Self-Assessment Guide

|  |  |
| --- | --- |
| **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: |