

17 April 2007

To: SQA Co-ordinator
LEA
Directors of Education
Customer Accounts Managers
All centres

**For the attention of all staff responsible for the delivery of
National Qualifications in Computing and Information Systems**

Action by Recipient
Response required
Note and pass on
<input checked="" type="checkbox"/> None — update/information only

Contact Name: Derek Middleton at Glasgow
Direct Line: 0845 213 5479
E-mail: derek.middleton@sqa.org.uk

Dear Colleague

Computing and Information Systems — Update

The contents of this letter should be passed to the member of staff responsible for the delivery of Computing and Information Systems Courses.

This letter is intended to provide centres with information on developments in National Qualifications in Computing and Information Systems.

Understanding Standards website

Online materials based on actual candidate responses to question papers are now available on the Understanding Standards website. Materials are available for Computing and Information Systems.

The Understanding Standards website address is:

www.understandingstandards.org.uk

Username and passwords are available from SQA Co-ordinators.

Coursework exemplification materials

Candidate responses to the 2006 Computing and Information Systems Coursework Tasks are now available along with verifier commentaries through SQA Co-ordinators, as for NAB materials.

Computing and Information Systems Coursework Task

I would like to remind all teachers and lecturers that, although Coursework Tasks can be carried out 'open book', they should be completed under supervised conditions to ensure that the work submitted is the work of the candidate. It would not normally be appropriate for Coursework Tasks to be completed at home.

Submission of Computing Studies/Computing Coursework marks

Coursework marks for all NQ (ie Intermediate 1, Intermediate 2, Higher or Advanced Higher) Computing Studies or Computing Courses should now be submitted as raw marks (**not** percentages). The submission date is 26 April 2007.

Submission of Information Systems Coursework marks

Coursework marks for Intermediate 2, Higher and Advanced Higher Information Systems Courses should now be submitted as raw marks (**not** percentages). The submission date is 26 April 2007.

Portfolio Review

PC Passport

In line with keeping products up-to-date the PC Passport awards, at all levels, have been under a refresh process. This work is now complete and these refreshed awards will be showcased at the forthcoming SQA Customer Conference which is being held on 14 and 15 June 2007. This refreshed award will be available for centres from 1 August 2007.

The current PC Passport will run in parallel with the refresh with the last registrations for the current version being July 2008. We are busy working on a credit transfer framework to allow progress from the current to the refresh so that candidates are not disadvantaged when a centre decides to move over to the refreshed awards. The new award structure is listed in Appendix 1.

Please contact Joan Morris (joan.morris@sqa.org.uk) 0845 213 5405 if you require further information relating to the current or refreshed PC Passport awards.

Refresh of SQA's Catalogue (Computing & IT Unit Specifications)

Due to the changes in technology over the years, an audit of the Unit specifications in the Computing & IT area was carried out in 2006. The recommendations in this report were that a large number of Units be withdrawn (88), some revised (24) and that a number were to remain (48). Work is underway that will help refresh a number of these Unit specifications within this catalogue in the Computing & IT area before any Unit is withdrawn (see Appendix 2 for a list of new Units).

Please contact Angela Lees (angela.lees@sqa.org.uk) 0845 213 5475 if you require further information relating to any of these new Unit specifications.

National Progression Awards (NPAs)

National Progression Awards are small sets of Units that make up an award very similar to each of the PC Passport levels. I would like to take this opportunity to introduce you, and your centre, to the following NPAs (see Appendix 3 for details of these awards) which will be available to your centre from 1 August 2007:


- ◆ NPA in Digital Literacy at SCQF level 3 (supported by vendor materials)
- ◆ NPA in Internet Technology at SCQF level 4
- ◆ NPA in Internet Technology at SCQF level 5
- ◆ NPA in Web Design Fundamentals at SCQF level 5 (supported by vendor materials)

We will be sending further communications to centres as the development of additional National Progression Awards is on-going. It is planned to host an event later this year.

Please contact Tony Hamilton (tony.hamilton@sqa.org.uk) 0845 213 5472 if you require further information relating to support materials supplied by vendors. If you require additional information on these awards then please contact Angela Lees (angela.lees@sqa.org.uk) 0845 213 5475.

I hope that you have found the information in this letter helpful. If you require further clarification please do not hesitate to contact me.

Yours sincerely



Derek Middleton
Qualifications Manager
Computing and Technical Education

Appendix 1

PC Passport — Qualifications Framework (Refresh)

PC Passport: Beginner at SCQF level 4

	Hours	Credit value
F1F9 10 PC Passport: Introduction to the Internet and On-line Communications	40	1
F1F8 10 PC Passport: Introduction to IT Software and Presenting Information *	40	1
F1GP 10 PC Passport: Introduction to IT Systems	40	1

* This Unit carries the IT Core Skill at the level of the award

PC Passport: Intermediate at SCQF level 5

	Hours	Credit value
F1FD 11 PC Passport: Internet and On-line Communications	40	1
F1FC 11 PC Passport: IT Software - Word processing and Presenting Information *	40	1
F1FB 11 PC Passport: IT Software - Spreadsheets and Database	40	1
F1FA 11 PC Passport: IT Systems	20	0.5

* This Unit carries the IT Core Skill at the level of the award

PC Passport: Advanced at SCQF level 6

	Hours	Credit value
F1FF 12 PC Passport: Working with Internet and On-line Communications	40	1
F1FE 12 PC Passport: Working with IT Software - Word Processing and Presenting Information *	40	1
F1FJ 12 PC Passport: Working with IT Software - Spreadsheets and Database	40	1
F1FG 12 PC Passport: Working with Artwork and Imaging	20	0.5
F1FH 12 PC Passport: Working with IT Security for Users	20	0.5

* This Unit carries the IT Core Skill at the level of the award

Note: At each level all Units are mandatory

Appendix 2

Units under development

Unit Title		Credit	SCQF
Digital Communication Methods	Available 01.08.07	1	3
Digital Computing	Available 01.08.07	1	3
Digital Numeracy	Available 01.08.07	1	3
Computer Games: Digital Gaming Design	Available 01.08.07	1	4
Computing: Office and Personal Productivity Applications ^S	Available 01.08.07	1	4
Computing: Computer Hardware and Systems	Available 01.08.07	1	4
Computing: Digital Media Elements for Applications	Available 01.08.07	1	4
Computing: Programming in a High-level Language – Fundamentals	Available 01.08.07	1	4
Digital Media: Audio Acquisition	Available 01.08.07	1	4
Digital Media: Still Images Acquisition	Available 01.08.07	1	4
Digital Media: Video Acquisition	Available 01.08.07	1	4
F1F8 10 PC Passport: Introduction to IT Software and Presenting Information *	Available 01.08.07	1	4
F1GP 10 PC Passport: Introduction to IT Systems	Available 01.08.07	1	4
F1F9 10 PC Passport: Introduction to the Internet and On-line Communications	Available 01.08.07	1	4
Computer Games: Digital Game Design	Available 01.08.07	1	5
Computing: Animation Fundamentals	Available 01.08.07	1	5
Computing: Computer Hardware and Systems	Available 01.08.07	1	5
Computing: Computer Networking Fundamentals	Available 01.08.07	1	5
Computing: Digital Media Elements for Applications	Available 01.08.07	1	5
Computing: Install and Maintain Computer Hardware	Available 01.08.07	1	5
Computing: Install and Maintain Computer Software	Available 01.08.07	1	5
F180 11 Computing: Interactive Multimedia for Website Design	Available SQA Website	1	5
Computing: Office and Personal Productivity Applications ^S	Available 01.08.07	1	5
Computing: Problem Solving and Planning	Available 01.08.07	1	5
Computing: Troubleshoot and Secure IT Systems	Available 01.08.07	1	5
F182 11 Computing: Website Design and Development	Available SQA Website	1	5
Computing: Web Page Creation	Available 01.08.07	1	5
F181 11 Computing: Web Design Fundamentals	Available SQA Website	1	5
Computing: Working in a Project Team **	Available 01.08.07	1	5
Digital Media: Audio Editing	Available 01.08.07	1	5
Digital Media: Still Images Editing	Available 01.08.07	1	5
Digital Media: Video Editing	Available 01.08.07	1	5
Information Literacy Skills	Available 01.08.07	1	5
F1FD 11 PC Passport: Internet and On-line Communications	Available 01.08.07	1	5
F1FB 11 PC Passport: IT Software - Spreadsheets and Database	Available 01.08.07	1	5

F1FC 11 PC Passport: IT Software - Word Processing and Presenting Information *	Available 01.08.07	1	5
F1FA 11 PC Passport: IT Systems	Available 01.08.07	0.5	5
F1FG 12 PC Passport: Working with Artwork and Imaging	Available 01.08.07	0.5	6
F1FF 12 PC Passport: Working with Internet and On-line Communications	Available 01.08.07	1	6
F1FH 12 PC Passport: Working with IT Security for Users	Available 01.08.07	0.5	6
F1FJ 12 PC Passport: Working with IT Software - Spreadsheet and Database	Available 01.08.07	1	6
F1FE 12 PC Passport: Working with IT Software - Word Processing and Presenting Information *	Available 01.08.07	1	6
Computing: Digital Media Elements in Applications	Available approx. 01.11.07	1	6
Computing: Office and Personal Productivity Applications	Available approx. 01.11.07	1	6
Computing: Computer Hardware and Systems	Available approx. 01.11.07	1	6
Computing: Working in a Project Team **	Available approx. 01.11.07	1	6
Digital Media: Still Images	Available approx. 01.11.07	1	6
Digital Media: Audio	Available approx. 01.11.07	1	6
Digital Media: Video	Available approx. 01.11.07	1	6
Computer Games: Production	Available approx. 01.11.07	1	6
Computing: Troubleshoot and Secure IT Systems	Available approx. 01.11.07	1	6
Computing: Install and Maintain Computer Software	Available approx. 01.11.07	1	6
Computing: Install and Maintain Computer Hardware	Available approx. 01.11.07	1	6
Computing: Authoring a Website	Available approx. 01.11.07	1	6
Computing: Managing a Website	Available approx. 01.11.07	1	6
Computing: Animation Design and Development	Available approx. 01.11.07	1	6
Computing: Design and Build Basic Computer Networks	Available approx. 01.11.07	1	6

** This Unit carries the Core Skill of IT at the level of the unit*

*** This Unit carries the Core Skill of Communications at the level of the unit*

\$ This Unit carries the Core Skill of IT at the level of the unit (subject to audit)

Appendix 3

National Progression Awards — Frameworks

NPA in Digital Literacy at SCQF level 3

Learning materials are available to support this award from Microsoft from the SQA DIVA project (www.sqa.org.uk/diva). To access these materials contact Joan Morris (joan.morris@sqa.org.uk).

	Hours	Credit value
Digital Computing #	40	1
Digital Communication Methods #	40	1
Digital Numeracy #	40	1

Between all of these units there are four Core Skills are embedded at SCQF level 3 (Communication, IT, Problem Solving and Numeracy) (subject to audit)

NPA in Internet Technology at SCQF level 4

	Hours	Credit value
F1F9 10 PC Passport: Introduction to the Internet and On-line Communications	40	1
Information Literacy Skills	40	1
F0H5 10 Internet Safety	40	1

NPA in Internet Technology at SCQF level 5

	Hours	Credit value
F1FD 11 PC Passport: Internet and On-line Communications	40	1
DW7J 11 Social Software	40	1
DN81 11 Web Logs	40	1

NPA in Web Design Fundamentals at SCQF Level 5

Learning materials are available to support this award from Adobe from the SQA's DIVA project (www.sqa.org.uk/diva). To access these materials contact Joan Morris (joan.morris@sqa.org.uk).

	Hours	Credit value
F181 11 Computing: Web Design Fundamentals #	40	1
F182 11 Computing: Website Design and Development §	40	1
F180 11 Computing: Interactive Multimedia for Website Design §	40	1

Carrying the Core Skill of IT at SCQF Level 3

§ Carrying the Core Skill of Problem Solving at SCQF Level 4

Note: At each level all Units are mandatory