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Arrangements for:

National Progression Award in Administration:

Information Technology and Audio

SCQF level 5

Group Award Code: G9CE 45

Validation date: March 2009

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Acknowledgement

History of changes

It is anticipated that changes will take place during the life of the qualification, and this section will record these changes. This document is the latest version and incorporates the changes summarised below.

Version number	Description	Date
06	**Revision of Unit:** F5AD 10 Audio: An Introduction (finish date 31/07/2026) has been replaced by Audio: An Introduction (start date 01/08/2024).	28/02/24
05	**Revision of Unit:** F59L 11 Word Processing (finished date 31/07/2023) has been replaced by J4YR 45 Word Processing (start date 01/08/2020)	09/10/20
04	**Revision of unit code:** The unit code for IT Solutions for Administrators H1YW 75 (J1Y4 75) has been changed. The unit content and assessment for this unit is unchanged.	25/09/19
03	Tables updated and additional codes added throughout document.	10/03/16
02	**Revision of Unit**: DM3R 11 Information Technology for Administrators *has been revised by* H1YW 75 IT Solutions for Administrators *and will finish on* 31/07/2016.	01/05/14

Contents

1 Introduction

This is the Arrangements Document for the National Progression Award (NPA) in Administration: Information Technology and Audio at SCQF level 5, which was validated in March 2009. This document includes: background information on the development of the Group Award, its aims, guidance on access, details of the Group Award structure, and guidance on delivery.

The NPA has been designed to provide candidates with the skills required for success in current and future employment within the business and commercial sector or for progression to further academic qualifications.

2 Rationale for the development of the Group Award

The National Progression Award in Administration: Information Technology and Audio at SCQF level 5 consists of three mandatory 40 hour Units.

The NPA was developed with the purpose of improving learners' skills in ICT based applications. It meets the needs of centres, which require a degree of flexibility in the delivery of their programmes.

National Progression Awards are designed to:

♦ mainly be used in post-compulsory education
♦ be followed part-time for those already in work; or for those who have a desire to enter employment
♦ assess and certificate a defined set of skills and knowledge
♦ give credit to full-time students who may not be able to complete the full course.

This NPA is designed for individuals who are currently working in or desire to work in the business and commercial sector. Completion of the NPA may also provide candidates with opportunities for progression either within industry or to advanced level academic qualifications.

2.1 Nature and purpose of the award

The NPA is designed to provide the basic IT and Audio skills required in the business and commercial sector. The structure and Unit content provide a coherent and progressive curriculum which creates and promotes effective articulation and transition to further and higher education, while simultaneously recognising and supporting skills for industry and future employment.

2.2 Establishing the need for the qualification

Consultation was undertaken with sector practitioners and schools.

There was a requirement for flexibility in delivery and shorter courses for those less able to commit to a full year's programme of study. An award was needed which would:

♦ Be recognised by schools, employers and other educational institutions
♦ Award a group of Units signifying achievement

♦ Retain flexibility in delivery
♦ Provide a progression route from SCQF level 4 courses
♦ Prove an exit route
♦ Match the capabilities, expectations and interests of candidates enrolling for the award.

2.3 Target client group

The NPA is intended for candidates who want to develop their IT and Audio skills. This NPA would be suitable for:

♦ Young people still be at school or who have left recently
♦ Adult returners to education
♦ Candidates whose first language is not English
♦ Employees wishing to enhance their qualifications
♦ Candidates looking for access to HN
♦ Employers seeking short CPD courses for their employees.

These groups have quite different characteristics. Many recent school leavers have limited formal school attainment. Adult returners may also possess few formal qualifications and while they may have valuable experience, they may lack confidence in their ability to learn. Candidates whose first language is not English may find they need to undertake an ESOL course first but others may be able to undertake Units if they have good oral communication.

As more emphasis is put on lifelong learning and Continuing Professional Development, employers are keen to offer certificated courses to employees.

It is envisaged that this award could be offered in one of the following modes:

♦ Full-time
♦ Part-time
♦ Open and Distance learning
♦ Infill into existing classes
♦ Evening classes.

The NPA can provide formal recognition of existing skills and provide new skills. The NPA is suitable for candidates if they wish to improve, build on or gain certification of their IT skills.

2.4 Progression routes

Candidates undertaking and successfully completing the NPA could progress to SCQF level 6 Units in *Word Processing, Information Technology for Management and/or Audio* at SCQF level 5.

Some centres may consider candidates who have successfully completed both this NPA and the NPA in Administration: Office Skills and Services (G9CF 45) for progression to an HN in Administration and Information Technology; or alternatively an appropriate PDA, eg in Office Administration (GA11 47) or Information Technology in Business (G8XL 47).

Candidates who wish to develop their IT skills further could to progress to the SCQF level 6 Units contained within the NC in Administration (G99P 45).

2.5 Relationship to National Occupational Standards

National Occupational Standards (NOS) are developed by the key employment sectors of the United Kingdom. These standards set the competences required for job roles within a particular employment sector.

The NPA in Administration: Information Technology and Audio (level 5) gives candidates the underpinning skills to consider undertaking Scottish Vocational Qualifications in Business and Administration at level 3.

Links to occupational standards are shown in the table below. The Council for Administration publishes the standards for SVQs in Business and Administration. The table below shows where the Units for this award have specific links to the National Occupational Standards.

Mandatory Units	SCQF level	Links to NOS
IT Solutions for Administrators (J1Y4 75)	5	209, 214, 215, 216
Word Processing (F59L 11)	5	213, 224

2.6 Access to the NPA

While entry is at the discretion of the centre, candidates would benefit from previous experience in information technology and word processing at SCQF level 4, or related work based experience.

3 Aims of the Group Award

The NPA in Administration: Information Technology and Audio (SCQF level 5) is a flexible, IT-oriented programme which aims to provide candidates with a range of IT skills and understanding. It recognises that learners are at a stage where they are making choices about their future. As a result, it offers multiple exit routes, towards employment or further study, depending on candidates' aims. Achieving the NPA will put candidates in a stronger position to move to the next stage of their careers and increase their chances of success.

3.1 Principal aims of the Group Award

The NPA aims to:

1   Give candidates a strong foundation in IT which will enable them to reflect on their present situation in an administrative context.

2   Enable candidates to consider the various options open to them and to make informed career choices for their future.

3   Prepare candidates for entry into further qualifications such as Higher National awards in Administration and Information Technology and other related areas.

4   Provide candidates with relevant Core Skills for ICT and administrative related occupations and for further study in administration.

5   Provide candidates with an introduction to audio.

The table below references the aims to the individual Units:

Unit code	Unit title	Reference to aims of the award
J1Y4 75	IT Solutions for Administrators	1, 2, 3, 4
F59L 11	Word Processing	1, 2, 3, 4
J840 44	Audio: An Introduction	2, 4, 5

3.2   General aims of the Group Award

The general aim of the NPA is to provide the necessary skills in word processing, audio, spreadsheets and database and to certificate these, with candidates able to progress in education, find suitable employment or progress within current employment.

3.3   Target groups

Target groups for this NPA include:

♦   School leavers
♦   Adult returners
♦   Employees wishing to enhance their qualifications
♦   Potential candidates looking for access to HN awards
♦   Full-time candidates seeking 'added value'
♦   Candidates whose first language is not English.

3.4   Employment opportunities

On successful completion of the NPA, employment could be gained in the business and commercial sector in one of the following areas:

♦   Administrative Assistant
♦   Junior WP Operator
♦   Audio Typist.

4   Access to the Group Award

There are no specific recommended entry requirements for this award; entry is at the discretion of the centre. However, centres may ask that potential candidates have achieved IT and Word Processing at SCQF level 4.

5   Group Award structure

The National Progression Award in Administration: Information Technology and Audio consists of three mandatory Units which also feature on the NC in Administration (G99P 45) at SCQF level 5.

5.1 Framework

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
IT Solutions for Administrators*	J1Y4 75	6	5	1
Word Processing	J4YR 45*	6	5	1
Audio: An Introduction*	J840 44	6	4	1

*refers to History of Changes

Note: The Unit *Information Technology for Administrators* (DM3R 11) has been replaced by *IT Solutions for Administrators* (H1YW 75 – now coded as J1Y4 75). Candidates who have achieved the former Unit may receive credit transfer to (H1YW 75 – now J1Y4 75).

5.2 Mapping information

The structure of the NPA:

♦ provides skills, knowledge and capabilities needed for employment
♦ provides the credibility of a nationally accredited award
♦ consists of Units which are practical to engage the interest of learners
♦ is compatible with existing arrangements adopted by centres
♦ provides the flexibility which learners and centres value
♦ provides an opportunity for learners to develop the ICT Core Skill.

A small grouping of relevant Units nationally recognised within a named award is attractive to many learners who don't want, or have the time for, a long period of study. It provides learners with the options to move into employment or take further study at the same level, allowing them to broaden their skills, or progress to SCQF level 6.

6 Approaches to delivery and assessment

Delivery of the NPA is at the discretion of individual centres. They may choose to deliver over a 120 hour period, during the day, evening, by distance learning or infilling into existing classes, or as a mixture of these.

Assessment Support Packs have a critical role in ensuring that delivery of Units is linked to administration and admin-related situations, allowing for integration of delivery and assessment where possible.

6.1 Sequence of Delivery

Timetabling of the three Units is at the discretion of individual centres, which can choose the order to teach and assess, according to their local market needs and resources.

It is suggested, however, that centres deliver *Word Processing* (F59L 11) prior to *Audio: An Introduction* (J840 44), as candidates may find this beneficial.

It may be beneficial to have two or all three Units taught at the same time, to allow integration of teaching and assessments.

6.2 Core Skills

Aspects of the Core Skill of *Information and Communication Technology (ICT)* at SCQF levels 4 and 5 are developed through the three mandatory Units.

The following Units offer automatic certification of Core Skills or Core Skill components.

Unit	Core Skill component and level
Word Processing (SCQF level 5)	Providing/Creating Information (SCQF level 4), Written Communication (SCQF level 4)

7 General information for centres

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website **www.sqa.org.uk/assessmentarrangements**.

Internal and external verification

All instruments of assessment used within this Group Award should be internally verified, using the appropriate policy within the centre and the guidelines set by SQA.

External verification will be carried out by SQA to ensure that internal assessment is within the national guidelines for these qualifications.

Further information on internal and external verification can be found in *SQA's Guide to Assessment and Quality Assurance for Colleges of Further Education* **(www.sqa.org.uk)**.

8 General information for candidates

The National Progression Award in Administration: Information Technology and Audio at SCQF level 5 will give you a platform which allows you to develop appropriate IT skills in word processing, audio, spreadsheets and database, to help you to progress to higher education or employment.

The NPA contains three mandatory Units which you need to successfully complete in order to gain the award.

There are no specific entry requirements, but it would be beneficial if you had some basic understanding of the use of IT.

9   Glossary of terms

SCQF: This stands for the Scottish Credit and Qualification Framework, which is a new way of speaking about qualifications and how they inter-relate. We use SCQF terminology throughout this guide to refer to credits and levels. For further information on the SCQF visit the SCQF website at **www.scqf.org.uk**

SCQF credit points: One SCQF credit point equates to 10 hours of learning. NQ Units at SCQF levels 2-6 are worth 6 SCQF credit points, NQ Units at level 7 are worth 8 SCQF points.

SCQF levels: The SCQF covers 12 levels of learning. National Qualification Group Awards are available at SCQF levels 2-6 and will normally be made up of National Units which are available from SCQF levels 2-7.

Dedicated Core Skill Unit: This is a Unit that is written to cover one or more particular Core Skills, eg National Units in Information Technology or Communications.

Embedded Core Skills: This is where the development of a Core Skill is incorporated into the Unit and where the Unit assessment also covers the requirements of Core Skill assessment at a particular level.

Signposted Core Skills: This refers to the opportunities to develop a particular Core Skill at a specified level that lie outwith automatic certification.

Qualification Design Team: The QDT works in conjunction with a Qualification Manager/Development Manager to steer the development of the National Certificate/National Progression Award from its inception/revision through to validation. The group is made up of key stakeholders representing the interests of centres, employers, universities and other relevant organisations.

Consortium-devised National Certificates/National Progression Awards are those developments or revisions undertaken by a group of centres in partnership with SQA.