# 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: |