1. *What is the title of the qualification?*

   This title of this qualification is "Digital Passport".

2. *What type of qualification is it?*

   This qualification is a [National Progression Award](#) (NPA).

3. *What Levels are available?*

   This qualification is available at [SCQF](#) Levels 4, 5 and 6.

4. *Is it a new or revised qualification?*

   This qualification is **new**.

5. *Does it replace an existing qualification?*

   No. It is entirely new. It is part of the "Passport" family of awards, and sits alongside [PC Passport](#) (but does not replace it).

6. *Where can I get the Group Award Specification?*

   It is now available on the SQA website.

7. *What is the aim of the qualification?*

The aim of this qualification is to deliver a range of knowledge and skills relating to digital literacy, which embraces computer skills, online skills (including e-safety), information skills, and social media skills. At the higher levels, the award delivers sophisticated skills in using a wide range of information tools and services.

8. *Who is the qualification aimed at?*

This qualification is aimed at a wide range of learners, from young learners to mature learners. There is no single demographic for this qualification, but some groups would particularly benefit from undertaking it including:

- **young learners** who want to learn more about online basics and use social media responsibly and safely
- **young adults** who want to improve their employability skills
- **disadvantaged people** who want to acquire digital skills to improve social participation
- **citizens** who want to learn how to access online services and take advantage of the digital economy
- **mature people** who want to gain new skills and confidence in the use of computers and online systems to do things such as online shopping, finding information and booking holidays.

9. *What are the entry qualifications?*

There are **no entry requirements**. All three levels can be undertaken without previous knowledge of computers. However, at the higher levels (particularly SCQF Level 6) it may be beneficial to have some previous experience of computers and the Internet.

10. *What knowledge and skills are covered?*

The qualification is a mix of knowledge and skills. It contains a significant amount of underpinning knowledge. This is to ensure that learners can **transfer** and **update** their skills as new devices and new services become available.

The qualification has three components: (1) computer/network skills; (2) information skills; and (3) social media skills. Learners will gain knowledge and experience of networks (such as the Internet), network devices (such as smartphones and tablets), social media (such as Facebook™ and Twitter™), and gain a wide range of information skills (such as how to find, capture, store and share information). The qualification also seeks to improve the learner's **critical thinking** so that s/he can evaluate and select information.

11. *What core skills does it cover?*

The core skills of ICT and Problem Solving are embedded in the award at each level. The other core skills are sign-posted.

12. *What is the structure of the qualification?*

The qualification is made up of **three** National Units. These are:

- **Information Literacy**
- **Network Literacy**
- **Social Media Literacy.**

It has the same structure at all three levels. There are no options. The qualification is awarded when all three units are passed.

13. *Where can I get the unit specifications?*

The unit specifications are available on the SQA website. The individual links for each unit are:

- [Information Literacy (SCQF Level 4)](#)
- [Information Literacy (SCQF Level 5)](#)
- [Information Literacy (SCQF Level 6)](#)
- [Network Literacy (SCQF Level 4](#))
- [Network Literacy (SCQF Level 5)](#)
- [Network Literacy (SCQF Level 6)](#)
- [Social Media Literacy (SCQF Level 4)](#)
- [Social Media Literacy (SCQF Level 5)](#)
- [Social Media Literacy (SCQF Level 6)](#)

14. *How much time does it take to complete?*

The qualification takes **120 hours** to complete (at each Level).

15. *How is it assessed?*

The recommended approach is a **portfolio**, which can be paper or digital. Learners are expected to maintain a portfolio of evidence as they work through the award. It can also be assessed in a more traditional manner, using an end-of-unit test and observation checklist. The end of unit test will be a multiple choice test or an extended response test.

16. *What support materials are available?*

This qualification is supported by assessment support packs (ASPs), teaching resources and learning material. An ASP is available (or in production) for every unit in the award. These are now available via the link below from SQA Secure and can be accessed in the normal way (please contact your centre's SQA Co-ordinator for more information).

https://secure.sqa.org.uk/secure/NQGA_NCs_and_NPAs/NQGA_Subjects/Computing__IT_and_Related_Areas/Computing__IT_and_Related_Areas

SQA has recently launched a new service to centres called "Ushare", which is "a new online community and resource that allows users to share links to open learning and teaching materials". More information about Ushare can be found via the following link on our Computing blog:

http://blogs.sqa.org.uk/computing/ushare/

We will set up this service on the web page for this qualification and teaching resources will be uploaded and shared via Ushare in the future.

17. *Are the assessments available on SOLAR?*

This award is supported by SOLAR, where you will find online tests to assess learners. Please see your SOLAR contact person for more information about how to access this service. Please complete the usual web form to request access to the online assessments for this award.

The following table is a summary of assessment materials available on the SQA secure and SOLAR:

No.	Unit title	Level	Type	SQA secure	SOLAR
1	Information Literacy	4	MCQ	/	Yes
2	Information Literacy	4	ASP	Yes	/
3	Information Literacy	5	MCQ	/	Yes
4	Information Literacy	5	ASP	Yes	/
5	Information Literacy	6	MCQ	/	Yes
6	Information Literacy	6	ASP	Yes	/

7	Network Literacy	4	MCQ	/	Yes
8	Network Literacy	4	ASP	Yes	/
9	Network Literacy	5	MCQ	/	Yes
10	Network Literacy	5	ASP	Yes	/
11	Network Literacy	6	ERQ	/	Yes
12	Network Literacy	6	ASP	Yes	/
13	Social Media Literacy	4	MCQ	/	Yes
14	Social Media Literacy	4	ASP	Yes	/
15	Social Media Literacy	5	ASP	Yes	/
16	Social Media Literacy	6	ASP	Yes	/

18. *Is there any other support available?*

Yes. There is a dedicated [online group](#) for centres. This (public) group consists of representatives of the pilot centres, SQA staff, and centres who are delivering or interested in delivering the qualification. The group will provide peer support, group discussions and useful information (e.g. Group Award Specification, FAQ, Resource lists, etc.). This e-group is open for all centres.

19. *When is the qualification available to centres?*

The qualification (at all Levels) is now available to centres.

This qualification is **automatically approved** for Scottish schools and colleges. Other centres will have to seek [approval](#) to offer it.

20. *Will there be a launch event for centres that want to offer the award?*

Yes. There will be a launch event in Autumn 2015. This event will be aimed at centres wishing to offer the award for the first time from August 2015. The event will showcase the award and the associated support materials and let you learn from the experience of pilot centres. The date of this event is still to be decided.

21. *Are there similar qualifications available?*

No. This is a unique award. This award offers a unique combination of knowledge, skills and behaviours. It was designed from the ground up to encompass contemporary knowledge and skills in using information tools and services.

22. *Are there any special features of this qualification?*

There are several special features.

Up-to-date: the contents of the award are very up-to-date and encompass smartphones, tablets, smart watches, e-readers, and PCs.

Practical: learners will gain practical skills in using a wide range of devices for common tasks such as online shopping, accessing public services, using social media and searching for information.

More than skills: the qualification is a mix of knowledge and skills; learners will gain knowledge of how things work, how to protect themselves, how to fix common problems, how to set-up things the way they want, how to use social media responsibly, and how to evaluate websites.

Unique contents: the award contains a unique mix of knowledge and skills and spans a range of topics such as social media, virtual worlds, attention literacy, e-safety, online rights and responsibilities, information curation and critical thinking skills.

Transferable: the award seeks to develop transferable skills that permit learners to apply their knowledge and skills to new technologies and new services as-and-when they come along.

Hierarchical: the award is offered at three levels (SCQF 4, 5 and 6) and units can be mixed and matched from level to level so that learners can gain the group award without passing all of the units at the same level.

Family: this award is part of the "Passport" family of awards, which includes PC Passport.

23. *How do I find out more about this qualification?*

For general enquiries about this award please send an e-mail to mycentre@sqa.org.uk. For more specific enquiries contact Helen Zhang.