

Details of the Examination Specification

The NPA PC-Passport is delivered through the Scottish Qualification Authority across 3 lessons a week.

Subject Content

The aim of the NPA in PC Passport 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 Microsoft Office. The qualifications will enable learners to develop a range of fundamental IT-based knowledge and skills. That knowledge and those skills are directly relevant to the world of business and employment and, as such, are important elements in the portfolio of skills and knowledge which a learner takes to the job market.

How is the Course Assessed?

The course is split into three modules: Word processing, Spreadsheets & Presentations. Each module will require students to produce a portfolio demonstrating their skills using the software. They will also complete a set task using the software in controlled conditions. Finally students will need to take a short online test that demonstrates their knowledge and understanding. There are individual unit exams in this subject.

What is Expected of the Student?

While the practical nature of ICT suits many students it should not be considered as an 'easy option'. A high level of ICT proficiency will be required to complete many of the tasks and students must be self-motivated and be able to work continuously to extremely tight deadlines. Students who do not have a keen interest in ICT, or are not prepared to put in the sustained effort, should not choose this option.

What Grades can I get?

Students will either get a Pass or Fail at Level 4 or 5.
Level 4 is the equivalent to a D grade at GCSE.
Level 5 is the equivalent to an B grade at GCSE.

Additional Information

This course has opportunities for students to also gain the Microsoft Office Specialist certificate. This course is an ideal accompaniment to many other subjects, especially Business Studies, and provides useful skills to prepare students for the world of work.

More information about the NPA in PC-Passport can be found on the SQA website:
<http://www.sqa.org.uk/sqa/38450.html>