Self-Assessment Guide

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| **Qualification:** | **2D Animation for Freelancing (2D Animation) – Level 4** |
| **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** |
| **GU010L3V1: DEMONSTRATE WORK VALUES** |  |  |
| * 1. identify, reflect on and clearly define one’s unique sense of purpose for working and the why’s of work for one’s development as a person and as a member of society?
 |  |  |
| * 1. define personal mission is in harmony with industry values?
 |  |  |
| * 1. classify and reaffirm work values / ethics / concepts in accordance with the transparent industry ethical standards, policies and guidelines?
 |  |  |
| * 1. undertake work practices in compliance with industry work ethical standards, industry policy and guidelines?
 |  |  |
| * 1. maintain personal behavior and relationships with co-workers as per standards, policy and guidelines?
 |  |  |
| * 1. use company resources in accordance with transparent company ethical standard, policies and guidelines?
 |  |  |
| * 1. 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?
 |  |  |
| * 1. report and/or resolve work incidents/situations in accordance with company protocol / guidelines?
 |  |  |
| * 1. use resolution and / or referral of ethical problems identified as learning opportunities?
 |  |  |
| * 1. demonstrate personal work practices and values consistently with acceptable ethical conduct and company’s core values?
 |  |  |
| * 1. provide instructions to co-workers based on ethical, lawful and reasonable directives?
 |  |  |
| * 1. share company values / practices with co-workers using appropriate behavior and language?
 |  |  |
| **GU011L4V1: LEAD A SMALL TEAM** |  |  |
| * 1. identify and presented Work requirements and presented to team members?
 |  |  |
| * 1. communicate reasons for instructions and requirements to team members?
 |  |  |
| * 1. recognize, discuss and deal with team members’ queries and concerns?
 |  |  |
| * 1. allocate duties, and responsibilities having regard to the skills, knowledge and attitudes required to properly undertake the assigned task?
 |  |  |
| * 1. allocate duties having regard to individual preference, domestic and personal considerations, whenever possible?
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| * 1. establish performance expectations based on client needs and according to assignment requirements?
 |  |  |
| * 1. ensure performance expectations based on individual team members’ duties and area of responsibility?
 |  |  |
| * 1. discuss performance expectations and direct to implement in the workplace?
 |  |  |
| * 1. take place monitoring of performance against defined performance criteria and / or assignment instructions and corrective action taken if required?
 |  |  |
| * 1. provide team members feedback, positive support and advice on strategies to overcome any deficiencies?
 |  |  |
| * 1. reference performance issues which cannot be rectified or addressed within the team to appropriate personnel?
 |  |  |
| * 1. keep team members informed of any changes in the priority allocated to assignments or tasks which might impact on clients’ / customers’ needs and satisfaction?
 |  |  |
| * 1. monitor team operations to ensure that employer / client needs and requirements are met?
 |  |  |
| * 1. provide follow-up communication on all issues affecting the team?
 |  |  |
| * 1. complete all relevant documentation?
 |  |  |
| **ICT2D008L4V1: PERFORM PRE-PRODUCTION ACTIVITIES FOR 2D 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. identify characteristics of characters?
 |  |  |
| * 1. adopt acting script for acting?
 |  |  |
| * 1. recognize CROW for acting?
 |  |  |
| * 1. address WOFAIM for acting?
 |  |  |
| * 1. perform acting and record video for review?
 |  |  |
| * 1. review recorded acts and improve to reach animation requirement for characters?
 |  |  |
| **ICT2D009L4V1: PRODUCE 2D CHARACTER ANIMATION** |  |  |
| * 1. select 2D animation software in accordance with the specified delivery platform?
 |  |  |
| * 1. combine composite assets and character as per story board?
 |  |  |
| * 1. prepare timeline as per script?
 |  |  |
| * 1. save built objects and refer to relevant personnel for final review and approval?
 |  |  |
| * 1. create static or moving backgrounds as required?
 |  |  |
| * 1. incorporate audio assets using audio editing software where necessary?
 |  |  |
| * 1. animate characters and objects?
 |  |  |
| * 1. apply animation techniques following 12 animation principles?
 |  |  |
| * 1. save and store produced 2D animation using appropriate file formats and file management procedures?
 |  |  |
| * 1. present animation sequences to relevant personnel for detailed responses and recommendations?
 |  |  |
| * 1. discuss and identify Required design changes?
 |  |  |
| * 1. incorporate design changes to finalize the 2D animations?
 |  |  |
| **ICT2D010L4V1: PRODUCE MOTION GRAPHICS** |  |  |
| * 1. select motion graphics software in accordance with the specified delivery platform?
 |  |  |
| * 1. combine composite assets as per story board?
 |  |  |
| * 1. prepare timeline as per script?
 |  |  |
| * 1. save built objects and refer to relevant personnel for final review and approval?
 |  |  |
| * 1. create static or moving backgrounds as required?
 |  |  |
| * 1. incorporate audio assets using audio editing software where necessary?
 |  |  |
| * 1. animate layout?
 |  |  |
| * 1. apply animation techniques following 12 animation principles?
 |  |  |
| * 1. save and store produced 2D animation using appropriate file formats and file management procedures?
 |  |  |
| * 1. present animation sequences to relevant personnel for detailed responses and recommendations?
 |  |  |
| * 1. discuss and identify required design changes?
 |  |  |
| * 1. incorporate design changes to finalize the 2D animations?
 |  |  |
| **ICT2D011L4V1: PERFORM POST-PRODUCTION ACTIVITIES FOR 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 visual effects (VFx) to animation?
 |  |  |
| * 1. apply color 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: |