Self-Assessment Guide

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| **Qualification:** | **3D Animation for Freelancing (3D Character 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?
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| * 1. define personal mission is in harmony with industry values?
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| * 1. classify and reaffirm work values / ethics / concepts in accordance with the transparent industry ethical standards, policies and guidelines?
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| * 1. undertake work practices in compliance with industry work ethical standards, industry policy and guidelines?
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| * 1. maintain personal behavior and relationships with co-workers as per standards, policy and guidelines?
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| * 1. use company resources in accordance with transparent company ethical standard, policies and guidelines?
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| * 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?
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| * 1. report and/or resolve work incidents/situations in accordance with company protocol / guidelines?
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| * 1. use resolution and / or referral of ethical problems identified as learning opportunities?
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| * 1. demonstrate personal work practices and values consistently with acceptable ethical conduct and company’s core values?
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| * 1. provide instructions to co-workers based on ethical, lawful and reasonable directives?
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| * 1. share company values / practices with co-workers using appropriate behavior and language?
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| **GU011L4V1: LEAD A SMALL TEAM** |  |  |
| * 1. identify and presented Work requirements and presented to team members?
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| * 1. communicate reasons for instructions and requirements to team members?
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| * 1. recognize, discuss and deal with team members’ queries and concerns?
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| * 1. allocate duties, and responsibilities having regard to the skills, knowledge and attitudes required to properly undertake the assigned task?
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| * 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?
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| * 1. ensure performance expectations based on individual team members’ duties and area of responsibility?
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| * 1. discuss performance expectations and direct to implement in the workplace?
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| * 1. take place monitoring of performance against defined performance criteria and / or assignment instructions and corrective action taken if required?
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| * 1. provide team members feedback, positive support and advice on strategies to overcome any deficiencies?
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| * 1. reference performance issues which cannot be rectified or addressed within the team to appropriate personnel?
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| * 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?
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| * 1. monitor team operations to ensure that employer / client needs and requirements are met?
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| * 1. provide follow-up communication on all issues affecting the team?
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| * 1. complete all relevant documentation?
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| **ICT3D011L4V1: PERFORM PRE-PRODUCTION ACTIVITIES FOR 3D CHARACTER ANIMATION** |  |  |
| * 1. analyse script for creative brief?
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| * 1. draft creative brief as per standard procedure?
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| * 1. take feedback from relevant personnel and creative brief is finalized?
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| * 1. determine animation requirements including design specifications and script of storyboard?
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| * 1. clarify target users/audience and requirements with regard to output formats and delivery/distribution platforms?
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| * 1. confirm output size, resolution and aspect ratio from clients?
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| * 1. determine work flow sequence in consultation with relevant personnel?
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| * 1. analyse creative brief to recognize storyboard elements?
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| * 1. develop moodboard matching brand qualities to content with ideas and dimensions?
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| * 1. create storyboard matching brand qualities and requirements of creative brief?
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| * 1. gather reference images for props and products and apply to create storyboard?
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| * 1. analyse story?
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| * 1. gather reference images for creating 3D project?
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| * 1. review animations, artworks, other creative sources and additional information?
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| * 1. create storyboard based on the ideas?
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| * 1. record voiceover and narration are recorded as required?
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| * 1. generate animation ideas that are technically feasible, respond to specifications and provide creative solutions to all design issues?
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| * 1. design animation layout?
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| * 1. present animation layout to the client and relevant personnel?
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| * 1. identify characteristics of characters?
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| * 1. adopt acting script for acting?
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| * 1. recognise CROW for acting?
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| * 1. address WOFAIM for acting?
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| * 1. perform acting and record video for review?
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| * 1. review recorded acts and improve to reach animation requirement for characters?
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| **ICT3D012L4V1: PRODUCE 3D CHARACTER ANIMATION** |  |  |
| * 1. select 3D animation Software?
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| * 1. identify and apply appropriate tools and features of the selected program?
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| * 1. create characters, models (props) and environment layout?
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| * 1. generate UV for props and characters?
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| * 1. apply pre-defined textures adjusting environment mapping parameters?
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| * 1. optimize model and texture?
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| * 1. prepare and store back-up of models and images?
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| * 1. take feedback from client on model and texture and finalized?
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| * 1. use created assets and rigs for animation?
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| * 1. use script/expresso for animation?
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| * 1. animate first pass applying relevant animation principles and experimenting with techniques to produce required creative effects?
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| * 1. apply draft camera animation?
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| * 1. submit first pass to relevant personnel for review and comments?
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| * 1. make adjustments as required and refined animation in passes until production requirements are met?
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| * 1. create secondary animations (final pass) and save matching with the requirements?
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| * 1. apply facial features and lip-syncing to match with audio and design requirements?
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| * 1. finalize camera animation with associate character/ props?
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| * 1. assemble scenes?
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| * 1. adjust lighting according to mood-board or concept art?
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| * 1. applied appropriate texture and material?
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| * 1. define and apply camera control options and appropriate rendering parameters?
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| * 1. optimize scene for minimum render time for desired output quality?
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| * 1. perform draft rendering using appropriate rendering engine?
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| * 1. present rendered animation sequences to relevant personnel for detailed responses and recommendations?
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| * 1. discuss and identify required design changes?
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| * 1. incorporate design changes to finalize the 3D animations?
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| * 1. perform final rendering with optimal render setting?
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| **ICT3D013L4V1: PERFORM POST-PRODUCTION ACTIVITIES FOR 3D CHARACTER ANIMATION** |  |  |
| * 1. confirm project settings as per design specification?
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| * 1. do compositing and multi-pass compositing animation?
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| * 1. fix render errors?
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| * 1. apply visual effects (VFx) to animation?
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| * 1. apply color grading to animation?
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| * 1. create sound and music using sound editing software?
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| * 1. apply sound and music to animation?
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| * 1. commit rendering using compositing/editing software?
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| * 1. review animations to assess creative solutions to design specifications, appropriateness to users/audience and technical feasibility?
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| * 1. discuss and confirm additional requirements or modifications to overall designs or animations with relevant personnel?
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| * 1. incorporate feedback as per standard procedure?
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| * 1. submit final animated work following required format and medium?
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| 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: |