# SELF-ASSESSMENT GUIDE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qualification: | | Graphics design for freelancer, Level 3 | | |
| Candidate’s Name | |  | | |
| Application SL no | |  | | |
| Instruction:   * + Read each of the questions under each unit of competency 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 |
| unit of competency: GU004L2V1Work in a self-directed team | | |  |  |
| * Identify team goalsand processes are identified | | |  |  |
| * Identify roles and responsibilities of team members | | |  |  |
| * Identify Relationships within team and with other work areas | | |  |  |
| * Use effective interpersonal skills to interact with team members and to contribute to activities and objectives | | |  |  |
| * Use Formal and informal forms of communication effectively to support team achievement | | |  |  |
| * Respect and value diversity in team functioning. | | |  |  |
| * Understand and reflect views and opinions of other team members accurately | | |  |  |
| * Use workplace staff regulation correctly to assist communication | | |  |  |
| * Identify and clarify duties, responsibilities, authorities, objectives and task requirements with team | | |  |  |
| * Perform tasks in accordance with organizational and team requirements, specifications and workplace procedures | | |  |  |
| * Support team members and other members as required to ensure team achieves goals and requirements | | |  |  |
| * Follow agreed reporting lines using standard operating procedures | | |  |  |
| * Identify Current and potential problems faced by team | | |  |  |
| * Identify procedures for avoiding and managing problems | | |  |  |
| * Solve problems effectively and in a manner that supports the team | | |  |  |
| GU005L2V1**Carryout Workplace Interaction in English** | | |  |  |
| * Interpret workplace code of conducts as per organizational guidelines | | |  |  |
| * Maintain appropriate lines of communication with supervisors and colleagues | | |  |  |
| * Conduct workplace interactions in a courteous manner to gather and convey information | | |  |  |
| * Asked and respond questions about routine workplace procedures and matters as required | | |  |  |
| * Interpret workplace documents as per standard | | |  |  |
| * Take assistance to aid comprehension when required from peers/supervisors | | |  |  |
| * Understand and follow Visual information/ symbols/signage’s | | |  |  |
| * Accessed specific and relevant information from appropriate sources | | |  |  |
| * Use appropriate medium to transfer information and ideas | | |  |  |
| * Attend team meetings on time and follow meeting procedures and etiquette | | |  |  |
| * Express own opinions and listen to those of others without interruption | | |  |  |
| * Provided Inputs consistent with the meeting purpose and interpreted and implement meeting outcomes | | |  |  |
| * Demonstrate responsibilities as a team member and keep promises and commitments made to others | | |  |  |
| * Perform tasks in accordance with workplace procedures | | |  |  |
| * Respect and maintain Confidentiality | | |  |  |
| * Consider and avoided situations and actions inappropriate or which present a conflict of interest | | |  |  |
| unit of competency: GU013L3V1**Carryout Communication with Clients** | | |  |  |
| * Interpret code of conduct of communication as per working environment/platform | | |  |  |
| * Interpret manners and etiquette of communication | | |  |  |
| * Explain questions about routine working environment/platform procedures and matters as required | | |  |  |
| * Prepare relevant documents for effective communication with work environment | | |  |  |
| * Identify validated sources as per client’s requirements | | |  |  |
| * Validate documents by the authentic sources as per client’s requirements | | |  |  |
| * Submit documents as per standard procedure | | |  |  |
| * Maintain appropriate means/method/way of communication as per working environment/platform | | |  |  |
| * Identify and follow channels of communication | | |  |  |
| * Conduct communication in a courteous manner to gather and convey information | | |  |  |
| * Use appropriate non-verbal communication as required | | |  |  |
| Unit of competency: SUICT002L2V1 **Operate Office Application Software** | | |  |  |
| * Observe safe workplace practices according to IT workplace guideline | | |  |  |
| * Check, connect and add peripherals with desktop computer/Laptop as per SOP | | |  |  |
| * Put on desktop computer/Laptop as per SOP | | |  |  |
| * Arrange and customize computer desktop/laptop / GUI settings as per requirement | | |  |  |
| * Manipulate files and folders as per requirement | | |  |  |
| * View and search properties of files and folders | | |  |  |
| * Defragment, format disks as per requirement | | |  |  |
| * Shutdown desktop computer/Laptop as per SOP | | |  |  |
| * Identify and list installation requirements of software as required | | |  |  |
| * Assure software sources and CD key/ password | | |  |  |
| * Collect and select appropriate software as per requirement | | |  |  |
| * Install software with necessary customization as per installation Instructions | | |  |  |
| * Check and adjust correctness of installation as required | | |  |  |
| * Select and start appropriate word processor | | |  |  |
| * Create documents as per requirement in Personal use and office environment | | |  |  |
| * Insert data, figures, pictures and other resources to document form web or other sources as required. | | |  |  |
| * Format documents as required | | |  |  |
| * Save document in desired format and location | | |  |  |
| * Print document as required | | |  |  |
| * Select and start spreadsheet applications. | | |  |  |
| * Create worksheets for personal use and office environment as per requirement | | |  |  |
| * Use functions and formulas for calculating and editing logical operation | | |  |  |
| * Format sheets as per requirement | | |  |  |
| * Create charts using data as required | | |  |  |
| * Save charts/ sheets in desired format in and location | | |  |  |
| * Select and start appropriate presentation applications | | |  |  |
| * Create presentation as per requirement in personal use and office environment | | |  |  |
| * Insert Image, Illustrations, text, table, symbols and media as per requirements | | |  |  |
| * Format and animate presentations | | |  |  |
| * View and save presentations | | |  |  |
| * Print presentations as required | | |  |  |
| unit of competency:SUICT004L3V1**Comply to Ethical Standards in IT Workplace** | | |  |  |
| * Identify clients’ requirements | | |  |  |
| * Maintain confidentiality of information in accordance with workplace policies / organizational policies/national legislation | | |  |  |
| * Identify and notify potential conflicts of interest and involved parties of potential conflicts | | |  |  |
| * Assert proprietary rights of client/customer | | |  |  |
| * Provide products and services according to the clients’ requirements | | |  |  |
| * Complete work as per standards | | |  |  |
| * Implement quality processes when developing products and services | | |  |  |
| * Deliver work processes as per standards | | |  |  |
| * Present skills, knowledge and qualifications in a professional manner | | |  |  |
| * Deliver services and products developed by self and others as per workplace standard | | |  |  |
| * Provide unbiased and objective information to clients | | |  |  |
| * Present realistic estimates for time, cost and delivery of outputs during negotiation | | |  |  |
| * Interpret workplace code of conduct | | |  |  |
| * Follow workplace code of conduct | | |  |  |
| unit of competency: OUGDF001L3V1**Use Graphic Design Application Software** | | |  |  |
| * Comprehend types of graphic design | | |  |  |
| * Identify uses of graphic design | | |  |  |
| * Identify software for graphic design | | |  |  |
| * Interpret basic design guidelines | | |  |  |
| * Interpret design brief | | |  |  |
| * Identify and open appropriate illustration and Image modification software | | |  |  |
| * Perform basic drawing using different shapes as required | | |  |  |
| * Identify image sources | | |  |  |
| * Import images are successfully from appropriate source | | |  |  |
| * Identify and apply Image separation tools | | |  |  |
| * Save separated image | | |  |  |
| * Identify image properties | | |  |  |
| * Identify and interpret image resolution | | |  |  |
| * Identify and select image format | | |  |  |
| * Specify required designs | | |  |  |
| * Identify appropriate shape and size | | |  |  |
| * Define content area | | |  |  |
| * Insert and compose contents | | |  |  |
| * Confirm document’s size as per requirements | | |  |  |
| * Apply typographical design as per requirements | | |  |  |
| * font attributes as per requirements | | |  |  |
| * Apply design and color as per requirements | | |  |  |
| * Save design in appropriate file format | | |  |  |
| unit of competency: OUGDF002L3V1Create Stationary Design | | |  |  |
| * Interpret clients’ information’s | | |  |  |
| * Selected color mode as required | | |  |  |
| * Determine document size as per client’s requirements | | |  |  |
| * Create business card using appropriate software | | |  |  |
| * Check and correct business card as required | | |  |  |
| * Confirmed clients’ approval as per standard procedure | | |  |  |
| * Deliver business card to clients as per standard format | | |  |  |
| * Determine document size as per client’s requirements | | |  |  |
| * Create letter head using appropriate software | | |  |  |
| * Check and correct letter head as required | | |  |  |
| * Deliver letter head to clients as per standard format | | |  |  |
| * Determine document style and size as per client’s requirements | | |  |  |
| * Create envelop using appropriate software | | |  |  |
| * Check and correct envelop as required | | |  |  |
| * Confirm clients’ approval as per standard procedure | | |  |  |
| * Delivered envelop to clients as per standard format | | |  |  |
| * Create official vouchers using appropriate software | | |  |  |
| * Check and correct Official vouchers as required | | |  |  |
| * Official vouchers are delivered to clients as per standard format | | |  |  |
| * Create resume using appropriate software | | |  |  |
| * Check and correct resume as required | | |  |  |
| * Resume is delivered to clients as per standard format | | |  |  |
| unit of competency: OUGDF003L3V1Convert Raster to Vector | | |  |  |
| * Interpret clients’ information | | |  |  |
| * Selected Color mode as required | | |  |  |
| * Determined Document size as per client’s requirements | | |  |  |
| * Trace image manually as per job requirement | | |  |  |
| * Check traced image and revised as per requirement | | |  |  |
| * Identify image color using color tools as per requirement | | |  |  |
| * Apply color to art work as per requirement | | |  |  |
| * Save art work as per required format | | |  |  |
| * Check and review art work as per client’s requirement | | |  |  |
| * Delivered vector art work to clients as per standard format | | |  |  |
| unit of competency: OUGDF004L3V1Perform Basic Image Editing | | |  |  |
| * Interpret Clients’ information’s | | |  |  |
| * Select and crop image as required | | |  |  |
| * Calibrate tools as required | | |  |  |
| * Fix resolution and dimension as per client’s requirement | | |  |  |
| * Save images in appropriate file format | | |  |  |
| * Select image as required | | |  |  |
| * Select pen tool as per job requirement | | |  |  |
| * Create clipping path | | |  |  |
| * Correct and save clipping path in appropriate file format | | |  |  |
| * Selected image as required | | |  |  |
| * Select required tools as per job requirement | | |  |  |
| * Separate image from background | | |  |  |
| * Remove background from image as per client’s requirement | | |  |  |
| * Save image in appropriate file format | | |  |  |
| * Select masking tools as per job requirement | | |  |  |
| * Create mask | | |  |  |
| * Check and save image in appropriate file format | | |  |  |
| unit of competency: OUGDF005L3V1Perform Basic Color Correction | | |  |  |
| * Interpret clients’ information | | |  |  |
| * Selected Image as required | | |  |  |
| * Identify and select Color adjustment tools as required | | |  |  |
| * Identify color correction techniques | | |  |  |
| * Select appropriate color mode | | |  |  |
| * Save image in appropriate file format | | |  |  |
| * Deliver image to clients as per required format | | |  |  |
| * Apply color correction methods | | |  |  |
| * Compare image enhancement with the original one | | |  |  |
| * Save image in appropriate file format | | |  |  |
| * Deliver image to clients as per required format | | |  |  |
| Candidate’s Signature |  | | Date: | |
| Assessor’s Signature |  | | Date: | |

**COMPETENCY ASSESSMENT AGREEMENT**

Graphics design for freelancer, Level 3

|  |  |  |  |
| --- | --- | --- | --- |
| Candidate’s Name: |  | | |
| Assessor’s Name: |  | | |
| Qualification/Units of Competency to be Assessed | GU004L2V1Work in a self-directed team  GU005L2V1Carry out workplace interaction in English  GU013L3V1Carry out communication with clients  SUICT002L2V1Operate office application software  SUICT004L3V1Comply to ethical standards in ICT workplace  OUGDF001L3V1Use graphic design application software  OUGDF002L3V1Create stationary design  OUGDF003L3V1Convert raster to vector  OUGDF004L3V1Perform basic image editing  OUGDF005L3V1Perform basic color correction | | |
| **Candidate to answer the question:** | | Yes | **No** |
| * Have the context and purpose of assessment been explained | |  |  |
| * Have the qualification and units of competency been explained? | |  |  |
| * Have the Project-Based Assessment been explained? | |  |  |
| * Do you understand the assessment procedure and evidence to be collected? | |  |  |
| * Have your rights and appeal system been explained? | |  |  |
| * Have you discussed any special needs to be considered during assessment? | |  |  |
| 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: | |