

# A Centre Guide to PC Passport with Microsoft



## Would you like to offer your candidates the opportunity to gain two leading employer recognised qualifications through one route?

The Scottish Qualification Authority's **PC Passport with Microsoft** scheme harnesses the IC<sup>3</sup> and Microsoft Office Specialist certifications in order to provide industry strength qualifications to students in Scotland. This partnership brings a world-first to the education of students in Scotland by creating the opportunity to add industry certifications to their C.V.



The Internet and Computing Core Certification (IC<sup>3</sup>) is the ideal starting point for learning about the internet and computer basics. IC<sup>3</sup> was developed over a two year period and included 270 subject matter experts in 19 countries and is endorsed by CompTIA, the world's largest independent certification body.

IC<sup>3</sup> is the ideal course to begin learning about how to use computers, how to utilise the main applications such as Word, Excel and PowerPoint as well as gaining an understanding about how the internet operates and impacts upon society.

IC<sup>3</sup> demonstrates to potential employers that candidates have the necessary computing knowledge and skills to survive in today's digital economy.

IC<sup>3</sup> is a globally recognised qualification that is recognised by Microsoft as the best foundation to becoming Microsoft Office Specialist certified.



Over 90% of schools, colleges, universities and academic institutions around the world use Microsoft Office. The Microsoft Office Specialist Certificate demonstrates competency and understanding of the Microsoft Office package and is recognised around the world.

Microsoft Office Specialist is Microsoft's only official desktop certification programme.

Microsoft Office Specialist is available in Core and Expert level for Word and Excel and Core Level in PowerPoint and Access. Each application is examined and certified in its own right, which focuses students on each application.

## How does this new route work?

The process is simple

- Register for PC Passport
  - Present IC<sup>3</sup> or Microsoft Office Specialist Certificates
  - Receive PC Passport/Core Skills/Unit certificates
- The relationship between PC Passport and IC<sup>3</sup> and Office Specialist Certificates are shown in the table overleaf.

## How are the tests delivered?

Computer based tests are provided within a controlled and protected environment and candidates are required to produce evidence of identity through photo id.

Upon completion of the test, the candidate is given a temporary certificate as evidence of pass or fail. This temporary certificate is not to be used for validation.

The candidate will receive a full certificate by post and this is the certificate that should be used for accreditation.

## How do Centres facilitate accreditation?

To facilitate accreditation, the candidate should present the full certificate to the centre where registration has taken place.

The Centre should take a photocopy of the candidate's certificate as evidence of completion of relevant PC Passport Unit. Should the Centre and candidate performance be audited by SQA the photocopied certificates of successful candidates will be accepted as evidence of completion of the relevant PC Passport Unit.

The Centre should validate using the table overleaf.

## Who are the Key Contacts?

The SQA and Microsoft have appointed delivery partners for this scheme. Please contact the appropriate one below.

### For Schools

Jenna Cowper at Scotsys  
jcowper@scotsys.co.uk, 0845 6062641.

### For Colleges

Ruby Michael at Cardonald College  
rmichael@cardonald.ac.uk, 0141 272 3329.

### For Universities and Voluntary Organisations

Malcolm Knox at Prodigy  
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0870-351-3694.

## Key Points

- The SQA and Microsoft are working in partnership to integrate IC<sup>3</sup> and Microsoft Office Specialist with PC Passport.
- IC<sup>3</sup> and Microsoft Office Specialist are accepted by industry experts as the standard for competency in the use of the Internet and Microsoft Office applications.
- The partnership allows candidates to obtain two qualifications that are widely respected.
- The SQA and Microsoft have appointed delivery partners with the knowledge to help Centres be effective