Self-Assessment Guide

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| **Qualification:** | **2D Animation for Freelancing (2D Animation) – Level 4** |
| **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** |
| **GU010L3V1: DEMONSTRATE WORK VALUES** |  |  |
| * 1. identify, reflect on and clearly define one’s unique sense of purpose for working and the why’s of work for one’s development as a person and as a member of society?
 |  |  |
| * 1. define personal mission is in harmony with industry values?
 |  |  |
| * 1. classify and reaffirm work values / ethics / concepts in accordance with the transparent industry ethical standards, policies and guidelines?
 |  |  |
| * 1. undertake work practices in compliance with industry work ethical standards, industry policy and guidelines?
 |  |  |
| * 1. maintain personal behavior and relationships with co-workers as per standards, policy and guidelines?
 |  |  |
| * 1. use company resources in accordance with transparent company ethical standard, policies and guidelines?
 |  |  |
| * 1. access and apply industry ethical standard, organizational policy and guidelines on the prevention and reporting of unethical conduct in accordance with transparent company ethical standard, policies and guidelines?
 |  |  |
| * 1. report and/or resolve work incidents/situations in accordance with company protocol / guidelines?
 |  |  |
| * 1. use resolution and / or referral of ethical problems identified as learning opportunities?
 |  |  |
| * 1. demonstrate personal work practices and values consistently with acceptable ethical conduct and company’s core values?
 |  |  |
| * 1. provide instructions to co-workers based on ethical, lawful and reasonable directives?
 |  |  |
| * 1. share company values / practices with co-workers using appropriate behavior and language?
 |  |  |
| **GU011L4V1: LEAD A SMALL TEAM** |  |  |
| * 1. identify and presented Work requirements and presented to team members?
 |  |  |
| * 1. communicate reasons for instructions and requirements to team members?
 |  |  |
| * 1. recognize, discuss and deal with team members’ queries and concerns?
 |  |  |
| * 1. allocate duties, and responsibilities having regard to the skills, knowledge and attitudes required to properly undertake the assigned task?
 |  |  |
| * 1. allocate duties having regard to individual preference, domestic and personal considerations, whenever possible?
 |  |  |
| * 1. establish performance expectations based on client needs and according to assignment requirements?
 |  |  |
| * 1. ensure performance expectations based on individual team members’ duties and area of responsibility?
 |  |  |
| * 1. discuss performance expectations and direct to implement in the workplace?
 |  |  |
| * 1. take place monitoring of performance against defined performance criteria and / or assignment instructions and corrective action taken if required?
 |  |  |
| * 1. provide team members feedback, positive support and advice on strategies to overcome any deficiencies?
 |  |  |
| * 1. reference performance issues which cannot be rectified or addressed within the team to appropriate personnel?
 |  |  |
| * 1. keep team members informed of any changes in the priority allocated to assignments or tasks which might impact on clients’ / customers’ needs and satisfaction?
 |  |  |
| * 1. monitor team operations to ensure that employer / client needs and requirements are met?
 |  |  |
| * 1. provide follow-up communication on all issues affecting the team?
 |  |  |
| * 1. complete all relevant documentation?
 |  |  |
| **ICT2D008L4V1: PERFORM PRE-PRODUCTION ACTIVITIES FOR 2D 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. identify characteristics of characters?
 |  |  |
| * 1. adopt acting script for acting?
 |  |  |
| * 1. recognize CROW for acting?
 |  |  |
| * 1. address WOFAIM for acting?
 |  |  |
| * 1. perform acting and record video for review?
 |  |  |
| * 1. review recorded acts and improve to reach animation requirement for characters?
 |  |  |
| **ICT2D009L4V1: PRODUCE 2D CHARACTER ANIMATION** |  |  |
| * 1. select 2D animation software in accordance with the specified delivery platform?
 |  |  |
| * 1. combine composite assets and character as per story board?
 |  |  |
| * 1. prepare timeline as per script?
 |  |  |
| * 1. save built objects and refer to relevant personnel for final review and approval?
 |  |  |
| * 1. create static or moving backgrounds as required?
 |  |  |
| * 1. incorporate audio assets using audio editing software where necessary?
 |  |  |
| * 1. animate characters and objects?
 |  |  |
| * 1. apply animation techniques following 12 animation principles?
 |  |  |
| * 1. save and store produced 2D animation using appropriate file formats and file management procedures?
 |  |  |
| * 1. present animation sequences to relevant personnel for detailed responses and recommendations?
 |  |  |
| * 1. discuss and identify Required design changes?
 |  |  |
| * 1. incorporate design changes to finalize the 2D animations?
 |  |  |
| **ICT2D010L4V1: PRODUCE MOTION GRAPHICS** |  |  |
| * 1. select motion graphics software in accordance with the specified delivery platform?
 |  |  |
| * 1. combine composite assets as per story board?
 |  |  |
| * 1. prepare timeline as per script?
 |  |  |
| * 1. save built objects and refer to relevant personnel for final review and approval?
 |  |  |
| * 1. create static or moving backgrounds as required?
 |  |  |
| * 1. incorporate audio assets using audio editing software where necessary?
 |  |  |
| * 1. animate layout?
 |  |  |
| * 1. apply animation techniques following 12 animation principles?
 |  |  |
| * 1. save and store produced 2D animation using appropriate file formats and file management procedures?
 |  |  |
| * 1. present animation sequences to relevant personnel for detailed responses and recommendations?
 |  |  |
| * 1. discuss and identify required design changes?
 |  |  |
| * 1. incorporate design changes to finalize the 2D animations?
 |  |  |
| **ICT2D011L4V1: PERFORM POST-PRODUCTION ACTIVITIES FOR 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 visual effects (VFx) to animation?
 |  |  |
| * 1. apply color 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 (2D Animation), Level-4

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 Animation), Level-4 |
| **Assessment Centre:** |  |
| **Candidate Name:** |  |
| **Assessor Name:** |  |
| **Unit of Competency** |  |
|  |
| GU010L3V1 | Demonstrate work values  |
| GU011L4V1 | Lead small team  |
|  |
|  |
| ICT2D008L4V1 | Perform Pre-Production Activities for 2D animation |
| ICT2D009L4V1 | Produce 2D Character Animation |
| ICT2D010L4V1 | Produce Motion Graphics |
| ICT2D011L4V1 | Perform Post-Production Activities for 2D 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 (2D Animation), Level-4** 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:** |  |