Award ID: **G8JK 45**   Level: **SCQF Level 5**

Award Title: **National Certificate in Digital Media Computing at SCQF[1] Level 5**

Introduction to the Award

This National Certificate Award at SCQF Level 5 is for individuals who require a non-advanced award in computing and information technology.   It also builds on the knowledge and skills gained if you have studied the National Certificate in Digital Media Computing award at SCQF Level 4.

It is flexible, allowing candidates to progress at their own pace over 1 or 2 years and allows for options to be selected to help choose their next course.   On completion, it also offers different alternatives to progress further.

Its core units cover modern computer systems and applications and there is a range of related optional topics and areas of study. It will also improve communication and numeracy core skills. It covers a wide range of topics from digital media, information technology, networking and computing.

Target Audience

This award is intended to address the needs of recent school-leavers, young and mature adults seeking to re-enter education or change the direction of their career. All these candidates will share the opportunity of wanting to progress to further study in a computing or related IT area.

Content and Structure of the Award

The National Certificate in Digital Media Computing at SCQF Level 4 award will provide the candidate with a basic set of skills which are needed almost everywhere in the digital age – in employment, in voluntary work and in the home. The individual units achieved during the study of the award will also be itemised on the candidate's Scottish Candidate Record.

They will also be able to identify the causes of and solve common hardware and software problems. Successful candidates will also be confident when working in teams or communicating with colleagues.

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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)

In this twelve credit award, a candidate is required to take **all six** mandatory units (6 credits) and a further 6 credits are required from the optional units.

UNIT TITLE	CODE	CREDIT VALUE	SCQF* LEVEL
PC Passport: Internet and On-line Communications	F1FD 11	1	5
Computing: Office and Personal Productivity Applications	F1K8 11	1	5
Computing: Computer Hardware and Systems	F1KR 11	1	5
Computing: Digital Media: Elements for Applications	F1KS 11	1	5
Numeracy: Core Skill	D01C 11	1	5
Communications	D01B 10	1	4

*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.

Optional Units (additional 6 credits required – 2 at the SCQF level of the award)
There is a wide range of over 50 optional units available. The choice allows a candidate to build their knowledge and focus on their next area of study in a related subject area.

At the end of the award these units will enable candidates to:
- Describe components, services and issues relating to the use of on-line communications
- Carry out searches for information using the Internet/intranet
- Send and receive e-mail using routine Internet/intranet facilities
- Demonstrate knowledge and understanding of a variety of on-line communication methods, send and receive e-mail using routine Internet/intranet facilities
- Identify relevant legislation that affects the use of application packages
- Perform data security backups and precautions
- Use system and application software to perform routine tasks
- Identify hardware and software components in a computer system
- Build and configure a computer system
- Demonstrate knowledge and understanding of digital media elements
- Source, capture and store a range of media elements
- Create, edit and manipulate digital media elements using software tools
- Integrate digital media elements into a multimedia application
- Use tables, charts, graphs and diagrams when presented as a number of related but straightforward forms or in a complex form
- Select and use appropriate forms of table, graph, chart or diagram to communicate information
- Apply a wide range of numerical skills

Centre Contact details