Self-Assessment Guide

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| **Qualification:** | **2D Animation for Freelancing (Classical 2D Animation) – Level 3** | | | |
| **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 | | | | |
| **an I ...** | | | **YES** | **NO** |
| **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 respond as required? | | |  |  |
| * 1. interpret workplace documents as per standard? | | |  |  |
| * 1. take assistance to aid comprehension when required from peers / supervisors? | | |  |  |
| * 1. understand and follow visual information / symbols / signage? | | |  |  |
| * 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 follow 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 interpret and implement 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 as required? | | |  |  |
| * 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? | | |  |  |
| 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? | | |  |  |
| **SSU05I08L3V1: ACQUIRE SOFT SKILLS IN CUSTOMER DEALING** | | |  |  |
| * 1. interpret customer dealing operation? | | |  |  |
| * 1. identify duties of a customer service executive? | | |  |  |
| * 1. interpret customer dealing skills? | | |  |  |
| * 1. state meaning of soft skills clearly and list key components? | | |  |  |
| * 1. identify soft skill requirements in the workplace with specific emphasis on situational requirements? | | |  |  |
| * 1. summarise importance of body language and posturing during customer interactions? | | |  |  |
| * 1. recognise dos and don’ts of body language during customer interaction? | | |  |  |
| **ICT2D005L3V1: PERFORM PRE-PRODUCTION ACTIVITIES FOR CLASSIC ANIMATION** | | |  |  |
| * 1. analyse animation requirements, including design specifications and script of storyboard? | | |  |  |
| * 1. clarify target audience and requirements with regard to output formats and delivery/distribution platforms? | | |  |  |
| * 1. confirm frame rate, 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. create storyboard based on the ideas? | | |  |  |
| * 1. generate animation ideas that are technically feasible, respond to specifications and provide creative solutions to all design issues? | | |  |  |
| * 1. design animation layout? | | |  |  |
| * 1. present animation layout to the client and relevant personnel? | | |  |  |
| * 1. sketch idea, scenario and composition as per classical animation manners? | | |  |  |
| * 1. apply animatic as per script? | | |  |  |
| * 1. perform empathy mapping of animatic? | | |  |  |
| **ICT2D006L3V1: PRODUCE CLASSICAL ANIMATION** | | |  |  |
| * 1. select 2D animation Software in accordance with the specified delivery platform? | | |  |  |
| * 1. determine poses, postures and expressions and turn-around shots of character according to storyboard? | | |  |  |
| * 1. create key frame animation as per animatic? | | |  |  |
| * 1. follow and apply 12 animation principle as per animation requirement? | | |  |  |
| * 1. add necessary drawing in-between key frame. | | |  |  |
| * 1. check and evaluate animation error as per scene requirements? | | |  |  |
| * 1. clean key frames and in-between as per animation requirement? | | |  |  |
| * 1. clean dust and noise as required? | | |  |  |
| * 1. check animation for smoothness as required? | | |  |  |
| * 1. select colour scheme as per mood board aesthetic? | | |  |  |
| * 1. coloured key frames and in between frames as per job requirement? | | |  |  |
| * 1. add and check lighting and shading details as per scene requirements? | | |  |  |
| * 1. analyse layout and background concept as per design concepts? | | |  |  |
| * 1. create final background as per scene requirement? | | |  |  |
| * 1. check and upload background to server as per standard procedure? | | |  |  |
| **ICT2D007L3V1: PERFORM POST-PRODUCTION ACTIVITIES FOR CLASSICAL 2D ANIMATION** | | |  |  |
| * 1. confirm project settings as per design specification? | | |  |  |
| * 1. do compositing animation? | | |  |  |
| * 1. add lighting to animation according to mood-board or concept art? | | |  |  |
| * 1. apply colour grading to animation? | | |  |  |
| * 1. apply sound and music to animation? | | |  |  |
| * 1. commit rendering? | | |  |  |
| * 1. review animations to assess creative solutions to design specifications, appropriateness to users/audience and technical feasibility? | | |  |  |
| * 1. discuss additional requirements or modifications to overall designs or animations and confirm with relevant personnel? | | |  |  |
| * 1. incorporate feedback as per standard procedure? | | |  |  |
| * 1. submit final animated 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: | | |