# SELF-ASSESSMENT GUIDE

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| Qualification: | | Web design and Development for freelancer, Level 3 | | |
| 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. | | | | |
| Have I performed? | | | YES | NO |
| unit of competency: Work in A Self-Directed Team | | |  |  |
| * Identify Team goals and processes are identified | | |  |  |
| * Roles and responsibilities of team members are identified | | |  |  |
| * Relationships within team and with other work areas are identified | | |  |  |
| * Effective interpersonal skills are used to interact with team members and to contribute to activities and objectives | | |  |  |
| * Formal and informal forms of communication are used effectively to support team achievement | | |  |  |
| * Diversity is respected and valued in team functioning. | | |  |  |
| * Views and opinions of other team members are understood and reflected accurately | | |  |  |
| * Workplace staff regulation is used correctly to assist communication | | |  |  |
| * Duties, responsibilities, authorities, objectives and task requirements are identified and clarified with team | | |  |  |
| * Tasks are performed in accordance with organizational and team requirements, specifications and workplace procedures | | |  |  |
| * Team members support other members as required to ensure team achieves goals and requirements | | |  |  |
| * Agreed reporting lines are followed using standard operating procedures | | |  |  |
| * Current and potential problems faced by team are identified | | |  |  |
| * Procedures for avoiding and managing problems are identified | | |  |  |
| * Problems are solved effectively and in a manner that supports the team | | |  |  |
| Unit of competency: Carryout Workplace Interaction in English | | |  |  |
| * Workplace code of conducts are interpreted as per organizational guidelines | | |  |  |
| * Appropriate lines of communication are maintained with supervisors and colleagues | | |  |  |
| * Workplace interactions are conducted in a courteous manner to gather and convey information | | |  |  |
| * Questions about routine workplace procedures and matters are asked and responded as required | | |  |  |
| * Workplace documents are interpreted as per standard. | | |  |  |
| * Assistance is taken to aid comprehension when required from peers/supervisors | | |  |  |
| * Visual information/ symbols/signage’s are understood and followed | | |  |  |
| * Specific and relevant information are accessed from appropriate sources | | |  |  |
| * Appropriate medium is used to transfer information and ideas | | |  |  |
| * Team meetings are attended on time and followed meeting procedures and etiquette | | |  |  |
| * Own opinions are expressed and listened to those of others without interruption | | |  |  |
| * Inputs are provided consistent with the meeting purpose and interpreted and implemented meeting outcomes | | |  |  |
| * Responsibilities as a team member are demonstrated and kept promises and commitments made to others | | |  |  |
| * Tasks are performed in accordance with workplace procedures | | |  |  |
| * Confidentiality is respected and maintained | | |  |  |
| * Situations and actions considered inappropriate or which present a conflict of interest are avoided | | |  |  |
| unit of competency: Carryout Communication with Clients | | |  |  |
| * Code of conduct of communication are interpreted as per working environment/platform | | |  |  |
| * Manners and etiquette of communication is interpreted | | |  |  |
| * Questions about routine working environment/platform procedures and matters are explained as required | | |  |  |
| * Relevant documents are prepared for effective communication with work environment | | |  |  |
| * Validated sources are identified as per client’s requirements | | |  |  |
| * Documents are validated by the authentic sources as per client’s requirements | | |  |  |
| * Documents are submitted as per standard procedure | | |  |  |
| * Appropriate means/method/way of communication are maintained as per working environment/platform | | |  |  |
| * Channels of communication are identified and followed | | |  |  |
| * Communication is conducted in a courteous manner to gather and convey information | | |  |  |
| * Appropriate non-verbal communication is used as required | | |  |  |
| Operate Office Application Software | | |  |  |
| * Safe workplace practices are observed according to IT workplace guideline | | |  |  |
| * Peripherals are checked, connected and added with desktop computer/Laptop as per SOP | | |  |  |
| * Desktop computer/Laptop is put on as per SOP | | |  |  |
| * Computer desktop/laptop / GUI settings are arranged and customized as per requirement | | |  |  |
| * Files and folders are manipulated as per requirement | | |  |  |
| * Properties of files and folders are viewed and searched | | |  |  |
| * Disks are defragmented, formatted as per requirement | | |  |  |
| * Desktop computer/Laptop is Shutdown as per SOP | | |  |  |
| * Installation requirements of software are identified and listed as required | | |  |  |
| * Software sources and CD key/ password are assured | | |  |  |
| * Appropriate software is collected and selected as per requirement | | |  |  |
| * software is installed with necessary customization as per installation Instructions | | |  |  |
| * Correctness of Installation is checked and adjusted as required | | |  |  |
| * Appropriate word processor is selected and started | | |  |  |
| * Documents are created as per requirement in Personal use and office environment | | |  |  |
| * Data, figures, pictures and other resources are inserted to document form web or other sources as required. | | |  |  |
| * Documents are formatted as required | | |  |  |
| * Document is saved in desired format and location | | |  |  |
| * Document is printed as required | | |  |  |
| * Spreadsheet applications are selected and started. | | |  |  |
| * Worksheets are created as per requirement in | | |  |  |
| * Personal use and office environment | | |  |  |
| * Functions and formulas are used for calculating and editing logical operation | | |  |  |
| * Sheets are formatted as per requirement | | |  |  |
| * Charts are created using data as required | | |  |  |
| * Charts/ Sheets are saved in desired format in and location | | |  |  |
| * Appropriate presentation applications are selected and started | | |  |  |
| * Presentation is created as per requirement in personal use and office environment | | |  |  |
| * Image, Illustrations, text, table, symbols and media are entered as per requirements | | |  |  |
| * Presentations are formatted and animated | | |  |  |
| * Presentations are viewed and saved | | |  |  |
| * Presentations are printed as required | | |  |  |
| unit of competency: Comply to Ethical Standards in IT Workplace | | |  |  |
| * Clients’ requirements are identified | | |  |  |
| * Confidentiality of information is maintained in accordance with workplace policies / organizational policies/national legislation | | |  |  |
| * Potential conflicts of interest are identified and involved parties of potential conflicts are notified | | |  |  |
| * Proprietary rights of client/customer are asserted | | |  |  |
| * Products and services are provided according to the clients’ requirements | | |  |  |
| * Work is completed as per standards | | |  |  |
| * Quality processes are implemented when developing products and services | | |  |  |
| * Work processes are delivered as per standards | | |  |  |
| * Skills, knowledge and qualifications are presented in a professional manner | | |  |  |
| * Services and products developed by self and others are delivered as per workplace standard | | |  |  |
| * Unbiased and objective information are provided to clients | | |  |  |
| * Realistic estimates for time, cost and delivery of outputs are presented during negotiation | | |  |  |
| * Workplace code of conduct are interpreted | | |  |  |
| * Workplace code of conduct is followed | | |  |  |
| unit of competency: Setup Web Design Environment | | |  |  |
| * Client server architecture is identified | | |  |  |
| * Types of network and their functionality are interpreted | | |  |  |
| * Type of websites is categorized | | |  |  |
| * Local Web server is installed and tested for functionality | | |  |  |
| * Web browser is identified | | |  |  |
| * Types of web browser is introduced | | |  |  |
| * Web browser is installed and used | | |  |  |
| * Features/options of different web browsers are outlined | | |  |  |
| * Cross browser compatibility of websites is interpreted | | |  |  |
| * Developer tools are identified and selected | | |  |  |
| * Plug-in and extensions are installed and used as required | | |  |  |
| * Web design software is interpreted | | |  |  |
| * Web design platform is introduced | | |  |  |
| * Web design software is familiarized | | |  |  |
| * Data layer is defined | | |  |  |
| * Data layer Applications are interpreted | | |  |  |
| * Web API is introduced | | |  |  |
| * Web server is identified | | |  |  |
| * Local web server is defined | | |  |  |
| * Web server is interpreted | | |  |  |
| * Web server is identified | | |  |  |
| * FTP client is interpreted | | |  |  |
| * FTP client is installed | | |  |  |
| unit of competency: Create and Edit Website Using HTML | | |  |  |
| * The purposes and intended audience of the website are identified as per client requirements | | |  |  |
| * The design requirements and constraints are identified | | |  |  |
| * A conceptual design is developed | | |  |  |
| * Necessary software is installed as per requirements | | |  |  |
| * Web layout is selected and collected as per client requirements | | |  |  |
| * Web layout is converted to HTML using Text editor | | |  |  |
| * Website is saved and executed | | |  |  |
| * The website is tested to ensure functionality and errors are corrected as per standard operating procedure | | |  |  |
| * The website is opened with common browsers and check for accessibility, readability, legibility and presentation in accordance with client requirements | | |  |  |
| * The website is evaluated for fitness in terms of the purpose, target audience and specifications of client requirements | | |  |  |
| unit of competency: Use Image Editing Software | | |  |  |
| * Appropriate image editing software is selected as required | | |  |  |
| * Necessary plug-ins are installed and checks another requirement | | |  |  |
| * Image is opened in layer and be aware of legislation | | |  |  |
| * Layers are added to the image as required | | |  |  |
| * Format, color, brushes, effects and swatches are applied as required | | |  |  |
| * Optimized and previewing of Image is demonstrated | | |  |  |
| * Image is exported as required | | |  |  |
| unit of competency: Design Styles with CSS and CSS Framework | | |  |  |
| * The purpose and intended audience of the website are identified | | |  |  |
| * The design requirements and constraints are identified | | |  |  |
| A conceptual design is developed | | |  |  |
| * Necessary software installed as per requirement | | |  |  |
| * The purpose and intended audience of the website are identified | | |  |  |
| * Web layout is selected as per design requirement | | |  |  |
| * Web layout is designed using CSS as per client’s requirements | | |  |  |
| * HTML and CSS file is integrated as required | | |  |  |
| * Web site is saved and executed | | |  |  |
| * Framework is collected and configured with website | | |  |  |
| * HTML and CSS framework are integrated | | |  |  |
| * CSS framework is customized using CSS as per requirements | | |  |  |
| * Web site is saved and executed | | |  |  |
| * The website is tested to ensure functionality and errors are corrected as per standard operating procedure | | |  |  |
| * The website is opened with common browsers and check for accessibility, readability, legibility and presentation in accordance with client requirements | | |  |  |
| * The website is evaluated for fitness in terms of the purpose, target audience and specifications of client requirements | | |  |  |
| unit of competency: Develop Website Using JavaScript | | |  |  |
| * The purpose and intended audience of the website are identified | | |  |  |
| * Functional requirements and constraints are identified | | |  |  |
| * Coding plan is developed as required | | |  |  |
| * Necessary software installed and functionality is checked | | |  |  |
| * JavaScriptis coded as per functional requirements | | |  |  |
| * JavaScriptfilesare integrated with website as per standard procedure | | |  |  |
| * JavaScriptis executed to finalize the website | | |  |  |
| * The website is tested to ensure functionality and errors are corrected as per standard operating procedure | | |  |  |
| * The website is opened with common browsers and check for accessibility, readability, legibility and presentation in accordance with client requirements | | |  |  |
| * The website is evaluated for fitness in terms of the purpose, target audience and specifications of client requirements | | |  |  |
| Candidate’s Signature |  | | Date: | |
| Assessor’s Signature |  | | Date: | |

**COMPETENCY ASSESSMENT AGREEMENT**

Web design and Development for freelancer, Level 3

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| --- | --- | --- | --- |
| Candidate’s Name: |  | | |
| Assessor’s Name: |  | | |
| Qualification/Units of Competency to be Assessed | 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  OUWDF001L3V1-Setup web design environment  OUWDF002L3V1-Create and edit website using HTML  OUWDF003L3V1-Use image editing software  OUWDF004L3V1Design styles with CSS and CSS framework  OUWDF005L3V1-Develop website using JavaScript | | |
| **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: | |