Self-Assessment Guide

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