Self-Assessment Guide

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| **Qualification:** | **2D Animation for Freelancing (Classical 2D Animation) – Level 3** |
| **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
 |
| **an I ...** | **YES** | **NO** |
| **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 respond as required?
 |  |  |
| * 1. interpret workplace documents as per standard?
 |  |  |
| * 1. take assistance to aid comprehension when required from peers / supervisors?
 |  |  |
| * 1. understand and follow visual information / symbols / signage?
 |  |  |
| * 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 follow 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 interpret and implement 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 as required?
 |  |  |
| * 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?
 |  |  |
| 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?
 |  |  |
| **SSU05I08L3V1: ACQUIRE SOFT SKILLS IN CUSTOMER DEALING** |  |  |
| * 1. interpret customer dealing operation?
 |  |  |
| * 1. identify duties of a customer service executive?
 |  |  |
| * 1. interpret customer dealing skills?
 |  |  |
| * 1. state meaning of soft skills clearly and list key components?
 |  |  |
| * 1. identify soft skill requirements in the workplace with specific emphasis on situational requirements?
 |  |  |
| * 1. summarise importance of body language and posturing during customer interactions?
 |  |  |
| * 1. recognise dos and don’ts of body language during customer interaction?
 |  |  |
| **ICT2D005L3V1: PERFORM PRE-PRODUCTION ACTIVITIES FOR CLASSIC ANIMATION** |  |  |
| * 1. analyse animation requirements, including design specifications and script of storyboard?
 |  |  |
| * 1. clarify target audience and requirements with regard to output formats and delivery/distribution platforms?
 |  |  |
| * 1. confirm frame rate, 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. create storyboard based on the ideas?
 |  |  |
| * 1. generate animation ideas that are technically feasible, respond to specifications and provide creative solutions to all design issues?
 |  |  |
| * 1. design animation layout?
 |  |  |
| * 1. present animation layout to the client and relevant personnel?
 |  |  |
| * 1. sketch idea, scenario and composition as per classical animation manners?
 |  |  |
| * 1. apply animatic as per script?
 |  |  |
| * 1. perform empathy mapping of animatic?
 |  |  |
| **ICT2D006L3V1: PRODUCE CLASSICAL ANIMATION** |  |  |
| * 1. select 2D animation Software in accordance with the specified delivery platform?
 |  |  |
| * 1. determine poses, postures and expressions and turn-around shots of character according to storyboard?
 |  |  |
| * 1. create key frame animation as per animatic?
 |  |  |
| * 1. follow and apply 12 animation principle as per animation requirement?
 |  |  |
| * 1. add necessary drawing in-between key frame.
 |  |  |
| * 1. check and evaluate animation error as per scene requirements?
 |  |  |
| * 1. clean key frames and in-between as per animation requirement?
 |  |  |
| * 1. clean dust and noise as required?
 |  |  |
| * 1. check animation for smoothness as required?
 |  |  |
| * 1. select colour scheme as per mood board aesthetic?
 |  |  |
| * 1. coloured key frames and in between frames as per job requirement?
 |  |  |
| * 1. add and check lighting and shading details as per scene requirements?
 |  |  |
| * 1. analyse layout and background concept as per design concepts?
 |  |  |
| * 1. create final background as per scene requirement?
 |  |  |
| * 1. check and upload background to server as per standard procedure?
 |  |  |
| **ICT2D007L3V1: PERFORM POST-PRODUCTION ACTIVITIES FOR CLASSICAL 2D ANIMATION** |  |  |
| * 1. confirm project settings as per design specification?
 |  |  |
| * 1. do compositing animation?
 |  |  |
| * 1. add lighting to animation according to mood-board or concept art?
 |  |  |
| * 1. apply colour grading to animation?
 |  |  |
| * 1. apply sound and music to animation?
 |  |  |
| * 1. commit rendering?
 |  |  |
| * 1. review animations to assess creative solutions to design specifications, appropriateness to users/audience and technical feasibility?
 |  |  |
| * 1. discuss additional requirements or modifications to overall designs or animations and confirm with relevant personnel?
 |  |  |
| * 1. incorporate feedback as per standard procedure?
 |  |  |
| * 1. submit final animated 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 (Classical 2D Animation), Level-3

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 (Classical 2D Animation) – Level 3 |
| **Assessment Centre:** |  |
| **Candidate Name:** |  |
| **Assessor Name:** |  |
| **Unit of Competency** |  |
|  |
| GU005L3V1 | Carry out workplace interaction in English |
| GU013L3V1 | Carry out communication with clients  |
|  |
| SUICT004L3V1 | Comply with Ethical Standards in IT Workplace |
| SUICT005L3V1 | Acquire Soft Skills in Customer Dealing |
|  |
| ICT2D005L3V1 | Perform Pre-Production Activities for Classical Animation |
| ICT2D006L3V1 | Produce Classical Animation |
| ICT2D007L3V1 | Perform Post-Production Activities for 2D Classical Animation |
| **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 (Classical 2D Animation) – Level 3** 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:** |  |