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INTRODUCTION

PC Passport designed in 2003 and released in 2004 is one of the SQA's most successful awards. Over 20,000 candidates undertake the award annually. 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:

The 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 was 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

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.

This document outlines the credit transfer arrangements and relationships between the following:

- PC Passport 2003 to PC Passport 2007 version
- Certiport's IC³ certification to PC Passport 2007 version
- Microsoft Office Specialist to PC Passport 2007 version
- The relationship between PC Passport 2007 and National Occupational Standards
- The relationship between PC Passport 2007 and e-skills ITQ framework

PC PASSPORT 2003: GROUP AWARD(S) STRUCTURE

All units are mandatory within the NPA PC Passport awards. The framework for Beginner, Intermediate and Advanced are as follows:

PC PASSPORT: BEGINNER AT SCQF LEVEL 4

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
PC Passport: Internet	DC9N 10	6	4	1
PC Passport: Word Processing	DC9P 10	6	4	1
PC Passport: Spreadsheets	DC9R 10	6	4	1

The completion of this NPA gives an SCQF credit value of 18 SCQF credit points at level 4.

PC PASSPORT: INTERMEDIATE AT SCQF LEVEL 5

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
PC Passport: Internet	DC9N 11	6	5	1
PC Passport: Word Processing	DC9P 11	6	5	1
PC Passport: Spreadsheets	DC9R 11	6	5	1
PC Passport: Presentations	DC9T 11	6	5	1

The completion of this NPA gives an SCQF credit value of 24 SCQF credit points at level 5.

PC PASSPORT: ADVANCED AT SCQF LEVEL 6

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
PC Passport: Internet	DC9N 12	6	6	1
PC Passport: Word Processing	DC9P 12	6	6	1
PC Passport: Spreadsheets	DC9R 12	6	6	1
PC Passport: Presentations	DC9T 12	6	6	1
PC Passport: Databases	DC9V 12	6	6	1

The completion of this NPA gives an SCQF credit value of 32 SCQF credit points at level 6.

ACCESS TO PC PASSPORT 2003 GROUP AWARD(S)

Access to the qualification is at the discretion centres, however suggested normal entry qualifications will be:

PC PASSPORT: BEGINNER SCQF level 4

1. Possession of NPA Digital Literacy award at SCQF level 3 or similar
2. Core Skills profile/screening at Access 3
3. Where a candidate has no formal qualifications entry may be by interview to determine suitability

PC PASSPORT: INTERMEDIATE SCQF level 5

1. Possession of PC Passport (Beginner) SCQF level 4 or similar
2. Core Skills profile/screening at Intermediate 1
3. Where a candidate has no formal qualifications, while entry may be by interview to determine suitability, they would be expected to possess basic IT skills

PC PASSPORT: ADVANCED SCQF level 6

1. Possession of PC Passport (Intermediate) SCQF level 5 or similar
2. Core Skills profile/screening at Intermediate 2
3. Where a candidate has no formal qualifications, while entry may be by interview to determine suitability, they would be expected to possess a range of IT skills and be a competent user of a range of application packages

Note:

The PC Passport 2003 awards are nearing their completion date. **Centres have until July 2008 to register candidates and till July 2009 for those candidates to complete the 2003 version.**

PC PASSPORT 2007: GROUP AWARD(S) STRUCTURE

All units are mandatory within the NPA PC Passport awards. The framework for Beginner, Intermediate and Advanced are as follows:

PC PASSPORT: BEGINNER AT SCQF LEVEL 4

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
PC Passport: Introduction to the Internet and On-line Communications	F1F9 10	6	4	1
PC Passport: Introduction to IT Software and Presenting Information	F1F8 10	6	4	1
PC Passport: Introduction to IT Systems	F1GP 10	6	4	1

The completion of this NPA gives an SCQF credit value of 18 SCQF credit points at level 4.

PC PASSPORT: INTERMEDIATE AT SCQF LEVEL 5

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
PC Passport: Internet and On-line Communications	F1FD 11	6	5	1
PC Passport: IT Software Word Processing and Presenting Information	F1FC 11	6	5	1
PC Passport IT Software Spreadsheets and Database	F1FB 11	6	5	1
PC Passport: IT Systems	F1FA 11	3	5	0.5

The completion of this NPA gives an SCQF credit value of 21 SCQF credit points at level 5.

PC PASSPORT: ADVANCED AT SCQF LEVEL 6

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
PC Passport: Working with Internet and Online Communications	F1FF 12	6	6	1
PC Passport: Working with IT Software - Word Processing and Presenting Information	F1FE 12	6	6	1
PC Passport: Working with IT Software - Spreadsheets and Database	F1FJ 12	6	6	1
PC Passport: Working with Artwork and Imaging	F1FG 12	3	6	0.5
PC Passport: Working with IT Security for Users	F1FH 12	3	6	0.5

The completion of this NPA gives an SCQF credit value of 24 SCQF credit points at level 6.

ACCESS TO PC PASSPORT 2007 GROUP AWARD(S)

Access to the qualification is at the discretion centres, however suggested normal entry qualifications will be:

PC PASSPORT: BEGINNER SCQF level 4

1. Possession of NPA Digital Literacy award at SCQF level 3 or similar
2. Core Skills profile/screening at Access 3
3. Where a candidate has no formal qualifications entry may be by interview to determine suitability

PC PASSPORT: INTERMEDIATE SCQF level 5

1. Possession of PC Passport (Beginner) SCQF level 4 or similar
2. Core Skills profile/screening at Intermediate 1
3. Where a candidate has no formal qualifications, while entry may be by interview to determine suitability, they would be expected to possess basic IT skills

PC PASSPORT: ADVANCED SCQF level 6

1. Possession of PC Passport (Intermediate) SCQF level 5 or similar
2. Core Skills profile/screening at Intermediate 2
3. Where a candidate has no formal qualifications, while entry may be by interview to determine suitability, they would be expected to possess a range of IT skills and be a competent user of a range of application packages

CREDIT TRANSFER ARRANGEMENTS - PC PASSPORT 2007

A mapping exercise has been carried out between the 2003 PC Passport units and the new 2007 PC Passport units. Quality assurance checks were carried out to ensure the consistency of the results of the mapping exercises.

2007 Unit:

F1F8 10: PC Passport: Introduction to IT Software and Presenting Information

Mapped to:

2003 Units: DC9P 10: PC Passport: Word processing (Intermediate 1) and DC9R 10: PC Passport: Spreadsheets (Intermediate 1)

2007 Content	Credit Transfer	Comments
<p>Outcome 1: Identify basic functions of computer software application packages</p> <p>Performance Criteria Identify basic functions of a word processing application package Identify basic functions of a spreadsheet application package Identify basic functions of a presentation application package Identify basic functions of an imaging application package</p>	No	<p>Credit cannot be given because there is insufficient coverage of the outcomes and performance criteria as there is:</p> <p>No coverage of performance criteria c (presentation application package) No coverage of performance criteria d (imaging application package)</p>
<p>Outcome 2: Identify features of data and information</p> <p>Performance Criteria Identify the difference between data and information Identify the features of data and information required by different target groups</p>	No	<p>Credit cannot be given because there is insufficient coverage of the outcomes and performance criteria as there is:</p> <p>No coverage of this outcome or performance criteria.</p>
<p>Outcome 3: Use basic functions of computer software application packages</p> <p>Performance Criteria Use basic functions of a word processing application package Use basic functions of a spreadsheet application package Use basic functions of a presentation application package Use basic functions of an imaging application package Use the operating system effectively with software application packages</p>	No	<p>Credit cannot be given because there is insufficient coverage of the outcomes and performance criteria as there is:</p> <p>No coverage of performance criteria c (presentation application package) No coverage of performance criteria d (imaging application package)</p>
<p>Outcome 4: Produce solutions to specified tasks using features of software application packages</p> <p>Performance Criteria Select appropriate software application packages to create solutions for specified tasks Provide reasons for selecting a particular software application package for specified task Gather information from appropriate sources to meet the requirements</p>	No	<p>Credit cannot be given because there is insufficient coverage of the outcomes and performance criteria as there is:</p> <p>No coverage of this outcome or performance criteria.</p>

PC Passport Mapping March 2008

of specified tasks Use the basic features of appropriate software application packages to create a solution for the specified tasks Save the solutions to the specified tasks		
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Recommendations

There is insufficient coverage between the 2003 units and the 2007 units to accurately cover all of the outcomes and performance criteria. **Candidates should undertake the 2007 unit: F1F8 10: PC Passport: Introduction to IT Software and Presenting Information.**

**2007 Unit:
F1F9 10: PC Passport: Introduction to the Internet and On-line Communications**

Mapped to:

2003 Unit: DC9N 10: PC Passport: Internet

2007 Content	Credit Transfer	Comments
<p>Outcome 1: Identify key components, terms and issues associated with the use of on-line communications</p> <p>Performance Criteria Identify the basic components of Internet/intranet connection Identify key terms used when working with on-line communications Identify different methods of locating information Identify e-mail problems and solutions Identify different types of electronic communication methods Identify security risks and relevant laws and guidelines</p>	Yes	<p>Credit transfer can be awarded between these two units. It is possible for candidates undertaking either the 2003 unit or the 2007 to have sufficient coverage of the outcomes and performance criteria.</p>
<p>Outcome 2: Locate information using basic Internet/intranet facilities</p> <p>Performance Criteria Access Web sites correctly using supplied Uniform Resource Locators (URLs) Locate and download information on a specific topic using search engines Record Web addresses using bookmarks/favourites Navigate a Web site using browser controls and hyperlinks Re-visit Web sites using history facilities</p>	Yes	<p>Credit transfer can be awarded between these two units. It is possible for candidates undertaking either the 2003 unit or the 2007 to have sufficient coverage of the outcomes and performance criteria.</p>
<p>Outcome 3: Use e-mail and on-line forms to communicate electronically</p> <p>Performance Criteria Create and reply to e-mails effectively, securely and responsibly Create and send e-mails with attachments, URLs and Web links Save received attachments to a computer Create and use electronic address book facilities Complete on-line forms correctly</p>	Yes	<p>Credit transfer can be awarded between these two units. It is possible for candidates undertaking either the 2003 unit or the 2007 to have sufficient coverage of the outcomes and performance criteria.</p>

Recommendations

There is sufficient coverage between the 2003 units and the 2007 units to accurately cover all of the outcomes and performance criteria. Candidates who have undertaken the 2003 unit: DC9N 10: PC Passport: Internet can successfully receive credit for the 2007 unit: F1F9 10: **PC Passport: Introduction to the Internet and On-line Communications**

Alternatively, candidates who have undertaken the 2007 unit F1F8 10, will achieve credit for the 2003 unit DC9N 10.

2007 Unit: F1GP 10: PC Passport: Introduction to IT Systems

Mapped to:

2003 Units: DC9N 10: PC Passport Internet, DC9P 10: PC Passport Word Processing and DC9R 10: PC Passport Spreadsheets

2007 Content	Credit Transfer	Comments
<p>Outcome 1: Identify features and uses of different types of computer systems and peripherals</p> <p>Performance Criteria Identify features and uses of different types of computer systems Identify features and uses of different types peripherals of a computer system</p>	No	<p>Credit cannot be given because there is insufficient coverage of the outcomes and performance criteria as there is:</p> <p>No coverage of this outcome or performance criteria.</p>
<p>Outcome 2: Identify potential risks, and solutions, associated with using computer systems</p> <p>Performance Criteria Identify possible causes of injury to users that may arise when using a computer system Identify solutions to potential health and safety issues associated with using a computer Identify potential risks related to stored personal data Identify solutions to risks related to data storage</p>	No	<p>Credit cannot be given because there is insufficient coverage of the outcomes and performance criteria as there is:</p> <p>No coverage of this outcome or performance criteria.</p>
<p>Outcome 3: Carry out a range of tasks using a Graphical User Interface (GUI)</p> <p>Performance Criteria Use a range of GUI features to operate a computer Use file management features to carry out a range of tasks Use the Help facility to solve a problem Customise the accessibility settings of a computer to meet user requirements Back-up and restore data using removable media</p>	No	<p>Credit cannot be given because there is insufficient coverage of the outcomes and performance criteria as there is:</p> <p>No coverage of this outcome or performance criteria as this is a new unit.</p>

Recommendations

There is insufficient coverage between any of the 2003 units and the 2007 unit to accurately cover all of the outcomes and performance criteria. **Candidates should undertake the 2007 unit: F1GP 10: PC Passport: Introduction to IT Systems.**

**2007 Unit:
F1FB 11: PC Passport: IT Software: Word Processing and Presenting Information**

Mapped to:

2003 Unit (s): DC9P 11: PC Passport: Word Processing and DC9T 11: PC Passport: Presentations

2007 Content	Credit Transfer	Comments
<p>Outcome 1: Identify routine software application package functions</p> <p>Performance Criteria Identify routine functions of a word processing application package Identify routine functions of a presentation application package Identify routine functions of an artwork and imaging application package</p>	No	<p>Credit cannot be given because there is insufficient coverage of the outcomes and performance criteria as there is:</p> <p>No coverage of performance criteria d (artwork and imaging application package)</p>
<p>Outcome 2: Identify uses of information produced by different software application packages</p> <p>Performance Criteria Identify attributes of information Identify relevance of information, for different audiences, produced by different software application packages</p>	No	<p>Credit cannot be given because there is insufficient coverage of the outcomes and performance criteria as there is:</p> <p>No coverage of this outcome or performance criteria.</p>
<p>Outcome 3: Use routine software application package functions</p> <p>Performance Criteria Use routine functions of a word processing application package Use routine functions of a presentation application package Use routine functions of an artwork and imaging application package Use the operating system effectively with software application packages</p>	No	<p>Credit cannot be given because there is insufficient coverage of the outcomes and performance criteria as there is:</p> <p>No coverage of performance criteria c (artwork and imaging application package) No coverage of performance criteria d (use operating system effectively with software application packages)</p>
<p>Produce solutions to specified tasks using software application packages</p> <p>Performance Criteria Select a software application package for each specified task Justify choice of software application package selected for the specified tasks Select appropriate information from a variety of sources Use the routine features of appropriate software application packages Review own use of IT to produce a solution for the specified tasks</p>	No	<p>Credit cannot be given because there is insufficient coverage of the outcomes and performance criteria as there is:</p> <p>No coverage of this outcome or performance criteria.</p>

Recommendations

There is insufficient coverage between any of the 2003 units and the 2007 unit to accurately cover all of the outcomes and performance criteria. **Candidates should undertake the 2007 unit: F1FB 11: PC Passport: IT Software - Word Processing and Presenting Information.**

**2007 Unit:
F1FC 11: PC Passport: IT Software: Spreadsheet and Database**

Mapped to:

2003 Unit: DC9R 11: PC Passport: Spreadsheets

2007 Content	Credit Transfer	Comments
<p>Outcome 1: Identify routine computer application software functions</p> <p>Performance Criteria Identify routine functions of a spreadsheet application package Identify routine functions of a database application package</p>	No	<p>Credit cannot be given because there is insufficient coverage of the outcomes and performance criteria as there is:</p> <p>No coverage of performance criteria b (identify routine functions of a database application package)</p>
<p>Outcome 2: Identify information requirements to meet the needs of different audiences</p> <p>Performance Criteria Identify types of information required by different audiences Identify the different information formats produced by spreadsheets and database and how they address the needs of the audience</p>	No	<p>Credit cannot be given because there is insufficient coverage of the outcomes and performance criteria as there is:</p> <p>No coverage of this outcome or performance criteria.</p>
<p>Outcome 3: Use routine computer application software functions</p> <p>Performance Criteria Use routine functions of a spreadsheet application package Use routine functions of a database application package</p>	No	<p>Credit cannot be given because there is insufficient coverage of the outcomes and performance criteria as there is:</p> <p>No coverage of performance criteria b (identify routine functions of a database application package)</p>
<p>Outcome 4: Produce solutions to specified tasks using features of software application packages</p> <p>Performance Criteria Select an application package for each specified task Use the routine features of appropriate software packages Explain why this application package is the most suitable for the specified task Select appropriate information from a variety of sources Review the use of IT resources to produce a solution for the specified task</p>	No	<p>Credit cannot be given because there is insufficient coverage of the outcomes and performance criteria as there is:</p> <p>No coverage of this outcome or performance criteria.</p>

Recommendations

There is insufficient coverage between any of the 2003 unit and the 2007 unit to accurately cover all of the outcomes and performance criteria. Candidates should undertake the 2007 unit: **F1FC 11: PC Passport: IT Software - Spreadsheet and Database**

**2007 Unit:
F1FD 11: PC Passport: Internet and On-line Communications**

Mapped to:

2003 Unit: DC9N 11: PC Passport: Internet

2007 Content	Credit Transfer	Comments
<p>Outcome 1: Describe components, services and issues relating to the use of on-line communications</p> <p>Performance Criteria Describe the connection components and their features Describe e-mail problems and solutions accurately Describe a range of Internet applications and services Describe factors affecting performance of Internet connections Describe the security risks, current laws and guidelines relating to the Internet/intranet and e-mail</p>	Yes	Credit transfer can be awarded between these two units. It is possible for candidates undertaking either the 2003 unit or the 2007 to have sufficient coverage of the outcomes and performance criteria.
<p>Outcome 2: Carry out searches for information using the Internet/intranet</p> <p>Performance Criteria Access Websites using Uniform Resource Locators (URLs) Locate desired information using an efficient and effective search strategy Locate relevant information using Internet/intranet features efficiently</p>	Yes	Credit transfer can be awarded between these two units. It is possible for candidates undertaking either the 2003 unit or the 2007 to have sufficient coverage of the outcomes and performance criteria.
<p>Outcome 3: Send and receive e-mail using routine Internet/intranet facilities</p> <p>Performance Criteria e-mail is used to communicate effectively, securely and responsibly within legal guidelines e-mail features are used efficiently and effectively</p>	Yes	Credit transfer can be awarded between these two units. It is possible for candidates undertaking either the 2003 unit or the 2007 to have sufficient coverage of the outcomes and performance criteria.
<p>Outcome 4: Demonstrate knowledge and understanding of a variety of on-line communication methods</p> <p>Performance Criteria Investigate a range of on-line communications methods Describe the features and suitable use of on-line communication methods Make effective use of an on-line communication method for exchanging information</p>	Yes	Credit transfer can be awarded between these two units. It is possible for candidates undertaking either the 2003 unit or the 2007 to have sufficient coverage of the outcomes and performance criteria.

Recommendations

There is sufficient coverage between the 2003 units and the 2007 units to accurately cover all of the outcomes and performance criteria. Candidates who have undertaken the 2003 unit: DC9N 11: PC Passport: Internet can successfully receive credit for the 2007 unit: **F1FD 11: PC Passport: Internet and On-line Communications.**

Alternatively, candidates who have undertaken the 2007 unit F1FD 11, will achieve credit for the 2003 unit DC9N 11.

**2007: Unit
F1FA 11: PC Passport: IT Systems**

Mapped to:

2003 Units: All PC Passport units at Intermediate 2 (SCQF level 5)

2007 Content	Credit Transfer	Comments
<p>Outcome 1: Investigate and recommend a range of computer hardware for a given specification</p> <p>Performance Criteria Investigate a range of modern computer systems Investigate a range of commonly used input, output and backing storage devices Recommend an appropriate range of computer hardware for a given specification</p>	No	<p>Credit cannot be given because there is insufficient coverage of the outcomes and performance criteria as there is:</p> <p>No coverage of this outcome or performance criteria as this is a new unit.</p>
<p>Outcome 2: Connect and configure different peripheral devices to a computer system</p> <p>Performance Criteria Safely connect peripheral devices to a computer system Configure settings for the transfer of data between the computer system and the peripheral devices Transfer data between the computer system and peripherals Safely disconnect peripheral devices from the computer system Report the results of testing each peripheral device accurately</p>	No	<p>Credit cannot be given because there is insufficient coverage of the outcomes and performance criteria as there is:</p> <p>No coverage of this outcome or performance criteria as this is a new unit.</p>
<p>Outcome 3: Identify precautions to reduce known health risks associated with the use and disposal of computer systems</p> <p>Performance Criteria Identify risks associated with the use of computer systems in relation to current health and safety legislation and regulations Identify methods of safe and responsible disposal of computer systems and components in relation to current regulations Identify suitable safety precautions to reduce health risk when working with computer systems</p>	No	<p>Credit cannot be given because there is insufficient coverage of the outcomes and performance criteria as there is:</p> <p>No coverage of this outcome or performance criteria as this is a new unit.</p>
<p>Outcome 4: Identify security issues and safeguards associated with the use of computer systems</p> <p>Performance Criteria Identify current legislation associated with security issues relating to the use of computer systems Identify basic precautions to safeguard computer data and computer systems</p>	No	<p>Credit cannot be given because there is insufficient coverage of the outcomes and performance criteria as there is:</p> <p>No coverage of this outcome or performance criteria as this is a new unit.</p>

Recommendations

There is insufficient coverage between any of the 2003 units and the 2007 unit to accurately cover all of the outcomes and performance criteria. **Candidates should undertake the 2007 unit: F1FA 11: PC Passport: IT Systems.**

**2007 Unit:
F1FE 12: PC Passport: Working with IT Software – Word Processing and Presenting Information**

Mapped to:

2003 Units: DC9P12: PC Passport: Word Processing and DC9T 12: PC Passport: Presentations

Content	Credit Transfer	Comments
<p>Outcome 1: Identify complex computer application software functions</p> <p>Performance Criteria Identify complex functions of a word processing application package Identify complex functions of a presentation application package</p>	No	<p>Credit cannot be given because there is insufficient coverage of the outcomes and performance criteria as there is:</p> <p>No coverage of this outcome or performance criteria.</p>
<p>Outcome 2: Identify complex attributes of information to meet the needs of different audiences</p> <p>Performance Criteria Identify the need for information processing to meet the needs of different audiences Identify complex attributes of information</p>	No	<p>Credit cannot be given because there is insufficient coverage of the outcomes and performance criteria as there is:</p> <p>No coverage of this outcome or performance criteria.</p>
<p>Outcome 3: Use complex computer application software functions</p> <p>Performance Criteria Use complex functions of a word processing application package Use complex functions of a presentation application package Use the operating system effectively with software application packages</p>	No	<p>Credit cannot be given because there is insufficient coverage of the outcomes and performance criteria as there is:</p> <p>No coverage of this outcome or performance criteria.</p>
<p>Outcome 4: Demonstrate and review the use of complex application software functions to produce solutions to specified tasks</p> <p>Performance Criteria Select an application package for each specified tasks Justify choice of application package for the specified tasks Select appropriate complex information from a variety of sources Produce a solution to specified tasks Review the use of IT resources to produce a solution for the specified tasks and changes to improve efficiency when carrying out similar tasks in the future</p>	No	<p>Credit cannot be given because there is insufficient coverage of the outcomes and performance criteria as there is:</p> <p>No coverage of this outcome or performance criteria.</p>

Recommendations

There is insufficient coverage between any of the 2003 units and the 2007 unit to accurately cover all of the outcomes and performance criteria. Candidates should undertake the 2007 unit: **F1FE 12: PC Passport: Working with IT Software – Word Processing and Presenting Information.**

2007Unit:**F1FJ 12: PC Passport: Working with IT Software – Spreadsheet and Database****Mapped to:****2003 Units: DC9R 12: PC Passport: Spreadsheets and DC9V 12: PC Passport: Databases**

Content	Credit Transfer	Comments
<p>Outcome1: Identify complex computer application software functions</p> <p>Performance Criteria Identify complex functions of a spreadsheet application package Identify complex functions of a database application package</p>	No	<p>Credit cannot be given because there is insufficient coverage of the outcomes and performance criteria as there is:</p> <p>No coverage of this outcome or performance criteria.</p>
<p>Outcome 2: Explain issues relating to data and information</p> <p>Performance Criteria Explain the relevance of information produced by spreadsheets and database for different audiences Identify issues relating to data integrity and accuracy</p>	No	<p>Credit cannot be given because there is insufficient coverage of the outcomes and performance criteria as there is:</p> <p>No coverage of this outcome or performance criteria.</p>
<p>Outcome 3: Use complex computer application software functions</p> <p>Performance Criteria Use complex functions of a spreadsheet application package Use complex functions of a database application package</p>	No	<p>Credit cannot be given because there is insufficient coverage of the outcomes and performance criteria as there is:</p> <p>No coverage of this outcome or performance criteria.</p>
<p>Outcome 4: Demonstrate and review the use of complex application software functions to produce solutions to specified tasks</p> <p>Performance Criteria Select an application package for each specified tasks Justify choice of application package for the specified tasks Select appropriate complex information from a variety of sources Produce a solution to specified tasks Review the use of IT resources to produce a solution for the specified tasks and changes to improve efficiency when carrying out similar tasks in the future</p>	No	<p>Credit cannot be given because there is insufficient coverage of the outcomes and performance criteria as there is:</p> <p>No coverage of this outcome or performance criteria.</p>

Recommendations

There is insufficient coverage between any of the 2003 units and the 2007 unit to accurately cover all of the outcomes and performance criteria. **Candidates should undertake the 2007 unit: F1FJ 12: PC Passport: Working with IT Software – Spreadsheet and Database.**

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**2007 Unit:
F1FF 12: PC Passport: Working with Internet and On-line Communications**

Mapped to:

2003 Unit: DC9N 12: PC Passport: Internet

Content	Credit Transfer	Comments
<p>Outcome 1: Identify complex issues for secure on-line communications</p> <p>Performance Criteria Identify the Transmission Control Protocol/Internet Protocol (TCP/IP) communications model with reference to the role of devices and protocols Identify Internet addressing schemes Identify different connection types and characteristics Identify techniques used to ensure secure on-line communication</p>	<p>Yes from 2007 to 2003 unit only</p>	<p>As the 2007 covers much more networking than the 2003 unit. Credit transfer can only be awarded against the 2003 if a candidate has undertaken the 2007 unit.</p> <p>Credit for the 2007 unit cannot be given if only the 2003 unit has been undertaken.</p>
<p>Outcome 2: Confirm secure communication settings and use to send and receive encrypted e-mail</p> <p>Performance Criteria Confirm level of system security settings Send e-mail effectively using appropriate encryption methods Receive and open encrypted e-mail messages</p>	<p>Yes from 2007 to 2003 unit only</p>	<p>As the 2007 covers much more networking than the 2003 unit. Credit transfer can only be awarded against the 2003 if a candidate has undertaken the 2007 unit.</p> <p>Credit for the 2007 unit cannot be given if only the 2003 unit has been undertaken.</p>
<p>Outcome 3: Publish research findings on complex Internet security risks and prevention strategies in an on-line communications format</p> <p>Performance Criteria Conduct research into an agreed topic on Internet security risk Determine an appropriate prevention strategy to reduce risks of the agreed topic Confirm the relevance and accuracy of research information Create coherent content outlining the Internet security risk and prevention strategy which is appropriately structured for the type of media Publish the content in an appropriate on-line communications format</p>	<p>Yes from 2007 to 2003 unit only</p>	<p>As the 2007 covers much more networking than the 2003 unit. Credit transfer can only be awarded against the 2003 if a candidate has undertaken the 2007 unit.</p> <p>Credit for the 2007 unit cannot be given if only the 2003 unit has been undertaken.</p>

Recommendations:

There is insufficient coverage between the 2003 Internet unit and the 2007 unit to accurately cover all of the outcomes and performance criteria. Candidates who undertake the 2007 unit have sufficient knowledge to cover all of the outcomes and performance criteria for the 2003 unit. **Candidates should undertake the 2007 unit: F1FF 12: PC Passport: Working with Internet and On-line Communications.**

2007 Units:

F1FG 12: PC Passport: Working with Artwork and Imaging

F1FH 12: PC Passport: Working with IT Security for Users

For the above two units there are no unit mappings to the PC Passport 2003 award at Advanced level available.

SUMMARY

Whilst there is some linkage between the 2003 PC Passport Internet unit and the 2007 PC Passport unit Internet and On-line Communication unit, there is significantly more covered in the 2007 unit especially at the advanced level.

Other 2003 PC Passport units cover a distinct topic e.g. Word Processing, whilst the 2007 PC Passport units cover multiple applications. It is therefore difficult to allow credit transfer to take place, as the burden on candidates would be too great, if we only allowed credit transfer between outcomes.

The summary grid below gives an overview of the more detailed mapping in the credit transfer arrangements document and further evidence can be found in Appendix A (Credit Proformas), of the credit transfer arrangements document.

Unit Numbers	PC Passport 2007 Internet and On-line Communication		
PC Passport 2003 Internet	F1F9 10	F1FD 11	F1FF 12
DC9N 10	YES	-	-
DC9N 11	-	YES	-
DC9N 12	-	-	YES*
	PC Passport 2007 Word Processing and Presenting Information		
PC Passport 2003 Word Processing	F1F8 10	F1FC 11	F1FE 12
DC9P 10	NO	-	-
DC9P 11	-	NO	-
DC9P 12	-	-	NO
	PC Passport 2007 Spreadsheets and Databases		
PC Passport 2003 Spreadsheets		F1FB 11	F1FJ 12
DC9R 10	NO	-	-
DC9R 11	-	NO	-
DC9R12	-	-	NO
	PC Passport 2007 Word Processing and Presenting Information		
PC Passport 2003 Presentations	F1FC 11	F1FE 12	
DC9T 11	NO	-	
DC9T 12	-	NO	
	PC Passport 2007 Spreadsheets and Databases		
PC Passport 2003 Databases	F1FB 11	F1FJ 12	
DC9V 12	-	NO	
	PC Passport 2007 IT Systems		
No equivalent 2003 unit	F1GP 10	F1FA 11	
	NO	NO	

Note: Yes* indicates that candidate's who have completed the 2007 PC Passport unit F1FF12 Internet and On-line Communication can gain credit for the 2003 PC Passport unit only. **Candidates undertaking the 2003 PC Passport unit DC9N 12 Internet, have insufficient knowledge and skills to cover all the outcomes and performance criteria for the 2007 unit.**

INTRODUCTION TO CERTIPORT'S IC³ CERTIFICATION

Certiport's Internet and Computing Core Certification (IC³®) is a certification for anyone that wants to demonstrate critical computer and Internet skills valued in today's academic and professional environments. Because digital literacy is vital to the success in both of these endeavors, IC³ is the perfect credential for both traditional and non-traditional students as well as employees.

Some of the prime candidates for the IC³ digital literacy program include:

- Employers looking to validate skills
- Workforce members seeking professional development
- College and University students
- Community and technical college students
- Job Corps and other vocational participants
- Continuing education students
- GED students
- High school students
- Junior high students
- Teachers
- Everyone seeking to gain a working knowledge of computers and the Internet

To become IC³ certified, you must pass the following three exams. Each exam takes less than an hour to complete.

Computing Fundamentals:	Key Applications:	Living Online:
<ul style="list-style-type: none"> ■ Computer Hardware ■ Computer Software ■ Using an Operating System 	<ul style="list-style-type: none"> ■ Common Program Functions ■ Word Processing Functions ■ Spreadsheet Functions ■ Presentation Software Functions 	<ul style="list-style-type: none"> ■ Networks and the Internet ■ Electronic Mail ■ Using the Internet ■ The Impact of Computing and the Internet on Society

Candidates who pass any exam receive an exam score report at the end of the exam period and also a full exam pass certificate delivered to their designated address. Candidates cannot use the exam score report as evidence. They must produce the full exam pass certificate as evidence.

Only the full exam pass certificate will be accepted by the SQA that the candidates has achieved the required assessment standard for the corresponding PC Passport 2007 unit.

**2007 Unit:
F1F8 10: PC Passport: Introduction to IT Software and Presenting Information**

Mapped to:

Certiport IC³ Key Applications exam:

2007 Content	Credit Transfer	Comments
<p>Outcome 1: Identify basic functions of computer software application packages</p> <p>Performance Criteria Identify basic functions of a word processing application package Identify basic functions of a spreadsheet application package Identify basic functions of a presentation application package Identify basic functions of an imaging application package</p>	Yes	<p>Credit transfer can be awarded. It is possible for candidates undertaking Certiport's IC³ examination for Key Applications will have gained sufficient coverage of the outcomes and performance criteria of the PC Passport 2007 unit.</p>
<p>Outcome 2: Identify features of data and information</p> <p>Performance Criteria Identify the difference between data and information Identify the features of data and information required by different target groups</p>	Yes	<p>Credit transfer can be awarded. It is possible for candidates undertaking Certiport's IC³ examination for Key Applications will have gained sufficient coverage of the outcomes and performance criteria of the PC Passport 2007 unit.</p>
<p>Outcome 3: Use basic functions of computer software application packages</p> <p>Performance Criteria Use basic functions of a word processing application package Use basic functions of a spreadsheet application package Use basic functions of a presentation application package Use basic functions of an imaging application package Use the operating system effectively with software application packages</p>	Yes	<p>Credit transfer can be awarded. It is possible for candidates undertaking Certiport's IC³ examination for Key Applications will have gained sufficient coverage of the outcomes and performance criteria of the PC Passport 2007 unit.</p>
<p>Outcome 4: Produce solutions to specified tasks using features of software application packages</p> <p>Performance Criteria Select appropriate software application packages to create solutions for specified tasks Provide reasons for selecting a particular software application package for specified task Gather information from appropriate sources to meet the requirements of specified tasks Use the basic features of appropriate software application packages to create a solution for the specified tasks Save the solutions to the specified tasks</p>	Yes	<p>Credit transfer can be awarded. It is possible for candidates undertaking Certiport's IC³ examination for Key Applications will have gained sufficient coverage of the outcomes and performance criteria of the PC Passport 2007 unit.</p>

Recommendations

Candidates should present the original IC³ Key Applications exam pass certificate (examples are shown on the PC Passport website). **The exam score report will NOT be accepted as evidence, only the exam pass certificate.**

**2007 Unit:
F1F9 10: PC Passport: Introduction to the Internet and On-line Communications**

Mapped to:

Certiport IC³ Living On-line exam:

2007 Content	Credit Transfer	Comments
<p>Outcome 1: Identify key components, terms and issues associated with the use of on-line communications</p> <p>Performance Criteria Identify the basic components of Internet/intranet connection Identify key terms used when working with on-line communications Identify different methods of locating information Identify e-mail problems and solutions Identify different types of electronic communication methods Identify security risks and relevant laws and guidelines</p>	Yes	<p>Credit transfer can be awarded. It is possible for candidates undertaking Certiport's IC³ examination for Living On-line will have gained sufficient coverage of the outcomes and performance criteria of the PC Passport 2007 unit.</p>
<p>Outcome 2: Locate information using basic Internet/intranet facilities</p> <p>Performance Criteria Access Web sites correctly using supplied Uniform Resource Locators (URLs) Locate and download information on a specific topic using search engines Record Web addresses using bookmarks/favourites Navigate a Web site using browser controls and hyperlinks Re-visit Web sites using history facilities</p>	Yes	<p>Credit transfer can be awarded. It is possible for candidates undertaking Certiport's IC³ examination for Living On-line will have gained sufficient coverage of the outcomes and performance criteria of the PC Passport 2007 unit.</p>
<p>Outcome 3: Use e-mail and on-line forms to communicate electronically</p> <p>Performance Criteria Create and reply to e-mails effectively, securely and responsibly Create and send e-mails with attachments, URLs and Web links Save received attachments to a computer Create and use electronic address book facilities Complete on-line forms correctly</p>	Yes	<p>Credit transfer can be awarded. It is possible for candidates undertaking Certiport's IC³ examination for Living On-line will have gained sufficient coverage of the outcomes and performance criteria of the PC Passport 2007 unit.</p>

Recommendations

Candidates should present the original IC³ Living On-line exam pass certificate (examples are shown on the PC Passport website). **The exam score report will NOT be accepted as evidence, only the exam pass certificate.**

**2007 Unit:
F1FD 11: PC Passport: Internet and On-line Communications**

Mapped to:

Certiport IC³ Living On-line exam:

2007 Content	Credit Transfer	Comments
<p>Outcome 1: Describe components, services and issues relating to the use of on-line communications</p> <p>Performance Criteria Describe the connection components and their features Describe e-mail problems and solutions accurately Describe a range of Internet applications and services Describe factors affecting performance of Internet connections Describe the security risks, current laws and guidelines relating to the Internet/intranet and e-mail</p>	Yes	Credit transfer can be awarded. It is possible for candidates undertaking Certiport's IC ³ examination for Living On-line will have gained sufficient coverage of the outcomes and performance criteria of the PC Passport 2007 unit.
<p>Outcome 2: Carry out searches for information using the Internet/intranet</p> <p>Performance Criteria Access Websites using Uniform Resource Locators (URLs) Locate desired information using an efficient and effective search strategy Locate relevant information using Internet/intranet features efficiently</p>	Yes	Credit transfer can be awarded. It is possible for candidates undertaking Certiport's IC ³ examination for Living On-line will have gained sufficient coverage of the outcomes and performance criteria of the PC Passport 2007 unit.
<p>Outcome 3: Send and receive e-mail using routine Internet/intranet facilities</p> <p>Performance Criteria e-mail is used to communicate effectively, securely and responsibly within legal guidelines e-mail features are used efficiently and effectively</p>	Yes	Credit transfer can be awarded. It is possible for candidates undertaking Certiport's IC ³ examination for Living On-line will have gained sufficient coverage of the outcomes and performance criteria of the PC Passport 2007 unit.
<p>Outcome 4: Demonstrate knowledge and understanding of a variety of on-line communication methods</p> <p>Performance Criteria Investigate a range of on-line communications methods Describe the features and suitable use of on-line communication methods Make effective use of an on-line communication method for exchanging information</p>	Yes	Credit transfer can be awarded. It is possible for candidates undertaking Certiport's IC ³ examination for Living On-line will have gained sufficient coverage of the outcomes and performance criteria of the PC Passport 2007 unit.

Recommendations

Candidates should present the original IC³ Living On-line exam pass certificate (examples are shown on the PC Passport website). **The exam score report will NOT be accepted as evidence, only the exam pass certificate.**

**2007 Unit:
F1FF 12: PC Passport: Working with Internet and On-line Communications**

Mapped to:

Certiport IC³ Living On-line exam:

Content	Credit Transfer	Comments
<p>Outcome 1: Identify complex issues for secure on-line communications</p> <p>Performance Criteria Identify the Transmission Control Protocol/Internet Protocol (TCP/IP) communications model with reference to the role of devices and protocols Identify Internet addressing schemes Identify different connection types and characteristics Identify techniques used to ensure secure on-line communication</p>	No	Credit transfer cannot be awarded. Candidates undertaking Certiport's IC ³ examination for Living On-line will NOT have gained sufficient coverage of the outcomes and performance criteria of the PC Passport 2007 unit.
<p>Outcome 2: Confirm secure communication settings and use to send and receive encrypted e-mail</p> <p>Performance Criteria Confirm level of system security settings Send e-mail effectively using appropriate encryption methods Receive and open encrypted e-mail messages</p>	No	Credit transfer cannot be awarded. Candidates undertaking Certiport's IC ³ examination for Living On-line will NOT have gained sufficient coverage of the outcomes and performance criteria of the PC Passport 2007 unit.
<p>Outcome 3: Publish research findings on complex Internet security risks and prevention strategies in an on-line communications format</p> <p>Performance Criteria Conduct research into an agreed topic on Internet security risk Determine an appropriate prevention strategy to reduce risks of the agreed topic Confirm the relevance and accuracy of research information Create coherent content outlining the Internet security risk and prevention strategy which is appropriately structured for the type of media Publish the content in an appropriate on-line communications format</p>	No	Credit transfer cannot be awarded. Candidates undertaking Certiport's IC ³ examination for Living On-line will NOT have gained sufficient coverage of the outcomes and performance criteria of the PC Passport 2007 unit.

Recommendations:

There is insufficient coverage between the Certiport IC³ Living On-line exam and the 2007 PC Passport unit to accurately cover all of the outcomes and performance criteria. Candidates should undertake the 2007 unit: **F1FF 12: PC Passport: Working with Internet and On-line Communications**

2007 Unit: F1GP 10 PC Passport: Introduction to IT Systems

Mapped to:

Certiport IC³ Computing Fundamentals:

2007 Content	Credit Transfer	Comments
<p>Outcome 1: Identify features and uses of different types of computer systems and peripherals</p> <p>Performance Criteria Identify features and uses of different types of computer systems Identify features and uses of different types peripherals of a computer system</p>	Yes	Credit transfer can be awarded. It is possible for candidates undertaking Certiport's IC ³ examination for Computing Fundamentals will have gained sufficient coverage of the outcomes and performance criteria of the PC Passport 2007 unit.
<p>Outcome 2: Identify potential risks, and solutions, associated with using computer systems</p> <p>Performance Criteria Identify possible causes of injury to users that may arise when using a computer system Identify solutions to potential health and safety issues associated with using a computer Identify potential risks related to stored personal data Identify solutions to risks related to data storage</p>	Yes	Credit transfer can be awarded. It is possible for candidates undertaking Certiport's IC ³ examination for Computing Fundamentals will have gained sufficient coverage of the outcomes and performance criteria of the PC Passport 2007 unit.
<p>Outcome 3: Carry out a range of tasks using a Graphical User Interface (GUI)</p> <p>Performance Criteria Use a range of GUI features to operate a computer Use file management features to carry out a range of tasks Use the Help facility to solve a problem Customise the accessibility settings of a computer to meet user requirements Back-up and restore data using removable media</p>	Yes	Credit transfer can be awarded. It is possible for candidates undertaking Certiport's IC ³ examination for Computing Fundamentals will have gained sufficient coverage of the outcomes and performance criteria of the PC Passport 2007 unit.

Recommendations

Candidates should present the original IC³ Computing Fundamentals exam pass certificate (examples are shown on the PC Passport website). The exam score report will NOT be accepted as evidence, only the exam pass certificate.

**2007: Unit
F1FA 11: PC Passport: IT Systems**

Mapped to:

Certiport IC³ Computing Fundamentals exam:

Content	Credit Transfer	Comments
<p>Outcome 1: Investigate and recommend a range of computer hardware for a given specification</p> <p>Performance Criteria Investigate a range of modern computer systems Investigate a range of commonly used input, output and backing storage devices Recommend an appropriate range of computer hardware for a given specification</p>	No	Credit transfer cannot be awarded. Candidates undertaking Certiport's IC ³ examination for Computing Fundamentals will NOT have gained sufficient coverage of the outcomes and performance criteria of the PC Passport 2007 unit.
<p>Outcome 2: Connect and configure different peripheral devices to a computer system</p> <p>Performance Criteria Safely connect peripheral devices to a computer system Configure settings for the transfer of data between the computer system and the peripheral devices Transfer data between the computer system and peripherals Safely disconnect peripheral devices from the computer system Report the results of testing each peripheral device accurately</p>	No	Credit transfer cannot be awarded. Candidates undertaking Certiport's IC ³ examination for Computing Fundamentals will NOT have gained sufficient coverage of the outcomes and performance criteria of the PC Passport 2007 unit.
<p>Outcome 3: Identify precautions to reduce known health risks associated with the use and disposal of computer systems</p> <p>Performance Criteria Identify risks associated with the use of computer systems in relation to current health and safety legislation and regulations Identify methods of safe and responsible disposal of computer systems and components in relation to current regulations Identify suitable safety precautions to reduce health risk when working with computer systems</p>	No	Credit transfer cannot be awarded. Candidates undertaking Certiport's IC ³ examination for Computing Fundamentals will NOT have gained sufficient coverage of the outcomes and performance criteria of the PC Passport 2007 unit.
<p>Outcome 4: Identify security issues and safeguards associated with the use of computer systems</p> <p>Performance Criteria Identify current legislation associated with security issues relating to the use of computer systems Identify basic precautions to safeguard computer data and computer systems</p>	No	Credit transfer cannot be awarded. Candidates undertaking Certiport's IC ³ examination for Computing Fundamentals will NOT have gained sufficient coverage of the outcomes and performance criteria of the PC Passport 2007 unit.

Recommendations

There is insufficient coverage between the Certiport IC³ Computing Fundamentals exam and the 2007 PC Passport unit to accurately cover all of the outcomes and performance criteria. **Candidates should undertake the 2007 unit: F1FA 11: PC Passport: IT Systems.**

SUMMARY

There is some linkage between the Certiport IC³ Certification and the 2007 PC Passport units listed above, there is significantly more covered in the 2007 units especially at advanced level.

The summary grid below gives an overview of the more detailed mapping in the credit transfer arrangements document and further evidence can be found in Appendix B (Vendor Credit Proformas), of the credit transfer arrangements document.

Unit Numbers	PC Passport 2007 Internet and On-line Communication		
Certiport IC³ Living On-line	F1F9 10	F1FD 11	F1FF 12
Exam pass certificate	YES	YES	NO
	PC Passport 2007 Introduction to IT Software and Presenting Information		
Certiport IC³ Key Applications	F1F8 10		
Exam pass certificate	YES		
	PC Passport 2007 IT Systems		
Certiport IC³ Computing Fundamentals	F1GP 10	F1FA 11	
Exam pass certificate	YES	-	

Note:

Only the full vendor exam pass certificate will be accepted as evidence of a pass in the relevant subject. Exam score reports will NOT be accepted as evidence.

INTRODUCTION TO MICROSOFT OFFICE SPECIALIST CERTIFICATION

The Microsoft Office Specialist (Office Specialist) Certification is a globally recognized standard for validating expertise with the Microsoft Office suite of business productivity programs. Microsoft Office Specialist exams use “live” or real applications to provide the most authentic evaluation of your knowledge, skills, and abilities. Performance-based testing uses specialized examination software while simultaneously running the actual Office programs.

To earn the Microsoft Office Specialist (Office Specialist) certification for Microsoft, candidates must pass one or more certification exams. Office Specialist exams provide a valid and reliable measure of technical proficiency and expertise by evaluating your overall comprehension of Office programs, your ability to use their advanced features, and your ability to integrate the Office programs with other software programs.

Candidates can prepare for certification exams by using officially licensed Microsoft Office training, courseware, assessments, and practice tests. Certification is available in the programs listed below.

At Core level

■ Word	■ Access	
■ Excel	■ PowerPoint®	Outlook®

Currently certifications are offered for Word and Excel only at Expert level.

At Expert level

■ Word
■ Excel

Exams are available for Microsoft Office 2000, Office XP, Office 2003 and Office 2007.

The following tables explain the mapping between **all versions of the Microsoft Office suite listed above** to PC Passport 2007.

Candidates who pass any Microsoft Office Specialist exam receive an exam score report at the end of the exam period and also a full exam pass certificate delivered to their designated address. Candidates cannot use the exam score report as evidence. They must produce the full exam pass certificate as evidence.

Only the full exam pass certificate will be accepted by the SQA that the candidates has achieved the required assessment standard for the corresponding PC Passport 2007 unit.

F1FB 11: PC Passport: IT Software - Word Processing and Presenting Information

Mapped to:

Microsoft Office Specialist Word Core and PowerPoint Core:

2007 Content	Credit Transfer	Comments
<p>Outcome 1: Identify routine software application package functions</p> <p>Performance Criteria Identify routine functions of a word processing application package Identify routine functions of a presentation application package Identify routine functions of an artwork and imaging application package</p>	Yes	<p>Credit can be given because there is sufficient coverage of the outcomes and performance criteria. Candidates would be expected to produce both exam passes as evidence (Word Core & PowerPoint Core).</p> <p>Note there is some coverage of artwork manipulation in the PowerPoint exam.</p>
<p>Outcome 2: Identify uses of information produced by different software application packages</p> <p>Performance Criteria Identify attributes of information Identify relevance of information, for different audiences, produced by different software application packages</p>	Yes	<p>Credit can be given because there is sufficient coverage of the outcomes and performance criteria. Candidates would be expected to produce both exam passes as evidence (Word Core & PowerPoint Core).</p>
<p>Outcome 3: Use routine software application package functions</p> <p>Performance Criteria Use routine functions of a word processing application package Use routine functions of a presentation application package Use routine functions of an artwork and imaging application package Use the operating system effectively with software application packages</p>	Yes	<p>Credit can be given because there is sufficient coverage of the outcomes and performance criteria. Candidates would be expected to produce both exam passes as evidence (Word Core & PowerPoint Core).</p> <p>Note there is some coverage of artwork manipulation in the PowerPoint exam.</p>
<p>Produce solutions to specified tasks using software application packages</p> <p>Performance Criteria Select a software application package for each specified task Justify choice of software application package selected for the specified tasks Select appropriate information from a variety of sources Use the routine features of appropriate software application packages Review own use of IT to produce a solution for the specified tasks</p>	Yes	<p>Credit can be given because there is sufficient coverage of the outcomes and performance criteria. Candidates would be expected to produce both exam passes as evidence (Word Core & PowerPoint Core).</p>

PC Passport Mapping March 2008

Recommendations

There is sufficient coverage between Microsoft Word Core and Microsoft PowerPoint Core exams and the 2007 PC passport unit to accurately cover all of the outcomes and performance criteria. Candidates should present the original Microsoft exam pass certificates (examples are shown on the PC Passport website). The exam score report will NOT be accepted as evidence, only the exam pass certificate.

**2007 Unit:
F1FC 11: PC Passport: IT Software - Spreadsheet and Database**

Mapped to:

Microsoft Office Specialist Excel Core and Access Core exams

2007 Content	Credit Transfer	Comments
<p>Outcome 1: Identify routine computer application software functions</p> <p>Performance Criteria Identify routine functions of a spreadsheet application package Identify routine functions of a database application package</p>	Yes	Credit can be given because there is sufficient coverage of the outcomes and performance criteria. Candidates would be expected to produce both exam passes as evidence (Excel Core & Access Core).
<p>Outcome 2: Identify information requirements to meet the needs of different audiences</p> <p>Performance Criteria Identify types of information required by different audiences Identify the different information formats produced by spreadsheets and database and how they address the needs of the audience</p>	Yes	Credit can be given because there is sufficient coverage of the outcomes and performance criteria. Candidates would be expected to produce both exam passes as evidence (Excel Core & Access Core).
<p>Outcome 3: Use routine computer application software functions</p> <p>Performance Criteria Use routine functions of a spreadsheet application package Use routine functions of a database application package</p>	Yes	Credit can be given because there is sufficient coverage of the outcomes and performance criteria. Candidates would be expected to produce both exam passes as evidence (Excel Core & Access Core).
<p>Outcome 4: Produce solutions to specified tasks using features of software application packages</p> <p>Performance Criteria Select an application package for each specified task Use the routine features of appropriate software packages Explain why this application package is the most suitable for the specified task Select appropriate information from a variety of sources Review the use of IT resources to produce a solution for the specified task</p>	Yes	Credit can be given because there is sufficient coverage of the outcomes and performance criteria. Candidates would be expected to produce both exam passes as evidence (Excel Core & Access Core).

Recommendations

There is sufficient coverage between Microsoft Excel Core and Microsoft Access Core exams and the 2007 PC Passport unit to accurately cover all of the outcomes and performance criteria. Candidates should present the original Microsoft exam pass certificates (examples are shown on the PC Passport website). The exam score report will NOT be accepted as evidence, only the exam pass certificate.

2007 Unit:**F1FE 12: PC Passport: Working with IT Software – Word Processing and Presenting Information****Mapped to:****Microsoft Office Specialist Word Expert and PowerPoint Core Exams**

2007 Content	Credit Transfer	Comments
<p>Outcome 1: Identify complex computer application software functions</p> <p>Performance Criteria Identify complex functions of a word processing application package Identify complex functions of a presentation application package</p>	Yes	<p>Credit can be given because there is sufficient coverage of the outcomes and performance criteria. Candidates would be expected to produce both exam passes as evidence (Word Expert & PowerPoint Core).</p>
<p>Outcome 2: Identify complex attributes of information to meet the needs of different audiences</p> <p>Performance Criteria Identify the need for information processing to meet the needs of different audiences Identify complex attributes of information</p>	Yes	<p>Credit can be given because there is sufficient coverage of the outcomes and performance criteria. Candidates would be expected to produce both exam passes as evidence (Word Expert & PowerPoint Core).</p>
<p>Outcome 3: Use complex computer application software functions</p> <p>Performance Criteria Use complex functions of a word processing application package Use complex functions of a presentation application package Use the operating system effectively with software application packages</p>	Yes	<p>Credit can be given because there is sufficient coverage of the outcomes and performance criteria. Candidates would be expected to produce both exam passes as evidence (Word Expert & PowerPoint Core).</p>
<p>Outcome 4: Demonstrate and review the use of complex application software functions to produce solutions to specified tasks</p> <p>Performance Criteria Select an application package for each specified tasks Justify choice of application package for the specified tasks Select appropriate complex information from a variety of sources Produce a solution to specified tasks Review the use of IT resources to produce a solution for the specified tasks and changes to improve efficiency when carrying out similar tasks in the future</p>	Yes	<p>Credit can be given because there is sufficient coverage of the outcomes and performance criteria. Candidates would be expected to produce both exam passes as evidence (Word Expert & PowerPoint Core).</p>

Recommendations

There is sufficient coverage between Microsoft Word Expert and Microsoft PowerPoint Core exams and the 2007 PC passport unit to accurately cover all of the outcomes and performance criteria. Candidates should present the original Microsoft exam pass certificates (examples are shown on the PC Passport website). The exam score report will NOT be accepted as evidence, only the exam pass certificate.

2007Unit:**F1FJ 12: PC Passport: Working with IT Software – Spreadsheet and Database****Mapped to:****Microsoft Office Specialist Excel Expert and Access Core exams**

Content	Credit Transfer	Comments
<p>Outcome1: Identify complex computer application software functions</p> <p>Performance Criteria Identify complex functions of a spreadsheet application package Identify complex functions of a database application package</p>	Yes	Credit can be given because there is sufficient coverage of the outcomes and performance criteria. Candidates would be expected to produce both exam passes as evidence (Excel Expert & Access Core).
<p>Outcome 2: Explain issues relating to data and information</p> <p>Performance Criteria Explain the relevance of information produced by spreadsheets and database for different audiences Identify issues relating to data integrity and accuracy</p>	Yes	Credit can be given because there is sufficient coverage of the outcomes and performance criteria. Candidates would be expected to produce both exam passes as evidence (Excel Expert & Access Core).
<p>Outcome 3: Use complex computer application software functions</p> <p>Performance Criteria Use complex functions of a spreadsheet application package Use complex functions of a database application package</p>	Yes	Credit can be given because there is sufficient coverage of the outcomes and performance criteria. Candidates would be expected to produce both exam passes as evidence (Excel Expert & Access Core).
<p>Outcome 4: Demonstrate and review the use of complex application software functions to produce solutions to specified tasks</p> <p>Performance Criteria Select an application package for each specified tasks Justify choice of application package for the specified tasks Select appropriate complex information from a variety of sources Produce a solution to specified tasks Review the use of IT resources to produce a solution for the specified tasks and changes to improve efficiency when carrying out similar tasks in the future</p>	Yes	Credit can be given because there is sufficient coverage of the outcomes and performance criteria. Candidates would be expected to produce both exam passes as evidence (Excel Expert & Access Core).

Recommendations

There is sufficient coverage between Microsoft Excel Expert and Microsoft Access Core exams and the 2007 PC Passport unit to accurately cover all of the outcomes and performance criteria. Candidates should present the original Microsoft exam pass certificates (examples are shown on the PC Passport website). The exam score report will NOT be accepted as evidence, only the exam pass certificate.

SUMMARY

There is some linkage between the Microsoft Office Specialist Certification and the 2007 PC Passport units listed in the credit transfer document.

The summary grid below gives an overview of the more detailed mapping in the full credit transfer document and further evidence can be found in Appendix B (Vendor Credit Proformas), of the full credit transfer document.

Unit Numbers	PC Passport 2007 IT Software and Presenting Information		
Microsoft Office Specialist	F1FC 11		
Word Core Exam pass certificate And PowerPoint Core Exam pass certificate	YES		
	PC Passport 2007 Working with IT Software and Presenting Information		
Microsoft Office Specialist	F1FE 12		
Word Expert Exam pass certificate And PowerPoint Core Exam pass certificate	YES		
	PC Passport 2007 IT Software Spreadsheets and Database		
Microsoft Office Specialist	F1FB 11		
Excel Core Exam pass certificate And Access Core Exam certificate	YES		
	PC Passport 2007 Working with IT Software Spreadsheets and Database		
Microsoft Office Specialist	F1FJ 12		
Excel Expert Exam pass certificate And Access Core Exam certificate	YES		
	PC Passport 2007 IT Systems		
	F1GP 10	F1FA 11	
No equivalent Microsoft Office Specialist exam	NO	NO	
	PC Passport 2007 Working with Artwork & Imaging		
	F1FG 12		
No equivalent Microsoft Office Specialist exam	NO		
	PC Passport 2007 Working with IT Security for Users		
	F1FH 12		
No equivalent Microsoft Office Specialist exam	NO		
	PC Passport 2007 Internet and On-line Communications		
	F1FD 11	F1FF 12	
No equivalent Microsoft Office Specialist exam	No	No	

Note:

Only the full vendor exam pass certificate will be accepted as evidence of a pass in the relevant subject. Exam score reports will NOT be accepted as evidence.

NATIONAL OCCUPATIONAL STANDARDS

E-skills UK are the National sector skills council for IT, Telecoms and Contact Centres. They are responsible for defining IT User standards in the workplace. These standards are referred to as National Occupational Standards (NOS). There is a UK version and a Scottish version. A full copy of the National Occupational Standards can be found at www.e-skills.com

NOS are intended to support workforce development by developing and identifying the skills, knowledge and understanding required in employment. NOS define outcomes of competent performance. They are directly usable by employers and match real job profiles. They specify a set of standards; however qualifications are linked to these standards. Qualifications linked to NOS standards include PC Passport, Microsoft Office Specialist, IC³, OCR Clait and ECDL.

The National Occupational standards for IT Users, define a number of Areas of Competence in a range subjects including:

- Use IT Systems – Operate a computer
- Use IT Software – Word Processing and Spreadsheets specifically
- Purposes of IT – Make selective use of IT and Evaluate effectiveness of IT

Each Area of Competence covers the job competency level. There are three job competency levels. For each **job competency** the person must **apply knowledge and understanding** and **Skills and techniques** for each area of competence and subject.

These key competencies exemplify the standards defined for different levels of workers. National Occupational Standards are related in Scotland to SCQF levels. In England, Wales and Northern Ireland they are related to the National Qualifications Framework which define standards for all National Vocational Qualifications (NVQ) See table:

National Occupational Level	Definition of Level	SCQF level (NQF/NVQ equivalent)	Definition of Level for ICT
Level 1	Setting up and using an IT system safely and using common types of software for simple tasks	Level 4 (NVQ level 1 – NQF equivalent)	Use the most straightforward features of familiar applications to process and obtain information
Level 2	In addition to level 1, setting up and using a wider range of different types of hardware and using software for more complex tasks	Level 5 (NVQ level 2 – NQF equivalent)	Use a range of routine skills with standard applications to process, obtain and combine information
Level 3	In addition to level 1 and 2, installing upgrades to hardware, operating systems and software safely and getting the best out of software for complex tasks	Level 6 (NVQ level 3 – NQF equivalent)	Use a wide range of skills to select, process, obtain and combine information

Note: Example shown is for Use IT Systems – Operate a computer.

For each **job competency** in the National Occupational Standards, the person must **apply knowledge and understanding**, for example on common types of computer hardware and how to use them, what the software functions are and how to use them. **Skills and techniques** might include setting up a computer, accessing files on a computer and using basic software tools and techniques.

These key competencies exemplify the standards defined for different levels of workers and candidates would be expected to try and achieve or work towards these occupational standards which are recognised by employers as a benchmark for the skills required by candidates seeking employment in IT User industries.

ITQ

ITQ is the National Vocational Qualification for IT Users which demonstrates staff competence in the use of IT in the workplace. It is offered at levels 1, 2 and 3. In Scotland, the qualification is called the Scottish Vocational Qualification in Using IT. **It is directly linked to the National Occupational Standards across the UK.**

ITQ was developed by employers for use in the workplace and has the full backing of a number of awarding bodies including the SQA. It has been in use in all sectors of business and industry for 3 years. ITQ has been designed to provide you with an up to date IT user qualification for your workforce, tailored to the needs of employers and their staff. It recognises that all organisations need IT skills but that these will vary in level and type depending on individual business needs and the use made of technology in the organisation.

ITQ even allows for the inclusion of bespoke units in recognition that many employers have their own unique IT systems. The tables below give you the unit values so that you can see how an ITQ can be built.

ITQ level	Level 1	Level 2	Level 3
Total required	40	100	180
Mandatory unit	15	25	35
Total from optional units at same level as qualification*	15	40	75

*For example, for a level 2 qualification:

- Overall points total is 100
- 25 points come from mandatory unit
- 75 points come from optional units
- of the 75 optional points 40 must be achieved at level 2

ITQ Internal Credit Matrix			
Unit titles	Unit values		
	Level 1	Level 2	Level 3
Make selective use of IT (Mandatory)	15	25	35
Using IT systems	5	15	25
Operate a computer	10	20	30
IT trouble-shooting for users	5	15	25
IT maintenance for users	5	15	25
IT security for users	5	15	25
Use IT to exchange information	5	15	25
Internets and intranets	5	15	25
E-mail	5	15	25
Word processing	10	20	30
Spreadsheets	10	20	35
Databases	10	20	35
Websites	10	20	35
IT artwork and images	10	20	35
IT Presentations	10	20	30
Specialist or bespoke software	10	20	30
Evaluate the impact of IT	5	15	25
Sector specific unit	10	20	30

Awarding Bodies are responsible for mapping qualifications they would like to appear on this list against the NOS for IT Users. SQA has carried out this activity for the previous version of PC Passport and has now done so for the new refreshed version of PC Passport.

The AOC in the National Occupational Standards and the ITQ qualification subject areas are linked to the refreshed version of PC Passport as follows:

PC Passport (Beginner) SCQF level 4

NOS Unit Titles	PC Passport Unit Title	NOS Unit Values
		Level 1
Making Selective Use of IT	Introduction to IT Software and Presenting Information	15
Use IT Systems	Introduction to IT Systems	5
Use IT to Exchange Information	Introduction to Internet and On-line Communications	5
Intranets and Intranets	Introduction to Internet and On-line Communications	5
Word Processing Software	Introduction to IT Software and Presenting Information	10
Spreadsheet Software	Introduction to IT Software and Presenting Information	10
Artwork and Imaging Software	Introduction to IT Software and Presenting Information	10
Presentation Software	Introduction to IT Software and Presenting Information	10
Total PC Passport value		70
Total ITQ requirement		40

PC Passport (Intermediate) SCQF level 5

NOS Unit Titles	PC Passport Unit Title	NOS Unit Values
		Level 2
Making Selective use of IT	IT Software Word Processing and Presenting Information OR IT Software Spreadsheets and Database	25
Use It Systems	Working with IT Systems	15
Use It to exchange information	Internet and On-line Communications	15
Intranets and intranets	Internet and On-line Communications	15
Word processing software	IT Software Word Processing and Presenting Information	20
Spreadsheet software	IT Software Spreadsheets and Database	20
Database software	IT Software Spreadsheets and Database	20
Artwork and imaging software	IT Software Word Processing and Presenting Information	20
Presentation software	IT Software Word Processing and Presenting Information Presenting Information	20
	Total PC Passport value	170
	Total ITQ requirement	100

PC Passport (Advanced) SCQF level 6

NOS Unit Titles	PC Passport Unit Title	NOS Unit Values
		Level 3
Making Selective use of IT	Working with IT Software Word Processing and Presenting Information OR Working with IT Software Spreadsheets and Database	35
Word Processing Software	Working with IT Software Word Processing and Presenting Information	30
Spreadsheet Software	Working with IT Software Spreadsheets and Database	35
Database Software	Working with IT Software Spreadsheets and Database	35
Artwork and Imaging Software	Working with Artwork and Imaging	35
Presentation Software	Working with IT Software Word Processing and Presenting Information	30
IT Security for Users	Working with IT Security for Users	25
	Total PC Passport value	225
	Total ITQ value	180

With all three levels of PC Passport there will be full content coverage of both NOS and ITQ.

APPENDIX A

PC PASSPORT 2003 – PC PASSPORT 2007 PROFORMA'S

CREDIT TRANSFER PROFORMA

Use this form to compare two syllabuses¹ for the purpose of credit transfer. At least one of the syllabuses will be an SQA unit specification.² See the criteria on reverse side to determine the equivalence of these syllabuses. Use the Notes section to provide additional details if necessary.



Credit transfer decisions must be ratified by an External Verifier and approved by an appropriate SQA Officer.

Do not justify the mapping on this document. A separate detailed mapping is assumed to exist and may be required to justify decisions.

Syllabus 1	PC Passport Beginner: Internet	Ref. No.	DC9N 10	SCQF level	4
Syllabus 2	PC Passport: Internet & On-line Communications	Ref. No.	F1F9 10	SCQF level	4

Two-way credit transfer ³	Y
One-way credit transfer ⁴	N
Partial credit transfer ⁵	N
No credit transfer	N

Notes
Both units cover the following full credit criteria for full credit transfer: 1, 2, 3, 4, 5, 6, 7, 8 and 9.
They also both have the same National Occupational Standards for IT Users: Internet & Intranets Level 1.

Reviewer signature		Name (PRINT)	Vanessa Ranaldi	Date	17/09/07
Verifier signature	McCamlie (J) e-Signed on 2007-01-17 01:23PM GMT june@mccamlie8231.freemove.co.uk EchoSign Number: 3B29A8BAB7	Name (PRINT)	June McCamlie	Date	24/10/07
SQA Officer		Name (PRINT)	Bobby Elliott	Date	17/03/08

¹ A syllabus may be an SQA unit specification, SQA course specification, or external course/programme description.

² Where the other syllabus is not an SQA unit/course specification, Syllabus 1 should be the SQA unit and Syllabus 2 the third party syllabus.

³ The two syllabuses are equivalent and credit transfer can be awarded both ways (this may be subject to approval by an external awarding body or vendor).

⁴ One syllabus is a super-set of the other; credit transfer can be awarded one way only.

⁵ Complete credit transfer is not possible; however there is credit transfer between outcomes.

USE THIS SECTION FOR PARTIAL CREDIT TRANSFER

See the criteria on the reverse side to determine partial credit transfer. Use the Notes section to provide additional details. The smallest element of credit transfer is an outcome; sub-outcome components (such as performance criteria) are not accredited.

Syllabus 1 (SQA) Outcome(s)	Syllabus 2 (SQA or other) Source ⁶	Award credit?	Notes

Note: These two units are broadly credit transferable. Except that in unit F1F9 10 Outcome 1(f) Identify security risks and relevant laws and guidelines.

Guidelines are covered in the unit DC9N 10, I think by, '... accepted practices ...' and '... acceptable use policy...' Page 8, however in unit F1F9 10, Page 7 states '... a basic awareness of ... and knowledge of ...' various pieces of legislation.

As acceptable use policies are usually based on these pieces of legislation and in most cases students read and sign these, then I would agree that full credit transfer should be given.

RE, July 2007

⁶ Specify the place in the syllabus where the equivalent content can be found.
PC Passport Mapping March 2008

CREDIT TRANSFER PROFORMA



Use this form to compare two syllabuses⁷ for the purpose of credit transfer. At least one of the syllabuses will be an SQA unit specification.⁸ See the criteria on reverse side to determine the equivalence of these syllabuses. Use the Notes section to provide additional details if necessary.

Credit transfer decisions must be ratified by an External Verifier and approved by an appropriate SQA Officer.

Do not justify the mapping on this document. A separate detailed mapping is assumed to exist and may be required to justify decisions.

Syllabus 1	PC Passport Beginner: Spreadsheets	Ref. No.	DC9R 10	SCQF level	4
Syllabus 2	PC Passport: Introduction to IT Software and Presenting Information	Ref. No.	F1F8 10	SCQF level	4

Two-way credit transfer ⁹	N
One-way credit transfer ¹⁰	N
Partial credit transfer ¹¹	N
No credit transfer	Y

Notes
As the new units covers Word Processing, Spreadsheets Imaging and Presentation software it is difficult to find appropriate outcome linkage between the two units. However the new Word processing outcome does require everything expected in the older Word Processing unit

Reviewer signature		Name (PRINT)	Vanessa Ranaldi	Date	17/09/07
Verifier signature	McCamlie (J) e-Signed on 2007-01-17 01:23PM GMT june@mccamlie8231.freemove.co.uk EchoSign Number: 3B29A8BAB7	Name (PRINT)	June McCamlie	Date	24/10/07
SQA Officer		Name (PRINT)	Bobby Elliott	Date	17/03/08

⁷ A syllabus may be an SQA unit specification, SQA course specification, or external course/programme description.

⁸ Where the other syllabus is not an SQA unit/course specification, Syllabus 1 should be the SQA unit and Syllabus 2 the third party syllabus.

⁹ The two syllabuses are equivalent and credit transfer can be awarded both ways (this may be subject to approval by an external awarding body or vendor).

¹⁰ One syllabus is a super-set of the other; credit transfer can be awarded one way only.

¹¹ Complete credit transfer is not possible; however there is credit transfer between outcomes.

USE THIS SECTION FOR PARTIAL CREDIT TRANSFER

See the criteria on the reverse side to determine partial credit transfer. Use the Notes section to provide additional details. The smallest element of credit transfer is an outcome; sub-outcome components (such as performance criteria) are not accredited.

Syllabus 1 (SQA) Outcome(s)	Syllabus 2 (SQA or other) Source ¹²	Award credit?	Notes
Outcome 1a	Outcome 1b only	6	Units match only on partial credit transfer criteria: 1, 2, 3, 4, 5, 6, 7. There is also a match with the National Occupational standards for IT Users: Spreadsheets in these outcomes.
Outcome 1d, 2b, 2c, 2d, 2e, 3a, 3b and 3c	Outcome 3b only	6	Units match only on partial credit transfer criteria: 1, 2, 3, 4, 5, 6, 7. There is also a match with the National Occupational standards for IT Users: Spreadsheets in these outcomes.

Agree no credit transfer for outcomes.

RE, July 2007

¹² Specify the place in the syllabus where the equivalent content can be found.
PC Passport Mapping March 2008

CREDIT TRANSFER PROFORMA



Use this form to compare two syllabuses¹³ for the purpose of credit transfer. At least one of the syllabuses will be an SQA unit specification.¹⁴ **See the criteria on reverse side to determine the equivalence of these syllabuses.** Use the Notes section to provide additional details if necessary.

Credit transfer decisions must be ratified by an External Verifier and approved by an appropriate SQA Officer.

Do not justify the mapping on this document. A separate detailed mapping is assumed to exist and may be required to justify decisions.

Syllabus 1	PC Passport Beginner: Word Processing	Ref. No.	DC9P 10	SCQF level	4
Syllabus 2	PC Passport: Introduction to IT Software and Presenting Information	Ref. No.	F1F8 10	SCQF level	4

Two-way credit transfer ¹⁵	N
One-way credit transfer ¹⁶	N
Partial credit transfer ¹⁷	N
No credit transfer	Y

Notes
As the new units covers Word Processing, Spreadsheets Imaging and Presentation software it is difficult to find appropriate outcome linkage between the two units. However the new Word processing outcome does require everything expected in the older word processing unit.

Reviewer signature		Name (PRINT)	Vanessa Ranaldi	Date	17/09/07
Verifier signature	McCamlie (J) e-Signed on 2007-01-17 01:23PM GMT june@mccamlie8231.freemove.co.uk EchoSign Number: 3B29A8BAB7	Name (PRINT)	June McCamlie	Date	24/10/07
SQA Officer		Name (PRINT)	Bobby Elliott	Date	17/03/08

¹³ A syllabus may be an SQA unit specification, SQA course specification, or external course/programme description.

¹⁴ Where the other syllabus is not an SQA unit/course specification, Syllabus 1 should be the SQA unit and Syllabus 2 the third party syllabus.

¹⁵ The two syllabuses are equivalent and credit transfer can be awarded both ways (this may be subject to approval by an external awarding body or vendor).

¹⁶ One syllabus is a super-set of the other; credit transfer can be awarded one way only.

¹⁷ Complete credit transfer is not possible; however there is credit transfer between outcomes.

USE THIS SECTION FOR PARTIAL CREDIT TRANSFER

See the criteria on the reverse side to determine partial credit transfer. Use the Notes section to provide additional details. The smallest element of credit transfer is an outcome; sub-outcome components (such as performance criteria) are not accredited.

Syllabus 1 (SQA) Outcome(s)	Syllabus 2 (SQA or other) Source ¹⁸	Award credit?	Notes
Outcome 1a	Outcome 1b only	6	Units match only on partial credit transfer criteria: 1, 2, 3, 4, 5, 6, 7. There is also a match with the National Occupational standards for IT Users: Word Processing in these outcomes.
Outcome 1d, 2b, 2c, 2d, 2e, 3a, 3b and 3c	Outcome 3a only	6	Units match only on partial credit transfer criteria: 1, 2, 3, 4, 5, 6, 7. There is also a match with the National Occupational standards for IT Users: Word Processing in these outcomes.

Agree, there is no credit transfer of outcomes.

RE, July 2007

¹⁸ Specify the place in the syllabus where the equivalent content can be found.
PC Passport Mapping March 2008

CREDIT TRANSFER PROFORMA



Use this form to compare two syllabuses¹⁹ for the purpose of credit transfer. At least one of the syllabuses will be an SQA unit specification.²⁰ **See the criteria on reverse side to determine the equivalence of these syllabuses.** Use the Notes section to provide additional details if necessary.

Credit transfer decisions must be ratified by an External Verifier and approved by an appropriate SQA Officer.

Do not justify the mapping on this document. A separate detailed mapping is assumed to exist and may be required to justify decisions.

Syllabus 1	PC Passport Intermediate: Internet	Ref. No.	DC9N 11	SCQF level	5
Syllabus 2	PC Passport: Internet & On-line Communications	Ref. No.	F1FD 11	SCQF level	5

Two-way credit transfer ²¹	Y
One-way credit transfer ²²	N
Partial credit transfer ²³	N
No credit transfer	N

Notes
Both units cover the following full credit criteria for full credit transfer: 1, 2, 3, 4, 5, 6, 7, 8 and 9. They also both have the same National Occupational Standards for IT Users: Internet & Intranets Level 2.

Reviewer signature		Name (PRINT)	Vanessa Ranaldi	Date	17/09/07
Verifier signature	McCamlie (J) e-Signed on 2007-01-17 01:23PM GMT june@mccamlie8231.freemove.co.uk EchoSign Number: 3B29A8BAB7	Name (PRINT)	June McCamlie	Date	24/10/07
SQA Officer		Name (PRINT)	Bobby Elliott	Date	17/03/08

¹⁹ A syllabus may be an SQA unit specification, SQA course specification, or external course/programme description.

²⁰ Where the other syllabus is not an SQA unit/course specification, Syllabus 1 should be the SQA unit and Syllabus 2 the third party syllabus.

²¹ The two syllabuses are equivalent and credit transfer can be awarded both ways (this may be subject to approval by an external awarding body or vendor).

²² One syllabus is a super-set of the other; credit transfer can be awarded one way only.

²³ Complete credit transfer is not possible; however there is credit transfer between outcomes.

USE THIS SECTION FOR PARTIAL CREDIT TRANSFER

See the criteria on the reverse side to determine partial credit transfer. Use the Notes section to provide additional details. The smallest element of credit transfer is an outcome; sub-outcome components (such as performance criteria) are not accredited.

Syllabus 1 (SQA) Outcome(s)	Syllabus 2 (SQA or other) Source ²⁴	Award credit?	Notes

RE, July 2007

²⁴ Specify the place in the syllabus where the equivalent content can be found.
PC Passport Mapping March 2008

CREDIT TRANSFER PROFORMA



Use this form to compare two syllabuses²⁵ for the purpose of credit transfer. At least one of the syllabuses will be an SQA unit specification.²⁶ **See the criteria on reverse side to determine the equivalence of these syllabuses.** Use the Notes section to provide additional details if necessary.

Credit transfer decisions must be ratified by an External Verifier and approved by an appropriate SQA Officer.

Do not justify the mapping on this document. A separate detailed mapping is assumed to exist and may be required to justify decisions.

Syllabus 1	PC Passport Intermediate: Word Processing	Ref. No.	DC9P 11	SCQF level	5
Syllabus 2	PC Passport: IT Software Word Processing and Presenting Information	Ref. No.	F1FC 11	SCQF level	5

Two-way credit transfer ²⁷	N
One-way credit transfer ²⁸	N
Partial credit transfer ²⁹	N
No credit transfer	Y

Notes
As the new units covers Word Processing, Imaging and Presentation software it is difficult to find appropriate outcome linkage between the two units. However the new Word processing outcome does require everything expected in the older word processing unit.

Reviewer signature		Name (PRINT)	Vanessa Ranaldi	Date	17/09/07
Verifier signature	McCamlie (J) e-Signed on 2007-01-17 01:23PM GMT june@mccamlie8231.freemove.co.uk EchoSign Number: 3B29A8BAB7	Name (PRINT)	June McCamlie	Date	25/10/07
SQA Officer		Name (PRINT)	Bobby Elliott	Date	17/03/08

²⁵ A syllabus may be an SQA unit specification, SQA course specification, or external course/programme description.

²⁶ Where the other syllabus is not an SQA unit/course specification, Syllabus 1 should be the SQA unit and Syllabus 2 the third party syllabus.

²⁷ The two syllabuses are equivalent and credit transfer can be awarded both ways (this may be subject to approval by an external awarding body or vendor).

²⁸ One syllabus is a super-set of the other; credit transfer can be awarded one way only.

²⁹ Complete credit transfer is not possible; however there is credit transfer between outcomes.

USE THIS SECTION FOR PARTIAL CREDIT TRANSFER

See the criteria on the reverse side to determine partial credit transfer. Use the Notes section to provide additional details. The smallest element of credit transfer is an outcome; sub-outcome components (such as performance criteria) are not accredited.

Syllabus 1 (SQA) Outcome(s)	Syllabus 2 (SQA or other) Source ³⁰	Award credit?	Notes
Outcome 1a, 1d	Outcome 1b only	6	Units match only on partial credit transfer criteria: 1, 2, 3, 4, 5, 6 and 7. There is also a match with the National Occupational standards for IT Users: Word Processing at level 2 in these outcomes.
Outcome 2d, 3a, 3b, 3c, 3d and 3e	Outcome 3a only	6	Units match only on partial credit transfer criteria: 1, 2, 3, 4, 5, 6 and 7. There is also a match with the National Occupational standards for IT Users: Word Processing at level 2 in these outcomes.

Agree, no credit transfer for outcomes.

RE, July 2007

³⁰ Specify the place in the syllabus where the equivalent content can be found.
PC Passport Mapping March 2008

CREDIT TRANSFER PROFORMA



Use this form to compare two syllabuses³¹ for the purpose of credit transfer. At least one of the syllabuses will be an SQA unit specification.³² **See the criteria on reverse side to determine the equivalence of these syllabuses.** Use the Notes section to provide additional details if necessary.

Credit transfer decisions must be ratified by an External Verifier and approved by an appropriate SQA Officer.

Do not justify the mapping on this document. A separate detailed mapping is assumed to exist and may be required to justify decisions.

Syllabus 1	PC Passport Intermediate: Spreadsheets	Ref. No.	DC9R 11	SCQF level	5
Syllabus 2	PC Passport: IT Software Spreadsheets and Database	Ref. No.	F1FB 11	SCQF level	5

Two-way credit transfer ³³	N
One-way credit transfer ³⁴	N
Partial credit transfer ³⁵	N
No credit transfer	Y

Notes	
As the new units covers Spreadsheets and Database software it is difficult to find appropriate outcome linkage between the two units. However the new Spreadsheets outcome does require everything expected in the older Spreadsheets unit.	

Reviewer signature		Name (PRINT)	Vanessa Ranaldi	Date	17/09/07
Verifier signature	McCamlie (J) e-Signed on 2007-01-17 01:23PM GMT june@mccamlie8231.freemove.co.uk EchoSign Number: 3B29A8BAB7	Name (PRINT)	June McCamlie	Date	24/10/07
SQA Officer		Name (PRINT)	Bobby Elliott	Date	17/03/08

³¹ A syllabus may be an SQA unit specification, SQA course specification, or external course/programme description.

³² Where the other syllabus is not an SQA unit/course specification, Syllabus 1 should be the SQA unit and Syllabus 2 the third party syllabus.

³³ The two syllabuses are equivalent and credit transfer can be awarded both ways (this may be subject to approval by an external awarding body or vendor).

³⁴ One syllabus is a super-set of the other; credit transfer can be awarded one way only.

³⁵ Complete credit transfer is not possible; however there is credit transfer between outcomes.

USE THIS SECTION FOR PARTIAL CREDIT TRANSFER

See the criteria on the reverse side to determine partial credit transfer. Use the Notes section to provide additional details. The smallest element of credit transfer is an outcome; sub-outcome components (such as performance criteria) are not accredited.

Syllabus 1 (SQA) Outcome(s)	Syllabus 2 (SQA or other) Source ³⁶	Award credit?	Notes
Outcome 1a, 1b	Outcome 1a only	6	Units match only on partial credit transfer criteria: 1, 2, 3, 4, 5, 6 and 7. There is also a match with the National Occupational standards for IT Users: Spreadsheets at level 2 in these outcomes.
Outcome 2a, 2b, 2c, 2d, 2e, 2f, 3a, 3b, 3c and 3d	Outcome 3a only	6	Units match only on partial credit transfer criteria: 1, 2, 3, 4, 5, 6 and 7. There is also a match with the National Occupational standards for IT Users: Spreadsheets at level 2 in these outcomes.

Agree there is no credit transfer for outcomes.

RE, July 2007

³⁶ Specify the place in the syllabus where the equivalent content can be found.
PC Passport Mapping March 2008

CREDIT TRANSFER PROFORMA



Use this form to compare two syllabuses³⁷ for the purpose of credit transfer. At least one of the syllabuses will be an SQA unit specification.³⁸ **See the criteria on reverse side to determine the equivalence of these syllabuses.** Use the Notes section to provide additional details if necessary.

Credit transfer decisions must be ratified by an External Verifier and approved by an appropriate SQA Officer.

Do not justify the mapping on this document. A separate detailed mapping is assumed to exist and may be required to justify decisions.

Syllabus 1	PC Passport Intermediate: Presentations	Ref. No.	DC9T 11	SCQF level	5
Syllabus 2	PC Passport: IT Software Word Processing and Presenting Information	Ref. No.	F1FC 11	SCQF level	5

Two-way credit transfer ³⁹	N
One-way credit transfer ⁴⁰	N
Partial credit transfer ⁴¹	N
No credit transfer	Y

Notes
As the new units covers Word Processing, Imaging and Presentation software it is difficult to find appropriate outcome linkage between the two units. However the new Presentations outcome does require everything expected in the older Presentations unit.

Reviewer signature		Name (PRINT)	Vanessa Ranaldi	Date	17/09/07
Verifier signature	McCamlie (J) e-Signed on 2007-01-17 01:23PM GMT june@mccamlie8231.freemove.co.uk EchoSign Number: 3B29A8BAB7	Name (PRINT)	June McCamlie	Date	24/10/07
SQA Officer		Name (PRINT)	Bobby Elliott	Date	17/03/08

³⁷ A syllabus may be an SQA unit specification, SQA course specification, or external course/programme description.

³⁸ Where the other syllabus is not an SQA unit/course specification, Syllabus 1 should be the SQA unit and Syllabus 2 the third party syllabus.

³⁹ The two syllabuses are equivalent and credit transfer can be awarded both ways (this may be subject to approval by an external awarding body or vendor).

⁴⁰ One syllabus is a super-set of the other; credit transfer can be awarded one way only.

⁴¹ Complete credit transfer is not possible; however there is credit transfer between outcomes.

USE THIS SECTION FOR PARTIAL CREDIT TRANSFER

See the criteria on the reverse side to determine partial credit transfer. Use the Notes section to provide additional details. The smallest element of credit transfer is an outcome; sub-outcome components (such as performance criteria) are not accredited.

Syllabus 1 (SQA) Outcome(s)	Syllabus 2 (SQA or other) Source ⁴²	Award credit?	Notes
Outcome 1a, 1d	Outcome 1b only	6	Units match only on partial credit transfer criteria: 1, 2, 3, 4, 5, 6 and, 7. There is also a match with the National Occupational standards for IT Users: Presentations at level 2 in these outcomes.
Outcome 2d, 3b, 3c, 3d, 3e and 3f	Outcome 3b only	6	Units match only on partial credit transfer criteria: 1, 2, 3, 4, 5, 6 and 7. There is also a match with the National Occupational standards for IT Users: Presentations at level 2 in these outcomes.

Agree, there is no credit transfer for outcomes.

RE, July 2007

⁴² Specify the place in the syllabus where the equivalent content can be found.
PC Passport Mapping March 2008

CREDIT TRANSFER PROFORMA



Use this form to compare two syllabuses⁴³ for the purpose of credit transfer. At least one of the syllabuses will be an SQA unit specification.⁴⁴ **See the criteria on reverse side to determine the equivalence of these syllabuses.** Use the Notes section to provide additional details if necessary.

Credit transfer decisions must be ratified by an External Verifier and approved by an appropriate SQA Officer.

Do not justify the mapping on this document. A separate detailed mapping is assumed to exist and may be required to justify decisions.

Syllabus 1	PC Passport Advanced: Internet	Ref. No.	DC9N 12	SCQF level	6
Syllabus 2	PC Passport: Working with Internet & On-line Communications	Ref. No.	F1FF 12	SCQF level	6

Two-way credit transfer ⁴⁵	N
One-way credit transfer ⁴⁶	Y
Partial credit transfer ⁴⁷	N
No credit transfer	

Notes
Both units cover the following full credit criteria for full credit transfer: 1, 2, 3, 4, 5, 6, 7, 8 and 9. They also both have the same National Occupational Standards for IT Users: Internet & Intranets Level 3. However much more networking is covered in syllabus 2 than in syllabus 1, so only one-way credit transfer from syllabus 2 to syllabus 1 is recommended.

Reviewer signature		Name (PRINT)	Vanessa Ranaldi	Date	17/09/07
Verifier signature	McCamlie (J) e-Signed on 2007-01-17 01:23PM GMT june@mccamlie8231.freemove.co.uk EchoSign Number: 3B29A8BAB7	Name (PRINT)	June McCamlie	Date	24/10/07
SQA Officer		Name (PRINT)	Bobby Elliott	Date	17/03/08

Agree that credit transfer from F1FF 12 to DC9N 12 should be allowed.
Credit transfer from DC9N 12 to F1FF 12 should not be allowed.

⁴³ A syllabus may be an SQA unit specification, SQA course specification, or external course/programme description.

⁴⁴ Where the other syllabus is not an SQA unit/course specification, Syllabus 1 should be the SQA unit and Syllabus 2 the third party syllabus.

⁴⁵ The two syllabuses are equivalent and credit transfer can be awarded both ways (this may be subject to approval by an external awarding body or vendor).

⁴⁶ One syllabus is a super-set of the other; credit transfer can be awarded one way only.

⁴⁷ Complete credit transfer is not possible; however there is credit transfer between outcomes.

USE THIS SECTION FOR PARTIAL CREDIT TRANSFER

See the criteria on the reverse side to determine partial credit transfer. Use the Notes section to provide additional details. The smallest element of credit transfer is an outcome; sub-outcome components (such as performance criteria) are not accredited.

Syllabus 1 (SQA) Outcome(s)	Syllabus 2 (SQA or other) Source ⁴⁸	Award credit?	Notes

RE, July 2007

⁴⁸ Specify the place in the syllabus where the equivalent content can be found.
PC Passport Mapping March 2008

CREDIT TRANSFER PROFORMA



Use this form to compare two syllabuses⁴⁹ for the purpose of credit transfer. At least one of the syllabuses will be an SQA unit specification.⁵⁰ **See the criteria on reverse side to determine the equivalence of these syllabuses.** Use the Notes section to provide additional details if necessary.

Credit transfer decisions must be ratified by an External Verifier and approved by an appropriate SQA Officer.

Do not justify the mapping on this document. A separate detailed mapping is assumed to exist and may be required to justify decisions.

Syllabus 1	PC Passport Advanced: Word Processing	Ref. No.	DC9P 12	SCQF level	6
Syllabus 2	PC Passport: Working with IT Software Word Processing and Presenting Information	Ref. No.	F1FE 12	SCQF level	6

Two-way credit transfer ⁵¹	N
One-way credit transfer ⁵²	N
Partial credit transfer ⁵³	N
No credit transfer	Y

Notes
As the new unit covers Word Processing and Presentation software it is difficult to find appropriate outcome linkage between the two units. However the new Word processing outcome does require everything expected in the older word processing unit.

Reviewer signature		Name (PRINT)	Vanessa Ranaldi	Date	17/09/07
Verifier signature	McCamlie (J) e-Signed on 2007-01-17 01:23PM GMT june@mccamlie8231.freemove.co.uk EchoSign Number: 3B29A8BAB7	Name (PRINT)	June McCamlie	Date	24/10/07
SQA Officer		Name (PRINT)	Bobby Elliott	Date	17/03/08

⁴⁹ A syllabus may be an SQA unit specification, SQA course specification, or external course/programme description.

⁵⁰ Where the other syllabus is not an SQA unit/course specification, Syllabus 1 should be the SQA unit and Syllabus 2 the third party syllabus.

⁵¹ The two syllabuses are equivalent and credit transfer can be awarded both ways (this may be subject to approval by an external awarding body or vendor).

⁵² One syllabus is a super-set of the other; credit transfer can be awarded one way only.

⁵³ Complete credit transfer is not possible; however there is credit transfer between outcomes.

USE THIS SECTION FOR PARTIAL CREDIT TRANSFER

See the criteria on the reverse side to determine partial credit transfer. Use the Notes section to provide additional details. The smallest element of credit transfer is an outcome; sub-outcome components (such as performance criteria) are not accredited.

Syllabus 1 (SQA) Outcome(s)	Syllabus 2 (SQA or other) Source ⁵⁴	Award credit?	Notes
Outcome 1a, 1b, 1c, 1d, 1e, 1f and 1g	Outcome 1a only	6	Units match only on partial credit transfer criteria: 1, 2, 3, 4, 5, 6 and, 7. There is also a match with the National Occupational standards for IT Users: Word Processing at level 3 in these outcomes.
Outcome 2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 3a, 3b, 3c, 3d, 3e, 3f and 3g	Outcome 3a only	6	Units match only on partial credit transfer criteria: 1, 2, 3, 4, 5, 6 and 7. There is also a match with the National Occupational standards for IT Users: Word Processing at level 3 in these outcomes.

Agree, there is no credit transfer for outcomes.

RE, July 2007

⁵⁴ Specify the place in the syllabus where the equivalent content can be found.
PC Passport Mapping March 2008

CREDIT TRANSFER PROFORMA



Use this form to compare two syllabuses⁵⁵ for the purpose of credit transfer. At least one of the syllabuses will be an SQA unit specification.⁵⁶ **See the criteria on reverse side to determine the equivalence of these syllabuses.** Use the Notes section to provide additional details if necessary.

Credit transfer decisions must be ratified by an External Verifier and approved by an appropriate SQA Officer.

Do not justify the mapping on this document. A separate detailed mapping is assumed to exist and may be required to justify decisions.

Syllabus 1	PC Passport Advanced: Spreadsheets	Ref. No.	DC9R 12	SCQF level	6
Syllabus 2	PC Passport: Working with IT Software Spreadsheets and Database	Ref. No.	F1FJ 12	SCQF level	6

Two-way credit transfer ⁵⁷	N
One-way credit transfer ⁵⁸	N
Partial credit transfer ⁵⁹	N
No credit transfer	Y

Notes
As the new units covers Spreadsheets and Database software it is difficult to find appropriate outcome linkage between the two units. However the new Spreadsheets outcome does require everything expected in the older Spreadsheets unit.

Reviewer signature		Name (PRINT)	Vanessa Ranaldi	Date	17/09/07
Verifier signature	McCamlie (J) e-Signed on 2007-01-17 01:23PM GMT june@mccamlie8231.freemove.co.uk EchoSign Number: 3B29A8BAB7	Name (PRINT)	June McCamlie	Date	23/10/07
SQA Officer		Name (PRINT)	Bobby Elliott	Date	17/03/08

⁵⁵ A syllabus may be an SQA unit specification, SQA course specification, or external course/programme description.

⁵⁶ Where the other syllabus is not an SQA unit/course specification, Syllabus 1 should be the SQA unit and Syllabus 2 the third party syllabus.

⁵⁷ The two syllabuses are equivalent and credit transfer can be awarded both ways (this may be subject to approval by an external awarding body or vendor).

⁵⁸ One syllabus is a super-set of the other; credit transfer can be awarded one way only.

⁵⁹ Complete credit transfer is not possible; however there is credit transfer between outcomes.

USE THIS SECTION FOR PARTIAL CREDIT TRANSFER

See the criteria on the reverse side to determine partial credit transfer. Use the Notes section to provide additional details. The smallest element of credit transfer is an outcome; sub-outcome components (such as performance criteria) are not accredited.

Syllabus 1 (SQA) Outcome(s)	Syllabus 2 (SQA or other) Source ⁶⁰	Award credit?	Notes
Outcome 1a, 1b, 1c, 1d, 1e and 1f	Outcome 1a only	6	Units match only on partial credit transfer criteria: 1, 2, 3, 4, 5, 6 and 7. There is also a match with the National Occupational standards for IT Users: Spreadsheets at level 3 in these outcomes.
Outcome 2a, 2b, 2c, 2d, 2e, 2f, 2g, 3a, 3b, 3c, 3d and 3e	Outcome 3a only	6	Units match only on partial credit transfer criteria: 1, 2, 3, 4, 5, 6 and 7. There is also a match with the National Occupational standards for IT Users: Spreadsheets at level 3 in these outcomes.

Agree, there is no credit transfer for outcomes.

RE, July 2007

⁶⁰ Specify the place in the syllabus where the equivalent content can be found.
PC Passport Mapping March 2008

CREDIT TRANSFER PROFORMA



Use this form to compare two syllabuses⁶¹ for the purpose of credit transfer. At least one of the syllabuses will be an SQA unit specification.⁶² **See the criteria on reverse side to determine the equivalence of these syllabuses.** Use the Notes section to provide additional details if necessary.

Credit transfer decisions must be ratified by an External Verifier and approved by an appropriate SQA Officer.

Do not justify the mapping on this document. A separate detailed mapping is assumed to exist and may be required to justify decisions.

Syllabus 1	PC Passport Advanced: Databases	Ref. No.	DC9V 12	SCQF level	6
Syllabus 2	PC Passport: Working with IT Software Spreadsheets and Database	Ref. No.	F1FJ 12	SCQF level	6

Two-way credit transfer ⁶³	N
One-way credit transfer ⁶⁴	N
Partial credit transfer ⁶⁵	N
No credit transfer	Y

Notes
As the new units covers Spreadsheets and Database software it is difficult to find appropriate outcome linkage between the two units. However the new Database outcome does require everything expected in the older Database unit.

Reviewer signature		Name (PRINT)	Vanessa Ranaldi	Date	17/09/07
Verifier signature	McCamlie (J) e-Signed on 2007-01-17 01:23PM GMT june@mccamlie8231.freemove.co.uk EchoSign Number: 3B29A8BAB7	Name (PRINT)	June McCamlie	Date	23/10/07
SQA Officer		Name (PRINT)	Bobby Elliott	Date	17/03/08

⁶¹ A syllabus may be an SQA unit specification, SQA course specification, or external course/programme description.

⁶² Where the other syllabus is not an SQA unit/course specification, Syllabus 1 should be the SQA unit and Syllabus 2 the third party syllabus.

⁶³ The two syllabuses are equivalent and credit transfer can be awarded both ways (this may be subject to approval by an external awarding body or vendor).

⁶⁴ One syllabus is a super-set of the other; credit transfer can be awarded one way only.

⁶⁵ Complete credit transfer is not possible; however there is credit transfer between outcomes.

USE THIS SECTION FOR PARTIAL CREDIT TRANSFER

See the criteria on the reverse side to determine partial credit transfer. Use the Notes section to provide additional details. The smallest element of credit transfer is an outcome; sub-outcome components (such as performance criteria) are not accredited.

Syllabus 1 (SQA) Outcome(s)	Syllabus 2 (SQA or other) Source ⁶⁶	Award credit?	Notes
Outcome 1a, 1b, 1c, 1d, 1e and 1f	Outcome 1b only	6	Units match only on partial credit transfer criteria: 1, 2, 3, 4, 5, 6 and 7. There is also a match with the National Occupational standards for IT Users: Databases at level 3 in these outcomes.
Outcome 2a, 2b, 2c, 2d, 2e. 3a, 3b, 3c and 3d	Outcome 3b only	6	Units match only on partial credit transfer criteria: 1, 2, 3, 4, 5, 6 and 7. There is also a match with the National Occupational standards for IT Users: Databases at level 3 in these outcomes.

Agree, no credit transfer for outcomes.

RE, July 2007

⁶⁶ Specify the place in the syllabus where the equivalent content can be found.
PC Passport Mapping March 2008

CREDIT TRANSFER PROFORMA



Use this form to compare two syllabuses⁶⁷ for the purpose of credit transfer. At least one of the syllabuses will be an SQA unit specification.⁶⁸ **See the criteria on reverse side to determine the equivalence of these syllabuses.** Use the Notes section to provide additional details if necessary.

Credit transfer decisions must be ratified by an External Verifier and approved by an appropriate SQA Officer.

Do not justify the mapping on this document. A separate detailed mapping is assumed to exist and may be required to justify decisions.

Syllabus 1	PC Passport Advanced: Presentations	Ref. No.	DC9T 12	SCQF level	6
Syllabus 2	PC Passport: Working with IT Software Word Processing and Presenting Information	Ref. No.	F1FE 12	SCQF level	6

Two-way credit transfer ⁶⁹	N
One-way credit transfer ⁷⁰	N
Partial credit transfer ⁷¹	N
No credit transfer	Y

Notes
As the new units covers Word Processing and Presentation software it is difficult to find appropriate outcome linkage between the two units. However the new Presentations outcome does require everything expected in the older Presentations unit.

Reviewer signature		Name (PRINT)	Vanessa Ranaldi	Date	17/09/07
Verifier signature	McCamlie (J) e-Signed on 2007-01-17 01:23PM GMT june@mccamlie8231.freemove.co.uk EchoSign Number: 3B29A8BAB7	Name (PRINT)	June McCamlie	Date	23/10/07
SQA Officer		Name (PRINT)	Bobby Elliott	Date	17/03/08

⁶⁷ A syllabus may be an SQA unit specification, SQA course specification, or external course/programme description.

⁶⁸ Where the other syllabus is not an SQA unit/course specification, Syllabus 1 should be the SQA unit and Syllabus 2 the third party syllabus.

⁶⁹ The two syllabuses are equivalent and credit transfer can be awarded both ways (this may be subject to approval by an external awarding body or vendor).

⁷⁰ One syllabus is a super-set of the other; credit transfer can be awarded one way only.

⁷¹ Complete credit transfer is not possible; however there is credit transfer between outcomes.

USE THIS SECTION FOR PARTIAL CREDIT TRANSFER

See the criteria on the reverse side to determine partial credit transfer. Use the Notes section to provide additional details. The smallest element of credit transfer is an outcome; sub-outcome components (such as performance criteria) are not accredited.

Syllabus 1 (SQA) Outcome(s)	Syllabus 2 (SQA or other) Source ⁷²	Award credit?	Notes
Outcome 1a, 1b, 1c,1d, 1e and 1f	Outcome 1b only	6	Units match only on partial credit transfer criteria: 1, 2, 3, 4, 5, 6 and, 7. There is also a match with the National Occupational standards for IT Users: Presentations at level 3 in these outcomes.
Outcome 2a, 2b, 2c, 2d and 2e. 3a, 3b, 3c, 3d, 3e and 3f	Outcome 3b only	6	Units match only on partial credit transfer criteria: 1, 2, 3, 4, 5, 6 and 7. There is also a match with the National Occupational standards for IT Users: Presentations at level 3 in these outcomes.

Agree no credit transfer for outcomes.

⁷² Specify the place in the syllabus where the equivalent content can be found.
PC Passport Mapping March 2008

CRITERIA FOR FULL CREDIT TRANSFER

All of the following criteria must be satisfied if full credit transfer (one-way or two-way) is to be awarded between the syllabuses.

1. The syllabuses have the same SCQF levels.
2. The syllabuses have the same credit values.⁷³
3. The syllabuses are equivalent in terms of core skills.⁷⁴
4. The syllabuses relate to the same subject area and the main topics are common to both.
5. The syllabuses relate to similar knowledge and understanding.
6. The syllabuses encompass similar practical skill.
7. The syllabuses are contemporary in terms of terminology, techniques and technology.
8. Employers, admission officers and other users would consider both syllabuses as broadly equivalent.
9. The assessment demands are similar in terms of evidence requirements and performance criteria **OR** candidates would be equally likely to pass both assessments.
10. Special conditions⁷⁵ (where they exist) are applicable to both syllabuses.

CRITERIA FOR PARTIAL CREDIT TRANSFER

All of the following criteria must be satisfied if two outcomes are deemed to be equivalent.

1. The outcomes are within syllabuses with the same SCQF level.
2. The outcomes relate to similar knowledge and understanding.
3. The outcomes relate to similar practical skills.
4. The outcomes are contemporary in terms of terminology, techniques and technology.
5. The range of activities is similar in both outcomes.
6. The standards of performance are similar in both outcomes.
7. The assessment demands are similar in terms of evidence requirements and performance criteria **OR** candidates would be equally likely to pass both assessments.
8. Special conditions¹⁵⁶ (where they exist) are applicable to both outcomes.

Use the section below to provide additional guidance on credit transfer (for example, additional tasks that could be undertaken to compliment partial credit transfer so as to achieve complete coverage). This section is for guidance only. **Credit transfer must not be conditional on methods of delivery or approaches to assessment.**

RE, July 2007

⁷³ Or other equivalent measure of duration/value.

⁷⁴ The syllabuses must be equivalent in terms of certificated (embedded) core skills.

⁷⁵ Such as the location of assessment; for example, some SVQs require assessment to take place in the workplace.

APPENDIX B

PC PASSPORT 2007 - IC3 PROFORMA'S

**PC PASSPORT 2007 - MICROSOFT OFFICE SPECIALIST
PROFORMA'S**

CREDIT TRANSFER PROFORMA



Use this form to compare two syllabuses⁷⁶ for the purpose of credit transfer. At least one of the syllabuses will be an SQA unit specification.⁷⁷ **See the criteria on reverse side to determine the equivalence of these syllabuses.** Use the Notes section to provide additional details if necessary.

Credit transfer decisions must be ratified by an External Verifier and approved by an appropriate SQA Officer.

Do not justify the mapping on this document. A separate detailed mapping is assumed to exist and may be required to justify decisions.

Syllabus 1	PC Passport: Internet & On-line Communications	Ref. No.	F1F9 10	SCQF level	4
Syllabus 2	Certiport IC3 Living On-line	Ref. No.		SCQF level	

Two-way credit transfer ⁷⁸	N
One-way credit transfer ⁷⁹	Y
Partial credit transfer ⁸⁰	N
No credit transfer	N

Notes
Both units cover the following full credit criteria for full credit transfer: 4, 5, 6, 7, 8 and 9.
They also both have the same National Occupational Standards for IT Users: Internet & Intranets Level 1. They also match in terms of QCA IT Functional Skills and National Qualifications Framework, where similar units exist.
Evidence of a pass certificate for IC3 would meet the criteria for assessment in the PC Passport unit.

Reviewer signature		Name (PRINT)	Vanessa Ranaldi	Date	25/09/07
Verifier signature	McCamlie (J) e-Signed on 2007-01-17 01:23PM GMT june@mccamlie8231.freemove.co.uk EchoSign Number: 3B29A8BAB7	Name (PRINT)	June McCamlie	Date	30 Oct 2007
SQA Officer		Name (PRINT)	R Elliott	Date	17/03/08

Agree

⁷⁶ A syllabus may be an SQA unit specification, SQA course specification, or external course/programme description.

⁷⁷ Where the other syllabus is not an SQA unit/course specification, Syllabus 1 should be the SQA unit and Syllabus 2 the third party syllabus.

⁷⁸ The two syllabuses are equivalent and credit transfer can be awarded both ways (this may be subject to approval by an external awarding body or vendor).

⁷⁹ One syllabus is a super-set of the other; credit transfer can be awarded one way only.

⁸⁰ Complete credit transfer is not possible; however there is credit transfer between outcomes.

USE THIS SECTION FOR PARTIAL CREDIT TRANSFER

See the criteria on the reverse side to determine partial credit transfer. Use the Notes section to provide additional details. The smallest element of credit transfer is an outcome; sub-outcome components (such as performance criteria) are not accredited.

Syllabus 1 (SQA) Outcome(s)	Syllabus 2 (SQA or other) Source ⁸¹	Award credit?	Notes

RE, July 2007

⁸¹ Specify the place in the syllabus where the equivalent content can be found.
PC Passport Mapping March 2008

CREDIT TRANSFER PROFORMA



Use this form to compare two syllabuses⁸² for the purpose of credit transfer. At least one of the syllabuses will be an SQA unit specification.⁸³ **See the criteria on reverse side to determine the equivalence of these syllabuses.** Use the Notes section to provide additional details if necessary.

Credit transfer decisions must be ratified by an External Verifier and approved by an appropriate SQA Officer.

Do not justify the mapping on this document. A separate detailed mapping is assumed to exist and may be required to justify decisions.

Syllabus 1	PC Passport: Introduction to IT Software and Presenting Information	Ref. No.	F1F8 10	SCQF level	4
Syllabus 2	Certiport IC3 Key Applications	Ref. No.		SCQF level	

Two-way credit transfer ⁸⁴	N
One-way credit transfer ⁸⁵	Y
Partial credit transfer ⁸⁶	N
No credit transfer	N

Notes
<p>The new PC Passport unit covers Word Processing, Spreadsheets Imaging and Presentation software. IC3 covers Word Processing, Spreadsheets and Presentation software, but little about Artwork & Imaging. However as image manipulation is normally included in Presentation software, there should be coverage of the full credit criteria for full credit transfer: 4, 5, 6, 7, 8 and 9.</p> <p>They also both have the same National Occupational Standards for IT Users in the relevant units at Level 1. They also match in terms of QCA IT Functional Skills and National Qualifications Framework, where similar units exist.</p> <p>Evidence of a pass certificate for IC3 would meet the criteria for assessment in the PC Passport unit.</p>

Reviewer signature		Name (PRINT)	Vanessa Ranaldi	Date	25/09/07
Verifier signature	McCamlie (J) e-Signed on 2007-01-17 01:23PM GMT june@mccamlie8231.freemove.co.uk EchoSign Number: 3B29A8BAB7	Name (PRINT)	June McCamlie	Date	9 Jan 2008
SQA Officer		Name (PRINT)		Date	17/03/08

Agree

⁸² A syllabus may be an SQA unit specification, SQA course specification, or external course/programme description.

⁸³ Where the other syllabus is not an SQA unit/course specification, Syllabus 1 should be the SQA unit and Syllabus 2 the third party syllabus.

⁸⁴ The two syllabuses are equivalent and credit transfer can be awarded both ways (this may be subject to approval by an external awarding body or vendor).

⁸⁵ One syllabus is a super-set of the other; credit transfer can be awarded one way only.

⁸⁶ Complete credit transfer is not possible; however there is credit transfer between outcomes.

USE THIS SECTION FOR PARTIAL CREDIT TRANSFER

See the criteria on the reverse side to determine partial credit transfer. Use the Notes section to provide additional details. The smallest element of credit transfer is an outcome; sub-outcome components (such as performance criteria) are not accredited.

Syllabus 1 (SQA) Outcome(s)	Syllabus 2 (SQA or other) Source ⁸⁷	Award credit?	Notes

RE, July 2007

⁸⁷ Specify the place in the syllabus where the equivalent content can be found.
PC Passport Mapping March 2008

CREDIT TRANSFER PROFORMA



Use this form to compare two syllabuses⁸⁸ for the purpose of credit transfer. At least one of the syllabuses will be an SQA unit specification.⁸⁹ **See the criteria on reverse side to determine the equivalence of these syllabuses.** Use the Notes section to provide additional details if necessary.

Credit transfer decisions must be ratified by an External Verifier and approved by an appropriate SQA Officer.

Do not justify the mapping on this document. A separate detailed mapping is assumed to exist and may be required to justify decisions.

Syllabus 1	PC Passport: Introduction to IT Systems	Ref. No.	F1GP 10	SCQF level	4
Syllabus 2	Certiport IC3 Computing Fundamentals	Ref. No.		SCQF level	

Two-way credit transfer ⁹⁰	N
One-way credit transfer ⁹¹	Y
Partial credit transfer ⁹²	N
No credit transfer	N

Notes
<p>Apart from Outcome 2 which deals with Health and Safety, there should be sufficient coverage of the full credit criteria for full credit transfer: 4, 5, 6, 7, 8 and 9.</p> <p>They also both have the same National Occupational Standards for IT Users in the relevant unit at Level 1. They also match in terms of QCA IT Functional Skills and National Qualifications Framework, where similar units exist.</p> <p>Evidence of a pass certificate for IC3 would meet the criteria for assessment in the PC Passport unit.</p>

Reviewer signature		Name (PRINT)	Vanessa Ranaldi	Date	25/09/07
Verifier signature	McCamlie (J) e-Signed on 2007-01-17 01:23PM GMT june@mccamlie8231.freemove.co.uk EchoSign Number: 3B29A8BA87	Name (PRINT)	June McCamlie	Date	10 Jan 2008
SQA Officer		Name (PRINT)	R Elliott	Date	17/03/08

Agree

⁸⁸ A syllabus may be an SQA unit specification, SQA course specification, or external course/programme description.

⁸⁹ Where the other syllabus is not an SQA unit/course specification, Syllabus 1 should be the SQA unit and Syllabus 2 the third party syllabus.

⁹⁰ The two syllabuses are equivalent and credit transfer can be awarded both ways (this may be subject to approval by an external awarding body or vendor).

⁹¹ One syllabus is a super-set of the other; credit transfer can be awarded one way only.

⁹² Complete credit transfer is not possible; however there is credit transfer between outcomes.

USE THIS SECTION FOR PARTIAL CREDIT TRANSFER

See the criteria on the reverse side to determine partial credit transfer. Use the Notes section to provide additional details. The smallest element of credit transfer is an outcome; sub-outcome components (such as performance criteria) are not accredited.

Syllabus 1 (SQA) Outcome(s)	Syllabus 2 (SQA or other) Source ⁹³	Award credit?	Notes

RE, July 2007

⁹³ Specify the place in the syllabus where the equivalent content can be found.
PC Passport Mapping March 2008

CREDIT TRANSFER PROFORMA



Use this form to compare two syllabuses⁹⁴ for the purpose of credit transfer. At least one of the syllabuses will be an SQA unit specification.⁹⁵ **See the criteria on reverse side to determine the equivalence of these syllabuses.** Use the Notes section to provide additional details if necessary.

Credit transfer decisions must be ratified by an External Verifier and approved by an appropriate SQA Officer.

Do not justify the mapping on this document. A separate detailed mapping is assumed to exist and may be required to justify decisions.

Syllabus 1	PC Passport: Internet & On-line Communications	Ref. No.	F1FD 11	SCQF level	5
Syllabus 2	Certiport IC3 Living On-line	Ref. No.		SCQF level	

Two-way credit transfer ⁹⁶	N
One-way credit transfer ⁹⁷	Y
Partial credit transfer ⁹⁸	N
No credit transfer	N

Notes
Both units cover the following full credit criteria for full credit transfer: 4, 5, 6, 7, 8 and 9 with the exception of Wikis and Blogs, which are not fully represented in IC3 Living On-line.
They also both have the same National Occupational Standards for IT Users: Internet & Intranets Level 2. They also match in terms of QCA IT Functional Skills and National Qualifications Framework, where similar units exist.
Evidence of a pass certificate for IC3 would meet the criteria for assessment in the PC Passport unit.

Reviewer signature		Name (PRINT)	Vanessa Ranaldi	Date	25/09/07
Verifier signature	McCamlie (J) e-Signed on 2007-01-17 01:23PM GMT june@mccamlie8231.freemove.co.uk EchoSign Number: 3B29A8BAB7	Name (PRINT)	June McCamlie	Date	9 Jan 2007
SQA Officer		Name (PRINT)	R Elliott	Date	17/03/08

Agree

⁹⁴ A syllabus may be an SQA unit specification, SQA course specification, or external course/programme description.

⁹⁵ Where the other syllabus is not an SQA unit/course specification, Syllabus 1 should be the SQA unit and Syllabus 2 the third party syllabus.

⁹⁶ The two syllabuses are equivalent and credit transfer can be awarded both ways (this may be subject to approval by an external awarding body or vendor).

⁹⁷ One syllabus is a super-set of the other; credit transfer can be awarded one way only.

⁹⁸ Complete credit transfer is not possible; however there is credit transfer between outcomes.

PC Passport Mapping March 2008

USE THIS SECTION FOR PARTIAL CREDIT TRANSFER

See the criteria on the reverse side to determine partial credit transfer. Use the Notes section to provide additional details. The smallest element of credit transfer is an outcome; sub-outcome components (such as performance criteria) are not accredited.

Syllabus 1 (SQA) Outcome(s)	Syllabus 2 (SQA or other) Source ⁹⁹	Award credit?	Notes

RE, July 2007

⁹⁹ Specify the place in the syllabus where the equivalent content can be found.
PC Passport Mapping March 2008

CREDIT TRANSFER PROFORMA



Use this form to compare two syllabuses¹⁰⁰ for the purpose of credit transfer. At least one of the syllabuses will be an SQA unit specification.¹⁰¹ **See the criteria on reverse side to determine the equivalence of these syllabuses.** Use the Notes section to provide additional details if necessary.

Credit transfer decisions must be ratified by an External Verifier and approved by an appropriate SQA Officer.

Do not justify the mapping on this document. A separate detailed mapping is assumed to exist and may be required to justify decisions.

Syllabus 1	PC Passport: IT Software Word Processing and Presenting Information	Ref. No.	F1FC 11	SCQF level	5
Syllabus 2	Microsoft Office Specialist: Word	Ref. No.	Core exam	SCQF level	

Two-way credit transfer ¹⁰²	N
One-way credit transfer ¹⁰³	Y
Partial credit transfer ¹⁰⁴	N
No credit transfer	N

Notes
<p>The new PC Passport unit covers Word Processing, Artwork, Imaging and Presentation software With the exception of Presentations and Artwork and Imaging software (there is some coverage of images in Word), there is sufficient coverage between the Microsoft Office Specialist Word Core syllabus and exam with PCP 2007 IT Software Word Processing and Presenting Information. There is coverage of the full credit criteria for full credit transfer: 4, 5, 6, 7, 8 and 9.</p> <p>They also both have the same National Occupational Standards for IT Users in the relevant units at Level 2. They also match in terms of QCA IT Functional Skills and National Qualifications Framework, where similar units exist.</p> <p>It is expected that candidates will need to submit both exam passes (Word Core & PowerPoint Core) to obtain credit for this PC Passport unit.</p>

Agree

Reviewer signature		Name (PRINT)	Vanessa Ranaldi	Date	25/09/07
Verifier signature	McCamlie (J) e-Signed on 2007-01-17 01:23PM GMT june@mccamlie8231.freemove.co.uk EchoSign Number: 3B29A8BAB7	Name (PRINT)	June McCamlie	Date	9 Jan 2008

¹⁰⁰ A syllabus may be an SQA unit specification, SQA course specification, or external course/programme description.
¹⁰¹ Where the other syllabus is not an SQA unit/course specification, Syllabus 1 should be the SQA unit and Syllabus 2 the third party syllabus.
¹⁰² The two syllabuses are equivalent and credit transfer can be awarded both ways (this may be subject to approval by an external awarding body or vendor).
¹⁰³ One syllabus is a super-set of the other; credit transfer can be awarded one way only.
¹⁰⁴ Complete credit transfer is not possible; however there is credit transfer between outcomes.

PC Passport Mapping March 2008

SQA Officer	<i>R Elliott</i>	Name (PRINT)	R Elliott	Date	17/03/08
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USE THIS SECTION FOR PARTIAL CREDIT TRANSFER

See the criteria on the reverse side to determine partial credit transfer. Use the Notes section to provide additional details. The smallest element of credit transfer is an outcome; sub-outcome components (such as performance criteria) are not accredited.

Syllabus 1 (SQA) Outcome(s)	Syllabus 2 (SQA or other) Source ¹⁰⁵	Award credit?	Notes

RE, July 2007

¹⁰⁵ Specify the place in the syllabus where the equivalent content can be found.
PC Passport Mapping March 2008

CREDIT TRANSFER PROFORMA



Use this form to compare two syllabuses¹⁰⁶ for the purpose of credit transfer. At least one of the syllabuses will be an SQA unit specification.¹⁰⁷ **See the criteria on reverse side to determine the equivalence of these syllabuses.** Use the Notes section to provide additional details if necessary.

Credit transfer decisions must be ratified by an External Verifier and approved by an appropriate SQA Officer.

Do not justify the mapping on this document. A separate detailed mapping is assumed to exist and may be required to justify decisions.

Syllabus 1	PC Passport: IT Software Word Processing and Presenting Information	Ref. No.	F1FC 11	SCQF level	5
Syllabus 2	Microsoft Office Specialist: PowerPoint	Ref. No.	Core exam	SCQF level	

Two-way credit transfer ¹⁰⁸	N
One-way credit transfer ¹⁰⁹	Y
Partial credit transfer ¹¹⁰	N
No credit transfer	N

Notes
<p>The new PC Passport unit covers Word Processing, Artwork, Imaging and Presentation software. With the exception of Word Processing and Artwork and Imaging software (there is some coverage of images in PowerPoint); there is sufficient coverage between the Microsoft Office Specialist PowerPoint Core syllabus and exam with PCP 2007 IT Software Word Processing and Presenting Information. There is coverage of the full credit criteria for full credit transfer: 4, 5, 6, 7, 8 and 9.</p> <p>They also both have the same National Occupational Standards for IT Users in the relevant units at Level 2. They also match in terms of QCA IT Functional Skills and National Qualifications Framework, where similar units exist.</p> <p>It is expected that candidates will need to submit both exam passes (Word Core & PowerPoint Core) to obtain credit for this PC Passport unit.</p>

Agree

Reviewer signature		Name (PRINT)	Vanessa Ranaldi	Date	25/09/07
Verifier signature	<p>McCamlie (J) e-Signed on 2007-01-17 01:23PM GMT june@mccamlie8231.freemove.co.uk EchoSign Number: 3B29A8BAB7</p>	Name (PRINT)	June McCamlie	Date	9 Jan 2008

¹⁰⁶ A syllabus may be an SQA unit specification, SQA course specification, or external course/programme description.
¹⁰⁷ Where the other syllabus is not an SQA unit/course specification, Syllabus 1 should be the SQA unit and Syllabus 2 the third party syllabus.
¹⁰⁸ The two syllabuses are equivalent and credit transfer can be awarded both ways (this may be subject to approval by an external awarding body or vendor).
¹⁰⁹ One syllabus is a super-set of the other; credit transfer can be awarded one way only.
¹¹⁰ Complete credit transfer is not possible; however there is credit transfer between outcomes.

PC Passport Mapping March 2008

SQA Officer	<i>R Elliott</i>	Name (PRINT)	R Elliott	Date	17/03/08
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Syllabus 1 (SQA) Outcome(s)	Syllabus 2 (SQA or other) Source ¹¹¹	Award credit?	Notes

RE, July 2007

¹¹¹ Specify the place in the syllabus where the equivalent content can be found.
PC Passport Mapping March 2008

CREDIT TRANSFER PROFORMA



Use this form to compare two syllabuses¹¹² for the purpose of credit transfer. At least one of the syllabuses will be an SQA unit specification.¹¹³ **See the criteria on reverse side to determine the equivalence of these syllabuses.** Use the Notes section to provide additional details if necessary.

Credit transfer decisions must be ratified by an External Verifier and approved by an appropriate SQA Officer.

Do not justify the mapping on this document. A separate detailed mapping is assumed to exist and may be required to justify decisions.

Syllabus 1	PC Passport: IT Software Spreadsheets and Database	Ref. No.	F1FB 11	SCQF level	5
Syllabus 2	Microsoft Office Specialist: Excel	Ref. No.	Core	SCQF level	

Two-way credit transfer ¹¹⁴	N
One-way credit transfer ¹¹⁵	Y
Partial credit transfer ¹¹⁶	N
No credit transfer	N

Notes
<p>The new PC Passport unit covers Spreadsheets and Database software. With the exception of Database, there is sufficient coverage between the Microsoft Office Specialist Excel Core syllabus and exam with PCP 2007 IT Software Spreadsheets and Database.</p> <p>There is coverage of the full credit criteria for full credit transfer: 4, 5, 6, 7, 8 and 9.</p> <p>They also both have the same National Occupational Standards for IT Users in the relevant units at Level 2. They also match in terms of QCA IT Functional Skills and National Qualifications Framework, where similar units exist.</p> <p>It is expected that candidates will need to submit both exam passes (Excel Core & Database Core) to obtain credit for this PC Passport unit.</p>

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Verifier signature	McCamlie (J) e-Signed on 2007-01-17 01:23PM GMT june@mccamlie8231.freemove.co.uk EchoSign Number: 3B29A8BAB7	Name (PRINT)	June McCamlie	Date	9 Jan 2008
SQA Officer		Name (PRINT)	R Elliott	Date	17/03/08

¹¹² A syllabus may be an SQA unit specification, SQA course specification, or external course/programme description.
¹¹³ Where the other syllabus is not an SQA unit/course specification, Syllabus 1 should be the SQA unit and Syllabus 2 the third party syllabus.
¹¹⁴ The two syllabuses are equivalent and credit transfer can be awarded both ways (this may be subject to approval by an external awarding body or vendor).
¹¹⁵ One syllabus is a super-set of the other; credit transfer can be awarded one way only.
¹¹⁶ Complete credit transfer is not possible; however there is credit transfer between outcomes.

PC Passport Mapping March 2008

Agree

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Syllabus 1 (SQA) Outcome(s)	Syllabus 2 (SQA or other) Source¹¹⁷	Award credit?	Notes

RE, July 2007

¹¹⁷ Specify the place in the syllabus where the equivalent content can be found.
PC Passport Mapping March 2008

CREDIT TRANSFER PROFORMA



Use this form to compare two syllabuses¹¹⁸ for the purpose of credit transfer. At least one of the syllabuses will be an SQA unit specification.¹¹⁹ **See the criteria on reverse side to determine the equivalence of these syllabuses.** Use the Notes section to provide additional details if necessary.

Credit transfer decisions must be ratified by an External Verifier and approved by an appropriate SQA Officer.

Do not justify the mapping on this document. A separate detailed mapping is assumed to exist and may be required to justify decisions.

Syllabus 1	PC Passport: IT Software Spreadsheets and Database	Ref. No.	F1FB 11	SCQF level	5
Syllabus 2	Microsoft Office Specialist: Access	Ref. No.	Core	SCQF level	

Two-way credit transfer ¹²⁰	N
One-way credit transfer ¹²¹	Y
Partial credit transfer ¹²²	N
No credit transfer	N

Notes
<p>The new PC Passport unit covers Spreadsheets and Database software. With the exception of Spreadsheets, there is sufficient coverage between the Microsoft Office Specialist Access Core syllabus and exam with PCP 2007 IT Software Spreadsheets and Database.</p> <p>There is coverage of the full credit criteria for full credit transfer: 4, 5, 6, 7, 8 and 9.</p> <p>They also both have the same National Occupational Standards for IT Users in the relevant units at Level 2. They also match in terms of QCA IT Functional Skills and National Qualifications Framework, where similar units exist.</p> <p>It is expected that candidates will need to submit both exam passes (Excel Core & Database Core) to obtain credit for this PC Passport unit.</p>

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Verifier signature	McCamlie (J) e-Signed on 2007-01-17 01:23PM GMT june@mccamlie8231.freemove.co.uk EchoSign Number: 3B29A8BAB7	Name (PRINT)	June McCamlie	Date	9 Jan 2008
SQA Officer		Name (PRINT)	R Elliott	Date	17/03/08

Agree

¹¹⁸ A syllabus may be an SQA unit specification, SQA course specification, or external course/programme description.

¹¹⁹ Where the other syllabus is not an SQA unit/course specification, Syllabus 1 should be the SQA unit and Syllabus 2 the third party syllabus.

¹²⁰ The two syllabuses are equivalent and credit transfer can be awarded both ways (this may be subject to approval by an external awarding body or vendor).

¹²¹ One syllabus is a super-set of the other; credit transfer can be awarded one way only.

¹²² Complete credit transfer is not possible; however there is credit transfer between outcomes.

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See the criteria on the reverse side to determine partial credit transfer. Use the Notes section to provide additional details. The smallest element of credit transfer is an outcome; sub-outcome components (such as performance criteria) are not accredited.

Syllabus 1 (SQA) Outcome(s)	Syllabus 2 (SQA or other) Source ¹²³	Award credit?	Notes

RE, July 2007

¹²³ Specify the place in the syllabus where the equivalent content can be found.
PC Passport Mapping March 2008

CREDIT TRANSFER PROFORMA



Use this form to compare two syllabuses¹²⁴ for the purpose of credit transfer. At least one of the syllabuses will be an SQA unit specification.¹²⁵ **See the criteria on reverse side to determine the equivalence of these syllabuses.** Use the Notes section to provide additional details if necessary.

Credit transfer decisions must be ratified by an External Verifier and approved by an appropriate SQA Officer.

Do not justify the mapping on this document. A separate detailed mapping is assumed to exist and may be required to justify decisions.

Syllabus 1	PC Passport: Working with Internet & On-line Communications	Ref. No.	F1FF 12	SCQF level	6
Syllabus 2	Certiport IC3 Living On-line	Ref. No.		SCQF level	

Two-way credit transfer ¹²⁶	N
One-way credit transfer ¹²⁷	N
Partial credit transfer ¹²⁸	N
No credit transfer	N

Notes

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Verifier signature	McCamlie (J) e-Signed on 2007-01-17 01:23PM GMT june@mccamlie8231.freemove.co.uk EchoSign Number: 3B29A8BAB7	Name (PRINT)	June McCamlie	Date	10 Jan 2008
SQA Officer		Name (PRINT)	R Elliott	Date	17/03/08

¹²⁴ A syllabus may be an SQA unit specification, SQA course specification, or external course/programme description.
¹²⁵ Where the other syllabus is not an SQA unit/course specification, Syllabus 1 should be the SQA unit and Syllabus 2 the third party syllabus.
¹²⁶ The two syllabuses are equivalent and credit transfer can be awarded both ways (this may be subject to approval by an external awarding body or vendor).
¹²⁷ One syllabus is a super-set of the other; credit transfer can be awarded one way only.
¹²⁸ Complete credit transfer is not possible; however there is credit transfer between outcomes.
 PC Passport Mapping March 2008

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Syllabus 1 (SQA) Outcome(s)	Syllabus 2 (SQA or other) Source ¹²⁹	Award credit?	Notes

RE, July 2007

¹²⁹ Specify the place in the syllabus where the equivalent content can be found.
PC Passport Mapping March 2008

CREDIT TRANSFER PROFORMA



Use this form to compare two syllabuses¹³⁰ for the purpose of credit transfer. At least one of the syllabuses will be an SQA unit specification.¹³¹ **See the criteria on reverse side to determine the equivalence of these syllabuses.** Use the Notes section to provide additional details if necessary.

Credit transfer decisions must be ratified by an External Verifier and approved by an appropriate SQA Officer.

Do not justify the mapping on this document. A separate detailed mapping is assumed to exist and may be required to justify decisions.

Syllabus 1	PC Passport: IT Software Word Processing and Presenting Information	Ref. No.	F1FE 12	SCQF level	6
Syllabus 2	Microsoft Office Specialist: Word	Ref. No.	Expert exam	SCQF level	

Two-way credit transfer ¹³²	N
One-way credit transfer ¹³³	Y
Partial credit transfer ¹³⁴	N
No credit transfer	N

Notes
<p>The new PC Passport unit covers Word Processing, Artwork, Imaging and Presentation software With the exception of Presentations and Artwork and Imaging software (there is some coverage of images in Word), there is sufficient coverage between the Microsoft Office Specialist Word Core syllabus and exam with PCP 2007 IT Software Word Processing and Presenting Information. There is coverage of the full credit criteria for full credit transfer: 4, 5, 6, 7, 8 and 9.</p> <p>They also both have the same National Occupational Standards for IT Users in the relevant units at Level 2. They also match in terms of QCA IT Functional Skills and National Qualifications Framework, where similar units exist.</p> <p>It is expected that candidates will need to submit both exam passes (Word Expert & PowerPoint Core) to obtain credit for this PC Passport unit.</p>

Agree

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Verifier signature	McCamlie (J) e-Signed on 2007-01-17 01:23PM GMT june@mccamlie8231.freemove.co.uk EchoSign Number: 3B29A8BAB7	Name (PRINT)	June McCamlie	Date	9 Jan 2008

¹³⁰ A syllabus may be an SQA unit specification, SQA course specification, or external course/programme description.

¹³¹ Where the other syllabus is not an SQA unit/course specification, Syllabus 1 should be the SQA unit and Syllabus 2 the third party syllabus.

¹³² The two syllabuses are equivalent and credit transfer can be awarded both ways (this may be subject to approval by an external awarding body or vendor).

¹³³ One syllabus is a super-set of the other; credit transfer can be awarded one way only.

¹³⁴ Complete credit transfer is not possible; however there is credit transfer between outcomes.

SQA Officer	<i>R Elliott</i>	Name (PRINT)	R Elliott	Date	17/03/08
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Syllabus 1 (SQA) Outcome(s)	Syllabus 2 (SQA or other) Source ¹³⁵	Award credit?	Notes

RE, July 2007

¹³⁵ Specify the place in the syllabus where the equivalent content can be found.
PC Passport Mapping March 2008

CREDIT TRANSFER PROFORMA



Use this form to compare two syllabuses¹³⁶ for the purpose of credit transfer. At least one of the syllabuses will be an SQA unit specification.¹³⁷ **See the criteria on reverse side to determine the equivalence of these syllabuses.** Use the Notes section to provide additional details if necessary.

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Syllabus 1	PC Passport: Working with IT Software Word Processing and Presenting Information	Ref. No.	F1FE 12	SCQF level	6
Syllabus 2	Microsoft Office Specialist: PowerPoint	Ref. No.	Core exam	SCQF level	

Two-way credit transfer ¹³⁸	N
One-way credit transfer ¹³⁹	Y
Partial credit transfer ¹⁴⁰	N
No credit transfer	N

Notes
<p>The new PC Passport unit covers Word Processing and Presenting information. With the exception of Word Processing software; there is sufficient coverage between the Microsoft Office Specialist PowerPoint Core syllabus and exam with PCP 2007 Working with IT Software Word Processing and Presenting Information. There is coverage of the full credit criteria for full credit transfer: 4, 5, 6, 7, 8 and 9.</p> <p>They also both have the same National Occupational Standards for IT Users in the relevant units at Level 3. They also match in terms of QCA IT Functional Skills and National Qualifications Framework, where similar units exist.</p> <p>It is expected that candidates will need to submit both exam passes (Word Expert & PowerPoint Core) to obtain credit for this PC Passport unit. Note: there is no PowerPoint Expert exam and topics covered by the Core exams are a pre-requisite for passing the Expert exams.</p>

Agree

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¹³⁶ A syllabus may be an SQA unit specification, SQA course specification, or external course/programme description.

¹³⁷ Where the other syllabus is not an SQA unit/course specification, Syllabus 1 should be the SQA unit and Syllabus 2 the third party syllabus.

¹³⁸ The two syllabuses are equivalent and credit transfer can be awarded both ways (this may be subject to approval by an external awarding body or vendor).

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SQA Officer	<i>R Elliott</i>	Name (PRINT)	R Elliott	Date	17/03/08
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Syllabus 1 (SQA) Outcome(s)	Syllabus 2 (SQA or other) Source ¹⁴¹	Award credit?	Notes

RE, July 2007

¹⁴¹ Specify the place in the syllabus where the equivalent content can be found.
PC Passport Mapping March 2008

CREDIT TRANSFER PROFORMA



Use this form to compare two syllabuses¹⁴² for the purpose of credit transfer. At least one of the syllabuses will be an SQA unit specification.¹⁴³ **See the criteria on reverse side to determine the equivalence of these syllabuses.** Use the Notes section to provide additional details if necessary.

Credit transfer decisions must be ratified by an External Verifier and approved by an appropriate SQA Officer.

Do not justify the mapping on this document. A separate detailed mapping is assumed to exist and may be required to justify decisions.

Syllabus 1	PC Passport: IT Software Spreadsheets and Database	Ref. No.	F1FJ 12	SCQF level	6
Syllabus 2	Microsoft Office Specialist: Excel	Ref. No.	Expert	SCQF level	

Two-way credit transfer ¹⁴⁴	N
One-way credit transfer ¹⁴⁵	Y
Partial credit transfer ¹⁴⁶	N
No credit transfer	N

Notes
<p>The new PC Passport unit covers Spreadsheets and Database software. With the exception of Database, there is sufficient coverage between the Microsoft Office Specialist Excel Expert syllabus and exam with PCP 2007 Working with IT Software Spreadsheets and Database.</p> <p>There is coverage of the full credit criteria for full credit transfer: 4, 5, 6, 7, 8 and 9.</p> <p>They also both have the same National Occupational Standards for IT Users in the relevant units at Level 3. They also match in terms of QCA IT Functional Skills and National Qualifications Framework, where similar units exist.</p> <p>It is expected that candidates will need to submit both exam passes (Excel Expert & Database Core) to obtain credit for this PC Passport unit. Note: there is no Access Expert exam and topics covered by the Core exams are a pre-requisite for passing the Expert exams.</p>

Agree

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¹⁴² A syllabus may be an SQA unit specification, SQA course specification, or external course/programme description.
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¹⁴⁴ The two syllabuses are equivalent and credit transfer can be awarded both ways (this may be subject to approval by an external awarding body or vendor).
¹⁴⁵ One syllabus is a super-set of the other; credit transfer can be awarded one way only.
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PC Passport Mapping March 2008

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Syllabus 1 (SQA) Outcome(s)	Syllabus 2 (SQA or other) Source ¹⁴⁷	Award credit?	Notes

RE, July 2007

¹⁴⁷ Specify the place in the syllabus where the equivalent content can be found.
PC Passport Mapping March 2008

CREDIT TRANSFER PROFORMA



Use this form to compare two syllabuses¹⁴⁸ for the purpose of credit transfer. At least one of the syllabuses will be an SQA unit specification.¹⁴⁹ **See the criteria on reverse side to determine the equivalence of these syllabuses.** Use the Notes section to provide additional details if necessary.

Credit transfer decisions must be ratified by an External Verifier and approved by an appropriate SQA Officer.

Do not justify the mapping on this document. A separate detailed mapping is assumed to exist and may be required to justify decisions.

Syllabus 1	PC Passport: IT Software Spreadsheets and Database	Ref. No.	F1FJ 12	SCQF level	6
Syllabus 2	Microsoft Office Specialist: Access	Ref. No.	Core	SCQF level	

Two-way credit transfer ¹⁵⁰	N
One-way credit transfer ¹⁵¹	Y
Partial credit transfer ¹⁵²	N
No credit transfer	N

Notes
<p>The new PC Passport unit covers Spreadsheets and Database software. With the exception of Spreadsheets, there is sufficient coverage between the Microsoft Office Specialist Access Core syllabus and exam with PCP 2007 Working with IT Software Spreadsheets and Database.</p> <p>There is coverage of the full credit criteria for full credit transfer: 4, 5, 6, 7, 8 and 9.</p> <p>They also both have the same National Occupational Standards for IT Users in the relevant units at Level 3. They also match in terms of QCA IT Functional Skills and National Qualifications Framework, where similar units exist.</p> <p>It is expected that candidates will need to submit both exam passes (Excel Expert & Database Core) to obtain credit for this PC Passport unit. Note: there is no Access Expert exam and topics covered by the Core exams are a pre-requisite for passing the Expert exams.</p>

Agree

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¹⁴⁸ A syllabus may be an SQA unit specification, SQA course specification, or external course/programme description.

¹⁴⁹ Where the other syllabus is not an SQA unit/course specification, Syllabus 1 should be the SQA unit and Syllabus 2 the third party syllabus.

¹⁵⁰ The two syllabuses are equivalent and credit transfer can be awarded both ways (this may be subject to approval by an external awarding body or vendor).

¹⁵¹ One syllabus is a super-set of the other; credit transfer can be awarded one way only.

¹⁵² Complete credit transfer is not possible; however there is credit transfer between outcomes.

SQA Officer	<i>R Elliott</i>	Name (PRINT)	R Elliott	Date	17/03/08
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Syllabus 1 (SQA) Outcome(s)	Syllabus 2 (SQA or other) Source ¹⁵³	Award credit?	Notes

RE, July 2007

¹⁵³ Specify the place in the syllabus where the equivalent content can be found.
PC Passport Mapping March 2008

CRITERIA FOR FULL CREDIT TRANSFER

All of the following criteria must be satisfied if full credit transfer (one-way or two-way) is to be awarded between the syllabuses.

11. The syllabuses have the same SCQF levels.
12. The syllabuses have the same credit values.¹⁵⁴
13. The syllabuses are equivalent in terms of core skills.¹⁵⁵
14. The syllabuses relate to the same subject area and the main topics are common to both.
15. The syllabuses relate to similar knowledge and understanding.
16. The syllabuses encompass similar practical skill.
17. The syllabuses are contemporary in terms of terminology, techniques and technology.
18. Employers, admission officers and other users would consider both syllabuses as broadly equivalent.
19. The assessment demands are similar in terms of evidence requirements and performance criteria **OR** candidates would be equally likely to pass both assessments.
20. Special conditions¹⁵⁶ (where they exist) are applicable to both syllabuses.

CRITERIA FOR PARTIAL CREDIT TRANSFER

All of the following criteria must be satisfied if two outcomes are deemed to be equivalent.

9. The outcomes are within syllabuses with the same SCQF level.
10. The outcomes relate to similar knowledge and understanding.
11. The outcomes relate to similar practical skills.
12. The outcomes are contemporary in terms of terminology, techniques and technology.
13. The range of activities is similar in both outcomes.
14. The standards of performance are similar in both outcomes.
15. The assessment demands are similar in terms of evidence requirements and performance criteria **OR** candidates would be equally likely to pass both assessments.
16. Special conditions¹⁵⁶ (where they exist) are applicable to both outcomes.

Use the section below to provide additional guidance on credit transfer (for example, additional tasks that could be undertaken to compliment partial credit transfer so as to achieve complete coverage). This section is for guidance only. **Credit transfer must not be conditional on methods of delivery or approaches to assessment.**

RE, July 2007

¹⁵⁴ Or other equivalent measure of duration/value.

¹⁵⁵ The syllabuses must be equivalent in terms of certificated (embedded) core skills.

¹⁵⁶ Such as the location of assessment; for example, some SVQs require assessment to take place in the workplace.