



INTRODUCTION

PC Passport designed in 2003 and released in 2004 is one of the SQA's most successful awards. Over 20,000 candidates undertake the award annually. It is a suite of IT user qualifications available at three levels. You can start at any level, or choose to do any number of levels.

The beginner course is designed for the absolute beginner; the intermediate course is designed for the 'competent user'; and the advanced award is for 'expert' users. All three levels have simple structures made up of Units:

The courses are **highly vocational**, focusing on **industry-standard** software and skills. They teach **transferable skills** that can be used in many different environments — different kinds of workplace, education and training, even your personal life and hobbies.

PC Passport was designed for anyone who wants to develop or improve their IT skills. PC Passport is particularly suitable to the following individuals:

- **school pupils** who want to gain vocational skills from S1 – S6
- **college students** who want to acquire IT skills to compliment their main field of study
- **pre-university students** who want a short IT course prior to commencing university
- **unemployed people** who want to improve their employability
- **employees** who want to enhance their IT skills or gain certification for their existing skills
- **professionals** as part of their continued professional development
- **retired people** who want to learn to use computers and the Internet

The features of PC Passport include:

- simple structure, low-cost and simple administration for centres
- vocational, up-to-date contents focusing on key IT skills
- available at three levels – including Beginner and Advanced levels
- includes core skills
- simple to teach and assess
- has the option of either paper-based or online assessment

PC Passport can be assessed traditionally – using paper and pencil – or using online assessment. Traditional assessment combines objective questions with short practical tasks.

This summary document outlines the credit transfer arrangements and relationships between PC Passport 2003 to PC Passport 2007 version. For a more detailed explanation please refer to the full credit transfer document.

SUMMARY

Whilst there is some linkage between the 2003 PC Passport Internet unit and the 2007 PC Passport unit Internet and On-line Communication unit, there is significantly more covered in the 2007 unit especially at the advanced level. Other 2003 PC Passport units cover a distinct topic e.g. Word Processing, whilst the 2007 PC Passport units cover multiple applications. It is therefore difficult to allow credit transfer to take place, as the burden on candidates would be too great, if we only allowed credit transfer between outcomes.

The summary grid below gives an overview of the more detailed mapping in the full credit transfer arrangements document and further evidence can be found in Appendix A (Credit Proformas), of the full credit transfer arrangements document. **Yes** indicates that credit will be given for a 2003 unit to a 2007 unit. **No** indicates that no credit can be given.

Unit Numbers	PC Passport 2007 Internet and On-line Communication		
PC Passport 2003 Internet	F1F9 10	F1FD 11	F1FF 12
DC9N 10	YES	-	-
DC9N 11	-	YES	-
DC9N 12	-	-	YES *
	PC Passport 2007 Word Processing and Presenting Information		
PC Passport 2003 Word Processing	F1F8 10	F1FC 11	F1FE 12
DC9P 10	NO	-	-
DC9P 11	-	NO	-
DC9P 12	-	-	NO
	PC Passport 2007 Spreadsheets and Databases		
PC Passport 2003 Spreadsheets		F1FB 11	F1FJ 12
DC9R 10	NO	-	-
DC9R 11	-	NO	-
DC9R12	-	-	NO
	PC Passport 2007 Word Processing and Presenting Information		
PC Passport 2003 Presentations	F1FC 11	F1FE 12	
DC9T 11	NO	-	
DC9T 12	-	NO	
	PC Passport 2007 Spreadsheets and Databases		
PC Passport 2003 Databases	F1FB 11	F1FJ 12	
DC9V 12	-	NO	
	PC Passport 2007 IT Systems		
No equivalent 2003 unit	F1GP 10	F1FA 11	
	NO	NO	

Note: Yes* indicates that candidate's who have completed the 2007 PC Passport unit F1FF12 Internet and On-line Communication can gain credit for the 2003 PC Passport unit only.

Candidates undertaking the 2003 PC Passport unit DC9N 12 Internet, have insufficient knowledge and skills to cover all the outcomes and performance criteria for the 2007 unit.