# SELF-ASSESSMENT GUIDE

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| Qualification: | | Web design and Development for freelances, Level-5 | | |
| Candidate’s Name | |  | | |
| Application SL no | |  | | |
| Instruction:   * + Read each of the questions under each unit of competency 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 |
| **unit of competency:** GU010L3V1: Demonstrate Work Values | | |  |  |
| * Identify one’s unique sense of purpose for working and the why’s of work, reflected on and clearly defined for one’s development as a person and as a member of society | | |  |  |
| * Define Personal mission is in harmony with industry values | | |  |  |
| * Identify one’s unique sense of purpose for working and the why’s of work, reflect on and clearly define for one’s development as a person and as a member of society | | |  |  |
| * Define personal mission is in harmony with industry values | | |  |  |
| * 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 | | |  |  |
| * Reported and/or resolved work incidents / situations in accordance with company protocol / guidelines | | |  |  |
| * Identify are use resolution and / or referral of ethical problems as learning opportunities | | |  |  |
| * Demonstrate personal work practices and values consistently with acceptable ethical conduct and company’s core values | | |  |  |
| * Provided instructions to co-workers based on ethical, lawful and reasonable directives | | |  |  |
| * Share company values / practices with co-workers using appropriate behavior and language | | |  |  |
| **unit of competency:** GU011L4V1: Lead Small Team | | |  |  |
| * Identify and present work requirements to team members | | |  |  |
| * Communicate reasons for instructions and requirements to team members | | |  |  |
| * Recognize, discuss and deal with team members’ queries and concerns | | |  |  |
| * Allocate duties, and responsibilities having regard to the skills, knowledge and attitudes required to properly undertake the assigned task | | |  |  |
| * Allocate duties having regard to individual preference, domestic and personal considerations, whenever possible | | |  |  |
| * Establish performance expectations based on client needs and according to assignment requirements | | |  |  |
| * Establish performance expectations are based on individual team members’ duties and area of responsibility | | |  |  |
| * Discuss and direct Performance expectations to implement in the workplace | | |  |  |
| * Take place monitoring of performance against defined performance criteria and / or assignment instructions and corrective action taken if required | | |  |  |
| * Team members are provide feedback, positive support and advice on strategies to overcome any deficiencies | | |  |  |
| * Performance issues which cannot be rectified or addressed within the team are reference to appropriate personnel | | |  |  |
| * Team members are keep inform of any changes in the priority allocated to assignments or tasks which might impact on clients’ / customers’ needs and satisfaction | | |  |  |
| * Monitor team operations to ensure that employer / client needs and requirements are met | | |  |  |
| * Provide follow-up communication on all issues affecting the team | | |  |  |
| * Complete all relevant documentation | | |  |  |
| **unit of competency:** OUWDF001L5V1: Develop website frontend using client-side scripting language framework (React/Angular/Vue | | |  |  |
| * Identify the purpose and intended audience of the website | | |  |  |
| * Identify functional requirements and constraints | | |  |  |
| * Select design patterns as per job requirements | | |  |  |
| * Develop coding plan | | |  |  |
| * Install necessary software and check for requirement | | |  |  |
| * Install client-side scripting language framework as per standard procedure | | |  |  |
| * Code client-side scripting language framework as per functional requirements | | |  |  |
| * Execute website frontend as per standard procedure | | |  |  |
| * Test the website to ensure design correct errors according to the testing procedures in the plan | | |  |  |
| * Open the website with common browsers and checked | | |  |  |
| * Confirme the website as per client specification and requirement | | |  |  |
| **Unit of competency:** **OUWDF002L5V1: Develop website backend using server-side framework (Laravel/Django/.net/Spring/Express/Ruby on Rails)** | | |  |  |
| * Identify the purpose and intended audience of the website | | |  |  |
| * Identify functional requirements and constraints | | |  |  |
| * Select design patterns as per job requirement | | |  |  |
| * Develop coding plan | | |  |  |
| * Install Necessary software and checked for requirement | | |  |  |
| * Install Server-side framework as per standard procedure | | |  |  |
| * Use Server-side framework and code as per functional requirements | | |  |  |
| * Execute website backend | | |  |  |
| * Test website backend to ensure design and correct errors according to the testing procedures in the plan | | |  |  |
| * Check and correct the website backend as required | | |  |  |
| * Confirm the website backend as per client specification and requirement | | |  |  |
| **unit of competency:** **OUWDF003L5V1: Develop E-Commerce website using E-commerce platform** | | |  |  |
| * Identify purpose and use of E-commerce website as per client’s requirement | | |  |  |
| * Select E-commerce platforms based on purpose and intended uses | | |  |  |
| * Identify and select payment gateways as per client requirement | | |  |  |
| * Identify and select shipping gateways as per client requirement | | |  |  |
| * Identify and select notification gateways as per client requirement | | |  |  |
| * Plan E-commerce website according to client’s business model | | |  |  |
| * Identify and select HTTPS | | |  |  |
| * Evaluate and select E-Commerce platform | | |  |  |
| * Customize and develop E-commerce site is as per client requirement | | |  |  |
| * Integrate and implement payment gateway as per client requirement | | |  |  |
| * Integrate and implement shipping gateway as per client requirement | | |  |  |
| * Integrate and implement notification gateway as per client requirement | | |  |  |
| * Secure website as per standard procedure | | |  |  |
| * Implement and ensure HTTPS as per standard procedure | | |  |  |
| * Test and check website | | |  |  |
| * Correct and adjust website as required | | |  |  |
| **Unit of Competency:** **OUWDF004L5V1 Prepare project proposal** | | |  |  |
| * Collect requirements from the client through standard data/information gathering techniques | | |  |  |
| * Assess requirements | | |  |  |
| * Review and confirm requirements in consultation with clients | | |  |  |
| * Identify web development options as per client requirement | | |  |  |
| * Determine elements of project proposal as per client requirement | | |  |  |
| * Identify development effort, resources, time and cost estimation as per web development options | | |  |  |
| * Calculate development cost as required | | |  |  |
| * Prepare project proposal as per client requirements | | |  |  |
| * Present project proposal to clients as per standard procedure | | |  |  |
| * Receive and evaluate Client’s feedback | | |  |  |
| * Review and adjust proposal as required | | |  |  |
| * Submit final project proposal as per standard procedure | | |  |  |
| Candidate’s Signature |  | | Date: | |
| Assessor’s Signature |  | | Date: | |

**COMPETENCY ASSESSMENT AGREEMENT**

## Web design and Development for freelances, Level-5

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| --- | --- | --- | --- |
| Candidate’s Name: |  | | |
| Assessor’s Name: |  | | |
| Qualification/Units of Competency to be Assessed | GU010L3V1: Demonstrate Work Values  GU011L4V1: Lead Small Team  OUWDF001L5V1: Develop website frontend using client-side scripting language framework (React/Angular/Vue  OUWDF002L5V1: Develop website backend using server-side framework (Laravel/Django/.net/Spring/Express/Ruby on Rails)  OUWDF003L5V1: Develop E-Commerce website using E-commerce platform  OUWDF004L5V1 Prepare project proposal | | |
| **Candidate to answer the question:** | | Yes | **No** |
| * Have the context and purpose of assessment been explained | |  |  |
| * Have the qualification and units of competency been explained? | |  |  |
| * Have the Project-Based Assessment been explained? | |  |  |
| * Do you understand the assessment procedure and evidence to be collected? | |  |  |
| * Have your rights and appeal system been explained? | |  |  |
| * Have you discussed any special needs to be considered during assessment? | |  |  |
| 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: | |