



Skills for Employment Investment Program (SEIP)

ASSESSMENT TOOL

FOR

GRAPHIC DESIGN

(IT SECTOR)

**Finance Division, Ministry of Finance
Government of the People's Republic of Bangladesh**

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PART A – THE ASSESSOR

Instructions to Assessor

Assessment is the process of identifying a candidate's skills and knowledge set against the industry established standards in the workplace. It requires the candidate to consistently and over time demonstrate skills, knowledge and attitude that enable confident completion of workplace tasks in a variety of situations.

In judging assessment evidence, the assessor must ensure that the evidence is:

- authentic (the candidate's own work)
- valid (directly related to the current version of the endorsed competency standard)
- reliable (show that the candidate consistently meets the endorsed unit of competency)
- current (reflects the candidate's current capacity to perform the aspect of work covered by the endorsed unit of competency)
- sufficient (covers the full range of elements in the relevant unit of competency)

There are a number of assessment methods that may be employed including but not limited to:

- written examination
- oral questioning
- practical demonstration

A single unit of competency may be assessed or a group of units of competency may be assessed, either in an actual workplace or a simulated workplace environment.

Conducting Assessment

Prior to commencement of assessment, candidates must have the tasks clearly explained to them. Also, the assessor should provide candidates with clear advice and information about the:

- date, time and place for assessment
- structure of assessment
- number of times performance must be demonstrated or observed
- amount or type of assistance candidates can expect
- assessment environment
- resources required for assessment
- performance standards or benchmarks relevant to the qualification

As well as informing the candidate of what they will be required to do during the assessment, the assessor will also need to explain what evidence they will need to provide in response to the various assessment tasks.

If a candidate is required to submit evidence, any explanation must include specific guidance on:

- what to include as evidence
- how to present the evidence
- how to submit the evidence and to whom

Assessing Competence

Competency-based assessment does not award grades, but simply identifies if the candidate has the skills, knowledge and attitudes to undertake the required task to the specified standard.

Therefore, when assessing competency an assessor has two possible results (assessment decisions) that can be awarded:

- Competent (C)
- Not Yet Competent (NYC)

Competent (C)

If the candidate is able to successfully answer and demonstrate what is required to the expected standard of the assessment criteria, they will be deemed as 'Competent'.

The assessor will award 'Competent' if they feel the candidate has the necessary skills, knowledge and attitudes in all assessment tasks for a given package.

Not Yet Competent (NYC)

If the candidate is unable to answer and demonstrate competency to the expected standard, they will be deemed to be 'Not Yet Competent'.

This does not mean the candidate will need to complete all the assessment tasks again. When applying for reassessment, the focus will be on the specific assessment tasks that were not performed to the required standard.

The candidate may be required to:

- (a) undertake further training or instruction
- (b) undertake the specific assessment task again until they are deemed to be competent

Recording Assessment Information

When all assessment tasks are concluded, the evidence summary sheet should be completed, signed by all parties, and any outstanding activities or issues actioned.

The assessor should ensure that all appropriate forms are completed and signed by all parties.

CHECKLIST FOR ASSESSOR		
Prior to the assessment I have:	Tick (✓)	Remarks
Ensured the candidate is informed about the venue and schedule of assessment.		
Received current copies of the assessment criteria to be assessed, assessment plan and evidence plan.		
Reviewed the assessment criteria and evidence plan to ensure I clearly understood the instructions and the requirements of the assessment process.		
Identified and accommodated any special needs of the candidate.		
Checked the set-up and resources for the assessment.		
During the assessment I have:		
Introduced myself and confirmed identities of candidates.		
Collected the admission slips.		
Put candidates at ease by being friendly and helpful.		
Checked completed self-assessment guide.		
Explained to candidates the purpose, context and benefits of the assessment.		
Ensured candidates understood the assessment process and the assessment procedure.		
Provided candidates with an overview of the assessment criteria to be used.		
Gave specific and clear instructions to the candidates.		
Observed carefully the specified time limits provided in the assessment package.		
Stayed at the assessment area during the entire duration of the assessment activity.		
Ensured notes are made on unusual conditions or situations during the assessment and include these in the report.		
Did not provide any assistance during the assessment or indicated in any way whether the candidate is or is not performing the activity correctly (intervened only for health and safety reasons).		

Implemented the evidence gathering process and ensured its validity, reliability, fairness and flexibility.		
Collected appropriate evidence and matched relevance to the elements, performance criteria, range of variables and evidence guide in the relevant units of competency.		
Explained the results reporting procedure to the candidate.		
Encouraged candidates to seek clarifications if in doubt about the pre- and post-assessment activity procedures.		
Asked candidates for feedback on the assessment.		
Explained legal, health and safety, and ethical issues, if applicable.		
After the assessment I have:		
<p>Provided feedback on the assessment decision. This includes the following:</p> <ul style="list-style-type: none"> ▪ clear and constructive feedback on the assessment decision ▪ information on ways of addressing any identified gaps in competency revealed by the assessment ▪ opportunity to discuss the assessment process and outcome ▪ information on reassessment process (if necessary) ▪ information on appeal (if necessary) 		
<p>Prepared the necessary assessment reports. This includes the following:</p> <ul style="list-style-type: none"> ▪ record the assessment decision using the prescribed rating sheet ▪ maintain records of the assessment procedures, evidence collected and assessment decision ▪ endorse assessment decision to BTEB ▪ prepare recommendations for the issuance of certificate 		
Thanked candidate for participating in the assessment.		

Assessment Evidence Guide

The purpose of assessment is to confirm that an individual can perform to the standards expected by in the workplace, as expressed in the competency standards.

To attain the certificate of **Graphic Design**, a candidate must demonstrate competent skill and knowledge in all the units of competency listed below. Upon successful completion of all assessment activities, a candidate shall be awarded with a certificate.

CODE	UNIT OF COMPETENCY
Generic Competencies	
SEIP-IT-GRA-01-G	Perform computations using basic mathematical concepts
SEIP-IT-GRA-02-G	Apply occupational health and safety (OHS) practice in the workplace
SEIP-IT-GRA-03-G	Communicate in English in the workplace
SEIP-IT-GRA-04-G	Work in a self-directed team
Sector-specific Competencies	
SEIP-IT-GRA-01-S	Operate a personal computer and use office application
SEIP-IT-GRA-02-S	Type documents in Bangla and English
SEIP-IT-GRA-03-S	Send and retrieve information using email, web browsers, video/audio tools
SEIP-IT-GRA-04-S	Comply to ethical standards in IT workplace
Occupation-specific Competencies	
SEIP-IT-GRA-01-O	Apply graphic design concepts and guidelines
SEIP-IT-GRA-02-O	Generate shapes and text
SEIP-IT-GRA-03-O	Generate design using graphics application
SEIP-IT-GRA-04-O	Generate clipping path, logo and mock up
SEIP-IT-GRA-05-O	Review final output and print

Assessment Evidence Plan

An assessment evidence plan is a document that assists in establishing what evidence needs to be collected by the assessor to ensure that the candidate meets all the appropriate requirements of the competency standard. It usually contains a record of:

- evidence requirements as set out in the competency standard
- who will collect the evidence
- time period needed to collect the evidence

Occupation:	Graphic Design					
Unit Name:	Perform computations using basic mathematical concepts					
Unit Code:	SEIP-IT-GRA-01-G					
Assessment Method:	P	O	W			
	Performance <i>(including demonstration and observation)</i>	Oral questioning	Written examination <i>(including short-answer, multiple choice, and true or false questions)</i>			
Element	Performance Criteria			P	O	W
1. Identify calculation requirements in the workplace	1.1. Calculation requirements are identified from workplace information.					√
2. Select appropriate mathematical methods/concepts for calculation	2.1. Appropriate method is selected to carry out the calculation requirement.					√
3. Use tool/instrument to perform calculations	3.1. Calculations are completed using appropriate tools and instruments.					√

Occupation:	Graphic Design					
Unit Name:	Apply occupational health and safety (OHS) practice in the workplace					
Unit Code:	SEIP-IT-GRA-02-G					
Assessment Method:	P	O	W			
	Performance <i>(including demonstration and observation)</i>	Oral questioning	Written examination <i>(including short-answer, multiple choice, and true or false questions)</i>			
Element	Performance Criteria			P	O	W
1. Identify OHS policies and procedures	1.1. OHS policies and safe operating procedures are read and understood.					√
	1.2. Safety signs and symbols are identified and followed.			√		
	1.3. Emergency response, evacuation procedures and other contingency measures are determined.					√

2. Apply personal health and safety practices	2.1. OHS policies and procedures are followed and practiced.	√		√
	2.2. Personal protective equipment (PPE) is selected and used.	√		
	2.3. Personal hygiene is maintained.	√		
3. Report hazards and risks	3.1. Hazards and risks are identified, assessed and controlled.	√	√	
	3.2. Incidents arising from hazards and risks are reported to authority.		√	
	3.3. Corrective actions are implemented to correct unsafe conditions in the workplace.			√
4. Respond to emergencies	4.1. Alarms and warning devices are responded.			√
	4.2. Emergency response plans and procedures are implemented.		√	
	4.3. First aid procedure is applied during emergency situations.	√		

Occupation:	Graphic Design					
Unit Name:	Communicate in English in the workplace					
Unit Code:	SEIP-IT-GRA-03-G					
Assessment Method:	P	O	W			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
Element	Performance Criteria			P	O	W
1. Read and understand workplace documents in English	1.1. Workplace documents are read and understood.					√
	1.2. Visual information is interpreted.				√	
2. Write simple workplace communications in English	2.1. Simple routine workplace documents are prepared using key words, phrases, simple sentences and visual aids are prepared.					√
	2.2. Key information is written in the appropriate places in standard forms.					√
3. Listen and comprehend to English conversations	3.1. Active listening is demonstrated.			√	√	
4. Perform conversations in English language	4.1. Conversation is performed in English with peers, customers and management to the required workplace standard.			√	√	

Occupation:	Graphic Design					
Unit Name:	Work in a self-directed team					
Unit Code:	SEIP-IT-GRA-04-G					
Assessment Method:	P	O	W			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
Element	Performance Criteria			P	O	W
1. Identify team goals and work processes	1.1. Team goals and collaborative decision-making processes are identified.					√
	1.2. Roles and responsibilities of team members are identified.			√		
	1.3. Relationships within the team and with other workers are identified.			√		
2. Communicate and cooperate with team members	2.1. Effective interpersonal skills are used to interact with team members and to contribute to activities and objectives.	√				√
	2.2. Formal and informal forms of communication are used effectively to support team achievement.	√				√
	2.3. Diversity in character is respected and valued in team functioning.	√	√			
	2.4. Views and opinions of other team members are understood and valued.	√	√			
	2.5. Workplace terminology is used correctly to assist communication.	√				√
3. Work as a team member	3.1. Duties, responsibilities, authorities, objectives and task requirements are identified and clarified with team.					√
	3.2. Tasks are performed in accordance with organisational and team requirements, specifications and workplace procedures.	√				√
	3.3. Team member's support with other members is made to ensure team achieves goals, awareness and requirements.	√	√			
	3.4. Agreed reporting lines are followed using standard operating procedure.					√
4. Solve problems as team member	4.1. Current and potential problems faced by team are identified.					√
	4.2. A solution to the problem is identified.			√		
	4.3. Problems are solved effectively and the outcome of the implemented solution is evaluated.			√		

Occupation:	Graphic Design					
Unit Name:	Operate personal computer and use office applications					
Unit Code:	SEIP-IT-GRA-01-S					
Assessment Method:	P	O	W			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
Element	Performance Criteria			P	O	W
1. Start and shut down the computer	1.1. Peripheral devices are checked for correct connection, position and usability.					√
	1.2. Input electrical parameters of the device are checked in accordance with peripheral device specification.					√
	1.3. Power of computer and other peripheral devices are switched on.	√				
	1.4. All open applications programs are logged out in accordance with standard application procedure.	√				
	1.5. All open files/documents are exited.	√	√			
	1.6. Personal computer is shut down in accordance with standard shut off procedure.	√				
	1.7. The computer and other peripherals are switched off and unplugged power supply in accordance with standard procedure.	√				
2. Access basic system information	2.1. User name and password as prompted and note access, privacy, security and related conditions of use displayed on introductory screens are inserted.					√
	2.2. PC desktop environment Graphical User Interface (GUI) settings is arranged and customised.	√				√
	2.3. The operating system information is identified.		√			
	2.4. System configuration and application versions in operation are navigated.	√				
	2.5. On-line help functions are used as required.	√				√
3. Work with files, folders and user application programs	3.1. Desktop environment is navigated and manipulated.	√				
	3.2. Desktop icons are selected, opened and closed to access application programs.	√				
	3.3. Files, folders and application programs are worked upon.	√				
	3.4. Application windows and return to desktop original condition are manipulated.		√			
	3.5. Basic directory and sub-directories are created and named.					√

	3.6. Attributes of directories are identified.		√	
	3.7. Files for user and organisation requirements are created and organised.			√
	3.8. Data are entered into the desired office application in accordance with work requirements.	√		
	3.9. Files are copied and saved to available data storage/disk drives.	√		
4. Print documents	4.1. Print settings, if required are entered into the program.	√		
	4.2. Default printer is changed where necessary.		√	
	4.3. Print command is entered to effect printing of documents.		√	
	4.4. Adjust document print output where necessary.		√	

Occupation:	Graphic Design					
Unit Name:	Type documents in Bangla and English					
Unit Code:	SEIP-IT-GRA-02-S					
Assessment Method:	P	O	W			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
Element	Performance Criteria			P	O	W
1. Install the application	1.1. Specialised utilities for typing Bangla and English are installed and available.			√		
2. Select appropriate tools and keyboard layout	2.1. Appropriate tools are selected for typing.			√		
	2.2. Appropriate keyboard layout is selected.			√		
3. Work with files, folders and user application programs	3.1. Document content is typed.			√		
	3.2. Document is typed at a minimum speed in English and in Bangla in accordance with workplace requirements.			√		

Occupation:	Graphic Design				
Unit Name:	Send and retrieve information using email, web browsers, video/audio tools				
Unit Code:	SEIP-IT-GRA-03-S				
Assessment Method:	P	O	W		

	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)		
Element	Performance Criteria	P	O	W	
1. Access the internet	1.1. Internet browser is opened and home page is set.	√			
2. Search the internet	2.1. Search engine is located and selected.	√		√	
	2.2. Search engine is used to search for information	√			
3. Research and apply 'netiquette' principals	3.1. Netiquette' (or web etiquette) principles are applied when working with email and browsing.	√	√		
	3.2. Rules of good online manners from at least two netiquette sites are reviewed.	√	√		
4. Organized and send message	4.1. Email application package is used to create a new email.		√		
	4.2. Email message is sent.		√		
	4.3. Email message are replied to and forwarded as appropriate, using the carbon copy and forward features.		√		
	4.4. Attachment and/or email is opened and saved to relevant folders.			√	
	4.5. Email message is deleted as required.		√		
	4.6. Inbox is sorted according to sender's name and date received.		√		

Occupation:	Graphic Design				
Unit Name:	Comply to ethical standards in IT workplace				
Unit Code:	SEIP-IT-GRA-04-S				
Assessment Method:	P	O	W		
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)		
Element	Performance Criteria	P	O	W	
1. Uphold the interest of clients	1.1. Customer/clients views are respected at all times.			√	
	1.2. Confidentiality of information is upheld in accordance with organizational policies, national legislation and workplace policies.		√		
	1.3. Potential conflicts of interest are identified and involved parties of potential conflicts are notified.		√		
	1.4. Proprietary rights of clients/customer are asserted.		√		

2. Deliver quality products and services	2.1. Products and services are provided that match the operational and financial needs of clients.	√		
	2.2. Work is completed to industry and international standards.	√		
	2.3. Quality processes are implemented when developing products and services.		√	
3. Demonstrate professionalism at work	3.1. Work processes are delivered effectively and efficiently within known standards.			√
	3.2. Skills, knowledge and qualifications are presented in a professional manner.		√	
	3.3. Services and products developed by self and others are correctly delivered.		√	
	3.4. Unbiased and objective information are provided to clients.		√	
	3.5. Realistic estimates for time, cost and delivery of outputs are presented during negotiation.		√	
4. Obey workplace code of conduct	4.1. Workplace code of conduct is followed.	√	√	

Occupation:	Graphic Design					
Unit Name:	Apply graphic design concepts and guidelines					
Unit Code:	SEIP-IT-GRA-01-O					
Assessment Method:	P	O	W			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
Element	Performance Criteria			P	O	W
1. Apply graphic design concept	1.1. Brief history of graphic design is discussed.					√
	1.2. Analog design and basic drawing is identified.					√
	1.3. Global trend in graphic designing is recognised.					√
	1.4. Portfolio of trainees is acknowledged.				√	
2. Follow basic design guidelines	2.1. Guidelines on basic design for graphic designing are identified.	√				
	2.2. Technical skills to achieve basic design are identified.	√				
	2.3. Opportunities to continuously improve technical skills in basic design are demonstrated through identification, practice, feedback, discussion and evaluation.				√	

	2.4. Capabilities to develop technical skills in basic design are demonstrated.	√		
	2.5. Relevant journals, magazines, catalogues and other media are identified and used to stimulate technical and professional development in basic design guidelines.			√
3. Develop conceptual skills and ideas	3.1. Working with others to develop basic design ideas is exhibited.			√
	3.2. Ability to gain experience in a range of genres and interpretation of basic design guideline is demonstrated.	√		
	3.3. Work of others is studied to stimulate conceptual idea and development.		√	
	3.4. A range of opportunities to develop own practice and keep informed about current design practices are identified and used guidelines for basic designing.	√		
4. Seek strategies for personal development	4.1. Ability to explore and experiment with new ideas in making and/or interpreting work is demonstrated.	√	√	
	4.2. Exploration and use of technology where appropriate to expand own practice is demonstrated.	√		
	4.3. Strategies for personal development as designer are sought.		√	

Occupation:	Graphic Design					
Unit Name:	Generates shapes and text					
Unit Code:	SEIP-IT-GRA-02-O					
Assessment Method:	P	O	W			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
Element	Performance Criteria			P	O	W
1. Prepare equipment and related software	1.1. Equipment and software are prepared as per workplace requirement.			√		
	1.2. Equipment and software are checked for conformity and usability.			√		
2. Create shapes and text	2.1. Output to be generated is determined in accordance with job requirements/specifications.			√		
	2.2. Page layout application is identified in accordance with job requirements/specification.			√		
	2.3. Shapes and text are created and applied in accordance with job requirements/specifications.				√	

Occupation:	Graphic Design						
Unit Name:	Generates design using graphics application						
Unit Code:	SEIP-IT-GRA-03-O						
Assessment Method:	P	O	W				
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)				
Element	Performance Criteria			P	O	W	
1. Prepare the work environment	1.1.	Details of the brief are reviewed to identify preference setting requirements.					√
	1.2.	Monitor is calibrated using an ICC profile to ensure closest possible colour match.			√		
	1.3.	Palettes are arranged to suit job and personal preferences.			√		
	1.4.	View magnification is set for ease of working with the graphics application.			√		
2. Produce objects with/without typing	2.1.	Ruler units are set and grid is displayed to ensure artwork meets design specifications.			√		
	2.2.	Tools are used to produce objects, required attributes are entered and shapes manipulation is made until graphic framework is finalised.			√		
	2.3.	Lines and curves are adjusted and edited to fit design specification.			√		
	2.4.	Objects are painted, transposed and strokes and effects are scaled according to the design brief.			√		
	2.5.	Colours are created, edited and saved to the colour palette and saturation of colour is adjusted.			√		
	2.6.	Colour and appearance attributes are selected and copied as required.			√		
	2.7.	Gradients fill, mesh and patterns are used to paint and blend as required by the layout and design brief.			√		
	2.8.	Objects are grouped or individually selected, moved, scaled or rotated using a variety of methods according to workplace standard.			√		
3. Set up layers and appearance attributes	3.1.	Required type is added and formatting are set to reflect the design brief.			√		
	3.2.	Graphic properties are set and meet the design brief.			√		
	3.3.	Effects are added to a graphic and edited to make the appearance more suitable according to the design brief.			√		
	3.4.	Appearances required for further use are saved as styles.				√	

	3.5. Objects are organized in layers and stacking order is controlled.	√		
	3.6. Layers are locked and/or nested and grouped in accordance with the design brief.	√		
	3.7. Styles are added or removed from layers when layer consistency is or not required.	√		
4. Finalise document	4.1. The appropriate format for saving the graphic is identified given the various elements in the graphic.			√
	4.2. The resolution for effects and any filters are set based on image quality.	√		
	4.3. Document is checked to ensure correct layout file and that there are no non-printable elements.		√	
	4.4. PDF or other export options are fixed to the best settings for the final media and the file is then exported and saved.	√		

Occupation:	Graphic Design					
Unit Name:	Generate clipping path, logo and mock up					
Unit Code:	SEIP-IT-GRA-04-O					
Assessment Method:	P	O	W			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
Element	Performance Criteria			P	O	W
1. Prepare the work environment	1.1. Details of the graphic design project are reviewed to identify preference setting requirements.					√
	1.2. View magnification is set for ease of working with the graphics application.			√		
	1.3. Graphic design application is opened and used.	√				
	1.4. Application pen tool is used and manipulated.	√				
	1.5. Desired pencil tool option is chosen.	√				
	1.6. Usage of pencil tools is understood.			√		
2. Create clipping path	2.1. Ruler units are set and grid is displayed to ensure artwork meets design specifications.	√				√
	2.2. Tools are used to produce objects, required attributes are entered and shapes manipulation is made until graphic framework is finalised.	√				√
	2.3. Lines and curves are adjusted and edited to fit design specification.	√				

	2.4. Objects are painted, transposed and strokes and effects are scaled according to the design brief.	√		
	2.5. Path drop-down list is chosen from the clipping path dialog box.	√		
	2.6. Clipping path is saved in the chosen file.	√		
3. Create logo	3.1. Desired graphics application is opened and used.	√		√
	3.2. New document is created.	√		√
	3.3. Basic shape is created using the pen tool of the selected application.	√		
	3.4. Desired colour is selected and applied.	√		
	3.5. Desired shadow is selected where applicable.	√		
	3.6. Text is added in accordance with project design requirement.	√		
	3.7. Background gradient is added where desirable.	√		
	3.8. Logo is completed and saved.	√		

Occupation:	Graphic Design					
Unit Name:	Review final output and print					
Unit Code:	SEIP-IT-GRA-05-O					
Assessment Method:	P	O	W			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
Element	Performance Criteria			P	O	W
1. Check image quality and file size	1.1. Graphics application and files are opened and design brief requirements are confirmed.					√
	1.2. Graphics are repeated efficiently using a symbol or stamp to reduce file size.	√				
	1.3. Slices are created from objects, layers or groups and updated as required.	√				
	1.4. Image quality is checked and adjusted where necessary.	√				
	1.5. File size is checked and adjusted where necessary.				√	
	1.6. Tasks are automated and where necessary scripts are used for automation.				√	

2. Manipulate objects and text	2.1. Manipulation and editing of objects and text are made according to design brief.			√
	2.2. Repetition tools are identified and used to create duplicates and manipulated as a group.			√
	2.3. Complex shapes are created and edited.	√		
3. Import images	3.1. Bitmap images are embedded and/or linked in the file.	√		
	3.2. Placed Bitmaps are modified and/or duplicated according to design requirements.	√		
	3.3. Bitmaps are masked and/or an opacity mask is added.	√		
	3.4. Layered file is exported to image editing program and edited.	√		
4. Set colour separation	4.1. The correct format for the colour separation is determined by the requirements of the pre-press workflow system.			√
	4.2. Command is set to correct references for print quality and process.			√
	4.3. Based on printer feedback, the colour separation options are set according to print requirements of the design brief.		√	
	4.4. Process and spot colours are combined as require.		√	
5. Finalize media and print	5.1. A screen frequency value appropriate for the print quality is selected and colours separation preferences are saved.		√	
	5.2. Spreads and chokes traps are created to avoid mis-registration.		√	
	5.3. The overlapping and overprint of objects are defined.			√
	5.4. A proof is created and the separations checked.	√		
	5.5. Any required editing is completed and the file is saved.	√		
	5.6. Metadata tags are embedded to catalogue, organized and retrieved artwork.		√	
	5.7. For cross-media publishing, web-safe colours are selected.		√	
	5.8. File formats are chosen to best represent art work.		√	
	5.9. Objects are linked to create an image map that meets design requirements.	√		
	5.10. Objects are layered to create an animation frames and exported for animation set up.	√		
	5.11. Compression options are selected that keep the image quality high and the file size low.			√

	5.12. Export options are set to the best settings for the final media and the file is saved and exported.			√
	5.13. Final media is printed.		√	

PART B – THE CANDIDATE

Instructions to Candidate

To be assessed as competent, you must provide evidence which demonstrates that you can perform to the necessary standard the various elements of these units of competency that comprise of the Certificate in **Graphic Design**. Assessment of competency requires you to consistently demonstrate skill, knowledge and aptitude (through a variety of assessment tools such as multiple choice, short-answer questions, oral questioning, workplace observation, and practical demonstration) that enables confident completion of workplace tasks in a variety of situations.

In judging the evidence, your assessor must ensure that the evidence is:

- authentic (your own work)
- valid (directly related to the current version of the units of competency)
- reliable (consistently demonstrates of your knowledge and skill)
- current (shows your current capacity to perform the work)
- sufficient (covers the full range of elements comprised within the units of competency)

Furthermore, the assessment process must:

- provide for valid, reliable, flexible and fair assessment
- provide for judgment to be made on the basis of sufficient evidence
- offer valid, authentic and current evidence
- include workplace requirements

There are two types of assessment:

1. Knowledge Assessment - is designed to enable assessment against the various *elements* contained within the units of competency through a variety of activities such as multiple choice, short-answer questions, oral questioning. It is essentially examining your theoretical knowledge.

This provides the assessor with substantial evidence of your knowledge and aptitude to perform the work relating to the specific unit of competency, in conjunction with other assessment tools such as workplace observation.

You should complete the knowledge assessment as directed by the assessor and follow all instructions as and when given. If you are unable to complete the knowledge assessment, please speak to the assessor about alternative assessment solutions.

2. Skill Assessment - is designed to enable assessment against the various *performance criteria* contained within the units of competency through, for example, demonstration of skill in a simulated or actual work environment. In essence, it is an examination of your practical ability.

This provides the assessor with substantial evidence of your ability to perform the work relating to the specific unit of competency to the standard expected by industry (the benchmark).

You should complete the skill assessment as directed by the assessor and follow all instructions as and when given, ensuring your own health and safety.

Once you have been assessed as competent against all of the units of competency comprising of the qualification being undertaken, you will be awarded your certificate.

You assessor will discuss in more detail the requirements for assessment for each unit of competency at the appropriate time.

And please do not panic if you are not assessed as competent on any part of your qualification at your first attempt. Your assessor will discuss with you any identified skill and knowledge gaps, work through those with you and assist you as much as possible in attaining competency.

Self-Assessment Guide

Before undertaking any assessment, you should review the list of skills, knowledge and aptitudes relating to the assessment (drawn from the units of competency, its various elements and performance criteria to determine whether you have current competency in these areas.

If you believe you can demonstrate the skills and knowledge required and can successfully complete the various assessment activities, you should then proceed to discuss your assessment with the assessor and complete Assessment Agreement.

However, should you not believe, for whatever reason, that you are not able to successfully complete the various assessment activities, then speak with the assessor. The assessor will assist you in identifying any skill and knowledge gaps, work through those with you and assist you as much as possible in attaining competency.

Please complete the self-assessment checklist below and discuss with the assessor.

Qualification:	Graphic Design	
Units of competency:	<p>Generic units:</p> <p>Perform computations using basic mathematical concepts of computer technology</p> <p>Apply occupational health and safety (OHS) practice in the workplace</p> <p>Communicate in English in the workplace</p> <p>Work in a self-directed team</p> <p>Sector-specific units:</p> <p>Operate a personal computer and use office application</p> <p>Type documents in Bangla and English</p> <p>Send and retrieve information using email, web browsers, video/audio tools</p> <p>Comply to ethical standards in IT Workplace</p> <p>Occupation-specific units:</p> <p>Apply graphic design concepts and guidelines</p> <p>Generate shapes and text</p> <p>Generate design using graphics application</p> <p>Generate clipping path, logo and mock up</p> <p>Review final output and print</p>	
<p>Instructions:</p> <ul style="list-style-type: none"> ▪ 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
▪ Identify calculation requirements from workplace information		
▪ Select appropriate method to carry out calculation requirements		
▪ Complete calculations using appropriate tools and instruments		
▪ Read and understand OHS policies and safe operating procedures		

▪ Identify and follow safety signs and symbols		
▪ Determine emergency response, evacuation procedures and other contingency measures		
▪ Follow and practice OHS policies and procedures		
▪ Select and use personal protective equipment (PPE)		
▪ Maintain personal hygiene		
▪ Identify, assess and control hazards and risks		
▪ Report incidents arising from hazards and risks to authority		
▪ Implements corrective actions to correct unsafe conditions in the workplace		
▪ Respond to alarms and warning devices		
▪ Implement emergency response plans and procedures		
▪ Apply first aid procedures during emergency situations		
▪ Read and understand workplace documents		
▪ Interpret visual information		
▪ Prepare simple routine workplace documents using key words, phrases, simple sentences and visual aids		
▪ Write key information in the appropriate places in standard forms		
▪ Demonstrate active listening		
▪ Perform conversation in English with peers, customers and management to the required workplace standard		
▪ Identify team goals and collaborative decision-making processes		
▪ Identify roles and responsibilities of team members		
▪ Identify relationship within team and with other workers are identified		
▪ 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 character in team functioning		
▪ Understand and value views and opinions of other team members		
▪ Use workplace terminology correctly to assist communication		
▪ Identify and clarify with team the duties, responsibilities, authorities, objectives and task requirements		
▪ Perform tasks in accordance with organisational and team requirements, specifications and workplace procedures		
▪ Make team member's support with other members to ensure team achieves goals, awareness and requirements		

<ul style="list-style-type: none"> ▪ Follow agreed reporting lines using standard operating procedure 		
<ul style="list-style-type: none"> ▪ Identify current and potential problems faced by team 		
<ul style="list-style-type: none"> ▪ Identify a solution to the problem 		
<ul style="list-style-type: none"> ▪ Solve problems effectively and the outcome of the implemented solution is evaluated 		
<ul style="list-style-type: none"> ▪ Check peripheral devices for correct connection, position and usability 		
<ul style="list-style-type: none"> ▪ Check input electrical parameters of the device in accordance with peripheral device specification 		
<ul style="list-style-type: none"> ▪ Switch on power of computer and other peripheral devices 		
<ul style="list-style-type: none"> ▪ Log out all open applications programs in accordance with standard application procedure 		
<ul style="list-style-type: none"> ▪ Exit all open files/documents 		
<ul style="list-style-type: none"> ▪ Shut down personal computer in accordance with standard shut off procedure 		
<ul style="list-style-type: none"> ▪ Switch off the computer and other peripherals and unplug power supply in accordance with standard procedure. 		
<ul style="list-style-type: none"> ▪ Insert user name and password as prompted and note access, privacy, security and related conditions of use displayed on introductory screens 		
<ul style="list-style-type: none"> ▪ Arrange and customize PC desktop environment/graphical user interface (GUI) settings 		
<ul style="list-style-type: none"> ▪ Identify the operating system information 		
<ul style="list-style-type: none"> ▪ Navigate system configuration and application versions in operation 		
<ul style="list-style-type: none"> ▪ Use on-line help functions as required 		
<ul style="list-style-type: none"> ▪ Navigate and manipulate desktop environment 		
<ul style="list-style-type: none"> ▪ Select, open and close desktop icons to access application programs 		
<ul style="list-style-type: none"> ▪ Work upon files, folders and application programs 		
<ul style="list-style-type: none"> ▪ Manipulate application windows and returns to desktop original condition 		
<ul style="list-style-type: none"> ▪ Create and name basic directory and sub-directory 		
<ul style="list-style-type: none"> ▪ Identify attributes of directories 		
<ul style="list-style-type: none"> ▪ Enter data into the desired office application in accordance with work requirements 		
<ul style="list-style-type: none"> ▪ Copy and save files to available data storage/disk drives 		
<ul style="list-style-type: none"> ▪ Enter print settings if required into the program 		

▪ Change default printer where necessary		
▪ Enter print command to effect printing documents		
▪ Adjust document print output where necessary		
▪ Install and make available specialized utilities for typing Bangla and English		
▪ Select appropriate tools for typing		
▪ Select appropriate keyboard layout for typing		
▪ Type document content with different format		
▪ Type document at a minimum speed in English and in Bangla in accordance with workplace requirements		
▪ Open internet browser and set home page		
▪ Locate and select search engine		
▪ Use search engine to search for information		
▪ Apply netiquette' (or web etiquette) principles when working with emails and browsing		
▪ Review rules of good online manners from at least two netiquette sites		
▪ Use email application package to create a new email		
▪ Send email message		
▪ Reply email message and forward using the carbon as appropriate, using the carbon copy and forward features		
▪ Open and save attachment and/or email to relevant folders		
▪ Delete email message as required		
▪ Sort inbox according to senders name and date received		
▪ Respect customers/clients views at all times		
▪ Upheld confidentiality of information in accordance with organizational policies, national legislation and workplace policies		
▪ Identify potential conflicts of interest and notify involve parties of potential conflicts		
▪ Assert propriety rights of client/customer		
▪ Provide products and services that match the operational and financial needs of clients		
▪ Complete work to industry and international standards		
▪ Implement quality processes when developing products and services		

▪ Deliver work processes effectively and efficiently within known standards		
▪ Present skills, knowledge and qualifications in a professional manner		
▪ Correctly deliver develop services and products by self and others		
▪ Provide unbiased and objective information to clients		
▪ Present realistic estimates for time, cost and delivery of outputs during negotiation		
▪ Follow workplace code of conduct		
▪ Discuss brief history of graphic design		
▪ Identify analog design and basic drawing		
▪ Recognize global trend in graphic designing		
▪ Acknowledge portfolio of trainees		
▪ Identify guidelines on basic design for graphic designing		
▪ Identify technical skills to achieve basic design		
▪ Demonstrate opportunities to continuously improve technical skills in basic design through identification, practice, feedback, discussion and evaluation		
▪ Demonstrate capabilities to develop technical skills in basic design		
▪ Identify and use relevant journals, magazines, catalogues and other media to stimulate technical and professional development in basic design guidelines		
▪ Exhibit working with others to develop basic design ideas		
▪ Demonstrate ability to gain experience in a range of genres and interpretation of basic design guideline		
▪ Study work of others to stimulate conceptual idea and development		
▪ Identify a range of opportunities to develop own practice and keep informed about current design practices and use as guidelines for basic designing		
▪ Demonstrate ability to explore and experiment with new ideas in making and/or interpreting work		
▪ Demonstrate exploration and use of technology where appropriate to expand own practice		
▪ Seek strategies for personal development as designer		

<ul style="list-style-type: none"> ▪ Prepare equipment and software as per workplace requirement 		
<ul style="list-style-type: none"> ▪ Check equipment and software for conformity and usability 		
<ul style="list-style-type: none"> ▪ Determine output to be generated in accordance with job requirements/specifications 		
<ul style="list-style-type: none"> ▪ Identify page layout application in accordance with job requirements/specification 		
<ul style="list-style-type: none"> ▪ Create and apply shapes and text in accordance with job requirements/specifications 		
<ul style="list-style-type: none"> ▪ Check quality of work according to workplace requirements/specifications 		
<ul style="list-style-type: none"> ▪ Obtain constructive criticism from others 		
<ul style="list-style-type: none"> ▪ Adjust work where necessary to improve technical, conceptual and commercial value 		
<ul style="list-style-type: none"> ▪ Review details of the brief to identify preference setting requirements 		
<ul style="list-style-type: none"> ▪ Calibrate monitor using an ICC profile to ensure closest possible colour match 		
<ul style="list-style-type: none"> ▪ Arrange palettes to suit job and personal preferences 		
<ul style="list-style-type: none"> ▪ Set view magnification for ease of working with the graphics application 		
<ul style="list-style-type: none"> ▪ Set ruler units and display grid to ensure artworks meets design specifications 		
<ul style="list-style-type: none"> ▪ Make use of tools to produce objects, enter required attributes and manipulation of shapes until graphic framework is finalized 		
<ul style="list-style-type: none"> ▪ Adjust and edit lines and curves to fit design specification 		
<ul style="list-style-type: none"> ▪ Scale objects painted, transposed and strokes and effects according to the design brief 		
<ul style="list-style-type: none"> ▪ Create, edit and save colours to the colour palette and adjust saturation of colour 		
<ul style="list-style-type: none"> ▪ Select and copy colour and appearance attributes as required 		
<ul style="list-style-type: none"> ▪ Use gradients fill, mesh and pattern to paint and blend as required by the layout and design brief 		
<ul style="list-style-type: none"> ▪ Group, individually select, move, scale or rotate objects using a variety of methods according to workplace standard. 		
<ul style="list-style-type: none"> ▪ Add required type and set format to reflect the design brief 		
<ul style="list-style-type: none"> ▪ Set graphic properties and meet the design brief 		
<ul style="list-style-type: none"> ▪ Add effects to a graphic and edit to make the appearance more suitable according to the design brief 		

▪ Save appearances required for further use as styles		
▪ Organize objects in layers and control stacking order		
▪ Lock and/or nest and group layers in accordance with the design brief		
▪ Add or remove styles from layers when layer consistency is or not required		
▪ Identify the appropriate format for saving the graphic given the various elements in the graphic		
▪ Set the resolution for effects and filters based on image quality		
▪ Analyse collected information and devise network design plan		
▪ Check document to ensure correct layout file and that there are no printable elements		
▪ Fix PDF or other export options to the best settings for the final media and the file is then exported and saved		
▪ Review details of the graphic design project to identify preference setting requirements.		
▪ Set view magnification for ease of working with the graphics application		
▪ Open and use graphic design application		
▪ Use and manipulate application pen tool		
▪ Chose desired pencil tool option		
▪ Understand usage of pencil tools		
▪ Set ruler units and display grids to ensure artwork meets design specifications		
▪ Use tools to produce objects, enter required attributes and make shapes manipulation until graphic framework is finalized		
▪ Adjust and edit lines and curves to fit design specification		
▪ Paint objects, scales transposed, strokes and effects according to the design brief		
▪ Chose path drop-down list from the clipping path dialog box		
▪ Save clipping path in the chosen file		
▪ Open and use desired graphics application		
▪ Select and apply desired colour		

▪ Select desired shadow where applicable		
▪ Add text design in accordance with project design requirement		
▪ Add background gradient where desirable		
▪ Complete and save logo		
▪ Open and use desired graphic application		
▪ Create new document		
▪ Execute steps in preparing mock up in accordance with conceptualized design		
▪ Execute steps in setting up smart objects		
▪ Accomplish steps in editing smart objects		
▪ Complete and save mock up		
▪ Open graphics application and files and confirm design brief requirements		
▪ Repeat graphics efficiently using a symbol or stamp to reduce file size		
▪ Create slices from objects, layers or groups and update as required		
▪ Check and adjust image quality where necessary		
▪ Check and adjust file size where necessary		
▪ Automate tasks and where necessary use scripts for automation		
▪ Make manipulation and editing of objects and text according to design brief		
▪ Identify and use repetition tools to create duplicates and manipulated as a group		
▪ Create and edit complex shapes		
▪ Embed and/or link bitmap images in the file		
▪ Modify and/or duplicate placed bitmaps according to the design requirements		
▪ Mask bitmaps and/or add opacity mask		
▪ Export and edit layered file to image editing program		
▪ Determine the correct format for the colour separation by the requirements of the pre-press workflow system		

▪ Set command to correct references for print quality and process		
▪ Set the colour separation options based on printer feedback according to print requirements of the design brief		
▪ Combine process and spot colours as required		
▪ Select a screen frequency value appropriate for the print quality and save colour separation preferences		
▪ Create spreads and chokes to avoid mis-registration		
▪ Define the overlapping and overprint of objects		
▪ Create a proof and check separations		
▪ Complete any required editing and save file		
▪ Embed, organize and retrieve artwork of metadata tags to catalogue		
▪ Select web-safe colours for cross-media publishing		
▪ Chose file formats to best represent art work		
▪ Link objects to create an image map that meets design requirements		
▪ Layer objects to create an animation frames and export for animation set up		
▪ Select compression options that keep the image quality high and the file size low		
▪ Set export option to the best setting for the final media and save and export the file		
▪ Print final media		
I agree to undertake assessment in the knowledge that the information gathered will only be used for educational and professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.		
Candidate's signature:		Date:

PART C – THE ASSESSMENT

Assessment Agreement – Graphic Design

The purpose of assessment is to confirm that you can perform to the standards expected in the workplace of an occupation, as expressed in the competency standards (after completion of self-assessment and in agreement with assessor).

To help achieve this, an assessment agreement is required to navigate both you and the assessor through the assessment process.

The assessment agreement is designed to provide a clear understanding of what and how you will be assessed and to nominate the tools that may be used to collect the assessment evidence.

You, the assessor and/or workplace supervisor should agree on the assessment requirements, dates and deadlines.

Therefore, to attain the Certificate of **Graphic Design**, you must demonstrate competence in the following units, as established in the assessment agreement:

CODE	UNIT OF COMPETENCY
Generic Competencies	
SEIP-IT-GRA-01-G	Perform computations using basic mathematical concepts
SEIP-IT-GRA-02-G	Apply occupational health and safety (OHS) practice in the workplace
SEIP-IT-GRA-03-G	Communicate in English in the workplace
SEIP-IT-GRA-04-G	Work in a self-directed team
Sector-specific Competencies	
SEIP-IT-GRA-01-S	Operate a personal computer and use office application
SEIP-IT-GRA-02-S	Type documents in Bangla and English
SEIP-IT-GRA-03-S	Send and retrieve information using email, web browsers, video/audio tools
SEIP-IT-GRA-04-S	Comply to ethical standards in IT workplace
Occupation-specific Competencies	
SEIP-IT-GRA-01-O	Apply graphic design concepts and guidelines
SEIP-IT-GRA-02-O	Generate shapes and text
SEIP-IT-GRA-03-O	Generate design using graphics application
SEIP-IT-GRA-04-O	Generate clipping path, logo and mock up
SEIP-IT-GRA-05-O	Review final output and print

After successful completion of learning and assessment, you shall be awarded with a certificate.

Assessment Agreement	
Occupation:	Graphic Design
Assessment Centre:	
Candidate Name:	
Assessor Name:	
Unit of Competency	
Generic Competencies	
SEIP-IT-GRA-01-G	Perform computations using basic mathematical concepts
SEIP-IT-GRA-02-G	Apply occupational health and safety (OHS) practice in the workplace
SEIP-IT-GRA-03-G	Communicate in English in the workplace
SEIP-IT-GRA-04-G	Work in a self-directed team
Sector-specific Competencies	
SEIP-IT-GRA-01-S	Operate a personal computer and use office application
SEIP-IT-GRA-02-S	Type documents in Bangla and English
SEIP-IT-GRA-03-S	Send and retrieve information using email, web browsers, video/audio tools
SEIP-IT-GRA-04-S	Comply to ethical standards in IT workplace
Occupation-specific Competencies	
SEIP-IT-GRA-01-O	Apply graphic design concepts and guideline
SEIP-IT-GRA-02-O	Generate shapes and text
SEIP-IT-GRA-03-O	Generate design using graphics application
SEIP-IT-GRA-04-O	Generate clipping path, logo and mock up
SEIP-IT-GRA-05-O	Review final output and print
Resources Required for Assessment	
<p>Candidates must have access to the following:</p> <ul style="list-style-type: none"> ▪ copies of activities, questions, projects nominated by the assessor ▪ relevant organisational policies, protocols and procedural documents (if required) ▪ devices or tools to record answers ▪ appropriate actual or simulated workplace ▪ all necessary tools and equipment used in performance of the work-based task ▪ any other resources normally used in the workplace 	
Assessment Instructions	
<p>Candidates should respond to the formative and summative assessments either verbally or in writing as agreed with the assessor. Written responses can be recorded in the spaces provided (if more space is required attach additional pages) or submitted in a word-processed document.</p> <p>If candidates answer verbally, the assessor should record their answers in detail.</p> <p>Candidates should also undertake observable tasks that provide evidence of performance. The assessor must provide instruction to candidates on what is expected during observation and arrange a suitable time and location for demonstration of these skills.</p> <p>Candidates must fully understand what they are required to do to complete these assessment tasks successfully, then sign the declaration.</p>	

Performance Standards			
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To receive a satisfactory result for the assessments, candidates must complete all activities, questions, projects, and tasks nominated by the assessor, to the required standard.			
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Completion of all tasks for a unit of competency, to a satisfactory level, will contribute to an assessment of competence for that specific individual unit (or units if holistic assessment approach is taken).			
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Successful completion of all the units of competency that comprise of the qualification Graphic design , will result in the candidate being issued with the relevant, nationally recognised certificate.			
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Assessors must clearly explain the required performance standards.			
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Declaration			
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I declare that:			
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- | | | | |
|---|--|--|--|
| <ul style="list-style-type: none">▪ the assessment requirements have been clearly explained to me▪ all the work completed towards assessment will be my own▪ cheating and plagiarism are unacceptable | | | |
|---|--|--|--|

Candidate Signature:		Date:	
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Assessor Signature:		Date:	
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PART D – ASSESSMENT TOOLS

Specific Instructions to Assessor

Please read carefully and prepare as necessary:

1. The assessor shall (practical demonstration assessment activities):
 - provide the candidate with the necessary tools, equipment, machinery and materials for completion of one (1) set of the following practical demonstration assessment activities:
 - Set A:
 - create a visiting card
 - use a clipped image on a design flair
 - Set B:
 - design an invoice for a design firm
 - create a mock-up of a birthday card using your own
 - Set C:
 - design a book cover
 - create a new year's greetings card
 - provide the candidate with the copy of the specific instruction to candidate
 - allow practical demonstration to be performed within four (4) hours including preparation of the materials
 - ensure that the candidate **FULLY** understands the instructions before proceeding to the performance of the assessment activity
 - allow fifteen (15) minutes for the candidate to familiarise themselves with the resources to be used during the practical demonstrations
 - ensure that the candidate is wearing appropriate personal protective equipment (PPE) before allowing them to proceed with the assessment activity
2. Assessment shall be based on the performance criteria in each of the units of competency. The evidence gathering method shall be comprised of:
 - (a) Written Test (1 hour) – **knowledge evidence**
 - (b) Practical Demonstration (4 hours) – **performance evidence**The practical demonstration activities will be divided into two (2) tasks (contained in one set):
 - (i) Practical demonstration 1 (2.5 hours)
 - (ii) Practical demonstration 2 (1.5 hours)
3. Final assessment is your responsibility as the accredit/certified assessor.
4. At the conclusion of each assessment activity, you will provide feedback to the candidate of the assessment result. The feedback will indicate whether the candidate is:

COMPETENT

NOT YET COMPETENT

5. The list of tools, equipment, machinery and materials to be provided for completion of the practical demonstration assessment activities can be found at:
- Set A – Practical Demonstration 1: page 46
 - Set A – Practical Demonstration 2: page 51
 - Set B – Practical Demonstration 1: page 56
 - Set B – Practical Demonstration 2: page 61
 - Set C – Practical Demonstration 1: page 66
 - Set C – Practical Demonstration 2: page 71

Specific Instructions to Candidate

You should respond to the assessment either in writing or verbally as agreed with the assessor. Written responses can be recorded in the spaces provided; if more space is required attach additional pages or submit a word-processed document.

If you answer verbally, the assessor should record your answers in detail. Please check your recorded answers carefully and thoroughly to ensure that they are accurate.

You may also be undertaking observable activities (i.e. practical demonstration) that provide evidence of performance. The assessor must provide you with clear instructions on what is expected during this type of assessment and arrange a suitable time and location for demonstration of these skills.

To receive a satisfactory result for the assessments, you must complete all of the assessment activities; including questions, projects and tasks nominated by the assessor, to the required standard.

This assessment is based upon the units of competency in Graphic Design. Using the performance criteria as a benchmark, evidence will be gathered through:

1. Written Test (1 hour) – a variety of multiple-choice, true or false and short answer theory questions to support your competence with regard to the required knowledge (**knowledge evidence**).
2. Practical Demonstration (4 hours) – observable tasks outlined in the elements and performance criteria of the units of competency, completed to support a judgement of satisfactory performance to the required standard (**performance evidence**).

There will be one (1) set of practical demonstration activities to complete. The assessor will direct you as to which 'set' you will be required to complete out of the following:

- Set A:
 - create a visiting card (2.5 hours)
 - use a clipped image on a design flair (1.5 hours)
 - Set B:
 - design an invoice for a design firm (2.5 hours)
 - create a mock-up of a birthday card using your own (1.5 hours)
 - Set C:
 - design a book cover (2.5 hours)
 - create a new year's greetings card (1.5 hours)
3. The assessor will provide all necessary tools, equipment, machinery and materials required to complete each assessment activity.
 4. These assessments cover all units of competency for Graphic Design.
 5. The assessor will provide you with feedback of your performance after completion of each assessment activity. This feedback shall indicate whether you are:

COMPETENT

NOT YET COMPETENT

6. Complete of all assessment activities, to a satisfactory level, will contribute to a final assessment of competence.

Written Test

WRITTEN TEST - INSTRUCTIONS	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Graphic Design
Unit of Competency	
Generic Competencies	
SEIP-IT-GRA-01-G	Perform computations using basic mathematical concepts
SEIP-IT-GRA-02-G	Apply occupational health and safety (OHS) practice in the workplace
SEIP-IT-GRA-03-G	Communicate in English in the workplace
SEIP-IT-GRA-04-G	Work in a self-directed team
Sector-specific Competencies	
SEIP-IT-GRA-01-S	Operate a personal computer and use office application
SEIP-IT-GRA-02-S	Type documents in Bangla and English
SEIP-IT-GRA-03-S	Send and retrieve information using email, web browsers, Video/Audio tools
SEIP-IT-GRA-04-S	Comply to ethical standards in IT workplace
Occupation-specific Competencies	
SEIP-IT-GRA-01-O	Apply graphic design concepts and guidelines
SEIP-IT-GRA-02-O	Generate shapes and text
SEIP-IT-GRA-03-O	Generate design using graphic application
SEIP-IT-GRA-04-O	Generate clipping path, logo and mock up
SEIP-IT-GRA-05-O	Review final output and print
Assessment Centre:	
Date of Assessment:	
Time of Assessment:	
Instructions:	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> ▪ this written examination is based on the performance criteria from all the units of competency in Graphic design. ▪ this assessment activity will be used to measure your underpinning knowledge ▪ write your answers on the paper provided ▪ answer all the questions as best as possible ▪ you have 1 (one) hour to complete this test 	

WRITTEN TEST**Multiple Choice**

This is a **multiple-choice** of test. Choose the appropriate answer and circle the letter that corresponds with your answer.

1.	You were asked to design a logo. The width of the logo will be 25% larger than length. If the length of the logo is 4 inches, then the width is:	a. 1.00 inch b. 3.00 inches c. 5.00 inches d. 5.25 inches
2.	Usually the first element that you notice when looking at a safety level is?	a. Words b. Colour c. Background d. Signal words
3.	Evacuation plan is required for?	a. Tornadoes b. Explosions c. Both a and b d. None of them
4.	Activities that builds relationship among team members are:	a. Communicate, demonstrate, punishment b. Communicate, listen, celebrate c. Inquiry, listen, demonstrate d. None of the above
5.	Formal and informal communication mode could be:	a. Direct voice b. Email c. Physical d. All of the above
6.	Printer settings include:	a. Printer brand and model b. Pages c. Margins d. All of the above
7.	A simple soft shadow effect can be applied to objects using:	a. Pen tool b. Pencil tool c. Blend tool d. Text tool
8.	Mock ups reflect the design choices for:	a. colour schemes, layouts, typography b. iconography, the visual of navigation

		c. Both a and b d. None
9.	Which of the following objects cannot be drawn with “Pen” tool?	a. Circle b. Square c. Pyramid d. None
10.	To reduce weight of design, which tools can be applied on design work:	a. Symbol tool b. Stamp tool c. Both a and b d. None
11.	Colour separation is required for:	a. Web printing b. Press printing c. Both a and b d. None
12.	How many colours are treated as web-safe colours?	a. 8 b. 12 c. 16 d. 20
13.	Which graphics design software provides “animation” facility?	a. Adobe Photoshop CC b. Adobe Illustrator CC c. Inkscape d. GIMP

True or False Quiz

Tick (✓) the box corresponding to the correct answer.

14.	Formal phrases such as “Very respectfully yours” and “Sincerely Yours,” are unnecessary in email.	True <input type="checkbox"/> False <input type="checkbox"/>
15.	Workplace policies often reinforce and clarify standard operating procedure in a workplace.	True <input type="checkbox"/> False <input type="checkbox"/>
16.	FCRR has the potential to completely change the way your team does support for the better.	True <input type="checkbox"/> False <input type="checkbox"/>
17.	“Widows and Orphans” are needed to take in consideration during design.	True <input type="checkbox"/> False <input type="checkbox"/>

18.	“Breaking Thought Patterns” is not the way to generate ideas.	True <input type="checkbox"/> False <input type="checkbox"/>	
Fill in the Missing Blanks			
Write the word or group of words needed to complete the following sentences.			
19.	The steps of resolving conflicts _____, _____, and _____.		
20.	Two common Bangla typing applications are _____, and _____.		
21.	It is best for employees not to enter into a situation where their actions might create a conflict, whether it is _____, or _____, without disclosing the information.		
22.	The points to consider while making any agreement are _____, _____, _____ and _____.		
23.	_____, _____, _____ are the example of analog design tools.		
Short Answer			
Write a short answer in the space provided (not to exceed more than approximately sixty (60) words).			
24.	What is “Netiquette”?		
25.	What are “judging factors to judge a design work”?		
Feedback to candidate:			
Assessment decision for this assessment activity:			
<input type="checkbox"/> Competent		<input type="checkbox"/> Not Yet Competent	
Candidate’s Signature:		Date:	
Assessor’ Signature:		Date:	

Written Test - Answers

Answers are highlighted in **bold** and *italics*.

Multiple Choice		
1.	You were asked to design a logo. The width of the logo will be 25% larger than length. If the length of the logo is 4 inches, then the width is:	a. 1.00 inch b. 3.00 inches c. 5.00 inches d. 5.25 inches
2.	Usually the first element that you notice when looking at a safety level is?	a. Words b. Colour c. Background d. Signal words
3.	Evacuation plan is required for?	a. Tornadoes b. Explosions c. Both a and b d. None of them
4.	Activities that builds relationship among team members are:	a. Communicate, demonstrate, punishment b. Communicate, listen, celebrate c. Inquiry, listen, demonstrate d. None of the above
5.	Formal and informal communication mode could be:	a. Direct voice b. Email c. Physical d. All of the above
6.	Printer settings include:	a. Printer brand and model b. Pages c. Margins d. All of the above
7.	A simple soft shadow effect can be applied to objects using:	a. Pen tool b. Pencil tool c. Blend tool d. Text tool
8.	Mock ups reflect the design choices for:	a. colour schemes, layouts, typography b. iconography, the visual of navigation c. Both a and b

		d. None
9.	Which of the following objects cannot be drawn with “Pen” tool?	a. Circle b. Square c. Pyramid d. None
10.	To reduce weight of design, which tools can be applied on design work:	a. Symbol tool b. Stamp tool c. Both a and b d. None
11.	Colour separation is required for:	a. Web printing b. Press printing c. Both a and b d. None
12.	How many colours are treated as web-safe colours?	a. 8 b. 12 c. 16 d. 20
13.	Which graphics design software provides “animation” facility?	a. Adobe Photoshop CC b. Adobe Illustrator CC c. Inkscape d. GIMP
True or False Quiz		
14.	Formal phrases such as “Very respectfully yours” and “Sincerely Yours,” are unnecessary in email.	True <input type="checkbox"/> False <input checked="" type="checkbox"/>
15.	Workplace policies often reinforce and clarify standard operating procedure in a workplace.	True <input checked="" type="checkbox"/> False <input type="checkbox"/>
16.	FCRR has the potential to completely change the way your team does support for the better.	True <input checked="" type="checkbox"/> False <input type="checkbox"/>
17.	“Widows and Orphans” are needed to take in consideration during design.	True <input checked="" type="checkbox"/> False <input type="checkbox"/>
18.	“Breaking Thought Patterns” is not the way to generate ideas.	True <input type="checkbox"/> False <input checked="" type="checkbox"/>
Fill in the Missing Blanks		

19.	The steps of resolving conflicts <u>Prepare for solution</u> , <u>Understand the situation</u> , and <u>Reach agreement</u> .
20.	Two common Bangla typing applications are <u>Bijoy</u> , and <u>Avro</u> .
21.	It is best for employees not to enter into a situation where their actions might create a conflict, whether it is <u>actual</u> , or <u>potential</u> , or <u>perceived</u> without disclosing the information.
22.	The points to consider while making any agreement are <u>clarity</u> , <u>keep options</u> , <u>negotiating</u> and <u>set priorities</u> .
23.	<u>Pencil</u> , <u>linking pen</u> , <u>T-square</u> are the example of analog design tools.
Short Answer	
24.	<p>What is "Netiquette"</p> <p><i>Refers to internet etiquette. This simply means the use of good manners in online communication such as e-mail, forums, blogs and social networking sites to name a few. The main rule:</i></p> <p>Rule 1: Remember the Human</p> <p>Rule 2: Adhere to the same standards of behaviour online that you follow in real life</p> <p>Rule 3: Know where you are in cyberspace</p> <p>Rule 4: Respect other people's time and bandwidth</p> <p>Rule 5: Make yourself look good online</p> <p>Rule 6: Share expert knowledge</p> <p>Rule 7: Help keep flame wars under control</p> <p>Rule 8: Respect other people's privacy</p> <p>Rule 9: Don't abuse your power</p> <p>Rule 10: Be forgiving of other people's mistake</p>
25.	<p>What are "judging factors to judge a design work"</p> <ul style="list-style-type: none"> - Decide whether you think the work is successful or not - Explain how you are judging the work - Summarise why you think the work is successful or unsuccessful

Set A: Practical Demonstration 1

PRACTICAL DEMONSTRATION 1	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Graphic Design
Task:	Create a visiting card
Assessment Centre:	
Date of Assessment:	
Time of Assessment:	
Instructions:	
Read and understand the directions carefully:	
<ul style="list-style-type: none">▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Graphic Design▪ this assessment activity will be used to measure your underpinning skills▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used▪ you have two and a half (2.5) hours to complete this demonstration	
Procedure:	
<ul style="list-style-type: none">▪ observe and wear personal protective equipment (PPE) as required for the task to be performed▪ read the specification information provided▪ collect all materials needed to complete the task▪ perform the task within the given time▪ observe and follow all health and safety (OHS) requirements at all times	
Job Specification Information:	
<ol style="list-style-type: none">1. Collect required supplies, materials, tools and equipment required for the job.2. Collect the provided text and photo from the Job1 Folder.3. Make the design fitted for 5 cm x 8 cm.4. Open computer.5. Create a folder and name it with your registration number.6. Open MS Word and create a word document from the provided text and save it to the folder.7. Open photoshop, adjust photos collected from the assessor using photoshop and save it to the same folder.8. Use shapes/selection/colour/gradient tools to create a gradient background and save. You may use character shades to make the background attractive.9. Open illustrator and environment.10. Create a logo using illustrator or photoshop and save it to the same folder.11. Use the document file, photos and logos to create a visiting card.12. Adjust your work environment. Use colour (if necessary) and other attributes to make your design attractive.13. Complete the task.14. Save the design into the created folder according to instruction given.15. Print the final image.	
Drawing, Plan, Diagram or Sketch:	



Picture reference: <https://it.freepik.com/vettori-gratuiti/logo-templates>

Resources Required:

Tools:	N/A
Equipment:	Computer with their peripherals
Machinery:	N/A
Materials:	Word processing software MS Word Design software illustrator Design software Photoshop Paper Pen
PPE:	N/A

Set A: Practical Demonstration 1 – Observation Checklist

PRACTICAL DEMONSTRATION 1 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Graphic Design	
Task:	Create a visiting card	
Assessment Centre:		
Date of Assessment:		
Instructions:	<p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> ▪ fit industry requirements in which the assessment will be conducted ▪ adhere, where possible, to reasonable adjustment practices ▪ ensure that suitable performance benchmarks are applied and explained to the candidate 	
OBSERVATION RECORD		
Performance Criteria	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
Identified and followed safety signs and symbols	<input type="checkbox"/>	<input type="checkbox"/>
Selected and used personal protective equipment (PPE)	<input type="checkbox"/>	<input type="checkbox"/>
Maintained personal hygiene	<input type="checkbox"/>	<input type="checkbox"/>
Switched on power of computer and other peripheral devices	<input type="checkbox"/>	<input type="checkbox"/>
Logged out all open applications programs in accordance with standard application procedure	<input type="checkbox"/>	<input type="checkbox"/>
Shut down personal computer in accordance with standard shut down procedure	<input type="checkbox"/>	<input type="checkbox"/>
Switched off and unplugged power supply of the computer and other peripherals in accordance with standard procedure	<input type="checkbox"/>	<input type="checkbox"/>
Navigated system configuration and application versions in operation	<input type="checkbox"/>	<input type="checkbox"/>
Navigated and manipulated desktop environment	<input type="checkbox"/>	<input type="checkbox"/>
Selected, opened and closed desktop icons to access application programs	<input type="checkbox"/>	<input type="checkbox"/>

Worked upon files, folders and application programs	<input type="checkbox"/>	<input type="checkbox"/>
Entered data into the desired office application in accordance with work requirements	<input type="checkbox"/>	<input type="checkbox"/>
Copied and saved files to available data storage/disk drives	<input type="checkbox"/>	<input type="checkbox"/>
Entered into the program print settings, if required	<input type="checkbox"/>	<input type="checkbox"/>
Installed and made available specialized utilities for typing Bangla and English	<input type="checkbox"/>	<input type="checkbox"/>
Selected appropriate tools for typing	<input type="checkbox"/>	<input type="checkbox"/>
Selected appropriate keyboard layout	<input type="checkbox"/>	<input type="checkbox"/>
Typed document content with different format	<input type="checkbox"/>	<input type="checkbox"/>
Typed document content at minimum speed in English and in Bangla in accordance with workplace requirements	<input type="checkbox"/>	<input type="checkbox"/>
Opened internet browser and set home page	<input type="checkbox"/>	<input type="checkbox"/>
Used searched engine to search for information	<input type="checkbox"/>	<input type="checkbox"/>
Provided products and services that match the operational and financial needs of clients	<input type="checkbox"/>	<input type="checkbox"/>
Completed work to industry and international standards	<input type="checkbox"/>	<input type="checkbox"/>
Determined output to be generated in accordance with job requirements/specifications	<input type="checkbox"/>	<input type="checkbox"/>
Connected front panel and data cables properly	<input type="checkbox"/>	<input type="checkbox"/>
Identified page layout application in accordance with job requirements/specification	<input type="checkbox"/>	<input type="checkbox"/>
Created and applied shapes and text in accordance with job requirements/specifications	<input type="checkbox"/>	<input type="checkbox"/>
Created colours, edited and saved to the colour palette and adjusted saturation of colour	<input type="checkbox"/>	<input type="checkbox"/>
Selected and copied colour and appearance attributes as required	<input type="checkbox"/>	<input type="checkbox"/>
Used gradients fill, mesh and patterns to paint and blend as required by the layout and design brief	<input type="checkbox"/>	<input type="checkbox"/>
Used variety of methods to group objects or individually selected, moved, scaled or rotated according to workplace standard	<input type="checkbox"/>	<input type="checkbox"/>
Added effects to a graphic and edited to make the appearance more suitable according to the design brief	<input type="checkbox"/>	<input type="checkbox"/>
Organized objects in layers and controlled stacking order	<input type="checkbox"/>	<input type="checkbox"/>
Locked and/or nested, and grouped layers in accordance with the design brief	<input type="checkbox"/>	<input type="checkbox"/>
Added or removed styles from layers when layer consistency is not required	<input type="checkbox"/>	<input type="checkbox"/>
Set the resolution for effects and any filters based on image quality	<input type="checkbox"/>	<input type="checkbox"/>
Fixed PDF or other export options to the best settings for the final media and the file is then exported and saved	<input type="checkbox"/>	<input type="checkbox"/>
Repeated graphics efficiently using a symbol or stamp to reduce file size	<input type="checkbox"/>	<input type="checkbox"/>

Created slices from objects, layers or groups and updated as required	<input type="checkbox"/>	<input type="checkbox"/>
Checked and adjusted image quality where necessary	<input type="checkbox"/>	<input type="checkbox"/>
Created and edited complex shapes	<input type="checkbox"/>	<input type="checkbox"/>
Embedded and/or linked bitmap images in the file	<input type="checkbox"/>	<input type="checkbox"/>
Modified and/or duplicated placed bitmaps according to design requirements	<input type="checkbox"/>	<input type="checkbox"/>
Masked bitmaps and/or added opacity mask	<input type="checkbox"/>	<input type="checkbox"/>
Exported and edited layered file to image editing program	<input type="checkbox"/>	<input type="checkbox"/>
Created proof and checked separations	<input type="checkbox"/>	<input type="checkbox"/>
Completed required editing and saved file	<input type="checkbox"/>	<input type="checkbox"/>
Linked objects to create an image map that meets design requirements	<input type="checkbox"/>	<input type="checkbox"/>
Layered objects to create an animation frames and exported for animation set up	<input type="checkbox"/>	<input type="checkbox"/>
Feedback to candidate:		
Assessment decision for this assessment activity:		
<input type="checkbox"/> Competent <input type="checkbox"/> Not Yet Competent		
Candidate's Signature:		Date:
Assessor' Signature:		Date:

Set A: Practical Demonstration 2

PRACTICAL DEMONSTRATION 2	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Graphic Design
Task:	Use a clipped image on design flair
Assessment Centre:	
Date of Assessment:	
Time of Assessment:	
Instructions:	
Read and understand the directions carefully:	
<ul style="list-style-type: none">▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Graphic Design▪ this assessment activity will be used to measure your underpinning skills▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used▪ you have one and a half (1.5) hours to complete this demonstration	
Procedure:	
<ul style="list-style-type: none">▪ observe and wear personal protective equipment (PPE) as required for the task to be performed▪ read the specification information provided▪ collect all materials needed to complete the task▪ perform the task within the given time▪ observe and follow all health and safety (OHS) requirements at all times	
Job Specification Information:	
<ol style="list-style-type: none">1. Collect required supplies, materials, tools and equipment required for the job (refer to the list provided to you by your competency assessor).2. Observe and adjust seating arrangement of work place.3. Collect required supplies, materials, tools and equipment to create clipping path.4. Collect the information related to the job to be demonstrated.5. Open the graphics application software.6. Set the working environment.7. Open the specific photo.8. Select and use pen tool.9. Create the clipping path for the specific section of the photo.10. Save the created clip in specified location.11. Close the canvas and your work.12. Close the application software and clean the working desk before leaving.	
Drawing, Plan, Diagram or Sketch:	



Image Ref: <http://jackcreativestudio.com/portfolio/ultricies-purus-magna/> and <http://www.flairfordesign.com/print-design.html>

Resources Required:

Tools:	N/A
Equipment:	Computer with peripherals Printer
Machinery:	N/A
Materials:	Design software illustrator Design software Photoshop Paper Pen
PPE:	N/A

Set A: Practical Demonstration 2 – Observation Checklist

PRACTICAL DEMONSTRATION 2 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Graphic Design	
Task:	Use a clipped image on design flair	
Assessment Centre:		
Date of Assessment:		
Instructions:	<p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> ▪ fit industry requirements in which the assessment will be conducted ▪ adhere, where possible, to reasonable adjustment practices ▪ ensure that suitable performance benchmarks are applied and explained to the candidate 	
OBSERVATION RECORD		
Performance Criteria	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
Identified and followed safety signs and symbols	<input type="checkbox"/>	<input type="checkbox"/>
Selected and used personal protective equipment (PPE)	<input type="checkbox"/>	<input type="checkbox"/>
Maintained personal hygiene	<input type="checkbox"/>	<input type="checkbox"/>
Switched on power of computer and other peripheral devices	<input type="checkbox"/>	<input type="checkbox"/>
Logged out all open applications programs in accordance with standard application procedure	<input type="checkbox"/>	<input type="checkbox"/>
Shut down personal computer in accordance with standard shut down procedure	<input type="checkbox"/>	<input type="checkbox"/>
Switched off and unplugged power supply of the computer and other peripherals in accordance with standard procedure	<input type="checkbox"/>	<input type="checkbox"/>
Navigated system configuration and application versions in operation	<input type="checkbox"/>	<input type="checkbox"/>
Navigated and manipulated desktop environment	<input type="checkbox"/>	<input type="checkbox"/>
Selected, opened and closed desktop icons to access application programs	<input type="checkbox"/>	<input type="checkbox"/>

Worked upon files, folders and application programs	<input type="checkbox"/>	<input type="checkbox"/>
Entered data into the desired office application in accordance with work requirements	<input type="checkbox"/>	<input type="checkbox"/>
Copied and saved files to available data storage/disk drives	<input type="checkbox"/>	<input type="checkbox"/>
Entered into the program print settings, if required	<input type="checkbox"/>	<input type="checkbox"/>
Installed and made available specialized utilities for typing Bangla and English	<input type="checkbox"/>	<input type="checkbox"/>
Selected appropriate tools for typing	<input type="checkbox"/>	<input type="checkbox"/>
Selected appropriate keyboard layout	<input type="checkbox"/>	<input type="checkbox"/>
Typed document content with different format	<input type="checkbox"/>	<input type="checkbox"/>
Typed document content at minimum speed in English and in Bangla in accordance with workplace requirements	<input type="checkbox"/>	<input type="checkbox"/>
Created colours, edited and saved to the colour palette and adjusted saturation of colour	<input type="checkbox"/>	<input type="checkbox"/>
Selected and copied colour and appearance attributes as required	<input type="checkbox"/>	<input type="checkbox"/>
Used gradients fill, mesh and patterns to paint and blend as required by the layout and design brief	<input type="checkbox"/>	<input type="checkbox"/>
Used variety of methods to group objects or individually selected, moved, scaled or rotated according to workplace standard	<input type="checkbox"/>	<input type="checkbox"/>
Added effects to a graphic and edited to make the appearance more suitable according to the design brief	<input type="checkbox"/>	<input type="checkbox"/>
Organized objects in layers and controlled stacking order	<input type="checkbox"/>	<input type="checkbox"/>
Locked and/or nested, and grouped layers in accordance with the design brief	<input type="checkbox"/>	<input type="checkbox"/>
Added or removed styles from layers when layer consistency is not required	<input type="checkbox"/>	<input type="checkbox"/>
Set the resolution for effects and any filters based on image quality	<input type="checkbox"/>	<input type="checkbox"/>
Fixed PDF or other export options to the best settings for the final media and the file is then exported and saved	<input type="checkbox"/>	<input type="checkbox"/>
Opened and used graphic design application	<input type="checkbox"/>	<input type="checkbox"/>
Used and manipulated application pen tool	<input type="checkbox"/>	<input type="checkbox"/>
Chosen desired pencil tool option	<input type="checkbox"/>	<input type="checkbox"/>
Adjusted and edited lines and curves to fit design specification	<input type="checkbox"/>	<input type="checkbox"/>
Painted objects transposed and scaled strokes and effects according to the design brief	<input type="checkbox"/>	<input type="checkbox"/>
Chosen path drop-down list from the clipping path dialog box	<input type="checkbox"/>	<input type="checkbox"/>
Saved clipping path in the chosen file	<input type="checkbox"/>	<input type="checkbox"/>
Created basic shape using pen tool of the selected application	<input type="checkbox"/>	<input type="checkbox"/>
Selected and applied desired colour	<input type="checkbox"/>	<input type="checkbox"/>
Selected desired shadow where applicable	<input type="checkbox"/>	<input type="checkbox"/>

Added text in accordance with project design requirement	<input type="checkbox"/>	<input type="checkbox"/>
Added background gradient where desirable	<input type="checkbox"/>	<input type="checkbox"/>
Saved and completed logo	<input type="checkbox"/>	<input type="checkbox"/>
Feedback to candidate:		
Assessment decision for this assessment activity:		
<input type="checkbox"/> Competent <input type="checkbox"/> Not Yet Competent		
Candidate's Signature:		Date:
Assessor' Signature:		Date:

Set B: Practical Demonstration 1

PRACTICAL DEMONSTRATION 1	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Graphic Design
Task:	Design an invoice for a design firm
Assessment Centre:	
Date of Assessment:	
Time of Assessment:	
Instructions:	
Read and understand the directions carefully:	
<ul style="list-style-type: none">▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Graphic Design▪ this assessment activity will be used to measure your underpinning skills▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used▪ you have two and a half (2.5) hours to complete this demonstration	
Procedure:	
<ul style="list-style-type: none">▪ observe and wear personal protective equipment (PPE) as required for the task to be performed▪ read the specification information provided▪ collect all materials needed to complete the task▪ perform the task within the given time▪ observe and follow all health and safety (OHS) requirements at all times	
Job Specification Information:	
<ol style="list-style-type: none">1. Collect required supplies, materials, tools and equipment required for the job.2. Collect the provided text and photo from the Job1 Folder.3. Make the design fitted for 5 cm x 8 cm.4. Open computer.5. Create a folder and name it with your registration number.6. Open photoshop, adjust photos collected from the assessor using photoshop and save it to the same folder.7. Use shapes/selection/colour/gradient tools to create a gradient background and save.8. Use character shades to make the background attractive.9. Open illustrator and environment.10. Create a logo using illustrator or photoshop and save it to the same folder.11. Use the photos and logos to design the invoice.12. Adjust your work environment. Use colour (if necessary) and other attributes to make your design attractive.13. Complete the task.14. Save the design into the created folder according to instruction given.15. Print the final image.	
Drawing, Plan, Diagram or Sketch:	



Picture Ref: <https://www.smashingmagazine.com/2009/11/invoice-like-a-pro/>

Resources Required:	
Tools:	N/A
Equipment:	Computer with their peripherals
Machinery:	N/A
Materials:	Word processing software MS Word Design software illustrator Design software Photoshop Paper Pen
PPE:	N/A

Set B: Practical Demonstration 1 – Observation Checklist

PRACTICAL DEMONSTRATION 1 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Graphic Design	
Task:	Design an invoice for a design firm	
Assessment Centre:		
Date of Assessment:		
Instructions:	<p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> ▪ fit industry requirements in which the assessment will be conducted ▪ adhere, where possible, to reasonable adjustment practices ▪ ensure that suitable performance benchmarks are applied and explained to the candidate 	
OBSERVATION RECORD		
Performance Criteria	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
Identified and followed safety signs and symbols	<input type="checkbox"/>	<input type="checkbox"/>
Selected and used personal protective equipment (PPE)	<input type="checkbox"/>	<input type="checkbox"/>
Maintained personal hygiene	<input type="checkbox"/>	<input type="checkbox"/>
Switched on power of computer and other peripheral devices	<input type="checkbox"/>	<input type="checkbox"/>
Logged out all open applications programs in accordance with standard application procedure	<input type="checkbox"/>	<input type="checkbox"/>
Shut down personal computer in accordance with standard shut down procedure	<input type="checkbox"/>	<input type="checkbox"/>
Switched off and unplugged power supply of the computer and other peripherals in accordance with standard procedure	<input type="checkbox"/>	<input type="checkbox"/>
Navigated system configuration and application versions in operation	<input type="checkbox"/>	<input type="checkbox"/>
Navigated and manipulated desktop environment	<input type="checkbox"/>	<input type="checkbox"/>
Selected, opened and closed desktop icons to access application programs	<input type="checkbox"/>	<input type="checkbox"/>

Worked upon files, folders and application programs	<input type="checkbox"/>	<input type="checkbox"/>
Entered data into the desired office application in accordance with work requirements	<input type="checkbox"/>	<input type="checkbox"/>
Copied and saved files to available data storage/disk drives	<input type="checkbox"/>	<input type="checkbox"/>
Entered into the program print settings, if required	<input type="checkbox"/>	<input type="checkbox"/>
Installed and made available specialized utilities for typing Bangla and English	<input type="checkbox"/>	<input type="checkbox"/>
Selected appropriate tools for typing	<input type="checkbox"/>	<input type="checkbox"/>
Selected appropriate keyboard layout	<input type="checkbox"/>	<input type="checkbox"/>
Typed document content with different format	<input type="checkbox"/>	<input type="checkbox"/>
Typed document content at minimum speed in English and in Bangla in accordance with workplace requirements	<input type="checkbox"/>	<input type="checkbox"/>
Opened internet browser and set home page	<input type="checkbox"/>	<input type="checkbox"/>
Used searched engine to search for information	<input type="checkbox"/>	<input type="checkbox"/>
Provided products and services that match the operational and financial needs of clients	<input type="checkbox"/>	<input type="checkbox"/>
Completed work to industry and international standards	<input type="checkbox"/>	<input type="checkbox"/>
Determined output to be generated in accordance with job requirements/specifications	<input type="checkbox"/>	<input type="checkbox"/>
Connected front panel and data cables properly	<input type="checkbox"/>	<input type="checkbox"/>
Identified page layout application in accordance with job requirements/specification	<input type="checkbox"/>	<input type="checkbox"/>
Created and applied shapes and text in accordance with job requirements/specifications	<input type="checkbox"/>	<input type="checkbox"/>
Created colours, edited and saved to the colour palette and adjusted saturation of colour	<input type="checkbox"/>	<input type="checkbox"/>
Selected and copied colour and appearance attributes as required	<input type="checkbox"/>	<input type="checkbox"/>
Used gradients fill, mesh and patterns to paint and blend as required by the layout and design brief	<input type="checkbox"/>	<input type="checkbox"/>
Used variety of methods to group objects or individually selected, moved, scaled or rotated according to workplace standard	<input type="checkbox"/>	<input type="checkbox"/>
Added effects to a graphic and edited to make the appearance more suitable according to the design brief	<input type="checkbox"/>	<input type="checkbox"/>
Organized objects in layers and controlled stacking order	<input type="checkbox"/>	<input type="checkbox"/>
Locked and/or nested, and grouped layers in accordance with the design brief	<input type="checkbox"/>	<input type="checkbox"/>
Added or removed styles from layers when layer consistency is not required	<input type="checkbox"/>	<input type="checkbox"/>
Set the resolution for effects and any filters based on image quality	<input type="checkbox"/>	<input type="checkbox"/>
Fixed PDF or other export options to the best settings for the final media and the file is then exported and saved	<input type="checkbox"/>	<input type="checkbox"/>
Repeated graphics efficiently using a symbol or stamp to reduce file size	<input type="checkbox"/>	<input type="checkbox"/>

Created slices from objects, layers or groups and updated as required	<input type="checkbox"/>	<input type="checkbox"/>
Checked and adjusted image quality where necessary	<input type="checkbox"/>	<input type="checkbox"/>
Created and edited complex shapes	<input type="checkbox"/>	<input type="checkbox"/>
Embedded and/or linked bitmap images in the file	<input type="checkbox"/>	<input type="checkbox"/>
Modified and/or duplicated placed bitmaps according to design requirements	<input type="checkbox"/>	<input type="checkbox"/>
Masked bitmaps and/or added opacity mask	<input type="checkbox"/>	<input type="checkbox"/>
Exported and edited layered file to image editing program	<input type="checkbox"/>	<input type="checkbox"/>
Created proof and checked separations	<input type="checkbox"/>	<input type="checkbox"/>
Completed required editing and saved file	<input type="checkbox"/>	<input type="checkbox"/>
Linked objects to create an image map that meets design requirements	<input type="checkbox"/>	<input type="checkbox"/>
Layered objects to create an animation frames and exported for animation set up	<input type="checkbox"/>	<input type="checkbox"/>
Feedback to candidate:		
Assessment decision for this assessment activity:		
<input type="checkbox"/> Competent <input type="checkbox"/> Not Yet Competent		
Candidate's Signature:		Date:
Assessor' Signature:		Date:

Set B: Practical Demonstration 2

PRACTICAL DEMONSTRATION 2	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Graphic Design
Task:	Create a mock-up of a birth day card using your own photo
Assessment Centre:	
Date of Assessment:	
Time of Assessment:	
Instructions:	
Read and understand the directions carefully:	
<ul style="list-style-type: none">▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Graphic Design▪ this assessment activity will be used to measure your underpinning skills▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used▪ you have one and a half (1.5) hours to complete this demonstration	
Procedure:	
<ul style="list-style-type: none">▪ observe and wear personal protective equipment (PPE) as required for the task to be performed▪ read the specification information provided▪ collect all materials needed to complete the task▪ perform the task within the given time▪ observe and follow all health and safety (OHS) requirements at all times	
Job Specification Information:	
<ol style="list-style-type: none">1. Collect required supplies, materials, tools and equipment required for the job (refer to the list provided to you by your competency assessor).2. Collect required supplies, materials, tools and equipment to create clipping path.3. Collect the information related to the job to be demonstrated.4. Open the graphics application software.5. Set the working environment.6. Open the specific photo.7. Select and use pen tool.8. Create the clipping path for the specific section of the photo.9. Save the created clip in specified location.10. Close the canvas and your work.11. Close the application software and clean the working desk before leaving.	
Drawing, Plan, Diagram or Sketch:	



Resources Required:

Tools:	N/A
Equipment:	Computer with peripherals Printer
Machinery:	N/A
Materials:	Design software illustrator Design software Photoshop Paper Pen
PPE:	N/A

Set B: Practical Demonstration 2 – Observation Checklist

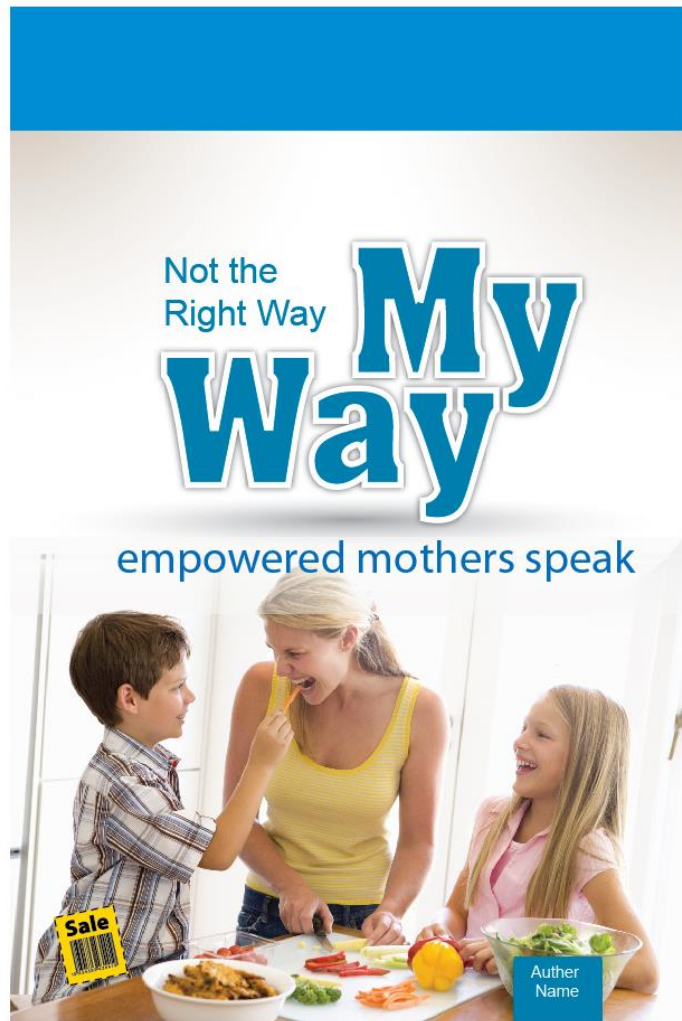
PRACTICAL DEMONSTRATION 2 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Graphic Design	
Task:	Create a mock-up of a birth day card using your own photo	
Assessment Centre:		
Date of Assessment:		
Instructions:	<p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> ▪ fit industry requirements in which the assessment will be conducted ▪ adhere, where possible, to reasonable adjustment practices ▪ ensure that suitable performance benchmarks are applied and explained to the candidate 	
OBSERVATION RECORD		
Performance Criteria	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
Identified and followed safety signs and symbols	<input type="checkbox"/>	<input type="checkbox"/>
Selected and used personal protective equipment (PPE)	<input type="checkbox"/>	<input type="checkbox"/>
Maintained personal hygiene	<input type="checkbox"/>	<input type="checkbox"/>
Switched on power of computer and other peripheral devices	<input type="checkbox"/>	<input type="checkbox"/>
Logged out all open applications programs in accordance with standard application procedure	<input type="checkbox"/>	<input type="checkbox"/>
Shut down personal computer in accordance with standard shut down procedure	<input type="checkbox"/>	<input type="checkbox"/>
Switched off and unplugged power supply of the computer and other peripherals in accordance with standard procedure	<input type="checkbox"/>	<input type="checkbox"/>
Navigated system configuration and application versions in operation	<input type="checkbox"/>	<input type="checkbox"/>
Navigated and manipulated desktop environment	<input type="checkbox"/>	<input type="checkbox"/>
Selected, opened and closed desktop icons to access application programs	<input type="checkbox"/>	<input type="checkbox"/>

Worked upon files, folders and application programs	<input type="checkbox"/>	<input type="checkbox"/>
Entered data into the desired office application in accordance with work requirements	<input type="checkbox"/>	<input type="checkbox"/>
Copied and saved files to available data storage/disk drives	<input type="checkbox"/>	<input type="checkbox"/>
Entered into the program print settings, if required	<input type="checkbox"/>	<input type="checkbox"/>
Installed and made available specialized utilities for typing Bangla and English	<input type="checkbox"/>	<input type="checkbox"/>
Selected appropriate tools for typing	<input type="checkbox"/>	<input type="checkbox"/>
Selected appropriate keyboard layout	<input type="checkbox"/>	<input type="checkbox"/>
Typed document content with different format	<input type="checkbox"/>	<input type="checkbox"/>
Typed document content at minimum speed in English and in Bangla in accordance with workplace requirements	<input type="checkbox"/>	<input type="checkbox"/>
Created colours, edited and saved to the colour palette and adjusted saturation of colour	<input type="checkbox"/>	<input type="checkbox"/>
Selected and copied colour and appearance attributes as required	<input type="checkbox"/>	<input type="checkbox"/>
Used gradients fill, mesh and patterns to paint and blend as required by the layout and design brief	<input type="checkbox"/>	<input type="checkbox"/>
Used variety of methods to group objects or individually selected, moved, scaled or rotated according to workplace standard	<input type="checkbox"/>	<input type="checkbox"/>
Added effects to a graphic and edited to make the appearance more suitable according to the design brief	<input type="checkbox"/>	<input type="checkbox"/>
Organized objects in layers and controlled stacking order	<input type="checkbox"/>	<input type="checkbox"/>
Locked and/or nested, and grouped layers in accordance with the design brief	<input type="checkbox"/>	<input type="checkbox"/>
Added or removed styles from layers when layer consistency is not required	<input type="checkbox"/>	<input type="checkbox"/>
Set the resolution for effects and any filters based on image quality	<input type="checkbox"/>	<input type="checkbox"/>
Fixed PDF or other export options to the best settings for the final media and the file is then exported and saved	<input type="checkbox"/>	<input type="checkbox"/>
Opened and used graphic design application	<input type="checkbox"/>	<input type="checkbox"/>
Used and manipulated application pen tool	<input type="checkbox"/>	<input type="checkbox"/>
Chosen desired pencil tool option	<input type="checkbox"/>	<input type="checkbox"/>
Adjusted and edited lines and curves to fit design specification	<input type="checkbox"/>	<input type="checkbox"/>
Painted objects, transposed and scaled strokes and effects according to the design brief	<input type="checkbox"/>	<input type="checkbox"/>
Chosen path drop-down list from the clipping path dialog box	<input type="checkbox"/>	<input type="checkbox"/>
Saved clipping path in the chosen file	<input type="checkbox"/>	<input type="checkbox"/>
Created basic shape using pen tool of the selected application	<input type="checkbox"/>	<input type="checkbox"/>
Selected and applied desired colour	<input type="checkbox"/>	<input type="checkbox"/>
Selected desired shadow where applicable	<input type="checkbox"/>	<input type="checkbox"/>

Added text in accordance with project design requirement	<input type="checkbox"/>	<input type="checkbox"/>
Added background gradient where desirable	<input type="checkbox"/>	<input type="checkbox"/>
Saved and completed logo	<input type="checkbox"/>	<input type="checkbox"/>
Feedback to candidate:		
Assessment decision for this assessment activity:		
<input type="checkbox"/> Competent <input type="checkbox"/> Not Yet Competent		
Candidate's Signature:		Date:
Assessor' Signature:		Date:

Set C: Practical Demonstration 1

PRACTICAL DEMONSTRATION 1	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Graphic Design
Task:	Design a book cover
Assessment Centre:	
Date of Assessment:	
Time of Assessment:	
Instructions:	
Read and understand the directions carefully:	
<ul style="list-style-type: none">▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Graphic Design▪ this assessment activity will be used to measure your underpinning skills▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used▪ you have two and a half (2.5) hours to complete this demonstration	
Procedure:	
<ul style="list-style-type: none">▪ observe and wear personal protective equipment (PPE) as required for the task to be performed▪ read the specification information provided▪ collect all materials needed to complete the task▪ perform the task within the given time▪ observe and follow all health and safety (OHS) requirements at all times	
Job Specification Information:	
<ol style="list-style-type: none">1. Collect required supplies, materials, tools and equipment required for the job.2. Collect the provided text and photo from the Job1 Folder.3. Make the design fitted for 5 cm x 8 cm.4. Open computer.5. Create a folder and name it with your registration number.6. Open photoshop, make background design with photos, shapes, colours and save it to the same folder.7. Use shapes/selection/colour/gradient tools to create a gradient background and save.8. Use character shades to make the background attractive.9. Open illustrator and environment.10. Create a design with book name using illustrator or photoshop and save it to the same folder.11. Use the photos and logos to design the Book cover.12. Adjust your work environment. Use colour (if necessary) and other attributes to make your design attractive.13. Complete the task.14. Save the design into the created folder according to instruction given.15. Print the final image.	
Drawing, Plan, Diagram or Sketch:	



Picture Ref: <https://www.hiretheworld.com/book-cover-design/contests/not-the-right-way-my-way-empowered-mothers-speak/aesthetic-art/entry/22153/>

Resources Required:

Tools:	N/A
Equipment:	Computer with their peripherals
Machinery:	N/A
Materials:	Word processing software MS Word Design software illustrator Design software Photoshop Paper Pen
PPE:	N/A

Set C: Practical Demonstration 1 – Observation Checklist

PRACTICAL DEMONSTRATION 1 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Graphic Design	
Task:	Design a book cover	
Assessment Centre:		
Date of Assessment:		
Instructions:	<p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> ▪ fit industry requirements in which the assessment will be conducted ▪ adhere, where possible, to reasonable adjustment practices ▪ ensure that suitable performance benchmarks are applied and explained to the candidate 	
OBSERVATION RECORD		
Performance Criteria	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
Identified and followed safety signs and symbols	<input type="checkbox"/>	<input type="checkbox"/>
Selected and used personal protective equipment (PPE)	<input type="checkbox"/>	<input type="checkbox"/>
Maintained personal hygiene	<input type="checkbox"/>	<input type="checkbox"/>
Switched on power of computer and other peripheral devices	<input type="checkbox"/>	<input type="checkbox"/>
Logged out all open applications programs in accordance with standard application procedure	<input type="checkbox"/>	<input type="checkbox"/>
Shut down personal computer in accordance with standard shut down procedure	<input type="checkbox"/>	<input type="checkbox"/>
Switched off and unplugged power supply of the computer and other peripherals in accordance with standard procedure	<input type="checkbox"/>	<input type="checkbox"/>
Navigated system configuration and application versions in operation	<input type="checkbox"/>	<input type="checkbox"/>
Navigated and manipulated desktop environment	<input type="checkbox"/>	<input type="checkbox"/>
Selected, opened and closed desktop icons to access application programs	<input type="checkbox"/>	<input type="checkbox"/>

Worked upon files, folders and application programs	<input type="checkbox"/>	<input type="checkbox"/>
Entered data into the desired office application in accordance with work requirements	<input type="checkbox"/>	<input type="checkbox"/>
Copied and saved files to available data storage/disk drives	<input type="checkbox"/>	<input type="checkbox"/>
Entered into the program print settings, if required	<input type="checkbox"/>	<input type="checkbox"/>
Installed and made available specialized utilities for typing Bangla and English	<input type="checkbox"/>	<input type="checkbox"/>
Selected appropriate tools for typing	<input type="checkbox"/>	<input type="checkbox"/>
Selected appropriate keyboard layout	<input type="checkbox"/>	<input type="checkbox"/>
Typed document content with different format	<input type="checkbox"/>	<input type="checkbox"/>
Typed document content at minimum speed in English and in Bangla in accordance with workplace requirements	<input type="checkbox"/>	<input type="checkbox"/>
Opened internet browser and set home page	<input type="checkbox"/>	<input type="checkbox"/>
Used searched engine to search for information	<input type="checkbox"/>	<input type="checkbox"/>
Provided products and services that match the operational and financial needs of clients	<input type="checkbox"/>	<input type="checkbox"/>
Completed work to industry and international standards	<input type="checkbox"/>	<input type="checkbox"/>
Determined output to be generated in accordance with job requirements/specifications	<input type="checkbox"/>	<input type="checkbox"/>
Connected front panel and data cables properly	<input type="checkbox"/>	<input type="checkbox"/>
Identified page layout application in accordance with job requirements/specification	<input type="checkbox"/>	<input type="checkbox"/>
Created and applied shapes and text in accordance with job requirements/specifications	<input type="checkbox"/>	<input type="checkbox"/>
Created colours, edited and saved to the colour palette and adjusted saturation of colour	<input type="checkbox"/>	<input type="checkbox"/>
Selected and copied colour and appearance attributes as required	<input type="checkbox"/>	<input type="checkbox"/>
Used gradients fill, mesh and patterns to paint and blend as required by the layout and design brief	<input type="checkbox"/>	<input type="checkbox"/>
Used variety of methods to group objects or individually selected, moved, scaled or rotated according to workplace standard	<input type="checkbox"/>	<input type="checkbox"/>
Added effects to a graphic and edited to make the appearance more suitable according to the design brief	<input type="checkbox"/>	<input type="checkbox"/>
Organized objects in layers and controlled stacking order	<input type="checkbox"/>	<input type="checkbox"/>
Locked and/or nested, and grouped layers in accordance with the design brief	<input type="checkbox"/>	<input type="checkbox"/>
Added or removed styles from layers when layer consistency is not required	<input type="checkbox"/>	<input type="checkbox"/>
Set the resolution for effects and any filters based on image quality	<input type="checkbox"/>	<input type="checkbox"/>
Fixed PDF or other export options to the best settings for the final media and the file is then exported and saved	<input type="checkbox"/>	<input type="checkbox"/>
Repeated graphics efficiently using a symbol or stamp to reduce file size	<input type="checkbox"/>	<input type="checkbox"/>

Created slices from objects, layers or groups and updated as required	<input type="checkbox"/>	<input type="checkbox"/>
Checked and adjusted image quality where necessary	<input type="checkbox"/>	<input type="checkbox"/>
Created and edited complex shapes	<input type="checkbox"/>	<input type="checkbox"/>
Embedded and/or linked bitmap images in the file	<input type="checkbox"/>	<input type="checkbox"/>
Modified and/or duplicated placed bitmaps according to design requirements	<input type="checkbox"/>	<input type="checkbox"/>
Masked bitmaps and/or added opacity mask	<input type="checkbox"/>	<input type="checkbox"/>
Exported and edited layered file to image editing program	<input type="checkbox"/>	<input type="checkbox"/>
Created proof and checked separations	<input type="checkbox"/>	<input type="checkbox"/>
Completed required editing and saved file	<input type="checkbox"/>	<input type="checkbox"/>
Linked objects to create an image map that meets design requirements	<input type="checkbox"/>	<input type="checkbox"/>
Layered objects to create an animation frames and exported for animation set up	<input type="checkbox"/>	<input type="checkbox"/>
Feedback to candidate:		
Assessment decision for this assessment activity:		
<input type="checkbox"/> Competent <input type="checkbox"/> Not Yet Competent		
Candidate's Signature:		Date:
Assessor' Signature:		Date:

Set C: Practical Demonstration 2

PRACTICAL DEMONSTRATION 2	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Graphic Design
Task:	Create a new year's greetings card
Assessment Centre:	
Date of Assessment:	
Time of Assessment:	
Instructions:	
Read and understand the directions carefully:	
<ul style="list-style-type: none">▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Graphic Design▪ this assessment activity will be used to measure your underpinning skills▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used▪ you have one and a half (1.5) hours to complete this demonstration	
Procedure:	
<ul style="list-style-type: none">▪ observe and wear personal protective equipment (PPE) as required for the task to be performed▪ read the specification information provided▪ collect all materials needed to complete the task▪ perform the task within the given time▪ observe and follow all health and safety (OHS) requirements at all times	
Job Specification Information:	
<ol style="list-style-type: none">1. Collect required supplies, materials, tools and equipment required for the job (refer to the list provided to you by your competency assessor).2. Collect required supplies, materials, tools and equipment to create clipping path.3. Collect the information related to the job to be demonstrated.4. Open the graphics application software.5. Set the working environment.6. Open the specific photo.7. Use your own photo, manipulate it and apply on the design.8. Select and use pen tool.9. Create the clipping path for the specific section of the photo.10. Save the created clip in specified location.11. Close the canvas and your work.12. Close the application software and clean the working desk before leaving.	
Drawing, Plan, Diagram or Sketch:	



Image source:

<https://www.postermywall.com/index.php/posterbuilder/copy/3bc208d1913b207e4775735f3dc1fdf0>

Resources Required:

Tools:	N/A
Equipment:	Computer with peripherals Printer
Machinery:	N/A
Materials:	Design software illustrator Design software Photoshop Paper Pen
PPE:	N/A

Set C: Practical Demonstration 2 – Observation Checklist

PRACTICAL DEMONSTRATION 2 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Graphic Design	
Task:	Create a new year's greetings card	
Assessment Centre:		
Date of Assessment:		
Instructions:	<p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> ▪ fit industry requirements in which the assessment will be conducted ▪ adhere, where possible, to reasonable adjustment practices ▪ ensure that suitable performance benchmarks are applied and explained to the candidate 	
OBSERVATION RECORD		
Performance Criteria	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
Identified and followed safety signs and symbols	<input type="checkbox"/>	<input type="checkbox"/>
Selected and used personal protective equipment (PPE)	<input type="checkbox"/>	<input type="checkbox"/>
Maintained personal hygiene	<input type="checkbox"/>	<input type="checkbox"/>
Switched on power of computer and other peripheral devices	<input type="checkbox"/>	<input type="checkbox"/>
Logged out all open applications programs in accordance with standard application procedure	<input type="checkbox"/>	<input type="checkbox"/>
Shut down personal computer in accordance with standard shut down procedure	<input type="checkbox"/>	<input type="checkbox"/>
Switched off and unplugged power supply of the computer and other peripherals in accordance with standard procedure	<input type="checkbox"/>	<input type="checkbox"/>
Navigated system configuration and application versions in operation	<input type="checkbox"/>	<input type="checkbox"/>
Navigated and manipulated desktop environment	<input type="checkbox"/>	<input type="checkbox"/>
Selected, opened and closed desktop icons to access application programs	<input type="checkbox"/>	<input type="checkbox"/>

Worked upon files, folders and application programs	<input type="checkbox"/>	<input type="checkbox"/>
Entered data into the desired office application in accordance with work requirements	<input type="checkbox"/>	<input type="checkbox"/>
Copied and saved files to available data storage/disk drives	<input type="checkbox"/>	<input type="checkbox"/>
Entered into the program print settings, if required	<input type="checkbox"/>	<input type="checkbox"/>
Installed and made available specialized utilities for typing Bangla and English	<input type="checkbox"/>	<input type="checkbox"/>
Selected appropriate tools for typing	<input type="checkbox"/>	<input type="checkbox"/>
Selected appropriate keyboard layout	<input type="checkbox"/>	<input type="checkbox"/>
Typed document content with different format	<input type="checkbox"/>	<input type="checkbox"/>
Typed document content at minimum speed in English and in Bangla in accordance with workplace requirements	<input type="checkbox"/>	<input type="checkbox"/>
Created colours, edited and saved to the colour palette and adjusted saturation of colour	<input type="checkbox"/>	<input type="checkbox"/>
Selected and copied colour and appearance attributes as required	<input type="checkbox"/>	<input type="checkbox"/>
Used gradients fill, mesh and patterns to paint and blend as required by the layout and design brief	<input type="checkbox"/>	<input type="checkbox"/>
Used variety of methods to group objects or individually selected, moved, scaled or rotated according to workplace standard	<input type="checkbox"/>	<input type="checkbox"/>
Added effects to a graphic and edited to make the appearance more suitable according to the design brief	<input type="checkbox"/>	<input type="checkbox"/>
Organized objects in layers and controlled stacking order	<input type="checkbox"/>	<input type="checkbox"/>
Locked and/or nested, and grouped layers in accordance with the design brief	<input type="checkbox"/>	<input type="checkbox"/>
Added or removed styles from layers when layer consistency is not required	<input type="checkbox"/>	<input type="checkbox"/>
Set the resolution for effects and any filters based on image quality	<input type="checkbox"/>	<input type="checkbox"/>
Fixed PDF or other export options to the best settings for the final media and the file is then exported and saved	<input type="checkbox"/>	<input type="checkbox"/>
Opened and used graphic design application	<input type="checkbox"/>	<input type="checkbox"/>
Used and manipulated application pen tool	<input type="checkbox"/>	<input type="checkbox"/>
Chosen desired pencil tool option	<input type="checkbox"/>	<input type="checkbox"/>
Adjusted and edited lines and curves to fit design specification	<input type="checkbox"/>	<input type="checkbox"/>
Painted objects, transposed and scaled strokes and effects according to the design brief	<input type="checkbox"/>	<input type="checkbox"/>
Chosen path drop-down list from the clipping path dialog box	<input type="checkbox"/>	<input type="checkbox"/>
Saved clipping path in the chosen file	<input type="checkbox"/>	<input type="checkbox"/>
Created basic shape using pen tool of the selected application	<input type="checkbox"/>	<input type="checkbox"/>
Selected and applied desired colour	<input type="checkbox"/>	<input type="checkbox"/>
Selected desired shadow where applicable	<input type="checkbox"/>	<input type="checkbox"/>

Added text in accordance with project design requirement	<input type="checkbox"/>	<input type="checkbox"/>
Added background gradient where desirable	<input type="checkbox"/>	<input type="checkbox"/>
Saved and completed logo	<input type="checkbox"/>	<input type="checkbox"/>
Feedback to candidate:		
Assessment decision for this assessment activity:		
<input type="checkbox"/> Competent <input type="checkbox"/> Not Yet Competent		
Candidate's Signature:		Date:
Assessor' Signature:		Date:

Oral Questions (Optional)

ORAL QUESTIONS - INSTRUCTIONS	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Graphic Design
Unit of Competency	
Generic Competencies	
SEIP-IT-GRA-01-G	Perform computations using basic mathematical concepts
SEIP-IT-GRA-02-G	Apply occupational health and safety (OHS) practice in the workplace
SEIP-IT-GRA-03-G	Communicate in English in the workplace
SEIP-IT-GRA-04-G	Work in a self-directed team
Sector-specific Competencies	
SEIP-IT-GRA-01-S	Operate a personal computer and use office application
SEIP-IT-GRA-02-S	Type documents in Bangla and English
SEIP-IT-GRA-03-S	Send and retrieve information using email, web browsers, video/audio tools
SEIP-IT-GRA-04-S	Comply to ethical standards in IT workplace
Occupation-specific Competencies	
SEIP-IT-GRA-01-O	Install hardware components
SEIP-IT-GRA-02-O	Configure software
SEIP-IT-GRA-03-O	Work with hardware and software applications
SEIP-IT-GRA-04-O	Perform networking
SEIP-IT-GRA-05-O	Maintain network computer security
Assessment Centre:	
Date of Assessment:	
Time of Assessment:	
Instructions:	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> ▪ these oral questions are based on the performance criteria from all the units of competency in Graphic Design ▪ oral questions are designed to enable additional assessment of your underpinning knowledge ▪ you should present your responses as directed by the assessor ▪ answer all the questions asked by the assessor as best as possible 	

ORAL QUESTIONS			
Question		Place a ✓ in the appropriate box to show if evidence has been demonstrated competently	
		Yes	No
1.	State three important issues from the OHS Policy in IT Sector.	<input type="checkbox"/>	<input type="checkbox"/>
2.	What are your key tasks as a Graphics Designer?	<input type="checkbox"/>	<input type="checkbox"/>
3.	What will you do in case there is some miscommunication between your two co-workers?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Name three Bangla keyboard layout.	<input type="checkbox"/>	<input type="checkbox"/>
5.	What is the way to share large files like videos to others over mails?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Deduce netiquette principles.	<input type="checkbox"/>	<input type="checkbox"/>
7.	Interpret workplace code of conduct.	<input type="checkbox"/>	<input type="checkbox"/>
8.	Briefly state the methods of developing ideas.	<input type="checkbox"/>	<input type="checkbox"/>
9.	How do you check the quality of design work?	<input type="checkbox"/>	<input type="checkbox"/>
10.	How do you set ruler unit and grid for your design work?	<input type="checkbox"/>	<input type="checkbox"/>
11.	What is clipping path?	<input type="checkbox"/>	<input type="checkbox"/>
12.	What is the importance of creating mock- up?	<input type="checkbox"/>	<input type="checkbox"/>
13.	Why colour separation is important at finalization stage.	<input type="checkbox"/>	<input type="checkbox"/>
14.	You have designed an artwork using magenta, yellow and black colours. The design size is 12" x 6.5". How many positive you need to be developed to print the artwork?	<input type="checkbox"/>	<input type="checkbox"/>
Feedback to candidate:			
Assessment decision for this assessment activity:			
<input type="checkbox"/> Competent		<input type="checkbox"/> Not Yet Competent	
Candidate's Signature:		Date:	
Assessor' Signature:		Date:	

Oral Questioning Guideline

General Guidelines for Effective Questioning	
▪	Keep questions short and focused on one key concept
▪	Ensure that questions are structured
▪	Test the questions to check that they are not ambiguous
▪	Use `open-ended questions such as `what if...?' and `why...?' questions, rather than closed questions
▪	Keep questions clear and straight forward and ask one at a time
▪	Use words that the candidate is able to understand
▪	Look at the candidate when asking questions
▪	Check to ensure that the candidate fully understands the questions
▪	Ask the candidate to clarify or re-phrase their answer if the assessor does not understand the initial response
▪	Confirm the candidate's response by repeating the answer back in his/her own words
▪	Encourage a conversational approach with the candidate when appropriate, to put him or her at ease
▪	Use questions or statements as prompts for keeping focused on the purpose of the questions and the kind of evidence being collected
▪	Use language at a suitable level for the candidate
▪	Listen carefully to the answers for opportunities to find unexpected evidence
▪	Follow up responses with further questions, if useful, to draw out more evidence or to make links between knowledge areas
▪	Compile a list of acceptable responses to ensure reliability of assessments

Oral Questions (Optional) - Answers

Answers are highlighted in **bold** and *italics*.

ORAL QUESTIONS		
Question		Answer
1.	State three important issues from the OHS Policy in IT Sector.	<ul style="list-style-type: none"> <i>a. seating arrangement,</i> <i>b. Radiation protective shield for Monitor of Glasses for eye,</i> <i>c. Taking break for 10 minutes in every 1 hour of work</i>
2.	What are your key tasks as a Graphics Designer?	<ul style="list-style-type: none"> - <i>Properly identify the client's requirement</i> - <i>Select tools and equipment for design work</i> - <i>Develop the design work</i> - <i>Make review of the design before final submission</i> - <i>Adjust design to meet the client's requirement</i> - <i>Submit the final form of the design</i>
3.	What will you do in case there is some miscommunication between your two co-workers?	<i>Resolve the issue in the lower level if possible, make sure that both sides are being heard about.</i>
4.	Name three Bangla keyboard layout.	<ul style="list-style-type: none"> - <i>Avro</i> - <i>Bijoy</i> - <i>Proshhika</i>
5.	What is the way to share large files like videos to others over mails?	<i>Put the video file on video sites (like Facebook, YouTube, etc), clouds and send the link over mail to the person to be shared.</i>

6.	Deduce netiquette principles.	<p>May include but are not limited to:</p> <ul style="list-style-type: none"> • Identify yourself: <ul style="list-style-type: none"> ○ <i>Begin messages with a salutation and end them with your name.</i> ○ <i>Use a signature (a footer with your identifying information) at the end of a message</i> • <i>Include a subject line. Give a descriptive phrase in the subject line of the message header that tells the topic of the message (not just "Hi, there!").</i> • <i>Avoid sarcasm. People who don't know you may misinterpret its meaning.</i> • <i>Respect others' privacy. Do not quote or forward personal email without the original author's permission.</i> • <i>Acknowledge and return messages promptly.</i> • <i>Copy with caution. Don't copy everyone you know on each message.</i> • <i>No spam (a.k.a. junk mail). Don't contribute to worthless information on the Internet by sending or responding to mass postings of chain letters, rumours, etc.</i> • <i>Be concise. Keep messages concise—about one screen, as a rule of thumb.</i> • Use appropriate language: <ul style="list-style-type: none"> ○ <i>Avoid coarse, rough, or rude language.</i> ○ <i>Observe good grammar and spelling.</i> • <i>Use appropriate emoticons (emotion icons) to help convey meaning. Use "smiley's" or punctuation such as :-) to convey emotions. See website list of emoticons at http://netlingo.com/smiley.cfm and http://www.robelle.com/smugbook/smile.html.</i> • Use appropriate intensifiers to help convey meaning. <ul style="list-style-type: none"> ○ <i>Avoid "flaming" (online "screaming") or sentences typed in all caps.</i> ○ <i>Use asterisks surrounding words to indicate italics used for emphasis (*at last*).</i> ○ <i>Use words in brackets, such as (grin), to show a state of mind.</i> ○ <i>Use common acronyms (e.g. LOL for "laugh out loud")</i>
7.	Interpret workplace code of conduct.	<ul style="list-style-type: none"> - Timing - Behaviour - Relation with co-worker

		<ul style="list-style-type: none"> - <i>Relation with supervisor</i> - <i>Relation with client</i> - <i>Client communication</i>
8.	Briefly state the methods of developing ideas.	<p><i>There are a few ways to generate ideas:</i></p> <p><u>Brainstorming</u> <i>it is just writing down any idea that comes to thought as a word or phrase. The goal is to list down as many things as possible without spending much time thinking about any of them except to let them lead to new ideas. Often with brainstorming result is a long list, which can be organized and exclude if necessary.</i></p> <p><u>Free form writing</u> – <i>This is one of the preferred methods. It's similar to the above except writing sentences and sentence fragments. The act of writing tends to get brain working a little more and gets the ideas flowing. It can be done with pen and paper or by typing on document or text file with computer</i></p> <p><u>Sketching</u> – <i>Sometimes words alone are not enough and sketching is a better way to generate ideas. Sometimes it's an idea for a new design and sometimes it's just some concept that occurs to designers as an image rather than in words.</i></p> <p><u>Mind Mapping</u> – <i>Mind mapping mainly is a way to brainstorm in a more visual way by showing connections between similar and dissimilar ideas. Mind mapping is a great way to see how different ideas are connected to each other.</i></p>
9.	How do you check the quality of design work?	<i>Comparing the design requirements of client with developed design is the correct way to check quality.</i>
10.	How do you set ruler unit and grid for your design work?	<p><u>Rulers</u></p> <p><i>Rulers help you accurately place and measure objects in the illustration window or in an artboard. The point where 0 appears on each ruler is called the ruler origin.</i></p> <p><i>Illustrator provides separate rulers for documents and artboards. You can select only one of these rulers at a time.</i></p> <p><i>Global rulers appear at the top and left sides of the illustration window. The default ruler origin is located at the top-left corner of the illustration window.</i></p> <p><i>Artboard rulers appear at the top and left sides of the active artboard. The default artboard ruler origin is located at the top-left corner of the artboard.</i></p> <p><u>Grid</u></p> <p><i>The grid appears behind your artwork in the illustration window. It does not</i></p>

		<i>print. For design works, grids ensure better environment for work.</i>
11.	What is clipping path?	<i>A clipping path is a closed vector path, or shape, used to cut out a 2D image in image editing software. Anything inside the path will be included after the clipping path is applied; anything outside the path will be omitted from the output. Applying the clipping path results in a hard (aliased) or soft (anti-aliased) edge, depending on the image editor's capabilities.</i>
12.	What is the importance of creating Mock up?	<i>Mock-ups reflect the design choices for colour schemes, layouts, typography, iconography, the visuals of navigation, and the overall atmosphere of the product.</i> <i>Mock-ups have several benefits:</i> <ul style="list-style-type: none"> • <i>Intuitive to stakeholders</i> - Stakeholders can more easily see the final product. • <i>Realistic perspective - mock-ups can help reveal problems that aren't so apparent on paper (for example, colour clashes, or smaller type errors going unnoticed).</i> • <i>Early revisions — It's easier to make revisions in a mock-up than in the later coding stages (as long as the mock-up itself isn't coded).</i>
13.	Why colour separation is important at finalization stage	<i>To support the Printing press, colour separation option is introduced to graphics design software. Printing machine at press is designed to apply printing with four colours – Cyan, Magenta, Yellow and Black (CMYK). Applying printing each colour one after another on a same page creates a coloured print. Now this separated positive can be virtually generated and print with design software. This makes colour correction easy.</i>
14.	You have designed an artwork using Magenta, Yellow and Black colours. The design size is 12" x 6.5". How many positive you need to be developed to print the artwork?	<i>Three separate plates for 3 colours.</i>

Assessment Evidence Summary Sheet

EVIDENCE SUMMARY SHEET			
Candidate Name:			
Assessor Name:			
Qualification:	Certificate in Graphic Design		
Assessment Centre:			
Date(s) of Assessment:			
The performance of the candidate in the following unit or units of competency and the methods engaged to assess performance are as follows:			
Unit of Competency	Assessment Method	Competent	Not Yet Competent
All units of competency comprising of the qualification	Written Test	<input type="checkbox"/>	<input type="checkbox"/>
	Practical Demonstration 1 (Set)	<input type="checkbox"/>	<input type="checkbox"/>
	Practical Demonstration 2 (Set)	<input type="checkbox"/>	<input type="checkbox"/>
	Oral Questioning (optional)	<input type="checkbox"/>	<input type="checkbox"/>
Note: Issuance of a certificate will only be given to a candidate who has successfully been assessed as competent for ALL units of competency.			
Recommendation			
<input type="checkbox"/> Issuance of Statement of Achievement (<i>indicate title of SOA, if full Certificate is not met</i>)	<input type="checkbox"/> Submission of additional documents Specify:	<input type="checkbox"/> Reassessment Specify:	
Did the candidate overall performance meet the required evidence/standard?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Overall Evaluation:	<input type="checkbox"/> Competent <input type="checkbox"/> Not Yet Competent		
General Comments:			
Candidate Signature:		Date:	
Assessor Signature:		Date:	
Institution Manager Signature:		Date:	

CANDIDATES COPY
(Please presents this form when you claim your Certificate)

Assessment Results Summary			
Qualification:	Certificate in Graphic Design		
Name of Candidate:		Date:	
Name at Assessment Centre:		Date:	
Assessment Results:	<input type="checkbox"/> Competent <input type="checkbox"/> Not Yet Competent		
Recommendation:	<input type="checkbox"/> Issuance of SOA <i>(indicate title of SOA, if full certificate is not met)</i>		
	<input type="checkbox"/> Submission of additional documents – specify:		
	<input type="checkbox"/> Reassessment - specify:		
Assessed by: (name and signature)		Date:	
Attested by: (name and signature):		Date	

Assessment Validation Map

This identifies how the assessment tools in this resource may assess:

- elements and performance criteria
- critical aspects of assessment
- skills and knowledge
- employability skills

Unit of Competency:	SEIP-IT-GRA-01-G – Perform computations using basic mathematical concepts		
Element	Assessment Method		
	Written	Practical	Oral
1. Identify calculation requirements in the workplace.	1		
2. Select appropriate mathematical methods/concepts for the calculation.	1		
3. Use tool/instruments to perform calculations.	1		
Unit of Competency:	SEIP-IT-GRA-02-G – Apply occupational health and safety (OHS) practice in the workplace		
Element	Assessment Method		
	Written	Practical	Oral
1. Identify OHS policies and procedures.	3	A1-2 B1-2 C1-2	1
2. Apply personal health and safety practices.	3	A1-2 B1-2 C1-2	1
3. Report hazards and risks.	3	A1-2 B1-2 C1-2	1
4. Respond to emergencies.	3	A1-2 B1-2 C1-2	1
Unit of Competency:	SEIP-IT-GRA-03-G – Communicate in English in the workplace		
Element	Assessment Method		
	Written	Practical	Oral

1. Read and understand workplace documents in English.	15, 16, 18	A1-2 B1-2 C1-2	7
2. Write simple workplace communications in English.		A1-2 B1-2 C1-2	7
3. Listen and comprehend to English conversations.	15, 16, 18	A1-2 B1-2 C1-2	
4. Perform conversations in English language.	15, 18	A1-2 B1-2 C1-2	
Unit of Competency:	SEIP-IT-GRA-04-G – Work in a self-directed team		
Element	Assessment Method		
	Written	Practical	Oral
1. Identify team goals and work processes.	4, 21	A1-2 B1-2 C1-2	3, 7
2. Communicate and cooperate with team members.	5, 21	A1-2 B1-2 C1-2	3, 7
3. Work as a team member.	4, 21, 22	A1-2 B1-2 C1-2	3, 7
4. Solve problem as a team member.	4, 21, 22	A1-2 B1-2 C1-2	3, 7
Unit of Competency:	SEIP-IT-GRA-01-S – Operate a personal computer and use office application		
Element	Assessment Method		
	Written	Practical	Oral
1. Start and shut down the computer.		A1-2 B1-2 C1-2	4, 6

2. Access basic system information.	1	A1-2 B1-2 C1-2	
3. Work with files, folders and user application programs.		A1-2 B1-2 C1-2	
4. Print documents.	6	A1-2 B1-2 C1-2	
Unit of Competency:	SEIP-IT-GRA-02-S – Type documents in Bangla and English		
Element	Assessment Method		
	Written	Practical	Oral
1. Install the application.	20	A1-2 B1-2 C1-2	4
2. Select appropriate tools and keyboard layout.	20	A1-2 B1-2 C1-2	4
3. Type document using different style format.	20	A1-2 B1-2 C1-2	
Unit of Competency:	SEIP-IT-GRA-03-S – Send and retrieve information using email, web browsers, video/audio tools		
Element	Assessment Method		
	Written	Practical	Oral
1. Access the internet.	5, 14, 24	A1, B1, C1	5
2. Search the internet.	5, 14, 24	A1, B1, C1	5
3. Research and apply 'netiquette' principals.	5, 14, 24	A1, B1, C1	5, 6
4. Organise and send message.	5, 14, 24	A1, B1, C1	5
Unit of Competency:	SEIP-IT-GRA-04-S – Comply to ethical standards in IT workplace		

Element		Assessment Method		
		Written	Practical	Oral
1. Uphold the interest of clients.		7, 15, 16	A1-2 B1-2 C1-2	2
2. Deliver quality products and services.		7, 15, 16	A1-2 B1-2 C1-2	2
3. Demonstrate professionalism at work.		7, 15, 16	A1-2 B1-2 C1-2	2
4. Obey workplace code of conduct.		7, 15, 16	A1-2 B1-2 C1-2	2
Unit of Competency:	SEIP-IT-GRA-01-O – Apply graphic design concepts and guidelines			
Element		Assessment Evidence Method		
		Written	Practical	Oral
1. Apply graphic design concept.		2, 9	A1-2 B1-2 C1-2	8, 9
2. Follow basic design guidelines.		2, 9	A1-2 B1-2 C1-2	8, 9
3. Develop conceptual skills and ideas.		9, 23	A1-2 B1-2 C1-2	8, 9
4. Seek strategies for personal development.		9, 23	A1-2 B1-2 C1-2	
Unit of Competency:	SEIP-IT-GRA-02-O – Generate shapes and text			
Element		Assessment Method		
		Written	Practical	Oral

1. Prepare equipment and related software.	7, 9, 10, 11, 13	A1-2 B1-2 C1-2	2
2. Create shapes and text.	7, 9, 10, 11, 13	A1-2 B1-2 C1-2	2
3. Check work quality.	9, 10, 11, 20	A1-2 B1-2 C1-2	
Unit of Competency:	SEIP-IT-ITS-03-O – Generate design using graphics application		
Element	Assessment Method		
	Written	Practical	Oral
1. Prepare the work environment.	8, 12, 17, 18, 25	A1, B1, C1	9
2. Produce objects with/without typing.	8, 12, 17, 18, 25	A1, B1, C1	9, 10
3. Set up layers and appearance attributes.	8, 12, 25	A1, B1, C1	9, 10, 13, 14
4. Finalise document.	8, 12, 17, 18, 25	A1, B1, C1	9, 13, 14
Unit of Competency:	SEIP-IT-ITS-04-O – Generate clipping path, logo and mock up		
Element	Assessment Method		
	Written	Practical	Oral
1. Prepare the work environment.	8, 12	A2, B2, C2	11
2. Create clipping path.	8, 12	A2, B2, C2	11
3. Create logo.	8, 12	A2, B2, C2	
4. Create mock up.	8, 12	A2, B2, C2	12
Unit of Competency:	SEIP-IT-ITS-05-O – Review final output and print		
Element	Assessment Method		

	Written	Practical	Oral
1. Check image quality and file size.	11	A1-2 B1-2 C1-2	4, 5
2. Manipulate objects and text.	5, 13	A1-2 B1-2 C1-2	5
3. Import images.	11	A1-2 B1-2 C1-2	5
4. Set colour separation.	20	A1-2 B1-2 C1-2	5
5. Finalize media and print.		A1-2 B1-2 C1-2	5