

Award No: **G8HC 44**

Level: **SCQF Level 4**

Award Title: **National Progression Award in Internet Technology at SCQF<sup>1</sup> Level 4**

## **Introduction to the Award**

This National Progression Award (NPA) in Internet Technology at SCQF Level 4 was developed to meet the demand for an introductory qualification in uses of the Internet including the safe use gained through short-course provision.

In recent years, there has been an explosion in the use of the Internet as it is the largest reference resource in the world. With regard to concerns about the safe use of the Internet, it is important that we acknowledge and address the needs of children, young people, teachers and parents, in fact, everyone who uses the Internet, whether for business, studying or fun.

## **Target Audience**

This National Progression Award is suitable for a wide range of candidates with basic computing skills who wish to know how to operate effectively in a secure on-line environment and to develop their technical and on-line research and communication skills.

This award aims to introduce candidates who have little or no experience of using the Internet to the fundamentals of IT literacy and safe on-line communication. This award is designed for a candidate to progress on to the National Progression Award in Internet Technology at SCQF Level 5, which is suitable for candidates who have basic on-line literacy and wish to extend their skill-set to include a variety of on-line communication methods, information retrieval and research in a secure on-line environment.

## **Content and Structure of Award**

This National Progression Award will provide candidates with the underpinning knowledge needed to use the Internet safely and legally to carry out information handling and research, and for communications. On successful completion of the

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<sup>1</sup> SCQF (Scottish Credit and Qualifications Framework) helps people to understand and compare different qualifications in Scotland. (visit the website [www.scqf.org.uk](http://www.scqf.org.uk) for more information)

Award, candidates will receive the National Progression Award (NPA) Certificate in addition to the three separate units listed below, endorsed on their Scottish Qualifications Certificate (SQC).

All units in the National Progression Award in Internet Technology at SCQF Level 4 are mandatory.

UNIT TITLE	CODE	CREDIT VALUE	*SCQF LEVEL
PC Passport: Introduction to the Internet and On-line Communications	F1F9 10	1	4
Information Literacy Skills	F1P3 11	1	5
Internet Safety <sup>2</sup>	F0H5 10	1	4

\*The Scottish Credit & Qualifications Framework (SCQF) is a way of helping people understand and compare Scottish Qualifications, by giving them credit points which shows how much learning has been achieved and a level on a scale of 12, to show how demanding the learning is. Details can be found at [www.scqf.org.uk](http://www.scqf.org.uk).

<sup>2</sup> This award is SQAs first **e-only** award.

At the end of the award you should be able to:

- Identify key components, terms and issues associated with the use of on-line communications
- Locate information using basic Internet/intranet facilities
- Use e-mail and on-line forms to communicate electronically
- Plan an information task
- Identify a range of information sources and use them to investigate a chosen information task
- Evaluate the selected information
- Review search results and suggest possible improvements
- Identify threats that exist when using the Internet
- Describe safety precautions which should be taken when using the Internet
- Describe legal constraints which apply when using the Internet
- Take appropriate safety precautions and operate within relevant legal constraints when using the Internet

## Centre Contact Details