Award ID: **G8H9 45**   Level: **SCQF Level 5**

Award Title: **National Progression Award in PC Passport: Intermediate at SCQF[1] Level 5**

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 all 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 at SCQF Level 5 is suitable for a wide range of candidates who already have basic IT literacy and wish to develop their IT skills further.

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[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 award will build on the basic skills involved with the use of a number of computer application packages of the types typically used in businesses and public sector organisations. The range of applications includes word processing, presentation, artwork and imaging, spreadsheets and databases. Skills in the effective use of the Internet, IT systems and more advanced information handling and e-mail skills will also be developed.

This award progresses to the National Progression Award in PC Passport: Advanced at SCQF Level 6.

Content and Structure of the Award

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

All units in this National Progression Award in PC Passport: Intermediate (SCQF Level 5) are mandatory.

UNIT TITLE	CODE	CREDIT VALUE	*SCQF LEVEL
PC Passport: Internet and On-line Communications	F1FD 11	1	5
PC Passport: IT Software Word Processing and Presenting Information	F1FC 11	1	5
PC Passport: IT Software Spreadsheets and Database	F1FB 11	1	5
PC Passport: IT Systems	F1FA 11	0.5	5

*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:

- Carry out searches for information using the Internet/intranet
- Send and receive e-mail using routine Internet/intranet facilities
- Use a variety of on-line communication methods
- Investigate and recommend a range of computer hardware for a given specification
- Connect and configure different peripheral devices, eg printer and scanner to a computer system
- Identify precautions to reduce known health and safety risks associated with the use and disposal of computer systems
- Identify security issues and safeguards associated with the use of computer systems
- Use routine software application package functions for different requirements
- Produce solutions to specified tasks using software application packages
- Identify information requirements to meet the needs of different audiences

Centre Contact details