 year unless you are an accredited Level 2+ trainer. You need to make sure that they attend the very next formal training course available so that they can be a real blessing to your school.

When and where is training held?

Unfortunately, we can't be everywhere at once! Training is scheduled at regular intervals or on a needs base depending on the requirements of the country or region. Please check date claimer flyers that come in your Term Packs, notices in the SCEE Connect Magazines and information on our Facebook page, which will keep you updated with when and where Training Courses are planned. If you want to register a need for training please contact Kathy Fisher at kathyfisher@scee.edu.au

Below: Fiji Staff Training



You will become familiar with the A.C.E. Procedure Manuals and the Learning and Teaching Methodology used in the A.C.E. Learning Centre.

During the 5-days, you will not only learn about A.C.E. Procedures but you will take part in lectures and other activities all focused on you being the best you can be in the Learning Centre.

There are times of fellowship and prayer, and time for questions too.

procedures used in the Learning Centre.

Is all the Training the same?

No. Supervisors and Monitors do the same PACEs and mostly the same training. There is a separate PACE for Administrators that



Vaing the N.C.E. Manuals

The Core Resources for the SCEE Christian Educators' Certificate

Did you know that there are real gems of wisdom in the A.C.E. Procedure Manuals? They explain the A-Z of how to do A.C.E.

These Manuals are the primary resource for the SCEE Christian Educators' Certificate and completing the Staff Training Course will add credits to the SCEE Christian Educators' Certificate.

Procedures Manual 1 is the Learning Center Essentials Manual consisting of 162 pages and is truly just what it says. It is an absolute essential in every Learning Center. It not only gives information about the A.C.E. resources, but also about the Learning Center Procedures that are essential to making everything work together. Do you know what the role of the Monitor is? It's in the Procedures Manual! Do you know how to place your students correctly on the resources? It's in the Procedures Manual! Do you want to know about Motivation and Control of students? It's in the Procedures Manual. This is the one-stop-shop for all your Learning Center questions. You need to have one available for your staff in your school.

Procedures Manual 2 consisting of 144 pages, tells all about the Reading Programs provided by A.C.E. This Manual is an essential for the Kindergarten with Ace and Christi and ABC's with Ace and Christi programs. It explains how to run the programs and all sorts of other interesting and necessary information. This Manual also explains some of the other programs provided by A.C.E. to help students, including Readmaster and Word Builder Programs, Videophonics, English as a Second Language Program and help for remedial reading. This is a 'must have' item in the Learning Center.

The Administration Manual,

consisting of 178 pages, is more foundational. It discusses the reasons for Christian Education and School Organisation. This is a must for Administrators, Principals and perhaps even Senior Staff. There are sections on Strengthening the School which includes information about Mentoring Staff, Employment Guidelines, Planning the school schedule and the A.C.E. Character Traits. There is also a section on Promoting the School and Challenging the Leadership. "Where there is no vision, the people perish..." Proverbs 29:18

These Manuals should be well used in your Learning Center. Mine has tatty edges and sticky notes all throughout as I mark those pages that I keep returning to over and again. The Manuals can help answer many of those questions that you have about the A.C.E. resources. They are also instrumental in keeping Procedures sharp in your Learning Center. Make sure that your school has copies of the current Manuals.

Principals and Administrators! We would encourage you to make these Manuals available to all your staff. If you want Learning Centres that are well-run, staff access to these Manuals is the key.

Staff, we would encourage you to become familiar with the Manuals – don't be afraid to put markers in pages that are important to you and that you use for continual reference. These should be Manuals that are well used. The Manuals are there to guide you and help you in your Learning Centre efficiently. By using the advice in the Manuals you will

- Have consistent discipline in your Learning Centre

be able to:

 Have a smooth process for testing and recording results

- Be aware of how the A.C.E. resources work together and be able to use the resources effectively
- Know your job expectations who should do what in the Learning Centre
- Have consistency between Learning Centres in schools with multiple Learning Centres

What are the benefits?

There are benefits both for the school as a whole and for individual staff in your school as follows:

Benefits for the school and staff:

- Increased job satisfaction leading to staff longevity
- Increased employee motivation leading to more efficient practices
- Reduced employee turnover
- Raised standard of education
- Enhanced school image in the community
- Part of requirements to maintain Quality Status including price discounts
- Benefits for the individual
- Higher level of academic skill
- Increased job satisfaction
- More stable employment
- Price discounts for children of staff in schools (under certain conditions)

The three manuals, with almost 500 pages of good educational content, will serve as the foundational resources for your SCEE Christian Educators' Certificate.





SCEE OFFERS: Services and support to churches & schools who incorporate the A.C.E. resources in their education program. Equipping students for their God-ordained role in life, providing quality, Biblically-based education with built in character traits, accountability & transparency.

SCEE SERVICES...

- 1. PASTORAL SUPPORT & ENCOURAGEMENT
- Spiritual Inspiration
- Christian Educators' Conferences
- Student Conventions
- · Pastors Conferences
- 2. EDUCATIONAL SUPPORT
- School Assistance
- National Curriculum Development
- · Graduation Certificates
- Starting Schools
- Staff Training
- 3. HOME SCHOOLING SERVICES
 - » Accelerate Christian Home Schooling
 - » Incorporating: SEHE, SCHE, HSWA, ACHA, ICHS
- Newsletters
- 4. DISTRIBUTION OF EDUCATIONAL RESOURCES
- Catalogue and Order Forms Printing
- Develop New Products to Enhance Education



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