Self-Assessment Guide

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| **Qualification:** | **2D Animation for Freelancing (2D Asset Creation) – Level 2** | | | |
| **Candidate Name** |  | | | |
| **Application Serial No.** |  | | | |
| **Instructions**:   * + Read each of the questions 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** |
| **GU004L3V1****: WORK IN A SELF-DIRECTED TEAM** | | |  |  |
| * 1. identify team goals and processes? | | |  |  |
| * 1. identify roles and responsibilities of team members? | | |  |  |
| * 1. identify relationships within team and with other work areas? | | |  |  |
| * 1. use effective interpersonal skills to interact with team members and to contribute to activities and objectives? | | |  |  |
| * 1. use formal and informal forms of communication effectively to support team achievement? | | |  |  |
| * 1. respect and value diversity in team functioning? | | |  |  |
| * 1. understand and reflect views and opinions of other team members accurately? | | |  |  |
| * 1. use workplace staff regulation correctly to assist communication? | | |  |  |
| * 1. identify and clarify duties, responsibilities, authorities, objectives and task requirements with team? | | |  |  |
| * 1. perform tasks in accordance with organizational and team requirements, specifications and workplace procedures? | | |  |  |
| * 1. support other members as required to ensure team achieves goals and requirements as a team member? | | |  |  |
| * 1. follow agreed reporting lines using standard operating procedures? | | |  |  |
| * 1. identify current and potential problems faced by team? | | |  |  |
| * 1. identify procedures for avoiding and managing problems? | | |  |  |
| * 1. solve problems effectively and in a manner that supports the team? | | |  |  |
| **GU005L3V1: Carryout Workplace Interaction in English** | | |  |  |
| * 1. interpret workplace code of conducts as per organizational guidelines? | | |  |  |
| * 1. maintain appropriate lines of communication with supervisors and colleagues? | | |  |  |
| * 1. conduct workplace interactions in a courteous manner to gather and convey information? | | |  |  |
| * 1. ask questions about routine workplace procedures and matters and responded as required? | | |  |  |
| * 1. interpreted workplace documents as per standard? | | |  |  |
| * 1. take assistance to aid comprehension when required from peers/supervisors? | | |  |  |
| * 1. understand and follow visual information/ symbols/signage’s? | | |  |  |
| * 1. access specific and relevant information from appropriate sources? | | |  |  |
| * 1. use appropriate medium to transfer information and ideas? | | |  |  |
| * 1. attend team meetings on time and followed meeting procedures and etiquette? | | |  |  |
| * 1. express own opinions and listen to those of others without interruption? | | |  |  |
| * 1. provide inputs consistent with the meeting purpose and interpreted and implemented meeting outcomes? | | |  |  |
| * 1. demonstrate responsibilities as a team member and keep promises and commitments made to others? | | |  |  |
| * 1. perform tasks in accordance with workplace procedures? | | |  |  |
| * 1. respect and maintain confidentiality? | | |  |  |
| * 1. avoid situations and actions considered inappropriate or which present a conflict of interest? | | |  |  |
| GU013L3V1: Carryout Communication with Clients | | |  |  |
| * 1. interpret code of conduct of communication as per working environment/platform? | | |  |  |
| * 1. interpret manners and etiquette of communication? | | |  |  |
| * 1. explain questions about routine working environment/platform procedures and matters as required? | | |  |  |
| * 1. prepare relevant documents for effective communication with work environment? | | |  |  |
| * 1. identify validated sources as per client’s requirements? | | |  |  |
| * 1. validate documents by the authentic sources as per client’s requirements? | | |  |  |
| * 1. submit documents as per standard procedure? | | |  |  |
| * 1. maintain appropriate means/method/way of communication as per working environment/platform? | | |  |  |
| * 1. identify and follow channels of communication? | | |  |  |
| * 1. conduct communication in a courteous manner to gather and convey information? | | |  |  |
| * 1. use appropriate non-verbal communication as required? | | |  |  |
| SUICT002L3V1: Operate Office Application Software | | |  |  |
| * 1. observe safe workplace practices according to IT workplace guideline? | | |  |  |
| * 1. check, connect and add peripherals with desktop computer/Laptop as per SOP? | | |  |  |
| * 1. put desktop computer/Laptop on as per SOP? | | |  |  |
| * 1. arrange and customize computer desktop/laptop/GUI settings as per requirement? | | |  |  |
| * 1. manipulated files and folders as per requirement? | | |  |  |
| * 1. view and search properties of files and folders? | | |  |  |
| * 1. defragment and format disks as per requirement? | | |  |  |
| * 1. shutdown desktop computer/Laptop as per SOP? | | |  |  |
| * 1. identify and list installation requirements of software as required? | | |  |  |
| * 1. assure software sources and CD key/ password? | | |  |  |
| * 1. collect and select appropriate software as per requirement? | | |  |  |
| * 1. install software with necessary customization as per installation Instructions? | | |  |  |
| * 1. check and adjust correctness of Installation as required? | | |  |  |
| * 1. select and start appropriate word processor? | | |  |  |
| * 1. create documents as per requirement in Personal use and office environment? | | |  |  |
| * 1. insert data, figures, pictures and other resources to document form web or other sources as required? | | |  |  |
| * 1. format documents as required? | | |  |  |
| * 1. save document in desired format and location? | | |  |  |
| * 1. print document as required? | | |  |  |
| * 1. select and start spreadsheet applications? | | |  |  |
| * 1. create worksheets as per requirement in personal use and office environment? | | |  |  |
| * 1. use functions and formulas for calculating and editing logical operation? | | |  |  |
| * 1. format sheets as per requirement? | | |  |  |
| * 1. create charts using data as required? | | |  |  |
| * 1. save charts/ sheets in desired format and location? | | |  |  |
| * 1. print document as required? | | |  |  |
| * 1. select and start appropriate presentation applications? | | |  |  |
| * 1. create presentation as per requirement in personal use and office environment? | | |  |  |
| * 1. enter image, illustrations, text, table, symbols and media as per requirements? | | |  |  |
| * 1. format and animate presentations? | | |  |  |
| * 1. view and save presentations? | | |  |  |
| * 1. print presentations as required? | | |  |  |
| SUICT004L3V1: Comply to Ethical Standards in It Workplace | | |  |  |
| * 1. identify clients’ requirements? | | |  |  |
| * 1. maintain confidentiality of information in accordance with workplace policies / organizational policies/national legislation? | | |  |  |
| * 1. identify potential conflicts of interest and notify involved parties of potential conflicts? | | |  |  |
| * 1. assert proprietary rights of client/customer? | | |  |  |
| * 1. provide products and services according to the clients’ requirements? | | |  |  |
| * 1. complete work as per standards? | | |  |  |
| * 1. implement quality processes when developing products and services? | | |  |  |
| * 1. deliver work processes as per standards? | | |  |  |
| * 1. present skills, knowledge and qualifications in a professional manner? | | |  |  |
| * 1. deliver services and products developed by self and others as per workplace standard? | | |  |  |
| * 1. provide unbiased and objective information to clients? | | |  |  |
| * 1. present realistic estimates for time, cost and delivery of outputs during negotiation? | | |  |  |
| * 1. interpret workplace code of conduct? | | |  |  |
| * 1. follow workplace code of conduct? | | |  |  |
| **ICT2D001L2V1: Create Shapes and Artwork** | | |  |  |
| * 1. interpret drawing and design techniques? | | |  |  |
| * 1. draw lines as the principal component of shapes? | | |  |  |
| * 1. create shapes using perspectives? | | |  |  |
| * 1. visualize measurement and space using lines? | | |  |  |
| * 1. identify sequence of drawing contents? | | |  |  |
| * 1. draw objects manually using the sequence of drawing contents? | | |  |  |
| * 1. define project concept in the context of social dimension? | | |  |  |
| * 1. develop story based on the project concept? | | |  |  |
| * 1. transform concept into symbols and shapes? | | |  |  |
| * 1. select appropriate color according to the story? | | |  |  |
| * 1. visualize story to express the artwork project? | | |  |  |
| * 1. select appropriate pectoral/vector programs for the artwork project as per job requirement? | | |  |  |
| * 1. develop artwork project digitally? | | |  |  |
| * 1. develop content file and layer as per standard procedure? | | |  |  |
| **ICT2D002L2V1: Perform Pre-Production Activities for 2D Asset Creating** | | |  |  |
| * 1. determine asset requirements including design specifications and script of storyboard? | | |  |  |
| * 1. clarify target users/audience and requirements with regard to output formats and delivery/distribution platforms? | | |  |  |
| * 1. confirm output size, resolution and aspect ratio from clients? | | |  |  |
| * 1. determine work flow sequence in consultation with relevant personnel? | | |  |  |
| * 1. analyse story? | | |  |  |
| * 1. gather reference images for creating 2D project? | | |  |  |
| * 1. review animations, artworks, other creative sources and additional information? | | |  |  |
| * 1. generate asset ideas that are technically feasible, respond to specifications and provide creative solutions to all design issues? | | |  |  |
| * 1. sketch asset as per aesthetic requirement of story? | | |  |  |
| * 1. determine asset perspective as per requirement? | | |  |  |
| * 1. present concept arts to the client and relevant personnel? | | |  |  |
| ICT2D003L2V1: Produce 2D Assets | | |  |  |
| * 1. select asset development software in accordance with the specified delivery platform? | | |  |  |
| * 1. determine poses, postures and expressions and turn-around shots of character according to storyboard? | | |  |  |
| * 1. use effects and preset panel? | | |  |  |
| * 1. determine special effects from storyboard? | | |  |  |
| * 1. trace objects and vectorized in accordance with specified requirements? | | |  |  |
| * 1. save and back-up objects traced regularly? | | |  |  |
| * 1. preview and correct traced and vectorized objects in accordance with specified requirements? | | |  |  |
| * 1. draw and construct necessary environment and characters based on production requirements? | | |  |  |
| * 1. save built objects and refer to relevant personnel for final review and approval? | | |  |  |
| * 1. present assets to relevant personnel for detailed responses and recommendations? | | |  |  |
| * 1. discuss and identify required design changes? | | |  |  |
| * 1. incorporate design changes to finalize the assets? | | |  |  |
| * 1. store assets in asset library? | | |  |  |
| ICT2D004L2V1: Perform Post-Production Activities for 2D Asset Creating | | |  |  |
| * 1. confirm project settings as per design specification? | | |  |  |
| * 1. add lighting to assets according to mood-board or concept art? | | |  |  |
| * 1. apply color grading to assets? | | |  |  |
| * 1. save assets for animation? | | |  |  |
| * 1. review assets to assess creative solutions to design specifications, appropriateness to users/audience and technical feasibility? | | |  |  |
| * 1. discuss and confirm additional requirements or modifications to overall designs with relevant personnel? | | |  |  |
| * 1. incorporate feedback as per standard procedure? | | |  |  |
| * 1. submit final assets work following required format and medium? | | |  |  |
| 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: | | |