# SELF-ASSESSMENT GUIDE

|  |  |
| --- | --- |
| Qualification: | Graphics design for freelancer, 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:** OUGDF001L5V1**Make design and creative**  |  |  |
| * Collect client requirements
 |  |  |
| * Analyse clients’ requirements
 |  |  |
| * Interpret specification of creative design as per requirement
 |  |  |
| * Developed design layout as per client’s requirement
 |  |  |
| * Confirm clients’ requirements in consultation with clients
 |  |  |
| * Accepted work order as per job requirement
 |  |  |
| * Select and collect design elements and resources as per requirement
 |  |  |
| * Draft design as per requirement
 |  |  |
| * Determine as size and color mode per requirements
 |  |  |
| * Prepare collect resources as per requirements
 |  |  |
| * Created resources as per requirement
 |  |  |
| * Create design and creatives as per design aesthetic
 |  |  |
| * Check and correct finished design and creatives as required
 |  |  |
| * Sent preview file for client’s feedback according to standard procedure
 |  |  |
| * Sent draft design as required
 |  |  |
| * Evaluate client’s feedback and take care of
 |  |  |
| * Confirm clients’ approval as per standard procedure
 |  |  |
| * Deliver final design and creatives to clients as per standard procedure
 |  |  |
| * Send Invoice to client when and where necessary
 |  |  |
| * Request client’s review as per standard procedure
 |  |  |
| * Deliver final design and creatives to clients as per standard procedure
 |  |  |
| * Sent invoice to client when and where necessary
 |  |  |
| Unit of competency: OUGDF002L5V1Design and Develop Branding Identities |  |  |
| * Collect Client requirements
 |  |  |
| * Analyze clients’ requirements
 |  |  |
| * Confirm clients’ requirements in consultation with clients
 |  |  |
| * Collect and interpret branding guide
 |  |  |
| * Access and analyze organizational information
 |  |  |
| * Develop design layout as per client’s requirement
 |  |  |
| * Confirm clients’ requirements in consultation with clients
 |  |  |
| * Accept work order as per job requirement
 |  |  |
| * Select and collect design elements and resources as per branding requirement
 |  |  |
| * Draft design as per requirement
 |  |  |
| * Determine size and color mode as per requirements
 |  |  |
| * Prepare collected resources as per requirements
 |  |  |
| * Create resources as per requirement
 |  |  |
| * Create Branding identities as per design aesthetic and branding guidelines
 |  |  |
| * Check and correct finished branding elements as required
 |  |  |
| * Sent preview file for client’s feedback according to standard procedure
 |  |  |
| * Sent Mock up presentation as required
 |  |  |
| * Evaluate client’s feedback and taken care of
 |  |  |
| * Confirm clients’ approval as per standard procedure
 |  |  |
| * Deliver final brand elements to clients as per standard procedure
 |  |  |
| * Sent Invoice to client when and where necessary
 |  |  |
| * Request client’s review as per standard procedure
 |  |  |
| **unit of competency:** OUGDF003L5V1**Create Advanced Publication Designs**  |  |  |
| * Collected Client requirements
 |  |  |
| * Analyze clients’ requirements
 |  |  |
| * Interpret specification of publication design as per requirement
 |  |  |
| * Develop primary layout as per client’s requirement
 |  |  |
| * Confirm clients’ requirements in consultation with clients
 |  |  |
| * Accepted work order as per job requirement
 |  |  |
| * Selected and collect design elements and resources as per requirement
 |  |  |
| * Draft design as per requirement
 |  |  |
| * Determine size and color mode as per requirements
 |  |  |
| * Prepare collect resources as per requirements
 |  |  |
| * Create resources as per requirement
 |  |  |
| * Create advance publication design as per design aesthetic
 |  |  |
| * Check publication design and corrected as required
 |  |  |
| * Identify interactive features as per requirement
 |  |  |
| * Create interactive features as per requirement
 |  |  |
| * Incorporate interactive features as per requirement
 |  |  |
| * Check and correct interactive features as required
 |  |  |
| * Identify interactive features as per requirement
 |  |  |
| * Send preview file for client’s feedback according to standard procedure
 |  |  |
| * Evaluate client’s feedback and publication is revise as required
 |  |  |
| * Confirm clients’ approval as per standard procedure
 |  |  |
| * Deliver finished publication to clients as per requirement
 |  |  |
| * Send invoice to client when and where necessary
 |  |  |
| * Request client’s review as per standard procedure
 |  |  |
| Candidate’s Signature |  | Date: |
| Assessor’s Signature |  | Date: |

**COMPETENCY ASSESSMENT AGREEMENT**

**Graphics Design for freelancing, Level 4**

|  |  |
| --- | --- |
| Candidate’s Name: |  |
| Assessor’s Name: |  |
| Qualification/Units of Competency to be Assessed | GU010L3V1Demonstrate Work ValuesGU011L4V1Lead Small TeamOUGDF001L5V1Make design and creative OUGDF002L5V1Design and Develop Branding IdentitiesOUGDF003L5V1Create Advanced Publication Designs |
| **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: |