**PC PASSPORT - SCQF LEVEL 5**

**Thinking of going to College or University?**

PC Passport is an IT user qualifications awarded by the Scottish Qualifications Authority at **National Qualification** level**.** It isrecognised by employers, training providers and admissions staff.

The course focuses on industry standard software and skills, and is designed for anyone who wants to develop or improve their IT skills for use in a range of environments.  The aim of the course is to provide knowledge and skills in using contemporary application packages such as word processing, spreadsheets and presentation software in a collaborative, cloud-based environment. It seeks to deliver up-to-date skills in using a range of popular software, such as Office 365, to prepare learners for employment or further studies or to improve their productivity skills.

It is highly vocational and the aim is to teach transferable skills. It is particularly useful for pupils considering college or university. The revised award is linked to Microsoft Office Specialist (MOS) certification.

This qualification aims to provide:

* Improved digital skills, particularly software skills.
* Improved collaboration skills.
* Improved cognitive and practical competences in a range of contexts.
* Improved vocational skills that can be used in a wide range of job roles.
* Up-to-date knowledge and skills in using contemporary software.

**Entry Qualifications**

**S5 pupils:** Only those S5 pupils who have achieved a **National 4 Pass** in Administration and IT or Computing Science.

**S6 pupils:** The course is open to S6 pupils who have basic IT skills.

This course is aimed at the ‘competent user’ and focuses on the key skills required in the modern workplace.

**Course Description**

The course consists of 3 units:

* Web Apps: Word Processing
* Web Apps: Spreadsheets
* Web Apps: Presentations

**Assessment**

PC Passport assessment is Internal, and combines objective questions with short practical tasks. There is no final exam in PC Passport.

Pupils need to be able to demonstrate:

* evidence of cognitive competence (knowledge and understanding).
* evidence of practical competence (practical abilities).