Self-Assessment Guide

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| **Qualification:** | **3D Animation for Freelancing (3D Product Visualization) – 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
 |
| **Can 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?
 |  |  |
| **ICT3D005L2V1: PERFORM PRE-PRODUCTION ACTIVITIES FOR 3D PRODUCT VISUALIZATION**  |  |  |
| * 1. recognize 3D product visualization from creative brief?
 |  |  |
| * 1. collect and use blue prints if required?
 |  |  |
| * 1. identify project materials using rendering engine?
 |  |  |
| * 1. recognize lighting and texturing on objects?
 |  |  |
| * 1. identify camera composition on product?
 |  |  |
| * 1. determine rendering requirements?
 |  |  |
| * 1. select development software as per requirement of creative brief?
 |  |  |
| * 1. analyse script to recognize moodboard and storyboard elements?
 |  |  |
| * 1. develop moodboard matching brand qualities to content with ideas and dimensions?
 |  |  |
| * 1. create storyboard meeting requirements of creative brief?
 |  |  |
| * 1. gather reference images for props and products and apply to create moodboard and storyboard as per requirement?
 |  |  |
| **ICT3D006L2V1: DEVELOP 3D PRODUCT VISUALIZATION**  |  |  |
| * 1. select software for 3D product visualization as per requirement?
 |  |  |
| * 1. gather objects as per requirements of moodboard and storyboard?
 |  |  |
| * 1. map objects for placement on product model?
 |  |  |
| * 1. create product model following modeling process?
 |  |  |
| * 1. create set according to storyboard requirement?
 |  |  |
| * 1. place product model on the set?
 |  |  |
| * 1. set timeline following storyboard requirements?
 |  |  |
| * 1. apply lighting and texturing on the model?
 |  |  |
| * 1. apply camera composition as required?
 |  |  |
| * 1. apply special effects if required?
 |  |  |
| * 1. perform realistic rendering to check the product animation output?
 |  |  |
| **ICT3D007L2V1: PERFORM POST-PRODUCTION ACTIVITIES FOR 3D PRODUCT VISUALIZATION** |  |  |
| * 1. confirm project settings for product modelling as per design specification?
 |  |  |
| * 1. add lighting to assets according to moodboard or creative brief?
 |  |  |
| * 1. apply colour grading to product model as per requirement?
 |  |  |
| * 1. apply sound and music to product model as per requirement?
 |  |  |
| * 1. render product animation for final submission?
 |  |  |
| * 1. review product visualizations to assess creative solutions with design specifications, appropriateness of 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 product visualization as per 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: |