Group Award Specification for:

National Certificate in Computing with Digital Media at SCQF level 4

Group Award Code: GJ7R 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.

Contents

1 Introduction

This document was previously known as the Arrangements document. The purpose of this document is to:

- assist centres to implement, deliver and manage the qualification
- provide a guide for new staff involved in offering the qualification
- inform course managers teaching staff, assessors, learners, employers and HEIs of the aims and purpose of the qualification
- provide details of the range of learners the qualification is suitable for and progression opportunities

This award is the result of a review of the present National Certificates in Digital Media Computing at SCQF levels 4, 5 and 6. The main aim of the review was to modernise the awards to include new technologies, new developments and best practice as well as address some gaps in other academic areas.

A Qualification Design Team (QDT) was established to address the issues mentioned above and the following points were highlighted:

- repetition in mandatory Units between the levels
- big jump between the award at SCQF level 5 and SCQF level 6
- revision of Group Award title
- content of some SCQF level 6 Units more difficult than some HN Units
- some Units out-of-date
- very little group/project Units available
- considerable variance in balance of some Unit content
- new Units covering new technologies and applications required

Other findings of the QDT included the need to incorporate, or link, National 4 and National 5 courses and also re-address the way Core Skills are included/delivered within the award.

The QDT agreed that it was not necessary to have the same number of mandatory Units at each level and each of the National Certificate in Computing with Digital Media awards now have different sizes (ie number of credits) and structures. The mandatory sections of each award have been amended as follows:

SCQF level 4 — six mandatory Units (6 SQA credits)
SCQF level 5 — seven mandatory Units (8 SQA credits)
SCQF level 6 — six mandatory Units (7 SQA credits)

The QDT also agreed that Core Skills, although essential, did not have to be mandatory, and these are now moved to the optional section. This gives centres some flexibility in the delivery of Core Skills within the award, should learners come with a Core Skills profile containing the required level of Core Skills for the Group Award.

The award framework provides a wide choice of optional Units to make up the requirement of credits for the Group Award, including from the following areas:

- software development
- computer games
- network security and administration
- web design
- multimedia
- mobile technology

The changes to the award at SCQF level 4 are a clear development from the existing qualification, with some updating and additional content. There have been improvements to progression opportunities, links with *Curriculum for Excellence* (CfE) and the streamlining of options.

A comprehensive survey was carried out to determine the name for the new awards. The majority of respondents thought that NC in Computing with Digital Media would be the most suitable title and that it reflected the content of the new awards.

100% of respondents thought that the proposed qualification at SCQF level 4 would be useful in helping learners into further study and 64% thought it would be useful in helping learners into work.

The hierarchical structure of the awards with embedded progression opportunities at SCQF levels 4, 5 and 6 remains as in the present awards.

The National Certificate in Computing with Digital Media at SCQF level 4 is suitable for:

- learners who have come from school, possibly with low levels of attainment
- part-time learners who may wish to pick up individual Units or work towards the Group Award
- adult returners wishing to re-enter education

There is nothing in the award structure or content that would provide artificial barriers to learners with disabilities.

The flexibility allowed in the structure of the awards will better allow centres to meet 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 inclusion of various National Progression Awards in the award structure will also encourage learners who might wish to start their studies on a part-time or flexible basis. They may acquire a certificated award while building credits towards the NC in Computing with Digital Media at SCQF level 4.

Progression

On successful completion of this SCQF level 4 Group Award, learners may be able to progress onto the following NC programmes:

- NC in Computing with Digital Media at SCQF level 5
- NC in Computing: Technical Support at SCQF level 5
- NC in Computer Games Development at SCQF level 5
- NC in Mobile Technology at SCQF level 5

2 Qualification(s) structure

This Group Award is made up of 12 SQA Unit credits. It comprises 72 SCQF credit points of which 36 are at SCQF level 4 in the mandatory section. A mapping of Core Skills development opportunities is available in Section 5.3.

2.1 Structure

To achieve this award, the learner must successfully complete all Units in the mandatory section plus an additional 6 SQA Unit credits from the optional section.

4 code	2 code	Unit title	SQA credit	SCQF credit points	SCQF level
Mandatory Units — 6 SQA credits required					
H7E9	44	Information Literacy	1	6	4
H7EB	44	Social Media Literacy	1	6	4
H6S8	44	Computing: Creating and Evaluating Software	1	6	4
F1K2	10	Computing: Computer Hardware and Systems	1	6	4
F1JM	10	Computing: Digital Media Elements for Applications	1	6	4
One of the following					
H6S7	44	Computing: Project	1	6	4
F5CY	10	Creative Digital Media: Production Project	1	6	4
Optional Units — 6 SQA credits required					
F5CY	10	Creative Digital Media: Production Project*	1	6	4
H6S7	44	Computing: Project*	1	6	4
H7EA	44	Network Literacy	1	6	4
F3GF H225	10 Or 74	Numeracy Numeracy	1 1	6 6	4 4
F3GB H23W	10 Or 74	Communication Literacy	1 1	6 6	4 4
H3LJ	09	Computer Basics	1	6	3
H3LJ	44	Computer Basics	1	6	4
H1T0	10	Mobile Technology Systems	1	6	4
H1F6	10	Internet Safety	1	6	4
DF37	10	Computers and the Internet	1	6	4
F81P	10	Digital Culture: Social Software	1	6	4
H2M6	10	Creative Digital Media: Introduction to the Industry	1	6	4
F5CX	10	Creative Digital Media: Hardware and Software	1	6	4
F5CW	10	Creative Digital Media: The Creative Process	1	6	4
F1K0	10	Computing: Programming in a High-level Language — Fundamentals	1	6	4

F915	10	Computer Games: Design	1	6	4
F916	10	Computer Games: Media Assets	1	6	4
F917	10	Computer Games: Development	1	6	4
F1JY	10	Digital Media: Still Images Acquisition	1	6	4

4 code	2 code	Unit title	SQA credit	SCQF credit points	SCQF level
F1JW	10	Digital Media: Video Acquisition	1	6	4
F1JT	10	Digital Media: Audio Acquisition	1	6	4
H60D	45	Computing: Weblogs	1	6	5
H613	45	Computing: Website Design Fundamentals	1	6	5
F182	11	Computing: Website Design and Development	1	6	5
H614	45	Computing: Website Graphics	1	6	5
H223	74	Software Design and Development	1.5	9	4
H226	74	Information System Design and Development	1.5	9	4
F1F9	10	PC Passport: Introduction to the Internet and On-line Communications	1	6	4
F1F8	10	PC Passport: Introduction to IT Software and Presenting Information	1	6	4
F1GP	10	PC Passport: Introduction to IT Systems	1	6	4
H9E2	44	Data Security	1	6	4
H9J0	44	Digital Forensics	1	6	4
H9YH	44	Ethical Hacking	1	6	4
H9T5	44	Cyber Security Fundamentals	1	6	4
HA6J	44	Web Apps: Presentations	1	6	4
HA6L	44	Web Apps: Spreadsheets	1	6	4
HA6M	44	Web Apps: Word Processing	1	6	4

*The project Unit not chosen in the mandatory section may be taken as an optional Unit if desired.

In this award each of the mandatory Units are at SCQF level 4 and these reflect the competency level of the qualification. All the mandatory Units are further built upon in the NC in Computing with Digital Media at SCQF level 5 award. This progression is accomplished by embedding, increasing the complexity of content, the levels of opportunity to develop cognitive skills and the levels of opportunities to develop practical skills.

The mandatory section includes a new single credit Computing Project Unit, which is intended to give learners the opportunity to use skills, knowledge and understanding developed through the successful completion of the other Units within the award. As this is designed as a group project, as an alternative centres may offer Creative Digital Media: Production Project instead. Both project Units may be undertaken if the other is chosen as one of the Optional Units. Project Units give learners the opportunity to develop key skills in planning, decision making, working with others, communications, implementation, problem solving, time management, testing and evaluation. It is recommended that these are undertaken in the later part of the academic year, so that learners have successfully completed a number of Units from the Group Award and will have gained suitable knowledge, skills, experience and confidence with which to carry out the project requirements effectively.

Many of the optional Units allow centres to deliver the following certified awards consecutively:

- NPA in Digital Passport at SCQF level 4

- NPA in Computer Games Development at SCQF level 4
- NPA in Web Design Fundamentals at SCQF level 5
- NPA in Digital Media Basics at SCQF level 4
- NPA in Social Software at SCQF level 4
- Skills for Work National Course in Creative Digital Media at Intermediate 1
- National 4 Computing Science.

3 Aims of the qualification(s)

The NC in Computing with Digital Media at SCQF level 4 aims to update the current award and improve progression and collaboration opportunities and links with Curriculum for Excellence, as well as streamlining options.

3.1 General aims of the qualification(s)

The general aims of the NC in Computing with Digital Media at SCQF level 4 are to:

1 Develop learners' personal qualities and attributes essential for success in working life, including employability skills.
2 Develop employment skills, particularly relating to the National Occupational Standards for the Computing industry and so enhancing learners' employment prospects.
3 Develop transferable skills, including Core Skills especially in the areas of Communication, ICT, Problem Solving and Working with Others to the levels required.
4 Provide learners with broad knowledge and experience in a variety of computing areas.
5 Enable progression within the SCQF/FE courses.

3.2 Specific aims of the qualification(s)

The specific aims of NC in Computing with Digital Media at SCQF level 4 are to:

6 Develop learners' online and ICT skills.
7 Enable learners to contribute to the digital economy and develop digital citizenship.
8 Develop a range of contemporary vocational skills relating to the use and development of computer software and the support of hardware and systems.
9 Enable learners to undertake options to permit vocational specialisations in computer games and software development, web design and digital media.
10 Develop learners' ability to undertake computing related projects and work in teams.
11 Enable learners to set up and use contemporary computing devices effectively, safely and legally.

4 Recommended entry to the qualification(s)

Entry to this qualification is at the discretion of the centre. The following information on prior knowledge, skills, experience or qualifications that provide suitable preparation for this qualification has been provided as guidance only.

There are no formal qualifications required to gain entry to this qualification, however learners would benefit from having attained the skills, knowledge and understanding gained in the National Progression Award in Digital Literacy at SCQF level 3 or equivalent qualifications or experience.

4.1 Core Skills entry profile

The Core Skill entry profile provides a summary of the associated assessment activities that exemplify why a particular level has been recommended for this qualification. The information should be used to identify if additional learning support needs to be put in place for learners whose Core Skills profile is below the recommended entry level or whether learners should be encouraged to do an alternative level or learning programme.

Core Skill	Recommended SCQF entry profile	Associated assessment activities
Communication	3	Read and understand a simple document. Produce a brief document which conveys several pieces of information, for example in an E-Portfolio, Web log or as part of an evaluation
Numeracy	3	It would be useful for learners to have basic numerical skills as in some optional Units they may be required to carry out a variety of simple number tasks for example calculating positions in a game design, making game rules or resizing images to required dimensions
Information and Communication Technology (ICT)	3	Basic ICT skills are required for learners doing this qualification as they will need to carry out activities which involve simple operations. For example using ICT to locate information, using local or remote data sources, demonstrating safe practice in using ICT to handle information by keeping information safe by observing common ICT security measures.
Problem Solving	3	Learners will need to be able to plan, organise and carry out a simple activity to deal with a problem.

Core Skill	Recommended SCQF entry profile	Associated assessment activities
Working with Others	3	It is not necessary for learners to have prior qualifications or experience of working with others, however it would be beneficial as there are opportunities to work co-operatively with at least one other person in the Computing: Project mandatory Unit.

5 Additional benefits of the qualification in meeting employer needs

This qualification has been designed to meet a specific purpose and what follows are details on how that purpose has been met through mapping of the Units to the aims of the qualification. Through meeting the aims, additional value has been achieved by linking the Unit standards with those defined in National Occupational Standards. In addition, significant opportunities exist for learners to develop the more generic skills, known as Core Skills, through doing this qualification.

5.1 Mapping of qualification aims to Units

1 Develop learners' personal qualities and attributes essential for success in working life, including employability skills.
2 Develop employment skills, particularly relating to the National Occupational Standards for the Computing industry and so enhancing learners' employment prospects.
3 Develop transferable skills, including Core Skills especially in the areas of Communication, ICT, Problem Solving and Working with Others to the levels required.
4 Provide learners with broad knowledge and experience in a variety of computing areas.
5 Enable progression within the SCQF/FE courses.
6 Develop learners' online and ICT skills.
7 Enable learners to contribute to the digital economy and develop digital citizenship.
8 Develop a range of contemporary vocational skills relating to the use and development of computer software and the support of hardware and systems.
9 Enable learners to undertake options to permit vocational specialisations in computer games and software development, web design and digital media.
10 Develop learners' ability to undertake computing related projects and work in teams.
11 Enable learners to set up and use contemporary computing devices effectively, safely and legally.

Code	Unit title	Aims										
		1	2	3	4	5	6	7	8	9	10	11
H7E9 44	Information Literacy	✓	✓	✓	✓	✓	✓	✓	✓			
H7EA 44	Network Literacy	✓	✓	✓	✓	✓	✓	✓	✓			✓
H7EB 44	Social Media Literacy	✓	✓	✓	✓	✓	✓	✓				
H6S8 44	Computing: Creating and Evaluating Software	✓	✓		✓	✓	✓		✓			
F1K2 10	Computing: Computer Hardware and Systems	✓	✓	✓	✓	✓	✓		✓			
F1JM 10	Computing: Digital Media Elements for Applications	✓	✓	✓	✓	✓	✓		✓			
H6S7 44	Computing: Project	✓	✓	✓	✓	✓	✓		✓		✓	
F5CY 10	Creative Digital Media: Production Project		✓	✓	✓	✓	✓		✓	✓	✓	
F3GB 10	Communication	✓		✓		✓		✓				
F3GF 10	Numeracy	✓		✓		✓		✓				

Code	Unit title	Aims										
		1	2	3	4	5	6	7	8	9	10	11
H3LJ 09	Computer Basics	✓	✓	✓	✓		✓		✓			✓
H3LJ 44	Computer Basics	✓	✓	✓	✓		✓		✓			✓
H1T0 10	Mobile Technology Systems	✓	✓	✓	✓	✓	✓					✓
H1F6 10	Internet Safety	✓	✓	✓	✓	✓	✓					
DF37 10	Computers and the Internet	✓	✓	✓	✓	✓	✓					
F81P 10	Digital Culture: Social Software	✓	✓	✓	✓	✓	✓					
H2M6 10	Creative Digital Media: Introduction to the Industry	✓	✓	✓	✓	✓				✓		
F5CX 10	Creative Digital Media: Hardware and Software	✓	✓	✓	✓	✓	✓		✓	✓		
F5CW 10	Creative Digital Media: The Creative Process	✓	✓	✓	✓	✓			✓	✓		
F1K0 10	Computing: Programming in a High-level Language — Fundamentals	✓	✓	✓	✓	✓	✓		✓	✓		
F915 10	Computer Games: Design	✓	✓	✓	✓	✓	✓			✓		
F916 10	Computer Games: Media Assets	✓	✓	✓	✓	✓	✓		✓	✓		
F917 10	Computer Games: Development	✓	✓	✓	✓	✓	✓		✓	✓		
F1JY 10	Digital Media: Still Images Acquisition	✓	✓	✓	✓	✓	✓		✓	✓		
F1JW 10	Digital Media: Video Acquisition	✓	✓	✓	✓	✓	✓		✓			
F1JT 10	Digital Media: Audio Acquisition	✓	✓	✓	✓	✓	✓		✓	✓		
H60D 45	Computing: Weblogs	✓	✓	✓	✓	✓	✓		✓	✓		
H613 45	Computing: Website Design Fundamentals	✓	✓	✓	✓	✓	✓		✓	✓		
F182 11	Computing: Website Design and Development	✓	✓	✓	✓	✓	✓		✓	✓	✓	
H614 45	Computing: Website Graphics	✓	✓	✓	✓	✓	✓		✓	✓		
H223 74	Software Design and Development	✓	✓	✓	✓	✓	✓		✓	✓		
H226 74	Information System Design and Development	✓	✓	✓	✓	✓	✓		✓	✓		

5.2 Mapping of National Occupational Standards (NOS)

This qualification has strong links with both **e-skills UK IT Users** and **Creative Skillset Interactive Media and Computer Games**.

National Occupational Standards for IT Users V3 (e-skills UK March 2009) areas of competence

Core IT IPU: Improving productivity using IT	**Using IT systems** IUF: FS IT user fundamentals SIS: Set up an IT system OSP: Optimise IT system performance ITS: IT security for users
Using IT to find and exchange information ICF: FS IT communication fundamentals INT: Using the internet UMD: Using mobile IT devices EML: Using e-mail PIM: Personal information management software UCT: Using collaborative technologies	**Using productivity tools and applications** ISF: FS IT software fundamentals AV: Audio and Video Software BS: Bespoke or specialist software CAS: Computerised accounting software DB: Database software DMS: Data management software DIS: Design and imaging software DPS: 2D Drawing and planning software DTP: Desktop Publishing Software MM: Multimedia software PS: Presentation software PM: Project management software SS: Spreadsheet software WS: Website software WP: Word processing software

Further details of each area of competence that has links with NC Computing with Digital Media can be found in the Evidence to Support Qualification Appendix.

		National Occupational Standard IT Users V3																			
Code	**Unit title**	Core	Using IT Systems				Using IT to find and exchange information					Using productivity tools and applications									
		IPU	IUF:FS	SIS	OSP	ITS	ICF: FS	INT	UMD	EML	UCT	ISF:FS	AV	DB	DIS	DPS	MM	PS	PM	WS	WP
H7E9 44	Information Literacy	✓	✓		✓	✓						✓						✓			✓
H7EA 44	Network Literacy	✓	✓	✓		✓	✓	✓	✓		✓										
H7EB 44	Social Media Literacy	✓	✓			✓		✓	✓		✓										
H6S8 44	Computing: Creating and Evaluating Software	✓	✓									✓									
F1K2 10	Computing: Computer Hardware and Systems		✓	✓	✓																
F1JM 10	Computing: Digital Media Elements for Applications	✓	✓									✓	✓		✓		✓	✓		✓	
H6S7 44	Computing: Project	✓																			
F3GB 10	Communication																				
F3GF 10	Numeracy																				
F5CY 10	Creative Digital Media: Production Project																				
H3LJ 09	Computer Basics	✓					✓	✓	✓	✓	✓	✓	✓		✓		✓	✓		✓	
H3LJ 44	Computer Basics	✓					✓	✓	✓	✓	✓	✓	✓		✓		✓	✓		✓	
H1T0 10	Mobile Technology Systems		✓		✓				✓		✓										
H1F6 10	Internet Safety	✓				✓	✓	✓													
DF37 10	Computers and the Internet						✓	✓													
F81P 10	Digital Culture: Social Software	✓						✓			✓									✓	
H2M6 10	Creative Digital Media: Introduction to the Industry																				
F5CX 10	Creative Digital Media: Hardware and Software	✓		✓								✓	✓		✓						

		National Occupational Standard IT Users V3																				
Code	**Unit title**	Core	Using IT Systems				Using IT to find and exchange information					Using productivity tools and applications										
		IPU	IUF:FS	SIS	OSP	ITS	ICF: FS	INT	UMD	EML	UCT	ISF:FS	AV	DB	DIS	DPS	MM	PS	PM	WS	WP
F5CW 10	Creative Digital Media: The Creative Process																					
F1K0 10	Computing: Programming in a High-level Language — Fundamentals	✓	✓																			
F915 10	Computer Games: Design		✓									✓	✓		✓							
F916 10	Computer Games: Media Assets	✓	✓																			
F917 10	Computer Games: Development	✓	✓																			
F1JY 10	Digital Media: Still Images Acquisition	✓	✓									✓			✓							
F1JW 10	Digital Media: Video Acquisition	✓	✓																			
F1JT 10	Digital Media: Audio Acquisition	✓	✓																			
H60D 45	Computing: Weblogs	✓	✓					✓				✓								✓		
H613 45	Computing: Website Design Fundamentals	✓	✓					✓				✓								✓		
F182 11	Computing: Website Design and Development	✓	✓				✓	✓				✓			✓	✓	✓		✓	✓		
H614 45	Computing: Website Graphics	✓	✓									✓			✓		✓			✓		
H223 74	Software Design and Development	✓	✓																			
H226 74	Information System Design and Development	✓	✓									✓		✓						✓		

Although the area of competence in Word Processing is not directly mapped to many Units, learners will have the opportunity to develop this competency throughout the qualification.

Interactive Media and Computer Games National Occupational Standards (Creative Skillset February 2013)

Key Purpose: To research, design and produce interactive media and computer games products for release through multi-channel outlets

IM1 Work Effectively In Interactive Media and Computer Games	
Project Initiation	**Project Support and Exploitation**
IM2 Initiate Interactive Media Projects IM3 Provide Creative and Strategic Direction For Interactive Media Projects IM27 Analyse Data in Interactive Media and Computer Games	IM29 Manage Online Engagement
	Rights Management
	IM28 Manage Intellectual Property Rights
Design	**Testing**
IM4 Create Narrative Scripts for Interactive Media Products IM5 Design Interactive Media Products IM6 Design Electronic Games IM7 Design User Interfaces for Interactive Media Products IM8 Determine the Implementation of Designs for Interactive Media Products	IM24 Devise and Evaluate User Testing of Interactive Media Products IM25 Conduct User Testing of Interactive Media Products IM26 Test Electronic Games
	Development
	IM18 Use Authoring Tools to Create Interactive Media Products IM19 Use Mark-Up in Interactive Media Products IM20 Optimise Web Pages for Search Engines IM21 Use Style Sheets in Interactive Media Products IM22 Use Scripting Languages in Interactive Media Products IM23 Use Programming Languages in Interactive Media Products
Content	
IM9 Plan Content for Interactive Media Products IM10 Write and Edit Copy for Interactive Media Products	
Asset Management	**Asset Creation**
IM11 Obtain Assets for Use In Interactive Media Products IM12 Prepare Assets for Use in Interactive Media Products IM13 Direct Asset Production for Interactive Media Products	IM14 Create Animated Assets for Interactive Media Products IM15 Create Art for Electronic Games IM16 Create Sound Effects for Interactive Media Products IM17 Create Music for Interactive Media Products

Interactive Media and Computer Games National Occupational Standards																															
Unit Code	**Unit title**	IM1	IM2	IM3	IM4	IM5	IM6	IM7	IM8	IM9	IM 10	IM11	IM12	IM13	IM14	IM15	IM16	IM17	IM18	IM19	IM20	IM21	IM22	IM23	IM24	IM25	IM26	IM27	IM28	IM29
H7E9 44	Information Literacy																													
H7EA 44	Network Literacy																													
H7EB 44	Social Media Literacy																													
H6S8 44	Computing: Creating and Evaluating Software																													
F1K2 10	Computing: Computer Hardware and Systems																													
F1JM 10	Computing: Digital Media Elements for Applications											✓	✓																	
H6S7 44	Computing: Project																													
F3GB 10	Communication																													
F3GF 10	Numeracy																													
F5CY 10	Creative Digital Media: Production Project																													
H3LJ 09	Computer Basics																													
H3LJ 44	Computer Basics																													
H1T0 10	Mobile Technology Systems																													
H1F6 10	Internet Safety																													
DF37 10	Computers and the Internet																													
F81P 10	Digital Culture: Social Software																													

Interactive Media and Computer Games National Occupational Standards																														
Unit Code	**Unit title**	IM1	IM2	IM3	IM4	IM5	IM6	IM7	IM8	IM9	IM 10	IM11	IM12	IM13	IM14	IM15	IM16	IM17	IM18	IM19	IM20	IM21	IM22	IM23	IM24	IM25	IM26	IM27	IM28	IM29
H2M6 10	Creative Digital Media: Introduction to the Industry																													
F5CX 10	Creative Digital Media: Hardware and Software																													
F5CW 10	Creative Digital Media: The Creative Process																													
F1K0 10	Computing: Programming in a High-level Language — Fundamentals																													
F915 10	Computer Games: Design	✓	✓				✓					✓	✓																	
F916 10	Computer Games: Media Assets																													
F917 10	Computer Games: Development	✓	✓				✓		✓																		✓			
F1JY 10	Digital Media: Still Images Acquisition											✓	✓																	
F1JW 10	Digital Media: Video Acquisition											✓	✓																	
F1JT 10	Digital Media: Audio Acquisition											✓	✓																	
H614 45	Computing: Website Graphics	✓									✓	✓	✓						✓			✓								
F182 11	Computing: Website Design and Development	✓	✓	✓		✓		✓	✓	✓	✓	✓	✓						✓	✓		✓			✓	✓				

Interactive Media and Computer Games National Occupational Standards																														
Unit Code	**Unit title**	IM1	IM2	IM3	IM4	IM5	IM6	IM7	IM8	IM9	IM 10	IM11	IM12	IM13	IM14	IM15	IM16	IM17	IM18	IM19	IM20	IM21	IM22	IM23	IM24	IM25	IM26	IM27	IM28	IM29
H613 45	Computing: Website Design Fundamentals	✓	✓	✓		✓		✓	✓	✓									✓			✓								
H60D 45	Computing: Weblogs																													
H223 74	Software Design and Development																													
H226 74	Information System Design and Development																													

5.3 Mapping of Core Skills development opportunities across the qualification(s)

S = signposted; E = embedded (at SCQF level)

Unit code	Unit title	Communication		Numeracy		ICT		Problem Solving			Working with Others	
		Written	Oral	Using Number	Using Graphical Information	Accessing Information	Providing/Creating Information	Critical Thinking	Planning and Organising	Reviewing and Evaluating	Working Co-operatively with Others	Reviewing Co-operative Contribution
H7E9 44	Information Literacy			S	S	E(4)	E(4)	E(4)	E(4)	(E4)		
H7EA 44	Network Literacy					E(4)	S					
H7EB 44	Social Media Literacy	S				S	S					
H6S8 44	Computing: Creating and Evaluating Software					E(4)		E(4)	E(4)	E(4)		
F1K2 10	Computing: Computer Hardware and Systems					S	S					
F1JM 10	Computing: Digital Media Elements for Applications	S				S	S				S	
H6S7 44	Computing: Project	S				S	S	E(4)	E(4)	E(4)	E(4)	E(4)
F3GB 10	Communication	E(4)	E(4)									
F3GF 10	Numeracy			E(4)	E(4)							
F5CY 10	Creative Digital Media: Production Project	S	S			S	S	S	S	S	E(4)	E(4)
H3LJ 09	Computer Basics					S	S					
H3LJ 44	Computer Basics					E(4)	E(4)	E(4)				
H1T0 10	Mobile Technology Systems					S	S	S	S			
H1F6 10	Internet Safety							E(4)				
DF37 10	Computers and the Internet											
F81P 10	Digital Culture: Social Software							S	S		S	

Unit code	Unit title	Communication		Numeracy		ICT		Problem Solving			Working with Others	
		Written	Oral	Using Number	Using Graphical Information	Accessing Information	Providing/Creating Information	Critical Thinking	Planning and Organising	Reviewing and Evaluating	Working Co-operatively with Others	Reviewing Co-operative Contribution
H2M6 10	Creative Digital Media: Introduction to the Industry	S	S			S	S	E(4)	S	S	S	S
F5CX 10	Creative Digital Media: Hardware and Software					E(4)	E(4)	E(4)	E(4)			
F5CW 10	Creative Digital Media: The Creative Process	S	S			S	S	E(4)	S	S	S	S
F1K0 10	Computing: Programming in a High-level Language — Fundamentals							S			S	
F915 10	Computer Games: Design	S	S			S	S				S	
F916 10	Computer Games: Media Assets	S	S			S	S				S	
F917 10	Computer Games: Development	S	S			S	S	S	S	S	S	S
F1JY 10	Digital Media: Still Images Acquisition	S	S					S	S			
F1JW 10	Digital Media: Video Acquisition	S	S					S	S			
F1JT 10	Digital Media: Audio Acquisition	S	S					S	S			
H60D 45	Computing: Weblogs	S	S								S	S
H613 45	Computing: Website Design Fundamentals					S	S	S	S			
F182 11	Computing: Website Design and Development					S	S		S			

Unit code	Unit title	Communication		Numeracy		ICT		Problem Solving			Working with Others	
		Written	Oral	Using Number	Using Graphical Information	Accessing Information	Providing/Creating Information	Critical Thinking	Planning and Organising	Reviewing and Evaluating	Working Co-operatively with Others	Reviewing Co-operative Contribution
H614 45	Computing: Website Graphics					S	S					
H223 74	Software Design and Development			S		S	S					
H226 74	Information System Design and Development			S		S	S					

5.4 Assessment Strategy for the qualification(s)

Unit		Assessment			
		Outcome 1	Outcome 2	Outcome 3	Outcome 4
F3GB 10	Communication	Observation of reading, writing, speaking and listening recorded on a checklist.			
F3GF 10	Numeracy	Numeracy skills demonstrated by a combination of written tasks, oral questioning and observation, recorded on a checklist.			
H7E9 44	Information Literacy	E-Portfolio or Web log or Written and/or recorded oral evidence and Practical Tasks Open-book			
H7EA 44	Network Literacy	E-Portfolio or Web log or Written and/or recorded oral evidence and Practical Tasks Open-book			
H7EB 44	Social Media Literacy	E-Portfolio or Web log or Written and/or recorded oral evidence and Practical Tasks Open-book			
H6S8 44	Computing: Creating and Evaluating Software	Written and/or oral evidence Closed-book	Written and/or oral evidence Open-book	Practical task Open-book	
F1K2 10	Computing: Computer Hardware and Systems	Written and/or oral evidence	Written and/or oral evidence	Practical task Open-book	Practical task Open-book
F1JM 10	Computing: Digital Media Elements for Applications	Written and/or oral evidence	Product Evidence Open-book		
H6S7 44	Computing: Project	Practical Project and Written and/or oral evidence Open-book			
F5CY 10	Creative Digital Media: Production Project	Product Evidence Open-book			Written and /or oral evidence
H3LJ 09	Computer Basics	Written and/or oral evidence Closed-book	Practical Tasks Open-book		

Unit		Assessment			
		Outcome 1	Outcome 2	Outcome 3	Outcome 4
H3LJ 44	Computer Basics	Practical Tasks Open-book			
H1T0 10	Mobile Technology Systems	Written and/or oral evidence Closed-book	Performance Evidence Closed-book		
H1F6 10	Internet Safety	Written and/or oral evidence Closed-book 50 minutes	Written, Oral or Visual Performance Evidence Open-book	Written, Oral or Visual Performance Evidence Open-book	Written, Oral or Visual Performance Evidence Open-book
DF37 10	Computers and the Internet	Written and /or oral evidence Closed-book 45 minutes	Practical Tasks Open-book		
F81P 10	Digital Culture: Social Software	Blog or equivalent Open-book			
H2M6 10	Creative Digital Media: Introduction to the Industry	Written and/or oral evidence Open-book			Written and/or oral evidence Open-book
F5CX 10	Creative Digital Media: Hardware and Software	Digital Media Project Written and/or oral evidence Open-book			Digital Media Project Product evidence Open-book
F5CW 10	Creative Digital Media: The Creative Process	Written and/or oral evidence Open-book	Product Evidence Open-book		Written and/or oral evidence Open-book
F1K0 10	Computing: Programming in a High-level Language — Fundamentals	Written and/or oral evidence Open-book	Written and/or oral evidence Open-book	Product Evidence Open-book	
F915 10	Computer Games: Design	Digital or paper portfolio Open-book			
F916 10	Computer Games: Media Assets	Digital or paper portfolio Open-book			

Unit		Assessment			
		Outcome 1	Outcome 2	Outcome 3	Outcome 4
F917 10	Computer Games: Development	Digital or paper portfolio Open-book			
F1JY 10	Digital Media: Still Images Acquisition	Written and /or oral multiple choice questions Closed-book, Time limit 45 minutes.	Written and/or oral evidence Product Evidence Open-book		
F1JW 10	Digital Media: Video Acquisition	Written and /or oral multiple choice questions Closed-book, Time limit 45 minutes	Written and/or oral evidence Product Evidence Open-book		
F1JT 10	Digital Media: Audio Acquisition	Written and /or oral multiple choice questions Closed-book, Time limit 45 minutes	Written and/or oral evidence Product Evidence Open-book		
H60D 45	Computing: Weblogs	Product evidence Open-book	Product evidence Open-book	Product evidence Open-book	
H613 45	Computing: Website Design Fundamentals	Written and/or oral exercise Open-book	Product evidence Open-book		
F182 11	Computing: Website Design and Development	Practical project Written and/or Oral and Product Evidence Open-book			
H614 45	Computing: Website Graphics	Written and /or oral questions Closed-book	Product evidence Open-book		
H223 74	Software Design and Development	Written and/or oral exercise Open-book	Practical Task Open-book	Written or Visual Presentation Open-book	

Unit		Assessment			
		Outcome 1	Outcome 2	Outcome 3	Outcome 4
H226 74	Information System Design and Development	Practical Task Open-book	Written and/or oral exercise Open-book		

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6 Guidance on approaches to delivery and assessment

This qualification provides a progression from basic skills in computing and digital media, such as might be possessed by a school leaver or an adult returner, towards a level of knowledge, understanding and skills that would prepare the learner for further study in computing and a variety of related areas. The range of options provide learners with the opportunity to progress within particular areas of interest which include web design, digital media, games design, software development, information systems and computer hardware.

In this award each of the mandatory Units are at SCQF level 4 and these reflect the competency level of the qualification. The component Units of the National Progression Award in Digital Passport at SCQF level 4 will give the learner the opportunity to achieve a level of digital literacy which is essential for success in the digital economy, education and social life. The mandatory section also includes a new single credit Computing Project Unit, which is intended to give learners the opportunity to use skills, knowledge and understanding developed through the successful completion of the other Units within the award. It should give learners the opportunity to develop key skills in planning, decision making, working with others, communications, implementation, problem solving, time management, testing and evaluation. It is recommended that it be undertaken in the later part of the academic year, so that learners have successfully completed a number of Units from within the Group Award and gained suitable knowledge, skills, experience and confidence with which to carry out the project requirements effectively. The nature of the project will depend on the particular area of computing chosen by the assessor and learners via negotiation. It may be that the project is to create a website, design a computer game or software application. The area chosen will most likely also be reflected in the centre's choice of optional Units.

Optional Units from the following certificated awards are included in the framework:

- NPA in Digital Passport at SCQF level 4
- NPA in Computer Games Development at SCQF level 4
- NPA in Web Design Fundamentals at SCQF level 4
- NPA in Digital Media Basics at SCQF level 4
- NPA in Social Software at SCQF level 4
- Skills for Work National Course in Creative Digital Media at Intermediate 1
- National 4 Computing Science

A practical hands-on approach to learning should be adopted to engage learners and exemplify key concepts. However, all practical activities should be underpinned with appropriate knowledge before learners commence the activities.

6.1 Sequencing/integration of Units

This Group Award 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.

The following schedule shows one recommended sequence for delivery of six mandatory Units and a selection of six Units from the options over three blocks/semesters.

Block 1		
Unit Code	**Unit Title**	**Mandatory/Option**
H7E9 44	Information Literacy	M
F1JM 10	Computing: Digital Media Elements for Applications	M
H1T0 10	Mobile Technology Systems	O
F915 10	Computer: Games Design	O

Block 2		
Unit Code	**Unit Title**	
H7EB 44	Social Media Literacy	M
F1K2 10	Computing: Computer Hardware and Systems	M
H6S8 44	Computing: Creating and Evaluating Software	M
F916 10	Computer Games: Media Assets	O

Block 3		
Unit Code	**Unit Title**	
F1JT 10	Digital Media: Audio Acquisition	O
H6S7 44	Computing: Project	M
H613 45	Computing: Website Design Fundamentals	O
F917 10	Computer: Games Development	O

The NC programme given above is just one possible combination of Units. This example structure embeds the NPA in Computer Games Development at SCQF level 4.

Each centre may offer a different combination depending on requirements, focus and resources. The choice and number of additional Units selected could influence possible integration routes.

Where possible, centres can integrate delivery and assessment of Units in order to reduce the burden of assessment. Further assessment information is available in the individual Unit specifications.

6.2 Recognition of Prior Learning

SQA recognises that learners gain knowledge and skills acquired through formal, non-formal and informal learning contexts.

In some instances, a full Group Award may be achieved through the recognition of prior learning. However, it is unlikely that a learner would have the appropriate prior learning and experience to meet all the requirements of a full Group Award.

The recognition of prior learning may **not** be used as a method of assessing in the following types of Units and assessments:

- HN Graded Units
- Course and/or external assessments
- Other integrative assessment Units (which may or not be graded)
- Certain types of assessment instruments where the standard may be compromised by not using the same assessment method outlined in the Unit
- Where there is an existing requirement for a licence to practice
- Where there are specific health and safety requirements
- Where there are regulatory, professional or other statutory requirements
- Where otherwise specified in an Assessment Strategy

More information and guidance on the *Recognition of Prior Learning* (RPL) may be found on our website **www.sqa.org.uk**

The following sub-sections outline how existing SQA Unit(s) may contribute to this Group Award. Additionally, they also outline how this Group Award may be recognised for professional and articulation purposes.

6.2.1 Articulation and/or progression

On successful completion of this SCQF level 4 Group Award, learners may be able to progress onto the following NC programmes:

- NC in Computing with Digital Media at SCQF level 5
- NC in Computing: Technical Support at SCQF level 5
- NC in Computer Games Development at SCQF level 5
- NC in Mobile Technology at SCQF level 5

6.2.2 Professional recognition

Not applicable

6.2.3 Transitional Arrangements

The NC in Computing with Digital Media at SCQF level 4 is a revision of **G8JM 44** NC in Digital Media Computing at SCQF level 4. To achieve the revised award, four new mandatory Units should be completed. Centres must also ensure that the learner has at least six optional Units from the revised framework or Units that have full credit transfer to Units in the revised framework.

The following table compares the Units from Group Award G8JM 44 Digital Media Computing with the revised framework.

Shaded grey indicates the Unit exists in both frameworks
Units marked in bold on the right hand side column have been revised
The Units shaded yellow are new Units created for the revised award

Mandatory Units — G8JM 44		**Mandatory Units — Computing with Digital Media**	
F1F9 10	PC Passport: Introduction to the Internet and On-line Communications	H7E9 44	Information Literacy
F1K6 10	Computing: Office and Personal Productivity Applications	H7EB 44	Social Media Literacy
F1KY 09	Digital Communication Methods	H6S8 44	Computing: Creating and Evaluating Software
F1K2 10	Computing: Computer Hardware and Systems	**F1K2 10**	**Computing: Computer Hardware and Systems**
F1JM 10	Computing: Digital Media Elements for Applications	**F1JM 10**	**Computing: Digital Media Elements for Applications**
F1L1 09	Digital Numeracy	H6S7 44	Computing: Project **OR**
		F5CY 10	Creative Digital Media: Production Project
Optional Units — G8JM 44		**Optional Units — Computing with Digital Media**	
H1F6 10	Internet Safety	H1F6 10	Internet Safety
F81P 10	Digital Culture: Social Software	F81P 10	Digital Culture: Social Software
F1K0 10	Computing: Programming in High Level Language - Fundamentals	F1K0 10	Computing: Programming in High Level Language - Fundamentals
F915 10	Computer Games: Design	F915 10	Computer Games: Design
F916 10	Computer Games: Media Assets	F916 10	Computer Games: Media Assets
F917 10	Computer Games: Development	F917 10	Computer Games: Development
F1JY 10	Digital Media: Still Images Acquisition	F1JY 10	Digital Media: Still Images Acquisition
F1JW 10	Digital Media: Video Acquisition	F1JW 10	Digital Media: Video Acquisition
F1JT 10	Digital Media: Audio Acquisition	F1JT 10	Digital Media: Audio Acquisition
DN81 11	Web Logs	**H60D 45**	**Computing: Weblogs**
F181 11	Computing: Website Design Fundamentals	**H614 45**	**Computing: Website Graphics**
F182 11	Computing: Website Design and Development	**F182 11**	**Computing: Website Design and Development**
F1KJ 11	Computing: Web Page Creation	**H613 45**	**Computing: Website Design Fundamentals**
F1L2 09	Digital Computing	F3GB 10	Communication
DW7H 10	Basic Information and Communication Technology (ICT) Skills	F3GF 10	Numeracy
DV4J 10	Business Information and ICT	H3LJ 09	Computer Basics
H1F6 10	Internet Safety	H1T0 10	Computer Basics
D36N 10	Enterprise Activity	H1F6 10	Mobile Technology Systems

Mandatory Units — G8JM 44		**Mandatory Units — Computing with Digital Media**	
F1K4 10	Computer Games: Digital Gaming Design	DF37 10	Computers and the Internet
F3GD 10	Problem Solving	F81P 10	Digital Culture: Social Software
D970 10	Computer Control Systems	H2M6 10	Creative Digital Media: Introduction to the Industry
F1F8 10	PC Passport: Introduction to IT Software and Presenting Information	F5CX 10	Creative Digital Media: Hardware and Software
F1GP 10	PC Passport: Introduction to IT Systems	F5CW 10	Creative Digital Media: The Creative Process
D0F7 11	Multimedia Computing: Introduction to Digital Photography	H223 74	Software Design and Development
DV91 11	Creative Thinking and Goal Setting	H226 74	Information System Design and Development
E9XD 10	Core Mathematics 2	H6S7 44	Computing: Project OR
D11T 10	Core Mathematics 3	F5CY 10	Creative Digital Media: Production Project
D11V 11	Core Mathematics 4		
D11W 11	Mathematics: Analysis/Algebra 1		
ED51 12	Mathematics: Analysis/Algebra 2		
D321 11	Mathematics 1		
D322 11	Mathematics 2		
D323 11	Mathematics 3		
D36N 11	Enterprise Activity		
DW7J 11	Social Software		
F1P3 11	Information Literacy Skills		
F1KD 11	Computing: Troubleshoot and Secure IT Systems		
F1KP 11	Computing: Install and Maintain Computer Software		
F1KF 11	Computing: Install and Maintain Computer Hardware		
F180 11	Computing: Interactive Multimedia for Website Development		
F1KB 11	Computing: Animation Fundamentals		
DF2Y 11	Software Development (Intermediate 2)		
F1KH 11	Computing: Computer Networking Fundamentals		
D6RC 11	Introduction to Computer Animation		
F1FC 11	PC Passport: IT Software Word Processing and Presenting Information		
F1FB 11	PC Passport: IT Software Spreadsheet and Database		

Mandatory Units — G8JM 44	
F1FA 11	PC Passport: IT Systems
F3GD 11	Problem Solving
DF2Y 12	Software Development (Higher)
F1FE 12	PC Passport: Working with IT Software: Word Processing and Presenting Information
F1FJ 12	PC Passport: Working with IT Software Spreadsheet and Database
F1FH 12	PC Passport: Working with IT Security for Users
F1FG 12	PC Passport: Working with Artwork and Imaging

6.2.4 Credit transfer

Learners may receive credit for any of the Units listed in the Transitional Arrangements which have been revised, but have retained the same Unit Code. The following Units may receive credit transfer to the revised Units listed below. Titles have been changed to more accurately reflect Unit content.

Old Unit Code	Old Unit title	New Unit Code	New Unit title
DN81 11	Web Logs	H60D 45	Computing: Weblogs
F1KJ 11	Computing: Web Page Creation	H613 45	Computing: Website Design Fundamentals
F181 11	Computing: Web Design Fundamentals	H614 45	Computing: Website Graphics

6.3 Opportunities for e-assessment

Although not specifically designed as an online course, the nature of many of the Units in the NC in Computing with Digital Media at SCQF level 4 lends themselves to flexible delivery and e-assessment. Some Units can be assessed by means of a digital or e-portfolio and online multiple choice questions. Other opportunities may be to use a blog rather than a traditional logbook.

6.4 Support materials

A **list of existing ASPs** is available to view on SQA's website.

6.5 Resource requirements

Centres offering this qualification will be required to provide access to a range of computing devices, computer hardware, computer software, the internet and relevant online resources.

Where network restrictions are in place preventing access to specific relevant online resources it is acceptable for learners to access those resources outwith the centre. Any evidence that may be generated outwith the centre must be authenticated as stated on the relevant Unit specifications.

7 General information for centres

Equality and inclusion

The Unit specifications making up this Group Award have been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners will be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence. Further advice can be found on our website **www.sqa.org.uk/assessmentarrangements**.

Internal and external verification

All instruments of assessment used within this/these qualification(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* **(www.sqa.org.uk/GuideToAssessment)**.

8 Glossary of terms

CfE: Curriculum for Excellence

Embedded Core Skills: is where the assessment evidence for the Unit also includes full evidence for complete Core Skill or Core Skill components. A learner successfully completing the Unit will be automatically certificated for the Core Skill. (This depends on the Unit having been successfully audited and validated for Core Skills certification.)

Fast track: is where a qualification is delivered over a shorter than normal period of time, eg from January - June compared to August - June. The learner will likely be timetabled for more classes per week and may be offered more e-learning.

Finish date: The end of a Group Award's lapsing period is known as the finish date. After the finish date, the Group Award will no longer be live and the following applies:

- learners may not be entered for the Group Award
- the Group Award will continue to exist only as an archive record on the Awards Processing System (APS)

Lapsing date: When a Group Award is entered into its lapsing period, the following will apply:

- the Group Award will be deleted from the relevant catalogue
- the Group Award specification will remain until the qualification reaches its finish date at which point it will be removed from SQA's website and archived
- no new centres may be approved to offer the Group Award
- centres should only enter learners whom they expect to complete the Group Award during the defined lapsing period

MA: Modern Apprenticeship

SQA credit value: The credit value allocated to a Unit gives an indication of the contribution the Unit makes to an SQA Group Award. An SQA credit value of 1 given to an SQA Unit represents approximately 40 hours of programmed learning, teaching and assessment.

SCQF: The Scottish Credit and Qualification Framework (SCQF) provides the national common framework for describing all relevant programmes of learning and qualifications in Scotland. SCQF terminology is used 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: SCQF credit points provide a means of describing and comparing the amount of learning that is required to complete a qualification at a given level of the Framework. One National Unit credit is equivalent to 6 SCQF credit points. One National Unit credit at Advanced Higher and one Higher National Unit credit (irrespective of level) is equivalent to 8 SCQF credit points.

SCQF levels: The level a qualification is assigned within the framework is an indication of how hard it is to achieve. The SCQF covers 12 levels of learning. HNCs and HNDs are available at SCQF levels 7 and 8 respectively. Higher National Units will normally be at levels 6–9 and Graded Units will be at level 7 and 8. 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.

Subject Unit: Subject Units contain vocational/subject content and are designed to test a specific set of knowledge and skills.

Signposted Core Skills: refers to opportunities to develop Core Skills that arise in learning and teaching but are not automatically certificated.

Vendor qualifications: certifications offered by commercial technology suppliers.

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. Centres are advised to check SQA's APS Navigator to confirm they are using the up to date qualification structure.

NOTE: Where a Unit is revised by another Unit:

- No new centres may be approved to offer the Unit which has been revised.
- Centres should only enter candidates for the Unit which has been revised where they are expected to complete the Unit before its finish date.

Version Number	Description	Date
06	HA6J 44 Web Apps: Presentations, HA6L 44 Web Apps: Spreadsheets; HA6M 44 Web Apps: Word Processing added into GJ7R 44 NC Computing with Digital Media Level 4 as optional units.	05/10/2016
05	H23W 74 Literacy has been added as an alternative to F3GB 10 Communication. H225 74 Numeracy has been added as an alternative to F3GF 10 Numeracy.	15/02/2016
04	H9T5 44 **Cyber Security Fundamentals** (SCQF level 4) has been added to GJ7R 44 NC Computing with Digital Media as optional unit	19/11/2015
03	H9E2 44 Data Security, H9J0 44 Digital Forensics and H9HY 44 Ethical Hacking from NPA Cyber Security at SCQF level 4 have been added to GJ7R 44 NC Computing with Digital Media as optional units.	17/08/2015
02	PC Passport Units at SCQF level 4 added to options.	25/09/2014

Acknowledgement

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of this qualification.

9 General information for learners

This section will help you decide whether this is the qualification for you by explaining what the qualification is about, what you should know or be able to do before you start, what you will need to do during the qualification and opportunities for further learning and employment.

The National Certificate in Computing with Digital Media award at SCQF levels 4 is intended to prepare you for progression within Further Education in Computing and related subjects.

It is a broad-based award that will help develop your online and ICT skills as well as provide you with the opportunity to develop a range of contemporary vocational skills relating to the use and development of computer software and the support of hardware and systems.

The award is made up of a set of core (mandatory) Units that you will have to achieve and a wide range of optional Units to allow programmes to be tailored to meet individual requirements.

The mandatory Units are:

- Information Literacy
- Social Media Literacy
- Computing: Creating and Evaluating Software
- Computing: Computer Hardware and Systems
- Computing: Digital Media Elements for Applications
- Computing: Project OR Creative Digital Media: Production Project

The optional subjects include Units in each of the following areas:

- Web design multimedia
- Computer games development
- Creative digital media
- Programming and software development

In addition to the subject-specific skills mentioned above, the Group Award includes development of a range of Core Skills including *Communication, Numeracy, Problem Solving, Information and Communication Technology and Working with Others*. The new National 4 Unit in Computing Science is also included as an option.

There are no formal qualifications required to gain entry to this qualification however you would benefit from having attained the skills, knowledge and understanding gained in the National Progression Award (NPA) in Digital Literacy at SCQF level 3 or equivalent qualifications or experience. Entry to this qualification is at the discretion of the centre.

This award is suitable for:

- Learners who have come from school with level 3 qualifications
- Part-time learners who may wish to pick up individual Units or work towards the Group Award
- Adult returners wishing to re-enter education

On successful completion of this SCQF level 4 Group Award, you may be able to progress onto the following NC programmes:

- NC in Computing with Digital Media at SCQF level 5
- NC in Computing: Technical Support at SCQF level 5
- NC in Computer Games Development at SCQF level 5
- NC in Mobile Technology at SCQF level 5

Your centre will offer advice to you on what these appropriate choices are. You should expect to be given some independence in your learning, with extensive use being made of resources available through the internet.

New concepts or skills will be taught or demonstrated in the classroom, and you will further develop your knowledge through research and analysis, and your skills through practical work.

You may be provided with e-learning and online resources so that learning can take place to suit you. Working in groups or teams will be encouraged.

You will be assessed on all the Units that you undertake and this may include testing your underpinning knowledge by means of a written or oral assessment. Assessment also includes testing your practical skills and this may be done by using projects and other task-based methods.