



## **Arrangements for:**

**NPA PC Passport: Beginner at  
SCQF level 4**

**NPA PC Passport: Intermediate at  
SCQF level 5**

**NPA PC Passport: Advanced at  
SCQF level 6**

**Group Award Codes:  
G8H7 44, G8H9 45 and G8HA 35**

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SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of National Qualification Group Awards.



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# 1 Introduction

This is the Arrangements Document for the *new National Progression Awards (NPAs) in PC Passport: Beginner at SCQF level 4, PC Passport: Intermediate at SCQF level 5 and PC Passport: Advanced at SCQF level 6, which were validated in March 2007*. This document includes: background information on the development of the Group Award, its aims, guidance on access, details of the Group Award structure, and guidance on delivery.

The award is designed for anyone wishing to develop or enhance their IT skills. The award is available at three levels, Beginner, Intermediate and Advanced which comply with the SCQF framework at levels 4, 5 and 6.

The Sector Skills Council (SSC) which advise this area is e-skills UK. The SSC have provided the National Occupational Standards (NOS) for IT Users (e-skills UK) which defines the standards for any IT award within the UK. Proposed changes to the Sector Skills Agreements for IT in Scotland mean that all IT Qualifications (ITQ) must include the mandatory requirement of *Making Selective use of IT*. From September 2007 all IT awards must include full content and assessment coverage of the mandatory Unit at the appropriate level. The original PC Passport awards did not meet this requirement. In order to comply with this requirement and to attract funding for centres it has been necessary to re-develop the award.

## 2 Rationale for the development of the Group Awards

The rationale for re-developing the PC Passport award is to include full content and assessment coverage of the mandatory ITQ requirement *Making Selective use of IT* as defined in the NOS for IT users. There has also been some criticism of the original award. The re-development has taken these into account and is attempting to address the issues where possible.

PC Passport has proved to be a very popular SQA award. In session 2005-6 there were over 28,000 candidates undertaking the awards, either as individual Units or as a Group Award. There are in excess of 250 centres approved to offer the award and this is expected to increase year on year. In January 2007 over 16,000 candidates had been registered. This figure is in line with the projection for this current academic session. The biggest uptake of the award is within schools with approximately 60% of all candidates originating from within this sector.

PC Passport is a unique product and award within SQA. The age range of candidates is from young secondary pupils from aged 11 to candidates in their 90s wishing to develop IT skills. However, the majority of candidates undertaking the award are looking to improve IT skills relative to the workplace. The skills included within the Units and the awards are skills that are currently required by employers.

As this is a re-development of an award an initial analysis was carried out of the relevance of the original award to skills required in the workplace and also the demand by individuals wishing to acquire IT skills for general use. It was felt that having Units that covered separate application packages was no longer appropriate as there was a need for users to be aware of security and other issues that affected all use of IT and to be able to make an informed decision of appropriate use of IT.

An initial framework was designed and preliminary consultation was carried out with schools, colleges and Private Training Providers (both as PTPs and as employers). Each of these groups were surveyed and asked about the proposals. The results were generally in support of the proposed awards at all levels. Presentations have also been made to a number of stakeholders including the Heads of centres within FE who greeted the new awards with enthusiasm and very strong support.

The initial framework was then formed and new Units were developed. Consultation was taken with two training providers each of whom serve an extensive employer client base. Additional skills required by employers were included within the Unit specifications. The Unit specifications have undergone rigorous SQA procedures including a technical edit of all Units. This has ensured that all the Units are clear and unambiguous and fit for purpose. Each Outcome clearly states the critical stages required by the Outcome and the Evidence Requirements to meet the Outcome.

Research carried out by e-skills UK has shown that while the projected skills gap for IT in Scotland is generally better than the rest of the UK steady growth is predicted in applications skills such as word processing and spreadsheets. Users are expected to become proficient in these areas and other identified areas. The award covers identified applications and other requirements to meet this skills gap.

Each of the PC Passport awards includes a clear progression route to the next level. This was achieved by commissioning writers to write related Units at all three levels. As an NPA, PC Passport offers candidates an opportunity to develop their IT skills to a high level and progress to employment within an IT environment or further study.

The amount of hours at each level has been reduced as it was felt by the QDT that the number of hours in the original award was excessive for the content coverage. It is hoped that the advanced award will be recognised by UCAS and will have equal status with a Higher but will allow candidates access to university without an examination. This is expected to be very attractive to centres and will increase uptake at advanced level which is currently poor. The UCAS requirement was to reduce the number of hours to 160 at advanced. This has been achieved by including three single and two half credit Units.

In recent years there has been decreasing demand for SVQs. The individual Units that make up the PC Passport awards at each level have been designed to comply with the NOS for IT users. Each newly written Unit has been matched against the NOS and has met full ITQ coverage at each level. This will give employers a clear indication of mapping. It is expected that this will make PC Passport attractive to employers and candidates undertaking vocational training. A full set of assessments are being produced that will meet the specific needs of workplace assessment.

All new Units that have been written have undergone SQA's rigorous checking process. The writers were commissioned from schools and colleges and are all experienced practitioners but are new to writing for SQA. Extensive training was given to all writers. A number of verifiers from Computing moderation groups were involved with the vetting and verifying process. The lead consultant then prepared the documents for technical edit. Due to the small number of Units involved they were all subject to technical edit. The technical edit process was very detailed and has resulted in the production of reliable quality assured Units. These Units were then shown to subject specialists, who until that point had not been involved with

the process, for checking to ensure that they were fit for purpose. The Units were met with very positive comments from the specialists.

The refreshed awards have been developed alongside the new National Certificate in Digital Media Computing (NC DMC) award. This award has been developed to meet the needs for awards at SCQF levels 4, 5 and 6 to prepare candidates for progression to the range of HN Computing awards currently available. Extensive research has been carried out and the awards structure has been designed to develop skills required by candidates, mainly for entry to further study but also for entry to employment. Research has also been carried out to meet the needs of employers. The awards have a range of needs that could be met by PC Passport and the NPAs have been included within the framework. The mandatory Internet content of the awards at all three levels has been met by the PC Passport Internet Units. The DMC QDT were of the opinion that the content of these Units written for PC Passport satisfied the requirements of the DMC awards. The IT Core Skill for the awards can also be carried by PC Passport Units which are included as optional Units. The DMC awards and the PC Passport awards have been developed closely to provide harmony between the two awards and to give candidates the IT skills needed to progress in all areas of life.

Many work based training providers, including PTPs, address the needs of 16-18 year olds that fall into the category of Not in Education, Employment or Training (NEET). This cohort are targeted by the Government's Get Ready for Work Programme, a work based training programme. PC Passport at beginner level offers a mechanism to address the basic IT training requirement of this cohort, and also provides an opportunity for candidates to progress to more advanced skills in the workplace where appropriate. There may be opportunities for employers to use PC Passport as a basis to meet the needs of modern apprenticeships.

Uptake of PC Passport at advanced level has, to date, been poor. The recognition of the award at advanced level should make the award very attractive to centres and candidates. Candidates will have the opportunity of obtaining points for university entrance without the pressure of an examination. The award at advanced level has been developed to be sufficiently challenging to candidates while retaining a practical 'hands on' approach with the focus on learning rather than assessment.

Members of the Scottish Training Federation, who are mainly work based training providers and Get Ready for Work providers, have expressed interest in the re-developed awards and a feedback session is being arranged as part of the feedback to centres which will be scheduled during March 2007. The development of the specialist workplace assessments will be of great interest to work based training sector. The Units have been written in such a way that they are not prescriptive, knowledge and understanding assessment can be carried out as objective tests, in the classroom this is expected to be multiple choice tests while in the workplace this can be carried out as questioning during professional discussion. Where possible the emphasis has been placed on candidates carrying out the skills that they have learned to complete tasks. Candidates will be encouraged to take responsibility for applying their skills to provide professional solutions rather than completing tasks by following instructions and use of contrived assessment (simulation).

Interest in PC Passport has been expressed by a number of public bodies including councils, police and nursing. The original award did not fully lend itself to assessment in these areas. The flexibility of assessing the awards will be of positive interest to these groups.

SQA have in the past provided centres with materials to cover PC Passport. These have been heavily criticised by practitioners as being out of date, containing errors and not compliant with the software in some centres. It is felt that the production of materials should be placed in the hands of strategic partner Leckie and Leckie. SQA has contribute financially to the writing of materials. The company have been asked to provide professionally written generic materials that will also comply with the Disability Discrimination Act (DDA). As the awards are not completely new the materials provided by SQA in word format and in CourseGenie format can still be used and supplemented/edited to meet the requirements of individual centres.

With a re-developed award it is hoped that the assessment will be available on-line at some point in the future. SQA is currently looking at a number of e-assessment systems. It is hoped that these will meet the needs of objective testing and practical tasks in the form of an e-portfolio.

A series of marketing launches have been carried out to meet all delivery and assessment groups. These took place throughout May and June 2007. The main launch for the FE sector was at the Computing Showcase event on Friday 22<sup>nd</sup> June 2007. There will also be a presence at the Standing Committee for the Education and Training of Teachers (SCETT) conference in September 2007.

A series of feedback workshops took place in March 2007 in Glasgow, Edinburgh, Aberdeen and Dundee. Uptake was good with the Glasgow event meeting the limit of delegates in a very short period. This is the first opportunity to feedback to schools and to gain their support.

### **3 Aims of the Group Awards**

The main aim of the refresh of PC Passport was to include the mandatory SSC requirement. As research was carried out and the awards were re-developed it became apparent that there were numerous challenges that required to be met. The following list outlines the aims of the award.

#### **3.1 Principal aims of the Group Awards**

- ◆ To meet the requirement of Making Selective Use of IT at each level of the award.
- ◆ To develop PC Passport as an NPA.
- ◆ To map to NOS for IT Users and include full ITQ at all levels.
- ◆ To reduce the burden of assessment and to assess the candidates ability use IT effectively rather than follow instructions.
- ◆ To reduce the amount of repetition within the awards.
- ◆ To provide candidates with the IT skills required to access career opportunities in current and future markets.
- ◆ To embed the IT Core Skill at the level of the award in one Unit at each level of the award.
- ◆ To enable candidates to develop an understanding of a wide range of IT issues rather than emphasising how to use application packages.



- ◆ To write Units that comply with equality legislation and to remove unnecessary barriers to achievement.
- ◆ To achieve UCAS points recognition at Advanced level. This is expected in August 2008.
- ◆ To provide an entry level qualification to address the needs of the NEET group and provide opportunities to progress skills in the workplace and articulate to mainstream Skillseekers (SVQ2) and Modern Apprenticeships (SVQ3).
- ◆ To provide candidates access to an award that meets industry standards.
- ◆ Produce relevant Assessment Support Packs (ASP) for all delivery sectors.

### **3.2 General aims of the Group Awards**

- ◆ To produce specialist ASP for candidates in the workplace.
- ◆ To produce an award that is appropriate for a variety of delivery modes.
- ◆ To address predicted skills gaps and requirements of IT until 2012.
- ◆ To ensure candidates gain appropriate knowledge and understanding in all Units.

### **3.3 Target groups**

PC Passport is a unique product and award within SQA. The age range of candidates is from young secondary pupils from aged 11 to candidates in their 90s wishing to develop IT skills. The award has been designed to meet the needs of young candidates in early secondary education and adult learners, in the community, FE and in the workplace. PC Passport is suitable for any candidate who wishes to develop or progress their IT skills. The awards are practical in nature and throughout the Units candidates will gain knowledge through practical tasks

### **3.4 Employment opportunities**

The majority of candidates undertaking the award are looking to improve IT skills relative to the workplace. The skills included within the Units and the awards are skills that are currently required by employers. Many work based training providers, including PTPs, address the needs of 16-18 year olds that fall into the category of Not in Education, Employment or Training (NEET). This cohort are targeted by the Government's Get Ready for Work Programme, a work based training programme. PC Passport at beginner level offers a mechanism to address the basic IT training requirement of this cohort, and also provides an opportunity for candidates to progress to more advanced skills in the workplace where appropriate. There may be opportunities for employers to use PC Passport as a basis to meet the needs of modern apprenticeships.

## **4 Access to Group Awards**

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.

The original version of PC Passport (2003) and the revised version will run in parallel for a period of two years. The final date for registering candidates for the 2003 award will be 31<sup>st</sup> July 2008 with a final completion date of 31 July 2009. A credit transfer document will be produced to map between both awards and to allow progression at different stages from a number of vendor qualifications. As PC Passport is a re-development much of the content of the original award exists in the new award. The credit transfer arrangements will highlight additional content and assessment to allow candidates to achieve the new award.

## **5 Group Awards structure**

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

### **5.1 Framework**

#### **PC PASSPORT: BEGINNER AT SCQF LEVEL 4**

<b>Unit title</b>	<b>Code</b>	<b>SCQF credit points</b>	<b>SCQF level</b>	<b>SQA credit value</b>
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.

## 5.2 Mapping information

Credit transfer/mapping schedule within ITQ framework and vendor awards

<b>NPA level</b>	<b>PC Passport 2003</b>	<b>OCR CLAiT Plus</b>	<b>ECDL and Advanced</b>	<b>Certiport IC<sup>3</sup></b>	<b>Microsoft Office Specialist</b>
SCQF level 4	QDT	V Ranaldi	V Ranaldi	V Ranaldi	V Ranaldi
Completion date	30/04/07	31/07/07	31/07/07	31/07/07	31/07/07
SCQF level 5	QDT	V Ranaldi	V Ranaldi	V Ranaldi	V Ranaldi
Completion date	30/04/07	31/07/07	31/07/07	31/07/07	31/07/07
SCQF level 6	QDT	V Ranaldi	V Ranaldi	V Ranaldi	V Ranaldi
Completion date	14/05/07	31/07/07	31/07/07	31/07/07	31/07/07

Opportunities will be explored for candidates undertaking other types of awards to achieve credit transfer for work completed to PC Passport. The credit transfer will identify areas that may not have been fully assessed in other awards and provide guidance on additional assessment required to make up the shortfall. A full and detailed credit transfer document outlining the credit transfer arrangements will be available in the near future.

### 5.3 Articulation, professional recognition and credit transfer

There is a full mapping to e-Skills UK ITQ at each level. PC Passport candidates undertaking the PC Passport NPAs in the workplace should also achieve an ITQ at the appropriate level as detailed in the following tables.

#### PC Passport (Beginner) SCQF level 4

NOS Unit titles	PC Passport Unit title	NOS Unit values
		<b>Level 1</b>
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
		<b>Level 2</b>
Making Selective use of IT	IT Software Word Processing and Presenting Information 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
		<b>Level 3</b>
Making Selective use of IT	Working with IT Software Word Processing and Presenting Information 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 Presenting Information	30
IT Security for Users	Working with IT Security for Users	25
	Total PC Passport value	225
	Total ITQ value	180

An Assessment Support Pack will be produced which will provide instruments of assessment required for candidates to upgrade the award from the 2003 award to the new award. This will provide clear transfer arrangements for centres.

## 6 Approaches to delivery and assessment

PC Passport is designed to enable candidates to gain IT knowledge and skills in a number of contexts. The award has been designed to meet the needs of young candidates in early secondary education and adult learners, in the community, FE and in the workplace. PC Passport is suitable for any candidate who wishes to develop or progress their IT skills. The awards are practical in nature and throughout the Units candidates will gain knowledge through practical tasks.

Candidates will require individual access to appropriate computer hardware and software throughout the NPA PC Passport awards. Candidates will also require access to the Internet, or an intranet where Internet connections are not available to candidates. A range of software application packages should be available to candidates, this includes word processing, spreadsheets, database, presentation and graphics. While learning may be achieved in the context of one computer system, candidates will benefit from having some experience of an alternative operating system and software application packages which carry out similar functions.

At each level of PC Passport there a number of mandatory Units and no optional Units. In order to achieve the Group Award it is necessary for candidates to satisfactorily achieve the mandatory Units at the appropriate SCQF level of the award.

These NPA PC Passport awards lend to either full-time or part-time study. Centres may also wish to deliver the awards on an open or distance learning mode of delivery. However, there are no obvious barriers or recommendations to delivering the award in either a full-time or open learning mode of delivery.

The NPAs in PC Passport have been designed as a progression award although it is not necessary for a candidate to have achieved one level before moving to the next. While entry is at the discretion of the centre a centre may wish to assure themselves of suitability for undertaking a particular Unit or NPA. Each Unit specification provides guidance on entry.

As PC Passport is practical and vocational in nature a practical ‘hands on’ approach should be taken to learning. Candidates should be encouraged to develop their skills naturally in tasks that are relevant to them.

It is envisaged that candidates undertaking this award in the workplace will develop skills across a range of Units within the award during day to day work activities. Where a candidate cannot undertake aspects of the award within the workplace opportunities should be presented to the candidate to undertake the additional learning and assessment. The Assessment Support Packs that have been produced for the workplace will outline evidence that should be gathered across the award and also includes additional assessment tasks to be used as required.

#### **GUIDANCE FOR DELIVERY**

Sequencing of delivery and assessment is at the discretion of the centre, however, the following is provided for guidance. Where possible centres should adopt a holistic approach to delivery and assessment. The PC Passport NPAs are embedded within the NC Digital Media Computing. The Internet and On-line Communications Units are mandatory within the NC award while the remaining Units are included as options. A centre may also identify other Units that may integrate well with delivery and assessment of PC Passport.

## GUIDANCE ON STRUCTURE AND TIMING

The following table outlines the Units included in the award at each level.

	Unit title	SCQF level	Credit points	Notional length
PC Passport (Beginner) SCQF level 4 120 hours	PC Passport: Introduction to Internet and On-line communications*	4	6	40 hours
	PC Passport: Introduction to IT Software and Presenting Information***	4	6	40 hours
	PC Passport: Introduction to IT Systems**	4	6	40 hours
PC Passport (Intermediate) SCQF level 5 140 hours	PC Passport: Internet and On-line Communications*	5	6	40 hours
	PC Passport: IT Software – Word Processing and presenting information***	5	6	40 hours
	PC Passport: IT Software – Spreadsheets and Database**	5	6	40 hours
	PC Passport: IT Systems**	5	3	20 hours
PC Passport (Advanced) SCQF level 6 160 hours	PC Passport: Working with Internet and On-line Communications*	6	6	40 hours
	PC Passport: Working with IT Software – Word Processing and presenting information***	6	6	40 hours
	PC Passport: Working with IT Software – Spreadsheets and Database**	6	6	40 hours
	PC Passport: Working with Artwork and Imaging**	6	3	20 hours
	PC Passport: Working with IT Security for Users**	6	3	20 hours

\* mandatory Unit in NC Digital Media Computing

\*\* optional Unit in NC Digital Media Computing

\*\*\* carries IT Core Skill and is an option in NC Digital Media Computing

The awards and Units would normally be expected to be completed within recommended hours. This includes time for practical activities and assessment.

### PC Passport (Beginner) SCQF level 4

PC Passport Beginner consists of three mandatory Units. Each Unit has been designed as a stand alone Unit although there may be opportunities for integration of assessment between Units however, no recommendation is offer here. The Units of the Course may be taught sequentially or in parallel (or a combination of these). There is no specific order for undertaking the Units although it is recommended that candidates undertake the PC Passport: Introduction to IT Systems (SCQF level 4) Unit first. This will introduce candidates to a range of skills and knowledge that will provide underpinning knowledge for the other Units within the award.



Suggested order of delivery:

- ◆ F1GP 10 *PC Passport: Introduction to IT Systems* (SCQF level 4)
- ◆ F1F8 10 *PC Passport: Introduction to IT Software and Presenting Information* (SCQF level 4)
- ◆ F1F9 10 *PC Passport: Introduction to Internet and On-line communications* (SCQF level 4)

### **PC Passport (Intermediate) SCQF Level 5**

PC Passport Intermediate consists of 4 mandatory Units. Each Unit has been designed as a stand alone Unit although there may be opportunities for integration of assessment between Units however, no recommendation is offer here. Candidates undertaking the award at this level are expected to have basic IT skills which may be evidenced by possession of PC Passport Beginner or similar. There is no specific recommended order for delivery of the Units. The Units of the Course may be taught sequentially or in parallel (or a combination of these).

Suggested order of delivery:

- ◆ F1FA 11 *PC Passport:: IT Systems* (SCQF level 5)
- ◆ F1FC 11 *PC Passport: IT Software — Word Processing and Presenting Information* (SCQF level 5)
- ◆ F1FD 11 *PC Passport: Internet and On-line Communications* (SCQF level 5)
- ◆ F1FB 11 *PC Passport: IT Software — Spreadsheets and Database* (SCQF level 5)

### **PC Passport (Advanced) SCQF Level 6**

PC Passport Advanced consists of 5 mandatory Units. Each Unit has been designed as a stand alone Unit although there may be opportunities for integration of assessment between Units. It is recommended that PC Passport: Working with Internet and On-line Communications (SCQF level 6) and PC Passport: Working with IT Security for Users (SCQF level 6) should be integrated where possible. Candidates undertaking the award at this level are expected to be competent IT users and possess skills which may be evidenced by possession of PC Passport Intermediate or similar. There is no specific recommended order for delivery of the Units. The Units of the Course may be taught sequentially or in parallel (or a combination of these).

Suggested order of delivery:

- ◆ F1FE 12 *PC Passport: Working with IT Software — Word Processing and Presenting Information* (SCQF level 6)
- ◆ F1FG 12 *PC Passport: Working with Artwork and Imaging* (SCQF level 6)
- ◆ F1FJ 12 *PC Passport: Working with IT Software — Spreadsheets and Database* (SCQF level 6)
- ◆ F1FF 12 *PC Passport: Working with Internet and On-line Communications* (SCQF level 6)
- ◆ F1FH 12 *PC Passport: Working with IT Security for Users* (SCQF level 6)

## **E-LEARNING**

As PC Passport is an IT award a centre may wish to deliver the curriculum on-line using an appropriate range of IT equipment. On-line delivery would be suitable for the award at all levels. It is envisaged that this would be hosted on a centre's Virtual Learning Environment (VLE). The range of e-learning materials may include interactive documents, presentations, visual demonstrations and virtual classroom/discussions etc. Self assessment tasks may also be included to prepare candidates for assessment. E-learning delivery mode may also address the issues of candidates with additional support needs.

### **Practitioner e-communication**

A number of interactive communities have been set up for the new award. It is hoped that practitioners will make use of these to share experiences. It is particularly hoped that practitioners will share teaching materials, class exercises and items of good practice.

As SQA cannot be seen to endorse a particular product it was not possible to make suggestions as to software that is freely available on the Internet which may be useful within the award. It is hoped that this information will be shared on the interactive communities.

A private Yahoo group (<http://groups.yahoo.com/group/SQAPCPASSPORT/>) has been set up and already have a number of members participating in discussion.

A PC Passport Blog has also been created (<http://pcpassportblog.blogspot.com/>) and a Wiki and Moodle Group are also scheduled for development in the near future.

## GUIDANCE FOR ASSESSMENT

An integrated approach to assessment is recommended within Units which constitute the PC Passport NPA awards. Assessment Support Packs (ASP) have been produced which provide instruments of assessment, assessor checklists and guidance for making assessment decisions. In all Units it is recommended that the knowledge and understanding assessment is conducted towards the end of the Unit with evidence for practical tasks being gathered over an extended period.

Assessment Support Packs are a replacement for the National Assessment Bank (NAB) packs. Each ASP will provide two instruments of assessment for knowledge and understanding and one set of practical tasks. Detailed marking instructions and sample solutions are also included. Guidance on gathering evidence to support practical tasks is also given.

There are a number of ASPs that have been produced to assess PC Passport. Separate ASPs have been written to assess different candidate groups. All ASPs are available on the SQA secure site. The following summarises availability of ASPs.

Unit title	School based	Adult learners in education	Workplace
PC Passport: Introduction to Internet and On-line communications (SCQF level 4)	✓	✓	✓
PC Passport: Introduction to IT Software and Presenting Information (SCQF level 4)	✓	✓	✓
PC Passport: Introduction to IT Systems (SCQF level 4)	✓	✓	✓
PC Passport: Internet and On-line Communications (SCQF level 5)	✓	✓	✓
PC Passport: IT Software — Word Processing and presenting information (SCQF level 5)	✓	✓	✓
PC Passport: IT Software — Spreadsheets and Database (SCQF level 5)	✓	✓	✓
PC Passport: IT Systems (SCQF level 5)	✓	✓	✓
PC Passport: Working with Internet and On-line Communications (SCQF level 6)	(Combined — education based) ✓		✓
PC Passport: Working with IT Software — Word Processing and presenting information (SCQF level 6)		✓	✓
PC Passport: Working with IT Software — Spreadsheets and Database (SCQF level 6)		✓	✓
PC Passport: Working with Artwork and Imaging (SCQF level 6)		✓	✓
PC Passport: Working with IT Security for Users (SCQF level 6)		✓	✓

A common assessment strategy has been adopted between all Units. All Units carry a knowledge and understanding assessment for which the candidate must achieve an appropriate cutting score to pass. Practical skills are assessed in a number of ways depending on the Unit. Some Units are assessed by project work while some Units will be assessed by an assessor observation checklist and the candidate carrying out a number of tasks. The candidate will require to provide a justification as to why they have chosen to carry out the task as they have. They will also require to evaluate their own use of IT. Cutting scores are not applied to practical tasks. Guidance for making marking decisions is included in the ASP. Where possible, observation of practical ability should be assessed during classroom activities.

Assessment Support Packs, in conjunction with the Unit Specifications exemplify the national standard. The ASPs ensure coverage of the ITQ competencies detailed within the NOS for IT Users. Where a centre wishes to develop their own assessment it is strongly recommended that these be sent to SQA for prior verification. This will ensure that all standards have been met and also that the instrument of assessment will be valid for use in the centre. Sufficient time should be allowed for this process. It is suggested that alternative assessment be sent to SQA at least 4 months before use, this will allow time for any further modifications to be made.

#### PC Passport (Beginner) SCQF level 4 Assessment requirements

Unit	Knowledge and understanding	Assessor checklist	Supporting evidence	Project	Making selective use of IT
F1F9 10 PC Passport: Introduction to the Internet and On-line Communications (SCQF level 4)	15 questions	✓	✓		
F1F8 10 PC Passport: Introduction IT Software and Presenting Information (SCQF level 4)	15 questions	✓			✓
F1GP 10 PC Passport: Introduction to IT Systems (SCQF level 4)	20 questions	✓	✓		

**PC Passport (Intermediate) SCQF level 5 Assessment requirements**

<b>Unit</b>	<b>Knowledge and understanding</b>	<b>Assessor checklist</b>	<b>Supporting evidence</b>	<b>Project</b>	<b>Making selective use of IT</b>
F1FD 11 PC Passport: Internet and On-line Communications (SCQF level 5)	15 questions	✓		✓ Research presented as 500 word report	
F1FB 11 PC Passport: IT Software — Spreadsheets and Database (SCQF level 5)	15 questions	✓			✓
F1FC 11 PC Passport: IT Software- Word Processing and Presenting Information (SCQF level 5)	15 questions	✓			✓
F1FA 11 PC Passport: IT Systems (SCQF level 5)	12 questions	✓		✓ Research and completion of pro-forma	

## PC Passport (Advanced) SCQF level 6 Assessment requirements

Unit	Knowledge and understanding	Assessor checklist	Supporting evidence	Project	Making selective use of IT
F1FG 12 PC Passport: Working with Artwork and Imaging (SCQF level 6)	12 questions	✓		✓ Creation of desktop published document including images	
F1FF 12 PC Passport: Working with Internet and On-line Communications (SCQF level 6)	18 questions	✓		✓ Research and presentation in an on-line format	
F1FJ 12 PC Passport: Working with IT Software — Spreadsheets and Database (SCQF level 6)	18 questions	✓			✓
F1FE 12 PC Passport: Working with IT Software- Word Processing and Presenting Information (SCQF level 6)	18 questions	✓			✓
PC Passport: F1FH 12 Working with IT Security for Users (SCQF level 6)	12 questions	✓		✓	

Candidates undertaking PC Passport in the workplace should be encouraged to gather evidence produced during day to day work activities. Where a candidate does not have the opportunity, within the workplace, to generate some aspects of evidence additional practical tasks may be presented to the candidate.

### **E-assessment**

There may be opportunities to assess knowledge and understanding assessments on-line. There may also be opportunities within a centre to use e-portfolio systems to gather other evidence produced by candidates.

SQA is currently investigating a number of e-assessment engines which will cope with the assessment needs of PC Passport. It is hoped that e-assessment for both knowledge and understanding and e-portfolio gathering practical evidence will be available fully from session 2008/2009. Centre coordinators will be informed of availability of e-assessment through the usual SQA communications system.

## 7 General information for centres

### **Candidates with disabilities and/or additional support needs**

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering alternative Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* ([www.sqa.org.uk](http://www.sqa.org.uk)).

### **Internal and external verification**

All instruments of assessment used within this/these Group Award(s) should be internally verified, using the appropriate policy within the centre and the guidelines set by SQA.

External verification will be carried out by SQA to ensure that internal assessment is within the national guidelines for these qualifications.

Further information on internal and external verification can be found in *SQA's Guide to Assessment and Quality Assurance for Colleges of Further Education* ([www.sqa.org.uk](http://www.sqa.org.uk)).

## 8 General information for candidates

### **PC Passport (Beginner) SCQF level 4**

This award is designed as an introduction to basic IT skills in a number of areas. The award will introduce a number of application packages used by employers, effective use of the Internet and information handling skills and introduce a range of IT systems available and suitability of use. On completion of this award candidates are expected to have a range of IT skills that will be relevant in the workplace or in day to day life.

There are three Units within this award. In order to achieve the award you must successfully complete each of the Units.

### **Units of study**

#### **PC Passport: Introduction to Internet and On-line Communications (SCQF level 4)**

- 1 Identify key components, terms and issues associated with the use of on-line communications.
- 2 Locate information using basic Internet/intranet facilities.
- 3 Use e-mail and on-line forms to communicate electronically.

#### **PC Passport: Introduction to IT Systems (SCQF level 4)**

- 1 Identify features and uses of different types of computer systems and peripherals.
- 2 Identify potential risks, and solutions, associated with using computer systems.
- 3 Carry out a range of tasks using a Graphical User Interface (GUI).

### **PC Passport: Introduction to IT Software and Presenting Information (SCQF level 4)**

- 1 Identify basic functions of computer software application packages.
- 2 Identify features of data and information.
- 3 Use basic functions of computer software application packages.
- 4 Produce solutions to specified tasks using features of software application packages.

PC Passport is practical in nature and it is expected that most learning activities will be practical. Each of the Units will be assessed individually, although, your centre may integrate the assessments over the Units.

Each Unit carries a knowledge and understanding assessment which will assess your understanding of the content of the Unit. This will be assessed by questions. Practical skills and tasks will be assessed by assessor observation.

On completion of this award it is expected that candidates will progress to further study, either another PC Passport award at a higher level or to a full NC award.

Candidates undertaking this award in the workplace will develop skills to enhance their work activities. Your assessor will give guidance on gathering of appropriate evidence and you will be assessed using specifically designed assessments for the workplace. PC Passport will contribute to vocational IT awards, on successful completion you will achieve a vocational award at level 1 and will be eligible to progress to level 2.

### **PC Passport (Intermediate) SCQF level 5**

This award is designed to develop routine IT skills in a number of areas. The award will build on basic skills involved with use of number of application packages used by employers. The range of applications includes word processing, presentation, artwork and imaging, spreadsheets and databases. You will also develop skills in the effective use of the Internet and more advanced information handling and e-mail skills and you will be introduced to a range of IT systems available and suitability of their use for different purposes. On completion of this award candidates are expected to have a range of routine IT skills that will be relevant in the workplace or in day to day life.

There are four Units within this award. In order to achieve the award you must successfully complete each of the Units.



## Units of study

### **PC Passport: Internet and On-line Communications (SCQF level 5)**

- 1 Describe components, services and issues relating to the use of on-line communications.
- 2 Carry out searches for information using the Internet/intranet.
- 3 Send and receive e-mail using routine Internet/intranet facilities.
- 4 Demonstrate knowledge and understanding of variety of on-line communication methods.

### **PC Passport: IT Systems (SCQF level 5)**

- 1 Investigate and recommend a range of computer hardware for a given specification.
- 2 Connect and configure different peripheral devices to a computer system.
- 3 Identify precautions to reduce known health risks associated with the use and disposal of computer systems.
- 4 Identify security issues and safeguards associated with the use of computer systems.

### **PC Passport: IT Software — Word Processing and Presenting Information (SCQF level 5)**

- 1 Identify routine software application package functions.
- 2 Identify uses of information produced by different software application packages.
- 3 Use routine software application package functions.
- 4 Produce solutions to specified tasks using software application packages.

### **PC Passport: IT Software — Spreadsheets and Database (SCQF level 5)**

- 1 Identify routine computer application software functions.
- 2 Identify information requirements to meet the needs of different audiences.
- 3 Use routine computer application software functions.
- 4 Produce solutions to specified tasks using functions of software application packages.

PC Passport is practical in nature and it is expected that most learning activities will be practical. Each of the Units will be assessed individually, although, your centre may integrate the assessments over the Units.

Each Unit carries a knowledge and understanding assessment which will assess your understanding of the content of the Unit. This will be assessed by questions. Practical skills and tasks will be assessed by assessor observation. There will also be some project based assessments.

On completion of this award it is expected that candidates will progress to further study, either another PC Passport award at a higher level or to a full NC award.

Candidates undertaking this award in the workplace will develop skills to enhance their work activities. Your assessor will give guidance on gathering of appropriate evidence and you will be assessed using specifically designed assessments for the workplace.

PC Passport will contribute to vocational IT awards, on successful completion you will achieve a vocational award at level 2 and will be eligible to progress to level 3.

### **PC Passport (Advanced) SCQF level 6**

This award is designed to develop complex IT skills in a number of areas. The award will build on routine skills involved with use of number of application packages used by employers. The range of applications includes word processing, presentation, artwork and imaging, spreadsheets and databases. You will also develop skills relating to security of IT systems and the Internet. On completion of this award candidates are expected to have a range of complex IT skills that will be relevant in the workplace or in day to day life.

There are five Units within this award. In order to achieve the award you must successfully complete each of the Units.

#### **Units of Study**

##### **PC Passport: Working with Internet and On-line Communications (SCQF level 6)**

- 1 Identify complex issues for secure on-line communications.
- 2 Confirm secure communication settings and use to send and receive encrypted e-mail.
- 3 Publish research findings on complex Internet security risks and prevention strategies in an on-line communications format.

##### **PC Passport: Working with IT Software — Word Processing and Presenting Information (SCQF level 6)**

- 1 Identify complex computer application software functions.
- 2 Identify complex attributes of information to meet the needs of different audiences.
- 3 Use complex computer application software functions.
- 4 Demonstrate and review the use complex application software functions to produce solutions to specified tasks.

##### **PC Passport: Working with IT Software — Spreadsheets and Database (SCQF level 6)**

- 1 Identify complex computer application software functions.
- 2 Explain issues relating to data and information.
- 3 Use complex computer application software functions.
- 4 Demonstrate and review the use of complex application software functions to produce solutions to specified tasks.

### **PC Passport: Working with Artwork and Imaging (SCQF level 6)**

- 1 Describe complex issues relating to creating and manipulating images.
- 2 Create and manipulate a graphic using artwork and imaging software.
- 3 Create a complex document using desktop publishing facilities for a specified brief.

### **PC Passport: Working with IT Security for Users (SCQF level 6)**

- 1 Describe potential security risks related to computer use and methods of reducing these risks.
- 2 Explain key features of the laws and guidelines which apply to computer use.
- 3 Present research findings on a security solution which meets a specified security risk.

PC Passport is practical in nature and it is expected that most learning activities will be practical. Each of the Units will be assessed individually, although, your centre may integrate the assessments over the Units.

Each Unit carries a knowledge and understanding assessment which will assess your understanding of the content of the Unit. This will be assessed by questions. Practical skills and tasks will be assessed by assessor observation. There will also be some project based assessments.

Candidates undertaking this award in the workplace will develop skills to enhance their work activities. Your assessor will give guidance on gathering of appropriate evidence and you will be assessed using specifically designed assessments for the workplace. PC Passport will contribute to vocational IT awards, on successful completion you will achieve a vocational award at level 3.

## **9 Glossary of terms**

**SCQF:** This stands for the Scottish Credit and Qualification Framework, which is a new way of speaking about qualifications and how they inter-relate. We use SCQF terminology throughout this guide to refer to credits and levels. For further information on the SCQF visit the SCQF website at [www.scqf.org.uk](http://www.scqf.org.uk)

**SCQF credit points:** One SCQF credit point equates to 10 hours of learning. NQ Units at SCQF levels 2-6 are worth 6 SCQF credit points, NQ Units at level 7 are worth 8 SCQF points.

**SCQF levels:** The SCQF covers 12 levels of learning. National Qualification Group Awards are available at SCQF levels 2-6 and will normally be made up of National Units which are available from SCQF levels 2-7.

**Dedicated Core Skill Unit:** This is a Unit that is written to cover one or more particular Core Skills, eg National Units in Information Technology or Communications.

**Embedded Core Skills:** This is where the development of a Core Skill is incorporated into the Unit and where the Unit assessment also covers the requirements of Core Skill assessment at a particular level.

**Signposted Core Skills:** This refers to the opportunities to develop a particular Core Skill at a specified level that lie outwith automatic certification.

**Qualification Design Team:** The QDT works in conjunction with a Qualification Manager/Development Manager to steer the development of the National Certificate/National Progression Award from its inception/revision through to validation. The group is made up of key stakeholders representing the interests of centres, employers, universities and other relevant organisations.

**Consortium-devised National Certificates/National Progression Awards** are those developments or revisions undertaken by a group of centres in partnership with SQA.

## 10 Appendices

Appendix 1: Core Skills Information — Page 25

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# Appendix 1

## CORE SKILLS INFORMATION

The QDT were of the opinion that it was appropriate that the level for the IT Core Skill within the Units be at the same SCQF level as each of the awards. This gives candidates the opportunity to progress their Core Skills as they progress through the awards.

The QDT were also of the opinion that the Core Skills of Numeracy and Working with Others were not appropriate within the PC Passport awards. Employers state that skills in Problem Solving and Communication are desirable at all levels. It was not possible to embed these Core Skills although signposting has been included within the Units. The Core Skill should be at the same SCQF level as the Unit.

The Core Skill of IT, at appropriate levels, has been embedded in the following Units

- ◆ F1F8 10 PC Passport: *Introduction to IT Software and Presenting Information* (SCQF level 4)
- ◆ F1FC 11 PC Passport: *IT Software — Word Processing and Presenting Information* (SCQF level 5)
- ◆ F1FE 12 PC Passport: *Working with IT Software — Word Processing and Presenting Information* (SCQF level 6)

Market research shows that employers are expecting IT users to become proficient and self-reliant in the use of IT. The highest level of Core Skills is currently at Higher level. If a candidate was to progress to, and achieve PC Passport Advanced they would achieve the highest level of IT Core Skill currently available. Many of the candidates undertaking PC Passport may not have a Core Skills profile — candidates such as adult returners and school candidates in first, second and third years who have not yet been assessed for Core Skills.

The following table gives an overview of Core Skills included within the PC Passport awards.

AWARD	CORE SKILL	RECOMMENDED ENTRY LEVEL	EMBEDDED/SIGNPOSTED	EXIT LEVEL
PC PASSPRORT BEGINNER	IT	Access 3	embedded	Intermediate 1
	Communication	Access 3	aspects signposted refer to Unit D01B 10 Communications (Intermediate 1)	Intermediate 1
	Problem Solving	Access 3	aspects signposted refer to Unit D01E 10 Problem Solving (Intermediate 1)	Intermediate 1
PC PASSPRORT INTERMEDIATE	IT	Intermediate 1	embedded	Intermediate 2
	Communication	Intermediate 1	aspects signposted refer to Unit refer to Unit D01B 11 Communications (Intermediate 2)	Intermediate 2
	Problem Solving	Intermediate 1	aspects signposted refer to Unit D01E 11 Problem Solving (Intermediate 2)	Intermediate 2
PC PASSPRORT ADVANCED	IT	Intermediate 2	embedded	Higher
	Communication	Intermediate 2	aspects signposted refer to Unit refer to Unit D01B 12 Communications (Higher)	Higher
	Problem Solving	Intermediate 2	aspects signposted refer to Unit D01E 12 Problem Solving (Higher)	Higher

## Appendix 2

### GUIDANCE FOR CORE SKILLS

The IT Core Skill is embedded in the following Units:

- ◆ F1F8 10 *PC Passport: Introduction to IT Software and Presenting Information* (SCQF level 4)
- ◆ F1FC 11 *PC Passport: IT Software — Word Processing and Presenting Information* (SCQF level 5)
- ◆ F1FE 12 *PC Passport: Working with IT Software — Word Processing and Presenting Information* (SCQF level 6)

Signposting components of Problems Solving are included in the following Units:

- ◆ F1F8 10 *PC Passport: Introduction to IT Software and Presenting Information* (SCQF level 4)
- ◆ F1FC 11 *PC Passport: IT Software Word Processing and Presenting Information* (SCQF level 5)
- ◆ F1FB 11 *PC Passport: IT Software Spreadsheets and Database* (SCQF level 5)
- ◆ F1FA 11 *PC Passport: IT Systems* (SCQF level 5)
- ◆ F1FF 12 *PC Passport: Working with Internet and On-line Communications* (SCQF level 6)
- ◆ F1FE 12 *PC Passport: Working with IT Software — Word processing and Presenting Information* (SCQF level 6)
- ◆ F1FJ 12 *PC Passport: Working with IT Software— Spreadsheets and Database* (SCQF level 6)
- ◆ F1FG 12 *PC Passport: Working with Artwork and Imaging* (SCQF level 6)
- ◆ F1FH 12 *PC Passport: Working with IT Security for Users* (SCQF level 6)

Signposting components of Communications are included in the following Units:

- ◆ F1F8 10 *PC Passport: Introduction to IT Software and Presenting Information* (SCQF level 4)
- ◆ F1FC 11 *PC Passport: IT Software Word Processing and Presenting Information* (SCQF level 5)
- ◆ F1FB 11 *PC Passport: IT Software Spreadsheets and Database* (SCQF level 5)
- ◆ F1FD 11 *PC Passport: Internet and On-line Communications* (SCQF level 5)
- ◆ F1FF 12 *PC Passport: Working with Internet and On-line Communications* (SCQF level 6)
- ◆ F1FE 12 *PC Passport: Working with IT Software — Word processing and Presenting Information* (SCQF level 6)
- ◆ F1FJ 12 *PC Passport: Working with IT Software — Spreadsheets and Database* (SCQF level 6)
- ◆ F1FH 12 *PC Passport: Working with IT Security for Users* (SCQF level 6)