Self-Assessment Guide

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| **Qualification:** | **2D Animation for Freelancing (2D Asset Creation) – Level 2** |
| **Candidate Name**  |  |
| **Application Serial No.**  |  |
| **Instructions**:* + Read each of the questions in the left-hand column of the chart
	+ Place a tick ($√$) in the appropriate box opposite each question to indicate your answer
 |
| **Can I ...** | **YES** | **NO** |
| **GU004L3V1****: WORK IN A SELF-DIRECTED TEAM** |  |  |
| * 1. identify team goals and processes?
 |  |  |
| * 1. identify roles and responsibilities of team members?
 |  |  |
| * 1. identify relationships within team and with other work areas?
 |  |  |
| * 1. use effective interpersonal skills to interact with team members and to contribute to activities and objectives?
 |  |  |
| * 1. use formal and informal forms of communication effectively to support team achievement?
 |  |  |
| * 1. respect and value diversity in team functioning?
 |  |  |
| * 1. understand and reflect views and opinions of other team members accurately?
 |  |  |
| * 1. use workplace staff regulation correctly to assist communication?
 |  |  |
| * 1. identify and clarify duties, responsibilities, authorities, objectives and task requirements with team?
 |  |  |
| * 1. perform tasks in accordance with organizational and team requirements, specifications and workplace procedures?
 |  |  |
| * 1. support other members as required to ensure team achieves goals and requirements as a team member?
 |  |  |
| * 1. follow agreed reporting lines using standard operating procedures?
 |  |  |
| * 1. identify current and potential problems faced by team?
 |  |  |
| * 1. identify procedures for avoiding and managing problems?
 |  |  |
| * 1. solve problems effectively and in a manner that supports the team?
 |  |  |
| **GU005L3V1: Carryout Workplace Interaction in English** |  |  |
| * 1. interpret workplace code of conducts as per organizational guidelines?
 |  |  |
| * 1. maintain appropriate lines of communication with supervisors and colleagues?
 |  |  |
| * 1. conduct workplace interactions in a courteous manner to gather and convey information?
 |  |  |
| * 1. ask questions about routine workplace procedures and matters and responded as required?
 |  |  |
| * 1. interpreted workplace documents as per standard?
 |  |  |
| * 1. take assistance to aid comprehension when required from peers/supervisors?
 |  |  |
| * 1. understand and follow visual information/ symbols/signage’s?
 |  |  |
| * 1. access specific and relevant information from appropriate sources?
 |  |  |
| * 1. use appropriate medium to transfer information and ideas?
 |  |  |
| * 1. attend team meetings on time and followed meeting procedures and etiquette?
 |  |  |
| * 1. express own opinions and listen to those of others without interruption?
 |  |  |
| * 1. provide inputs consistent with the meeting purpose and interpreted and implemented meeting outcomes?
 |  |  |
| * 1. demonstrate responsibilities as a team member and keep promises and commitments made to others?
 |  |  |
| * 1. perform tasks in accordance with workplace procedures?
 |  |  |
| * 1. respect and maintain confidentiality?
 |  |  |
| * 1. avoid situations and actions considered inappropriate or which present a conflict of interest?
 |  |  |
| GU013L3V1: Carryout Communication with Clients |  |  |
| * 1. interpret code of conduct of communication as per working environment/platform?
 |  |  |
| * 1. interpret manners and etiquette of communication?
 |  |  |
| * 1. explain questions about routine working environment/platform procedures and matters as required?
 |  |  |
| * 1. prepare relevant documents for effective communication with work environment?
 |  |  |
| * 1. identify validated sources as per client’s requirements?
 |  |  |
| * 1. validate documents by the authentic sources as per client’s requirements?
 |  |  |
| * 1. submit documents as per standard procedure?
 |  |  |
| * 1. maintain appropriate means/method/way of communication as per working environment/platform?
 |  |  |
| * 1. identify and follow channels of communication?
 |  |  |
| * 1. conduct communication in a courteous manner to gather and convey information?
 |  |  |
| * 1. use appropriate non-verbal communication as required?
 |  |  |
| SUICT002L3V1: Operate Office Application Software |  |  |
| * 1. observe safe workplace practices according to IT workplace guideline?
 |  |  |
| * 1. check, connect and add peripherals with desktop computer/Laptop as per SOP?
 |  |  |
| * 1. put desktop computer/Laptop on as per SOP?
 |  |  |
| * 1. arrange and customize computer desktop/laptop/GUI settings as per requirement?
 |  |  |
| * 1. manipulated files and folders as per requirement?
 |  |  |
| * 1. view and search properties of files and folders?
 |  |  |
| * 1. defragment and format disks as per requirement?
 |  |  |
| * 1. shutdown desktop computer/Laptop as per SOP?
 |  |  |
| * 1. identify and list installation requirements of software as required?
 |  |  |
| * 1. assure software sources and CD key/ password?
 |  |  |
| * 1. collect and select appropriate software as per requirement?
 |  |  |
| * 1. install software with necessary customization as per installation Instructions?
 |  |  |
| * 1. check and adjust correctness of Installation as required?
 |  |  |
| * 1. select and start appropriate word processor?
 |  |  |
| * 1. create documents as per requirement in Personal use and office environment?
 |  |  |
| * 1. insert data, figures, pictures and other resources to document form web or other sources as required?
 |  |  |
| * 1. format documents as required?
 |  |  |
| * 1. save document in desired format and location?
 |  |  |
| * 1. print document as required?
 |  |  |
| * 1. select and start spreadsheet applications?
 |  |  |
| * 1. create worksheets as per requirement in personal use and office environment?
 |  |  |
| * 1. use functions and formulas for calculating and editing logical operation?
 |  |  |
| * 1. format sheets as per requirement?
 |  |  |
| * 1. create charts using data as required?
 |  |  |
| * 1. save charts/ sheets in desired format and location?
 |  |  |
| * 1. print document as required?
 |  |  |
| * 1. select and start appropriate presentation applications?
 |  |  |
| * 1. create presentation as per requirement in personal use and office environment?
 |  |  |
| * 1. enter image, illustrations, text, table, symbols and media as per requirements?
 |  |  |
| * 1. format and animate presentations?
 |  |  |
| * 1. view and save presentations?
 |  |  |
| * 1. print presentations as required?
 |  |  |
| SUICT004L3V1: Comply to Ethical Standards in It Workplace |  |  |
| * 1. identify clients’ requirements?
 |  |  |
| * 1. maintain confidentiality of information in accordance with workplace policies / organizational policies/national legislation?
 |  |  |
| * 1. identify potential conflicts of interest and notify involved parties of potential conflicts?
 |  |  |
| * 1. assert proprietary rights of client/customer?
 |  |  |
| * 1. provide products and services according to the clients’ requirements?
 |  |  |
| * 1. complete work as per standards?
 |  |  |
| * 1. implement quality processes when developing products and services?
 |  |  |
| * 1. deliver work processes as per standards?
 |  |  |
| * 1. present skills, knowledge and qualifications in a professional manner?
 |  |  |
| * 1. deliver services and products developed by self and others as per workplace standard?
 |  |  |
| * 1. provide unbiased and objective information to clients?
 |  |  |
| * 1. present realistic estimates for time, cost and delivery of outputs during negotiation?
 |  |  |
| * 1. interpret workplace code of conduct?
 |  |  |
| * 1. follow workplace code of conduct?
 |  |  |
| **ICT2D001L2V1: Create Shapes and Artwork** |  |  |
| * 1. interpret drawing and design techniques?
 |  |  |
| * 1. draw lines as the principal component of shapes?
 |  |  |
| * 1. create shapes using perspectives?
 |  |  |
| * 1. visualize measurement and space using lines?
 |  |  |
| * 1. identify sequence of drawing contents?
 |  |  |
| * 1. draw objects manually using the sequence of drawing contents?
 |  |  |
| * 1. define project concept in the context of social dimension?
 |  |  |
| * 1. develop story based on the project concept?
 |  |  |
| * 1. transform concept into symbols and shapes?
 |  |  |
| * 1. select appropriate color according to the story?
 |  |  |
| * 1. visualize story to express the artwork project?
 |  |  |
| * 1. select appropriate pectoral/vector programs for the artwork project as per job requirement?
 |  |  |
| * 1. develop artwork project digitally?
 |  |  |
| * 1. develop content file and layer as per standard procedure?
 |  |  |
| **ICT2D002L2V1: Perform Pre-Production Activities for 2D Asset Creating**  |  |  |
| * 1. determine asset requirements including design specifications and script of storyboard?
 |  |  |
| * 1. clarify target users/audience and requirements with regard to output formats and delivery/distribution platforms?
 |  |  |
| * 1. confirm output size, resolution and aspect ratio from clients?
 |  |  |
| * 1. determine work flow sequence in consultation with relevant personnel?
 |  |  |
| * 1. analyse story?
 |  |  |
| * 1. gather reference images for creating 2D project?
 |  |  |
| * 1. review animations, artworks, other creative sources and additional information?
 |  |  |
| * 1. generate asset ideas that are technically feasible, respond to specifications and provide creative solutions to all design issues?
 |  |  |
| * 1. sketch asset as per aesthetic requirement of story?
 |  |  |
| * 1. determine asset perspective as per requirement?
 |  |  |
| * 1. present concept arts to the client and relevant personnel?
 |  |  |
| ICT2D003L2V1: Produce 2D Assets |  |  |
| * 1. select asset development software in accordance with the specified delivery platform?
 |  |  |
| * 1. determine poses, postures and expressions and turn-around shots of character according to storyboard?
 |  |  |
| * 1. use effects and preset panel?
 |  |  |
| * 1. determine special effects from storyboard?
 |  |  |
| * 1. trace objects and vectorized in accordance with specified requirements?
 |  |  |
| * 1. save and back-up objects traced regularly?
 |  |  |
| * 1. preview and correct traced and vectorized objects in accordance with specified requirements?
 |  |  |
| * 1. draw and construct necessary environment and characters based on production requirements?
 |  |  |
| * 1. save built objects and refer to relevant personnel for final review and approval?
 |  |  |
| * 1. present assets to relevant personnel for detailed responses and recommendations?
 |  |  |
| * 1. discuss and identify required design changes?
 |  |  |
| * 1. incorporate design changes to finalize the assets?
 |  |  |
| * 1. store assets in asset library?
 |  |  |
| ICT2D004L2V1: Perform Post-Production Activities for 2D Asset Creating |  |  |
| * 1. confirm project settings as per design specification?
 |  |  |
| * 1. add lighting to assets according to mood-board or concept art?
 |  |  |
| * 1. apply color grading to assets?
 |  |  |
| * 1. save assets for animation?
 |  |  |
| * 1. review assets to assess creative solutions to design specifications, appropriateness to users/audience and technical feasibility?
 |  |  |
| * 1. discuss and confirm additional requirements or modifications to overall designs with relevant personnel?
 |  |  |
| * 1. incorporate feedback as per standard procedure?
 |  |  |
| * 1. submit final assets work following required format and medium?
 |  |  |
| I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned personnel and my manager/supervisor. |
| Candidate’s Signature: | Date: |
| Assessor’s Signature: | Date: |

Assessment Agreement - 2D Animation for Freelancing (2D Assets Creating), Level-2

The purpose of assessment is to confirm that you can perform to the standards expected in the workplace of an occupation, as expressed in the competency standards (after completion of self-assessment and in agreement with assessor).

To help achieve this, an assessment agreement is required to navigate both you and the assessor through the assessment process.

The assessment agreement is designed to provide a clear understanding of what and how you will be assessed and to nominate the tools that may be used to collect the assessment evidence.

You, the assessor and/or workplace supervisor should agree on the assessment requirements, dates and deadlines.

Therefore, to attain the Certificate of 2D Animation for Freelancing (2D Assets Creating), you must demonstrate competence in the following units, as established in the assessment agreement:

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| **Assessment Agreement** |
| **Occupation:** | 2D Animation for Freelancing (2D Assets Creating), Level 2 |
| **Assessment Centre:** |  |
| **Candidate Name:** |  |
| **Assessor Name:** |  |
| **Unit of Competency** |  |
|  |
| GU004L2V1 | Work in a self-directed team |
| GU005L2V1 | Carry out workplace interaction in English |
| GU013L3V1 | Carry out communication with clients  |
|  |
| SUICT002L2V1 | Operate office application software |
| SUICT004L3V1 | Comply to ethical standards in ICT workplace  |
|  |
| ICT2D001L2V1 | Create Shapes and Art work  |
| ICT2D002L2V1 | Perform Pre-Production Activities for 2D Asset Creating |
| ICT2D003L2V1 | Produce Assets |
| ICT2D004L2V1 | Perform Post-Production Activities for 2D Asset Creating |
| **Resources Required for Assessment** |
| Candidates must have access to the following:* copies of activities, questions, projects nominated by the assessor
* relevant organisational policies, protocols and procedural documents (if required)
* devices or tools to record answers
* appropriate actual or simulated workplace
* all necessary tools and equipment used in performance of the work-based task
* any other resources normally used in the workplace
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| **Assessment Instructions** |
| Candidates should respond to the formative and summative assessments either verbally or in writing as agreed with the assessor. Written responses can be recorded in the spaces provided (if more space is required attach additional pages) or submitted in a word processed document.If candidates answer verbally, the assessor should record their answers in detail.Candidates should also undertake observable tasks that provide evidence of performance. The assessor must provide instruction to candidates on what is expected during observation, and arrange a suitable time and location for demonstration of these skills.Candidates must fully understand what they are required to do to complete these assessment tasks successfully, then sign the declaration. |
| **Performance Standards** |
| To receive a **satisfactory** result for the assessments, candidates must complete all activities, questions, projects, and tasks nominated by the assessor, to the required standard.Completion of all tasks for a unit of competency, to a satisfactory level, will contribute to an assessment of competence for that specific individual unit (or units if holistic assessment approach is taken).Successful completion of all units of competency that comprise of the qualification **2D Animation for Freelancing (2D Assets Creating)**, **Level-2** will result in the candidate will be issued with the relevant, nationally recognised certificate.Assessors must clearly explain the required performance standards. |
| **Declaration** |
| I declare that:* the assessment requirements have been clearly explained to me
* all the work completed towards assessment will be my own
* cheating and plagiarism are unacceptable
 |
| **Candidate Name:** |  | **Date:** |  |
| **Assessor Name:** |  | **Date:** |  |