# SELF-ASSESSMENT GUIDE

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| 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 Values  GU011L4V1Lead Small Team  OUGDF001L5V1Make design and creative  OUGDF002L5V1Design and Develop Branding Identities  OUGDF003L5V1Create 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: | |