SQA

Arrangements for:

NPA Internet Technology at SCQF level 4
Group Award Code: G8HC 44

NPA Internet Technology at SCQF level 5
Group Award Code: G8H8 45

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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
03	Internet Technology G8H8 45,level 5 DN81 11 Weblogs *has been revised by* H60D 45 Weblogs *and will finish on* 31/07/2016.	12/11/2014
02	Revision of Internet Safety (F0H5 10)(lapse date 31/07/2012,finish date 31/07/2014)	25/09/2012

Contents

1 Introduction

This is the Arrangements Document for the new Group Awards in NPA Internet Technology at SCQF level 4 and NPA Technology at SCQF level 5, which were validated in March 2007. This document includes: background information on the development of the Group Award, its aims, guidance on access, details of the Group Award structure, and guidance on delivery.

The National Progression Awards (NPAs) in Internet Technology each consists of three NQ Units drawn from the framework of the National Certificate in Digital Media Computing at SCQF level 4 and SCQF level 5. They provide progression for candidates who wish to develop their knowledge and skills of safe and effective use of the internet as a resource.

At SCQF level 4 candidates will study three Units which will allow them to:

♦ develop basic skills in internet and on-line communications
♦ develop skills and expertise in handling information
♦ make safe and legal use of the internet

At SCQF level 5 candidates will study three Units which allow them to:

♦ become familiar with a range of internet tools to access, retrieve and exchange information from the internet or an intranet
♦ locate and use social software for interaction and collaboration
♦ find, review and create weblogs (ie blogs)

2 Rationale for the development of the Group Awards

The rationale for developing the National Progression Award (NPA) Internet Technology at SCQF level 4 and NPA Internet Technology at SCQF level 5, is to address a demand for provision of an entry-level qualification into the safe use of using the internet, especially one that may be gained through short-course provision.

Use of the internet 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. Along with this it has recognized the need for education and training for citizens in the effective use of the internet, and has funded opportunities for basic training in the use of the internet. With the increasing use of the internet for business purposes (eg sales, purchases, marketing) employers are looking to their staff to have basic IT skills that include the ability to use the internet. As a result, the further education and community education sectors have seen a corresponding increase in demand for entry qualifications in aspects of the internet. The rationale for developing these NPAs (National Progression Award) in Internet Technology is to address the demand for provision of an entry qualification in the safe use of the internet, especially one that may be gained through short-course or flexible provision.

Along with the rapid growth in the use of the internet there are increasing risks — to young people, to individuals and to businesses. While these risks are well-publicised in the media, it is important that individuals should have better understanding and skills of protecting themselves and others from harmful internet activity. Education Authorities in Scotland have developed short educational programmes to inform school pupils of the dangers of the internet, supported by information for parents. Appendix A offers quotations from government and other sources in confirmation of the need to teach the safe use of the internet.

A recent HMIE report ['Improving Scottish Education: ICT in learning and teaching', HMIE 2007] found that almost all pupils in schools lacked the skills of efficient searching, selection and analysis required to make effective use of information accessed through the internet. Research into the skills most valued by employers, carried out by e-skills UK (the sector skills council for IT) found that employers rated internet skills highly. The National Occupational Standards for IT Users, created by e-skills UK in partnership with employers, provide detail of the internet skills required in the workplace. These Units will develop candidate skills in line with the NOS.

These NPAs will offer candidates a foundation in making safe and legal use of the internet in carrying out research and handling information. These awards will also introduce candidates to a range of Internet tools to access, retrieve and exchange information from the internet and use social software to support interaction and collaboration with other individuals or groups.

These awards are suitable for a wide range of candidates — from secondary school pupils through to the 'silver surfer' generation. They will be beneficial to candidates in employment as well as those wishing to acquire skills to enter or re-enter the workplace.

These awards are 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 programme. Conversely, candidates who achieve an NPA award will have SCQF credits that can count towards the NC DMC awards.

3   Aims of the Group Awards

3.1   Principal aims of the Group Awards

These awards are new and do not replace any existing awards. They provide an opportunity for candidates to group together Units relating to the theme of the internet at SCQF levels 4 and 5.

The aims of these awards are to provide candidates with the opportunity to:

♦   develop basic skills to access, retrieve and exchange information from the internet or an intranet

- ♦ develop skills and expertise in handling information for personal, vocational or study purposes
- ♦ gain understanding of the safety factors and legal considerations which need to be taken into account when using the internet
- ♦ develop skills in taking safety precautions and operating within legal constraints when using the internet
- ♦ gain familiarity with the range of internet tools used to access, retrieve and exchange information from the internet or an intranet, including e-mail
- ♦ enable candidates to locate and use software tools that promote interaction and collaboration (ie social software).
- ♦ enable candidates to find, review and create weblogs ('blogs') and use aggregation tools
- ♦ progress to the National Certificate Digital Media Computing or another National Certificate
- ♦ progress to another NPA

3.2 General aims of the Group Awards

The general aim of these awards is to produce robust qualifications that allow 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 enhance the portfolio available to centres by mapping to the NOS and the vendor qualification(s)
- ♦ to ensure that candidates gain appropriate knowledge and understanding in all Units
- ♦ to allow a candidate to progress to a selection of different awards

3.3 Target groups

The rationale for developing these National Progression Awards in Internet Technology at SCQF level 4 and level 5 is to address shortcomings in the current SQA provision at SCQF levels 4 and 5 and to provide colleges with a progressive set of awards.

The age range of candidates is from young secondary education and adult learners, in the community and FE. 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 4 and 5 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. This award is a subset of the National Certificate in Digital Media Computing suite of awards (reference should be made to the Arrangements Documents for each level of award).

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 awards 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 using the internet more safely and efficiently. This award could be used 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 Awards

NPA Internet Qualification (SCQF L4)

Access to the qualification is at the discretion of a centre, however, normal entry qualifications will be:

♦ a qualification at SCQF level 3 or similar study
♦ mature candidates without formal qualifications but with appropriate industrial experience

NPA Internet Qualification (SCQF L5)

Access to the qualification is at the discretion of a centre, however, normal entry qualifications will be:

♦ a qualification at SCQF level 4 or similar study
♦ mature candidates without formal qualifications but with appropriate industrial experience

5 Group Awards structure

All Units are mandatory within each of the levels of the NPAs in Internet Technology at SCQF level 4 and level 5. The frameworks for each of the award is as follows:

5.1 Framework

NPA Internet Qualification (SCQF L4)

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
Information Literacy Skills	F1P3 11	6	5	1
*Internet Safety	H1F6 10	6	4	1

*Refer to history of changes for revision details

Note: All Units are mandatory within the award at this level

NPA Internet Qualification (SCQF L5)

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
PC Passport: Working with the Internet and On-line Communications	F1FD 11	6	5	1
Social Software	DW7J 11	6	5	1
*Weblogs	H60D 45	6	5	1

*Refer to history of changes for revision details
Note: All Units are mandatory within the award at this level

5.2 Mapping information

No mapping has been carried out against NOS (National Occupational Standards) as the focus for these awards. The particular approach for these awards is to develop the competences in using the internet in a safe and efficient manner.

These awards are supported by the sector skill council, ie e-skills UK.

5.3 Articulation, professional recognition and credit transfer

There are opportunities to articulate to a number of other NPA awards (at time of writing — although there are a number of these available, there are other NPA awards are subject to validation) which are being developed along with the National Certificate in Digital Media Computing at SCQF level 6.

There are also opportunities to articulate to one of the awards within the suite of National Certificate in Digital Media at SCQF level 4, level 5 or level 6 (at time of writing — this award is under development).

There is no professional recognition mapped to this award, however, there is progression between the different levels of these awards.

6   Approaches to delivery and assessment

The NPA Internet Qualification awards have been created to match the requirements of candidates in the competences required in using the internet in a safe and secure manner whether at home or in a formal educational setting. The groupings of these awards have been designed to meet this demand by providing an opportunity to group together a number of Units to give a coherent theme towards using the internet which will:

♦ provide a candidate with the confidence to access and use the internet safely
♦ ensure that the tools of the internet are identified, introduce, accessed and used properly
♦ provide a candidate with additional internet skills by this short-course of study which will equip then to articulate to further studies
♦ develop a candidate's use of the internet as an information tool for study and research

Either of these awards could be delivered:

♦ on an interest basis only
♦ as a standalone course offering progression to another NPA or formal course
♦ as a standalone course offering progression to the National Certificate Digital Media Computing or another National Certificate

An integrated approach to assessment is recommended for the NPA Internet Qualifications awards. The individual Units that comprise the NPA can have assessment of Outcomes integrated and the practical assessments across the three Units may be combined.

These NPA Internet Qualifications awards lends to either full-time or part-time study. It is envisaged that there will be a number of centres that will adopt an open learning mode of delivery. However, there are no obvious barriers or recommendations to delivering the award in either a full-time or open learning mode of delivery.

NPA Internet Qualification (SCQF level 4)

The recommended sequencing of the three Units of the NPA Internet Qualifications award at this level is listed as follows:

1   PC Passport: Introduction to the Internet and On-line Communications.
2   Information Literacy Skills.
3   Internet Safety.

There are opportunities to integrate items within these Units, however, no recommendation is offered here.

NPA Internet Qualification (SCQF level 5)

The recommended sequencing of the three Units of the NPA Internet Qualifications award at this level is listed as follows:

♦ PC Passport: Working with the Internet and On-line Communications
♦ Social Software
♦ Weblogs

There are opportunities to integrate items within these Units, however, no recommendation is offered here.

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 NPA Internet Qualifications will introduce candidates to the fundamental knowledge and skills required in the safe and effective use of the internet whether in a formal educational setting or in business or for personal purposes. The Units that comprise these NPAs are a subset of the Units in the National Certificate in Digital Media Computing awards.

These awards are capable of being delivered in a wide range of modes. They are well suited to intensive short-course delivery, making full use of the interrelationship among Units. They can also be delivered in part-time or flexible mode.

The delivery of the component Units will be largely through practical activities, supported by lecturer demonstration and exposition. Basic information and theory will be covered in lectures, 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. Working in groups will also be promoted. Where available, resources from industry leaders will be used to supplement learning materials.

With the increasing availability of e-learning materials, it is highly likely that some of the delivery of these awards will be on-line. In particular the Internet Safety Unit at SCQF level 4 is available as a fully on-line Unit.

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 printed records of their work, and a corresponding candidate checklist completed by the assessor. The candidate's knowledge and understanding will be tested through multiple-choice tests.

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

Successful candidates will have gained the knowledge and skills suitable for entry into other NPA awards or progression to a higher level qualification.

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: These are developments or revisions undertaken by a group of centres in partnership with SQA.