Arrangements for:

National Progression Award (NPA) in Computers and Digital Photography SCQF level 5

Group Award Code: G9J7 45

Validation date: June 2009

Date of original publication: December 2009

Version: 2 (December 2017)

Acknowledgement

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
2	**Revision of Unit:** Digital Media: Still Images Editing (F1KW 11) has been revised by Digital Media: Still Images (HW4X 45) and will finish on 31/07/2020.	December 2017

Contents

1 Introduction

This is the Arrangements Document for the new Group Award in Computers and Digital Photography at SCQF level 5 validated in June 2009. 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 composed of Units which form part of the National Certificate awards in Digital Media Computing. Candidates for the NC Digital Media Computing awards have the opportunity to be certificated for these NPA awards depending on their choice of Units within their programmes. Conversely, candidates who achieve an NPA award will have SCQF credits that can count towards the NC DMC awards.

UNIT   Digital Media: Still Images Editing (SCQF level 5)

CODE   F1KW 11

SUMMARY

The purpose of this Unit is to allow candidates to undertake the acquisition of digital still images within the context of a specified brief. Candidates will be required to identify the image requirements of the brief, plan a strategy for the acquisition of the images, report on and justify reasons for their proposed strategy, present the images in a format appropriate to the requirements of the specified brief and evaluate the finished product and own performance.

This Unit is designed for candidates who require knowledge and practical experience of still image acquisition.

OUTCOMES

1   Plan the acquisition of digital still images to meet the requirements of the brief.

2   Undertake the acquisition of digital still images for a specified brief.

3   Select, edit and present a portfolio of digital images in a format appropriate to a specified brief.

4   Evaluate the completed portfolio of digital images and personal contribution to meeting a specified brief.

UNIT   Multimedia Computing: Introduction to Digital Photography (SCQF level 5)

NUMBER: D0F7 11

SUMMARY

Using a digital camera and related computer software within the context of multimedia computing.

OUTCOMES

1 Describe the principles of digital photographic image formation for multimedia computer applications.
2 Compose and store digital photographic images.
3 Enhance digital images using computer software.
4 Plan, produce and present a portfolio of digital photographic images to a given brief.
5 Comply with legislation and practice appropriate to digital photography.

2 Rationale for the development of the Group Award

The rationale for developing the National Progression Award (NPA) Computers and Digital Photography at SCQF level 5 is to address a demand for provision of an entry qualification that focuses on the use of digital photography and acquiring and editing various elements on computer systems, especially an award that may be gained through short-course or flexible provision.

This NPA is designed to follow on from the NC Unit in Digital Photography at SCQF level 4 where candidates gain basic skills in acquiring digital elements from taking digital photographs and various other sources.

The award will give candidates the opportunity to develop their skills, knowledge and understanding regarding the acquisition and editing of digital photographs and images. It will also introduce candidates to a range of tools to edit digital photographs and images on a computer in response to given briefs.

In recent years, there has been rapid uptake of courses in multimedia, web design, digital media, creative arts and related disciplines. However, as yet there has been no nationally devised course that specifically addresses these disciplines at lower levels in the Scottish Credit and Qualifications Framework (SCQF), or allows natural articulation to higher levels of study.

Use of digital media has grown to the extent that over half the households in the UK have access to it at home and some 80% of businesses make use of it. In recent years the government has made clear its intention that its citizens should have access to information, advice and support from government bodies and local councils in electronic form through the internet. It has funded a range of initiatives to improve the infrastructure for public access to the internet, in community centres, libraries, shops and other public places.   As a result, the further education and community education sectors have seen a corresponding increase in demand for entry qualifications in aspects of digital media.

This award is suitable for a wide range of candidates — from secondary school pupils through to the 'more mature generation' of lifelong learners. It will be beneficial to candidates in employment as well as those wishing to acquire skills to enter or re-enter the workplace and those who wish to develop a hobby.

The award focuses on technical skills in the acquisition of photographs and the creation and editing of images with a computing slant, but also emphasises the importance of the design process and soft skills such as interviewing and responding to feedback. Some aspects of the qualification also address demands from industry and government for the promotion of 'employability skills'. Successful candidates should be expected to have an appreciation of important employability skills such as

collaboration, communicating with a client, problem solving and reflective practice, as well as being able to produce aesthetically pleasing product.

In general terms, NPAs have been developed in a number of areas, at SCQF levels 4, 5 and 6, to offer qualifications that focus on a particular area of study and give candidates a breadth of understanding and skills in that area. These awards have a similar rationale to the Professional Development Awards (PDAs) which have been developed for SCQF levels 7 and 8.

2.1 How the award meets the criteria for SCQF level 5

The level of this award is at SCQF level 5 and it has 12 SCQF credit points. This meets the criteria required by the design principles of NPA (ie at least half of the SCQF credit points are at the level of the Group Award).

SCQF Level Descriptor 5

Knowledge and Understanding	Candidates are expected to demonstrate and/or work with: ♦ Basic knowledge in a subject/discipline which is mainly factual but has some theoretical component ♦ A range of simple facts and ideas about, and associated with, a subject/discipline ♦ Knowledge and understanding of basic processes, materials and terminology
Practice: Applied knowledge and understanding	Candidates are expected to: ♦ relate ideas and knowledge to personal and/or practical contexts ♦ complete some routine tasks using knowledge associated with a subject discipline ♦ plan and organise both familiar and new tasks ♦ select appropriate tools and materials and use safely and effectively (eg without waste) ♦ Adjust tools where necessary, following safe practices
Generic Cognitive skills	Candidates are expected to: ♦ Use a problem-solving approach to deal with a situation or issue which is straightforward in relation to a subject/discipline ♦ Operate in a familiar context, but where there is a need to take account of or use additional information of different kinds, some of which will be theoretical or hypothetical ♦ Use some abstract constructs — eg make generalisations and/or draw conclusions
Communication and ICT	Use a range of routine skills, for example: ♦ produce and respond to written and oral communication in familiar contexts ♦ use standard applications to acquire and edit digital media elements ♦ use standard applications to process, obtain and combine information ♦ use a range of numerical and graphical data in straightforward contexts which have some complex features

Autonomy, accountability and working with others	Candidates are expected to:
	♦ Work alone or with others on tasks with minimum supervision
	♦ Agree goals and responsibilities for self and/or work team with manager/supervisor
	♦ Take leadership responsibility for some tasks
	♦ Show an awareness of others' roles, responsibilities and requirements in carrying out work and make a contribution to the evaluation and improvement of practices and processes

3 Aims of the Group Award

This award is new for the sector and does not replace any existing awards. The award will provide an opportunity for centres to offer a certificated computer course based around a grouping of Units relating to digital photography and still images within the digital media area at SCQF levels 5, using a computer system.

The general aim of this award is to produce a robust qualification that allows candidates to enter vocational education, and centres to provide a solid grounding for candidates.

The National Progression Award in Computers and Digital Photography at SCQF level 5 has been created to meet the requirements of candidates in the competences required to move into the creative industries area (which includes multimedia, interactive media, design and photography). The grouping of Units within the award has been designed to meet this demand by providing an opportunity to group Units to give a coherent foundation in using digital media which will:

♦ provide candidates with the confidence to acquire and edit digital media elements safely
♦ ensure that software tools are used effectively to carry out editing of digital media elements
♦ provide candidates with additional skills which will equip them to articulate to further studies

3.1 Principal aims of the Group Award

♦ To provide candidates access to industry-standard software and principles.
♦ To develop an understanding of the legislative issues relating to ownership.
♦ To meet client demands and provide industry with well-qualified and competent juniors able to use digital photography and computer systems.
♦ To provide candidates with a foundation to start a new pathway to higher level studies in media studies, computing, multimedia, interactive media, animation and related subjects, through short-course provision.
♦ To provide candidates with the specialist skills required to access career opportunities in current and future markets.
♦ To provide a course of study to broaden skills and understanding for people who want to develop their interest in digital photography and computer systems.

- To ensure that advances in software skills are matched by advances in employability skills such as working with clients, receiving feedback and responding to change.
- To promote and maintain the importance of these digital elements being included within the design and development of products in media studies, computing, multimedia, interactive media, animation, websites and/or web-based media.

3.2 General aims of the Group Award

- To allow candidates to build their knowledge and/or skills by undertaking a series of National Progression Awards similar to this award, or to progress to a selection of different National Certificates awards, particularly the Digital Media Computing suite, or Higher National Diploma awards.
- To address predicted skills gaps.
- To produce a flexible award that is appropriate for a variety of delivery modes for anyone who has an interest in digital photography using computer systems.
- To enhance the portfolio available to centres by mapping to the National Occupational Standards (NOS) and the vendor qualification(s).

The content of the award is mainly hands-on and, therefore, the assessment of the Outcomes, within each Unit, can be delivered individually or as a small project(s) to build up the candidate's knowledge and/or skills through the SCQF level.

3.3 Target groups

Many schools already offer vocational courses to pupils in S3, 4, 5 and/or 6. These are often delivered in partnership with a college, private training provider or employer. Where these vocational courses are delivered to S3 and S4 pupils they often replace one Standard Grade.

The target audience for this qualification would therefore be:

- School pupils engaged in the Curriculum for Excellence.
- S3 and S4 schools pupils who will undertake the qualification as part of the school's vocational education programme. This is seen as one of the primary target markets for the qualification. For such candidates the NPA provides a good basis for progression on to any of the suite NPAs at levels 5 and 6.
- S5 and S6 school pupils who will undertake the qualification as a broadening of the curriculum.
- Students at colleges who will be undertaking the NPA within full or part-time college programmes. This is seen as the other primary target market for the qualification.
- Trainees of national programmes which prepare them to enter the workforce, such as Get Ready for Work or Training for Work.
- Existing employees within digital media, who wish to develop competence in certain areas. These candidates are likely to undertake individual Units and not the full Group Award.
- Those who are interested in learning for leisure or a hobby.

4 Access to Group Award

Access to this award will be at the discretion of the centre, however, the following provides guidance on what is considered to be the level of knowledge and/or experience considered appropriate for entry to the award:

NC Digital Media: Still Images at SCQF level 4
OR
NPA in Digital Media Basics at SCQF level 4

It would be beneficial if candidates had the following:

♦ Communication skills at SCQF level 3 or 4 or equivalent
♦ Numeracy skills at SCQF level 3 or 4 or equivalent
♦ Information technology skills at SCQF level 4 or equivalent
♦ Problem solving skills at SCQF level 4 or equivalent
♦ Appropriate experience of using a digital camera.

There are also significant opportunities for experienced candidates to gain this qualification through Accreditation for Prior Learning (APL).

5 Group Award structure

5.1 Framework

Candidates must complete both the mandatory Units.

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
*Digital Media: Still Images	HW4X 45	6	5	1
Multimedia Computing: Introduction to Digital Photography	D0F711	6	5	1

*please refer to History of Changes for unit revisions

5.2 Mapping information

Digital Media: Still Images Editing (SCQF level 5)

Outcome 1 is about planning the acquisition of digital still images from the requirements of a brief. Candidates will plan a strategy to acquire various images.

Outcome 2 is about the candidates going out and acquiring a number of still images defined in the plan — taking a variety of different shots which will give different aspects of the subject, so that the most suitable images can be selected at a later date.

Outcome 3 is where the candidates select appropriate images that they have gathered, making minor edits to the images then presenting them in a portfolio.

Outcome 4 is where candidates have the opportunity to evaluate their completed portfolio and their personal contribution as regards to meeting the requirements of the brief.

This Unit is fully compatible with the relevant National Occupational Standards in Digital Media and covers the following:

IM1 Work Effectively In Interactive Media

IM2 Obtain Assets for Use in Interactive Media Products

IM3 Prepare Assets For Use In Interactive Media Products

SKS D1 – D11 Produce digital images

Multimedia Computing: Introduction to Digital Photography (SCQF level 5)

Outcome 1 is the theory of the basic principles involved in digital image formation for multimedia computer applications.

Outcome 2 is where candidates take a wide range of digital photographs and store them using appropriate media.

Outcome 3 is concerned with enhancing the digital photographs that they have taken using appropriate computer software and then storing them on the computer.

Outcome 4 is where candidates plan, produce and present a set of digital photographic images in line with a given brief.

Outcome 5 is ensuring that candidates are aware of current legislation and practice in relation to digital photography

This Unit is fully compatible with the relevant National Occupational Standards in Digital Media and covers the following:

IM1 Work Effectively In Interactive Media

IM2 Obtain Assets for Use in Interactive Media Products

IM3 Prepare Assets For Use In Interactive Media Products

SKS D1 – D11 Produce digital images

5.3   Articulation, professional recognition and credit transfer

Candidates who undertake this award could expect to progress to:

NPA in Computer Systems and Networks SCQF 5
NPA in Software Development SCQF 5
NPA in Website Enterprise SCQF 5
NPA in Digital Media Animation SCQF 5
PC Passport SCQF 5
PC Passport SCQF 6

or full/part-time courses at SCQF levels 5, 6, 7 and 8 in a wide range of subject areas.

National Progression Awards

NPA in Computer Networks and Systems SCQF 5	Computing: Install and Maintain Computer Hardware	Computing: Install and Maintain Computer Software	Computing: Computing Networking Fundamentals
NPA in Website Enterprise SCQF 5	Enterprise Activity	Computing: Web Page Creation	Computing: Website Design and Development
NPA in Digital Media Animation SCQF 5	Introduction to Computer Animation	Computing: Animation Fundamentals	Computing: Digital Media Elements for Applications OR Digital Media: Still Images Editing OR Digital Media: Audio Editing OR Digital Media: Video Editing
NPA in Digital Media Basics SCQF 4	Digital Media: Still Images Acquisition	Digital Media: Audio Acquisition	Digital Media: Video Acquisition
NPA in Digital Media Editing SCQF 5	Digital Media: Still Images Editing	Digital Media: Audio Editing	Digital Media: Video Editing
NPA in Digital Media Production SCQF 6	Digital Media: Still Images	Digital Acquisition and Editing: Audio	Digital Acquisition and Editing: Video
NPA in Computers and Digital Photography SCQF 5	Digital Media: Still Images Editing	Multimedia Computing: Introduction to Digital Photography	
NPA in Software Development SCQF 4	Computing: Programming in a High-level Language — Fundamentals	Software Development	Problem Solving
NPA in Social Software SCQF 4	Digital Culture: Social Software	Internet Safety	Web Logs

Progression pathways within the Scottish Credit and Qualifications Framework:

SCQF level	SQA National Units, Courses and Group Awards	Higher Education	Scottish Vocational Qualifications	SCQF level
12		Doctorates		12
11		Masters	SVQ 5	11
10		Honours Degree		10
9		Ordinary Degree		9
8		Higher National Diploma	SVQ 4	8
7	Advanced Higher	Higher National Certificate		7
6	National Certificate in Digital Media Computing **NPA at SCQF level 6**		SVQ 3	6
5	National Certificate in Digital Media Computing **NPA at SCQF level 5**		SVQ 2	5
4	National Certificate in Digital Media Computing **NPA at SCQF level 4**		SVQ 1	4
3	Access 3			3
2	Access 2			2
1	Access 1			1

*SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.

6 Approaches to delivery and assessment

6.1 Delivery

There are no specific requirements for expensive hardware or software for this award.

This award should be delivered with regard to current legislation and health and safety guidelines.

It is recommended that the Units are delivered in the following logical sequence:

F1KW 11 Digital Media: Still Images Editing SCQF level 5

D0F7 11 Multimedia Computing: Introduction to Digital Photography SCQF level 5

Schools, colleges, other training providers and employers would have to make local arrangements for delivery which best suited their needs and the needs of the candidates. The course could be delivered as part of a full-time course, on a part-time basis and on a flexible delivery basis.

6.2 Assessment

The assessment for Outcome 1 should be offered towards the end of the Units, once candidates have gained the knowledge and understanding through the practical aspects. Assessment for each of the Units is sequential from Outcome 2 onwards — practical assessments.

Centres are encouraged to use a holistic approach to assessment for the practical aspects across the award, integrating assessments where possible. The knowledge and skills can be assessed using a variety of methods, including e-assessment.

The content of these Units is mainly hands-on and, therefore, the assessment of the Outcomes, within each Unit, can be delivered individually or as a small project(s) to build up the candidate's knowledge and/or skills through the SCQF level.

7 Core skills, citizenship and employability

Core skills

Opportunities exist in each of the Units to develop core skills. Signposting is evident in both Units:

Core skill	Exit level	Unit
Problem solving Working with Others	Intermediate 1	Digital Media: Still Images Acquisition Multimedia Computing: Introduction to Digital Photography

Extracted from the Arrangements Document for G8JK 45 National Certificate in Digital Media Computing at SCQF level 5 (March 2007)

Using IT (Intermediate 2), Communication (Intermediate 1) and Numeracy (Intermediate 1) are embedded within the mandatory Units of the Group Award from which this NPA is derived: G8JK 45 National Certificate in Digital Media Computing at SCQF level 5.

Citizenship skills

The topics used for the practical nature of the Units can allow for any areas of citizenship to be addressed, whether to provide information, to produce something that can be used by the wider community or to work with other people.

Employability and transferable skills

The NPA in Computers and Digital Photography provides candidates with opportunities to develop various employability skills. At a specialist level of knowledge and skills, the Units of the NPA in Computers and Digital Photography map to a number of Units in the Interactive Media NOS. By meeting these standards the NPA adheres to employers' requirements.

More generic employability and transferable skills are evident throughout the NPA:

♦ **understanding of the workplace and the employee's responsibilities** — each Unit covers the basic standards and procedures required for working in areas of digital media. These include planning and using standard hardware and software. Copyright issues are covered in most Units. Digital Media: Audio Editing and Digital Media: Video Editing also deal with health and safety issues and developing risk assessments.

♦ **self-evaluation skills** — all Units give candidates the opportunity to develop their self evaluation skills informally. Digital Media: Still Images Editing, Digital Media: Audio Editing and Digital Media: Video Editing require self-evaluation reports of the product candidates have produced and their contribution.

♦ **positive attitude to learning** — this should be evident throughout the delivery of the award. All Units provide this opportunity. The equipment and software required for the Units can be used in such a way as to enhance the learning process.

♦ flexible approaches to solving problems — each Unit requires a product or products to be produced. Candidates therefore have to solve the problem of how to create these.

♦ **adaptability and positive attitude to change** — in animation and interactive media it is a natural part of the design process that changes are made. Candidates would be made aware of this throughout all Units. They will also see how their original ideas evolve through the production process.

♦ **confidence to set goals, reflect and learn from experience** — the practical elements of all Units give candidates the opportunity to set goals. All Units allow for informal reflection. Digital Media: Still Images Editing, Digital Media: Audio Editing and Digital Media: Video require self-evaluation reports of the product candidates have produced, and their contribution.

The NOS Personal Skills AOC which the Units map to also provide evidence of generic skills required by employers — Manage Your Work, Work With Others, Make Effective Use of IT

In addition to these other transferable skills such as IT, communication, working alone and with others, enquiry, curiosity, creativity, time management, organisational and research skills can be developed throughout the NPA in Computers and Digital Photography.

8 General information for centres

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website **www.sqa.org.uk/assessmentarrangements**.

Internal and external verification

All instruments of assessment used within this Group Award 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**).

9 General information for candidates

The NPA in Computers and Digital Photography at SCQF level 5 will introduce candidates to the fundamental knowledge and skills required in the acquisition and editing of digital media elements in a formal educational setting for business or personal purposes. The Units that comprise this award are a subset of the Units in the National Certificate in Digital Media Computing and the Multimedia Computing suite of awards at SCQF level 5.

This award is capable of being delivered in a wide range of delivery modes. It is well suited to delivery as an intensive short-course programme, making full use of the inter-relationship between the Units. It can also be delivered on a full-time, part-time or flexible basis at the centre's discretion.

The delivery of the component Units will be largely through practical activities, supported by demonstration and exposition. Basic information and theory will be covered in discussion, but candidates will also develop independence in their learning through exercises which will require information to be acquired from the internet and assessed for suitability and relevance.

With the increasing availability of e-learning materials, it is highly likely that some of the delivery of awards will be presented in an online format.

The assessment for these Units is largely composed of practical assignments and the evidence for achievement will be a logbook maintained by the candidate along with stored and printed elements of their work with corresponding candidate checklist(s) completed by the assessor (where necessary). The candidate's knowledge and understanding will be tested by written and/or oral recorded evidence.

The testing of knowledge and understanding may be carried out through computer-based assessment (e-assessment) which will provide candidates with 'on-demand' testing and an immediate return of their results.

A successful candidate will have gained the knowledge and skills suitable to complement the study of other National Progression Awards similar to this award or to progress to a selection of different National Certificates awards, particularly the Digital Media Computing suite, or Higher National Certificate or Diploma awards.

10   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 Unit to cover Core Skills: This is a non-subject Unit that is written to cover one or more particular Core Skills.

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.