

Space for Centre Logo



Award ID: **G8H7 44**

Level: **SCQF Level 4**

Award Title: **National Progression Award in PC Passport: Beginner at SCQF¹ Level 4**

Introduction to the Award

The original suite of three PC Passport National Progression Awards has now been revised for August 2007 to ensure it is up to date and to meet the requirements of the e-skills sector skills council structure, for all UK IT Qualifications. PC Passport now includes equivalences to the UK Information Technology Qualification (ITQ).

PC Passport is a unique and popular award offered by SQA. The candidate age range is from secondary pupils aged 11 to people aged over 90, wishing to acquire and develop IT skills, for general business and personal use. The majority of candidates use the award to improve their IT skills for the workplace, as the skills contained within the award units are those currently required by most employers and all IT users.

Each of the PC Passport awards includes a clear progression route to the next level, so candidates are offered an opportunity to enter at an appropriate level, to develop their IT skills to a higher level and exit with skills for progression to employment or further study within an Information Technology or computing environment.

The award is offered at three levels, which are Beginner (SCQF 4), Intermediate (SCQF 5) and Advanced (SCQF 6).

Target Audience

The award is designed as an introduction to basic IT skills in a number of areas. It will introduce a number of computer application packages such as those commonly used in businesses and public sector organisations, together with effective use of the Internet, and information handling skills.

¹ SCQF (Scottish Credit and Qualifications Framework) helps people to understand and compare different qualifications in Scotland. (visit the website www.scqf.org.uk for more information)

It also 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 will provide for entry to the National Progression Award in PC Passport: Intermediate at SCQF Level 5.

Content and Structure of the Award

This National Progression Award will provide candidates with a range of basic IT skills that will be relevant to the workplace and daily activities. On successful completion of the Award, candidates will receive the PC Passport Certificate in addition to the three separate units listed below, endorsed on their Scottish Qualifications Certificate (SQC).

All units in this National Progression Award, PC Passport: Beginner (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
PC Passport: Introduction to IT Software and Presenting Information	F1F8 10	1	4
PC Passport: Introduction to IT Systems	F1GP 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.

At the end of the award candidates 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
- Identify features and uses of different types of computer systems and peripherals e.g. printers and scanners.
- Identify potential risks, and solutions, associated with using computer systems
- Carry out a range of tasks using computer system software
- Identify basic functions/uses of computer software application packages
- Identify features of data and information
- Use basic functions of computer software application packages
- Produce solutions to specified tasks using software application packages

Centre Contact details