



August 2021

Information on critical competences for holistic assessment

Group award title: NPA PC Passport (SCQF levels 4, 5, 6)

Group award code: GL31 44, GL32 45, GL33 46

Group award aim (specific)

- ◆ Skills in using contemporary application packages in word processing, spreadsheets and presentation software.
- ◆ Skills in using the collaborative aspects of these packages by using the cloud-based features.
- ◆ An understanding of the uses and limitations of contemporary application software.
- ◆ An improved technical vocabulary relating to application software.

Key critical competences

SCQF level	Web Apps: Word Processing	Wed Apps: Presentations	Web Apps: Spreadsheets
4	Word processing web or desktop application user skills. Use cut, copy and paste features. Share via a cloud-based service.	Presentation application user skills. Share via a cloud-based service. Describe application features.	Spreadsheet application user skills. Share via a cloud-based service. Describe application features.
5	As above plus use layout features.	As above plus collaborate and respond to feedback.	As above plus collaborate and edit in response to feedback.
6	All of the above plus use automated navigation and referencing features.	All of the above plus use of advanced features: add multimedia, design formatting, transitions/animations.	All of the above plus use of complex features and functions.

Unit taken from

HA6M 44 Web Apps: Word Processing
HA6M 45 Web Apps: Word Processing
HA6M 46 Web Apps: Word Processing
HA6J 44 Web Apps: Presentations
HA6J 45 Web Apps: Presentations
HA6J 46 Web Apps: Presentations
HA6L 44 Web Apps: Spreadsheets
HA6L 45 Web Apps: Spreadsheets
HA6L 46 Web Apps: Spreadsheets

Key critical evidence

An edited and formatted word processed document, shared in the cloud.

A shared presentation with feedback. At SCQF levels 5 and 6, edited based on feedback.

A spreadsheet with feedback. At SCQF levels 5 and 6, edited based on feedback.

Additional guidance

HA6M Web Apps: Word Processing units — document can be produced from a supplied brief or at candidate's discretion.

Examples of appropriate word processed documents:

SCQF level 4 — letter; meeting agenda; product review (one page)

SCQF level 5 — business form; curriculum vitae; essay (two page minimum)

SCQF level 6 — academic paper; business report; magazine article (four page minimum)

Reduced assessment for all units at SCQF levels 5 and 6 — a single document, presentation and spreadsheet may be produced with sampled evidence of cognitive competence where required.

Closed-book and supervised assessments may be adapted for delivery in open-book conditions for session 2021–22.

SQA ASPs with closed-book conditions must **not** be used for assessment in open-book conditions.

An optional pre-verification service is available to support centres in developing alternative assessment instruments at operationshqv@sqa.org.uk

Contact

If you have any questions, please contact qualification.development@sqa.org.uk.