

# PC Passport Fact Sheet

PC Passport is the SQA's fastest growing qualification in 2005 with over 12,000 candidates.

It is a suite of IT user qualifications available at three levels. You can start at any level, or choose to do any number of levels. The beginner course is designed for the absolute beginner; the intermediate course is designed for the 'competent user'; and the advanced award is for 'expert' users. All three levels have simple structures made up of Units:

Beginner	Intermediate	Advanced
<b>Three mandatory units:</b> <ul style="list-style-type: none"> <li>◆ Word Processing</li> <li>◆ Spreadsheets</li> <li>◆ Internet</li> </ul>	<b>Four mandatory units:</b> <ul style="list-style-type: none"> <li>◆ Word Processing</li> <li>◆ Spreadsheets</li> <li>◆ Internet</li> <li>◆ Presentations</li> </ul>	<b>Five mandatory units:</b> <ul style="list-style-type: none"> <li>◆ Word Processing</li> <li>◆ Spreadsheets</li> <li>◆ Internet</li> <li>◆ Presentations</li> <li>◆ Database</li> </ul>

These courses are **highly vocational**, focusing on **industry-standard** software and skills. They teach **transferable skills** that can be used in many different environments — different kinds of workplace, education and training, even your personal life and hobbies.

PC Passport is designed for anyone who wants to develop or improve their IT skills. PC Passport is particularly suitable to the following individuals:

- ◆ **school pupils** who want to gain vocational skills from S1 – S6
- ◆ **college students** who want to acquire IT skills to compliment their main field of study
- ◆ **pre-university students** who want a short IT course prior to commencing university
- ◆ **unemployed people** who want to improve their employability
- ◆ **employees** who want to enhance their IT skills or gain certification for their existing skills
- ◆ **professionals** as part of their continued professional development
- ◆ **retired people** who want to learn to use computers and the Internet

SQA has worked together with industry to ensure that PC Passport will appeal to employers. There is currently an enhanced version of PC Passport with Microsoft, which maps PC Passport to the Microsoft Office Specialist qualification and the IC<sup>3</sup> qualification from Certipoint. Candidates who obtain these qualifications will gain automatic recognition at the appropriate level for PC Passport. PC Passport Course syllabuses are available to download from the PC Passport website: [www.pcpassport.org](http://www.pcpassport.org).

Centres which use Microsoft Office to deliver PC Passport or PC Passport with Microsoft can use Microsoft Press publications; the Microsoft Office XP Step By Step textbook is ideal.

SQA have also teamed up with Leckie & Leckie to provide a range of ‘Success Guides’ for PC Passport, currently available in Beginner (school and college editions) and Intermediate. Advanced will be available summer 2006. These are competitively priced at around £15 (educational discounts will apply). You will also be able to find out how to order these on the PC Passport website at: [www.pcpassport.org](http://www.pcpassport.org).

We have provided electronic teaching materials for each of the units in all levels in Adobe, Microsoft Word and Apple Mac platforms. These are currently available for download from our secure website **free of charge**. You can also use the order form on our PC Passport website to purchase paper copies, but please check the website for the most up-to-date prices

PC Passport combines the best features of existing qualifications and adds some new ones to make it very effective and easy to use. The features of PC Passport include:

- ◆ simple structure, low-cost and simple administration for centres
- ◆ vocational, up-to-date contents focusing on key IT skills
- ◆ available at three levels — including Beginner and Advanced levels
- ◆ includes core skills
- ◆ simple to teach and assess
- ◆ has the option of either paper-based or online assessment

PC Passport can be assessed traditionally — using paper and pencil — or using online assessment. Traditional assessment combines objective questions with short practical tasks.

PC Passport is one of the first SQA qualifications to fully incorporate **e-assessment**. Candidates now have the option of having their knowledge and understanding assessed online; their practical assessments can be done using an **e-portfolio** — which is an online repository for their practical work. Whatever method is used, the assessment of PC Passport will be valid and reliable — and as simple as possible for candidates and teachers.

PC Passport has been recognised by Scottish Enterprise for all of its ‘Training for Work’ programmes. This allows centres and candidates to benefit from a variety of training programmes, for which funding is available (subject to ‘Training for Work’ conditions)

PC Passport qualifies for funding from both types of Individual Learning Account (ILA). There are two types of ILA:

- ◆ Targeted ILA is for those on an income of less than £15,000. A grant of £200 is available for learning (subject to conditions being met). This includes incomes based around benefits and Tax credit schemes.
- ◆ Universal ILA is for those on incomes above £15,000. A grant of £100 is available for learning (subject to conditions). This includes those in full time employment.

PC Passport is available through most SQA centres, including colleges, schools, community education centres and external training providers. For advice on who is offering PC Passport contact SQA’s Customer Contact Centre.



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