# SELF-ASSESSMENT GUIDE

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| Qualification: | | Graphics design for freelancer, Level 4 | | |
| 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:** GU008L2V1**Work in a Team Environment** | | |  |  |
| * Define role and objectives of the team | | |  |  |
| * Identify team structure, responsibilities and reporting relations from team discussions and other external sources | | |  |  |
| * Identify Individual roles and responsibilities of team members | | |  |  |
| * Define and clarify reporting relationships among team members | | |  |  |
| * Define and clarify reporting relationships external to the team | | |  |  |
| * Contribute ideas related to team plans | | |  |  |
| * Put forward recommendations for improving team work | | |  |  |
| * Use effective forms of communication to interact with team members | | |  |  |
| * Follow communication channels | | |  |  |
| * Follow OSH practices | | |  |  |
| **unit of competency:** GU009L3V1**Practice Negotiation Skills** | | |  |  |
| * Identify and include information on preparing for negotiation in the plan | | |  |  |
| * Identify and include information on creating non-verbal environments for positive negotiating in the plan | | |  |  |
| * Identify and include information on active listening in the plan | | |  |  |
| * Identify and include information on different questioning techniques in the plan | | |  |  |
| * Check information to ensure it is correct and up-to-date | | |  |  |
| * Agree criteria for successful outcome upon by all parties | | |  |  |
| * Consider desired outcome of all parties | | |  |  |
| * Use appropriate language throughout the negotiation | | |  |  |
| * Use a variety of questioning techniques | | |  |  |
| * Agree and document the issues and processes upon by all parties | | |  |  |
| * Assess and discuss possible solutions and their viability | | |  |  |
| * Confirm and record areas for agreement | | |  |  |
| * Agree follow-up action upon by all parties | | |  |  |
| **unit of competency:** OUGDF001L4V1**Create Event Materials** | | |  |  |
| * Collected client requirements | | |  |  |
| * Analyze clients’ requirements | | |  |  |
| * Confirm clients’ requirements in consultation with clients | | |  |  |
| * Identify event materials as per requirement | | |  |  |
| * Accept work order as per job requirement | | |  |  |
| * Select and collect design elements as per requirement | | |  |  |
| * Select and collect resources as per requirement | | |  |  |
| * Drafted design as per requirement | | |  |  |
| * Determine size and color mode as per requirements | | |  |  |
| * Prepare collected resources as per requirements | | |  |  |
| * Create resources as per requirement | | |  |  |
| * Create event materials as per design aesthetic | | |  |  |
| * Check and correct event materials as required to standard procedure | | |  |  |
| * Sent Mock up presentation as required | | |  |  |
| * Evaluate and revise Client’s feedback as required | | |  |  |
| * Confirm Clients’ approval as per standard procedure | | |  |  |
| * Deliver final event materials to clients as per standard procedure | | |  |  |
| * Invoice is sent to client when and where necessary | | |  |  |
| * Request client’s review as per standard procedure | | |  |  |
| Unit of competency: OUGDF002L4V1Perform Advanced image Editing | | |  |  |
| * Collect client requirements | | |  |  |
| * Analyze clients’ requirements | | |  |  |
| * Confirm clients’ requirements in consultation with clients | | |  |  |
| * Interpret specification of image editing as per requirement | | |  |  |
| * Accept work order as per job requirement | | |  |  |
| * Select and collect resources as per requirement | | |  |  |
| * Observe and analyze Sample image | | |  |  |
| * Determine appropriate procedures | | |  |  |
| * Determine size and color mode as per requirements | | |  |  |
| * Added resources as per requirement | | |  |  |
| * Enhance and manipulate image as per requirements | | |  |  |
| * Check and correct image editing as required | | |  |  |
| * Sent preview file for client’s feedback according to standard procedure | | |  |  |
| * Evaluate Client’s feedback and is revise image as required | | |  |  |
| * Confirm clients’ approval as per standard procedure | | |  |  |
| * Deliver finish images to clients as per requirement | | |  |  |
| * Sent invoice to client when and where necessary | | |  |  |
| * Request client’s review as per standard procedure | | |  |  |
| **unit of competency:** OUGDF003L4V1**Create Publication Design** | | |  |  |
| * Collect client requirements | | |  |  |
| * Clients’ requirements are analyzed | | |  |  |
| * Interpret specification of publication design as per requirement | | |  |  |
| * Develop primary layout as per client’s requirement | | |  |  |
| * Confirm clients’ requirements in consultation with clients | | |  |  |
| * Accept work order as per job requirement | | |  |  |
| * Select and collect design elements and resources as per requirement | | |  |  |
| * Draft design as per requirement | | |  |  |
| * Determine size and color mode as per requirements | | |  |  |
| * Prepare collect resources as per requirements | | |  |  |
| * Create resources as per requirement | | |  |  |
| * Create publication design as per design aesthetic | | |  |  |
| * Check and correct publication design as required | | |  |  |
| * Identify interactive features as per requirement | | |  |  |
| * Access interactive features as per requirement | | |  |  |
| * Create interactive features as per requirement | | |  |  |
| * Incorporate interactive features as per requirement | | |  |  |
| * Check and correct interactive features as required | | |  |  |
| * Identify interactive features as per requirement | | |  |  |
| * Sent preview file for client’s feedback according to standard procedure | | |  |  |
| * Evaluate client’s feedback and revise publication as required | | |  |  |
| * Confirmed clients’ approval as per standard procedure | | |  |  |
| * Deliver finished publication to clients as per requirement | | |  |  |
| * Sent invoice to client when and where necessary | | |  |  |
| * Request client’s review as per standard procedure | | |  |  |
| **Unit of Competency:** OUGDF004L4V1**Create Mock up** | | |  |  |
| * Collect client requirements | | |  |  |
| * Analyze clients’ requirements | | |  |  |
| * Interpret specification of mock up design as per requirement | | |  |  |
| * Develop design layout as per client’s requirement | | |  |  |
| * Confirm clients’ requirements in consultation with clients | | |  |  |
| * Accept work order as per job requirement | | |  |  |
| * Select and collect design elements and resources as per requirement | | |  |  |
| * Draft design as per requirement | | |  |  |
| * Determine size and color mode as per requirements | | |  |  |
| * Prepare collected resources as per requirements | | |  |  |
| * Create resources as per requirement | | |  |  |
| * Create Mockup as per design aesthetic | | |  |  |
| * Check and correct finish mockup as required | | |  |  |
| * Sent preview file for client’s feedback according to standard procedure | | |  |  |
| * Evaluate client’s feedback and revise mock up as required | | |  |  |
| * Confirm clients’ approval as per standard procedure | | |  |  |
| * Delivere final mockup to clients as per standard procedure | | |  |  |
| * Sent invoice to client when and where necessary | | |  |  |
| * Request client’s review on accomplished job as per standard procedure | | |  |  |
| Candidate’s Signature |  | | Date: | |
| Assessor’s Signature |  | | Date: | |

**COMPETENCY ASSESSMENT AGREEMENT**

## Graphics design for freelancer, Level 4

|  |  |  |  |
| --- | --- | --- | --- |
| Candidate’s Name: |  | | |
| Assessor’s Name: |  | | |
| Qualification/Units of Competency to be Assessed | GU008L2V1Work in a Team Environment  GU009L3V1Practice Negotiation Skills  OUGDF001L4V1Create Event Materials  OUGDF002L4V1Perform Advanced image Editing  OUGDF003L4V1Create Publication Design  OUGDF004L4V1Create Mock up | | |
| **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: | |