# 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

|  |  |
| --- | --- |
| 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: |