



Arrangements for:
**National Certificate in Digital Media
Computing at SCQF level 4**
Group Award Code: G8JM 44

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Acknowledgement

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

History of changes

It is anticipated that changes will take place during the life of the qualification, and this section will record these changes. This document is the latest version and incorporates the changes summarised below.

Version number	Description	Date
06	<p>Revision of Unit: F1KJ 11 Computing: Web Page Creation <i>has been revised by H613 45 Computing: Web Design Fundamentals and will finish on 31/07/2016.</i></p> <p>F181 11 Computing: Web Design Fundamentals <i>has been revised by H614 45 Computing: Website Graphics and will finish on 31/07/2016.</i></p> <p>DN81 11 Web Logs <i>has been revised by H60D 45 Web Logs and will finish on 31/07/2016.</i></p>	12/11/2014
05	<p>Revision of Unit: D321 11 Mathematics 1 <i>has been revised by H22F 75 Mathematics: Expressions and Formulae and will finish on 31/07/2016.</i></p> <p>D322 11 Mathematics 2 <i>has been revised by H22J 75 Mathematics: Applications and will finish on 31/07/2016.</i></p> <p>D323 11 Mathematics 3 <i>has been revised by H22G 75 Mathematics: Relationships and will finish on 31/07/2016.</i></p>	13/05/2014
04	Revision of Internet Safety (F0H5 10) (lapse date 31/07/2012, finish date 31/07/2014)	25/09/2012
03	Optional Units added	December 10
02	Recoding of Core Skills Units in Mandatory section and deletion/insertions of Units in Optional section.	September 09

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1 Introduction

This is the Arrangements Document for the *revised/new Group Award(s) in the National Certificate in Digital Media Computing, at SCQF Level 4, which was/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 National Certificate (NC) in Digital Media Computing is a Group Award that conforms to the specification for such awards published by SQA in December 2005. It replaces a Scottish Group Award in Computing and Information Technology, that was only available at Intermediate 2 level (SCQF level 5), with an award at each of SCQF levels 4 and 5. This provides a progression for candidates towards further study or to employment.

This award is at a number of levels with this being the lowest, ie SCQF level 4, and each award have the same size (12 credits) and structure: Each has 6 mandatory credits, covering a broad range of computer hardware, software and applications, including two Core Skills credits (communications and numeracy). There are no Graded Units in the award. The award framework provides a wide choice of optional Units to make up the requirement of 12 credits for the award, including computer hardware, computer software, computer troubleshooting, computer networks, office productivity applications, the Internet and the world-wide web, computer animation and the use of digital images, sound and video.

2 Rationale for the development of the Group Award(s)

The rationale for developing this National Certificate Digital Media Computing award is to address shortcomings in the current SQA provision at SCQF levels 4, and to provide colleges with a progressive set of awards more in tune with modern applications of computing and information technology both in the workplace and in social contexts.

Establishing the need for the qualification

In the early part of 2006 a Qualifications Development Team (QDT) was established to consider the extent and nature of provision of awards in computing and related topics at SCQF levels 2–6. The work of the QDT was informed by a range of considerations. These included: the current arrangements in Scotland's Colleges for non-advanced courses in computing and related topics; the future requirements of centres for courses in these areas, as expressed by heads of centre and course managers at both FE and HN level; the strategic plans of the computing and IT industry sector skills council, e-skills UK; the National Occupational Standards of e-skills and Skillset; and parallel developments in PC Passport and NPAs in computing topics. An Occupational Sector Qualifications Profile was also completed to establish current SQA provision, key competitor qualifications and consider developments and trends within the sector.

This work established that very few centres made use of the existing Scottish Group Award (SGA) in Computing and IT (Intermediate 2) to meet the needs of their learners. Instead they created programmes of study from existing Units in the SQA catalogue and Units or courses from other qualification providers. This provided centres with the flexibility they required to offer programmes that were at a level appropriate to their client groups and provided progression to a range of qualifications across business administration, computing and multimedia. However, centres were not wholly satisfied with their provision and used consultation events organised by the QDT to signal their requirement for qualifications that satisfied the following criteria:

- ◆ Qualifications that are credit-rated and meaningful
- ◆ Single qualification at each level to serve multiple progression routes
- ◆ All candidates should experience a broad-based mandatory core covering systems and applications
- ◆ All candidates should improve their Core Skills of communication and numeracy
- ◆ The framework should provide a range of optional Units, possibly organised in “clusters” for future NPA awards
- ◆ Courses that let candidates progress at their own pace (over 1 or 2 years)
- ◆ Courses that are flexible enough to let candidates change their mind about next course
- ◆ Content that develops the skills and knowledge to meet the needs of the labour market
- ◆ Content that reflects modern computing applications and excites the candidates’ interest

Other findings of the QDT established that employers are concerned that entrants to the labour market with these qualifications should be people who can work in teams and communicate well; apply their knowledge to new situations and have sound competence as IT Users. The sector skills council for the computing and IT industry (e-skills UK) publishes regular surveys showing trends in the industry and has also established the set of National Occupational Skills (NOS) standards for IT users. The content and coverage of the NOS reflects modern usage of IT in the workplace and confirms that the SQA catalogue requires expansion and updating. This was confirmed in a report commissioned by SQA and published in 2006.

Through its commitment to the principles of A Curriculum for Excellence the Scottish Executive has signaled its aspirations for all children and for every young person to become successful learners, confident individuals, responsible citizens and effective contributors to society and at work. By providing structure, support and direction to learning, the curriculum of these proposed awards should enable learners to develop these four capacities.

Furthermore, the Scottish Executive’s strategy for enterprise in education aims to help Scotland’s young people develop self-confidence, self-reliance and ambition to achieve their goals - in work and in life. In these awards, learners will be provided with real-world contexts to develop and practice many of the skills and qualities that will be indispensable to them in adult life and the world of work. They provide opportunities for enterprising attitudes to be developed.

A recent analysis of the Scottish IT job market (Garner/e-skills UK report on IT skills in Scotland, 2005) concluded that the IT industry in Scotland would have on-going demand for technical skills in system integration, networking, web design, security and IT architecture to support both custom development and package integration. It also identified a need for IT professionals to have broader business skills and an improved understanding of the sector they are working in. Companies were expecting that their IT users should increase their skills in IT productivity tools (ie office applications) to advanced levels. Importantly, IT users should develop the capacity to exploit IT rather than simply be users. Skills in accessing and analysing information need to be improved. These awards provide the opportunity for IT User skills to be developed, along with skills in accessing information and communicating it effectively using web technologies and networking.

Establishing the level(s) of the qualification

The work of the QDT in consultation with centres established that the main client group for Group Awards in computing and IT in centres was young persons who had recently left school.

A considerable proportion of these candidates had low levels of formal attainment at school. Another large group comprised mature adults seeking to change career direction or re-enter education. The characteristics of these groups are markedly different, but they shared the same goal of progressing to further study in computing or related IT areas. Centres characterised these candidates as operating largely at SCQF levels 4 and 5, with some progressing as far as SCQF level 6 in preparation for HN level study (SCQF level 7).

Very few centres offer provision for awards of this size (12 credits) at SCQF levels 4-6 on a part-time or flexible basis. Almost all candidates for existing programmes are full-time. However, PC Passport and equivalent qualifications (3-4 credits) are offered as part-time or flexible provision.

The QDT consulted with two centres who provided for candidates studying computing and IT Units at SCQF level 3 and below. The indication from these centres was that there was no requirement for Group Awards in computing and IT at these levels. They did, however, express a strong requirement for Units to be updated at the SCQF levels 3 and 4 and for the provision at these levels to be expanded.

A Group Award that meets the requirements

Structure and Content

This award is structured to have 6 Credits in the mandatory core so that the maximum flexibility allowed by the award rules is afforded to centres in designing their programmes of study. This flexibility is further enhanced by providing an extensive range of optional Units in: computer hardware, computer software, the internet and the world-wide web, computer networking, programming, computer animation, and digital media (images, audio, video). Consultation with centres on this proposed structure confirmed that this would meet the needs of colleges for flexibility.

This award has a mandatory core encompassing: computer systems (1 credit); office and personal productivity applications (1 credit); digital media elements for applications (1 credit); and PC Passport: Internet and on-line communication (1 credit). Again, consultation with centres confirms that this structure meets their needs for a broad-based mandatory core.

The award at each level contains two Core Skills in the mandatory core — communication and numeracy. These have been set at one level below the award level in recognition of the similar arrangement for the HN courses into which candidates might progress. Centres are encouraged to ensure that all candidates make progress in their Core Skills beyond those held on entry to the awards, and the normal rules for crediting Units in a hierarchy will apply. This meets the requirement expressed by centres but also acknowledges that employers have made communication skills one of their essential requirements.

The award rules require that at least 6 credits are at the level of the award (total 12 credits). This provides centres and candidates with the flexibility required to meet the needs of candidates in terms of level of demand. Consultation with centres has confirmed that this aspect of the award meets their requirements. The award at each level provides a wide choice of topics for candidates to study. These topics are available at each level, meeting the requirement for progression. Most of the Units have been created or updated from previous Units within the past year and reflect modern technology usage and practice, thus meeting a requirement expressed by both centres and employers.

The wide range of optional Units provides centres and candidates with the flexibility to tailor programmes of study in line with their preferred next steps. In particular, it meets the requirements of colleges that a single qualification can be used to provide progression to further study in areas such as computing, multimedia, networking, computer games and business IT.

The inclusion of PC Passport units within the award (both mandatory and optional) meets the needs of centres, candidates and employers to have certificated evidence that industry-recognised standards of competence are being reached.

The inclusion of optional Units that are incorporated in other NPA awards (ie Digital Literacy (SCQF level 3), Web Design: Fundamentals (SCQF level 5) and Internet Technology (SCQF level 4 and SCQF level 5)) meets the requirement of centres for optional Units to be capable of ‘clustering’ to allow candidates to achieve additional awards.

Level of the Group Award

The level of this National Certificate Digital Media Computing award at SCQF level 4 will meet the requirements of almost all candidates seeking to enter the suite of National Certificate in Digital Media Computing award. The flexibility allowed in the structure of the award will provide centres with the means of meeting the needs of individual learners.

The practical nature of the component Units and their relevance to modern technology usage will help centres engage and motivate the “difficult to teach” client groups that are often encountered at SCQF levels 4.

The provision of awards at SCQF levels 4 and 5 (with level 6 due within the year), and Units at SCQF levels 3–6 meet the requirements of candidates for an entry-level that matches their ability and for progression at an appropriate pace to further levels of study.

The inclusion of PC Passport and other NPAs in the award structure (See Appendix 1 National Progression Awards) will also encourage candidates who might wish to start their studies on a part-time or flexible basis. They can acquire a certificated award while building credits towards one of these Group Awards.

Overall, this award should be well suited to the following candidate groups: young persons entering after leaving school (often with low-attainment); mature adults returning to full-time study or preparing for a career change; mature adults who have previous experience of short IT courses and wish to extend their interest. There is nothing in the award structure or content that would provide artificial barriers to candidates with disabilities.

Requirements of the industry sector

The most relevant sector skills council (e-skills UK) has established standards for both IT professionals and for IT users. The NOS for IT Users are published at 3 skill levels, corresponding to N/SVQ levels 1, 2 and 3. These IT User standards cover the basic use and maintenance of computer systems, use of applications software, use of the Internet and e-mail and competence in evaluating and selecting IT applications. There are 14 separate areas of competence set out in the IT Users NOS (See Appendix 2 National Occupational Standards).

The mandatory core Units of the National Certificate awards make significant contributions towards the competences set out in these standards, although only a few single Units in the National Certificate Group Awards cover all of the knowledge and understanding, skills and techniques listed in the equivalent NOS area of competence. The Units which do are those in the PC Passport NPAs. While the NOS is of importance for candidates who take the National Certificate Group Awards, in preparing them to have the competences to use IT effectively in the workplace, these awards are not in themselves SVQs. These awards are intended to prepare candidates for progression to further levels of study and eventually into HN and degree-level study. While it is satisfying that they meet some of the requirements of the workplace as indicated in the table below, this is not the primary requirement for the awards.

The core Unit of the S/NVQ (named as the *ITQ* by e-skills UK) is *Make Selective Use of IT*. This is the ability to determine the appropriate use of IT in a variety of settings such as home, work, school or other environments. The National Certificate awards are designed to develop this set of competences through the four core Units of the awards.

Table of coverage of NOS areas of competence for mandatory Units in awards

Mandatory Units	SCQF level	Equivalent NOS area of competence	Coverage
Computer Systems	4	Operate a Computer	NOS level 1
Computer Systems	5	Operate a Computer	NOS level 2
Office and personal productivity software	4	Wordprocessing software Spreadsheet software Database software	NOS level 1 NOS level 1 NOS level 1
Office and personal productivity software	5	Wordprocessing software Spreadsheet software Database software	NOS level 2 NOS level 2 NOS level 2
PC Passport: Internet and online communications	4	Internet and intranets	NOS level 1
PC Passport: Internet and online communications	5	Internet and intranets	NOS level 2
Digital Media Elements for Applications	4	Specialist software	NOS level 1
Digital Media Elements for Applications	5	Specialist software	NOS level 2

Relationship to other SQA awards

This award is one of the suite replacing the SGA in Computing and IT (Intermediate 2). They will provide an entry point to qualifications in computing and IT and a pathway of progression towards a range of HN awards in computing related areas. The design of these awards has been influenced by the particular set of awards available at the time of writing. These are:

- ◆ HNC Computer Games Development
- ◆ HNC/HND Computing
- ◆ HNC/D Interactive Multimedia Creation
- ◆ HNC/D Multimedia Computing
- ◆ HNC/D Multimedia: Web Development
- ◆ HND Multimedia Computing
- ◆ HNC Computing Networking and HND Computer Networking
- ◆ HNC/D Information Technology
- ◆ HNC Interactive Media (HND award in development)

There are existing NQ courses in *Computing Studies*, *Computing*, and *Information Systems* at SCQF levels 4 — (Intermediate 1 – Advanced Higher). The Units within these qualifications were revised within the past 2 years and have considerable popularity in Scottish secondary schools. These Units have been also used by FE presenting centres in the full-time programmes that they have devised at SCQF levels 4 and 5. What distinguishes the Units within the National Certificate Group Award from these is that the new National Certificate award Units are focused on a practical approach to acquiring the knowledge and understanding, skills and competences.

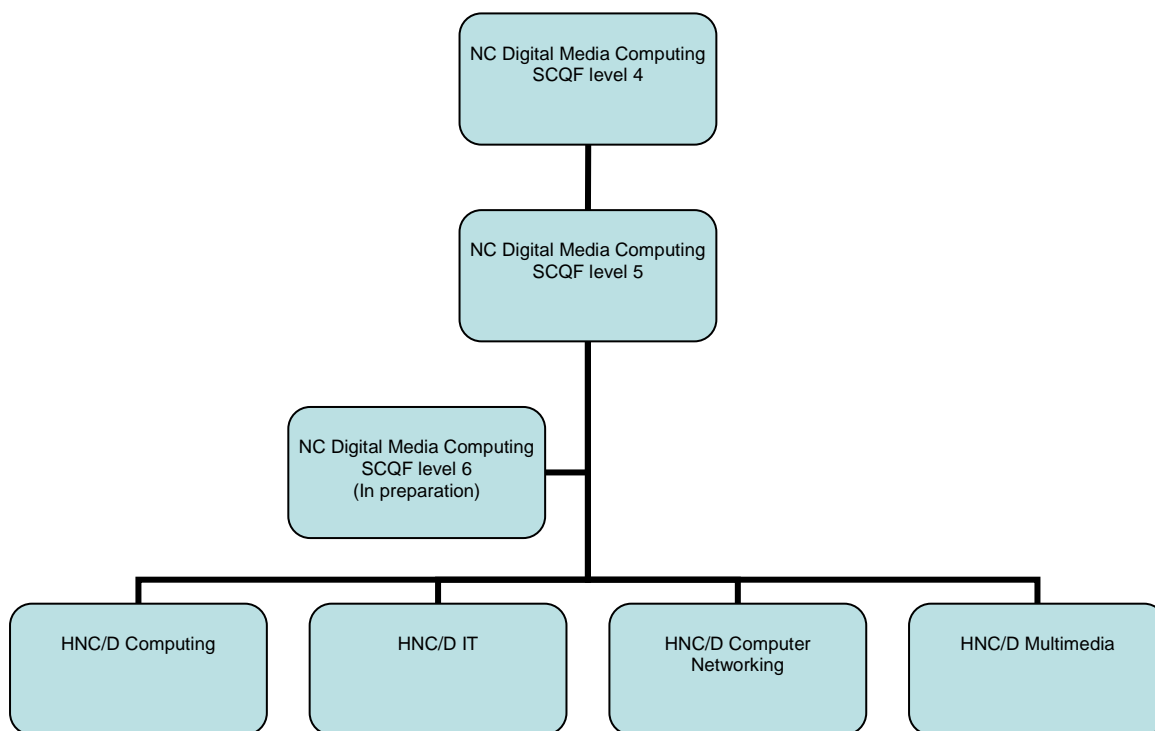


Diagram showing possible progression routes from the National Certificate course

This award also have a close relationship to NPA awards in PC Passport (SCQF level 4, 5 and 6), Digital Literacy (SCQF level 3), Internet Technology (SCQF level 4 and 5) and Web Design: Fundamentals (SCQF level 5) as the component Units of these awards are included in the National Certificate award framework. A candidate may have the opportunity of gaining these as additional awards through careful choice of optional Units within the National Certificate Group Award (or outwith the National Certificate Group Award in full-time programmes that encompass more than 12 credits). These inter-relationships are expressed in diagrammatic form in Appendix 3 — Diagram of Awards.

There are no close equivalent SGA awards in other areas such as Business IT or Multimedia.

Level at which awards are set

The process of writing new Units was systematic and exhaustive to ensure that there was a close correspondence with the descriptive elements of the SCQF framework. Particular care was taken to allow clear progression between the levels of this award, at SCQF levels 4, 5 and 6, without over-extending candidates at the highest level in the framework. Units were subject to specialist editing as well as the technical editing and operational validation.

Recognition by professional bodies

There is no requirement for this award to have professional body recognition.

3 Aims of the Group Award(s)

The main aim of this new award was to include the SSC requirement and provide a vehicle for candidates to progress to a higher SCQF level. As research was carried out and the award was being developed it became apparent that there were numerous challenges that required to be addressed.

3.1 Principal aims of the Group Award(s)

This award, at SCQF level 4 along with the award at SCQF level 5, replaces the Scottish Group Award in Computing and IT at Intermediate 2 (SCQF level 5).

The aims of these awards are to:

- ◆ Develop candidates' knowledge of a range of contemporary applications of computing and digital media in current use
- ◆ Develop candidates' knowledge of a range of different software applications and their competence in selecting and using them to complete tasks
- ◆ Develop candidates' knowledge of the intranet and the Internet and skills in acquiring and evaluating information from this source
- ◆ Develop candidates' creativity and communication skills through knowledge of digital media creation and design processes
- ◆ Develop candidates' Core Skills in information technology, communication, numeracy and problem solving
- ◆ Provide candidates with opportunities for specialisation in areas of computing applications
- ◆ Prepare candidates for progression to further study in computing or related disciplines or to related employment in junior posts
- ◆ Enhance the knowledge and competencies of candidates who already have experience gained in the workplace
- ◆ Develop candidates personal qualities and attributes essential for success in working life, including employability skills
- ◆ Develop candidates vocational skills relating to the National Occupational Standards for IT Users.
- ◆ Enable candidates to progress within the SCQF

The suite of National Certificate in Digital Media Computing awards are broad in scope so as not to place any limitations on how candidates might develop or progress to other awards.

This award will meet these aims by ensuring through a mandatory core that all candidates will develop knowledge and competence in computer systems, office and productivity applications, the Internet and the creation and use of digital media. The inclusion of discrete Units of communications and numeracy in the core meets the aims for these two Core Skills, while the other Core Skills of Using IT and Problem Solving are either embedded or signposted in most of the Units of the awards. The aim of providing scope for candidates is met through the wide range of optional Units in the framework, and the inclusion of Units from SCQF level 3 through to SCQF level 6 provides progression within the SCQF framework.

A candidate attaining a National Certificate in Digital Media Computing at SCQF level 4 award will have secured 72 SCQF points, at least 36 of which will be at level 4. This represents significant levels of achievement by the candidate.

3.2 General aims of the Group Award(s)

The general aim of this award is to produce a robust qualification that allows a candidate to enter the vocational education and centres to provide a solid grounding to candidates. This is achieved by:

- ◆ Producing specialist ASPs for centres
- ◆ To produce a flexible award that is appropriate for a variety of delivery modes
- ◆ To address predicted skills gaps and requirements of IT until 2012
- ◆ To ensure that candidates gain appropriate knowledge and understanding in all Units
- ◆ To allow a candidate to progress to a selection of different HN awards

3.3 Target groups

The rationale for developing these National Certificate Digital Media Computing awards is to address shortcomings in the current SQA provision at SCQF levels 4 and to provide colleges with a progressive set of awards more in tune with modern applications of computing and information technology both in the workplace and in social contexts.

The age range of candidates is from young secondary education and adult learners, in the community and FE. The flexibility allowed in the structure of the awards will provide centres with the means of meeting the needs of individual learners. The practical nature of the component Units and their relevance to modern technology usage will help centres engage and motivate the 'difficult to teach' client groups that are often encountered at SCQF levels 4 and 5.

The provision of awards at SCQF levels 4 and 5, and Units at SCQF levels 3–6 meet the requirements of candidates for an entry-level that matches their ability and for progression at an appropriate pace to further levels of study.

The inclusion of PC Passport and other NPAs in the award structure will also encourage candidates who might wish to start their studies on a part-time or flexible basis. They can acquire a certificated award while building credits towards one of these Group Awards.

Overall, these awards should be well suited to the following candidate groups: young persons entering after leaving school (often with low-attainment); mature adults returning to full-time study or preparing for a career change; mature adults who have previous experience of short IT courses and wish to extend their interest. There is nothing in the award structure or content that would provide artificial barriers to candidates with disabilities.

3.4 Employment opportunities

The majority of candidates undertaking this award are looking to improve their skills in computing, multimedia, networking, computer games and business IT using this award as a stepping stone for progression and articulation to the next level. Many centres will use this award to address the needs of the 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.

4 Access to Group Award(s)

Access to the qualification is at the discretion of the centre.

5 Group Award(s) structure

All Units are mandatory within the National Certificate in Digital Media Computing at SCQF level 4.

5.1 Framework

The National Certificate Digital Media Computing award at SCQF level 4 consist of 12 credits (72 SCQF points). There are 6 mandatory credits (36 SCQF points) as set out in the table below. A wide range of optional Units are available from this award, either developed for this award or drawn from other awards.

Candidates will be awarded a National Certificate in Digital Media Computing at SCQF level 4 on successful completion of a total of 12 SQA credits. **The conditions to gain the award require the candidate to have 6 Units at the level of the award.**

Mandatory Units (Table 1)

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
Computing: Office and Personal Productivity Applications	F1K6 10	6	4	1
Computing: Computer Hardware and Systems	F1K2 10	6	4	1
Computing: Digital Media Elements for Applications	F1JM 10	6	4	1
Digital Numeracy	F1L1 09	6	3	1
Digital Communication Methods	F1KY 09	6	3	1

The tables below show the set of optional Units from which candidates may select to make up the balance of SCQF points required for the award. A candidate may choose, as one of their options, only one Unit from Table 2 (Mathematics Units). The remainder, or all of their optional Units, will be selected from Table 3 (Other Optional Units). It is necessary for a candidate to select 2 credits at level 4 in order to achieve the conditions of this award from Tables 2 and 3.

The conditions to gain the award require the candidate to have 6 Units at the level of the award in total.

Optional Units (Table 2)

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Core Mathematics 2	E9XD 10	6	4	1
Core Mathematics 3	D11T 10	6	4	1
Core Mathematics 4	D11V 11	6	5	1
Mathematics: Analysis/Algebra 1	D11W 11	6	5	1
Mathematics: Analysis/Algebra 2	ED51 12	6	6	1
*Mathematics: Expressions and Formulae	H22F 75	6	5	1
*Mathematics: Applications	H22J 75	6	5	1
*Mathematics: Relationships	H22G 75	6	5	1

*Refer to history of changes for revision details.

Optional Units (Table 3)

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Digital Computing	F1L2 09	6	3	1
Basic Information and Communication Technology (ICT) Skills	DW7H 10	6	4	1
Business Information and ICT	DV4J 10	6	4	1
*Internet Safety	H1F6 10	6	4	1
Enterprise Activity	D36N 10	6	4	1
Digital Media: Still Images Acquisition	F1JY 10	6	4	1
Digital Media: Video Acquisition	F1JW 10	6	4	1
Digital Media: Audio Acquisition	F1JT 10	6	4	1
Computer Games: Digital Gaming Design	F1K4 10	6	4	1
Problem Solving	F3GD 10	6	4	1
Computing: Programming in a High-level Language – Fundamentals	F1K0 10	6	4	1
Computer Control Systems	D970 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
Computer Games: Design	F915 10	6	4	1
Computer Games: Media Assets	F916 10	6	4	1
Computer Games: Development	F917 10	6	4	1
Digital Culture: Social Software	F81P 10	6	4	1
Multimedia Computing: Introduction to Digital Photography	D0F7 11	6	5	1
Creative Thinking and Goal Setting	DV91 11	6	5	1
Enterprise Activity	D36N 11	6	5	1
*Weblogs	H60D 45	6	5	1

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Social Software	DW7J 11	6	5	1
Information Literacy Skills	F1P3 11	6	5	1
Digital Media: Still Images Editing	F1KW 11	6	5	1
Digital Media: Video Editing	F1KV 11	6	5	1
Digital Media: Audio Editing	F1KT 11	6	5	1
Computer Games: Digital Games Design	F1R2 11	6	5	1
Computing: Troubleshoot and Secure IT Systems	F1KD 11	6	5	1
Computing: Install and Maintain Computer Software	F1KP 11	6	5	1
Computing: Install and Maintain Computer Hardware	F1KF 11	6	5	1
*Computing: Web Design Fundamentals	H613 45	6	5	1
Computing: Website Design and Development	F182 11	6	5	1
Computing: Interactive Multimedia for Website Design	F180 11	6	5	1
*Computing: Website Graphics	H614 45	6	5	1
Computing: Animation Fundamentals	F1KB 11	6	5	1
Software Development (Intermediate 2)	DF2Y 11	6	5	1
Computing: Computer Networking Fundamentals	F1KH 11	6	5	1
Introduction to Computer Animation	D6RC 11	6	5	1
PC Passport: IT Software Word Processing and Presenting Information	F1FC 11	6	5	1
PC Passport: IT Software Spreadsheet and Database	F1FB 11	6	5	1
PC Passport: IT Systems	F1FA 11	3	5	0.5
Problem Solving	F3GD 11	6	5	1
Software Development (Higher)	DF2Y 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 Spreadsheet and Database	F1FJ 12	6	6	1
PC Passport: Working with IT Security for Users	F1FH 12	3	6	0.5
PC Passport: Working with Artwork and Imaging	F1FG 12	3	6	0.5

*Refer to history of changes for revision details

5.2 Mapping information

The National Occupational Standards (NOS) for IT Users comprises 14 elements. Within the National Certificate in Digital Media Computing suite of awards there are a few Units that map directly to these elements. More generally, candidates will develop competences in the use of computer systems and applications software that are consistent with the tenor of the NOS elements, even if not directly mapping to them. As a result, candidates completing these awards will be well placed to demonstrate good levels of IT User skills on entering the workplace. For the small number of digital media Units in the awards, the knowledge and skills developed are also broadly in line with the appropriate national occupations standards of the creative and media industries.

5.3 Articulation, professional recognition and credit transfer

Level of the Group Awards

The levels chosen for these National Certificate Digital Media Computing awards, SCQF levels 4 and 5 (SCQF level 6 under development), will meet the requirements of almost all candidates seeking to enter the award(s). The flexibility allowed in the structure of the awards will provide centres with the means of meeting the needs of individual learners.

The practical nature of the component Units and their relevance to modern technology usage will help centres engage and motivate the ‘difficult to teach’ client groups that are often encountered at SCQF levels 4 and 5.

The provision of awards at SCQF levels 4 and 5, and Units at SCQF levels 3–6 meet the requirements of candidates for an entry-level that matches their ability and for progression at an appropriate pace to further levels of study.

The inclusion of PC Passport and other NPAs in the award structure will also encourage candidates who might wish to start their studies on a part-time or flexible basis. They can acquire a certificated award while building credits towards one of these Group Awards.

Overall, these awards should be well suited to the following candidate groups: young persons entering after leaving school (often with low-attainment); mature adults returning to full-time study or preparing for a career change; mature adults who have previous experience of short IT courses and wish to extend their interest. There is nothing in the award structure or content that would provide artificial barriers to candidates with disabilities.

Requirements of the industry sector

The most relevant sector skills council (e-skills UK) has established standards for both IT professionals and for IT users. The NOS for IT Users are published at three skill levels, corresponding to N/SVQ levels 1, 2 and 3. These IT User standards cover the basic use and maintenance of computer systems, use of applications software, use of the Internet and e-mail and competence in evaluating and selecting IT applications. There are 14 separate areas of competence set out in the IT Users NOS (See Appendix 2).

The mandatory core Units of the National Certificate in Digital Media Computing awards make significant contributions towards the competences set out in these standards, although only a few single Units in the National Certificate Group Awards cover all of the knowledge and understanding, skills and techniques listed in the equivalent NOS area of competence. The Units which do are those in the PC Passport NPAs (see Appendix 4 — PC Passport Mapping, Articulation, Professional Recognition and Credit Transfer). While the NOS is of importance for candidates who take the National Certificate Group Awards, in preparing them to have the competences to use IT effectively in the workplace, these awards are not in themselves SVQs. These awards are intended to prepare candidates for progression to further levels of study and eventually into HN and degree-level study. While it is satisfying that they meet some of the requirements of the workplace as indicated in the table below, this is not the primary requirement for the awards.

The core Unit of the S/NVQ (named as the ITQ by e-skills UK) is *Make Selective Use of IT*. This is the ability to determine the appropriate use of IT in a variety of settings such as home, work, school or other environments. The National Certificate awards are designed to develop this set of competences through the four core Units of the awards.

Table of coverage of NOS areas of competence for mandatory Units in awards

Mandatory Units	SCQF level	Equivalent NOS area of competence	Coverage
Computer Systems	4	Operate a Computer	NOS level 1
Computer Systems	5	Operate a Computer	NOS level 2
Office and personal productivity software	4	Wordprocessing software	NOS level 1
		Spreadsheet software	NOS level 1
		Database software	NOS level 1
Office and personal productivity software	5	Wordprocessing software	NOS level 2
		Spreadsheet software	NOS level 2
		Database software	NOS level 2
PC Passport: Internet and online communications	4	Internet and intranets	NOS level 1
PC Passport: Internet and online communications	5	Internet and intranets	NOS level 2
Digital Media Elements for Applications	4	Specialist software	NOS level 1
Digital Media Elements for Applications	5	Specialist software	NOS level 2

Relationship to other SQA awards

The suite of National Certificate in Digital Media Computing awards replaces the SGA in Computing and IT (Intermediate 2). They will provide an entry point to qualifications in computing and IT and a pathway of progression towards a range of HN awards in computing related areas. The design of these awards has been influenced by the particular set of awards available at the time of writing. These are:

- ◆ HNC Computer Games Development
- ◆ HNC/HND Computing
- ◆ HNC/D Interactive Multimedia Creation
- ◆ HNC/D Multimedia Computing: Web Development and HND Multimedia Computing
- ◆ HNC Computing Networking and HND Computer Networking
- ◆ HNC/D Information Technology
- ◆ HNC Interactive Media (HND award in development)

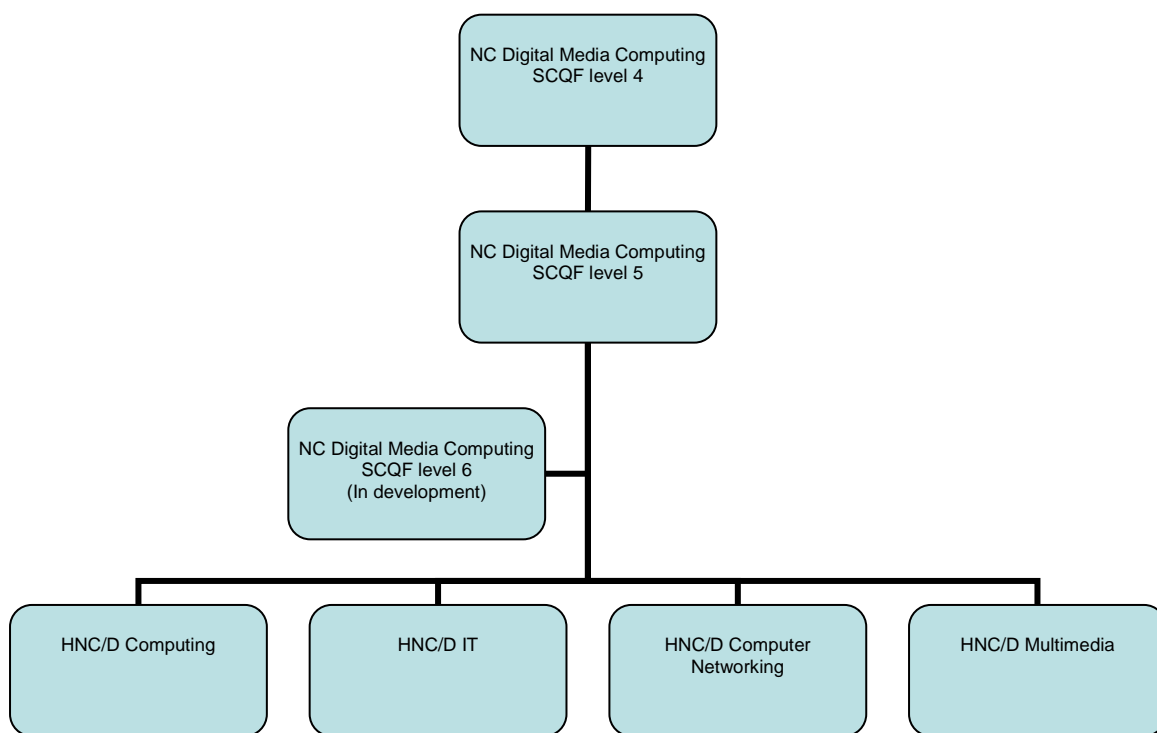


Diagram showing possible progression routes from the National Certificate course

The suite of National Certificate in Digital Media Computing awards also have a close relationship to NPA awards (See Appendix 1) in PC Passport (SCQF levels 4, 5 and 6), Digital Literacy (SCQF level 3), Internet Technology (SCQF level 4 and 5) and Web Design: Fundamentals (SCQF level 5) as the component Units of these awards are included in the National Certificate award framework. A candidate may have the opportunity of gaining these as additional awards through careful choice of optional Units within the National Certificate Group Award (or outwith the National Certificate Group Award in full-time programmes that encompass more than 12 credits).

There are no close equivalent SGA awards in other areas such as Business IT or Multimedia.

6 Approaches to delivery and assessment

The structure of this award provides centres with a high degree of flexibility in their delivery, while retaining a basic core which will ensure that all successful candidates develop knowledge and competences relevant to the various progression routes available to them.

Content and context

This Group Award provides a progression from basic skills in computing and IT, such as might be possessed by a school leaver or an adult returner, towards a level of knowledge and understanding and skills that would prepare the candidate for further study in computing and related subjects. The availability of a wide range of options Units at SCQF levels 4, 5 and 6 provides candidates with the opportunity to additionally progress in selected subjects such as computer networking, software development, digital media or computer gaming.

Almost all Units in the award are largely practical in nature. The underpinning knowledge and understanding for the Unit is drawn together in a single Outcome, while the other three or more Outcomes in the Unit will require performance or product evidence, placing the focus on candidate activity.

The National Occupational Standards (NOS) for IT Users comprises 14 elements. Within the Group Award there are a few Units that map directly to these elements. More generally, candidates will develop competences in the use of computer systems and applications software that are consistent with the tenor of the NOS elements, even if not directly mapping to them. As a result candidates completing the National Certificate in Digital Media awards will be well placed to demonstrate good levels of IT User skills on entering the workplace. For the small number of digital media Units in the awards, the knowledge and skills developed are also broadly in line with the appropriate national occupations standards of the creative and media industries.

Delivery and assessment

These Group Awards can be offered in the following modes:

- ◆ Full-time; full-time fast-track; part-time (day or evening); distance or open learning
- ◆ A combination of modes such as part-time study with some open-learning provision

Centres can manage the order of delivery as appropriate to suit local requirements of staffing and timetabling, but it is recommended that the internet mandatory Unit should be delivered early to encourage candidates to take full advantage of information available on the internet to support the remainder of their studies. An exemplar delivery schedule is shown below (for an SCQF level 4 programme orientated towards interests in computing) with it being based on 3-block delivery (3 x 13 weeks).

Block 1 (delivers 5 credits. 3 at level 4, 2 at level 3)

F1F9 10	PC Passport: Introduction to the Internet and On-line Communications (SCQF level 4)
F1K2 10	Computing: Computer Hardware and Systems (SCQF level 4)
F1L1 09	Digital Numeracy (SCQF level 3)
F1KY 09	Digital Communication Methods (SCQF level 3)
F1K6 10	Computing: Office and Personal Productivity Applications (SCQF level 4)

Block 2 (delivers 4 credits: 1 at level 5, 3 at level 4)

F1JM 10	Computing: Digital Media Elements for Applications (SCQF level 4)
F0H5 10	Internet Safety (SCQF level 5)
F1JY 10	Digital Media: Still Images Acquisition (SCQF level 4)
F1JT 10	Digital Media: Audio Acquisition (SCQF level 4)

Block 3 (delivers 3 credits: 1 at level 5, 2 at level 4)

F1JW 10	Digital Media: Video Acquisition (SCQF level 4)
F1K4 10	Computer Games: Digital Gaming Design (SCQF level 4)
F1P3 11	Information Literacy Skills (SCQF level 5)

Total = 12 credits. 2 at level 5, 8 at level 4, 2 at level 3

Award = National Certificate Digital Media Computing (SCQF level 4)

Note: A candidate taking this selection of Units as part of the National Certificate in Digital Media Computing at SCQF level 4 would also achieve the NPA in Internet Technology at SCQF level 4

Note: In most full-time non-advanced programmes, centres will deliver 6 credits per block. Centres can draw from other Units in the options list or any other Units as suits the client group.

Most of the Units in these awards are assessed through a blend of written and/or oral recorded evidence and performance and product evidence. Knowledge and understanding are almost always assessed under controlled, supervised conditions, using an instrument of assessment that provides opportunities for the Outcome to be fulfilled by means of sampling across the range of the content of the Outcome. Where re-assessment is required a different sample from the range of mandatory content is taken. Achievement is decided by use of a cut-off score. Where performance evidence is required, such as creating digital media elements, or building a computer network, a combination of candidate activity log and assessor checklist will be sufficient to determine achievement. In most cases assessors will also be determining whether the activities carried out by the candidate were safe, legitimate and effective. At SCQF level 4 the balance is towards practical work for assessment purposes. Opportunities exist for the integration of assessment for mandatory Units that have some overlap with the core Units.

Coherence of the Group Awards

In this award there are key themes relating to computer hardware and computer software and applications that will promote a coherent view of computing and IT for the candidate. They will learn how computer hardware, operating systems and applications software interrelate to provide a range of solutions for common problems in education, the workplace and in social contexts. The emphasis on practical work in most Units will provide teaching staff with opportunities to demonstrate the connections between the various aspects of computing in the award. In particular, the digital media Units adopt a common format across the elements of designing, planning and implementing.

e-assessment and e-learning

The design for almost all Units in the award requires that evidence of knowledge and understanding of key concepts and processes is obtained through a written test. This assessment process is therefore amenable to on-line assessment (or e-assessment) and centres are encouraged to adopt this approach wherever possible. In cases where performance and product evidence is required, the usual checklists and proforma(s) could be substituted by electronic versions and candidates products and progress reports stored in the form of an e-portfolio. As this technology develops centres are encouraged to adopt any such arrangements that SQA may put in place for securing and authenticating this evidence.

At the time of writing, there are already several areas of this award where vendor-donated curriculum support materials are available in electronic formats. These include materials from: Microsoft, Adobe and Serif. This will provide materials suitable for on-line access in whatever form centres may judge appropriate (for example, through a college VLE). Centres are encouraged to make e-learning an integral part of their delivery of the National Certificate in Digital Media Computing awards, preparing candidates for independence in their learning and for learning through their lifetime. However, given the largely practical nature of almost all of the mandatory and optional Units, and the requirement that all candidate performance and product evidence should be authenticated by the assessor, it is unlikely that any significant proportion of this award could be solely delivered by e-learning.

Core Skills

The arrangements for Core Skills delivery, particularly in communication and in numeracy, vary considerably from centre to centre. Centres should have the flexibility to deploy college-wide strategies in support of their candidates to ensure that wherever possible all candidates have the opportunity to make further progress in their Core Skills at entry, while ensuring that all have the minimum required for success in the award. In the design of the awards, every attempt has been made to provide opportunity for developing communication and numeracy Core Skills in a computing context. At SCQF level 4 the Unit F1L1 09 *Digital Numeracy* provides the requisite level of numeracy Core Skill, while the Unit F1KY 09 *Digital Communication Methods* provides the same for the communication Core Skill.

At SCQF levels 4, the Core Skill of Using IT is provided through successful completion of the mandatory Unit F1K6 10 *Computing: Office and Productivity Applications*. This Core Skill is also carried at SCQF level 4 by the option Unit F1F8 10 *PC Passport: Introduction to IT Software and Presenting Information*.

The awards provide opportunity for candidates to make progress in relation to the remaining Core Skill of Problem Solving. Four of the Units in the options list will provide the Core Skill of Problem Solving through successful completion of the Unit. These are: F182 11 *Computing: Web Design and Development* (at SCQF level 4) and F180 11 *Computing: Interactive Multimedia for Website Development* (at SCQF level 4).

Although there are no Units in this award which explicitly carry the Core Skill of Working with Others, it is clear that the nature of the practical work that permeates these awards will provide ample opportunity for collaboration to take place. These opportunities are clearly signposted in the Unit specifications, and are listed in the tables that follow.

Core Skills NC Digital Media Computing SCQF level 4

Core Skill	Level at entry	Level on completion	Means of delivery
Communication	Access 3	Access 3	Mandatory Unit: F1KY 09 Digital Communications Methods (embedded)
Numeracy	Access 3	Access 3	Mandatory Unit: F1L1 09 Digital Numeracy (embedded)
Problem solving	Access 3	Intermediate 2 Intermediate 1	Optional Unit: D01E 10 Problem Solving (embedded) Optional Units: F1JY 10 Digital Media: Still Images Acquisition (signposted) F1JW 10 Digital Media: Video Acquisition (signposted) F1JT 10 Digital Media: Audio Acquisition (signposted) F1KD 11 Computing: Troubleshoot & Secure IT systems (signposted) F1KP 11 Computing: Install and Maintain Computer Software (signposted) F1KF 11 Computing: Install and Maintain Computer Hardware (signposted) F1KJ 11 Computing: Web Page Creation (signposted) F182 11 Computing: Web Design and Development (embedded) F180 11 Computing: Interactive Multimedia for Website Development (embedded) F1FB 11 Computing: Animation Fundamentals (signposted) F1KH 11 Computing: Computer Networking Fundamentals (signposted)
Working with Others	Access 3	Intermediate 1	Optional Unit: Not included at this level
IT	Access 3	Intermediate 1	Mandatory Unit: F1K6 10 Computing: Office and Personal Productivity Applications (embedded)

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).

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).

8 General information for candidates

The National Certificate in Digital Media Computing award at SCQF levels 4 is intended to prepare candidates for progression to further study in computing and IT subjects. The award is a broadly-based award that provides a foundation in the knowledge and skills of computing and IT that will be necessary for those intending to later specialise in aspects of computing or related subjects. Candidates will become competent in selecting and using computer systems and applications to find solutions to problems, and in acquiring and evaluating information from the Internet. The inclusion of computer hardware and multimedia topics in the core of the award ensures that candidates will develop skills relevant for the modern age. The awards help ensure that candidates have skills that are currently in demand by employers by working closely to the National Occupational Standards for IT Users.

Both awards are made up of a set of core (mandatory) Units that all candidates will have to achieve and a wide range of optional Units to allow programmes to be tailored to meet individual requirements. The mandatory computing and IT subjects are: Computer Hardware and Systems; Office and Personal Productivity Applications; Digital Media Elements; Internet and On-line Communications. It is also mandatory that the candidate achieves a minimum level in the Core Skills of communication and numeracy. These are deemed essential for progress in further study and are demanded by employers. The 6 mandatory Units must be passed for success in the award.

The optional part of these awards offers a wide range of Units (some 45 in total) from SCQF level 3 (Access 3) to SCQF level 6 (Higher). The range of topics offered includes:

- ◆ computer hardware and software
- ◆ computer networking
- ◆ web design and development
- ◆ computer games
- ◆ computer animation
- ◆ digital media (still image, video, audio)
- ◆ programming and software development
- ◆ business IT (wordprocessing, spreadsheets, database, presentation)

These Units all provide candidates with opportunities to develop the Core Skills of problem-solving and working with others, along with transferable skills of enterprise and employability.

An appropriate choice of optional Units should help candidates to prepare for progression to HN level awards in:

- ◆ Computing
- ◆ Information Technology
- ◆ Networking
- ◆ Multimedia
- ◆ Interactive Media
- ◆ Computer Games Development

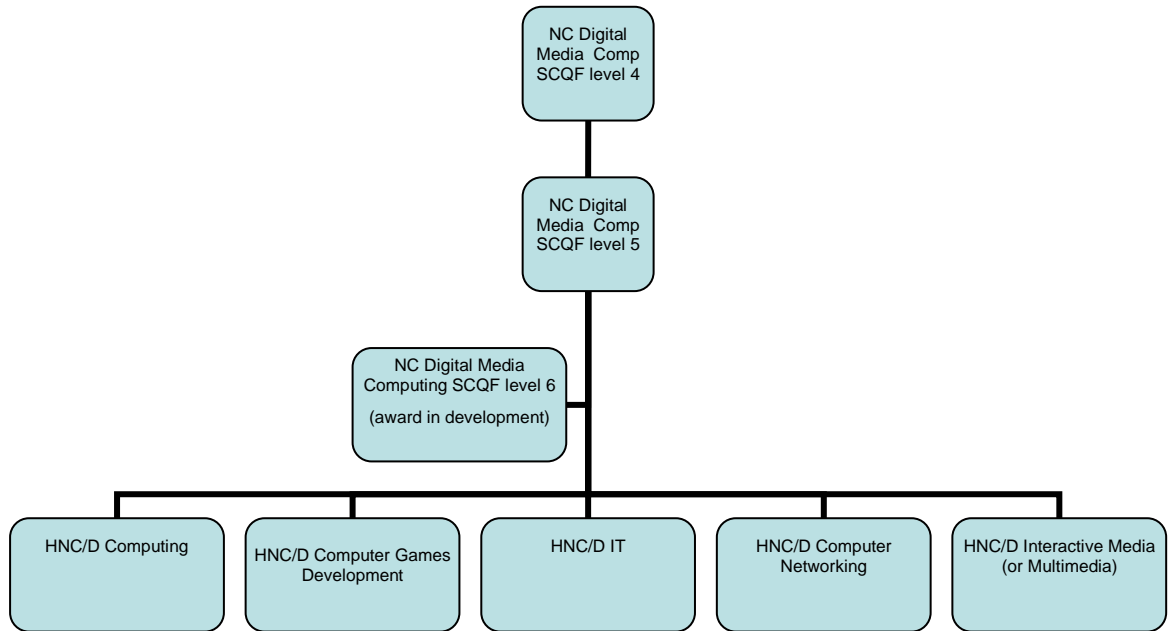
Each presenting centre will offer advice to candidates on what these appropriate choices are for progression.

Candidates should expect to be given some independence in their learning, with extensive use being made of resources available through the Internet. New concepts or skills will be taught or demonstrated in the classroom, with candidates further developing their knowledge through research and analysis, and their skills through practical work. In some topics, teaching staff will provide e-learning resources so that learning can take place to suit the candidate. Working in groups or teams will be encouraged.

These awards are intended to be as practical as possible, while developing underpinning knowledge and understanding. As a result, the assessment activities within the award will centre around a range of practical activities, involving the use of computer hardware and software. Considerable use will be made of a specification (or brief) for which the candidate will be required to design and/or implement a computer-based solution. Assessors will use checklists and/or evaluation forms to record candidates' progress. The knowledge Outcomes of a Unit will usually be assessed through a short test conducted under closed-book conditions (typically 20 questions in 45 minutes). These tests may be administered on-line (computer-based assessment). Re-assessment of a test will be a similar (but different) test. Re-assessment of practical work will usually involve a re-working of the practical activity to meet the required standard.

Progression pathways

Progression within these awards is described in the diagram below:



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

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

See following pages for appendices.

Appendix 1: National Progression Awards

Appendix 2: National Occupational Standards (IT Users)

Appendix 3: Diagram of Awards

Appendix 4: PC Passport Mapping, Articulation, Professional Recognition and Credit Transfer

Appendix 1: National Progression Awards

G8H7 44 — PC Passport: Beginner @ SCQF level 4

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

G8H9 45 — PC Passport: Intermediate @ SCQF level 5

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

G8HA 46 — PC Passport: Advanced @ SCQF level 6

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

G8HE 43 — NPA in Digital Literacy @ SCQF level 3

	Hours	Credit value
F1L2 09 Digital Computing	40	1
F1KY 09 Digital Communication Methods	40	1
F1L1 09 Digital Numeracy	40	1

G8HC 44 — NPA in Internet Technology @ SCQF level 4

	Hours	Credit value
F1F9 10 PC Passport: Introduction to the Internet and On-line Communications	40	1
F1P3 11 Information Literacy Skills	40	1
F0H5 10 Internet Safety	40	1

G8H8 45 — NPA in Internet Technology @ SCQF Level 5

	Hours	Credit value
F1FD 11 PC Passport: Working with the Internet and On-line Communications	40	1
DW7J 11 Social Software	40	1
DN81 11 Weblogs	40	1

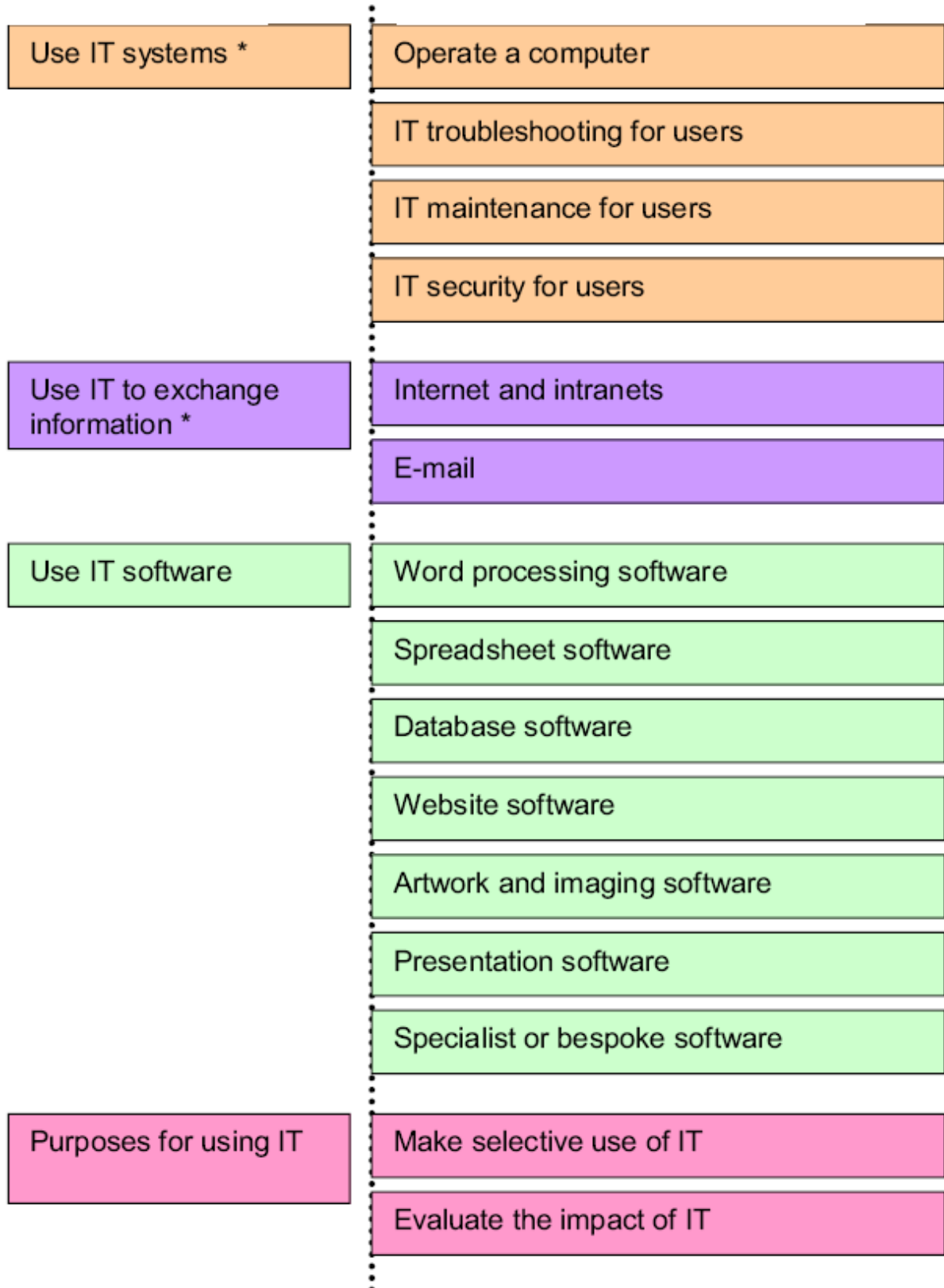
G8HD 45 in Web Design Fundamentals @ SCQF level 5

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

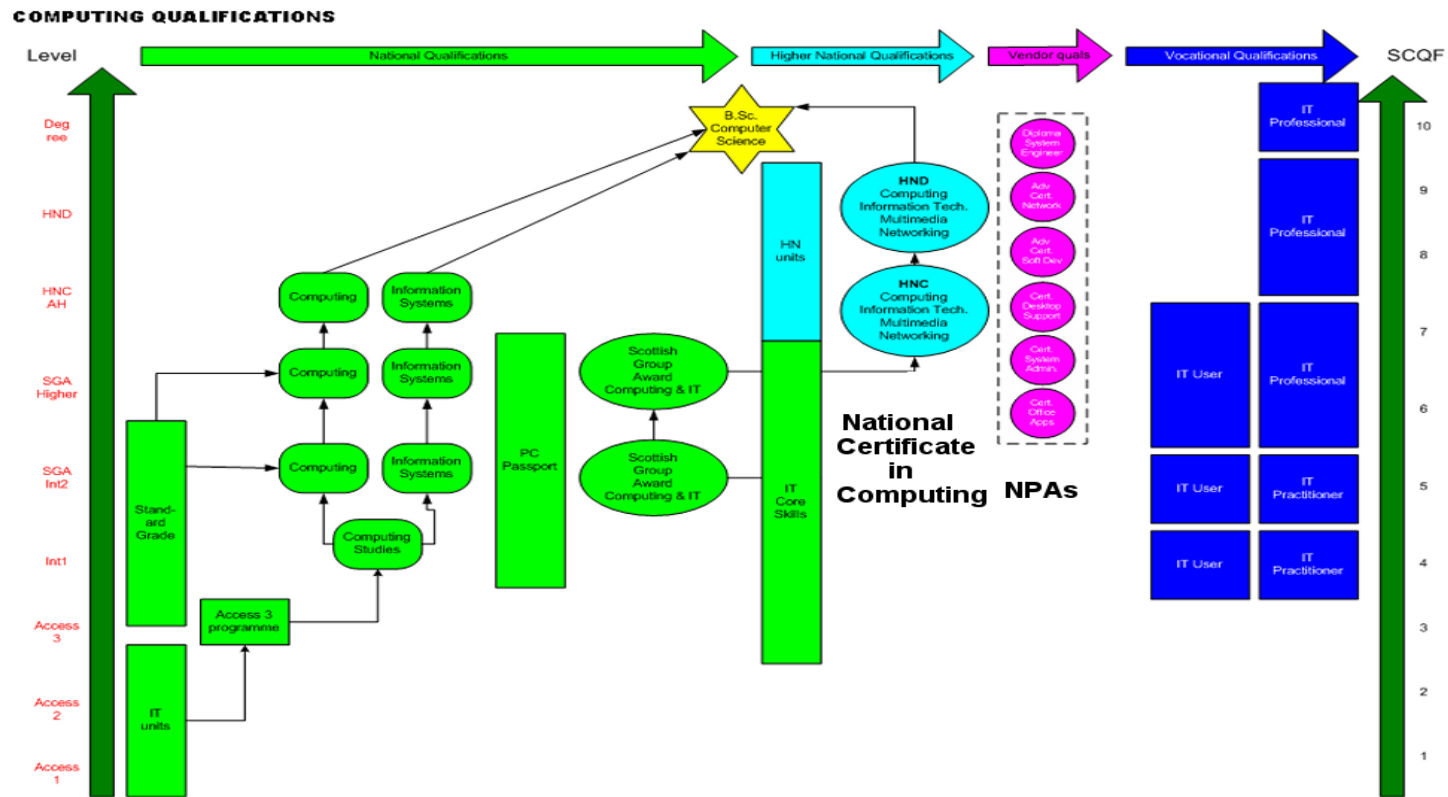
Note: All Units are mandatory

Appendix 2: National Occupational Standards (IT Users)

The National Occupational Standards for IT User are organised into 15 main areas of competence.



Appendix 3: Diagram of Awards



Appendix 4: PC Passport Mapping, Articulation, Professional Recognition and Credit Transfer

The following is an extract from the Arrangements Document produced for the PC Passport Refresh and is accurate as at July 07. The contents within this appendix will be subject to change and it is recommended that anyone referencing this Appendix checks this section within the PC Passport Arrangements Document.

5.2 Mapping information

Credit transfer /mapping schedule within ITQ framework and vendor awards

NPA level	PC Passport 2003	OCR CLAiT Plus	ECDL and Advanced	Certiport IC ³	Microsoft Office Specialist
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
		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 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 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