Access 2 Information and Communications Technology

Draft National Course Specification

Valid from August 2013

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Please refer to the note of changes at the end of this Course Specification for details of changes from previous version (where applicable).

Contents

Course outline

Course title: Access 2 Information and Communications Technology

SCQF: level 2 (18 SCQF credit points)

Course code: to be advised

Mandatory Units

Information and Communications Technology Applications (Access 2)	6 SCQF credit points

Optional Units

Communications Applications (Access 2)	6 SCQF credit points
Internet Applications (Access 2)	6 SCQF credit points
Multimedia Applications (Access 2)	6 SCQF credit points
Working with Digital Images (Access 2)	6 SCQF credit points

The Course comprises **one** mandatory and **two** optional Units from the list above.

Recommended entry

Entry to this Course is at the discretion of the centre.

In terms of prior learning and experience, relevant experiences and outcomes may also provide an appropriate basis for doing this Course. Further information on relevant experiences and outcomes will be given in the *Course Support Notes*.

Progression

This Course or its components may provide progression to:

- other qualifications in Information and Communications Technology or related areas
- further study, employment and/or training

Further details are provided in the Rationale section.

Equality and inclusion

This Course Specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence. For further information please refer to the *Course Support Notes.*

Rationale

All new and revised National Courses reflect Curriculum for Excellence values, purposes and principles. They offer flexibility, provide more time for learning, more focus on skills and applying learning, and scope for personalisation and choice.

In this Course, and its component Units, there will be an emphasis on skills development and the application of those skills. Assessment approaches will be proportionate, fit for purpose and will promote best practice, enabling learners to achieve the highest standards they can.

This Course provides learners with opportunities to continue to acquire and develop the attributes and capabilities of the four capacities as well as skills for learning, skills for life and skills for work.

All Courses provide opportunities for learners to develop breadth, challenge and application, but the focus and balance of the assessment will be appropriate for the subject area.

Relationship between the Course and Curriculum for Excellence values, purposes and principles

The Access 2 Information and Communications Technology Course sits within the technologies curriculum area. This curriculum area relates particularly to contexts that provide learners with opportunities for developing technological skills, knowledge and understanding, and attributes through practical activities. Learners are encouraged to develop important skills, attitudes and attributes, including broadening their understanding of the use of information, communications and technology (ICT), thereby gaining the skills and confidence to embrace and use them.

The Course provides opportunities for learners to develop skills and knowledge which can be applied to other contexts, including computer literacy and recognising the relationship between software, hardware, applications and outputs. Learners will learn how to use a range of technologies appropriately and safely and how to communicate effectively and appropriately when using technologies.

Course activities also provide opportunities for learners to enhance generic and transferable skills in planning, working independently and in teams, and communication, all in a technological context. They will find that the skills they acquire by successfully completing this Course will be invaluable for learning, for life and for work.

This Course builds on the experiences and outcomes in technologies and includes skills that are complementary for learners in other curriculum areas, such as mathematics, science, and the expressive arts.

Purpose and aims of the Course

The Course provides an introduction to the role of technology in society, and focuses on the development of a range of skills required for using technology in everyday life. It seeks to foster learners' understanding of information, communication and technology, helping them to develop skills in using equipment, software, applications, media and technology.

The aims of the Course are to enable learners to develop practical skills in:

- developing and applying basic knowledge and understanding across a range of technologies
- using equipment and software appropriately
- using a range of applications
- communicating effectively

Course activities also provide opportunities for learners to develop generic and transferable skills in:

- computer literacy
- collaborating and interacting with others
- working independently
- searching and retrieving information to inform thinking and decision making
- problem solving

The Course will also help learners to develop important skills, attitudes and attributes that are transferable to other contexts.

Information about typical learners who might do the Course

The Course is suitable for all learners with an interest in information, communication and technology. It is suitable for learners with a general interest in the subject and for those wanting to progress to higher levels of study.

The Course may also be suitable for those wishing to work towards a qualification in information, communication and technology for the first time.

The Course takes account of the needs of all learners by providing sufficient flexibility to enable learners to achieve in different ways and at a different pace.

On completing the Course, learners will have developed computer literacy, developed skills and knowledge in using a range of technologies, and be able to apply these skills and knowledge to other contexts.

Course structure and conditions of award

Course structure

This Course consists of a combination of mandatory and optional Units. Learners who complete the mandatory Unit and any two of the optional Units will be able to demonstrate their ability in the same skills. The mandatory Unit provides breadth by introducing learners to the range of skills and contexts available in information, communication and technology. The optional Units provide depth, with scope for personalisation and choice, and provide learners with opportunities to further explore, develop and practice these skills in different contexts.

Some learners may choose to complete additional optional Units from the Course. Learners will benefit from this opportunity to extend their learning.

The Course enables learners to develop practical skills in: developing and applying knowledge and understanding across a range of technologies; using equipment and software appropriately and safely; using a range of computing applications; and communicating effectively.

Units are statements of standards for assessment and not programmes of learning and teaching. They can be delivered in a variety of ways.

Units can be taught sequentially or in parallel to each other. However, learning and teaching approaches should provide opportunities to integrate skills where possible.

Mandatory Units

Information and Communications Technology Applications (Access 2)
The aim of this Unit is to allow learners to develop skills in using a range of commonly available applications. Learners will apply these skills to access, use and exit the applications.

Optional Units

Communications Applications (Access 2)
In this Unit, learners will become familiar with the use of a range of applications for communication. The Unit will also provide opportunities for collaborative working.

Internet Applications (Access 2)
In this Unit, learners will become familiar with the use of the internet for simple research, the use of technologies to send and receive messages, and the importance of safety considerations when using these tools.

Multimedia Applications (Access 2)
This Unit is designed to help learners become familiar with the equipment and software applications that might be used to prepare a multimedia presentation. Learners will also develop the basic skills required to produce a multimedia presentation.

Working with Digital Images (Access 2)
In this Unit, learners will develop skills in using digital technologies to manipulate, edit and publish digital images, including the use of software packages and media.

Conditions of award

To achieve the Access 2 Information and Communications Technology Course, learners must pass all of the required Units. The required Units are shown in the Course outline section.

Access 2 Courses are not graded.

Skills, knowledge and understanding

Full skills, knowledge and understanding for the Course will be given in the *Course Support Notes*. A broad overview of the skills, knowledge and understanding that will be covered in the Course is given in this section.

These include:

- demonstrating practical skills in the use of equipment and software
- using very simple skills in a range of applications
- using very simple computer literacy skills, including communication
- using technology appropriately
- following health and hygiene practices when using technology

Skills, knowledge and understanding to be included in the Course will be appropriate to the SCQF level of the Course. The SCQF level descriptors give further information on characteristics and expected performance at each SCQF level (www.sqa.org.uk/scqf).

Assessment

Further information about assessment for the Course will be included in the *Course Support Notes*.

Unit assessment

All Units are internally assessed against the requirements shown in the Unit Specification.

They can be assessed on a Unit-by-Unit basis or by combined assessment.

They will be assessed on a pass/fail basis within centres. SQA will provide rigorous external quality assurance, including external verification, to ensure assessment judgments are consistent and meet national standards.

The assessment of the Units in this Course will be as follows:

Information and Communications Technology Applications (Access 2)
For this Unit, learners will, through personal use, be able to:

- use equipment appropriately
- carry out basic operations across a range of applications

Communications Applications (Access 2)
For this Unit, learners will be able to interact with others by:

- using equipment appropriately
- carrying out basic operations across a range of applications

Internet Applications (Access 2)
For this Unit, learners will be able to:

- use a search engine to find basic information on the internet
- use an e-mail application to send and receive very simple messages

Multimedia Applications (Access 2)
For this Unit, learners will be able to:

- create a very simple multimedia presentation
- run the presentation

Working with Digital Images (Access 2)
For this Unit, learners will be able to:

- make very simple changes to digital images
- show the altered digital images

Exemplification of possible assessment approaches for these Units will be provided in the *National Assessment Resource.*

Development of skills for learning, skills for life and skills for work

(Note: The information given below reflects the initial thinking on significant opportunities for development of skills for learning, skills for life and skills for work. These may be subject to change as the development process progresses.)

It is expected that learners will develop broad, generic skills through this Course. The skills that learners will be expected to improve on and develop through the Course are based on SQA's *Skills Framework: Skills for Learning, Skills for Life and Skills for Work* and drawn from the main skills areas listed below. These must be built into the Course where there are appropriate opportunities.

4 Employability, enterprise and citizenship

4.2 Information and communication technology

5 Thinking skills

5.1 Remembering
5.3 Applying
5.5 Creating

Amplification of these skills is given in SQA's *Skills Framework: Skills for Learning, Skills for Life and Skills for Work*. The level of these skills will be appropriate to the level of the Course. Further information on building in skills for learning, skills for life and skills for work for the Course is given in the *Course Support Notes*.

Administrative information

Published: October 2011 (version 1.0)

Superclass: to be advised

History of changes to National Course Specification

Course details	Version	Description of change	Authorised by	Date

Note: You are advised to check SQA's website (**www.sqa.org.uk**) to ensure you are using the most up-to-date version of the Course Specification.