



Award ID: **G8HA 46**

Level: **SCQF Level 6**

Award Title: **National Progression Award in PC Passport: Advanced at SCQF¹ Level 6**

Introduction to the Award

The original suite of three PC Passport National Progression Awards has now been revised for August 2007 to ensure it is up to date and to meet the requirements of the e-skills UK sector skills council structure, for all UK IT Qualifications. PC Passport now includes equivalences to the UK Information Technology Qualification (ITQ).

PC Passport is a unique and popular award offered by SQA. The candidate age range is from secondary pupils aged 11 to people aged over 90, wishing to acquire and develop IT skills, for general business and personal use. The majority of candidates use the award to improve their IT skills for the workplace, as the skills contained within the award units are those currently required by most employers and IT users.

Each of the PC Passport awards includes a clear progression route to the next level, so candidates are offered an opportunity to enter at an appropriate level, to develop their IT skills to a higher level and exit with skills for progression to employment or further study within an Information Technology or computing environment.

The award is offered at three levels, which are Beginner (SCQF 4), Intermediate (SCQF 5) and Advanced (SCQF 6).

Target Audience

This National Progression Award is designed to develop more complex IT skills in a number of areas. The award will build on the skills needed to use a number of application packages, which are commonly used in businesses and public sector organisations.

¹ SCQF (Scottish Credit and Qualifications Framework) helps people to understand and compare different qualifications in Scotland. (visit the website www.scqf.org.uk for more information)

The range of applications includes word processing, presentation, artwork and imaging, spreadsheets and databases. Skills relating to security of IT systems and the Internet will also be developed.

On completion of this award candidates will have a range of complex IT skills that will be very useful in the workplace and daily life and, if required, will provide the basis for further progression to National or Higher National Qualifications in a related subject area.

Content and Structure of Award

This National Progression Award will provide candidates with a range of complex IT skills that will be very useful in the workplace and daily life. On successful completion of the Award, candidates will receive the PC Passport Certificate in addition to the five separate units listed below, endorsed on their Scottish Qualifications Certificate (SQC).

All units in this National Progression Award in PC Passport: Advanced at SCQF Level 6 are mandatory.

UNIT TITLE	CODE	CREDIT VALUE	*SCQF LEVEL
PC Passport Working with Internet and Online Communications	F1FF 12	1	6
PC Passport: Working with IT Software - Word Processing and Presenting Information	F1FE 12	1	6
PC Passport: Working with IT Software - Spreadsheets and Database	F1FJ 12	1	6
PC Passport: Artwork and Imaging	F1FG 12	0.5	6
PC Passport: IT Security for Users	F1FH 12	0.5	6

*The Scottish Credit & Qualifications Framework (SCQF) is a way of helping people understand and compare Scottish Qualifications, by giving them credit points which shows how much learning has been achieved and a level on a scale of 12, to show how demanding the learning is. Details can be found at www.scqf.org.uk.

At the end of the award candidates should be able to:

- Use a range of software eg Word processing, Spreadsheet, database, photo/image editing and desktop publishing
- Use on-line communications including e-mail and other Internet/intranet facilities
- Identify a range of information sources and use them to plan and investigate a chosen information task, evaluate the selected information.
- Identify threats that exist when using the Internet
- Describe safety precautions which should be taken when using the Internet
- Describe legal constraints which apply when using the Internet
- Take appropriate safety precautions and operate within relevant legal constraints when using the Internet

Centre Contact details